

NORTH LITTLE ROCK WASTE WATER TREATMENT COMMITTEE

MINUTES OF A MEETING HELD TUESDAY, OCTOBER 14, 2014

A meeting of the North Little Rock Waste Water Treatment Committee was held on Tuesday, October 14, 2014 at the administrative offices located at the Faulkner Lake Treatment Plant.

The meeting was called to order by Chairman Matthews at approximately 12:17 p.m. Those in attendance at the meeting were: Mr. K.W. Matthews, Mr. Ed Nelson, Mr. Clark McGlothlin and Ms. Karen Bryant. Also in attendance were Mr. Marc Wilkins, Director, Ms. Gina Briley, Mr. Ronnie Thompson, Mr. Lyle Leubner, Mr. Michael Clayton, Mr. Mark Halter with Hilburn, Calhoun, Harper, Pruniski & Calhoun, Ltd. and Dawn Harmon.

First, the Committee reviewed the minutes of its September 9, 2014 meeting. After review, a motion was made by Mr. McGlothlin, seconded by Ms. Bryant, to approve the minutes of the September 9, 2014 meeting as submitted. The motion carried unanimously.

The Committee then reviewed the voucher disbursements for September 2014. There being no questions or comments, a motion was made by Mr. Nelson, seconded by Mr. McGlothlin, to approve the voucher disbursements for September 2014 reflecting total cash disbursements of \$2,164,959.03 and transfers between accounts of \$1,034,670.93. The motion carried unanimously.

Upon motion made by Mr. Nelson, seconded by Ms. Bryant, the Committee unanimously approved the Financial Statement for September 2014.

Mr. Wilkins then explained to the committee that the Dixie Pump Station which was constructed in 1962 was in need of modification. It was built with old technology where the pumps are suction lift type housed in a metal building which is showing signs of deterioration. The staff recommends replacement of the wetwell and installation of new submersible pumps with an auxiliary generator and SCADA system. Additionally, the staff has negotiated the purchase of one piece of property (40' x 50') with the Dixie Addition Community Development Corporation in the amount of \$3,000.00. The staff has further negotiated the exchange of the existing pump station property (15' x 15') for a strip of land (8' x 50') of equal value adjacent to the new pump station property. At the land owners' request, the Utility also agrees to erect a fence along the east property line of the 8' x 50' strip. After discussion, a motion was made by Mr. Nelson, seconded by Ms. Bryant, to approve the purchase of property owned by Dixie Addition Community Development Corporation and to exchange properties located in the Dixie Subdivision with Mr. Charles Slater, for the purpose of relocating a pump station and to authorize the staff to put before the North Little Rock City Council a Resolution to effect the same. The motion carried unanimously.

Mr. Wilkins then advised the Committee that based on staff investigations and recommendations from the 2011 Masterplan, the prioritization for the first three years of Sewer System Evaluation Survey (SSES) fieldwork were the Levy (2012), Lakewood (2013) and Baring Cross (2014) sub-basins. The Utility entered into an annual contract with the option to renew for two additional years with RJN, Inc. RJN is currently working in the Baring Cross sub-basin and has notified the staff that the TV Data Review work item will exceed the contract amount by approximately \$28,050.00. The staff has also determined that there is a need to expedite the SSES fieldwork in the Oakbrook sub-basin and to include the Oakbrook sub-basin in the existing 2014 SSES contract with RJN, Inc. Additional fieldwork, reviews and reporting related to the Oakbrook sub-basin are estimated to cost approximately \$40,650.00. The total cost for additional work in the 2014 SSES will be \$68,700.00. The 2014 Budget includes \$500,000 for SSES and the projected total contract, including the additional work is \$533,971.00. The overage amount of \$33,971.00 will be funded with general revenues. After further discussion, a motion was made by Mr. McGlothlin, seconded by Ms. Bryant, to authorize the staff to increase the existing 2014 SSES contract with RJN, Inc. from \$465,271.00 to \$533,971.00. The motion carried unanimously.

The Committee then discussed Change Order No. 5 for the Faulkner Lake WTP Phase 3 Improvements. The staff has identified two (2) valves in need of maintenance at the Faulkner Lake WTP. The 12 inch gate valves are used to drain Final Clarifiers No. 1 and 2. They are buried 25' deep and they are located within three (3) feet of the exterior wall of the clarifier. The valves were originally installed in 1978. The Utility has received a proposal for a change order from BRB Contractors, Inc. (the contractor on site) to replace the valves and install access manholes for future maintenance in the amount of \$89,496.21. A copy of the cost proposal was attached to the Agenda. It was noted that the change order will become a part of the existing contract for the Faulkner Lake WTP Phase 3 Improvements which is funded with 2012 Revolving Loan Fund monies. After a review of the cost proposal, Mr. McGlothlin questioned the line item reflecting "*supplemental cost 22.50% \$6,145.20.*" Mr. Wilkins stated that he did not know what this line item represented. Therefore, after discussion, a motion was made by Mr. McGlothlin, seconded by Ms. Bryant, to authorize the staff to execute a change order for replacement of the drain valves for Final Clarifiers No. 1 and 2 in the amount of \$89,496.21 pending Mr. Wilkins' satisfaction of the "supplemental cost" issue. The motion carried unanimously.

Mr. Wilkins then informed the Committee that the staff received quotes to install new luxury vinyl tile (LVT) flooring in the Collection Systems Building. The scope of work includes:

- moving office furniture and equipment as required
- removal of existing floor covering whether VCT or paint
- floor prep
- install LVT
- transitions

- install cove base

The following is a summary of the quotes received:

<u>Company Name</u>	<u>Total Quote</u>
Arnold's Flooring America	\$31,015.55
Carpet Barn	\$31,715.02
Delta Floors	None
Carpet Mills of America	None

This item was not included in the 2014 Budget and will be funded with general revenues. A motion was then made by Mr. McGlothlin, seconded by Ms. Bryant, to authorize the staff to accept the quote from Arnold's Flooring America in the amount of \$31,015.55. The motion carried unanimously.

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

Chairman Matthews then noted that the date for the November 2014 meeting falls on Veterans Day and wanted to see if any of the Committee members had an objection to rescheduling the meeting to November 18, 2014. All Committee members were in agreement to rescheduling the date.

Next, Chairman Matthews reminded the Committee members that Mr. Wilkins did not receive a three percent (3%) raise in 2014. He mentioned that Mr. Wilkins is doing a good job and that he is actually performing three (3) jobs at the current time. He asked the Committee to consider raising Mr. Wilkins' salary by \$24,000.00 putting him at an annual salary of \$150,000.00. After discussion, a motion was made by Mr. McGlothlin, seconded by Ms. Bryant, to raise Mr. Wilkins' salary by \$24,000.00 putting him at an annual salary of \$150,000.00. 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 12:56 p.m.

APPROVED AS TO FORM:



K. W. MATTHEWS, CHAIRMAN

RESPECTFULLY SUBMITTED,



SYLVESTER SMITH,
VICE-CHAIRMAN/SECRETARY