

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

**March 3<sup>rd</sup>, 2022 Board of Directors' Meetings**  
**FEB 2022 Meeting Postponed due to Weather**  
**Meeting Minutes**

Board of Directors' Meeting for March 3<sup>rd</sup>, 2022 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 Chairman Taggart.

**Directors and/or Alternates**

Bella Vista POA .....	Mike Taggart
BCWD #1 .....	Eddie Cooper
Centerton .....	Frank Holzkamper
Decatur .....	ABSENT
Gentry .....	Rick Craft
Garfield/Gateway/Lost Bridge .....	Gary Blackburn
Gravette .....	ABSENT
Highfill .....	ABSENT
Lincoln .....	Herb England
Pea Ridge .....	ABSENT
Prairie Grove .....	ABSENT
WWA .....	Josh Moore
Westville .....	Zeb Black

Others in attendance included Manager Borman and Jana Wright from BWRPWA, Matt Dunn and Dean Kendrick from Crist Engineers, Michael Moyer from Friday Law Firm, and Taun Berry from Berry and Associates.

Minutes from the January 27<sup>th</sup>, 2022 Board Meeting were discussed. On a motion made by Director Blackburn and a second by Director Moore, the January 27<sup>th</sup>, 2022 Board Meeting minutes were approved unanimously.

**Treasurers' Report** – Treasurers' Report was given by Director Moore, which included for the period of January 19<sup>th</sup>, 2022 through February 17<sup>th</sup>, 2022. Director Moore discussed the check detail with the Board, which included payroll, electronic fund transfers, and checks 18585-18625. Director Moore then discussed with the Board the financials, which included a Profit and Loss Statement and a Balance Statement. After Board discussion, Director Moore made a motion to approve the Check Detail for payroll, electronic fund transfers, checks 18585-18625 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:**

**Kajacs Contractors / Water Transmission Lines Project Update**

**Contract 1**

- Installed 40,762 +/- LF of 24" DIP (100%)
- Contract Amount – 40,762 LF DIP
- Main line is in service as of 02/28/22
- Currently working on master meter connections
- 1/3 of line has passed hydrostatic testing
- Clean-up is still needed
- Notice to Process Date – March 1, 2021
- Contract Time – 270 Days to 280 days (10 additional days for change orders)
- Contract Time Elapsed – 364 Days (84 days over)
- Substantial Completion Date – November 26, 2021

Pay Application #11 in the amount of \$76,608.27 paid on February 11, 2022

Total Payment to Date - \$5,587,645.29 (95%)

Contract Amount - \$5,877,900.00

Kajacs Contractors requested 101 days for weather delays, additional work, and easement delays. Also requested, 45 days due to COVID.

### **Contract 2**

Installed 36,044 +/- LF of 24" DIP (100%)

Contract Amount – 36,084 LF DIP

½ of line is in service

Lower ½ of line is being pressure tested

Notice to Proceed Date – February 1, 2021

Contract Time – 390 Days

Contract Time Elapsed – 395 Days (5 Days)

Substantial Completion Date – February 26, 2022

Pay Application #12 in the amount of \$79,745.00 paid on February 11, 2022

Total Payment to Date - \$5,613,124.88 (92%)

Contract Amount - \$6,157,400.00

Kajacs Contractors request 65 days for weather days, additional work, and easement delays. Also requested, 45 days for COVID.

Matt Dunn then discussed with the Board the days requested by Kajacs Contractors for weather delays, additional work, easement delays, and COVID. Matt Dunn felt that overall Kajacs Contractors laid a quality pipe line and the overall work was good. Manager Borman stated that he did have an issue with Kajacs Contractors requesting additional days for COVID. Matt Dunn and Manager Borman concurred with Kajacs Contractors on the additional days requested for both contracts due to legitimate reasons. Manager Borman made a recommendation to the Board to approve the 101 additional days for Contract 1, the 65 additional days for Contract 2, the COVID days for both contracts being dismissed, and the project being finished. Director Moore made a motion to approve the additional days requested for weather delays, additional work, and easement delays excluding the days requested for COVID for both contracts, with the caveat that if Contract 2 is not substantially complete within the 65 days requested and approved, it will be further addressed by the Board for liquidated damages. A second was made by Vice-Chairman Cooper. The motion passed unanimously.

### **Master Plan Phase 1 Schedule**

#### **Sludge Ponds & Site Grading**

- Completion of lagoon, site access roads, drainage design, & construction plans
- Specifications & contract documents – bid documents review with staff on 03/04/22
- Project advertises on 03/06/22 & Bids open on 03/30/22
- Coordination of permit questions & clarifications with ADEQ
- Coordination of liner requirements & thickness with Geotech engineer
- Project is progressing on schedule

#### **Elevated 3.5 MG Composite Storage Tank**

- Coordination of system hydraulic model & surge prevention parameters
- Preparing preliminary design & construction documents
- Coordination of budgetary proposal with tank representatives
- Preparing final site, yard piping, & grading plant
- Project is progressing on schedule

#### **Surge Tank**

- Coordination of system hydraulic model & surge prevention parameters for the Garfield-Gateway pressure plane.
- Project is progressing on schedule

