



Centerton Utilities

(Water/Wastewater Departments) (Franchised Utility Permitting)

September 17, 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, and Office Manager "Mary Perkins". Professional Services present: Tim Mayes of ESI and Morgan Doughty of Harrington Miller Law Firm. City of Centerton present: Mayor Bill Edwards.

(2) Pledge of Allegiance

(3) Approval of Consent Agenda: Commissioner Coffelt introduced the minutes of Centerton Utilities from August 20, 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:** Tim Mayes with ESI stated the following:

Line Project: . Leak pressure testing has begun on the 24" main. Final cleanup work has been accomplished. The contractor appears to be ahead of schedule and should have the line completed by March 2025. ESI is looking into a possible change order to install a valve that would enable the 24" line to be utilized before the tower is ready, this would allow Centerton Utilities to have more water available next summer. One issue that has been identified is the master meter vault was done incorrectly at the base of the vault and needs to be reworked by the contractor.

Tank Project: Construction on the tank vertical support structure has been completed, they are now in the process of working on getting the top of the vertical support structure ready for the steel holding tank. They anticipate pouring the concrete in early October. Due to early delays in redesigning the foundation and the tornado that went through the area, this project is thirty-five percent complete versus forty-eight percent of contract time utilized. The contractor anticipates the tanks completion date is on track to complete by December 2025.

ii. **Downtown Sanitary Sewer Improvements:** Tim Mayes with ESI stated this project is essentially complete with the exception of some restoration clean-up work.

iii. **Sanitary Sewer System Capacity Study:** Tim Mayes with ESI suggested sending a letter to Department of Health with the TREK data requesting 100 gallons per minute be reduced to 65 gallons per minute. There was discussion that the state standards are out of date and have not been revised based on the Clean Water Act in 1977. Tim Mays stated there is about 5000 feet of line to replace if DHS does not change the standard. The projected cost to replace the line is estimated at \$2.5 million. ESI suggested including the estimated line replacement cost into the current Downtown



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Sanitary Sewer Improvement project should the state not update the standard gallons per minute.

- iv. **Greenhouse Lift Station improvements:** Tim Mayes with ESI stated their proposal will include upsizing to a fifteen-inch main line to the east and tying into Allen Road. They are still reviewing other options at this time.
- 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.
- vi. **Collapsed Sewer Line and Maintenance hole –** Tim Mayes with ESI handed out the Plan & Profile Sheet for the McKissic Creek Interceptor Repair outlining the location where a collapsed sewer line and manhole was found. Approximately 240' of sewer line is impacted and needs repair.

Commissioner Anderson made a motion to allow the Utility Director to advertise to repair and/or replace the 240' collapsed sewer line and manhole. Commissioner Casteel 2nd the motion. All Commissioners were in favor and the motion passed.

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. The commission discussed the lightening damage noted in the report. Superintendent Klingler stated the lift stations are grounded, but this was a direct hit which resulted in damage to some lifts stations and the water tower generator transfer switch. There was discussion regarding protecting the equipment from lighting strikes. Office Manager Mary Perkins notified the commission she included a copy of the customer statement with the new bill format.

SCADA Service / Solution Provider – Quote \$50,052.16 – Recurring annual fees of \$7640.16 tabled at last month's meeting: Commissioner Anderson made a motion to add last month's SCADA service proposal to the Director's report, Commissioner Casteel 2nd the motion. All Commissioners were in favor and the motion passed. Commissioner Anderson reviewed the law regarding bids for service purchases with the commissioners. There is a prepared document included with the packet explaining the Arkansas Statutes. Commissioner Anderson stated the purchase qualifies for exemption as the proposed source is the "Single Source" provider of this service for the equipment systems in use. The Arkansas Statutes require supported documentation setting forth the basis for the "single source" purchase.

Commissioner Anderson made a motion recommending the commission authorize the following: 1) the Chairman to sign the document that sets forth the basis for the "single source" purchase of SCADA System Management & Cyber Security services from ISI and 2) for the commission to authorize the Utilities Director to execute the purchase of SCADA System Management & Cyber Security services from ISI. Commissioner Hagan 2nd the motion. All Commissioners were in favor and the motion passed.



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(5) New/Other Business:

- a. **Petty Cash Policy:** The commission reviewed the policy included in their packet.

Commissioner Anderson made a motion to approve the financial policy as presented and Commissioner Haverkamp 2nd the motion. All Commissioners were in favor and the motion passed.

- b. **VFD Enclosures:** Superintendent Klingler reviewed the final cost estimate of \$12,269 for both of the VDF sheds with the commission.

Commissioner Anderson made a motion to approve \$12,269 to build the enclosures and authorize the Utility Director to proceed with installation. Commissioner Casteel 2nd the motion. All Commissioners were in favor and the motion passed.

- c. **Act 605 Repair Account Invoices:** Accountant Daniels requested the Jack Tyler invoice # 0061284-In for \$58,854.78 and Hi-Speed Industrial Service invoice #0070352 for \$3275.04 to be paid out of the Act 605 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.

- d. **Field Operator Starting Pay:** Utility Director Attwood requested the commission approve starting pay for new hires be increased immediately from \$16.00 to \$17.00 per hour to attract applicants and retain employees.

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

- e. **BWRPWA Annual Meeting:** Utility Director Attwood stated that Scott Bowman is scheduled to retire in a few years so they are hiring a new General Manager.

- f. **FY2025 Budget Meeting:** Utility Director Attwood stated they are working on a draft budget to present at next month's meeting.

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.

(6) Resolutions – None

(7) Public Comment – Resident Cindy Zumstein

(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 2nd the motion. All were in favor and the meeting adjourned.