

NORTH LITTLE ROCK WASTEWATER TREATMENT COMMITTEE

MINUTES OF A MEETING HELD TUESDAY, DECEMBER 8, 2020

A meeting of the North Little Rock Wastewater Treatment Committee was held on Tuesday, December 8, 2020 at the Collection Systems Maintenance and Engineering Building located at the Faulkner Lake Treatment Plant.

The meeting was called to order by Chairman Matthews at approximately 12:12 p.m. The roll was called and all Committee members were present. Those in attendance at the meeting were Mr. K.W. Matthews, Mr. Sylvester Smith, Mr. Ed Nelson, Ms. Karen Bryant and Mr. Gabe Stephens. Also in attendance were Mr. Marc Wilkins, Director, Mr. Michael Clayton, Director Designate, Mr. Charles Frost, Ms. Gina Briley, Mr. Lyle Leubner, Ms. Marybeth Eggleston, Mr. Ronnie Thompson, Ms. Sarah Smith, Mayor's Chief of Staff, with the City of Maumelle, Mr. Sam Hilburn and Mr. Scott Hilburn with Hilburn & Harper, Ltd. and Dawn Harmon.

First, the Committee reviewed the minutes of its November 10, 2020 meeting. There being no questions or comments, a motion was made by Mr. Stephens, seconded by Mr. Nelson, to approve the minutes of its November 10, 2020 meeting. The motion carried unanimously.

Next, the Committee reviewed the cash disbursements for the month of November 2020. A motion was made by Mr. Nelson, seconded by Ms. Bryant, to approve the cash disbursements for November 2020 reflecting total cash disbursements of \$3,358,812.91 and fund transfers between accounts of \$2,609,766.67. The motion carried unanimously.

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

Mr. Wilkins then advised the Committee that the plant operator truck (Unit 78) is in dire need of replacement. It is a 2004 Chevrolet Silverado 1/2 ton with 100,398 treatment plant miles. As it was budgeted for replacement this year, several needed repairs have been delayed to be better spent on a replacement vehicle. These deficiencies include the following: power steering failure, accessories do not turn off when the door is shut, A/C does not work, driver door hinges sag, suspension wear and body and cosmetic damage. Due to heavy use, such as loading 60-gallon herbicide tanks, hauling equipment and gravel road travel, the staff

recommends a heavier duty 3/4 ton replacement. The State bid on said vehicle is \$22,609 for a Ford F250 single cab, long wheel base, work truck. Treatment budgeted \$28,000 in 2020 for this purchase. A motion was then made by Ms. Bryant, seconded by Mr. Smith, to authorize the purchase of a Ford F250, 3/4 ton, single cab, long wheel base truck from the 2020 State Contract at a purchase price of \$22,609.00. The motion carried unanimously.

Mr. Wilkins then informed the Committee that due to an added position in the Engineering Department for a Civil Engineer, North Little Rock Wastewater now needs to provide a Utility vehicle for job related activities. The Engineering Department budgeted \$27,000 in the 2020 Budget to purchase a vehicle for the new position. After discussion, a motion was made by Mr. Smith, seconded by Ms. Bryant, to authorize the staff to purchase a 2021 Ram 1500 Quad Cab 4x2 from the current State Contract in the amount of \$18,877. The motion carried unanimously.

Mr. Wilkins then updated the Committee with regard to Rixie Pump Station fee. He explained that in February of 2004, the Committee approved a \$2.50 monthly fee to be added to the bills of the customers within the Rixie SID to recover a pump station connection fee note receivable. The fee collected as to be applied to the 3% interest first with any remainder applied to the principal balance. As of 11.30.2020, the total fee collected is \$63,495, which has all been applied to the interest. The principal balance of \$176,055.20 has not been reduced. Customers started connecting to the sewer in 2008 and the average monthly active customer count was 158. The fee was calculated based on a forecasted customer base and only above half of that count has connected to sewer. After a lengthy discussion, a motion was made by Mr. Smith, seconded by Mr. Stephens, to authorize that any future collections be applied to the principal balance only and forebear the interest until they get 200 customers at which time the matter will be reevaluated. The motion carried unanimously.

Mr. Smith then addressed the Committee with regard to an Employee Catastrophic Leave fund. He stated he learned that when Director Wilkins retires, he will have more than one thousand (1,000) hours of unpaid leave that he cannot take. Therefore, Mr. Smith made a motion, seconded by Mr. Nelson, and asked Ms. Briley and Mr. Frost to look into setting up a fund where these unused hours could be donated and if anyone from the Utility were seriously ill, they could apply to the Committee to receive hours from this fund. The motion carried unanimously.

Mr. Wilkins then advised the Committee that the Utility should be receiving the approximate sum of \$1,510,190 which is 75% of the amount the Utility applied

for through a FEMA grant, with another amount expected. This was all associated with the 2019 river flood event.

Lastly, Mr. Wilkins announced that Mr. Charles Frost, the Utility's Human Resources Director, was retiring in early January 2021. Mr. Frost has been with the Utility for 29 years and 11 months. After a few words from Mr. Frost, the Utility presented him with a plaque for his years of service to the Utility.

There being no further action to come before the Committee, a motion was made by Mr. Smith to adjourn the meeting. The motion carried unanimously, and the meeting was adjourned at approximately 12:40 p.m.

APPROVED AS TO FORM:



K. W. MATTHEWS, CHAIRMAN

RESPECTFULLY SUBMITTED,



SYLVESTER SMITH,
VICE-CHAIRMAN/SECRETARY