

LITTLE ROCK WATER RECLAMATION COMMISSION
Minutes of the Meeting Held
May 15, 2024

The Little Rock Water Reclamation Commission (“LRWRC”) met at 4:00 p.m., Wednesday, May 15, 2024, at the Hub Conference Room and via livestream.

Little Rock Water Reclamation Commission

Schawnee Hightower, Chair
Jonathan Semans, Vice Chair
Daryl Brown, Secretary
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
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 and O’Guinn appeared in person. Commissioners Marsh, and Brown appeared via livestream. Commissioner McBryde was absent. Senior Staff Members: Jean Block, Michael Rhoda, Harold Hounwanou, Rebecca Burkman, BJ Harrison, Angela Brooks, Les Price, and Tonya Wallace. Mr. Collins and Ms. Halijan were absent.

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

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

Jamey Grice, Collection Systems Maintenance Supervisor, recognized Brandon Wallace, Lead Master Plumber, for his 20 years of service to the utility.

Amber Yates, Procurement Administrator, presented the Finance and Procurement Department Spotlight. She greeted the Commission and gave a brief overview of the department and introduced staff members and their role with the utility along with projects in her department.

Next, Chair Hightower asked the Commissioners if they had reviewed the minutes of the April 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.

Les Price, Director of Engineering Services, presented Adams Field WRF Ultraviolet Light Disinfection System Equipment Replacement. Mr. Price gave a brief summary of the need for the replacement and gave an overview of the project.

Staff requested the Commission to authorize CEO Jean Block to execute a Purchase Order for the Adams Field WRF UV Disinfection Equipment Replacement project for a not to exceed amount of \$1,586,082.

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

Tonya Wallace, then presented a Purchase Authorization – Little Maumelle WRF Final Clarifier #1 Replacement Parts. Ms. Wallace gave a brief summary of the need for the replacement and gave an overview of the project.

Staff requested the Commission to approve the purchase authorization for Little Maumelle WRF Final Clarifier #1 Replacement Parts for a total of \$161,900 and to authorize CEO Jean Block to enter a contract with Brentwood Industries Incorporated of Reading, Pennsylvania.

Ms. Wallace then gave a presentation on Asset Management. She gave a brief explanation of the principles of Asset Management and how they are applied to the Facilities Asset Management department.

BJ Harrison, Director of Finance and Accounting, presented a summary of the April Financial Report. He explained in April that there was total revenue of \$5.4 million more than budget by \$102k. Operating expenses of \$2.6 million less than budget by \$24k with Salaries under budget by \$128k (-11.1%), Supplies are over budget by \$23k (1.9%), and that Contract Services under budget by \$30k (-8.1%).

Mr. Rhoda then congratulated Mr. Harrison on his upcoming retirement in June and thanked him for his years of service.

Ms. Block then updated the Commission on the selection of a firm, Boyette Strategies, and a general timeline of the LRWRA economic impact study.

Ms. Block then delivered the monthly highlights which included: AWW&WEA Conference, Little Rock Adventist Academy Tour, Community Garden, Scholarship Luncheon, KUAR Interview, Notice of Advertisement for Equipment Lease, and the Notice of Advertisement – Scott Hamilton Peak Flow Basin Concrete Rehabilitation.

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 June 26, 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