



**AGENDA FOR  
NORTH LITTLE ROCK WASTEWATER TREATMENT COMMITTEE  
MEETING**

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**RE:** Committee Meeting  
**PLACE:** Faulkner Lake Treatment Plant Admin Conference Room  
7400 Baucum Pike, North Little Rock, Arkansas 72117  
**DATE:** March 11, 2025  
**TIME:** 12:15 PM

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- (1) ROLL CALL OF THE COMMITTEE MEMBERS
- (2) APPROVAL OF THE MINUTES OF THE FEBRUARY 11, 2025, MEETING
- (3) FINANCIAL REPORT FOR FEBRUARY 2025
- (4) BURNS PARK WEST LIFT STATION UPGRADE
- (5) DECOMMISSION UNIT VEHICLES 86 AND 108



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(1)

**ROLL CALL of the COMMITTEE MEMBERS**

MR. KENNETH MATTHEWS  
MR. GABE STEPHENS  
MS. KAREN BRYANT  
MR. ED NELSON  
MS. MARIE HOLLOWELL

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(2)

**NEW BUSINESS**

**ACTION REQUESTED:**

Approval of the Minutes of the February 11, 2025, Committee Meeting.

# **NORTH LITTLE ROCK WASTEWATER TREATMENT COMMITTEE**

## **MINUTES OF A MEETING HELD TUESDAY, FEBRUARY 11, 2025**

A meeting of the North Little Rock Wastewater Treatment Committee was held on Tuesday, February 11, 2025, in the Administrative offices located at 7400 Baucum Pike, North Little Rock, AR 72117.

The meeting was called to order by Chairman Matthews at 12:15 p.m. The roll was called and all Committee members were present. Those in attendance at the meeting were Chairman Matthews, Mr. Gabe Stephens, Mr. Ed Nelson, Ms. Karen Bryant and Ms. Marie Hollowell. Also in attendance were Mr. Michael Clayton, Director, Ms. Shelley Cline, Director of Finance, Ms. Toni Martin, Human Resources Administrator, Ms. Leann Kret, Executive Assistant, Mr. Scott Hilburn with Hilburn & Harper, Ltd. and Dawn Harmon.

First, the Committee reviewed the minutes of its January 14, 2025 meeting. There being no questions or comments, a motion was made by Mr. Stephens, seconded by Ms. Bryant, to approve the minutes of the January 14, 2025 meeting as submitted. The motion carried unanimously.

The Committee then reviewed the financial reports for December 2024 and January 2025. After review and discussion, a motion was made by Mr. Nelson, seconded by Ms. Bryant, to approve the financial reports dated December 2024 and January 2025. The motion carried unanimously.

The Committee then discussed the invoice received from the Arkansas Municipal League for property and general liability insurance. The invoice total is \$133,436.83 and covers the period of February 1, 2025 through January 31, 2026. The amount paid in 2024 was \$102,386.00 which is an increase of 20.37%. The increase of the property policy premium is due to a flat 3% property value raise in all insured properties by the Arkansas Municipal League. The total insured value of property for 2024 was \$36,441,798.34 and with the 3% escalator for 2025 along with changes to the list of properties, the insured value increased to \$38,165,042.89. After discussion, a motion was made by Mr. Stephens, seconded by Mr. Nelson, to authorize payment to the Arkansas Municipal League in the amount of \$133,436.83 for property and general liability insurance for 2025. The motion carried unanimously. Director Clayton further added that in trying to find ways to be more efficient, they are reviewing all property and the balances of what is insured. In doing so, if adjustments are found, there will be credits to the invoice.

Director Clayton then addressed the purchase of a new one-ton crew cab truck for repair crew #3. The Maintenance & Construction Department currently maintains a one-ton truck per crew designated to haul tools, pull trailers, air compressors, and move crew members to and from job sites. This truck is used for everyday crew needs. Currently Repair Crew #3 uses a 2010 F-350 (unit #100) with more than 197,000 miles. The Utility has spent approximately \$28,622.14 on maintenance and repairs on this truck. The Utility would like to replace this truck with a new one-ton crew cab truck. The Utility will then auction off the decommissioned truck (unit #100). The quote received for the one-ton crew cab truck is \$52,189.00. The Maintenance & Construction 2025 budget includes \$70,000.00 to purchase a new one-ton crew cab truck and utility bed. Additionally, Director Clayton reminded the Committee they previously approved the purchase of a one-ton crew cab truck for Repair Crew #3 in September 2024 for \$51,064.00. After approval, the truck was ordered; however, it was subsequently cancelled due to continued delays from the dealer without a guaranteed delivery date. A motion was then made by Mr. Nelson, seconded by Mr. Stephens, to authorize the staff to purchase a one-ton crew cab truck for Repair Crew #3 from the State Contract for \$52,189.99. The motion carried unanimously.

Director Clayton then brought to the Committee's attention the following:

1. The Utility received notification of an increase from CAW in what they charge to do our billing. It roughly computes to \$1.17 per customer.
2. The Committee was presented a Schedule of Current Tie-On Fees for 2025. This reflects the amount after the Committee approved (10.15.2024) to remove the 2% add on fee to the average cost of all loans' interest fees. The reduction in fees is as follows:

Galloway 39%, Hill Lake 35%, Wilcox/Quapaw 36%, White Oak 10%

3. The year financials have been closed out and all documentation was submitted to the auditors on schedule.
4. The successful implementation of the new Voice Over IP (VOIP) communication system for NLRW marks a significant modernization of the Utility's communication infrastructure. The upgrade allows for improved internal communications, better service response times and enhanced reliability access the organization. This system upgrade is an important step in improving operational efficiencies, helping NLRW stay connected and responsive to the needs of both staff and customers.

5. A meeting with RJN Group and NLRW staff occurred on January 8, 2025 to review the preliminary hydraulic model of the Faulkner Lake Basin. Discussions revealed areas of concern regarding the hydraulic capacity of the sewer system and potential improvements to consider for the CIP.
6. CMMS - digital work orders assist with point repairs to horizontal projects.
7. The NLRW is staying in touch with the City of Sherwood. The City of Sherwood is moving forward to rehabilitate the interceptor at the 5-mile Creek Basin.
8. Cash disbursements were distributed.

There being no further action to come before the Committee, a motion was made by Mr. Nelson to adjourn the meeting. The motion carried unanimously, and the meeting was adjourned at approximately 12:52 p.m.

