

**LITTLE ROCK WATER RECLAMATION COMMISSION**  
**Minutes of the Meeting Held**  
**November 15, 2023**

The Little Rock Water Reclamation Commission ("LRWRC") met at 4:00 p.m., Wednesday, November 15, 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  
BJ Harrison, Associate Director of Accounting & Finance

Attendees included: Commissioners Hightower, Marsh, O'Guinn, and Director Hines appeared in-person. Commissioners Semans appeared via livestream. Commissioners McBryde, Brown, and Shock were absent. Senior Staff Members: Jean Block, Howell Anderson, Michael Rhoda, Shannon Halijan, Walter Collins, Harold Hounwanou, Rebecca Burkman, BJ Harrison, 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 Hallie Freyaldenhoven, Operator, to present the Safety Minute.

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 October 18, 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.

Michael Rhoda, Chief Financial Officer, presented the 2024 LRWRA Operating and Capital Budget. Mr. Rhoda gave the Commission a brief overview of the proposed budget presented to them at the October meeting that included projected revenues, operating and maintenance expenses, capital investments, and debt service. Mr. Rhoda requested the Commission approve the 2024 Total Operating Budget and Financial Plan.

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

Jean Block, Chief Executive Officer, thanked Commissioner O'Guinn for serving as the budget subcommittee chair.

Harold Hounwanou, Director of Collection System Maintenance, presented a Recommendation of Award for Manhole Lids, Rings, and Extension Rings. Mr. Hounwanou gave a brief background and description of the project.

Chair Hightower asked what the average price per lid was, and Mr. Hounwanou said the average was around \$125, while the composite lid was around \$500. Mr. O'Guinn asked what happened to the manhole lids after they were replaced, and Mr. Hounwanou explained the utility has a contract with a company that recycles them.

Staff requested that the Commission approve the recommendation of award for the manhole lids, rings, and extension rings contract in the amount of \$211,809.00 and to authorize CEO Jean Block to enter into a contract with Core & Main.

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

Tonya Wallace, Director of Facility Asset Management, presented a Purchase Authorization for a Sludge Pump Replacement at the Adams Primary Pump Station. Ms. Wallace gave a brief background and description of the project.

Secretary Marsh asked what the lead time was to get the pumps delivered, Ms. Wallace replied 12-16 weeks.

Staff requested the Commission approve the purchase authorization for three primary sludge pumps for a total of \$75,199.69 and to authorize CEO Jean Block to enter into a contract with Jack Tyler Engineering Incorporated of Little Rock, Arkansas.

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

Mr. Harrison then presented a summary of the October Financial Report. He explained in October that there was total revenue of \$5.7 million less than budget by \$27k. Operating expenses of \$2.3 million less than budget by \$209k with Salaries under budget by \$59k (-5.3%), Supplies are under budget by \$25k (-11.5%), and that Contract Services under budget by \$27k (-8.8%).

Chair Hightower asked about the status of disaster reimbursement funds from FEMA. Mr. Harrison replied that we should be done with the 2019 Flooding reimbursements by early next year, and that we are still working with FEMA on the Tornado reimbursements.

Shannon Halijan, Chief Legal Officer, presented the Legal Update. She noted continued work on reviewing contracts; reviewing and updating policies; addressing personnel matters; hiring of Angela Brooks as the new Director of Human Resources.


Jean Block, Chief Executive Officer, delivered the monthly highlights that included: Tours at LMWRF and FCWRF, Our House, Sustainability Day, Jane Mendel Reading Day, Notice of Advertisement for Wide Area Network (WAN) Services

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 December 13, 2023. He then asked if there were any objections to adjourning the meeting. Hearing none, the meeting was adjourned.

Respectfully Submitted,

  
Chris Marsh, Secretary