

LITTLE ROCK WATER RECLAMATION COMMISSION
Minutes of the Meeting Held
January 17, 2024

The Little Rock Water Reclamation Commission ("LRWRC") met at 4:00 p.m., Wednesday, January 17, 2024, via livestream due to inclement weather.

Little Rock Water Reclamation Commission

Schawnee Hightower, Chair
Jonathan Semans, Vice Chair
Daryl Brown, Secretary
Debbie Shock, Commissioner
Ganelle McBryde, Commissioner
Prentice O'Guinn, Commissioner
Chris Marsh, 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, Semans, McBryde, Shock, and Director Hines appeared via livestream. Commissioner Brown was absent. 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 via livestream.

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

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 December 13, 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.

Tonya Wallace, Director of Facilities Asset Management, presented a Purchase Authorization - Clearwater Administration Building HVAC Replacement. She gave a brief background on the life of the existing HVAC unit and the need for the replacement.

Commissioner O'Guinn asked about the number of bids the utility typically reviews, and Ms. Wallace said that we notice better pricing when the utility reaches out to more than one vendor.

Staff requested the Commission approve a purchase authorization for the Clearwater Administration Building Full HVAC Replacement Project in the amount of \$275,536.76 and to authorize CEO Jean Block to enter into a contract with Trane U.S. INC of Little Rock, Arkansas.

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

Harold Hounwanou, the Director of Collection System Maintenance, introduced two distinct Purchase Authorizations under the Vehicle Replacement Program. He briefly described the yearly evaluation process for identifying vehicles nearing the end of their service life and the plan to acquire new ones.

Specifically, staff sought the Commission's approval for two purchases: the first for seven Ford Maverick vehicles at a cost of \$211,232.00, utilizing the Arkansas State Purchasing Contract # S000000154, and the second for five service vehicles, with a total expenditure of \$545,000. For the latter, the staff recommended authorizing CEO Jean Block to finalize a contract with Chastang Enterprises, dba Chastang Ford in Houston, Texas.

Chair Hightower facilitated the approval process for both requests, with each motion made, seconded, and unanimously approved by the Commission.

Les Price, Director of Engineering Services, presented a request for a Professional Services Work Order Authorization for the Fourche Creek WRF Storeroom Addition. Mr. Price gave a brief description of the current storeroom and the need for this addition.

Staff requested the Commission to authorize CEO Jean Block to execute the professional services work order with Garver Engineers for the Design and Bid Phases of the Fourche Creek WRF Storeroom Addition project in the amount of \$140,500.

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

Mr. Price then presented an Amendment for Professional Design Services for the Adams Field WRF Influent Pump Station and Process Rehabilitation. Mr. Price explained the history of the pump station and the need for this project.

Staff requested the Commission authorize CEO Jean Block to execute the Professional Services Amendment with Crist Engineers, Inc. for the Design Phase of the Adams Field WRF Influent Pump Station and Process Rehabilitation Project in the amount of \$1,040,400.

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

Shannon Halijan, Chief Legal Officer, presented the Pulaski Area Geographic Information System (PAgis) Interlocal Agreement. Ms. Halijan gave a brief history of PAgis, the utility's involvement in the organization, and the need to execute the agreement to add a prospective member, the City of Maumelle.

Ms. Halijan requested the Commission authorize CEO Jean Block to sign an Amendment to the Interlocal Agreement allowing the City of Maumelle to become a member of PAgis.

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

Mr. Harrison then presented a summary of the December Financial Report. He explained in December that there was total revenue of \$5.5 million more than budget by \$242k. Operating expenses of \$2.5 million under budget by \$376k with Salaries under budget by \$17 (-1.5%), Supplies are over budget by \$38k (50.3%), and that Contract Services under budget by \$299k (135.3%).

Shannon Halijan, Chief Legal Officer, presented the Legal Update. She noted continued work on reviewing contracts; 2024 professional development trainings; reviewing and updating policies; addressing personnel matters.

Jean Block, Chief Executive Officer, delivered the monthly highlights that included: the Consent Administrative Order Closure Report, Update on the Inclement Weather Event, Safety Bonanza, Toy and Food Drive, and the Blood Drive.

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 February 21, 2024. He then asked if there were any objections to adjourning the meeting. Hearing none, the meeting was adjourned.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Daryl Brown', written over a horizontal line.

Daryl Brown, Secretary