

**NORTH LITTLE ROCK
WASTEWATER TREATMENT COMMITTEE**

MINUTES OF A MEETING HELD TUESDAY, MAY 9, 2023

A meeting of the North Little Rock Wastewater Treatment Committee was held on Tuesday, May 9, 2023, in 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. The roll was called, and a quorum was present. Those in attendance at the meeting were Chairman Matthews, Mr. Ed Nelson, Mr. Gabe Stephens, and Ms. Marie Hollowell. Also in attendance were Mr. Michael Clayton, Director, Ms. Gina Briley, Ms. Tangelia Marshall, Human Resources Director, Mr. Scott Hilburn and Mr. Sam Hilburn with Hilburn & Harper, Ltd.

First, the Committee reviewed the minutes of its April 11, 2023, meeting. After review, a motion was made by Ms. Hollowell, seconded by Mr. Nelson, to approve the April 11, 2023, minutes as submitted. The motion carried unanimously.

Chairman Matthews asked that the agenda item concerning the election of the committee Vice Chair/Secretary be tabled until next month, since Ms. Bryant could not attend this meeting.

The Committee then reviewed the cash disbursements for April 2023. A motion was made by Mr. Nelson, seconded by Mr. Stephens, to approve the cash disbursements showing total cash disbursement of \$1,722,449.33 and fund transfers between accounts of \$1,503,586.00. The motion carried unanimously.

The Committee reviewed the April 2023 financial statement. Director Clayton pointed out that the operating revenue was up 9% and total revenue was up 11%, due to the higher interest rates on the certificate of deposits. The total expenses are in line but down some due to lower labor expense. Upon a motion made by Mr. Nelson, seconded by Mr. Stephens, the Committee unanimously approved the financial statement for April 2023. The motion carried unanimously.

Next, the Committee discussed the Service Line Replacement Incentive Program (SLIP), which was originally approved by the Committee on July 13, 2021, for up to 100% of the first \$2,500 reimbursement to an eligible customer for replacing the service line for a residential structure. Since that time, the average cost of a residential service line replacement has increased from \$3,500 to \$5,000. Director Clayton recommended that the \$2,500 amount previously approved be increased to \$3,500. He also asked that a program fee of \$1.40 per residential customer be added

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as a separate line item to the customer's monthly billing. There was much discussion concerning item 4(iv) under the application process of the SLIP program. The Committee recommended that this item be moved from the application process to the plan administrator review process section of the program. A motion was made by Mr. Stephens, seconded by Ms. Hollowell, to authorize the Director to utilize the services of Hilburn & Harper, LTD to develop an ordinance implementing the Service Line Incentive Program with proposed program fee and submit proposed program to the Mayor for approval by the North Little Rock City Council. The motion carried unanimously.

Next, Mr. Phillip Gwatney was recognized and was awarded a plaque by Director Clayton, for reaching his thirty years of employment.

Director Clayton then informed the committee that a house at 121 Farmere Circle was damaged by a sewer backup. The homeowner (Mr. Eugene Hulum) had contacted his insurance company and received the policy limit of \$5,000. Director Clayton authorized a \$10,000 payment in accordance with the resolution adopted by the committee on 5/9/2006. Mr. Hulum had received an estimate for remediation and restoration in the total amount of \$57,934.22. After some discussion, a motion was made by Mr. Nelson, seconded by Mr. Stephens, to authorize reimbursement to Mr. Hulum up to the amount of \$42,934.22 after satisfactory evidence of work performed for restoration of the residential house is received. The motion carried unanimously.

The Committee then discussed the addition of another authorized signer for the North Little Rock Wastewater's cash accounts and certificates of deposit. A motion was made by Mr. Stephens, seconded by Ms. Hollowell, to add Marolyn Dorman as an authorized signer along with Michael Clayton, Gina Briley and Kim Sullivan. The motion carried unanimously.

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

Director Clayton then called to the attention of the Committee, the Director's Highlights attached to the agenda dated May 5, 2023, specifically noting the evaluation of the sewer facilities at the Burns Park area. The Parks Department notified us that a major softball tournament is planned at the end of May. A plan is being developed to temporarily activate the wastewater facilities until a permanent solution is implemented which could include adding a gravity line to take one of the pump stations out of service. He also pointed out that the 2022 annual report was included in the committee packets for informational purposes.

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 1:30 p.m.

APPROVED AS TO FORM:



K. W. MATTHEWS, CHAIRMAN

RESPECTFULLY SUBMITTED,



VICE-CHAIRMAN/SECRETARY