

LITTLE ROCK WATER RECLAMATION COMMISSION
Minutes of the Meeting Held
November 20, 2024

The Little Rock Water Reclamation Commission (“LRWRC”) met at 4:00 p.m., Wednesday, November 20, 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
Christina Clark, 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
Ryan Benefield, P.E., Chief Operating 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
Doug Roe, Director of Accounting & Finance
Kenetta Ridgell, Director of Communications and Community Engagement
Angela Brooks, Director of Human Resources

Attendees included: Commissioner Hightower, Clark, Seamans, and Director Hines appeared in person. Commissioners O’Guinn and Marsh appeared via livestream. Commissioner McBryde was absent. Senior Staff Members: Jean Block, Michael Rhoda, Shannon Halijan, Ryan Benefield, Walter Collins, Harold Hounwanou, Doug Roe, Rebecca Burkman, Angela Brooks, Les Price, Kenetta Ridgell, and Tonya Wallace.

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.

Tonya Wallace, Director of Facility Asset Management, recognized Chad Cullum, FAM Manager, for 20 years of service to the utility.

Angela Brooks, Director of Human Resources, introduced the HR Spotlight. She greeted the Commission and introduced her staff and gave a brief overview of the duties of her department.

Next, Chair Hightower asked the Commissioners if they had reviewed the minutes of the October 23, 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.

Doug Roe, Director of Finance and Accounting, presented the 2025 LRWRA Operating and Capital Budget. Mr. Roe gave the Commission a brief overview of the proposed budget presented to them at the October meeting that included projected revenues, operating and maintenance expenses, capital investments, and debt service. Mr. Roe requested the Commission approve the 2025 Total Operating Budget and Financial Plan.

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

Jean Block, Chief Executive Officer, presented Consideration of 2025 LRWRC Officers. Ms. Block presented the slate of Jonathan Seamans for Commission Chair, Daryl Brown for Commission Vice-Chair, and Prentice O'Guinn for Commission Secretary. There were no objections to the nominations and Chair Hightower requested a motion to approve. A motion was made, seconded, and approved unanimously.

Harold Hounwanou, Director of Collection System Maintenance, presented a Recommendation of Award for Construction Equipment Annual Lease. He gave a brief overview of the types of construction equipment the utility uses and the need for the annual lease. Commissioner Seamans asked if Mr. Hounwanou was surprised by the bid amounts. Mr. Hounwanou said he was not surprised.

Staff requested the Commission approve the recommendation of award to HUGG & HALL for the 2026 annual heavy equipment lease in the amount of \$143,100.00 and to authorize CEO Jean Block to enter a contract with HUGG & HALL.

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

Staff then requested the Commission authorize subsequent contract renewals to be approved and signed at the discretion of CEO Jean Block if the renewal is within the best interest of the utility and follows Resolution 2016-16 in regard to change order procedures.

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

Mr. Roe presented a summary of the October Financial Report. He explained in October that there was total revenue of \$5.7 million more than budget by \$369k. Operating expenses of \$2.8 million more than budget by \$61k with Salaries over budget by \$7k (.06%), Supplies are over budget by \$71k (31.6%), and that Contract Services under budget by \$4k (-1.0%).

Shannon Halijan, Chief Legal Officer, presented the legal update. She noted continued work on reviewing contracts; working with procurement; employee annual trainings, reviewing and updating policies; addressing personnel matters.

Ms. Block then delivered the monthly highlights which included: Mock Job Interviews at Joe T. Robinson, Community Block Party, Tours, Walk for CommUnity, Professional Development for Teachers, Women Run Series, and the CAHRA Work Matters Leadership Panel.

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 December 18, 2024. He then asked if there were any objections to adjourning the meeting. Hearing none, the meeting was adjourned.

Respectfully Submitted,



Daryl Brown, Secretary