

NORTH LITTLE ROCK WASTEWATER TREATMENT COMMITTEE

MINUTES OF A MEETING HELD TUESDAY, OCTOBER 9, 2018

A meeting of the North Little Rock Wastewater Treatment Committee was held on Tuesday, October 9, 2018 at 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. Those in attendance at the meeting were Mr. K.W. Matthews, Mr. Ed Nelson, Ms. Karen Bryant and Mr. Jay Carman, and in addition, Mr. Jack Stowe, representative from the City of Maumelle. Also in attendance were Mr. Marc Wilkins, Director, Ms. Gina Briley, Mr. Charles Frost, Mr. Ronnie Thompson, Mr. Michael Clayton, Mr. Lyle Leubner, Richard Penn with the City of Sherwood, Permits & Planning Department, Mr. Sam Hilburn and Mr. Mark Halter with Hilburn, Calhoun, Harper, Pruniski & Calhoun, Ltd. and Dawn Harmon.

First, the Committee reviewed the minutes of its September 11, 2018 meeting. There being no questions or comments, a motion was made by Mr. Nelson, seconded by Ms. Bryant, to approve the minutes of the September 11, 2018 meeting. The motion carried unanimously.

The Committee then reviewed the cash disbursements for September 2018. There being no questions or comments, a motion was made by Ms. Bryant, seconded by Mr. Nelson, to approve the cash disbursements for September 2018 reflecting total cash disbursements of \$2,100,162.15 and fund transfers between accounts of \$1,455,092.48. The motion carried unanimously.

Upon motion made by Mr. Nelson, seconded by Ms. Bryant, the Committee unanimously approved the Financial Statement for September 2018.

Next Mr. Wilkins discussed with the Committee the purchase of hydraulic modeling software for the Engineering Department. Mr. Wilkins stated that the staff has evaluated four software products over the past two years and recommends InfoSWMM Executive Suite because it meets the following objectives for the Utility:

- It utilizes the existing GIS software
- It is EPA approved
- It will assimilate flow data from the current set of portable flow meters

- It is capable of utilizing the data from the 2011 Master Plan and the Maumelle Diversion Project

Training is not available locally and will cost approximately \$8,400.00 to train three staff members. The total cost of the software, subscription fees and training for three staff members for the first year is \$38,740.00. The 2018 Budget includes \$62,000.00 to purchase software for the Engineering Department. It was also noted that annual subscription fees for subsequent years will be \$4,890.00 per year. After further discussion, a motion was made by Mr. Nelson, seconded by Ms. Bryant, to authorize the staff to purchase InfoSWMM Executive Suite Floating License for 5,000 links in the amount of \$27,540.00. The motion carried unanimously.

Next, the Committee discussed the purchase of a new Vac-Con. Mr. Wilkins stated that the Vac-Con is the most productive and cost-effective method for cleaning gravity sewer lines. The Utility currently operates four Vac-Con crews and maintains a fifth Vac-Con as a spare to be shared by all four crews. Having the spare Vac-Con enables production when one of the Vac-Cons is out of service. In addition to cleaning pipelines, the Vac-Cons are used for specialized tasks at all of the treatment plants, pump stations and in the collection system. The Staff submitted a draft 2019 Budget which includes \$436,000.00 for the purchase of a new Vac-Con to replace the current spare. The local Vac-Con representative has offered a 2018 model (brand new) for \$405,619.00 through the Houston-Galveston Area Cooperative (HGAC) if payment can be made by January 2, 2019, a savings of approximately \$30,381.00. The current spare Vac-Con is a 2011 model, with 60,339 miles on the vehicle and 7,267 hours on the auxiliary motor. To date \$43,470.21 has been spent on maintenance excluding fuel. This unit will be auctioned off. After further discussion, a motion was made by Mr. Carman, seconded by Mr. Nelson, to authorize the staff to purchase a Vac-Con through HGAC in the amount of \$405,619.00 with payment being due by January 2, 2019. The motion carried unanimously.

Mr. Wilkins then updated the Committee with regard to the 2018 compensation study. He stated that when this matter was tabled at the September meeting, he was directed by the Committee to prepare bonus/annual adjustment scenarios. The bonus scenario was prepared based on the impact of a \$1,000.00 bonus at the end of the year and a \$2,000.00 bonus at the end of the year. The annual adjustment scenario was prepared giving each employee a \$1,000.00 raise along with a cost of living increase. Mr. Nelson stated that after talking with Utility staff and employees, bonuses are nice but individuals have bills that need to be paid monthly. After much discussion, the Committee felt that in order to catch up with the discrepancy in salaries with other local utilities, an across the board

annual adjustment including CPI was the appropriate action. Therefore, a motion was made by Mr. Nelson, seconded by Ms. Bryant, that effective January 2019, salaries for all employees would be increased by \$1,000 (which narrows the gap in the discrepancy of income) along with a 2% cost of living increase and that the Committee would again address the issue in 2020, but could not make a commitment at this time. The motion carried unanimously. Additionally, since it is that time of year, the Committee asked the staff to include the new salary numbers in the 2019 draft Budget.

A motion was then made by Mr. Nelson, seconded by Ms. Bryant, to excuse the absence of Mr. Smith from the meeting. The motion carried unanimously.

Mr. Wilkins then updated the Utility on the grease abatement program. This educational program will be presented to 4th graders. The continuing education is mandated by the Consent Order. This year's campaign is called *Maintain YOUR Drain*. The Utility presented a lid which is made to fit on various sizes of cans that individuals could use as grease containers.

Mr. Wilkins then displayed to the Committee members examples of the engineering projects being done in-house which has saved the Utility hundreds of thousands of dollars.

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 1:00 p.m.

APPROVED AS TO FORM:



K. W. MATTHEWS, CHAIRMAN

RESPECTFULLY SUBMITTED,



SYLVESTER SMITH,
VICE-CHAIRMAN/SECRETARY