

LITTLE ROCK WATER RECLAMATION COMMISSION
Minutes of the Meeting Held
February 21, 2024

The Little Rock Water Reclamation Commission (“LRWRC”) met at 4:00 p.m., Wednesday, February 21, 2024, at the Hub Conference Room and via livestream.

Little Rock Water Reclamation Commission

Schawnee Hightower, Chair
Jonathan Semans, Vice Chair
Daryl Brown, Secretary
Debbie Shock, Commissioner
Ganelle McBryde, Commissioner
Prentice O’Guinn, Commissioner
Chris Marsh, Commissioner
Director Lance Hines, Ex Officio Member

Little Rock Water Reclamation Authority Personnel

Jean Block, Chief Executive Officer
Howell Anderson, P.E., Chief Operating Officer
Michael Rhoda, Chief Financial Officer
Shannon Halijan, Chief Legal Officer
Walter Collins, P.E., Director of Operations
Rebecca Burkman, Director of Environmental Affairs
Harold Hounwanou, P.E., Director of Collection System Maintenance
Tonya Wallace, Director of Facility Asset Management
Les Price, P.E., Director of Engineering Services
BJ Harrison, Director of Accounting & Finance
Angela Brooks, Director of Human Resources

Attendees included: Commissioners Hightower, Marsh, Seamans, McBryde, Brown, O’Guinn, and Director Hines. Commissioner Shock was absent. Senior Staff Members: Jean Block, Howell Anderson, Michael Rhoda, Shannon Halijan, Walter Collins, Harold Hounwanou, Rebecca Burkman, BJ Harrison, Angela Brooks, Les Price, and Tonya Wallace.

Chair Hightower brought the meeting to order and called for Mr. Anderson to lead the Pledge of Allegiance.

Chair Hightower then asked if there were any public comments, and there were none.

Sarita Poirrier, Communications Specialist, presented the Communications Department Spotlight. She greeted the commission and gave a brief overview of the history of the

“Community Champions”, and the revamping of the program that will include the tracking of volunteer hours.

Chair Hightower then asked Jared Evanov, Lab Administrator, to present a service award to Llyod Inman, Laboratory Tech, for 20 years of service, and for Tonya Wallace, Director of Facilities Asset Management, to present Gerald Manning, F.A.M. Manager – Instrumentation, a service award for his 25 years of service.

Next, Chair Hightower asked the Commissioners if they had reviewed the minutes of the January 17, 2024, meeting. Being that there were no revisions, Chair Hightower asked if there were any objections to approving minutes. Hearing none, the minutes were approved.

Chair Hightower requested a motion to approve. A motion was made, seconded, and approved unanimously.

Harold Hounwanou, Director of Collection System Maintenance, presented a Purchase Authorization for Combination Cleaning Truck Replacement. Mr. Hounwanou gave a brief presentation on the combination cleaning trucks and their uses for the utility.

Staff requested the Commission approve a purchase authorization to replace one combination cleaning truck for a total of \$555,143.26, and to authorize CEO Jean Block to enter into a contract with Vacuum Truck Sales & Service LLC.

Chair Hightower requested a motion to approve. A motion was made, seconded, and approved unanimously.

Tonya Wallace, Director of Facilities Asset Management, presented a Purchase Authorization for the Fourche Creek WRF Perimeter Fence Replacement. Ms. Wallace gave a brief overview of the condition of the existing fence and the need for the replacement. Chair Hightower asked about the previous fencing contract at Adams Field WRF, and Ms. Wallace responded that it was near completion.

Staff requested the Commission approve a purchase authorization for the Fourche Creek Perimeter Fence Replacement Project in the amount of \$276,486, and to authorize CEO Jean Block to enter into a contract with United Fence Company, Inc. of North Little Rock, Arkansas.

Chair Hightower requested a motion to approve. A motion was made, seconded, and approved unanimously.

Les Price, Director of Engineering Services, presented a Contract Award for a General Contractor Construction Manager (GCCM) for the AFWRF Influent Pump Station and Process Rehabilitation.

Mr. Price gave a brief background on the pump station and the GCCM process.

Staff requested the Commission authorize CEO Jean Block to execute the Professional Services - GCCM contract with Van Horn Construction for the Pre-Construction Phase of the AFWRF Influent Pump Station and Process Rehabilitation Project in the amount of \$140,000.

Chair Hightower requested a motion to approve. A motion was made, seconded, and approved unanimously.

Mr. Price then presented a Contract Amendment with RJN for Collection System Analysis and Capacity Assurance Service.

Staff requested the Commission authorize CEO Jean Block to negotiate and execute the engineering services contract with RJN Group, in an amount not to exceed \$456,540 for the 2024 Collection System Analysis and Capacity Assurance Services.

Chair Hightower requested a motion to approve. A motion was made, seconded, and approved unanimously.

After Jean Block, Chief Executive Officer, gave a brief comment on the proposed agreement with CAW, noting that the utility would be providing this service at cost, Howell Anderson then presented the Maintenance Services Agreement with CAW for the Wrightsville Gravity Sewer Collection System and Resolution 2024-01:

**A RESOLUTION TO APPROVE THE MAINTENANCE AGREEMENT WITH
CENTRAL ARKANSAS WATER FOR THE WRIGHTSVILLE GRAVITY SEWER
COLLECTION SYSTEM**

Mr. Anderson gave a brief overview of the proposed 2-year contract, the Wrightsville system, CAW's responsibilities, and LRWRA's responsibilities for the system with this agreement.

Mr. Anderson requested the Commission approve Resolution 2024-01 and authorize CEO Jean Block to enter into a contract with CAW upon approval of the City of Little Rock Board of Directors, and authorize her to execute any renewals of the contract after the initial 2-year term.

Chair Hightower requested a motion to approve. A motion was made, seconded, and approved unanimously.

BJ Harrison, Director of Accounting and Finance, presented a summary of the January Financial Report. He explained in January that there was total revenue of \$5.6 million more than budget by \$38.1k. Operating expenses of \$3 million under budget by \$155k

with Salaries over budget by \$11k (.6%), Supplies are under budget by \$80k (-36.2%), and that Contract Services under budget by \$70k (-20.5%).

Shannon Halijan, Chief Legal Officer, presented the Legal Update. She noted continued work on reviewing contracts; 2024 professional development trainings; reviewing and updating policies; addressing personnel matters.

Jean Block, Chief Executive Officer, delivered the monthly highlights which included: Engineers Week, STEM Science Fair at LRCHS, volunteer activities at Ronald McDonald House, NACWA Winter Conference Panel, Inclement Weather Event, Little Maumelle WRF Tour, and the Arkansas Food Bank.

Chair Hightower called for any old business, and there was none.

Chair Hightower called for any new business, and there was none.

Chair Hightower stated the next LRWRC meeting would be March 20, 2024. He then asked if there were any objections to adjourning the meeting. Hearing none, the meeting was adjourned.

Respectfully Submitted,

Daryl Brown

Daryl Brown, Secretary