

LITTLE ROCK WATER RECLAMATION COMMISSION
Minutes of the Meeting Held
March 15th, 2023

The Little Rock Water Reclamation Commission ("LRWRC") met at 4:00 p.m., Wednesday, March 15th, in the Board Room of Little Rock Water Reclamation Authority and via livestream.

Little Rock Water Reclamation Commission

Schawnee Hightower, Chair
Lauren Waldrip, Vice Chair
Jonathan Semans, Secretary
Chris Marsh, Commissioner
Debbie Shock, Commissioner
Ganelle McBryde, 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
Tonya Wallace, Director of Facility Asset Management

Attendees included: Commissioner Hightower and Waldrip appeared in-person. Commissioners Semans, Marsh, and Shock appeared via livestream. Senior Staff Members: Greg Ramon, Jean Block, Howell Anderson, Michael Rhoda, Walter Collins, John Holloway, Rebecca Burkman, Harold Hounwanou, 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 Karen Light, Human Resources Administrator, to present the Safety Minute.

Howell Anderson, Chief Operating Officer, introduced Tonya Wallace as the new Director of Facility Asset Management. He spoke on her background and experience at the utility.

Next, Chair Hightower asked the Commissioners if they had reviewed the minutes of the February 22nd meeting. Being that there were no revisions, Chair Hightower asked if there were any objections to approving the minutes. Hearing none, the minutes were approved.

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

Cary Beth Lipscomb, Engineering Manager - Capital Improvements, presented a Recommendation of Award for Construction for Cured-in-Place Trenchless Annual Renewal Contract. She gave a brief overview of how the Cured-in-Place pipe is installed and background on the project. Staff then requested the Commission approve the award of the CIPP Trenchless Pipe Renewal Contract utilizing the unit prices submitted by Suncoast Infrastructure, Inc. of Florence, MS and authorize CEO Greg Ramon to execute the necessary contract documents. This contract can be renewed for up to six additional years for a total contract period of seven years at the option of LRWRA or the contractor. Chair Hightower requested a motion to approve. A motion was made, seconded, and approved unanimously.

Ms. Lipscomb then presented an Annual Contract Authorization for Collection System Analysis and Capacity Assurance Services. She gave a brief overview of Collection System Analysis and Capacity Assurance and background on the project. Staff then requested authorization from the Commission for LRWRA management to negotiate and execute a contract authorization for RJN Group in an amount not to exceed \$569,110. Chair Hightower requested a motion to approve. A motion was made, seconded, and approved unanimously.

Next, Tonya Wallace, Director of Facility Asset Management, gave a presentation/update on the Remodel of the Clearwater Administration Building (CAB). She noted the history of the building, the restrictions on the size of meetings that could be held at the CAB, a need to upgrade the audio/visual system, and how the remodel will make better use of the space. She stated capacity for the new Commission/Training Room would seat up to 85 people total and offered more flexibility in meeting space size and set-up. She stated the remodel will start in April. The Commission took no action.

Michael Rhoda, Chief Financial Officer, then presented the results of the 2022 Self-funded Healthcare plan. He noted that the key accomplishments were: net healthcare expense was \$2.5M versus budget of \$3.8M; healthcare cash account balances at year end included \$1.3M in the operating account and slightly more than \$800K in the healthcare reserve account; total "gross" claims of \$2.2M were down 33%, or \$1.1M from 2021. He stated that the expected future financial results of our self-funded plan are not likely to be as impressive as the initial year was in 2022.

He noted that 2023 employee premiums were set at 2022 levels, no increase for a second consecutive year. That 2023 LRWRA contributions to employee Healthcare Savings Accounts (HSA) were predicated on completion of a wellness exam, and that roughly 95% of employees completed a wellness exam in 2022, which is more than double our prior rate. With a greater level of detail available to us under a self-funded plan the utility has the opportunity to develop a targeted wellness program which could

improve employee health and reduce medical costs for both LRWRA and employees in the future.

Mr. Rhoda then presented a summary of the February Financial Report. He explained for February that total revenue of \$5.5 million exceeded budget by \$357,000 (7%). Operating expenses of \$2.2 million were less than budget by \$173,000 (7.3%) with Salaries under budget by \$29k (2.7%), Supplies under budget by \$53k (28.5%), and Contract Services under budget by \$121k (39.3%).

Les Price, Engineering Manager - Developer Funded, Service Line Replacement, Fats Oils Grease, presented an update on the Fats Oils Grease program. He gave a brief overview of the program's start early 2020 and its purpose to is to eliminate F.O.G. from entering the LRWRA Sewer System.

He noted the results of the program include removing 8.6 million gallons of grease, an 87% compliance rate, and zero fines to date. He thanked his staff for their work and accomplishments with the program, and said that cooperation with business owners, building relationships, friendly encouragement, and promotion with the communications department were key to the success.

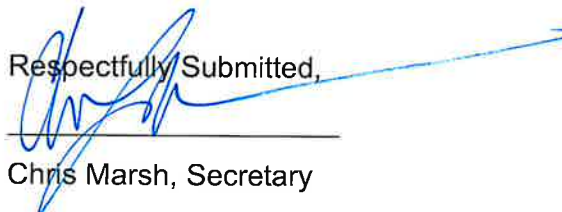
Jean Block, Chief Legal Officer, then gave the Legal Update. She highlighted: status of ongoing litigation; and contracts. And, she provided a Legislative update.

Greg Ramon, Chief Executive Officer, delivered the monthly highlights that included: CAO Annual Report submitted to ADEE, National Procurement Month, Black Expo, Women's History Month, Leadership & Development Inaugural Class, *I do not like Green Eggs and Ham!* - Dr. Seuss Reading at Carver Elem., Notice of Advertisement for Pipe, Emergency Purchase – FCWRF Jenbacher Generator Repair, and the 2021 GFOA ACFR Award.

Chair Hightower called for other business, there was none.

Chair Hightower stated the next LRWRC meeting would be April 19th, 2023. He then asked if there were any objections to adjourning the meeting. Hearing none, the meeting was adjourned.

Respectfully Submitted,



Chris Marsh, Secretary

***Note:** There is no audio and video recording of this meeting due to unforeseen technical issues which were discovered after the meeting. Therefore, copies of this meeting's presentations are attached to these minutes.