

**BENTON/WASHINGTON REGIONAL PUBLIC WATER AUTHORITY**  
*Of the State of Arkansas*

**May 25<sup>th</sup>, 2023 Board of Directors' Meetings**  
**Meeting Minutes**

Board of Directors' Meeting for May 25<sup>th</sup>, 2023 was called to order by Chairman Taggart at 0931 hours in the Authority's Board Room at the Water Treatment Plant. Opening invocation was given by Director Craft.

**Directors and/or Alternates**

Bella Vista POA .....	Mike Taggart
BCWD #1 .....	Jerry Lovell
Centerton .....	Malcolm Attwood
Decatur .....	James Boston
Gentry .....	Rick Craft
Garfield/Gateway/Lost Bridge .....	Gary Blackburn
Gravette .....	ABSENT
Highfill .....	Dustin Kahrl
Lincoln .....	Herb England
Pea Ridge .....	Ken Hayes
Prairie Grove .....	Chuck Wiley
WWA .....	Mick Wagner
Westville .....	Barbara Rose

Others in attendance included Manager Borman, Jana Wright and Steve Davis from BWRPWA, Matt Dunn, J.P. Martin, Dean Kendrick, and Josh Moore from Crist Engineers, Charlie Holt from Bella Vista POA, and Duncan Artt from City of Garfield.

The minutes from the April 27<sup>th</sup>, 2023 Board Meeting were discussed. On a motion by Director Blackburn and a second by Director Lovell, the April 27<sup>th</sup>, 2023 minutes were approved unanimously.

**Treasurers' Report** – Treasurers' Report was given by Director Craft, which included for the period of April 21<sup>st</sup>, 2023 through May 18<sup>th</sup>, 2023. Director Craft discussed the check detail with the Board, which included payroll, electronic fund transfers, and checks 19454-19497. Director Craft then discussed with the Board the financials, which included a Profit and Loss Statement including the FY 2023 budget, Profit and Loss with Previous Year Comparison, and a Balance Statement. After Board discussion, Director Blackburn made a motion to approve the Check Detail for payroll, electronic fund transfers, checks 19454-19497 and the financials as presented. A second was made by Director Craft. The motion was approved unanimously.

**Matt Dunn with Crist Engineers then gave the update on current ongoing projects:**

**Sludge Lagoons and Site Grading**

- KAJACS has completed the project, with the only following outstanding work:
  - Small punch list
  - Distribution Box Slide Gates
  - Outfall Box Slide Gates
  - Ready to Release Contractor soon
- The new lagoons were placed in service March 2023
- Substantial Completion Date – October 9, 2022
- Final Completion Date – November 9, 2022
- Contract Amount - \$4,125,000.00
- Pay Application #12 - \$125,637.50

- *Total Payment to Date - \$3,873,325.00*
- *Balance Remaining - \$251,375.00*
- *Project is behind on the construction schedule.*
- *See the attached email explanation from Kajacs from this week.*

#### **4 MG Composite Elevated Water Storage Tank**

- *Landmark has poured all lifts for the walls.*
- *Half of the dome has been poured and the second half will be poured on Tuesday, May 30<sup>th</sup>*
- *Some steel has been delivered and welders are currently working on the components.*
- *Notice of Award issued on October 28, 2022.*
- *Contract Time – 750 Calendar Days*
- *Substantial Completion Date – October 9, 2024*
- *Final Completion Date – November 28, 2024*
- *Contract Amount - \$12,726,000.00*
- *Pay Application #6 - \$2,024,374.00*
- *Total Payment to Date - \$7,037,825.10*
- *Balance Remaining - \$5,688,174.90*
- *Submittals and RFI review ongoing.*
- *Project is on schedule.*
- *See attached updated construction schedule from Landmark*

#### **3 MG Clearwell**

- *Preload site subcontractor has excavated the site, foundation course, aggregate backfill installed and compacted, installed the base piping, and tank drain piping.*
- *Notice of Award – September 22, 2022*
- *Contract Time – 363 calendar days*
- *Substantial Completion Date – February 6, 2024*
- *Final Completion Date – March 10, 2024*
- *Contract Amount - \$5,132,000.00*
- *Change Order #1 - \$37,511.00*
- *Current Contract Amount - \$5,169,511.00*
- *Pay Application #4 - \$158,422.00*
- *Total Payment to Date - \$1,495,129.00*
- *Balance Remaining - \$3,674,382.00*
- *Project is on schedule.*
- *See attached updated construction schedule from Preload.*