**APPROVED AS TO FORM:**

**RESPECTFULLY SUBMITTED,**

**K. W. MATTHEWS, CHAIRMAN**

**GABE STEPHENS, VICE-CHAIRMAN/  
SECRETARY**

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**(3)**

**FINANCIAL REPORT – FEBRUARY 2025**

**ACTION REQUESTED:**

Approve the Financial Report for the month of February 2025.

**North Little Rock Wastewater  
Balance Sheet  
2/28/2025**

Assets	
Current Assets	
Petty Cash	\$500.00
Cash in Bank	\$6,392,194.50
Certificates of Deposit	\$15,510,490.19
Treasury Bills	\$5,964,132.26
ADFA Holding Accounts	\$1,769,275.45
Accounts Receivable	\$3,486,385.64
Accrued Interest Receivable	\$387,698.35
On-Site Inventory	\$46,098.72
Prepaid Property / Liability Insurance	\$153,610.34
Prepaid Workers Compensation Insurance	\$50,182.58
Other Prepaid Expenses	\$137,159.37
Utility Deposits - Entergy	\$83,750.50
Total Current Assets	<u>\$33,981,477.90</u>
Property, Plant, and Equipment	
Land	\$3,996,181.13
Pumping Station Structures	\$12,179,849.68
Sewer System Lines	\$113,864,922.25
Treatment Plant Structures	\$80,982,847.80
Administration, Maintenance, and Engineering Buildings	\$4,355,530.91
Laboratory Building	\$1,254,292.63
Sewer System Equipment	\$15,640,401.06
Estimated Value of Old Sewer Lines	\$5,081,361.47
Capital Improvement Plan	\$6,266,743.97
Accumulated Depreciation	<u>(\$102,069,543.79)</u>
Total Property, Plant, and Equipment	<u>\$141,552,587.11</u>
Other Assets	
Rixie OM&R Receivable	\$157,664.21
Deferred Outflows Related to Pension	\$3,310,065.00
Total Other Assets	<u>\$3,467,729.21</u>
Total Assets	<u><u>\$179,001,794.22</u></u>



**North Little Rock Wastewater  
Balance Sheet  
2/28/2025**

Liabilities	
Current Liabilities	
Accounts Payable	\$107,848.05
Note Payable - Gravel Ridge	\$74,980.56
Note Payable - Franchise Fees	\$148,609.47
Note Payable - Eureka Gardens	\$3,705.12
Accrued Sick Leave	\$714,571.17
Accrued Vacation Leave	\$284,145.82
Accrued Employee Benefits	(\$2,624.84)
Accrued Interest Expense	\$268,559.17
Accrued Pension Plan Contribution	\$150,833.34
Total Current Liabilities	<u>\$1,750,627.86</u>
Other Liabilities	
Bonds Payable - Series 2008	\$5,721,828.57
Bonds Payable - Series 2012	\$12,715,897.13
Bonds Payable - Series 2016	15,339,945.43
Bonds Payable - Series 2021	\$6,477,352.66
Reserve for Bio-Solid Disposal	\$1,168,750.00
OPEB Obligation - GASB 45	\$143,914.00
Net Pension Liability	\$2,943,891.00
Deferred Inflows Related to Pensions	\$1,376,528.00
Total Other Liabilities	<u>\$45,888,106.79</u>
Equity	
Contributed Capital	\$30,110,329.51
Donated Capital	\$17,727,878.80
Retained Earnings	\$81,148,931.32
Current Year Net Income (Loss)	\$2,375,919.94
Total Equity	<u>\$131,363,059.57</u>
Total Liabilities and Equity	<u><u>\$179,001,794.22</u></u>

North Little Rock Wastewater  
Income Statement  
For the Two Months Ending Friday, February 28, 2025

	February 2025	Year To Date 2025	February 2024	Year To Date 2024
Revenue				
Operating Revenue				
Inside NLR Service Charges	\$1,589,386.17	\$3,176,849.21	\$1,579,658.13	\$3,032,822.38
Outside NLR Service Charges	\$358,143.18	\$709,020.11	\$345,091.83	\$656,603.10
Maumelle Service Charges	\$389,684.35	\$745,396.19	\$341,574.81	\$657,105.33
Sherwood Treatment Charges	\$48,768.00	\$97,536.00	\$44,714.90	\$85,668.64
Customer Service Charges	\$2,410.65	\$4,654.96	\$2,264.24	\$4,526.95
Service Charge Refund	(\$2,903.42)	(\$4,141.48)	\$0.00	\$0.00
Industry Regular Charges	\$182,568.10	\$334,054.19	\$186,729.65	\$308,665.21
Industry Surcharge / Penalty Charges	\$30,604.58	\$48,731.99	\$35,357.93	\$49,490.07
Industry Late Fee Charges	\$1,718.85	\$1,718.85	\$4,967.49	\$7,502.15
Late Fee Charges - Residential and Commercial	\$44,233.19	\$79,852.40	\$39,868.36	\$75,152.79
Tie-on Fee Charges	\$0.00	\$0.00	\$15,225.00	\$15,225.00
Connection Inspection Permits	\$3,565.00	\$7,860.00	\$5,580.00	\$7,540.00
Partial Inspection Permits	\$0.00	\$180.00	\$90.00	\$180.00
Tap and Street Cutting Permits	\$1,050.00	\$3,500.00	\$1,400.00	\$2,450.00
Review Plans and Specifications	\$0.00	\$0.00	\$1,142.63	\$1,642.63
Total Operating Revenue	\$2,649,228.65	\$5,205,212.42	\$2,603,664.97	\$4,904,574.25
Non-Operating Revenue				
Interest Earned Income - Securities	\$76,556.15	\$153,630.07	\$81,221.01	\$164,875.90
Interest Earned Income - Checking	\$7,370.05	\$15,517.70	\$7,201.87	\$15,877.44
Discounts Earned	\$28.06	\$28.06	\$27.86	\$62.71
Miscellaneous Income	\$1,200.00	\$1,200.00	\$575.80	\$5,775.60
Total Non-Operating Revenue	\$85,154.26	\$170,375.83	\$89,026.54	\$186,591.65
Total Revenue	\$2,734,382.91	\$5,375,588.25	\$2,692,691.51	\$5,091,165.90

