

LITTLE ROCK WATER RECLAMATION COMMISSION
Minutes of the Meeting Held
December 14th, 2022

The Little Rock Water Reclamation Commission ("LRWRC") met at 4:00 p.m., Wednesday, December 14th, in the Board Room of Little Rock Water Reclamation Authority and via livestream.

Little Rock Water Reclamation Commission

Ganelle McBryde, Chair
Schawnee Hightower, Vice Chair
Debbie Shock, Secretary
Chris Marsh, Commissioner
Richard Mays, Jr., Commissioner
Jonathan Semans, Commissioner
Lauren Waldrip, Commissioner
Director Lance Hines, Ex Officio Member

Little Rock Water Reclamation Authority Personnel

Greg Ramon, Chief Executive Officer
Howell Anderson, P.E., Chief Operating Officer
Jean Block, Chief Legal Officer
Michael Rhoda, Chief Financial Officer
Walter Collins, P.E., Director of Operations & Facilities
John Holloway, P.E., Director of Engineering Services
Rebecca Burkman, Director of Environmental Affairs
Harold Hounwanou, P.E., Director of Collection System Maintenance

Attendees included: Commissioners Hightower, Semans, and Director Hines appeared in-person. Commissioners McBryde, Marsh, Shock, and Waldrip appeared via livestream. Commissioner Mays was absent. Senior Staff Members: Greg Ramon, Jean Block, Howell Anderson, Michael Rhoda, Walter Collins, John Holloway, Rebecca Burkman, and Harold Hounwanou appeared in person.

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

Vice Chair Hightower then asked Kira Wise, Project Engineer - Facilities, to present the Safety Minute.

Kenetta Ridgell, Communications and Outreach Supervisor, gave the Low-Income Household Water Assistance Program Presentation. She gave a brief overview of the federal program that provides financial assistance to rate-payers with past due

water/wastewater bills. She noted LRWRA had had an extensive outreach program to our residents, and LRWRA had assisted 1,484 residents totaling \$502,227.

Ms. Ridgell then gave a presentation on the LRWRA Communications Department. She gave an overview of recent accomplishments of the department including social media activity, an easement outreach plan, emergency communication planning, a branding guide, and introduced the new educational water-hero mascot "JoJo" the water droplet. Vice Chair Hightower complimented the team's success and professionalism.

Vice Chair Hightower noted a quorum had been reached and that the Commission could move to the voting items.

Vice Chair Hightower asked the Commissioners if they had reviewed the minutes of the November 16th meeting. Being that there were no revisions, Vice Chair Hightower asked if there were any objections to approving the minutes. Hearing none, the minutes were approved.

Greg Ramon, Chief Executive Officer, presented Consideration of 2023 LRWRC Officers. After Mr. Ramon presented the slate, Commissioner Semans moved to nominate Schawnee Hightower for Commission Chair, Lauren Waldrip for Commission Vice-Chair, and Jonathan Semans for Commission Secretary. There were no objections to the nominations and Vice Chair Hightower requested a motion to approve. A motion was made, seconded, and approved unanimously.

Mr. Ramon then presented the proposed dates for the 2023 LRWRC meetings with no objections from the Commission. Vice Chair Hightower requested a motion to approve. A motion was made, seconded, and approved unanimously.

Cary Beth Lipscomb, Manager Capital Improvement - Engineering Services, presented a recommendation of award for construction for generator relocation. Ms. Lipscomb gave a brief overview of the need to relocate the generator from Adams Field WRF to Fourche Creek WRF. Staff requested the Commission approve the construction contract with Spurlock, Inc. for \$509,349.76 and request to authorize CEO Greg Ramon to enter into a contract.

Vice Chair Hightower asked if the generator would be able to fully power the Fourche Creek WRF, and Ms. Lipscomb stated that it would.

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

Ms. Lipscomb then presented a 2023 Capital Improvement Plan Budget Amendment for a Pump Station and Force Main for the Port of Little Rock Development. Mr. Ramon gave a brief summary of the growth of the Port of Little Rock and a potential mega-site that will need more extensive sewer services in the near future. Ms. Lipscomb gave a brief overview of the project and its timeline. Staff requested to amend LRWRA's 2023 Capital

Improvement Plan program to add \$1,000,000 for a pump station and force main for the Port of Little Rock, bringing the total Capital Improvement Plan budget to \$35,891,862.00.

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

Mr. Rhoda then presented a summary of the November Financial Report. He explained for November that total revenue of \$5.4 million exceeded budget by \$208,000 (4%), and that year-to-date revenues of \$60 million are \$3.4 million over budget (6%). Operating expenses of \$2.9 million exceeded budget by \$191,000 (7.0%) with Salaries under budget by \$8.0k (0.1%), Supplies under budget by \$63.0k (30.0%), and Contract Services over budget by \$275k (50.5%).

Jean Block, Chief Legal Officer, then gave the Legal Update. She highlighted: status of ongoing litigation; an upcoming H.R. presentation for the January 2023 meeting; a new LRWRA initiative; exiting the Court Administrative Order; the 2023 Arkansas Legislative Session; and Statement of Financial Interest forms being due at the end of January.

Greg Ramon, Chief Executive Officer, delivered the monthly highlights that included: Toy Drive, Safety Bonanza, Procurement Certification, Food 4 the Holiday, Canned Food Drive, WOW Professional Development, an ARPA Funding Application update, and an Advertisement for Request for Qualifications for Professional Services for a Port Pump Station and Force Main.

Vice Chair Hightower called for other business, and Director Hines gave an update on the potential new businesses at the Port of Little Rock. Vice Chair Hightower called for any other business there was none.

Vice Chair Hightower stated the next LRWRC meeting would be January 18th, 2023. He then asked if there were any objections to adjourning the meeting. Hearing none, the meeting was adjourned.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Jonathan Semans', written over a horizontal line.

Jonathan Semans, Secretary