

LITTLE ROCK WATER RECLAMATION COMMISSION
Minutes of the Meeting Held
December 13, 2023

The Little Rock Water Reclamation Commission ("LRWRC") met at 4:00 p.m., Wednesday, December 13, 2023, in the Hub Conference Room at the Clearwater Administration Building 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
Shannon Halijan, Chief Legal Officer
Walter Collins, P.E., Director of Operations
Rebecca Burkman, Director of Environmental Affairs
Harold Hounwanou, P.E., Director of Collection System Maintenance
Tonya Wallace, Director of Facility Asset Management
Les Price, P.E., Director of Engineering Services
BJ Harrison, Director of Accounting & Finance
Angela Brooks, Director of Human Resources

Attendees included: Commissioners Hightower, Marsh, Seamans, Brown, and Director Hines appeared in-person. Commissioners McBryde, Brown, and Shock appeared via livestream. Senior Staff Members: Jean Block, Howell Anderson, Michael Rhoda, Shannon Halijan, Walter Collins, Harold Hounwanou, Rebecca Burkman, BJ Harrison; Angela Brooks, Les Price, 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 Kira Wise, Project Engineer - Facilities, to present the Safety Minute.

Jean Block, Chief Executive Officer, then welcomed Angela Brooks as the new Director of Human Resources and Les Price as the Director of Engineering Services.

Chair Hightower then asked Chris Semans, Collection System Maintenance – Supervisor, to present a service award to Joshua Barclay, Project Crew Leader, for 20 years of service.

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

Next, Chair Hightower asked the Commissioners if they had reviewed the minutes of the November 15, 2023, meeting. Being that there were no revisions, Chair Hightower asked if there were any objections to approving minutes. Hearing none, the minutes were approved.

Jean Block, Chief Executive Officer, presented Consideration of 2024 LRWRC Officers. After Ms. Block presented the slate of Schawnee Hightower for Commission Chair, Jonathan Seamans for Commission Vice-Chair, and Daryl Brown for Commission Secretary. There were no objections to the nominations and Chair Hightower requested a motion to approve. A motion was made, seconded, and approved unanimously.

Ms. Block then presented the proposed dates for the 2024 LRWRC meetings with no objections from the Commission.

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

Les Price, Director of Engineering Services, presented a Contract Award for Solids Processing Improvements at Fourche Creek WRF General Contractor-Construction Manger Model. He gave a brief background on the project and the need for the construction manager model.

Vice Chair Semans asked what the total cost of the entire project was, and Mr. Price replied that it was \$27 million including design.

Staff requested the Commission authorize CEO Jean Block to execute the Professional Services – GCCM contract with Van Horn Construction for the Pre-Construction Phase of the FCWRF Solids Processing Improvements in the amount of \$230,000.

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

Mr. Price then presented a Variance Request for the Fletcher Valley Subdivision. He gave a brief background on variance requests regarding approval to use the sewer system outside it's natural drainage basin, and the location of the subdivision.

Howell Anderson, Chief Operating Officer, commented that these requests are considered because there is limited existing capacity available in the desired basin, but there will be a time that capacity will be met, and no variances would be available.

Staff requested the Commission to grant a variance to allow the Fletcher Valley Subdivision (136 lots on 40 acres) to connect to the LRWRA system by pumping from Little Maumelle Basin to Adams Field Basin.

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

BJ Harrison, Director of Finance, presented Resolution 2023-09 entitled:

RESOLUTION NO. 2023-09

A RESOLUTION DESIGNATING SIGNATORY AGENTS OF LITTLE ROCK WATER RECLAMATION COMMISSION TO MAKE APPLICATION FOR ASSISTANCE UNDER PUBLIC LAW 100-4 AND THE ARKANSAS REVOLVING LOAN FUND AND TO SIGN THE ACCEPTANCE AND ANY OTHER REQUIRED DOCUMENT RELATED THERETO.

Mr. Harrison noted that this resolution serves as an administrative function by adding Les Price to represent LRWRC in the Arkansas Revolving Loan Fund process.

Staff requested the Commission approve Resolution No. 2023-09, a resolution amending all prior resolutions designating signatory agents of Little Rock Water Reclamation Commission to make application for assistance under Public Law 100-4 and the Arkansas Revolving Loan Fund and to sign the acceptance and any other required document related thereto.

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

Mr. Harrison then presented a summary of the November Financial Report. He explained in November that there was total revenue of \$5.4 million less than budget by \$36k. Operating expenses of \$2.9 million exceeding budget by \$178k with Salaries under budget by \$106k (-8.3%), Supplies are under budget by \$27k (-12.4%), and that Contract Services over budget by \$472k (135.3%).

Chair Hightower asked how the recent job announcements in the Port of Little Rock would impact the utility financially. Ms. Block noted that the utility works closely with stakeholders like the Little Rock Chamber of Commerce and the Port of Little Rock on economic development projects.

Rebecca Burkman, Director of Environmental Affairs, noted that while the recent job announcements would not affect our revenue that significantly due to their type of industry, there are other potential projects that could have positive impact on the utility.

Shannon Halijan, Chief Legal Officer, presented the Legal Update. She noted continued work on reviewing contracts; reviewing and updating policies; addressing personnel matters.

Chair Hightower asked about the status of the LRWRA handbook. She replied that the handbook is in great shape since it's last update in 2020, and that some new policies are being rolled out in the near future.

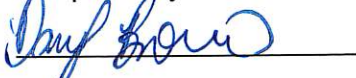
Jean Block, Chief Executive Officer, delivered the monthly highlights that included: Conference Presentations, Univision Holiday Greeting, the Adopt-a-Street Clean Up, and that in 2024 the "Safety Minute" will be replaced with "Department Spotlights" at the beginning of Commission meetings.

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 January 17, 2024. He then asked if there were any objections to adjourning the meeting. Hearing none, the meeting was adjourned.

Respectfully Submitted,



Daryl Brown, Secretary