

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

**June 23<sup>rd</sup>, 2022 Board of Directors' Meetings**  
**Meeting Minutes**

Board of Directors' Meeting for June 23<sup>rd</sup>, 2022 was called to order by Vice-Chairman Cooper at 0931 hours in the Authority's Board Room at the Water Treatment Plant. Opening invocation was given by Viced-Chairman Cooper.

**Directors and/or Alternates**

Bella Vista POA .....	ABSENT
BCWD #1 .....	Eddie Cooper
Centerton .....	Frank Holzkamper
Decatur .....	James Boston
Gentry .....	Rick Craft
Garfield/Gateway/Lost Bridge .....	Gary Blackburn via phone
Gravette .....	Richard Sutherland
Highfill .....	Dustin Karl
Lincoln .....	Herb England
Pea Ridge .....	ABSENT
Prairie Grove .....	Chuck Wiley
WWA .....	Josh Moore
Westville .....	Zeb Black

Others in attendance included Manager Borman, Steve Davis, and Jana Wright from BWRPWA, Matt Dunn, Dean Kendrick and James Martin from Crist Engineers, and Malcolm Attwood from Centerton Utilities.

Minutes from the May 26<sup>th</sup>, 2022 Board Meeting were discussed. On a motion by Director Holzkamper and a second by Director Black the May 26<sup>th</sup>, 2022 minutes were approved unanimously.

**Treasurers' Report** – Treasurers' Report was given by Director Moore, which included for the period of May 19<sup>th</sup>, 2022 through June 17<sup>th</sup>, 2022. Manager Borman discussed the check detail with the Board, which included payroll, electronic fund transfers, and checks 18780-18816. Manager Borman 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 18780-187716 and the financials as presented. A second was made by Director Boston. 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 on-site and working on clearing and grubbing.
- Week of 06/27/2022, Kajacs will actually start digging the lagoon.
- Substantial Completion Date: November 8, 2022
- Final Completion Date: November 28, 2022
- Permit coordination with ADEQ completed. Draft has been prepared and is awaiting final review prior to issuance.
- Pay Application #1 has been submitted and approved for \$184,062.50
- Modifications to fencing at drainage crossing
- Project is on schedule.

**4 MG Composite Elevated Water Storage Tank**

- Hydraulic modeling, operational parameters, surge prevention, and control measures analysis completed.
- Yard piping layout for Phase 1 completed. Staff review is pending.

- 90% drawings and specification documents are complete and have been submitted to ADOH. Estimated timeframe for review and permit issuance is 90 days.
- Established yard piping and access road construction limits of construction based on staff input.
- Review construction documents and specifications with staff this week.
- FAA form 7460 obstruction evaluation is complete. Aviation lighting is not required by FAA, but lights will be placed on the top of the tank for Life Flight helicopters that frequently utilize the site for landing location.
- Project schedule has been adjusted for additional regulatory/permitting time.

#### **Surge Tank System WTP**

- Analyzing surge prevention parameters for the Gateway-Garfield pressure plane.
- Coordinating technical requirements with Blacoh and ETEC.
- Surge tank will be constructed in the High Service Pump Station building.
- Project schedule has been adjusted to conform with inclusion in the HSP project.

#### **Clearwell**

- Hydraulic modeling, surge prevention measures, and operational parameters have been completed.
- Yard piping layout for Phase 1 completed. Staff review is pending.
- 90% drawings and specification documents completed and have been submitted to ADOH. Estimated timeframe for review and issuance or permitting is 90 days.
- Review Construction documents and specifications with staff this week.
- Project schedule has been adjusted for additional regulatory/permitting time.

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

- Hydraulic modeling, operational parameters, surge prevention, and control measures analysis completed.
- Pump analysis and selection with vendors is ongoing.
- Met with Carroll Electric to discuss future substation location, construction, and contractual requirements. They want a minimum of three acres and the location is pending.
- Electrical systems to address operational control modifications identified in the electrical master plan are proposed with the HSP project.
- Current electrical service capacity for the HSP is limited to three 1000 hp pumps. The design will be based on three initial pumps with the capacity for five additional pumps to address the projected system demands through 2050.
- Building system will consist of CMU walls, open web steel joist framing with standing seam metal roof.
- Electrical controls will utilize a fabricated skid system located in a dedicated electrical yard south of the proposed building.
- Design coordination with mechanical, structural, and electrical engineers.
- Preparing preliminary design and construction documents.
- Project schedule has been adjusted for design scope and additional regulatory/permitting time.