NEW FORMAT

North Little Rock Wastewater  
Income Statement  
For the Two Months Ending Friday, February 28, 2025

	February 2025	Year To Date 2025	February 2024	Year To Date 2024
Operating Expenses				
Salaries and Wages	\$458,912.92	\$901,721.89	\$439,066.46	\$906,515.31
Fringe Benefits	\$87,183.44	\$177,502.83	\$88,286.36	\$176,245.65
Materials and Supplies	\$849.62	\$1,543.57	\$4,501.82	\$7,194.92
Transportation	\$28,274.57	\$59,146.99	\$46,514.96	\$82,153.57
Utilities	\$154,629.15	\$234,093.95	\$180,339.58	\$299,249.90
Maintenance and Repairs	\$5,227.68	\$4,623.13	\$27,328.96	\$50,935.05
Chemical and Treatment Supplies	\$19,001.54	\$25,152.95	\$22,016.97	\$31,243.36
Contract Services	\$61,753.28	\$130,179.49	\$33,572.36	\$63,706.98
Equipment and Tools	\$72,694.48	\$118,340.92	\$114,389.95	\$184,486.88
Administrative	\$80,601.37	\$179,394.02	\$88,145.71	\$181,259.84
Waste Disposal	\$3,953.20	\$5,842.72	\$6,777.40	\$8,854.46
Miscellaneous Expenses	\$4,083.74	\$10,167.63	\$16,873.24	\$20,074.06
Pension	\$76,819.17	\$152,235.84	\$72,255.50	\$143,088.50
Total Operating Expenses	\$1,053,984.16	\$1,999,945.93	\$1,140,069.27	\$2,155,008.48
Non-Operating Expenses				
Interest on Bonds	\$57,870.72	\$115,741.44	\$56,785.96	\$113,571.92
Total Non-Operating Expenses	\$57,870.72	\$115,741.44	\$56,785.96	\$113,571.92
Total Expenses	\$1,111,854.88	\$2,115,687.37	\$1,196,855.23	\$2,268,580.40
Net Income (Loss) Before Other Income (Expenses)	\$1,622,528.03	\$3,259,900.88	\$1,495,836.28	\$2,822,585.50
Depreciation Expense	(\$427,053.80)	(\$883,980.94)	(\$428,612.92)	(\$857,225.84)
Net Income (Loss) After Other Income (Expenses)	(\$427,053.80)	(\$883,980.94)	(\$428,612.92)	(\$857,225.84)
Net Income (Loss)	\$1,195,474.23	\$2,375,919.94	\$1,067,223.36	\$1,965,359.66

NEW FORMAT

**North Little Rock Wastewater  
Income Statement  
For the Two Months Ending Friday, February 28, 2025**

	YEAR TO DATE BUDGET	YEAR TO DATE 2025	AMOUNT DIFFERENCE
Operating Expenses			
Trouble Crew	\$21,342.16	\$18,639.95	\$2,702.21
Manhole Crew	\$29,442.34	\$21,323.85	\$8,118.49
Collection Systems - General	\$241,330.00	\$193,842.48	\$47,487.52
Repair Crew #1	\$52,145.34	\$55,180.58	(\$3,035.24)
Repair Crew #2	\$47,932.50	\$32,143.01	\$15,789.49
Repair Crew #3	\$44,799.34	\$51,019.22	(\$6,219.88)
Repair Crew #4	\$38,333.34	\$0.00	\$38,333.34
GPS Locator	\$8,119.66	\$10,288.00	(\$2,168.34)
Vacuum Crew #1	\$11,018.50	\$38,283.34	(\$27,264.84)
Vacuum Crew #2	\$31,182.34	\$18,961.43	\$12,220.91
Vacuum Crew #3	\$31,205.16	\$14,221.07	\$16,984.09
Vacuum Crew #4	\$31,684.00	\$2,393.09	\$29,290.91
Vacuum Crew #5	\$30,975.16	\$22,087.46	\$8,887.70
Television Crew #1	\$19,186.84	\$3,287.82	\$15,899.02
Television Crew #2	\$19,186.84	\$16,956.80	\$2,230.04
Location Work	\$11,177.00	\$6,444.88	\$4,732.12
Engineering Office	\$147,772.84	\$131,442.48	\$16,330.36
Environmental and Safety Compliance	\$241,666.66	\$169,979.03	\$71,687.63
Treatment Department	\$745,392.34	\$566,369.49	\$179,022.85
Pump Maintenance Department	\$146,274.34	\$103,625.69	\$42,648.65
Administrative Department	\$508,416.66	\$379,918.61	\$128,498.05
Depreciation Expense - Non-Vehicle	\$800,000.00	\$814,963.99	(\$14,963.99)
Pension Expense	\$150,833.34	\$152,235.84	(\$1,402.50)
GASB 45 - OPEB Obligation	\$5,500.00	\$0.00	\$5,500.00
CMMS Related Expenses	\$21,666.66	\$16,399.16	\$5,267.50
Total Operating Expenses	\$3,436,583.36	\$2,840,007.27	\$596,576.09
Non-Operating Expenses			
Interest on Debt - All Bonds	\$144,050.00	\$115,741.44	\$28,308.56
Total Non-Operating Expenses	\$144,050.00	\$115,741.44	\$28,308.56
Total Expenses	\$3,580,633.36	\$2,955,748.71	\$624,884.65
Net Income (Loss) Before Unusual Items	\$1,639,703.66	\$2,419,839.54	(\$780,135.88)
Emergency Repairs	(\$166,666.66)	\$0.00	(\$166,666.66)
Outside Services - Professional	(\$150,000.00)	(\$43,919.60)	(\$106,080.40)
Net Income (Loss)	1,323,037.00	2,375,919.94	(1,052,882.94)

