

NORTH LITTLE ROCK
WASTE WATER TREATMENT COMMITTEE

MINUTES OF A MEETING HELD TUESDAY, DECEMBER 8, 2009

A meeting of the North Little Rock Waste Water Treatment Committee was held on Tuesday, December 8, 2009 at the administrative offices located at the Faulkner Lake Treatment Plant.

The meeting was called to order by Chairman Matthews at approximately 12:20 p.m. Those in attendance at the meeting were: Mr. K.W. Matthews, Ms. Patti Julian, Mr. Ed Nelson and Mr. Clark McGlothlin. Also in attendance were Mr. Gary Mills, Director, Mr. Marc Wilkins, Assistant Director, Ms. Gina Briley, Mr. Ric Roll, Mr. Bill Staggs, Mr. Vince Hotho with Garver Engineers, LLC, Mr. Mark Halter with Hilburn, Calhoun, Harper, Pruniski & Calhoun, Ltd., and Dawn Harmon.

The Committee first reviewed the minutes of its November 17, 2009 meeting. A motion was made by Mr. Nelson, seconded by Ms. Julian, to approve the minutes of its November 17, 2009 meeting as submitted. The motion carried unanimously.

The Committee then reviewed the voucher disbursements for November 2009. After a brief discussion regarding check numbers 22480, 22481 and 22348, a motion was made by Mr. Nelson, seconded by Mr. McGlothlin, to approve the voucher disbursements for November 2009 reflecting total cash disbursements of \$1,924,749.29 and transfers between accounts of \$1,207,194.62. The motion carried unanimously.

Upon a motion made by Ms. Julian, seconded by Mr. Nelson, the Committee unanimously approved the Financial Statement for November 2009 as submitted.

Mr. Mills then informed the Committee that the contract for audit services for the North Little Rock Waste Water Utility will expire on December 31, 2009. The Utility is soliciting proposals from qualified firms of certified public accountants for a three-year period beginning with the year-end of December 31, 2009. After discussion, a motion was made by Mr. Nelson, seconded by Ms. Julian, to authorize the staff to receive qualification statements and to negotiate services for 2009, 2010 and 2011. The motion carried unanimously.

The Committee then reviewed the invoice from APERMA for property and liability insurance in the amount of \$93,400.00, an increase of approximately \$1,651.00 from last year's invoice of \$91,749.00. A motion was made by Mr. Nelson, seconded by Ms. Julian, to authorize a payment to APERMA for property and liability insurance in the amount of \$93,400.00. The motion carried unanimously.

The Committee then discussed the preliminary draft of the 2010 Budget. It was noted that the budget figures were based on 3% increase for variable expenses and a 3% increase in salaries. The Committee discussed alternatives to account for several large expenditures which had to be made and expensed in 2010. After an in depth

discussion of the budget issues, a motion was made by Mr. McGlothlin, seconded by Ms. Julian, to approve the 2010 Budget amending the salary figures to reflect a 1.5% increase rather than a 3% increase, with said increase to be administered by management, to revisit the salary issue in June of 2010, and to keep the 3% increase for other variable expenses. The motion carried unanimously.

The Committee then discussed the purchase of an automobile for the Director which is included in the 2010 budget. The vehicle requested is a full-sized sedan on the State Contract for a purchase price of \$22,443.00. Delivery of the vehicle will take approximately 90 days from the date of order; therefore, the funds will be expended in 2010. It was noted that Mr. Mills, the Director, currently drives his own vehicle, receiving an allowance. A motion was made by Mr. Nelson, seconded by Mr. McGlothlin, to authorize the purchase of a full-sized sedan under the State Contract at a purchase price of \$22,443.00. The motion carried unanimously.

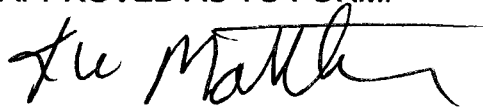
Chairman Matthews then asked the Committee to review two proposals received by the Utility to replace the heating units at the administration building. After reviewing the proposals, Mr. McGlothlin stated that the gas furnaces should be rated at 90% and not 80% and the SEER rating of at least 18, using Puron refrigerant. Further, due to the differences in the proposals and total cost of each, the Committee asked the staff to prepare bid specifications and put the job out for bids. Mr. McGlothlin stated he would assist the staff in preparation of the bid specifications.

Next, Mr. Mills informed the Committee of an overflow which was caused damage to a residence located at 911 West 52nd Street in North Little Rock. He stated the overflow was caused by a main that was stopped up. Mr. Mills presented to the Committee all documentation which he has received from the home owner, Cindy Reed. The total for clean up and repair was \$26,700.00 based on the documentation submitted. Further, the Committee stated that the policy for this type of reimbursement is that the insurance company will pay the first \$5,000 and then it is up to the Committee to determine what is paid thereafter. After an in depth review of the documentation, a motion was made by Mr. McGlothlin, seconded by Mr. Nelson, that if the clean up has been performed at the home, the Utility would pay \$25,000.00 towards the total claim, less the \$5,000.00 paid by the insurance carrier. The motion carried unanimously.

A motion was then made by Mr. Nelson, seconded by Ms. Julian, to excuse the absence of Mr. Smith from the December meeting. The motion carried unanimously.

There being no further action to come before the Committee, a motion was made by Ms. Julian to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at approximately 1 :34 p.m.

APPROVED AS TO FORM:



K. W. MATTHEWS, CHAIRMAN

RESPECTFULLY SUBMITTED,



PATTI JULIAN, SECRETARY