



Centerton Utilities

(Water/Wastewater Departments) (Franchised Utility Permitting)

June 17, 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 Harrington Miller, Accountant “John Daniels,” Office Manager “Mary Perkins” of Centerton Utilities, Tim Mayes of ESI, Diane Morrison 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.

b. **Project Updates – Engineering Services, Inc.**

i. **Hwy 102 Water Tower #4:** Tim Mayes with ESI stated the following:

Line project: The linework portion along L.C. Hickman is mostly completed but testing still needs to be performed. The three” line along Highway 102 has started. They will coordinate connecting the three” to the twenty-four” with the Utility Director.

Tank Project: Construction on the tower’s foundation and under slab piping has been installed and tested. The crane has been installed so the tower can start going up. Construction on the support structure for the holding tank has begun. Due to a tornado going through this area, the structure has been checked to ensure everything is still plumb. The contractor has requested a meeting with the Utility Director and/or Commission for approval to start work at 5AM.

ESI stated they had received a complaint regarding the water level of a pond across the road from the tower construction site. The owner stated the pond is leaking and feels it is related to the worksite. Tim Mays stated the pond level has not changed since construction had begun, but they will continue to monitor the pond.

ii. **Downtown Sanitary Sewer Improvements:** Tim Mayes with ESI stated this project is nearly completed with the exception of the overflow connection.

iii. **Sanitary Sewer System Capacity Study:** Tim Mayes with ESI stated they developed design plans for improvements to multiple potential problem areas that were indicated in the Sanitary Sewer System Capacity Analysis performed last year. The improvements were developed per the request of the Arkansas Department of Health. The design plans were approved by ADH in August. The contractor has completed all of



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the improvements with the exception of one location for the interconnection of the two mains as well as some minor clean-up items.

- iv. **Greenhouse Lift Station improvements:** Tim Mayes with ESI stated they are waiting on field data from Centerton Utilities staff to verify the connections to the force main and how they tied together. Once they receive that data, they can continue with updating the plan.
- v. **Hwy 102 Widening – Utilities Relocations:** Tim Mayes with ESI stated they had received an updated set of plans from the Transportation Department. ESI has completed the field work for the relocation of existing utilities along the portion of Highway 102 that ARDOT has proposed to be widened. The plans for the relocation will be submitted to ARDOT once completed.

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: There were several recommendations on the field report due to storm damage that was discussed by the commission. It was decided to consider implementing these recommendations next year and include funds for the various projects in the 2025 budget.

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

- a. **Employees Helping Employees Program:** Employees Helping Employees Policy and Procedure, Application Request Form and Donation Form were included in packet for the commission to review and discussion.

Commissioner Anderson made a motion to authorize implementing the EHE Program as stated. Commissioner Haverkamp seconded the motion. All were in favor and the motion passed.

- b. **Anti-Fraud Policy Update:** Human Resource Manager Leimberg handed out the revised draft that outlined the Commission responsibilities on page 3 – Item #7. Also, included a "Self-Assessment of Internal Control Questionnaire" for the following categories: 1) Procurement & Disbursements (Purchasing, Invoice Processing, Petty Cash, Employee Expenses, and a document flow/segregation form). 2) Document Flow / Segregation of Duties Form. 3) Certification Form to document the review and approval / correction process. The commission will review the documents over the next month. It was determined subsequent Internal Control questionnaires will be developed until all aspects of business operations have been addressed. Management recommendations are to be included with the Questionnaire and Certification Form. Any internal control risk identified during the review will be discussed at the Monthly Commission meeting and actions documented in the minutes.
- c. **Audit Report:** Przybysz & Associates conducted the audit. The audit report was included in the packet for the commission to review. The results of their test disclosed



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no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Commissioner Anderson made a motion to accept the document as stated by the Auditor. Commissioner Casteel seconded the motion. All were in favor and the motion passed.

- d. **Allen Road Station – Pump Replacement vs Repair:** Utility Director Attwood discussed options to repair or replace pumps: Pump 1) \$35,000 to repair, Pump 2) \$52,000 to repair or \$72,000 to replace. After much discussion, the commission determined Pump 1 should be repaired and Pump 2 should be replaced. In addition, they requested the Utility Director and Superintendent to review our Policy and Procedure for pump maintenance. It was recommended they contact the manufacturer “Fairbanks” to establish a maintenance plan and/or maintenance contract.

Commissioner Anderson made a motion to authorize the repair of Pump 1 for \$35,000 and replace Pump 2 for \$72,000. Commissioner Casteel seconded the motion. All were in favor and the motion passed.

- e. **Act 605 Repair Account Invoices:** Accountant Daniels requested payment of Jack Tyler Engineering invoice #0060289-IN for \$20,468.62 from the sewer repair account.

Commissioner Anderson made a motion to authorize the above invoices totaling \$20,468.62 to be paid out of the Act 605 sewer repair account. Commissioner Casteel seconded the motion. All were in favor and the motion passed.

- f. **Storm Damage:** Utility Director Attwood outlined the storm damage from the May 2024 tornado and high winds in the region. Truck # 35 was totaled by falling trees approximate cost of \$45,000, the administrative buildings sign was damaged and needs to be replaced \$14,000 and the field office had water coming in from the roof (unsure at this time if there is actual damage to roof or wind driven rain). Claims were filed with Municipal League and adjuster will appraise.

Commissioner Anderson made a motion to allow the Utility Director to investigate other bids to replace the sign and take necessary actions to replace it once the review is complete . Commissioner Casteel seconded the motion. All were in favor and the motion passed.

- g. Truck #35 Replacement

Commissioner Anderson made a motion to allow the Utility Director to replace the truck damaged in the storms once the insurance company responds. Commissioner Casteel seconded the motion. All were in favor and the motion passed.

(6) Resolutions – None

(7) Public Comment – None

(9) Announcements – None

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