**North Little Rock Wastewater  
Income Statement  
For the Two Months Ending Friday, February 28, 2025**

	YEAR TO DATE BUDGET	YEAR TO DATE 2025	AMOUNT DIFFERENCE
Revenue			
Operating Revenue			
Inside NLR Service Charges	\$3,108,333.34	\$3,176,849.21	(\$68,515.87)
Outside NLR Service Charges	\$682,583.34	\$709,020.11	(\$26,436.77)
Maumelle Service Charges	\$723,666.66	\$745,396.19	(\$21,729.53)
Sherwood Treatment Charges	\$96,000.00	\$97,536.00	(\$1,536.00)
Customer Service Charges	\$0.00	\$4,654.96	(\$4,654.96)
Service Charge Refund	\$0.00	(\$4,141.48)	\$4,141.48
Industry Regular Charges	\$350,416.66	\$334,054.19	\$16,362.47
Industry Surcharge and Penalty Charges	\$45,833.34	\$48,731.99	(\$2,898.65)
Industry Late Fee Charges	\$3,333.34	\$1,718.85	\$1,614.49
Late Fee Charges - Residential and Commercial	\$66,670.34	\$79,852.40	(\$13,182.06)
Connection Inspection Permits	\$5,000.00	\$7,860.00	(\$2,860.00)
Partial Inspection Permits	\$0.00	\$180.00	(\$180.00)
Tap and Street Cutting Permits	\$1,833.34	\$3,500.00	(\$1,666.66)
Review Plans and Specifications	\$1,666.66	\$0.00	\$1,666.66
Total Operating Revenue	\$5,085,337.02	\$5,205,212.42	(\$119,875.40)
Non-Operating Revenue			
Interest Earned Income - Securities	\$125,000.00	\$153,630.07	(\$28,630.07)
Interest Earned Income - Bank Accounts	\$10,000.00	\$15,517.70	(\$5,517.70)
Discounts Earned	\$0.00	\$28.06	(\$28.06)
Miscellaneous Income	\$0.00	\$1,200.00	(\$1,200.00)
Total Non-Operating Revenue	\$135,000.00	\$170,375.83	(\$35,375.83)
Total Revenue	\$5,220,337.02	\$5,375,588.25	(\$155,251.23)

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### **BURNS PARK WEST LIFT STATION UPGRADE**

Staff has obtained quotes from three vendors for the Burns Park West Lift Station upgrade. This project involves redirecting flow from the Burns Park East Lift Station to the Burns Park West Lift Station and subsequently abandoning the Burns Park East Station. The Burns Park West Lift Station will be upgraded to accommodate the increased flow. The lowest cost proposal was submitted by Instrument and Supply, Inc. in the amount of \$64,216.00.

<b>Provider</b>	<b>Station</b>	<b>Quote</b>
Jack Tyler Engineering, Inc.	Flygt Package Station	\$74,604.44
Jack Tyler Engineering, Inc.	Myers Package Station	\$64,995.91
Haynes Pump and Process	Vaughan Package Station	\$83,730.00
Instrument & Supply, Inc.	Hydromatic Package Station	\$64,216.00

#### **ACTION REQUESTED:**

Authorize staff to purchase upgrades to Burns Park West Lift Station from Instrument and Supply, Inc. in the amount of \$64,216.00.



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(5)

**DECOMMISSION AND AUCTION REQUEST FOR UTILITY VEHICLES 86 AND 108**

The Utility has two vehicles that we would like to auction. A 2006 Ford Taurus in Administration and a 2012 Jeep Liberty in Treatment. Both departments have already received replacement vehicles that are sufficient to the needs of that department and will incur no additional costs to the Utility.

Vehicle/Unit	Department	Asset Valuation	Replacement Vehicle
<b>2006 Ford Taurus – Unit 86</b>	<b>Admin</b>	<b>\$12,270.00</b>	<b>2019 Chevrolet Traverse – Unit 136</b>
<b>2012 Jeep Liberty – Unit 108</b>	<b>Treatment</b>	<b>\$17,824.00</b>	<b>2015 Ford F-250 – Unit 124</b>

**ACTION REQUESTED:**

Authorize staff to auction the 2006 Ford Taurus (Unit 86) and 2012 Jeep Liberty (Unit 108).





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## DECOMMISSION ASSET APPROVAL FORM

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*Prior to decommission and disposal of ANY asset belonging to North Little Rock Wastewater, such decommission and disposal must be approved by the Director and/or The Wastewater Committee.*

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Decommission requested by: Michael Clayton Job Title: Executive Director

Department: Admin

Asset Identification (Serial #) IFAFP53256A257454

Description of Asset 2006 FORD TAURUS

Location of Asset: 7400 BAUCUM PIKE, ADMIN BUILDING PARKING LOT

Current Book Value of Asset: (Obtain from Director of Finance): \$12,270.00

Reason Decommission is being requested: Vehicle is no longer used. Was replaced in 2018

with the 2019 Chevrolet Traverse

Date Submitted to Director: \_\_\_\_\_

Director's Determination: Approved for Decommission ☒

Disapproved ☐

\_\_\_\_\_  
Director \_\_\_\_\_ Date of Determination







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## DECOMMISSION ASSET APPROVAL FORM

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*Prior to decommission and disposal of ANY asset belonging to North Little Rock Wastewater, such decommission and disposal must be approved by the Director and/or The Wastewater Committee.*

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Decommission requested by: Phillip Gwatney Job Title: Lead Operator

Department: Treatment

Asset Identification (Serial #) 1C4PJMAK7CW172546

Description of Asset 2012 JEEP LIBERTY

Location of Asset: 7400 BAUCUM PIKE

Current Book Value of Asset: (Obtain from Director of Finance): \$17,824.00

Reason Decommission is being requested: Failing transmission, no running air conditioner

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Date Submitted to Director: \_\_\_\_\_

Director's Determination: Approved for Decommission ☒

Disapproved ☐

\_\_\_\_\_  
Director \_\_\_\_\_ Date of Determination





**DIRECTOR'S HIGHLIGHTS**



## **February 2025 Highlights**

### **Maumelle Pump Station Project**

The 90% Plans and Specifications for the headworks and pump station upgrades at the Maumelle Water Reclamation Facility (WRF) have been submitted to NLRW for final approval. A financial forecast plan is currently being prepared, with a focus on private financing for the first of two tranches for the decommissioning of Maumelle WRF.

### **Hydraulic Model for Faulkner Lake Basin**

Ongoing discussions are addressing the hydraulic capacity of the sewer system and identifying potential improvements for the Capital Improvement Plan (CIP). This review is a crucial step in pinpointing necessary upgrades to maintain system functionality. Key areas of concern include the high-density developments in the downtown area, Dark Hollow area, and East Side future development zones. Addressing these concerns proactively will ensure long-term system reliability and the ability to meet future demand without compromising service quality.

