



Centerton Utilities

(Water/Wastewater Departments) (Franchised Utility Permitting)

April 16, 2024

CALL TO ORDER – The meeting of the Centerton Waterworks & Sewer Commission called to order by Commissioner Melvin Coffelt.

(1) ROLL CALL – Commissioner Melvin Coffelt, Robert Anderson, Donald Casteel, Michelle Haverkamp & Joshua Hagan, Utility Director “Malcolm Attwood,” Attorney “Morgan Doughty” of Harrinton Miller, Accountant “John Daniels,” Office Manager “Mary Perkins” & Human Resources Manager “Thresia Leimberg” of Centerton Utilities, Jeff Dehnhardt of ESI, Nicola Hoofard of City of Centerton.

(2) Pledge of Allegiance

(3) Approval of Consent Agenda: Commissioner Coffelt addressed the Commissioners by asking if there were any questions about the consent agenda items before they proceed. Commissioner Anderson made a motion to approve the consent agenda as presented. Commissioner Casteel seconded. All commissioners were in favor and the motion passed.

(4) Old Business:

- a. **Attorney report - Harrington Miller Law Firm** – Nothing new to report. Attorney “Morgan Doughty” introduced a new attorney from her office “Imogene Stegall” who is getting more involved with municipal issues to the Commission.
- b. **Project Updates - Engineering Services, Inc.**
 - i. **Hwy 102 Water Tower #4:** Jeff Dehnhardt with ESI stated the following:

Line project: The contractor has completed 7,700 feet of the main line or sixty-four percent of overall footage is in the ground. They have used thirty-seven percent of the allotted time. They have used thirty-nine percent of the cost of the project at this time. There may be a potential conflict with the three-inch line on 102 regarding the easement. They may need to relocate portions of this line.

Tank Project: The contractor has completed one-third of the foundation and twenty-seven percent of time allotted. They have used fourteen percent of the total cost of the project. Engineering cost is eighty-five percent. They are lagging behind due to the foundation redesign and difficulties in obtaining materials for the project. Strip footings and stem wall are poured. Next steps are back filling and setting the crane to pour sections of the wall.
 - ii. **Downtown Sanitary Sewer Improvements:** Jeff Dehnhardt with ESI stated the contractor is making quick progress now that they are on-site. He thinks the project will be completed in 30 to 45 days.
 - iii. **Sanitary Sewer System Capacity Study:** Jeff Dehnhardt with ESI stated they had received good news from the Arkansas Health Department regarding this issue. He stated the Health Department has stated we can move forward with our projects. Project engineers that was using ESI’s Capacity Study without their permission are required to do their own due diligence and get approval with ESI.



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- iv. **Greenhouse Lift Station improvements:** Jeff Dehnhardt with ESI stated they are waiting for a response from the health department.
- v. **Benton County Quorum Court:** Commissioner Anderson made a presentation to recap and explain the commission's request to return funds or use them on an alternate project. There have been changes to the legislation regarding the length of time and allowed uses for these funds. The judge should respond to our request in the next thirty days or so.

c. **Director's Report:**

- i. **Project Planning Worksheet (attached):** Utility Director Attwood reviewed the "Project Planning Worksheet" with the commission.

- ii. **Field Operations & Customer Service Report:** Superintendent Klingler & Office Manager Perkins reports are in the packet for the commission to review.

Field Operations: A line item "Repair Service Line" has been added to the work order report.

Customer Service: Mary Perkins - Nothing new to report.

- iii. **Schedule of Fees Update:** Utility Director Attwood stated the City Council had accepted the updated Schedule of Fees.

(5) **New/Other Business:**

- a. **Anti-Fraud Policy:** Thresia Leimberg reviewed the policy with the Commissioners. Commissioner Hagan & Commissioner Anderson would like to have an Internal Review checklist the commission can utilize when evaluating the overall effectiveness of our systems. Thresia Leimberg will begin work on the requested checklist and present it to the commission within the next month or so.
- b. **Employee Handbook Update – 90 Day Probationary Period:** Human Resource Manager Leimberg reviewed the policy and procedures with the Commissioners.

Commissioner Anderson made a motion to adopt the policy as presented. Commissioner Hagan seconded the motion. All were in favor and the motion passed.

- c. **Act 605 Repair Account Invoices:** John Daniels requested funds from the Act 605 Sewer Repair Account for Clifford Power invoice #SVC-0157168 for \$1,813.46 to replace generator and Kooltronic invoice #11316 to replace air conditioner for \$4,527.03.

Commissioner Anderson made a motion to authorize the above invoices totaling \$6340.49 to be paid out of the Act 605 sewer repair account. Commissioner Casteel seconded the motion. All were in favor and the motion passed.



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- d. **Meeting request from Decatur Mayor:** Commissioner Anderson stated the Decatur Mayor would like to meet with the commission to discuss future growth and capacity concerns that could affect both our cities. Commissioner Anderson stated it would be a good idea to meet with cities that border our service area on an annual basis. Utility Director Attwood will coordinate a meeting.

(6) Resolutions – None

(7) Public Comment – None

(9) Announcements – Don Casteel commission period expires in June 2024. He plans to serve another term at this point.

(10) Adjournment - Commissioner Coffelt asked the attendees if there were any questions. With no further business, Commissioner Haverkamp made a motion to adjourn, Commissioner Anderson 2nd the motion. All were in favor and the meeting adjourned.