

NORTH LITTLE ROCK WASTE WATER TREATMENT COMMITTEE

MINUTES OF A MEETING HELD TUESDAY, JANUARY 14, 2014

A meeting of the North Little Rock Waste Water Treatment Committee was held on Tuesday, January 14, 2014 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. Those in attendance at the meeting were: Mr. K.W. Matthews, Mr. Clark McGlothlin and Ms. Karen Bryant. Also in attendance were Mr. Marc Wilkins, Director, Mr. Bill Staggs, Ms. Gina Briley, Mr. Ric Roll, Mr. Bud Courtney, Mr. Adam Triche with McClelland Consulting Engineers, Inc., Mr. Mark Halter with Hilburn, Calhoun, Harper, Pruniski & Calhoun, Ltd. and Dawn Harmon.

First, Mr. Wilkins updated the Committee on recent copper thefts at the Sherman Road Pump Station and the White Oak Treatment Plant. He stated that the staff is considering methods to more securely monitor the stations. Additionally, he advised the Committee that he had received a "draft" copy of the UALR study with regard to the consolidation of the North Little Rock and Sherwood utilities. After review of the report, Mr. Wilkins stated that the report provided for two alternatives, a merger and a redefining of boundaries with all Sherwood waste being sent to the Five Mile Creek Treatment Plant. Mr. Wilkins stated that he did not think option 2 resolves all of the issues between the utilities. The Committee authorized Mr. Wilkins to forward the study to the Mayor for his review.

The Committee then reviewed the minutes of its December 10, 2013 meeting. After review, a motion was made by Mr. McGlothlin, seconded by Ms. Bryant, to approve the minutes of the December 10, 2013 meeting as submitted. The motion carried unanimously.

Next, the Committee reviewed the voucher disbursements for December 2013. There being no questions, a motion was made by Mr. McGlothlin, seconded by Ms. Bryant, to approve the voucher disbursements for December 2013 reflecting total cash disbursements of \$2,697,947.34 and transfers between accounts of \$1,781,252.26. The motion carried unanimously.

Upon motion made by Ms. Bryant, seconded by Mr. McGlothlin, the Committee unanimously approved the Financial Statements for December 2013.

Mr. Wilkins then updated the Committee on vehicle #89. He stated this vehicle is assigned to the Industrial Pretreatment Department and is used daily for sampling and inspections of permitted industries. The specifics on this vehicle are as follows:

Unit No:	89
Year/Model:	2008 Ford Escape XLT
Mileage:	101,565
Original Cost:	\$16,613.00
Maintenance to Date:	\$ 2,978.55

The staff requests the purchase of a Chevy Equinox off the state contract to replace Unit #89. Unit #89 will be used to replace Unit #80, a 2005 Dodge Durango, which is used as a spare vehicle for the lab facility. Unit #80 in turn will be sent to the next city auction. This vehicle is included in the 2014 budget in the amount of \$18,000.00 and the replacement vehicle cost is \$20,247.00. After a review of the specifications on the requested vehicle, a motion was made by Ms. Bryant, seconded by Mr. McGlothlin, to authorize the staff to purchase a replacement fo Unit #89 off the state contract at a price not to exceed \$20,247.00. The motion carried unanimously.

The Committee then discussed the status of the Manor Drive (Oakbrooke) Pump Station. Mr. Wilkins stated that the Utility staff has been in negotiations with the property owner to purchase the property and easements for modifications to the Oakbrooke Pump Station. Since this is an existing facility which must be kept in service, it will be necessary to purchase a site for the new station, and the property owner has been reluctant to sell. After months of negotiations, the staff has arrived at a solution acceptable to the property owner. The property owner is agreeable to donate the property and the easements contingent upon the Utility relocating the gravity main and the pressure force main to coincide with his plans for future development. It is estimated this option will increase the construction costs and be more expensive (+/- \$6,000.00) than the Utility's offer to purchase the property and easements, but it offers the advantage of putting the gravity main and force main in easements which are out of the flood plain and easily accessible for maintenance which will reduce future costs to the Utility. After a review of the new plan and further discussion, a motion was made by Mr. McGlothlin, seconded by Ms. Bryant, to authorize the staff to engage the Hilburn Law Firm to prepare documents for the transfer of property and easements for the construction of the Manor Drive Pump Station and for the abandonment of certain easements related to the Oakbrooke Pump Station. The motion carried unanimously.