### **Biosolids Master Planning**

A biosolids master plan study may be ready for Committee consideration at the April meeting. This plan will serve as a strategic blueprint for NLRW's transition from Class B land application of biosolids to Class A exceptional biosolids, eliminating the need for a disposal permit. Additionally, the plan explores the potential to capture biogas, refine it into natural gas, and utilize it for heat and power generation or the development of a renewable natural gas facility. A meeting with a natural gas provider is being scheduled soon.

### **Employee Turnover Analysis**

The following table highlights NLRW turnover trends over the past five years. Notably, the pace of retirements has slowed to approximately three percent of the workforce. Also, reorganization and internal promotions have reduced the voluntary/involuntary resignations for the last quarter of 2024 and so far this year only one employee has left the Utility.

<b>Turnover Analysis</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Voluntary/Involuntary resignations	17	17	22	20	16
Retired	2	7	3	3	1
Turnover Ratio (Vol/Invol. only)	18.1	18.7	23.9	21.5	16.8
Turnover Ratio (all employees)	20.2	26.4	27.2	24.7	17.9

The table below provides a comparison of NLRW's turnover ratios with national industry-specific trends, including government, construction, and utilities. The majority of NLRW employees fall under the construction, trade, and utilities categories, which experience significantly higher turnover rates than NLRW.

2023 National Turnover Rates	
Average Turnover Rate: 41%	
<b>Turnover Rate By Industry:</b>	
Construction	<b>54%</b>
Manufacturing	<b>37%</b>
Trade, Transportation, and Utilities	<b>49%</b>
Information	<b>32%</b>
Financial activities	<b>29%</b>
Professional & Business Services	<b>57%</b>
Education & Health Services	<b>39%</b>
Leisure & Hospitality	<b>79%</b>
Government	<b>18%</b>



## MONTHLY REPORTS

**ENVIRONMENTAL COMPLIANCE & SAFETY DEPARTMENT STATUS REPORT**

**February 2025**

	<b><u>BOD</u></b>	<b><u>TSS</u></b>
Faulkner Lake	7.6 mg/L (30 Max.)	4.8 mg/L (30 Max.)
Maumelle	23.8 mg/L (30 Max.)	28.1 mg/L (30 Max.)

	<b><u>CBOD</u></b>	<b><u>TSS</u></b>
Five Mile	10.1 mg/L (25 Max.)	9.8 mg/L (90 Max.)
White Oak	11.7 mg/L (25 Max.)	13.0 mg/L (45 Max.)

Jaime Marrow  
Office Assistant II/ Pretreatment Clerk

Engineering Department Major Project Status

	Project	Contract Amount	NTP Date	Contract Completion Date	Percent Complete to Date
1	Broadway Area Pipe Bursting 2023 Collection System Renewal	\$3,711,806.00	November 23, 2023	November 27, 2024	69%
2	Maumelle Diversion Force Main Easement Acquisition	\$25,000.00	NA	NA	10%
3	Levy/Pershing Area Pipe Bursting 2024 Collection System Renewal	\$5,760,512.00	May 30, 2024	August 23, 2025	1%
4	Lower Riverside Interceptor CIPP, Phase II Rehabilitation	\$9,977,770.00	September 22, 2024	September 7, 2025	10%
5	Dark Hollow Interceptor CIPP, Phase II 2024 Rehabilitation	\$3,784,812.00	February 5, 2025	September 30, 2025	0%
6	Five Mile Creek Interceptor CIPP 2024 Rehabilitation Project	\$3,917,844.00	February 5, 2025	September 30, 2025	2%
7	Levy/Pershing Area CIPP 2023 Collection System Renewal	NA	NA	NA	NA

Project Description

- 1 Broadway Area Pipe Bursting 2023 Collection System Renewal: This project consists of pipe bursting rehabilitation of 35,161 linear feet of 6” through 8” secondary sanitary sewer mains and external reconnection of approximately 425 services.
- 2 Maumelle Diversion Force Main Easement Acquisition: This project is to acquire the remaining 24 easements required to move forward with the project. Ferstl Valuation Services has completed the appraisals requested for the acquisition.
- 3 Levy/Pershing Area Pipe Bursting 2024 Collection System Renewal: The project consists of pipe bursting 44,617 linear feet of 6”-10” sanitary sewer mains and externally reconnecting approximately 702 services. The contractor has received the materials for the project.
- 4 Lower Riverside Interceptor CIPP, Phase II 2023 Rehabilitation Project: This project consists of CIPP renewal of 12,415 linear feet of 54" reinforced concrete interceptors and installation of 7, 8-foot diameter manholes. The heavy cleaning is under way. Bypass is in place and tested. The contractor plans to begin installation of CIPP March 17th.
- 5 Dark Holllow Interceptor CIPP, Phase II 2024 Rehabilitation: This project consists of CIPP renewal of 4,667 linear feet of 48" reinforced concrete interceptors. Bids were received Novemeber 5, 2024.
- 6 Five Mile Creek Interceptor CIPP 2024 Rehabilitation Project: This project consists of CIPP renewal of 9,341 linear feet of 24" , 7,857 linear feet of 30" , and 14 linear feet of 36" reinforced concrete interceptors. Bids were opened November 5, 2024. The contractor has ordered the materials for the project's first stage and will begin installing CIPP later this month.
- 7 Levy/Pershing Area Area CIPP 2023 Collection System Renewal: This project consists of CIPP renewal of 38,509 linear feet of 6"-15" secondary sewer mains of various materials. The bid opening is scheduled for March 6, 2025.



