

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

January 27th, 2022 Board of Directors' Meetings
Meeting Minutes

Board of Directors' Meeting for January 27th, 2022 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 Vice-Chairman Cooper.

Directors and/or Alternates

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

Others in attendance included Manager Borman, Jeremy McCrary, and Jana Wright from BWRPWA, and Matt Dunn, Dean Kendrick, and JP Martin (via zoom online) from Crist Engineers.

Minutes from the November 18th, 2021 Board Meeting were discussed. On a motion made by Director Blackburn and a second by Director Boston, the November 18th, 2021 Board Meeting minutes were approved unanimously.

Treasurers' Report – Treasurers' Report was given by Director Moore, which included for the period of November 10th, 2021 through December 13th, 2021 and December 14th, 2021 through January 18th, 2022. Director Moore discussed the check detail with the Board, which included payroll, electronic fund transfers, and checks 18484-18530 and 18531-18584. Director Moore then discussed with the Board the financials, which included a Profit and Loss Statements and a Balance Statements. After Board discussion, Director Holzkamper made a motion to approve the Check Detail for payroll, electronic fund transfers, checks 18484-18530 and 18531-18584, and the financials as presented. A second was made by Director Craft. The motion was approved unanimously.

Kajacs Contractors / Water Transmission Lines Project Update

Contract 1

Installed 40,762 +/- LF of 24" DIP (100%)
Contract Amount – 40,762 LF DIP
1/3 of line has passed hydrostatic testing
Notice to Process Date – March 1, 2021
Contract Time – 270 Days
Contract Time Elapsed – 332 Days (123%)
Substantial Completion Date – November 26, 2021
Pay Application #9 in the amount of \$308,664.13 paid on December 13, 2021
Pay Application #10 in the amount of \$236,554.88 paid on January 7, 2022
Total Payment to Date - \$5,511,037.02 (93%)
Contract Amount - \$5,877,900.00

Kajacs Contractors have gone over the completion date and has not filed for a contract extension. Kajacs Contractors has stated that the delay has been due to COVID and material delays. Eventually, the Board will have to decide what action to take considering liquidated damages.

Contract 2

*Installed 36,044 +/- LF of 24" DIP (100%)
Contract Amount – 36,084 LF DIP
½ of line has passed Bac-T testing
Notice to Proceed Date – February 1, 2021
Contract Time – 390 Days
Contract Time Elapsed – 360 Days (93%)
Substantial Completion Date – February 26, 2022
Pay Application #10 in the amount of \$37,920.11 paid on December 13, 2021
Pay Application #11 in the amount of \$367,417.19 paid on January 7, 2022
Total Payment to Date - \$5,533,379.38 (90%)
Contract Amount - \$6,157,400.00*

Kajacs Contractors has to finish the connection at Battlefield vault, test the other half of the contract, and connect the secondary connections.

Master Plan Phase 1 Schedule

Sludge Lagoons

- *Drawings are 90% complete*
- *ADEQ review submitted late November 2021*
- *Possibly advertise for bids February or March 2022*

3.5 Mg Storage Tank

- *Under design - to be sent to ADOH for review*
- *Possible work to begin summer of 2022*

3 MG Clearwell

- *60% done with drawings and design – drawings have been shared with two contractors*
- *Possible work to begin on Clearwell in FY 2023*

High Service Pump

- *Designs and Drawings are taking longer for review and approval*
- *Work to begin late summer 2022 or early fall 2022*
- *Brown Engineers has done an Electric Master Plan for extensive electrical needs and issues for BWRPWA – reaching out to Carroll Electric for their input.*

Phase 1 Transmission Line Connection

- *Completed survey of entire line up to Highway 94 (line going to Little Flock)*
- *Settle route and prepare easements*
- *Acquire easements*

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

Centerton Meter Vault Request – *Director Holzkamper brought before the Board, Centerton Utilities request for the relocation of a meter vault. Centerton Utilities is building a new 3MG water tower on the southern section of their system. As a result of the construction of the new water tower, the system will be split into two pressure planes. The new tower will need a new meter vault/location to supply water to this tower. Centerton Utilities will be abandoning the current meter vault located on Bethlehem Road and would like to simply change locations of meter vault instead of requesting an additional connection. Basically, Centerton Utilities would be moving the meter vault from Bethlehem Road to the new water tower site. Manager Borman stated to the Board that he did not have an issue with Centerton Utilities changing locations of the meter vault. After board discussion, Director Blackburn made a motion to approve Centerton Utilities request of changing locations of their meter vault. A second was made by Director Cooper. The motion passed unanimously.*

Update on Gentry Storage Construction – Director Craft stated to the Board that Gentry’s storage tank is 84% complete and should be operational and online by July 2022.

Manager Borman then brought before the Board the changes that he would like to implement in the BWRPWA’s Personnel Handbook. **The first proposed change** would be to the Longevity Bonus Schedule, which is listed under Section XII Employee Benefits. The purpose of the Longevity Bonus is to help with employee retention and encourage long time service with BWRPWA. The proposed change would be to base the longevity bonus on their actual pay rates. This can be done by changing the longevity bonus from a set amount on a per year basis to a proportioned amount of their weekly paycheck on a per year of service basis. Changing the longevity bonus would potentially serve 3 purposes. **First purpose:** To increase one’s pay is to pass the required testing for that position, which would encourage testing among the newer employees. **Second purpose:** Addresses some inequity regarding the bonus rates as a percentage of overall pay to the longer serving employees as opposed to primarily the mid-level term of service employees. **Third purpose:** It would simplify the process and save BWRPWA money. Under the current bonus structure, bonuses are specified as after-tax bonuses. With the new structure, employees would be responsible for their portion of payroll taxes. **The second proposed change** would be to restructure the organizational chart with the Maintenance Department. Maintenance Supervisor Steve Davis has decided to retire after 23 years of service to BWRPWA, and with his retirement, it leads to several proposed changes. **First proposed change:** Maintenance Supervisor Job Description will be rewritten to include the requirement that the individual in this position hold a Master Electrician’s License. **Second proposed change:** Eliminate the Maintenance Foreman title and replace it with Lead Maintenance Specialist. **Third proposed change:** SCADA Network Manager’s position will be delineated as having the responsibility for SCADA sites and communications, internal and external networking, communications, and all instrumentation. The goal of these changes would be to ensure that we have adequate supervisory support at all times. Manager Borman mentioned that these proposed changes should be discussed by the Personnel Committee, with the Personnel Committee making a recommendation to the Board on the changes to be implemented. After Board discussion, Direction Blackburn made a motion to have the Personnel Committee review the changes that were proposed by Manager Borman. A second was made by Director Sutherland. Motion passed unanimously. A Personnel Committee meeting will be scheduled prior to the February 2022 board meeting.

Manager Borman stated that the 2022 Bond Questionnaires, provided by Michael Moyer, needs to be filled out and returned to him in a timely fashion.

Being no further business before the Board, Director Moore made a motion to adjourn at 1040 hours. A second was made by Director Holzkamper. Motion carried unanimously and the meeting was adjourned.

NEXT BOARD MEETING – February 24th, 2022

Respectfully Submitted,

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

SKK: JKW