#### **High Service Pump Station and Electrical Upgrades**

- *Operational Technical Memorandum was prepared for operational parameters, surge prevention, and control measures – reviewed with BWRPWA staff.*
- *Carroll Electric has begun the relocation of the electric service for the HSPS. Future substation location, construction, and contractual requirements are pending.*
- *Electrical systems to address operational control modifications identified in the electrical master plan are proposed with the HSP project. There are ongoing discussions with staff to finalize the electrical scope for this project.*
- *Switchgear and Generator discussions being finalized with Kohler and Electrical Engineer.*
- *Finalizing VFD/Soft Start determinations with Carroll Electric and Electrical Engineer.*
- *The metal building system will consist of open web steel joist framing with standing seam metal roof. Colors and finishes to match existing buildings.*
- *The HSP will have capacity for eight pumps. There are two pumps with the initial construction of the station and future pumps will be added as demand requires.*

- *Coordinating Garfield/Gateway system surge tank technical requirements with Pulsco and ETEC. 1500 Hydropneumatic Surge Tank will be housed inside the HSP building.*
- *Design coordination with mechanical, structural, and electrical engineers.*
- *Preparing design and construction documents.*
- *Utilization of Direct Procurement of materials when possible:*
  - *Yard Piping – bid, contracts, executed and reviewing submittals.*
  - *Pumps and Motors – bid, contracts executed and reviewing submittals.*
  - *Electrical Allowance – Meeting with Brown Engineers and BWRPWA staff to approve drawings for equipment occurred on April 20<sup>th</sup>, 2023.*
    - *Transformers*
    - *Switchgear*
    - *VFD's*
    - *Generator*
- *Yard piping procurement for (steel pipe, fittings, and valves)*
  - **Ferguson Waterworks**
    - *Notice of Award – January 26, 2023*
    - *Notice to Proceed – February 23, 2023*
    - *Contract Time – 284 calendar days*
    - *Final Completion Date – November 20, 2023*
    - *Contract Amount - \$2,809,734.00*
- *High Service Pumps procurement (2 pumps w/ motors)*
  - **Tencarva Machinery**
    - *Notice of Award – February 22, 2023*
    - *Contract Time – 361 calendar days*
    - *Final Completion Date – February 18, 2024*
    - *Contract Amount - \$1,018,816.00*

*A design meeting on the HSP will take place after the Board meeting. Bids on the HSP could possibly take place in August 2023.*

#### **Parallel 54" Transmission Line – Phase 1**

- *The project has been split into two contracts – Phase 1A and Phase 1B.*
- *The project is out for bid, with a bid opening date of May 24, 2023.*
- *Cross connection locations between the proposed 54" and existing 36" lines will be located at the following locations:*
  - *Water Treatment Plant*
  - *East Side of Landers Road on Parcel 28*
  - *East Side of Lewis Lane on Parcel 48*
- *Design and construction document package submitted to ADOH permitting on March 9, 2023. Resubmittal to ADOH comments completed and awaiting final review comments, if any, from ADOH.*
- *There are a total of 48 parcels for Phase 1 alignment and a total of 46 parcels have been acquired. Davis and Powell remain.*
- *Parcels 25 and 33 are in condemnation proceedings.*
- *Regulatory permitting proposed is Nation-Wide Permit (NWP)-58.*
- *Preparing Preliminary Construction Notification (PCN) and determining NWP-58 specific requirements for permitting associated with environmental components such as endangered species, water quality, and wetlands delineation.*
- *GBMC has conducted the Wetlands Delineation study. Report received April 7, 2023.*
- *Earth and Science has completed the borings for the project, and the geotechnical report has been delivered.*
- *Corrosion Control Engineering completed.*
- *Project schedule has been adjusted for design revisions, survey, environmental studies, and additional regulatory/permitting time.*

- ARDOT permits have been obtained for the two road crossings.
- Benton County Road Permits have been obtained – Open Cut of all roads.
- Awaiting final word on Railroad permit from A&M Railroad.

**Parallel 54” Transmission Line – Phase 2**

- Working on the alignment and route selection for the second phase of the 54” parallel line project. Then will get with staff to confirm the route selection, and will begin research and easement preparation for the easement acquisition phase of this project.

**New Beaver Lake Intake structure and Raw Water Line**

- Ready to start permitting and design process for Intake Structure and Raw Water Line to the plant.
- Planning for starting of Geotech work soon.
- Raw water line alignment being finalized. Staff to give final approval of location.
- Property record research and existing easement research has begun.
- Easement preparation will begin soon and then the acquisition process can begin for the new raw water line.

**Lagoon Maintenance Project**

- Established a maintenance project to remove sludge, modify the grades along the existing lagoon roads, improve drainage, modify flow control structures, and install riprap for slope protection on lagoon levees.
- Delayed due to new lagoon project delays – will be working with staff to start formulating a plan for Lagoon updates.