## NORTH LITTLE ROCK WASTEWATER UTILITY

### February Developer Funded Projects of Interest

#### City Planning Submittals

##### North Little Rock

- Arkansas State Crime Laboratory
  - 190,000± sqft
  - Located at Northshore Drive and Northshore Cove

##### Maumelle

- Newton Creek Commercial Addition
  - Preliminary Plat
  - 138 Acres
  - Located off White Oak Crossing

##### Sherwood

- N/A

#### NLRW Submittals

##### Developer Funded

- 5 Story Hotel with 3 Commercial Buildings
  - Located at 200 East Broadway
- 7 Story Hotel
  - Located at Riverfront Drive and South Poplar Street
- Stoney Mountain Subdivision
  - 203 Lot Single Family Residential Subdivision
  - Located off Pinnacle Heights
  - Will require upgrades to Diamond Point Lift Station
- Crescent Grove, Phase I
  - Phase I – 75 Lot Single Family Residential
    - 281 Lot Single Family Residential Subdivision
  - Located off Faulkner Lake Road
- Grandview Place Addition II
  - 22 Single Family Residential Subdivision
  - Located off West 52<sup>nd</sup> Street

##### Commercial

- Miller Event Center
  - Located at 115 Smart House Way
- Sterling Studio
  - 7701 Northshore Place





# Memorandum

**TO:** Michael Clayton  
**FROM:** Lyle Leubner  
**DATE:** 3/4/2025  
**RE:** Treatment Report

## Faulkner Lake Plant

- Clarifier Mechanism and Structure Coating Project 2024 – The contractor has completed the Operations Sludge Pump Room piping and stands at 40% complete on Influent Pump Room Piping.
- Influent Pump Station Controller- No New Progress.
- Sludge Pump Grinder Controls – No New Progress.
- Isolating the SCADA Network – Programming bugs and SMS provider issues that plagued the alarm and mass messaging portion of the system have been resolved. This project is 100% complete.
- Influent Pump #3 – Parts have been ordered to replace items used from our inventory for the rebuild. An aftermarket source has been located for the bearings and mechanical seals, saving the Utility approximately \$11,000 from OEM.

## Five Mile Plant

- Solar Plant – The solar plant is operating at near full capacity. Replacement solar panels arrived and were installed on the vandalized units. Two of the sun tracking units have failed and have been ordered. Essentially, a couple arrays are not following the sun's path until they are replaced.
- Barscreen #2 – Drive motor failed and was replaced by Pump Maintenance.

## White Oak Plant

- Lagoon Aeration Upgrades – The diving contractor for installing the mooring cables has become non-responsive. Other options are being evaluated.
- Chlorine Contact Chamber Underflow Pump –Awaiting arrival of new pump #2.

## Maumelle Plant

- Pond Levee Repair Project – No New Progress.
- Blowers- Replacement spare blower has been ordered.
- Influent Pump #1 – Pump has failed and was removed and transported to a local repair facility.



**Misc**

- Risk Management Program (RMP) – Staff continues to review the new additional requirements.
- 276 KW Mobile Generator – Awaiting repairs from Cummins Sales & Service.
- Generator Maintenance – Annual preventative maintenance is complete on Faulkner Lake Influent and Blower Building generators. Faulkner Lake Admin & Lab buildings are on the docket for this month.
- Variable Frequency Drives – Staff is working to repair two failed 20 HP VFDs



# Memorandum

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**TO:** Michael Clayton  
**FROM:** Brian Kirkendoll  
**DATE:** 3-5-2025  
**RE:** Pump Maintenance Report

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## **Faulkner Lake Treatment Plant**

- Replaced exhaust fan in men's restroom at Admin. Building
- Installed new lights in Lab building office's
- Installed longer cord on band saw in shop

## **Maumelle Treatment Plant**

- Replaced the Coupling on #1 Influent pump
- Replaced check valve on #2 sump pump in RAS Building
- Replaced the HOA switch on #2 sump pump in RAS Building
- Pulled #1 Influent pump and took to AFT for repairs

## **Five Mile Treatment Plant**

- Swapped aerators #3 & #4 in west lagoon
- Replaced the blade on front bucket of 555 backhoe
- Replaced the motor on #2 Bar Rake

## **Faulkner Lake Shop Work**

- Loaded tools, mounted compressor, welder & boxes on unit #169 and put in service

## **Seminole West Pump Station**

- Replaced the hasp on the wetwell lid

## **Diamond Point Pump Station**

- Replaced the discharge pipe on #1 side

### **Rixie 161 Pump Station**

- Replaced the control fuses on generator transfer switch

### **Osage Falls Pump Station**

- Installed new #1 pump (7.5 HP Pentair)

### **Collins Pump Station**

- Repaired leaking control panel

### **Burns Park East Pump Station**

- Replaced the heater

### **Wilcox Pump Station**

- Replaced the HMI & updated the program on #2 pump (20HP Flygt)

### **Trammel Pump Station**

- Pulled #2 pump and took to ISI for repairs (15HP Hydromatic)

### **Hill Lake Pump Station**

- Replaced the Fuel filter/water separator on the generator

### **Shillcut Pump Station**

- Replaced a grease cup on Bar Rake #2

### **Shorter College Pump Station**

- Repaired leaking suction pipe on #1 pump (3" Gorman Rupp)



## NORTH LITTLE ROCK WASTEWATER UTILITY

# Memorandum

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TO: Michael Clayton  
FROM: Marybeth Eggleston  
DATE: 3/3/2025  
RE: Environmental Compliance & Safety Status Report

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The February safety training on “First Aid” was conducted via online activity. The video was posted, an email was sent out to all staff with instructions on how to access the video, and the timeline within to watch and send back signed acknowledgement.

The Annual Biosolids DMR was successfully submitted to EPA.



# MEMORANDUM

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**TO:** Michael Clayton, Executive Director  
**FROM:** Toni Martin, Human Resources Assistant  
**DATE:** 3/6/2025  
**RE:** Human Resources Department Report

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## Recruiting and Hiring

- Currently, accepting resumes for a Surveyor.
- The NLRW Retirement Committee met on December 11, 2024; our next meeting is March 13, 2024.

## NLRWU.com Website

- The website is fully operational. We are receiving positive feedback, and the Employment app is working correctly.

