

NORTH LITTLE ROCK WASTEWATER TREATMENT COMMITTEE

MINUTES OF A MEETING HELD TUESDAY, AUGUST 11, 2020

A meeting of the North Little Rock Wastewater Treatment Committee was held on Tuesday, August 11, 2020 at the administrative offices located at the Faulkner Lake Treatment Plant.

The meeting was called to order by Chairman Matthews at approximately 12:10 p.m. The roll was called and all members were present. Those in attendance at the meeting were Mr. K.W. Matthews, Mr. Sylvester Smith, Mr. Ed Nelson, Ms. Karen Bryant and Mr. Gabe Stephens. Also in attendance were Mr. Marc Wilkins, Director, Mr. Michael Clayton, Assistant Director, Mr. Sam Hilburn and Mr. Scott Hilburn with Hilburn, Calhoun, Harper, Pruniski & Calhoun, Ltd. and Dawn Harmon.

First, the Committee reviewed the minutes of its July 14, 2020 meeting. There being no questions or comments, a motion was made by Ms. Bryant, seconded by Mr. Stephens, to approve the minutes of its July 14, 2020 meeting. The motion carried unanimously.

Next, the Committee reviewed the cash disbursements for the month of July 2020. Mr. Nelson asked a question with regard to check number 50187 in the sum of \$175,315.43. Mr. Wilkins advised that this payment was for removal of the biosolids from the Five Mile Creek Treatment Plant. There being no additional questions or comments, a motion was made by Mr. Smith, seconded by Mr. Nelson, to approve the cash disbursements for July 2020 reflecting total cash disbursements of \$2,512,457.65 and fund transfers between accounts of \$2,067,466.67. The motion carried unanimously.

The Committee then reviewed the Financial Statement for July 2020. It was noted that revenue is down by approximately ½ million dollars to date. Also, residential and commercial use is down approximately 4% with industrial use being down approximately 19%. With that being said, Mr. Nelson again asked the staff to hold off on any major capital purchases until approximately September 2020 due to economic conditions. A motion was then made by Mr. Nelson, seconded by Mr. Stephens, to approve the Financial Statement for July 2020.

Mr. Wilkins then confirmed that on February 1, 2020, the Arkansas Public Entity Risk Management Association (APERMA) ceased operations. This is the entity through which the Utility has had its property and liability insurance coverage with for many years. The Utility was notified at that time that an

assessment would be calculated and billed to the member entities. That assessment was received on July 10, 2020 and a copy of the associated letter is included in the Agenda for review. The Utility's portion of the assessment is \$39,891.00. After discussion, a motion was made by Mr. Nelson, seconded by Mr. Smith, to authorize payment in the amount of \$39,891.00 to APERMA. The motion carried unanimously.

The Committee then discussed the 2020 Engineering Services Agreement. RJN, Inc. is a professional services company specialized in conducting Sewer System Evaluation Services (SSES) and has completed multiple SSES projects for the Utility since 2012. These projects have been selected by staff and sized to be completed in a one-year period. The staff has reviewed Requests for Qualifications from professional services companies and have considered the services provided over the previous five years by RJN, Inc. Based on these considerations, the staff wishes to enter into a one-year contract with RJN, Inc. The 2020 SSES scope of work includes approximately 1,300 manholes and 280,000 LF of gravity pipelines in the eastern portions of the Five Mile Creek and Lake Basins. The projected cost of the 2020 SSES is \$462,060.00. This work will be paid for with general revenues and is included in the 2020 budget in the amount of \$500,000.00. A motion was made by Mr. Stephens, seconded by Mr. Smith, to authorize the staff to into a one-year agreement with RJN, Inc. to include the 2020 scope of services in the amount of \$462,060.00. The motion carried unanimously.

Next, the Committee discussed Change Orders 4 and 5 of the West Levy/212 CIPP Rehabilitation Project. This project included approximately 24,520 LF of small diameter sewers and 1,839 LF of the 30" Rose City Interceptor and is funded through the Utility's Revolving Loan Fund loan.

Original Contract	\$1,642,023.62	
Change Order 1	68,288.00	RV Park 384'+/-24"
Change Order 2	.00	NLRW Staff did work in house
Change Order 3	169,614.70	MSI (multi-sensory inspection)
Change Order 4	228,900.43	Heavy cleaning & Bypass of large diameter
Change Order 5	(129,175.30)	
Final Contract Amount	\$1,980,651.45	

Change Orders 1 and 3 were previously approved by the Committee and Arkansas Natural Resources Commission. The staff was able to complete the work for Change Order 2 resulting in a zero-dollar change to the contract.

Change Order 4 is related to heavy cleaning of debris in the Rose City Interceptor and difficulties encountered with sewage flow control at its intersection with the 54" Lower Riverside Interceptor. Delays from permitting, holidays (Thanksgiving,

Change Order 5 is a reconciliation of unit cost items which were included in the original bid and were not used. After discussion, a motion was made by Mr. Smith, seconded by Ms. Bryant, to authorize the staff to proceed with the execution of Change Order Numbers 4 and 5 contingent upon approval from the Arkansas Natural Resources Commission. The motion carried unanimously.

Mr. Wilkins then advised the Committee that the Pulaski County Property Owner's Multipurpose Improvement District No. 707-08 ("District") is an existing improvement district located in Pulaski County north of the City of Maumelle and west of Morgan. The District proposes to connect developments within its boundaries to an existing sewer line in the Maumelle collection system. Phase I Preliminary Plat consists of 64 residential lots with a proposed build-out of 192 lots. The District has submitted plans that are acceptable to the NLRW staff and has contacted the Hilburn Law Firm independently to draft a contract authorizing connection to the Utility's facilities. Therefore, a motion was made by Mr. Stephens, seconded by Mr. Nelson, to authorize the staff to enter into a contract with the Pulaski County Property Owner's Multipurpose Improvement District No. 707-08 to provide sewer service for properties located within the district boundaries. The motion carried unanimously.

Chairman Matthews then informed the Committee that the City of North Little Rock authorized a 2% pay increase for City employees due to the COVID-19 pandemic. He further stated that if NLRW did the same, it would cost the Utility approximately \$46,000.00. A motion was then made by Mr. Smith, seconded by Ms. Bryant, to approve a 2% pandemic pay increase keeping within the guidelines of the City of North Little Rock. The motion carried unanimously.

Mr. Smith then asked that an Executive Session be placed on the September 2020 Agenda.

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 12:50 p.m.

APPROVED AS TO FORM:



K. W. MATTHEWS, CHAIRMAN

RESPECTFULLY SUBMITTED,



SYLVESTER SMITH,
VICE-CHAIRMAN/SECRETARY