

# **NORTH LITTLE ROCK WASTEWATER TREATMENT COMMITTEE**

## **MINUTES OF A MEETING HELD TUESDAY, SEPTEMBER 11, 2018**

A meeting of the North Little Rock Wastewater Treatment Committee was held on Tuesday, September 11, 2018 at the administrative offices located at the Faulkner Lake Treatment Plant.

The meeting was called to order by Chairman Matthews at approximately 12:15 p.m. Those in attendance at the meeting were Mr. K.W. Matthews, Mr. Ed Nelson, Mr. Sylvester Smith, Ms. Karen Bryant and Mr. Jay Carman (who has been appointed by Mayor Smith to serve out the balance of Mr. McGlothlin's term), and in addition, Mayor Mike Watson from the City of Maumelle and Mr. Jack Stowe, representative from the City of Maumelle. Also in attendance were Mr. Marc Wilkins, Director, Ms. Gina Briley, Mr. Charles Frost, Mr. Ronnie Thompson, Mr. Michael Clayton, Mr. Lyle Leubner, Mr. Sam Hilburn and Mr. Mark Halter with Hilburn, Calhoon, Harper, Pruniski & Calhoun, Ltd. and Dawn Harmon.

First, the Committee reviewed the minutes of its August 14, 2018 meeting. There being no questions or comments, a motion was made by Ms. Bryant, seconded by Mr. Nelson, to approve the minutes of the August 14, 2018 meeting. The motion carried unanimously.

The Committee then reviewed the cash disbursements for August 2018. Mr. Nelson asked for a clarification of check number 44964 to Polytec, Inc. in the sum of \$5,400.00 for liquid polymer at the Maumelle Plant. Mr. Wilkins explained that liquid polymer is a molecule used to thicken sludge so the liquids can drain faster. There being no further questions or comments, a motion was made by Mr. Smith, seconded by Mr. Nelson, to approve the cash disbursements for August 2018 reflecting total cash disbursements of \$2,140,521.66 and fund transfers between accounts of \$1,539,966.67. The motion carried unanimously.

Upon motion made by Mr. Nelson, seconded by Ms. Bryant, the Committee unanimously approved the Financial Statement for August 2018. It was noted that the Committee was glad to see that the reserves were built back up after the expenses incurred in 2017.

Mr. Wilkins then informed the Committee that during the most recent ADEQ inspection of the Five Mile Treatment Plant, it was revealed that there is a need for

erosion repairs within the two primary lagoons. Recommended repairs include installing a geotech fabric topped with 12" rip rap along the banks. Two bids were received and are summarized as follows:

<b>Contractor</b>	<b>Total Base Bid</b>	<b>Total Base Bid Minus Deductive Alternate #1</b>	<b>Total Base Bid Minus Deductive Alternate #2</b>
Redstone Construction	\$ 169,850	\$ 144,850	\$ 104,850
Environmental Process Systems	\$ 151,863	\$ 137,505	\$ 110,055

The base bid includes boat ramps for both primary lagoons and a boat ramp for the polishing pond. Deductive alternate #1 deducts the polishing pond boat ramp, and deductive alternate #2 is the total project less all boat ramps. These ramps are necessary to safely access the lagoons for maintenance of the aeration equipment and to monitor sludge levels. The staff recommends awarding the Base Bid to Environmental Process Systems of Conway, Arkansas in the amount of \$151,863. This project was not budgeted for separately in 2018. Funding for this project will come from general revenues. After further discussion, a motion was made by Mr. Carman, seconded by Ms. Bryant, to enter into a contract with Environmental Process Systems of Conway, Arkansas for the Base Bid in the amount of \$151,863. The motion carried unanimously.

The Committee then continued its discussion with regard to employee compensation which was tabled at the August Committee meeting. Mr. Nelson stated that he first wanted to consider a raise for this year before discussing long term adjustments. He wanted to go ahead and follow suit with the City and give the employees a 2% pay increase, but make it effective July 1, 2018. The City had adopted a 2.2% increase effective August 1, 2018. After further discussion, the Committee felt that it desired to match the City at 2.2%, but still make it retroactive to July 1, 2018. Therefore, a motion was made by Mr. Nelson, seconded by Ms. Bryant, to give all employees a 2.2% increase effective July 1, 2018. The motion carried unanimously.

The Committee then discussed compensation in order to catch up with the discrepancy in salaries described in the *North Little Rock Wastewater Compensation Study, July 27, 2018*. One option discussed was a bonus plan to be considered each year which would give the Utility employees a bonus in December of each year. Committee members also discussed further raises in base pay to narrow the gap in salaries described in the study. At this time, the Committee could not agree on the best course of action and wanted to discuss it further. They then asked Ms. Briley to prepare scenarios based on additional raises v. bonuses. The Committee also

asked for additional time to review a complete breakdown of employee salaries. Therefore, the matter was again tabled until the October meeting.

There being no further action to come before the Committee, a motion was made by Mr. Smith to adjourn the meeting. The motion carried unanimously, and the meeting was adjourned at approximately 1:20 p.m.

APPROVED AS TO FORM:

A handwritten signature in blue ink, appearing to read "K. W. Matthews", written over a light blue rectangular background.

K. W. MATTHEWS, CHAIRMAN

RESPECTFULLY SUBMITTED,

SYLVESTER SMITH,  
VICE-CHAIRMAN/SECRETARY