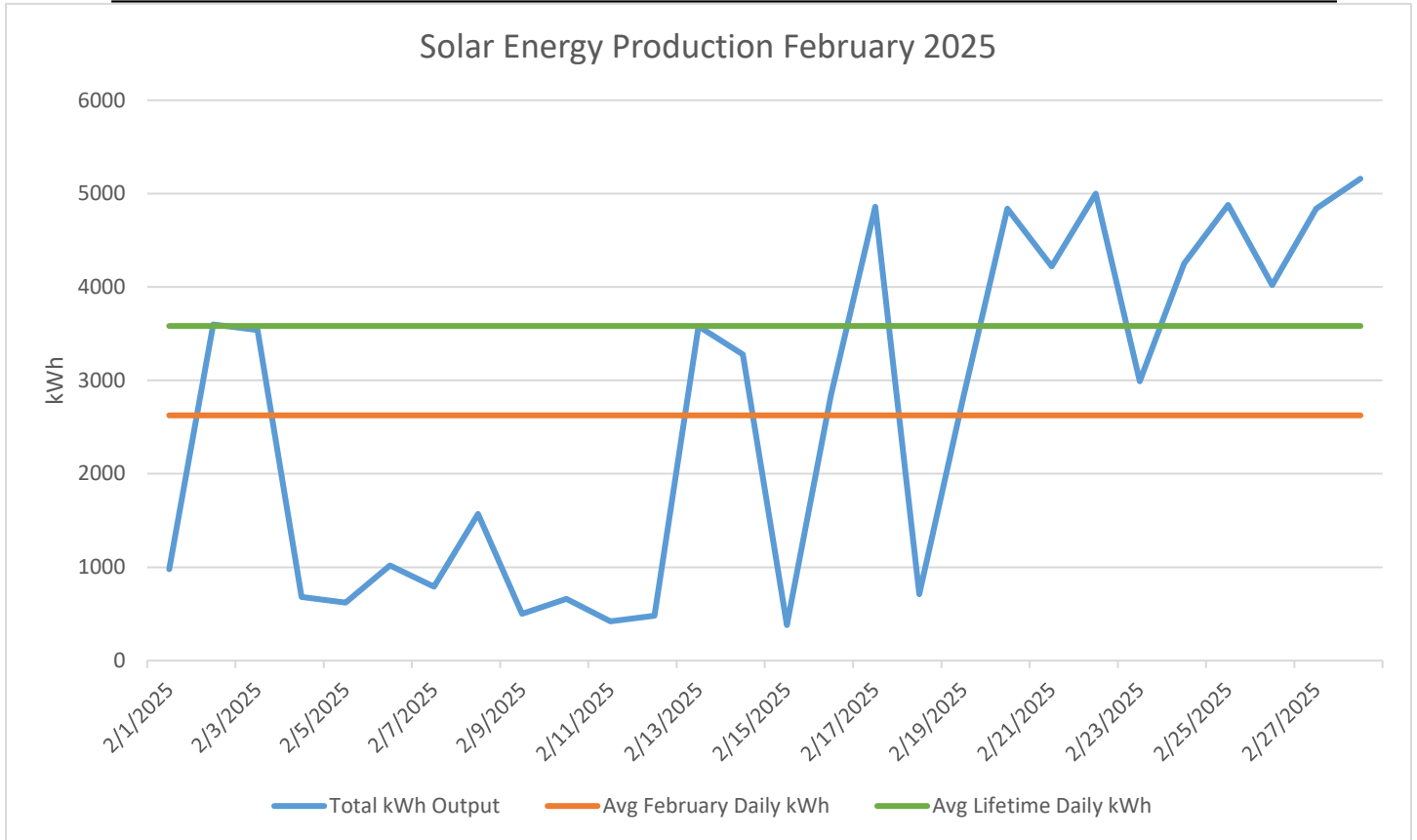
## Training & Community

- Toni Martin will be attending the state HR ELLA conference in April.
- We are researching various training courses for utility employees.



