

**NORTH LITTLE ROCK
WASTEWATER TREATMENT COMMITTEE**

MINUTES OF A MEETING HELD TUESDAY, SEPTEMBER 12, 2023

A meeting of the North Little Rock Wastewater Treatment Committee was held on Tuesday, September 12, 2023, in the administrative offices located at the Faulkner Lake Treatment Plant.

The meeting was called to order by Chairman Matthews at approximately 12:14 p.m. The roll was called, and a quorum was present. Those in attendance at the meeting were Chairman Matthews, Mr. Ed Nelson and Mr. Gabe Stephens. Also in attendance were Mr. Michael Clayton, Director, Ms. Alice Fulk, Human Resources Director, Ms. Kayla Koba, Senior Accountant, Mr. Scott Hilburn with Hilburn & Harper, Ltd. and Dawn Harmon.

First, the Committee reviewed the minutes of its June 13, 2023, meeting. Director Clayton stated he would like to clarify the minutes. He stated there was an attachment with the correction that needs to be made and the correction reflects the number of three (3) platinum awards for 100% compliance at the Faulkner Lake, Five Mile Creek and White Oak Treatment Plants more than five years. After review, a motion was made by Mr. Stephens, seconded by Mr. Nelson, to approve the August 8, 2023, minutes as corrected. The motion carried unanimously.

The Committee then reviewed the corrected cash disbursements for June 2023. Director Clayton advised the Committee that there were actually three (3) pay periods during the month of June 2023, and only two (2) were reflected in the June cash disbursement totals. Therefore, a motion was made by Mr. Nelson, seconded by Mr. Stephens, to approve the corrected cash disbursements for June 2023 reflecting total cash disbursements of \$2,772,687.47 and fund transfers between accounts of \$2,172,165.71. The motion carried unanimously.

Next, the Committee reviewed the cash disbursements for August 2023. After review of the disbursements, a motion was made by Mr. Nelson, seconded by Mr. Stephens, to approve the cash disbursements for August 2023 reflecting total cash disbursements of \$4,904,014.30 and fund transfers between accounts of \$1,430,443.01. The motion carried unanimously.

Upon motion made by Mr. Nelson, seconded by Mr. Stephens, the Committee unanimously approved the financial statements for August 2023.

Director Clayton then updated the Committee on the Broadway Area Pipe Bursting 2023 Collection System Renewal which was deferred from the July 2023 Committee meeting. The staff advertised and received bids for the project on Thursday, June 22, 2023, at 1:00 p.m. The project consists of rehabilitation of approximately 24,279 linear feet of 6" and 8" sanitary sewer mains via the pipe bursting method and reconnection of approximately 315 active services. The low bid was submitted by Horseshoe Construction, Inc. in the amount of \$2,695,324.00. During this process it came to the Utility's attention that Horseshoe Construction's license had expired on February 24, 2023. The Utility's policies and procedures require any bidder to have an active license or an active application for a license. Horseshoe's license application had expired before June 22, 2023, and therefore they did not have an active license or application at the time bids were due. After further discussion, it was determined that the Committee has two (2) options; either review the other bids to see if one is a responsible bid the Committee is willing to accept; or rebid the entire project. The Executive Director of the Arkansas Contractor's Board asked Horseshoe Construction to withdraw their bid and to date they have not done so. Director Clayton did note he had contacted Arkansas Cleaning & Televising, LLC to see if they would honor the pricing set out in their original bid. They stated they would stand by their original bid and would do their best to complete the project on the same time schedule. Therefore, a motion was made by Mr. Nelson, seconded by Mr. Stephens, to award the contract to the previous second highest bidder Arkansas Cleaning & Televising, LLC, currently the lowest responsible bidder. The motion carried unanimously.

The Committee then discussed the purchase of a new 1-ton crew cab truck for repair crew 3. The Maintenance & Construction Department currently maintains a 1-ton truck per crew designated to haul tools, pull trailers, air compressors and move crew members to and from job sites. This truck is used for everyday crew needs. Currently Repair Crew 3 uses a 2010 Ford F-350 with more than 200,000 miles on it. It is recommended to replace this truck with a new 1-ton truck and use the current truck as a spare. The current spare truck (2008 Ford 3500) will be decommissioned and sold on GovDeals.com. The Maintenance & Construction Department 2023 budget includes \$120,000.00 to purchase two (2) pickup trucks with utility beds. A motion was then made by Mr. Stephens, seconded by Mr. Nelson, to authorize the Utility staff to purchase a 1-ton crew cab truck from Smart Ford Malvern for \$51,064.00 using the State Contract for vehicles. The motion carried unanimously.

The Retirement Committee held a meeting on September 6, 2023, during which a Trustee appointment policy was presented and discussed. Gina Briley was one of the employee trustees but when she retired, Director Clayton appointed

Marolyn Dorman to replace her as an employee trustee on the Retirement Committee. Four members make up the Retirement Committee, 2 employee members appointed by the Director and 2 Wastewater Committee members. Currently, there is not a policy in place for how the employee trustee is appointed. The Retirement Committee discussed implementing a policy which outlines the procedure and criteria for appointing trustees to the Retirement Committee. A motion was made by Mr. Nelson, seconded by Mr. Nelson, to implement this policy, as presented, for the Retirement Committee. The motion carried unanimously.

Upon motion made by Mr. Stephens, seconded by Mr. Nelson, the Committee unanimously excused the absences of Ms. Karen Bryant and Ms. Marie Hollowell from the September 12, 2023, meeting.

Director Clayton shared with the Committee a short power point presentation he gave to the North Little Rock City Council regarding the awards presented to the Utility at the NCWAA meeting held in Louisville, Kentucky. He updated the Council and shared information about each plant - Faulkner Lake Treatment Plant (most advanced plant - performs well, 100% compliance for the past 5 years), 5 Mile Creek Plant (located behind Sam's) and White Oak Bayou (located behind North Shore Business Park). The Operations/Environmental compliance division keeps the testing going on all the plants.

Next, Director Clayton updated the Committee on the new website. It is still in the development stage but hopes to launch it in about two (2) weeks. The main purpose of the new website is to provide information on who we are and what we do, ways to get information out to the public and a better way to communicate.

Next, Director Clayton discussed with the Committee that CAW brought attention to utilities relating to an issue of using rate payer money to donate to non-profits. This is becoming a very controversial topic. He went on to confirm that the North Little Rock Wastewater Utility does not donate any money to non-profits. Further, he is working on a new policy to put into place where the utility/director cannot donate any rate payer money without Committee approval.

There being no further action to come before the Committee, a motion was made by Mr. Nelson to adjourn the meeting. The motion carried unanimously, and the meeting was adjourned at approximately 1:10 p.m.

APPROVED AS TO FORM:


K. W. MATTHEWS, CHAIRMAN

RESPECTFULLY SUBMITTED,


VICE-CHAIRMAN/SECRETARY