

LITTLE ROCK WATER RECLAMATION COMMISSION
Minutes of the Meeting Held
August 16th, 2023

The Little Rock Water Reclamation Commission ("LRWRC") met at 4:00 p.m., Wednesday, August 16th, in the Training Room of the Clearwater Maintenance Complex and via livestream.

Little Rock Water Reclamation Commission

Schawnee Hightower, Chair
Jonathan Semans, Vice Chair
Chris Marsh, Secretary
Debbie Shock, Commissioner
Ganelle McBryde, Commissioner
Prentice O'Guinn, Commissioner
Daryl Brown, Commissioner
Director Lance Hines, Ex Officio Member

Little Rock Water Reclamation Authority Personnel

Jean Block, Chief Executive Officer
Howell Anderson, P.E., Chief Operating Officer
Michael Rhoda, Chief Financial Officer
Walter Collins, P.E., Director of Operations
John Holloway, P.E., Director of Engineering Services
Rebecca Burkman, Director of Environmental Affairs
Harold Hounwanou, P.E., Director of Collection System Maintenance
Tonya Wallace, Director of Facility Asset Management
BJ Harrison, Associate Director of Accounting & Finance
Naomi Roundtree, Associate Director of Human Resources

Attendees included: Commissioners Hightower, Marsh, and Director Hines appeared in-person. Commissioner O'Guinn, Semans, Brown, Shock, and McBryde appeared via livestream. Senior Staff Members: Jean Block, Howell Anderson, Michael Rhoda, Walter Collins, John Holloway, Harold Hounwanou, Rebecca Burkman, BJ Harrison, Naomi Roundtree and Tonya Wallace appeared in person.

Chair Hightower brought the meeting to order and called for Mr. Anderson to lead the Pledge of Allegiance.

Chair Hightower then asked Kenetta Ridgell to present the Safety Minute video.

Next, Chair Hightower asked the Commissioners if they had reviewed the minutes of the June 21st meeting and the July 21st Special Called meeting. Being that there were no

revisions, Chair Hightower asked if there were any objections to approving both minutes. Hearing none, both minutes were approved.

Chair Hightower then asked if there were any public comments and there were none.

Tonya Wallace, Director of Facility Asset Management, presented a Purchase Requisition for the Annual 2023 Roof Replacement and Exterior Water Proofing. Ms. Wallace gave a brief description and background the annual roof replacement program and the need for improvements at the Fouché Creek Water Reclamation Facility Administration Building. She then spoke about the bids for the project, and Commissioner O'Guinn asked if the utility has ever worked with the company that submitted the lowest bid. Chair Hightower asked staff to explain the vetting process of vendors. Tonya Wallace stated that we have never used Mid Arkansas Roofing, but The Garland Company who performs our roofing assessment has and had nothing negative to report. LRWRA is expecting a positive experience with them as well. Amber Yates, Procurement Administrator, stated that both the roof-assessment contractor and *The Interlocal Purchasing System (TIPS)* vet the companies that bid on this project. Vice Chair Seamans noted that his company had good experience with both Mid Arkansas Roofing and Ketcher and Company.

Staff requested the Commission to approve the purchase authorization for the Fourche Creek Administration Building Roof Replacement and Exterior Water Proofing Project in the amount of \$343,869 and to authorize the CEO Jean Block to enter into a contract with Mid Arkansas Roofing, Inc of Mabelvale, Arkansas.

Chair Hightower requested a motion to approve. A motion was made, seconded, and approved unanimously.

Quentin Nelson, Collection System Project Engineer, presented a Recommendation of Award for the Inflow and Infiltration (I&I) Reduction Program's Manhole Rehabilitation Project. Mr. Nelson gave a brief description and background on the I&I Reduction Program and the need for the rehabilitation of certain manholes. Chair Hightower asked the location of the rehabilitation manholes. Mr. Nelson responded that they were in the Rebsamen area near the Arkansas River.

Staff requested the Commission award the construction contract to Doxa Construction in the amount of \$1,342,857.00 (conditional upon Arkansas Natural Resources Division concurrence) and authorize CEO Jean Block to execute a contract for the Inflow and Infiltration Reduction Program' Manhole Rehabilitation Project.

Chair Hightower requested a motion to approve. A motion was made, seconded, and approved unanimously.

Harold Hounwanou, Director of Collection System Maintenance, presented a Recommendation of Award for Tornado Debris Removal Services. Mr. Hounwanou gave a brief description and background on the debris removal project.

Chair Hightower asked for clarification on LRWRA's ability to address any issues with the collection system in this area. Mr. Anderson responded that the utility is still able to identify if there are any problems with the flow, and that the depth the pipe is buried

generally protects it from the debris. He added the debris in this area only pauses our ability to acoustic inspect, clean, or repair manholes. Secretary Marsh asked if the residents would be notified when the debris removal would be taking place, and Mr. Hounwanou replied that staff will notify residents on the debris removal schedule.

Staff requested the Commission approve the recommendation of award for the debris removal services in the amount for \$598,716.25, and to authorize CEO Jean Block to enter a contract with Vegetation Management Services.

Chair Hightower requested a motion to approve. A motion was made, seconded, and approved unanimously.

BJ Harrison, Associate Director of Accounting and Finance, presented Resolution 2023-07:

A RESOLUTION AUTHORIZING A CHANGE TO THE SIGNATORIES WITH FIRST SECURITY BANK AS DEPOSITORY FOR LITTLE ROCK WATER RECLAMATION AUTHORITY, AND FOR OTHER PURPOSES

Mr. Harrison noted that this was an administrative function of adding CEO Jean Block and removing her predecessor Greg Ramon as an employee who can represent LRWRA in obtaining services/products with First Security Bank.

Staff requested the Commission approve Resolution No. 2023-07, a resolution authorizing a change to the signatories with First Security Bank as depository for Little Rock Water Reclamation Authority, and for other purposes.

Chair Hightower requested a motion to approve. A motion was made, seconded, and approved unanimously.

Mr. Rhoda then presented a summary of the July Financial Report. He explained in July that total revenue of \$5.7 million exceeded budget by \$99k. Operating expenses of \$2.1 million less than budget by \$414k with Salaries under budget by \$110k (-9.7%), Supplies are under budget by \$84k (-38.2%), and that Contract Services under budget by \$105k (-27.1%).

Mr. Rhoda then notified the Commission they needed to select a Budget Subcommittee Member and requested Commissioner O'Guinn be nominated. Chair Hightower asked if there were any objections to the nomination. Hearing none, Commissioner O'Guinn was appointed the Budget Subcommittee Member.

Chair Hightower then congratulated Ms. Block on her first Commission meeting as Chief Executive Officer and asked her to give the Legal Update.

Jean Block, Chief Executive Officer, highlighted: Utilizing Outside Counsel for Legal Issues until the New Chief Legal Officer is hired and Recruitment and Interviews for the Chief Legal Officer position.

Ms. Block then delivered the monthly highlights that included: Awards and Recognitions, Community Champions, Community Outreach, Presentations, and Advertisements.

Chair Hightower called for any old business, and there was none.

Chair Hightower called for any new business, and there was none.

Chair Hightower stated the next LRWRC meeting would be September 20th, 2023. He then asked if there were any objections to adjourning the meeting. Hearing none, the meeting was adjourned.

Respectfully Submitted,



Chris Marsh, Secretary