

**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:



K. W. MATTHEWS, CHAIRMAN

RESPECTFULLY SUBMITTED,

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

