

NORTH LITTLE ROCK WASTEWATER TREATMENT COMMITTEE

MINUTES OF A MEETING HELD TUESDAY, JULY 14, 2020

A meeting of the North Little Rock Wastewater Treatment Committee was held on Tuesday, July 14, 2020 at 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 Mr. K.W. Matthews, Mr. Ed Nelson, Ms. Karen Bryant and Mr. Gabe Stephens. Also in attendance were Mr. Marc Wilkins, Director, Mr. Sam Hilburn and Mr. Scott Hilburn with Hilburn, Calhoun, Harper, Pruniski & Calhoun, Ltd. and Dawn Harmon.

First, the Committee reviewed the minutes of its June 9, 2020 meeting. There being no questions or comments, a motion was made by Ms. Bryant, seconded by Mr. Stephens, to approve the minutes of its June 9, 2020 meeting. The motion carried unanimously.

Next, the Committee reviewed the cash disbursements for the month of June 2020. There being no questions or comments, a motion was made by Mr. Stephens, seconded by Ms. Bryant, to approve the cash disbursements for June 2020 reflecting total cash disbursements of \$2,443,211.30 and fund transfers between accounts of \$2,075,266.67. The motion carried unanimously.

Upon motion made by Mr. Nelson, seconded by Mr. Stephens, the Committee unanimously approved the Financial Statement for June 2020.

Mr. Wilkins then advised the Committee that the contract for renewal of health care services from the Change Center for Health has been received by the Utility. The current contract expired June 30, 2020. Health care services provided include immunizations, routine office visits, annual physicals and lab tests. Also provided are services for the Utility for pre-employment physicals, department of transportation physicals and flu vaccines. The agreement has an annual cost of \$39,018.00 for ninety-five (95) employees for the period July 1, 2020 through June 30, 2021. This is the same contract amount as last year. This item is included in the 2020 budget in the amount of \$40,200.00. A motion was then made by Mr. Nelson, seconded by Ms. Bryant, to authorize the staff to enter into a contract with the Change Center for Health in the amount of \$39,018.00 for ninety-five (95) employees. The motion carried unanimously.

Next, Mr. Wilkins informed the Committee that one of the two large effluent pumps at the 5-Mile Creek WRF is tripping fault alarms for motor temperature and moisture. Staff, along with a certified manufacturer's pump technician, have been unable to resolve the issues in the field. Since this is one of the two high flow pumps, staff recommends sending the pump to Jack Tyler Engineering, Inc. for service during the dry season. An estimate for service repairs is \$12,142.00. This particular pump was installed in 2013 and has not previously required service. This item was not budgeted for separately, but is included in the 2020 budget item *Pump Replacement/Repair* in the amount of \$120,000.00. Therefore, a motion was made by Mr. Nelson, seconded by Mr. Stephens, to authorize the staff to utilize the services of Jack Tyler Engineering, Inc. for the repair of 5-Mile Creek Effluent Pump #4 for the estimated amount of \$27,142.00. The motion carried unanimously.

The Committee then discussed the White Oak WTP All-Weather Access Road project. The proposed Change Order #1 for the construction of a 32' x 26' elevated earth pad north of the levee of the western most treatment lagoon to set an auxiliary generator for the pump station. A plan is attached for reference and the estimated cost of Change Order #1 in the amount of \$22,966.00 includes compacted fill, top soil, seed and straw, and 6" of Class 7 base. It was noted that the earthen pad allows access during a flood event. A motion was then made by Mr. Nelson, seconded by Mr. Stephens, to authorize the staff to execute Change Order #1 for the White Oak WTP All-Weather Access Road project in the amount of \$22,966.00. The motion carried unanimously.

Mr. Wilkins then updated the Commission as follows:

- The Utility received the full amount of \$150,000 in grant monies which it applied from the Arkansas Department of Emergency Management through its State Hazard Mitigation Grant Program 2020

- The staff is in the process of reviewing plans and drawings for the solar project

- The construction on the collections systems building is 100% complete

- The Utility has received an assessment from APERMA in the sum of \$39,891.00 which is due and payable in August (it was also noted that our fire claim was paid in the sum of \$2.3M)

-The cost of the Variable Frequency Drive came in \$113,200.00 below the budgeted amount

-Effective, February 1, 2021, Director Wilkins is going to retire

Next, a motion was made by Mr. Nelson, seconded by Mr. Stephens, to excuse the absence of Mr. Smith from the meeting. The motion carried unanimously.

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 12:50 p.m.

APPROVED AS TO FORM:



K. W. MATTHEWS, CHAIRMAN

RESPECTFULLY SUBMITTED,



SYLVESTER SMITH,
VICE-CHAIRMAN/SECRETARY