



# Centerton Utilities

(Water/Wastewater Departments) (Franchised Utility Permitting)

August 20, 2024

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

**(1) ROLL CALL** – Commissioners present: Melvin Coffelt, Robert Anderson, Donald Casteel, Michelle Haverkamp & Joshua Hagan. Centerton Utilities' present: Utility Director "Malcolm Attwood," Superintendent "Chad Klingler", Accountant "John Daniels," Human Resources "Thresia Leimberg", and Office Manager "Mary Perkins". Professional Services present: Tim Mayes & Jeff Dehnhardt of ESI and Morgan Doughty of Harrington Miller Law Firm. City of Centerton present: Mayor Bill Edwards, Kayla Knight & Lorene Burnes.

## **(2) Pledge of Allegiance**

**(3) Approval of Consent Agenda:** Commissioner Coffelt introduced the minutes of Centerton Utilities from July 16, 2024, and asked if anyone had questions or concerns. Commissioner Anderson made a motion to approve the consent agenda as presented with a second from Commissioner Casteel. No members were opposed, and the motion was carried.

## **(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:** Jeff Dehnhardt with ESI stated the following:

**Line Project:** Most of the 24" pipe is in the ground. Highway 102 bore is complete. Restoration clean-up work is in progress. Construction on the linework along Hwy 102, meter and PRV vaults continue.

**Tank Project:** Construction on the tower's foundation, under slab piping and the tank walls has been completed. They are now in the process of working on getting the top of the vertical support structure ready for the concrete dome and steel bowl. Due to early delays in redesigning the foundation, ESI anticipates the tank's completion date will be December 2025.

ii. **Downtown Sanitary Sewer Improvements:** Jeff Dehnhardt with ESI stated this project is near completion. The contractor is expecting to receive supplies next week that will allow them to complete the bypass connection. ESI anticipates this project will be completed within the next two weeks.

iii. **Sanitary Sewer System Capacity Study:** ESI is currently working with TREK to convert their peak flow analysis report to gallons per minute to aid with the hypothesis that flows in the system are not as high as ADH suggested. Once complete they plan to submit an executive summary requesting ADH to adjust capacity to the adjusted peak flows indicated in TREK report. If ADH does not agree, ESI has taken steps for further alternatives and development in that part of the city.

iv. **Greenhouse Lift Station improvements:** Jeff Dehnhardt with ESI stated this project is more complicated than originally anticipated. Downstream improvements are



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needed due to capacity issues outlined by ADH. In addition, upgrades may be necessary due to the unexpected way the force mains are tied together.

- v. **Hwy 102 Widening – Utilities Relocations:** Jeff Dehnhardt 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. Also, looking at upsizing the water mains on 102 to address concerns.

c. **Director's Report:**

- i. **Project Planning Worksheet (attached):** Utility Director Attwood reviewed the "Project Planning Worksheet" with the commission.
- ii. **Active Subdivision Report (attached):** Utility Director Attwood stated the report is in the commission packet for their review. There were some discussions concerning available lots. Planning Director Lorene Burns stated the 700 available lots are in process.
- 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 the service line replacement crew is currently working on Abbey Street. Progress has been slow on this street due to the storm drains in the area. The team is averaging one service line replacement per day but are improving the system by rerouting water lines from under the storm drains. Superintendent Klingler stated they are looking at including funds in next year's budget to outsource some leak repair/line replacement duties to an outside vendor. Staffing and equipment is not adequate to keep up with the water loss we are experiencing.

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

- a. **Disciplinary Policy:** Human Resource Manager Leimberg provided a revision to the employee handbook "Section V - Disciplinary Action". The commission reviewed the changes and had no questions or concerns.

Commissioner Anderson made a motion to approve the changes to the employee handbook as presented and Commissioner Hagan 2nd the motion. All Commissioners were in favor and the motion passed.

- b. **Act 605 Repair Account Invoices:** Accountant Daniels requested the Jack Tyler Engineering invoice of \$1511.66 (sewer) and Calcon Inc. invoice of \$1,950.00 (water) to be paid from the Act 605 repair accounts.

Commissioner Anderson made a motion to authorize the above invoices to be paid out of the Act 605 repair accounts and Commissioner Hagan 2nd the motion. All Commissioners were in favor and the motion passed.