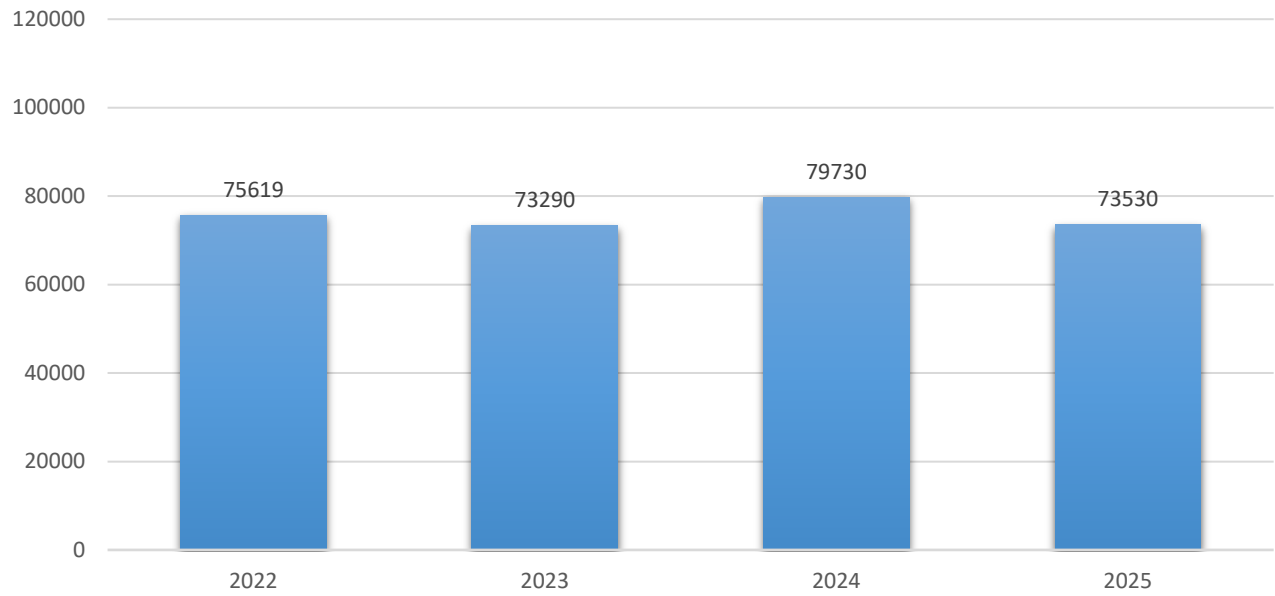
# Memorandum

**TO:** Michael Clayton  
**FROM:** Justin Shahan  
**DATE:** March 3, 2025  
**RE:** Solar Plant Report

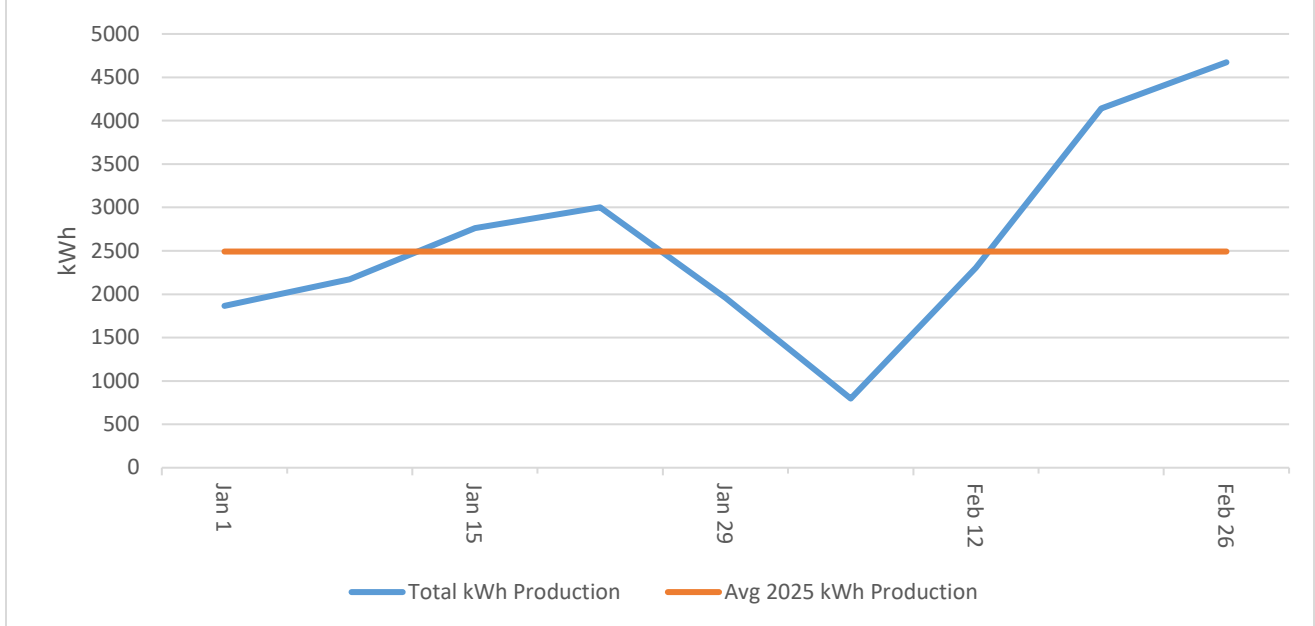


Week	kWh Production
February 1 – February 7	11230
February 8 – February 14	10490
February 15 – February 21	20670
February 22 – February 28	31140
Total kWh=	73530
Average February Daily kWh	2626
Average Lifetime Daily kWh	3583

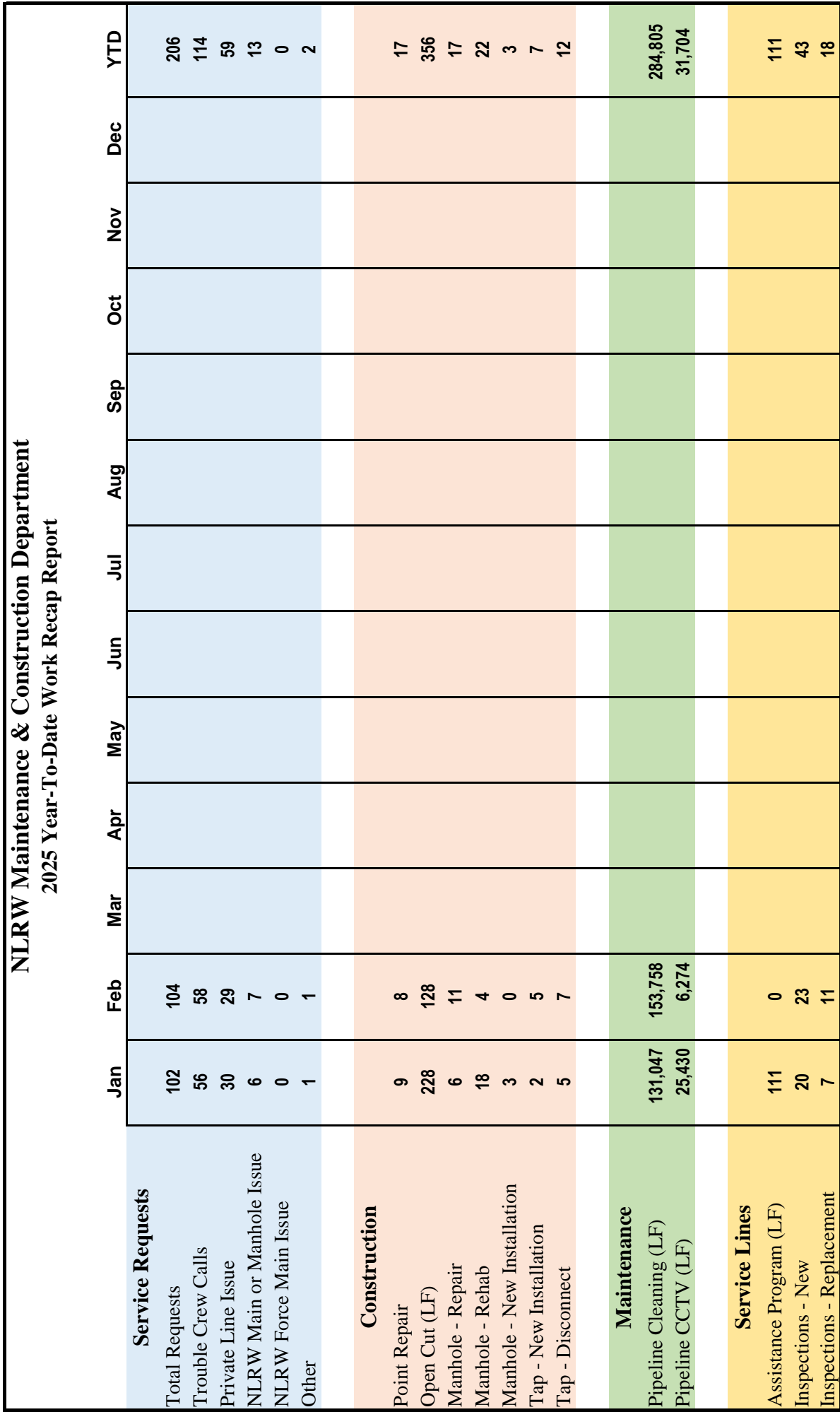
## February Year over Year



## 2025 kWh Production YTD







## Cumulative SSO YTD vs Last 3 Years

