

**NORTH LITTLE ROCK  
WASTEWATER TREATMENT COMMITTEE**

**MINUTES OF A MEETING HELD TUESDAY, JUNE 13, 2023**

A meeting of the North Little Rock Wastewater Treatment Committee was held on Tuesday, June 13, 2023, in the administrative offices located at the Faulkner Lake Treatment Plant.

The meeting was called to order by Chairman Matthews at approximately 12:15 p.m. The roll was called, and a quorum was present. Those in attendance at the meeting were Chairman Matthews, Mr. Ed Nelson, Mr. Gabe Stephens, Ms. Marie Hollowell and Ms. Karen Bryant. Also in attendance were Mr. Michael Clayton, Director, Mr. Scott Hilburn and Mr. Sam Hilburn with Hilburn & Harper, Ltd., and Marolyn Dorman.

Chairman Matthews requested an up-to-date analysis of the Solar Plant's savings on NLRW Entergy bills. Director Clayton indicated he will report on results at the July meeting.

Chairman Matthews next asked the Committee to consider providing mid-year pay increases to employees considering the fact that the City had already done so. Mr. Stephens moved that a two percent increase (2%) be given to all employees effective with the pay period beginning July 3, 2023. Ms. Hollowell seconded, and the motion passed.

First, the Committee reviewed the minutes of its May 9, 2023, meeting. After review, a motion was made by Ms. Bryant, seconded by Mr. Stephens, to approve the May 9, 2023, minutes as submitted. The motion carried unanimously.

Mr. Gabe Stephens by unanimous vote was elected Committee Vice-Chair/Secretary. Ms. Bryant moved to accept the unanimous decision, and Mr. Nelson provided the second.

The Committee then reviewed the cash disbursements for May 2023. A motion was made by Mr. Stephens, seconded by Ms. Bryant, to approve the cash disbursements showing total cash disbursement of \$1,586,330.32 and fund transfers between accounts of \$1,329,266.00. The motion carried unanimously.

The Committee reviewed the May 2023 financial statement. The Committee discussed present rates of interest having risen on some types of accounts at some financial institutions. Director Clayton agreed to have financial staff investigate Certificates of Deposit at First Horizon Bank. Upon a motion made by Mr. Nelson,

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seconded by Mr. Stephens, the Committee unanimously approved the financial statement for May 2023. The motion carried unanimously.

Next, Director Clayton advised the Committee regarding awards he will accept on behalf of the Utility at a meeting in Louisville, Kentucky of the National Association of Clean Water Agencies (NACWA). This meeting will require he travel on the date of the regularly scheduled meeting date. Ms. Bryant moved that the July Committee meeting be moved to Monday, July 10, 2023, and Mr. Stephen seconded.

The CMMS System (Cityworks) used to track all work orders issued and resolved by the Utility is due for renewal on July 31, 2023. The license renewal cost for the one-year period to 7/30/2024 is \$50,085.00, payable to Azteca Systems. The 2023 budgeted amount is \$51,500. The Committee approved the expenditure on a motion made by Mr. Stephens, seconded by Ms. Bryant. Ms. Hollowell requested that we confirm the cyber security factors in this contract.

The White Oak Bar Screen Installation Project was put out for bids, the project having been approved by the Committee at the February 14, 2023, meeting. Low bidder is Environmental Process Systems. Their bid of \$262,327 was approved and the contract awarded to Environmental Process Systems, upon motion by Ms. Bryant and second by Mr. Nelson.

Director Clayton then called to the attention of the Committee the Director's Highlights attached to the agenda and dated June 8, 2023. He called particular attention to the need for hiring in some new positions (IT, Public Relations) and engaging a company to create and host a website for NLRW independent of the City of North Little Rock's website. The Director pointed out the PAGIS system now has mapping assets from NLRW to include sewer lines, manholes and pump stations. He also reported to the Committee on the CCTV truck fire that occurred and stated he will present new plans for this service at the July meeting.

Mr. Nelson inquired regarding SSO improvements in Sherwood as a result of the relocation of the 30" gravity sewer line under Highway 67/167. Mr. Clayton said the total cost of the repairs amounted to about \$2 million with costs shared about 50:50.

There being no further action to come before the Committee, a motion was made by Mr. Nelson to adjourn the meeting and was seconded by Ms. Hollowell. The motion carried unanimously, and the meeting was adjourned at approximately 1:00 p.m.

**APPROVED AS TO FORM:**



**K. W. MATTHEWS, CHAIRMAN**

**RESPECTFULLY SUBMITTED,**



**GABE STEPHENS,  
VICE-CHAIRMAN/SECRETARY**