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- c. **Subdivision Corridors:** Utility Director Attwood provided Subdivision Corridor Requirement documentation with requested changes for the commission to review. The request is to return to the original specifications due to issues the changes have created. Some examples discussed were: Set back allowance and water mains allowed in the street. He stated street repairs of water mains are extremely difficult. Not allowing this practice to continue is more in line with what other cities in the area are doing. Utility Director Attwood stated he would coordinate the changes with the City of Centerton Planning Department.

Commissioner Anderson made a motion to accept the changes as outlined and Commissioner Haverkamp 2nd the motion. All Commissioners were in favor and the motion passed.

- d. **Specifications Updates:** Utility Director Attwood provided the Centerton Standard Specification documentation with proposed changes for the commission to review. ESI will present these changes to ADH before integrating the proposed changes into our policy.
- e. **SCADA Service/Solution Provider:** Superintendent Klingler reviewed the formal quote from ISI of \$50,052.16 with the commission to review. Recurring annual fees are \$7640.16. ISI proposes to work with Centerton Utilities to manage the SCADA System Application, Private Cellular Communications, On-going support for Network hardware and software, provide training, and to provide Cybersecurity services. The commission discussed if additional quotes from other companies were required. Utility Director Attwood explained that our system is outdated and has been pieced together over the years. ISI understands our current system and their proposal addresses our connectivity and hardware/software integrator issues we are experiencing. In addition, their proposal addresses the CISA minimum cyber security requirements. This is a short-term remedy to address immediate issues. Within a couple of years, the plan is to have a SCADA expert on staff. The commission stated the Utility Director would need to provide a document at the next commission meeting outlining the reasons the commission should waive the bidding process for this professional service.

Commissioner Anderson made a motion to table the topic till the next meeting and Commissioner Hagan 2nd the motion. All Commissioners were in favor and the motion passed.

- f. **Pump Maintenance Contract – JCI/Pentair:** Utility Director Attwood provided Scope of Repair from Pentair for \$23,380 per pump (2,000 hours of service on pump). A minimum charge of \$5,800 is assessed after the pump is received and inspected, which can be applied towards the cost of the repair. Utility Director Attwood stated both companies' quotes were the same. He will contact the vendor to determine if we can enter into a maintenance contract.
- g. **Legacy Accounts –** Accountant Daniels stated the bank has sold and would like to move both accounts to Regions Bank. Currently we have a deposit account for customer payments and a USDA Bond Depreciation Account at Legacy. Commissioner Anderson stated the USDA Bond needs to be reviewed to verify if we need to continue funding the depreciation account. Accountant Daniels will review and update the commission at the next meeting.



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- h. **Storm Damage – Insurance/Claims Update Truck/ Operations Roof:** Received Insurance payments for the outstanding storm damage claims. Currently obtaining bids to repair/replace the administrative sign on Main Street.
- i. **Anti-Fraud Checklist Policy Update:** On hold – Human Resources working on other projects.
- j. **Petty Cash Policy & Procedure:** On hold – Human Resources working on other projects.
- k. **Quotes to enclose sheds:** Utility Director requested formal quotes from vendor. Will provide quotes for commission review and approval at next meeting.

## **(6) Resolutions –**

Resolution 2024-02 – 2024-09 came before the commission. Commissioner Anderson made a motion to present the Resolutions by title only and to suspend the three-reading rule, Commissioner Casteel 2nd the motion. Commissioner Anderson read the Resolution by title only. A resolution accepting donated infrastructure for the following:

- 2024 -02 - Crystal Cove Ph 1 -3 - \$1,622,333.00
- 2024 -03 - Big Sky Ph 2 - \$1,069,705.00
- 2024 -04 - Domino's - \$6,500.00
- 2024 -05 - Oakmont - \$561,408.00
- 2024 -06 - Maple Estates Ph. 3 - \$727,250.00
- 2024 -07 - Paradise Park - \$446,618.00
- 2024 -08 - Centerton Commons - \$110,724.92
- 2024 -09 - Copper Oaks Ph.2 - \$45,500.00

Commissioner Anderson made a motion to adopt Resolution 2024-02 – 2024-09 and Commissioner Casteel 2nd the motion. All Commissioners were in favor and the motion passed.

**(7) Public Comment** – Resident Cindy Zumstein asked the commission why our potable water has chlorine added. Commissioner Anderson said it was mandated by the state and our water testing shows chlorine levels are within the state guidelines. Also, in regard to leak repairs she suggested in extreme situations we use contract labor to reduce repair leaks to reduce water loss and/or revise pay to attract employees. Commissioner Anderson stated they are currently looking into budgeting funds for 2025 to bid out some of the leak repair/line maintenance.

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