#### **Easement Acquisition**

- Easements preparation ongoing. Delivering up to 20 easements for acquisition this week.
- A meeting is scheduled with Nancy Roller for 06/23/2022 after the Board meeting to discuss easement acquisition process and schedule.

#### **Parallel Transmission Line**

- Preliminary alignment reviewed by staff and alignment modifications addressed.
- Surveyor has completed additional survey for alignment modifications.
- There are additional potential alignment modifications new highway 94.
- Horizontal and vertical piping design ongoing.
- Determining crossover locations and valve locations.
- Easement document preparation progressing along alignment.
- Preparing 90% design and construction document package for submittal to ADOH permit.
- 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.*
- *Project schedule has been adjusted for design revisions, survey, and additional regulatory/permitting time.*

**Lagoon Maintenance Project and New Storage Building**

- *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.*
- *This project includes a separate bid for a 60'x40' maintenance storage structure and parking modifications.*

**Beaver Lake Intake Structure**

- *Meeting with USACE, Beaver Lake Operations Manager this week to discuss permitting and regulatory matters.*

**Operations Report** – *Manager Borman then gave the Operations' Report, which is herein included as part of the official minutes. Manager Borman stated that he made an offer on the property adjacent to BWRPWA and the property owners rejected the offer due to receiving a higher offer elsewhere. Manager Borman then mentioned that BWRPWA is pumping at max capacity and the storage tanks will not be completely full for the duration of the summer months, basically until September.*

*Vice-Chairman Cooper then turned over the meeting over to Director Moore. Director Moore then stated that the next item on the agenda to discuss is the recommendation from the Personnel Committee. Director Moore stated that the Personnel Committee met before the scheduled board meeting and was giving Director Holzkamper (chairman of the Personnel Committee) the floor to discuss the committees' recommendation.*

**Personnel Committee Report** – *Director Holzkamper stated to the Board that Manager Borman had requested a meeting with the Personnel Committee to discuss an organizational restructure for BWRPWA and hiring a new employee for one of the positions. Manager Borman stated that he would like the Board to approve the new organizational structure and allow him to hire an experienced individual for the new position as Lead Maintenance Specialist. The organizational changes are as follows:*

*Steve Davis – Maintenance Supervisor*

*Lead Maintenance Specialist - New Hire (Under Maintenance Supervisor)*

*Electrical and Instrumentation Supervisor – Jeremy McCrary*

*Scada IT/OT Manager – Nathan Hooper (Under Electrical and Instrumentation Supervisor)*

*The new position of Lead Maintenance Specialist position would be a frontline out in the field with the maintenance department. Steve Davis's time will be dealing daily with the ongoing construction projects and the lead maintenance specialist will be overseeing the day to day needs of the plant and the maintenance crew. Manager Borman mentioned that there are currently enough funds in the existing personnel budget to handle this hire for the rest of FY22 and the position would be budgeted for FY23. Manager Borman stated that the restructure would have been effective January 2023, but the opportunity of filling the position for the Lead Maintenance Specialist has emerged. Director Moore stated that with full disclosure that the individual that is being considered for the new position is a member of the Board and would need to give his current employers notification. Director Holzkamper – Chairman of the Personnel Committee – made a recommendation to the Board to approve the changes in the organizational structure of BWRPWA and to allow Manager Borman to hire the individual for the Lead Maintenance Specialist. After Board discussion, Director Blackburn made a motion to accept and approve the changes to the Organizational Structure and approve and allow Manager Borman in hiring the individual for the Lead Maintenance Specialist. A second was made by Director Holzkamper. The motion passed with 10 votes for, 0 votes against, and with Vice-Chairman Cooper abstaining from the vote.*

*Being no further business before the Board, Director Holzkamper made a motion to adjourn at 1023 hours. A second was made by Director Moore. Motion carried unanimously and the meeting was adjourned.*

**NEXT BOARD MEETING – JULY 21<sup>ST</sup>, 2022**

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