**Operations and Managers’ Report for April 2023** – Manager Borman then gave the operations’ report, which is herein included as part of the official minutes.

Manager Borman mentioned to the Board that Twelve Stones Ranch in Decatur has 10 acres that is for sale across from the existing Decatur tank. Twelve Stones Ranch is asking \$89,000.00 per acre for the property. The property would be used for future storage tanks and would be beneficial to BWRPWA to be purchased before the start of the Parallel Line Project Phase 1B. Manager Borman stated that he would like the Board’s permission to offer the property owners \$65,000.00 an acre. The property could be paid for with funds from the CIP account – land acquisitions fall under Capital Improvements. With the layout of the property not being ideal, Chairman Taggart mentioned that offering asking price might sway the land owners to restructure the property lines that would better suit BWRPWA’s needs. After board discussion, Director Blackburn made a motion to allow Manager Borman to negotiate the price on the property (10 acres) - offering up to the asking price of \$89,000.00 per acre, paying closing costs on the transaction, and authorizing Manager Borman to use CIP funds to pay for the property. A second was made by Director Karhl. The motion passed unanimously.

**Phase I 54” Welded Steel Transmission Line Bids Contract A and Contract B** – Matt Dunn with Crist Engineers then discussed the bids for the parallel line project with the Board.

**Top three bidders for Phase 1A are as follows:**

KAJACS Contractors – Bid Amount \$11,820,000.00  
 Carstensen Contracting – Bid Amount \$15,001,050.00  
 Belt Construction – Bid Amount \$15,447,775.00

**Top three bidders for Phase 1B are as follows:**

KAJACS Contractors – Bid Amount \$11,820,000.00  
 Morgan Contracting – Bid Amount \$12,979,250.00  
 Carstensen Contracting – Bid Amount \$13,000,000.00

Matt Dunn made a recommendation to the Board to award the bids for Phase 1A and Phase 1B to KAJACS Contractors, for the total combined bid amount of \$23,640,000.00. Manager Borman stated to the Board that the majority of the cost of the parallel line project would be paid for with the 2022 Bond funds, with the exception of \$2.2M, and the remaining portion could be rolled over into the 2024 Bonds or paid with funds from the CIP account.

After Board discussion, a motion was made by Director Blackburn to award the bid for Phase 1A in the amount of \$11,820,000.00 to KAJACS Contractors and to award the bid for Phase 1B in the amount of 11,820,000.00 to KAJACS Contractors. A second was made by Director Wiley. The motion passed with 11 voting for the motion and Director Hayes voting against the motion.

**BWRPWA Succession Planning** – Manager Borman then discussed with the Board the Succession Plan (Assistant Managers' Position), which is herein included as part of the official minutes. Manager Borman stated that he plans on retiring by FY30. For the FY25 budget, he would like to add an Assistant Managers' position and that position would be a Board hired position. The intent would have them working/training under the Manager for at least two years, possibly five years – learning the system and all that that entails. Hopefully, this would guarantee a smooth transition when he does retire. Many other systems have adopted this practice and BWRPWA would get a better return in the long end. The responsibilities for the Assistant Manager would be a gradual turnover, each year gaining more responsibilities under the tutelage of Manager Borman. Chairman Taggart suggested to the Board to read the Assistant Managers' job description that Manager Borman provided and any questions or suggestions towards implementing an Assistant Manager position will be discussed at the next board meeting.

**Move Start Time of Regular Meetings to 10:00 AM** – Manager Borman discussed with the Board the possibility of moving the start time for board meetings from 9:30 AM to 10:00 AM. With traffic being overly congested, moving the start time to 10:00 AM would give the Board members extra time to arrive for the meeting. With the Board having no preference as to what time the meetings start, the start time of the meeting was decided by a coin flip. Heads for 9:30 AM and tails for 10:00 AM. The coin flip produced tails and the board meeting time was moved to 10:00 AM.

**Change Date of 08/24/23 Board Meeting to 08/17/23 or 08/31/23** – Manager Borman then discussed with the Board the possibility of rescheduling the August 24<sup>th</sup> board meeting to either August 17<sup>th</sup> or August 31<sup>st</sup> due to him not being in the office the week of August 24<sup>th</sup>. After Board discussion, the August Board meeting was scheduled for August 31<sup>st</sup> at 10:00 AM.

Being no further business before the Board, Director Kahrl made a motion to adjourn at 1105 hours. A second was made by Director Lovell. Motion passed unanimously and the meeting was adjourned.

### **NEXT BOARD MEETING – June 22<sup>nd</sup>, 2023**

Respectfully Submitted,

Rick Craft, Secretary/Treasurer – Benton/Washington Regional Public Water Authority  
SKK: JKW