



# Centerton Utilities

(Water/Wastewater Departments) (Franchised Utility Permitting)

July 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,” Accountant “John Daniels,” Office Manager “Mary Perkins” of Centerton Utilities, Tim Mayes of ESI, Diane Morrison & Matt Thompson of City of Centerton, Auditor “David Eaton”.

## **(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 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 some minor clean-up stills needs to be done, the portion along Highway 102 has started.

**Tank Project:** Construction on the tower’s foundation and under slab piping has been completed. Construction on the support structure for the holding tank begun and should take another month or so.

ii. **Downtown Sanitary Sewer Improvements:** Tim Mayes with ESI stated this project is nearly completed with the exception of the overflow connection. The contractor is waiting for directions on how to proceed with the sewer hole and pipe size connection issue.

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 at the request of the Arkansas Department of Health. The design plans were approved by ADH in August. The contractor has completed all of the improvements with the exception of one location for the interconnection of the two mains as well as some minor clean-up items. ESI would like to update the analysis report done by TREK converted to gallons per minute, then compare peak flows to the ADH numbers. They would like to request ADH to use actual flow instead. The commission discussed continuing monitoring at least three locations on a continue basis. Utility Director Attwood stated a contract would need to be established with Trek.



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- iv. **Greenhouse Lift Station improvements:** Tim Mayes with ESI stated they have confirmed the force main field data from Centerton Utilities staff and can continue with updating the plan.
- v. **Hwy 102 Widening – Utilities Relocations:** Tim Mayes with ESI is in the process of finalizing the plans 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. Will be working on cost figures and reimbursement factor for ARDOT.

c. **Director's Report:**

- i. **Project Planning Worksheet (attached):** Utility Director Attwood reviewed the "Project Planning Worksheet" with the commission.
- ii. **Residential Projects Status (attached):** Utility Director Attwood stated the city had provided these reports and they were in the Commissioners packet for review.
- iii. **Field Operations & Customer Service Report:** Superintendent Klingler & Office Manager Perkins reports are in the packet for the commission to review.

**Field Operations:** Superintendent Klingler stated he is pulling his leak crew off to do repairs for meter can damage done by contractors. The commission discussed options to address this issue from adding additional staff to charging additional fees. No decision was made, but the field operations management stated they would consider options and ensure any cost was included in the 2025 budget.

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

- a. **Anti-Fraud Policy Update – Purchasing & Disbursements:** Human Resource Manager Leimberg to provide a copy of the policy at the next meeting for approval.
- b. **Petty Cash Policy & Procedure:** Human Resource Manager Leimberg reviewed the policy with commission. The commission will review for approval at the next meeting.
- c. **SCADA Service/Solution Provider:** Superintendent Klingler outlined services provided by ISI with the commission. ISI integrates SCADA and IT to reduce issues we are experiencing when SCADA is down. The commission requested a written SCADA plan for budget discussion and a breakdown of 50,000 cost and what it actually covers.
- d. **Allen Road Station – Pump Maintenance Agreements:** Utility Director Attwood reviewed the JCI service quote of \$10,750.00 with the commission. No decisions were made at this time.
- e. **Storm Damage – Insurance/Claims Update:** Human Resource Manager Leimberg reviewed insurance claims with the Commission. A check for \$34,825.00 was received to replace the Utility Directors truck. The Keller Road roof damage was



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estimated at \$1622.52 and the claim is pending. The sign at the admin building is not covered.

- f. **ADH Sanitary Survey:** Utility Director Attwood stated ADH conducted the survey last week. They stated our records were good but questioned our water loss.
- g. **Quotes to enclose sheds:** Utility Director Attwood stated the cost to enclose sheds are \$9,000 plus electrical per shed. They would run with a window unit, fan and light. The commission requested the Utility Director to formalize the quotes and bring them back for approval.
- h. **Standards & Specifications:** Utility Director Attwood stated other cities have asked to use our Standards & Specifications. The commission discussed this request and determined it was not fair to our engineering firm who developed our standards to hand out for free. In addition, our standards may not apply to other cities' infrastructure.

(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 Andereson<sup>2nd</sup> the motion. All were in favor and the meeting adjourned.