

**NORTH LITTLE ROCK
WASTEWATER TREATMENT COMMITTEE**

MINUTES OF A MEETING HELD TUESDAY, JANUARY 14, 2025

A meeting of the North Little Rock Wastewater Treatment Committee was held on Tuesday, January 14, 2025, in the administrative offices located at the Faulkner Lake Treatment Plant.

First, Director Clayton introduced Ms. Leann Kret to the Committee as the new Executive Assistant, replacing Ms. Marolyn Dorman, who is retiring. He also announced that Ms. Toni Martin has been promoted to Human Resources Administrator, replacing Ms. Fulk, who recently retired.

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, Ms. Paula Storeygard with Hilburn & Harper, Ltd. and Dawn Harmon.

First, the Committee reviewed the minutes of its December 10, 2024 meeting. There being no questions or comments, a motion was made by Mr. Nelson, seconded by Ms. Bryant, to approve the minutes of the December 10, 2024 meeting as submitted. The motion carried unanimously.

The Committee then reviewed the cash disbursements for December 2024. Ms. Hollowell asked for clarification on check number 61025 which description states "Electric bill for Wilcox." Director Clayton replied that he could see how this would be misleading, but check number 61025 was the electric bill at the Wilcox Pump Station, not Mr. Wilcox's personal electric bill. Also, Ms. Hollowell pointed out that check number 61009, "O'Rilley" is spelled wrong. It should be O'Reilly Automotive Stores. With these items being noted, a motion was made by Mr. Stephens, seconded by Mr. Nelson, to approve the cash disbursements for December 2024 reflecting total cash disbursements of \$2,205,342.59 and fund transfers between accounts of \$1,770,260.00. The motion carried unanimously.

While discussing the cash disbursements, Director Clayton informed the Committee he wanted to make a change in how disbursements report is distributed to the Committee going forward. The Utility would like to provide the same

information to the Committee but exclude from the public agenda. In doing so, he hopes this will help preclude third parties from trying to scam the Utility or its vendors. After discussion, a motion was made by Mr. Stephens, seconded by Mr. Nelson, for the Utility to not include the disbursements report as part of the public agenda. The motion carried unanimously.

Due to the December 2024 financial statement not being finalized due to year end calculations, the Committee agreed to table this item until the February 2025 meeting.

The Utility has received an invoice for the 2025 Workers' Compensation Insurance in the amount of \$60,219.10. The amount paid in 2024 was \$59,609.00. The Utility's experience rating was 0.94, and it received a 1.5% discount for 2025. The number of claims for the last five years is set out below. An amount of \$60,219.10 is included in the 2025 budget for the worker's compensation insurance.

CALENDAR YEAR	NUMBER OF CLAIMS
2024	10
2023	3
2022	10
2021	7
2020	6

After discussion, a motion was made by Mr. Stephens, seconded by Ms. Hollowell, to authorize payment to the Municipal League Workers' Compensation Trust in the amount of \$60,219.10. The motion carried unanimously.

Director Clayton then explained that the Vacuum Combination truck is the most productive and cost-effective method for cleaning gravity sewer lines by a wide margin. NLRW currently operates five (5) Vac Truck crews and cleaned more than 1.9 million feet of sewer lines in 2024. In addition to cleaning pipelines, the Vacuum Combination trucks are used for specialized tasks at each of the four (4) Water Reclamation Facilities, many pump stations in the collection system, hydro excavation to locate utilities, and the primary use of cleaning sewer lines in the collection system. There is \$550,000 in the 2024 budget for a new Vac Combination truck. Staff expanded the evaluation to include three additional manufacturers of heavy cleaning vacuum trucks as part of a comprehensive effort to determine what truck best suits current needs. The estimated delivery time from the manufacturer

of the new truck is 120 days after purchase. This is considerably shorter than the 2023 vacuum truck purchase, which delivery time was 18 months from purchase. After further discussion, a motion was made by Ms. Hollowell, seconded by Mr. Stephens, to authorize the staff to purchase a Vac-Con V390HN/1000 Combination Sewer Cleaner truck through Sourcewell in the amount of \$495,003.00. The motion carried unanimously.

The Committee then discussed sponsorship of the North Little Rock Chamber. As per North Little Rock Wastewater's policy, utilizing ratepayer funds for supporting nonprofit organizations or any entity necessitates full approval from the North Little Rock Wastewater Committee, adhering to Arkansas Code §14-234-307. The North Little Rock Chamber of Commerce has requested sponsorship from NLRW for a table accommodating ten individuals at their Annual Meeting, priced at \$1,000.00. The event is scheduled for February 27, 2025 at the Simmons Bank Arena. While NLRW has historically supported local chamber events, recent deliberations by the Arkansas legislature Joint Review Committee have highlighted concerns regarding public utilities' contributions to nonprofit organizations. Director Clayton went on to add that as the Director of the Utility, he has instituted a policy aligning with Arkansas Code §14-234-307. A motion was then made by Mr. Nelson, seconded by Mr. Stephens, to authorize the Committee to sponsor a table at the North Little Rock Chamber of Commerce's 40th Annual Meeting at a cost of \$1,000 as set out in Arkansas Code and North Little Rock Wastewater policy. The motion carried unanimously.

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 1:00 p.m.

APPROVED AS TO FORM:



K. W. MATTHEWS, CHAIRMAN

RESPECTFULLY SUBMITTED,



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