

Rogers Waterworks and Sewer Commission

December 16, 2024

Minutes

The Rogers Waterworks and Sewer Commission held its regularly scheduled meeting at 4:00 PM Monday, December 16, 2024, in the Rogers Administration Building located at 601 S 2nd Street. Present were Commissioners Jerry Carmichael, Kathy McClure, Travis Greene, Paige Sultemeier and Jene' Huffman-Gilreath. Rogers Water Utilities staff present were Jered Sigmon, Brian Sartain, Todd Beaver, Johnny Lunsford, Dana Daniel, Jennifer Hoffman, Jerry Roegner, Aaron Short, Jeremey Waterhouse, Mario Morales, David Ingram and Brent Dobler. Also in attendance was Robert Frazier with the Frazier Law Firm and Eric Hoyt with Landmark CPA's.

Chairman Carmichael called the meeting to order at 4:00PM.

Chairman Carmichael asked for a motion to approve the November 18, 2024, meeting minutes. Commissioner Sultemeier made a motion to approve, and Commissioner McClure seconded. All in favor, motion carried.

Chairman Carmichael then recognized Jered Sigmon to present the financial reports for November 2024. Mr. Sigmon informed the Commission that billed revenue for the Water Department was \$1,730,558 for November 2024, a 25% YOY change. Water consumption was 310,811,719 gallons representing a 23% YOY change. In the Sewer Department, billed revenue was \$1,818,228 for November 2024, a 28% YOY change. Sewer consumption was 200,566,100 gallons representing an 8% YOY change. Water and sewer YTD income exceeds budgeted income and prior year income through the same period. He went on to state that RWU collected \$345,600 in Access and Impact Fees in November. In the Water Department, YTD Income for the month was \$661,101 and the total income for the year is currently at \$3,488,163.72. In the Sewer Department, YTD income for the month was \$604,435 and the total income for the year is currently at \$3,619,407. RWU has \$52.8M total in unrestricted and restricted funds. These funds were at \$49.8M in November 2023. The twelve month rolling average of lost water is at 8%.

Chairman Carmichael then recognized Brian Sartain to present the Engineering Reports. Brian went over the Development Plan Review and where the development is taking place around the city. He then went over the Project Status report. RWU completed the Pinnacle Sewer Improvements and the cleaning and lining of a 24" and a 12" sewer main under I-49. He continued by showing images of the construction progress on the Rogers Pollution Control Facility Solids Handling project. He also noted that we have hired a new GIS technician that will be starting in February. The only current vacancy is for a Construction Inspection Technician.

Chairman Carmichael then recognized Todd Beaver to present the RPCF reports. He went over the DMR Summary and then the FOG Inspection Report. With regard to pre-treatment activities, OMP received a notice of violation to which they have submitted plans to the city for facility upgrades. Work is progressing on the Solids Handling Project, bidding will be taking place for polymer vendors and staff is awaiting favorable weather to inspect a splitter box. The RPCF treated 353.6 MG in November, therefore, the plant treated about 83.6 MG of I & I. The average daily flow for the month was 11.8 MG. These flows included 7.49" of rain over 7 events. The historical average rainfall for November is 3.74".

Chairman Carmichael then recognized Johnny Lunsford to go over the operations reports. Johnny presented the data in our new CityWorks program. He went over the number of breaks the teams are currently working on, which was "0". That is notable compared to other cities in the region and indicative of how our employees take pride in taking care of the system. Chairman Carmichael asked if this "dashboard" Johnny had up on the screen was built or was "live". Johnny explained that this dashboard is indeed real-time. Any work order in CityWorks comes up immediately in these dashboards. He mentioned that we have several CityWorks "champions" on staff and called out David Ingram and Brandon Carnahan specifically with their work building these reports in our system. He also went over our process for handling underground bores in CityWorks as well. In fact, RWU has been scheduled to present at several water industry meetings due to our successes in these areas. Johnny went on to illustrate how RWU manages our flushing program, cctv program, overflow programs, and leak detection programs.

Chairman Carmichael then recognized Eric Hoyt with Landmark CPAs to present both the Water Department and Sewer Department FY24 Audits. Mr. Hoyt reported no audit issues with either Department. Commissioner McClure made a motion to approve and accept the audit reports for both the Water and Sewer Departments as presented. Commissioner Greene seconded the motion. All in favor, motion carried.

Chairman Carmichael then recognized Brent Dobler to present RESOLUTION 24-31 APPROVING THE PURCHASE OF OFFICE FURNITURE; AUTHORIZING EXPENDITURE OF FUNDS FOR THE PURCHASE; WAIVING COMPETITIVE BIDDING; AND FOR OTHER PURPOSES. Dobler explained that RWU budgeted for additional employees but now needs additional office space in which to house them. The cost of this additional furniture (office cubicles) is \$47,941.89. Commissioner Huffman-Gilreath made a motion to approve, seconded by Commissioner McClure. All in favor, RESOLUTION 24-31 APPROVING THE PURCHASE OF OFFICE FURNITURE; AUTHORIZING EXPENDITURE OF FUNDS FOR THE PURCHASE; WAIVING COMPETITIVE BIDDING; AND FOR OTHER PURPOSES passes.

