

NORTH LITTLE ROCK WASTEWATER TREATMENT COMMITTEE

MINUTES OF A MEETING HELD TUESDAY, APRIL 11, 2017

A meeting of the North Little Rock Wastewater Treatment Committee was held on Tuesday, April 11, 2017 at the administrative offices located at the Faulkner Lake Treatment Plant.

The meeting was called to order by Chairman Matthews at approximately 12:13 p.m. Those in attendance at the meeting were Mr. K.W. Matthews, Mr. Sylvester Smith, Mr. Ed Nelson and Ms. Karen Bryant, 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, Ms. Shannon Wayson, Mr. Mark Halter with Hilburn, Calhoun, Harper, Pruniski & Calhoun, Ltd. and Dawn Harmon.

First, the Committee reviewed the minutes of its March 14, 2017 meeting. After review, a motion was made by Mr. Nelson, seconded by Ms. Bryant, to approve the minutes of the March 14, 2017 meeting as submitted. The motion carried unanimously.

Next, the Committee reviewed the cash disbursements for March 2017. There being no questions or comments, a motion was made by Ms. Bryant, seconded by Mr. Nelson, to approve the cash disbursements for March 2017 reflecting total cash disbursements of \$2,483,337.33 and transfers between accounts of \$1,317,189.38. The motion carried unanimously.

Upon motion made by Mr. Nelson, seconded by Ms. Bryant, the Committee unanimously approved the Financial Statement for March 2017.

Ms. Shannon Wayson, a chemist with the Utility, then presented to the Committee members research conducted on a Computerized Maintenance Management System (CMMS). According to Wikipedia, a computerized maintenance management system is a software package that maintains a computer database of information about an organization's maintenance operations. CMMS helps keep a record of assets, helps schedule and track maintenance tasks and helps keep a historical record of the work performed. The Utility would use such a system to track work orders, schedule tasks, track external work requests, record asset history, manage inventory and audit and certification of an asset's maintenance history. Ms. Wayson described a few instances where this system would have saved the Utility time and money. Sometimes, the current method of relying on memory

can easily fail and the staff recognizes that recovering the documentation of field activities and evaluating performance and cost effectiveness is difficult and time consuming with the current system. The following four (4) companies provided a demonstration and question and answer session for the staff:

1. Lucity
2. CityWorks
3. MobileMMS
4. Brown Engineering

Based on demonstrations, the staff has determined that CityWorks is the best fit for the Utility. The thing that set this vendor and CMMS apart from the others was True North's familiarity with CityWorks, ESRI and the Cues Granite XP technologies along with the ability to integrate and leverage CCTV inspection information into data useful in R&R decision making. After further discussion and a review of the pricing, Mr. Smith stated that he felt the implementation costs seemed high. He asked the Committee to table this matter for further review of costs. Additionally, he stated he would provide Mr. Wilkins with the name and telephone number of the gentleman that over sees computer/software purchases for the State of Arkansas.

EGP, PLLC has completed the audit for the year ended December 31, 2016. Ms. Lindsey Baker was present at the meeting to present the audit findings and answer any questions. The Utility follows Government Accounting Standards Board (GASB") Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. Under these guidelines, the purchase of Maumelle Water Management wastewater facilities is treated as a merger. This merger increased the Utility customer base by approximately 7,530 customers. As in past years, this was another good clean audit and Ms. Baker thanked Ms. Briley, Mr. Wilkins and members of the staff for their cooperation and good work. After a brief discussion, a motion was made by Mr. Smith, seconded by Mr. Nelson, to approve the 2016 Audit Report and authorize distribution of same. The motion carried unanimously.

Mr. Wilkins then explained that existing customers in the building Southeast of the intersection of East 4th Street and Poplar Street are served by a 4-inch clay main that extends from the South side of Broadway. There have been multiple stoppages in the line segment over the past year, and the staff has struggled to find a suitable rehabilitation method. The 4-inch main is too small to line internally and too shallow to pipe burst or replace with a larger line. A proposed development North of East 4th Street presents an option to improve service to these existing

customers at 4th and Poplar. By deepening and extending the sewerage improvements for the new development, service to the existing customers can be routed to the new line. Costs to deepen and extend the main are projected to be \$36,200 which would be the responsibility of the Utility. After further discussion, a motion was made by Mr. Smith, seconded by Ms. Bryant, to authorize the Utility to contribute approximately \$36,200 to the cost of extending a new 10-inch gravity sewer main to relieve service problems to existing customers at 4th and Poplar Streets. The motion carried unanimously.

The Collections Systems Department has requested to purchase two (2) vehicles from the State contract to replace current unit #21 and unit #82. The specifics on these two (2) vehicles is as follows:

	<u>Unit No. 21</u>	<u>Unit No. 82</u>
Year Model	1994 GMC CB	2006 Chevrolet C1500
Used By	Manhole Crew	Assistant Supervisor
Mileage	109,699	118,275
Replace By	Ford F-350	Ford F-150
State Contract Cost	\$24,488	\$22,471
2017 Budget Amount	\$30,000	\$25,000

It was noted that both of the older units will be kept for use as spare vehicles. A motion was then made by Ms. Bryant, seconded by Mr. Nelson, to authorize the staff to purchase the replacement vehicles off the State contract. The motion carried unanimously.

Mr. Wilkins then explained that the Five Mile Creek WTP is an equivalent to secondary treatment process which includes bar screens, aerated primary lagoons and a partial mix, aerated/facultative lagoon. There are eight (8) 25 HP floating aerators in the aerated lagoons, four (4) in each lagoon. The staff has received bids to replace the eight (8) units which were installed in 1987. The low bid was received from Evoqua Water Technologies, LLC of Waukesha, Wisconsin in the amount of \$38,600.00. A motion was made by Mr. Nelson, seconded by Ms. Bryant, to authorize the staff to purchase eight (8) 25 HP aerators from Evoqua Waster Technologies, LLC in the amount of \$38,600.00. The motion carried unanimously.

The Committee then discussed the Waste Management Service Agreement. The solid waste and biosolids disposal agreement with Waste Management of Arkansas, Inc. (Waste Management) expired January 31, 2016 and was extended for one (1) year. The staff has been in negotiations with Waste Management and has received the terms for a new 3-year agreement. Based on current usage, the new rates will result in a \$16,587 savings for the first year. Years two and three will be subject to an increase not to exceed five percent (5%) per year. The costs for solid waste hauling in 2016 were:

Biosolids	\$205,900
Dumpsters	<u>\$ 37,800</u>
Total including taxes and surcharges	\$243,700

A motion was made by Mr. Nelson, seconded by Ms. Bryant, to authorize the staff to enter into a 3-year service agreement with Waste Management of Arkansas, Inc. subject to review of the agreement by Hilburn, Calhoun, Harper, Pruniski & Calhoun, Ltd. The motion carried unanimously.

A motion was made by Mr. Smith, seconded by Ms. Bryant, to excuse the absence of Mr. McGlothlin 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 1:07 p.m.

APPROVED AS TO FORM:



K. W. MATTHEWS, CHAIRMAN

RESPECTFULLY SUBMITTED,

SYLVESTER SMITH,
VICE-CHAIRMAN/SECRETARY