Next, the Committee discussed the bids for the Maintenance and Emergency Equipment Storage Facilities that were received on Tuesday, January 7, 2014 at 2:00 p.m. The project consists of the addition of metal buildings to house maintenance and emergency response equipment. This project will provide crews with designated equipment storage areas to minimize preparation time for routine job orders and emergency responses. The project will also allow for a vehicle wash facility. CWR Construction of North Little Rock, Arkansas submitted the low bid in the amount of \$596,980.71. Mr. Adam Triche with McClelland Engineers, Inc. is in the process of reviewing the contractor's references and licenses. Mr. Wilkins added that this project will be funded through the 2012 revolving Loan Fund (\$21,000,000.00) administered by the Arkansas Department of Natural Resources. A motion was then made by Mr.

McGlothin, seconded by Ms. Bryant, to authorize the staff to enter into a contract with CWR Construction of North Little Rock, Arkansas in the amount of \$596,870.71 for the Maintenance and Emergency Equipment Storage Facilities contingent upon authorization from the Arkansas Department of Natural Resources. The motion carried unanimously.

Mr. Wilkins then reminded the Committee that in May 2010, the Utility entered into a contract with Crist Engineers, Inc. for the engineering services for the Faulkner Lake Phase 3 Sewerage Improvements in an amount not to exceed \$480,765.00. During the design of the project, the staff made additions to the scope of the work, required evaluation of alternative designs and required the engineer to break the project into two (2) separate projects. The engineer performed the additional work, two (2) contracts have been awarded, and construction is in progress for both projects. The staff believes the revisions have benefitted the Utility and will enhance the overall project. Breaking the project into two (2) separate bids, with staggered construction dates combined with the additional scope of work, has added to the engineer's cost and the original contract not to exceed amount has been reached. The staff believes amending the engineering services agreement not to exceed amount to be based upon the Arkansas Building Authority design services fee schedule (10.5% of actual cost of construction) is fair and consistent with recent engineering agreements. Additionally, an additional services fee (\$31,673.00) based on the engineer's actual time and standard hourly rates for the evaluation of alternative designs is justified and has resulted in a better product for the Utility. After discussion, a motion was made by Ms. Bryant, seconded by Mr. McGlothin, to authorize the staff to amend the engineering services agreement not to exceed amount to be based upon the Arkansas Building Authority design services fee schedule, and to include an additional services fee amount of \$31,673.00 for evaluation of alternative designs. The motion carried unanimously.

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

Chairman Matthews then announced to those in attendance that the Committee was going into Executive Session to discuss personnel issues.

At the conclusion of Executive Session, Chairman Matthews stated that the Committee discussed the adoption of the new organizational chart and salary increases for the Utility employees. At that time, a motion was made by Ms. Bryant, seconded by Mr. Glothin, to adopt the organizational chart and salary recommendations presented by Director Wilkins in Executive Session. The motion carried unanimously. It was noted that no salary adjustments were made for Marc Wilkins or Bill Staggs.

There being no further action to come before the Committee, a motion was made by Mr. McGlothin to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at approximately 1:46 p.m.

APPROVED AS TO FORM:

A handwritten signature in blue ink that reads "K. W. Matthews". The signature is written in a cursive style with a large initial "K".

K. W. MATTHEWS, CHAIRMAN

RESPECTFULLY SUBMITTED,

A handwritten signature in blue ink that reads "Sylvester Smith". The signature is written in a cursive style with a large initial "S".

SYLVESTER SMITH,
VICE-CHAIRMAN/SECRETARY