#### **3 MG Clearwell**

- Coordination of WTP hydraulic model & yard piping, fittings, and isolation controls
- Preparing preliminary design & construction documents
- Coordination of budgetary proposal & foundation design parameters with tank representatives & geotechnical engineer
- Preparing final site, yard piping, & grading plans
- Project is on schedule

#### **High Service Pumps and Electrical**

- Coordination of system hydraulic model, yard piping, & controls
- Electrical master plan prepared to address future plant expansion
- Coordination meeting with staff on 03/04/2022
- Preparing preliminary site & grading plans
- Preparing to set up a meeting with Benton County Planning Department to discuss site plan and the requirements for site plan review and permitting
- Project is progressing on schedule

#### **Easement Acquisition**

- On hold until 54- inch parallel transmission alignment is finalized

#### **54-inch Parallel Transmission Line**

- Survey completed
- Coordination of underground utilities not marked for survey
- Final preparing of alignments for review
- Preparing preliminary design & construction documents
- Coordination of budgetary proposal

#### **Raw Water Intake and Raw Water Lines**

- Preconstruction notification submitted to USACE
- Met with USACE representatives on site in January 2022
- Provided current allocation information OPM
- Coordination of additional easements required for crossing flowage easements

**Operations' Report** – Manager Borman then gave the Operations' Report which is included herein as part of the official minutes. Manager Borman then stated to the Board that a clarifier spun a needle bearing on the mixer and damaged the friction plate. A bearing for the mixer had to be ordered (overnighted to BWRPWA) and BWRPWA had a friction plate on hand. Manager Borman mentioned that a new setup (motors, bearings, etc.) for the clarifiers is needed due to the fact that the setup that BWRPWA has is no longer supported or available. Jeremy McCrary is working on pricing and quotes for the new clarifier setup.

**FY 2021 Audit** – Taun Berry from Berry and Associates then presented the FY 21 Financial Audit and discussed the findings with the Board. After discussion of the FY 21 Audit, Director Blackburn made a motion to officially approve and accept the FY 21 Audit as presented by Taun Berry. A second was made by Director Moore. The motion was approved unanimously.

**2022 Bond Series Parameters Resolution and other information** – Michael Moyer from Friday Law Firm then discussed the parameters resolution with the Board. The resolution presented authorizes the bonds to pay for upcoming projects. This resolution is a parameter style resolution, which means that the Board will adopt the resolution, if the Board chooses to. The resolution sets up parameters under which Chairman Taggart will have the authority to sign the purchase agreement with Crews and Associates, so long as Crews and Associates can sell the bonds within the parameters of the resolution. Chairman Taggart has the authority to execute the agreement with Crew and Associates that will lock in the interest rates. The timing is based on being able to close the transaction so BWRPWA will have the funds at the end of March 2022. The resolution being presented at this time is to authorize all documents, parameters that sets the maximum principal amount of \$65M, the outside maturity date of 12/01/2052, and the true interest cost that includes all expenses not to exceed 3.75%. Michael Moyer stated that at the special meeting scheduled for 03/10/22 after the Public Hearing there will be a one-page resolution that essentially says that the Board ratified and approved the Resolution that has been adopted at this meeting. State

Law requires the Board take action after a Public Hearing. After Board discussion, Director Blackburn made a motion to adopt the Resolution as presented by Michael Moyer. A second was made by Director Moore. The motion was approved unanimously.

***Change to Personnel Manual*** – Director Hozkamper, Chair of the personnel committee, then discussed the changes to the personnel manual requested by Manager Borman. The changes to the personnel manual would be to the longevity bonuses and the organizational structure. The longevity bonuses would go from a flat rate to a percentage of the employees’ gross wages based on years with BWRPWA. The changes to the organizational structure would include the requirement for the maintenance supervisor to hold a master electricians’ license - eliminate the maintenance foreman title and replace with lead maintenance specialist - the SCADA network managers’ position would be delineated as having the responsibility for SCADA sites and communication, internal/external communications - and adding an extra IT/OT technician. Director Holzkamper made a recommendation to the Board to approve the changes to the personnel manual as presented by Manager Borman. After Board discussion, Director Holzkamper made a motion to approve the changes to the personnel manual and the manual be forwarded to the Board. A second was made by Director Craft. The motion was approved unanimously.

***Schedule Special Meeting (Teleconference) @ 9:30 AM on 03/10/22 for Public Hearing on 2022 Bond Series Resolution & Board action on that Resolution*** – A special meeting has been scheduled for 03/10/22 at 9:30 AM for the Public Hearing and 2022 Bond Series Resolution. Manager Borman stated to the Board that it is crucial to have a quorum to pass the resolution and that the meeting should take no longer than 15 minutes.

Being no further business before the Board, Director Blackburn made a motion to adjourn at 1033 hours. A second was made by Director Holzkamper. Motion carried unanimously and the meeting was adjourned.

**NEXT BOARD MEETING – March 31<sup>st</sup>, 2022**

Respectfully Submitted,

Josh Moore, Secretary/Treasurer – Benton/Washington Regional Public Water Authority  
SKK: JKW