

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

March 30th, 2023 Board of Directors' Meetings
Meeting Minutes

Board of Directors' Meeting for March 30th, 2023 was called to order by Chairman Taggart at 0932 hours in the Authority's Board Room at the Water Treatment Plant. Opening invocation was given by Chairman Taggart.

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	Richard Sutherland
Highfill	ABSENT
Lincoln	Herb England
Pea Ridge	Ken Hayes
Prairie Grove	Chuck Wiley
WWA	Zak Johnston
Westville	Zeb Black

Others in attendance included Manager Borman, Jana Wright, Steve Davis, and Eddie Cooper from BWRPWA, Matt Dunn, JP Martin (via phone line), and Josh Moore from Crist Engineers, Bob Wright from Crews and Associates, Jacob Davis from BCWD #1, and Mick Wagner from WWA.

The minutes from the February 23rd, 2023 Board Meeting were discussed. On a motion by Director Blackburn and a second by Director Lovell, the February 23rd, 2023 minutes were approved unanimously.

Treasurers' Report – Treasurers' Report was given by Director Craft, which included for the period of February 18th, 2023 through March 24th, 2023. Director Craft discussed the check detail with the Board, which included payroll, electronic fund transfers, and checks 19353-19411. Director Craft mentioned to the Board that check 19353 was not on the check report, check was for purchase of an easement from Annie Alvarez in the amount of \$11,500.78. 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 19353-19411 and the financials as presented. A second was made by Director Black. The motion was approved unanimously.

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

Sludge Lagoons and Site Grading

- KAJACS is actively working on completing the fencing, drainage swales, access roads, handrails, grading, and seeding/sodding.
- The new lagoons were placed in service this week.
- Substantial Completion Date – October 9, 2022
- Final Completion Date – October 29, 2022
- Contract Amount - \$4,125,000.00
- Pay Application #10 - \$140,785.16

- Total Payment to Date - \$3,558,598.14
- Balance Remaining - \$566,401.86
- Project is behind on the construction schedule.
- See the attached email explanation from Kajacs from this week.

Manager Borman stated to the Board that \$45,000.00 will be withheld (held in advance/leverage) from the next pay application request from Kajacs, emphasizing to Kajacs that liquidated damages would be enforced (per the Boards' discretion) due to the project not being completed by the completion date stated in the project contract.

4 MG Composite Elevated Water Storage Tank

- Landmark is actively working on the formwork for the concrete pedestal and casting lift for the tank pedestal.
- 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 #4 - \$1,126,146.10
- Total Payment to Date - \$3,662,893.10
- Balance Remaining - \$9,063,106.90
- Submittals and RFI review ongoing.
- Project is on schedule.
- See attached updated construction schedule from Landmark

3 MG Clearwell

- Preload site subcontractor has mobilized and is actively excavating the site for the clearwell foundation, yard piping and drains, site access, and grading.
- 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 #2 - \$227,876.50
- Total Payment to Date - \$247,826.50
- Balance Remaining - \$4,884,173.50
- 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.
- Ongoing discussions with Carroll Electric for Tank Service and HSP. Future substation location, construction, and contractual requirements is 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.
- 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*
 - *Pumps and Motors*
 - *Control Valves*
 - *Surge Tank*
 - *Electrical*
 - *Transformers*
 - *Switchgear*
 - *VFD's*
 - *Generator*
- *Yard piping procurement for (steel pipe, fittings, and valves)*
 - **Ferguson Waterworks**
 - *Notice of Award – January 26, 2023*
 - *Contract Time – 180 calendar days*
 - *Final Completion Date – August 22, 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*
 -

Easement Acquisition

- *There are a total of 48 parcels for Phase 1 alignment and a total of 46 parcels have been acquired. See attached Tracking Exhibit.*
- *Parcels 25 and 33 (Davis and Farris properties) are in condemnation proceedings.*
- *Ready for finalization of Phase 2 routing and easement acquisition.*

Parallel 54" Transmission Line – Phase 1

- *The design and alignment near highway 94 have been revised.*
- *Plan and profile sheets are 95% complete.*
- *Cross connection locations between the proposed 54" and existing 36" lines will be located at the following locations:*
 - *Water Treatment Plant*
 - *Between Parcel 11 and Parcel 13 East of Prairie Creek Road*
 - *East Side of Lewis Lane on Parcel 48*
- *Design and construction document package submitted to ADOH permitting on March 9, 2023.*
- *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 will be conducting the Wetlands Delineation study. The final report is expected in April 2023.*
- *Earth and Science has completed the borings for the project and the geotechnical report has been delivered.*
- *Corrosion Control Engineering will be performing a Corrosion Evaluation for the project upon completion of the geotechnical data for corrosion soil properties.*

- *Project schedule has been adjusted for design revisions, survey, environmental studies, and additional regulatory/permitting time.*

Matt Dunn mentioned to the Board that splitting the parallel line project into two contracts for bidding, bids would be more competitive between contractors. After Board discussion, the Board agreed that it would be beneficial to split the parallel line project into two contracts. Matt Dunn stated that Phase 1 of the parallel line project was ready to be put out for bids, possibility of having bids at the May Board Meeting.

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. Possible start on project – Fall 2023*

Beaver Lake Intake Structures

- *Ready to start permitting and design process for Intake Structure and Raw Water Line to the plant.*
- *Ready to begin easement preparation and acquisition for new raw water line.*

In regards to the Intake Structure project, realistically the Intake Structure needs to be operational in the next 5 years. The route from the Intake to the Plant needs to be established. The drawings, specifications, and permitting could take 1-2 years to complete. Matt Dunn stated that direction on moving forward with the next phase of this project is needed from the staff or board. Manager Borman recommended proceeding with the drawings and permits on the HSP project. The funds for the Intake Structure could be available by early 2024. Manager Borman mentioned that he would prefer attaining the funds for the project before the bid process. After board discussion, Chairman Taggart asked that a more definite schedule and timeline for the project be prepared and presented to the Board at April's board meeting.

Operations' Report – *Manager Borman then gave the operations' report, which is herein included as part of the official minutes.*

Vote on Adoption of Recommendations in Rate Study by Willdan Financial – *Chairman Taggart then opened the floor to the Board for discussion of the rate study. After a discussion of the topic by the Board, Chairman Taggart then read the resolution and Board action regarding the 2022 rate study performed by Willdan Financial. The recommendation put before the Board for adoption includes an increase of \$.25 per thousand gallons (\$3.20 per thousand) on January 1, 2024, an increase of \$.25 per thousand gallons (\$3.45 per thousand) on January 1, 2025, Meter Assessment will remain at \$1.50 per meter, and a new rate study to re-evaluate BWRPWA's financial position will be done in the fiscal year 2025. Chairman Taggart then put forth the recommendation for adoption before the board for a vote. The resolution/recommendation stated for adoption passed with 9 voting for and 3 voting against.*

Being no further business before the Board, Director Blackburn made a motion to adjourn at 1038 hours. A second was made by Director Lovell. Motion passed unanimously and the meeting was adjourned.

NEXT BOARD MEETING – April 27th, 2023

Respectfully Submitted,

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