Chairman Carmichael then recognized Dana Daniel to present RESOLUTION 24-32 APPROVING A COST-OF-LIVING ADJUSTMENT (COLA) FOR EMPLOYEE SALARIES AND WAGES, AND FOR OTHER PURPOSES. Mr. Daniel explained that the increases approved would be either 3% or an annual increase of \$1,872, whichever is greater depending on an employee's current wage or salary, to be applied to RWU employees' wages and salaries effective January 1, 2025. This mirrors the City of Rogers policy. Commissioner Huffman-Gilreath made a motion to approve, Commissioner Greene seconded. All in favor, RESOLUTION 24-32 APPROVING A COST-OF-LIVING ADJUSTMENT (COLA) FOR EMPLOYEE SALARIES AND WAGES; AND FOR OTHER PURPOSES, passes.

Chairman Carmichael then recognized Brian Sartain to present RESOLUTION 24-33 DESIGNATING AN ELECTRONIC BIDDING SERVICE VENDOR AND WEBSITE FOR PUBLIC WORKS PROJECTS FOR CALENDAR YEAR 2025; DIRECTING PUBLICATION OF THE DESIGNATIONS; AUTHORIZING AN ADDITIONAL VENDOR AND WEBSITE; AND FOR OTHER PURPOSES. Mr. Sartain explained that staff recommends Central Bidding as an electronic bidding service vendor for RWU. RWU has been utilizing this vendor for several years and there is no cost to RWU for this service. Commissioner Greene made a motion to approve, Commissioner McClure seconded. All in favor, RESOLUTION 24-33 DESIGNATING AN ELECTRONIC BIDDING SERVICE VENDOR AND WEBSITE FOR PUBLIC WORKS PROJECTS FOR CALENDAR YEAR 2025;

DIRECTING PUBLICATION OF THE DESIGNATIONS; AUTHORIZING AN ADDITIONAL VENDOR AND WEBSITE; AND FOR OTHER PURPOSES passes.

Chairman Carmichael then recognized Jered Sigmon to present RWU's annual Red Flag report. Full report attached to e-packet. This report is required per FTC regulations for the Rogers Water Utilities Theft Prevention Program. Commissioner McClure made a motion to accept the Red Flag report, Commissioner Greene seconded. All in favor, motion carries.

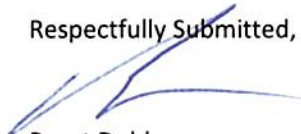
Chairman Carmichael then recognized Jerry Roegner to present RESOLUTION 24-34 AUTHORIZING DISPOSITION OF CERTAIN OBSOLETE INFORMATION TECHNOLOGY (IT) EQUIPMENT; AND FOR OTHER PURPOSES. Mr. Roegner explained that the only items on this list that had any value at all were a few battery backups that were damaged by lightning. He also mentioned that the pbx phones on this list are indicative of the switch to VOIP equipment at the RPCF which now allows all RWU phones to be connected to the city system. Commissioner Huffman-Gilreath made a motion to approve, Commissioner McClure seconded the motion. All in favor, RESOLUTION 24-34 AUTHORIZING DISPOSITION OF CERTAIN OBSOLETE INFORMATION TECHNOLOGY (IT) EQUIPMENT; AND FOR OTHER PURPOSES passes.

Chairman Carmichael then recognized Brian Sartain to present RESOLUTION 24-35 APPROVING THE PURCHASE OF A CERTAIN MOTOR VEHICLE; AUTHORIZING EXPENDITURE OF FUNDS FOR THE PURCHASE; WAIVING COMPETITIVE BIDDING; AND FOR OTHER PURPOSES. Mr. Sartain explained that this was for the purchase of a new Nissan pickup truck. While this falls under the Superintendent's expenditure limit of \$35,000, the original budgeted item was specifically called out as a Ford Maverick, which we do not want to purchase again. In the future, RWU will not budget a specific model, but instead budget a type of vehicle. Commissioner Greene made a motion to approve, seconded by Commissioner Sultemeier. All in favor, RESOLUTION 24-35 APPROVING THE PURCHASE OF A CERTAIN MOTOR VEHICLE; AUTHORIZING EXPENDITURE OF FUNDS FOR THE PURCHASE; WAIVING COMPETITIVE BIDDING; AND FOR OTHER PURPOSES passes.

Mr. Dobler then introduced Jennifer Hoffman to the Commission as our new HR Manager.

With no other items of business, Chairman Carmichael then adjourned the meeting at 4:53 pm.

Respectfully Submitted,



Brent Dobler

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