



# Centerton Utilities

(Water/Wastewater Departments) (Franchised Utility Permitting)

October 15, 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," Human Resource Manager "Thresia Leimberg". Professional Services present: Tim Mayes of ESI and Morgan Doughty of Harrington Miller Law Firm. City of Centerton present: Mayor Bill Edwards, Centerton Planning "Kayla Knight."

## **(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) Anderson Homes – Tower Park:** Anderson Custom Homes "Skip & Chaise Anderson" & Sand Creek Engineering "Tim Sorey" & "Dan Cole" attended this month's meeting to discuss their Tower Park project being held up by Centerton Utilities due to capacity pinch points outlined by the Arkansas Department of Health in a letter dated April 2024. They are concerned with multiple sections in the existing downstream sanitary sewer system that appear to be over-capacity with the proposed addition of their development along with multiple other developments. Commissioner Anderson stated it is not the City's total responsibility to solve capacity issues created by new developments. He stated the City is willing to participate in a joint solution to make the improvements needed to address the capacity limitations impacting the Tower Park development and downstream corridor. Commissioner Anderson suggested "Utility Director Attwood" and "Skip Anderson" get together to determine the level of participation and cost share solution to address the capacity issues mentioned above. See the "Sanitary System Capacity Study" and "Decatur Wastewater Treatment Plant" sections below for additional discussion.

## **(5) 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:** . Eighty-five percent of the project is complete compared to the cost and seventy-one percent of time has expired. The linework along L.C. Hickman has been completed. The linework along Highway 102 and Rebel Road has been completed but clean-up work still needs to be done. The distribution line passed pressure testing. The supply line has not been tested yet. They are working on tearing out and repouring the master-meter vault due to some improper work. Construction continues on the Pressure Reducing Vault. The contractor is ahead of schedule and thinks they will be done by early March 2025.

**Tank Project:** Construction on the top of the vertical support structure continues to prepare for the steel holding tank. Plan is to pour concrete dome soon. Then move to steel work and yard piping. Due to early delays in redesigning the foundation and the tornado that went through the area, this project is three percent complete compared to

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the cost and is about fifty-two percent of the time has expired. The contractor anticipates the tank's functional completion date is on track for operational use by December 2025. They may be clean up work to complete after that date.

- ii. **Downtown Sanitary Sewer Improvements:** Tim Mayes with ESI stated this project is complete. They have retained \$1,000 in the event that pipe bursting or upsizing needs to occur.
- iii. **Sanitary Sewer System Capacity Study:** Utility Director Attwood stated a letter should be submitted to the Arkansas Department of Health requesting ADH review the TREK peak flow monitoring analysis report commissioned by Centerton Utilities. The report indicates that the flow in the system is not as high as ADH suggest. Utility Director Attwood suggested a meeting should be scheduled with ADH to discuss the results of the report with ADH and request they consider using a lower flow rate based on the actual data provided. Commissioner Anderson and Commissioner Coffelt asked Utility Director Attwood to set up a time.

Note from prior meeting: The TREK data indicates the 100 gallons per minute calculation used by ADH 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 Sanitary Sewer Improvement project should the state not update the standard gallons per minute.

- iv. **Greenhouse Lift Station improvements:** Tim Mayes with ESI stated they are trying to finalize the plans and send them to ADH in November. Utility Director Attwood suggested the Commission should think about installing a regional lift station in that area in the future. Commissioner Anderson stated this is an unfunded project 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. ESI plans to submit the revised plans to ADH and ARDOT within two weeks. The plan includes upsizing from an 8" line to a 12" line. The total upfront cost is roughly \$9,000,000 with 75% of it reimbursable from ARDOT. This is another unfunded project at this time.
- vi. **Collapsed Sewer Line - Creek Swell Repair – Oak Ridge Subdivision:** Utility Director Attwood stated we have a collapsed sewer line in need of repair with a bid of \$131,675.00.

Commissioner Anderson made a motion to proceed with advertising to bid the project out. 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.



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- ii. **Field Operations & Customer Service Report:** Superintendent Klingler & Office Manager Perkins' reports are in the packet for the commission to review. Commissioner Hagan asked how many new leaks are occurring each month. Utility Director Attwood stated it is hard to determine a new leak from an old leak. The commission discussed as older pipes are replaced, we should start seeing less new leaks. In the interim, we may see an uptick in leaks in the areas that still have deteriorated pipes in the ground due to increased pressure. Commissioner Anderson asked about the status of the 72 powered generator transfer switch. Superintendent Klingler stated they had received a quote from Clifford Power for \$17,000 plus about \$3,000 in electrician cost. They are looking for other alternatives. Another question was regarding the value maintenance technician who was moved to the Asset Management Program. Utility Director Attwood stated this move was to establish the inventory records program required by the 605 requirements. Commissioner Coffelt stated we should start thinking about adding an electrician to our staff in the future.
- iii. **Decatur Wastewater Treatment Plant:** Utility Director Attwood stated a report from Decatur Wastewater Treatment Plant was included in the commissioner packet for review and discussion. Based on the report Decatur's treatment plant is close to capacity. There was a lot of discussion on the impact to Centerton Utilities and other options or alternatives that may be necessary while Decatur upgrades their plant. In the interim, ESI and the Utility Director Attwood will be working with Decatur and on other options to present to the commission. Commissioner Hagan stated we need to have our own checks and balances with our partner's so we are not surprised in the future. Mayor Edwards stated he would like his staff included in any meeting with Decatur.

## **(6) New/Other Business:**

- a. **Anti-Fraud Policies Checklist:** The commission reviewed the policy and checklist included in their packet.
  - I. General Elements
  - II. Procurement & Disbursement
  - III. Meter Reads
  - IV. Unclaimed Property
  - V. Accounts Receivable

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

- b. **2025 Rate Increase:** Utility Director Attwood informed the commission that the Schedule of Fees with proposed changes for 2025 budget was included in their packet for their review. There is no sewer rate change included in this schedule at this time. The commission can review this draft and act on it next month. The proposed \$.45 water rate increase includes \$.25 due to the Two Ton rate increase slated for January 2025. The commission discussed the rates other municipalities are charging. Commissioner Hagan stated a comparison chart of current rates for the other municipalities would be helpful. One commissioner asked if we could think about other options how we bill our base rate. Commissioner Anderson said he would work with other municipalities to obtain their rates.



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- c. **Levelized Pay:** Utility Director Attwood asked the commission to approve this year's levelized payout to the employees in November. A spreadsheet was included in the packet indicating the amount each employee would receive was based on years of service.

Commissioner Anderson made a motion to approve the Levelized Pay as presented. Commissioner Casteel 2nd the motion. All Commissioners were in favor and the motion passed.

- d. **FY2025 Budget – Draft:** The commission can review this draft and act on it next month.
- e. **Act 605 Repair Account Invoices:** Accountant Daniels requested the JWC Environmental invoice # 120267 for \$29407.61 and Clifford Power invoice #SVC-0168020 for \$1766.23 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 Casteel 2nd the motion. All Commissioners were in favor and the motion passed.

## **(7) Resolutions – None**

**(8) Public Comment** – A citizen brought an application to join the Chamber of Commerce. There was some discussion regarding this option. No decision was made at this time.

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