

# NORTH LITTLE ROCK WASTEWATER TREATMENT COMMITTEE

## MINUTES OF A MEETING HELD TUESDAY, FEBRUARY 9, 2021

A meeting of the North Little Rock Wastewater Treatment Committee was held on Tuesday, February 9, 2021 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. The roll was called and a quorum was present. Those in attendance at the meeting were Mr. K.W. Matthews, Mr. Ed Nelson, Ms. Karen Bryant and Mr. Gabe Stephens. Also in attendance were Mr. Michael Clayton, Director, Ms. Gina Briley, Mr. Bill Halter and Ms. Carrie Kyhl with Scenic Hill Solar, LLC, Mr. Sam Hilburn and Mr. Scott Hilburn with Hilburn & Harper, Ltd. and Dawn Harmon.

Chairman Matthews then asked the representatives with Scenic Hill Solar, LLC to give an update on the solar project. Before Mr. Halter's update, Director Clayton presented a drone video taken by a Utility employee of the solar site. Mr. Halter then advised that most of the panels have been installed and once the switch gears were in place, the transformer would be installed by Entergy in 3 to 4 weeks. With that being said, by the middle of March the system should be "placed in service" and conducting electricity. After a few more steps, the system will be at final completion.

The Committee reviewed the minutes of its January 12, 2021 meeting. There being no questions or comments, a motion was made by Mr. Nelson, seconded by Mr. Stephens, to approve the minutes of its January 12, 2021 meeting. The motion carried unanimously.

Next, the Committee reviewed the cash disbursements for the month of January 2021. A motion was made by Mr. Stephens, seconded by Ms. Bryant, to approve the cash disbursements for January 2021 reflecting total cash disbursements of \$2,041,455.66 and fund transfers between accounts of \$1,882,400.00. The motion carried unanimously.

Director Clayton then updated the Committee on the email breach at the Utility. Director Clayton informed the Committee that the following actions have been taken:

- › new checks and balances for transfer of funds have been put in place;
- › EGP, PLLC has been contacted to suggest further protocols;
- › security has been beefed up by implementing a 2-fold method of authentication on the IT side; and
- › the incident has been reported to the proper authorities.

The Committee will be advised of any additional security changes.

Upon motion made by Mr. Nelson, seconded by Ms. Bryant, the Committee unanimously approved the Financial Statement for January 2021.

Mr. Clayton then advised the Committee that the Utility received invoices from the Arkansas Municipal League for the property and vehicle insurance for 2.01.2021 to 1.31.2022 in the amount of \$107,089.25. The amount which was budgeted is \$110,800.00. The table below shows the property insurance premiums for the last two years:

	\$ 117,999
2020 AML	\$ 107,584
2021 AML	\$107,089

It was noted that the last assessment paid to APERMA was in October 2020. After further discussion, a motion was made by Ms. Bryant, seconded by Mr. Nelson, to authorize payment to the Arkansas Municipal League in the amount of \$107,089.25. The motion carried unanimously.

The Committee then reviewed the annual dues payment received for membership to the Pulaski Area Geographic Information System (PAGIS). The amount is \$39,705.00 and has been the same for the past ten (10) years. This item is included in the 2021 budget for \$40,900.00. A motion was made by Mr. Stephens, seconded by Ms. Bryant, to authorize annual dues payment to PAGIS in the amount of \$39,705.00. The motion carried unanimously.


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

Mr. Nelson then asked about the Maumelle Plant being out of compliance which was reflected on the Environmental Compliance & Safety Department Status

Report. Director Clayton stated the plant was Non Compliant for a very short period of time but everything was back in order.

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 12:56 p.m.

**APPROVED AS TO FORM:**



K. W. MATTHEWS, CHAIRMAN

**RESPECTFULLY SUBMITTED,**



SYLVESTER SMITH,  
VICE-CHAIRMAN/SECRETARY