

**AGENDA FOR
NORTH LITTLE ROCK WASTE WATER TREATMENT
COMMITTEE MEETING**

RE:	COMMITTEE MEETING
PLACE:	FAULKNER LAKE TREATMENT PLANT 7400 BAUCUM PIKE, NORTH LITTLE ROCK, AR
DATE:	SEPTEMBER 13, 2011
TIME:	12:15

- (1) APPROVAL OF THE MINUTES OF THE AUGUST 9, 2011 COMMITTEE MEETING**
- (2) CASH DISBURSEMENTS FOR AUGUST, 2011**
- (3) FINANCIAL STATEMENT FOR AUGUST, 2011**
- (4) EUREKA GARDENS FACILITIES BOARD**
- (5) SOFTWARE UPGRADE**
- (6) BOILER REPLACEMENT - LABORATORY**
- (7) FACILITIES PLAN – ENGINEERING SERVICES CONTRACT**
- (8) RESOLUTION ESTABLISHING OFFICERS, SETTING ELECTIONS, AND FOR OTHER PURPOSES**
- (9) GIFT POLICY**

(1)

NEW BUSINESS

ACTION REQUESTED:

**APPROVAL OF THE MINUTES OF THE AUGUST 9, 2011 COMMITTEE
MEETING.**

(2)

CASH DISBURSEMENTS FOR AUGUST 2011

ACTION REQUESTED:

**APPROVAL OF THE CASH DISBURSEMENTS FOR AUGUST, 2011 SHOWING
TOTAL CASH DISBURSEMENTS OF \$ 1,231,866.21 AND FUND TRANSFERS
BETWEEN ACCOUNTS OF \$ 1,123,804.17**

(3)

FINANCIAL STATEMENT FOR AUGUST, 2011

ACTION REQUESTED:

APPROVE THE FINANCIAL STATEMENT FOR AUGUST, 2011

(4)

EUREKA GARDENS FACILITIES BOARD

WE HAVE RECEIVED A REQUEST FROM THE EUREKA GARDENS FACILITIES BOARD (BOARD) THROUGH ITS ATTORNEY, J. MARK SPRADLEY TO WAIVE THE UTILITY'S \$100.00 RESIDENTIAL CONNECTION FEE FOR INDIVIDUAL SERVICE LINE CONNECTIONS.

THE BOARD IS CONSTRUCTING A SEWAGE COLLECTION SYSTEM THAT WILL CONNECT TO THE UTILITY'S SYSTEM AND FLOW TO THE FIVE MILE CREEK WASTEWATER TREATMENT PLANT. IT IS EXPECTED THAT APPROXIMATELY 220 CUSTOMERS WILL CONNECT TO THE SYSTEM.

OUR UNDERSTANDING IS THAT THE SERVICE LINES ARE BEING CONSTRUCTED FROM THE MAINS TO THE POINT OF CONNECTION OF EACH BOARD PARTICIPANT AS PART OF THE ORIGINAL CONTRACT AND THAT THE MAINS AND SERVICE LINES WILL BE PRESSURE TESTED TOGETHER. A UTILITY INSPECTION STILL WOULD BE NECESSARY AT THE TIME THE HOUSE PLUMBING IS CONNECTED TO THE BOARD'S SERVICE LINE; HOWEVER, IT MAY BE POSSIBLE FOR THE BOARD'S PLUMBER TO COORDINATE WITH THE UTILITY'S INSPECTOR SO THAT MULTIPLE INSPECTIONS COULD BE PERFORMED ON A SINGLE TRIP.

THE BOARD'S REQUEST INCLUDES ONLY CURRENT BOARD PARTICIPANTS CONNECTING TO A BOARD LINE DURING ITS CONSTRUCTION. A COPY OF MR. SPRADLEY'S LETTER IS ATTACHED.

ACTION REQUESTED:

CONSIDER THE BOARD'S REQUEST.

(5)

SOFTWARE UPGRADE

WE HAVE RECEIVED QUOTES TO UPGRADE OUR MICROSOFT OFFICE SOFTWARE PACKAGE TO MICROSOFT OFFICE PROFESSIONAL PLUS 2010. WE ARE CURRENTLY USING MICROSOFT OFFICE 2003 WHICH WE PURCHASED IN 2004.

THE LOW QUOTE IS FROM SHI INTERNATIONAL CORP. IN THE AMOUNT OF \$15,030.00. A COPY OF THE LOWEST QUOTE IS ATTACHED FOR YOUR REVIEW.

THIS ITEM IS INCLUDED IN THE ADMINISTRATION DEPARTMENT BUDGET, AND IS FOR THE ENTIRE UTILITY.

ACTION REQUESTED:

AUTHORIZE THE PURCHASE OF MICROSOFT OFFICE PROFESSIONAL PLUS 2010 FOR ALL UTILITY WORKSTATIONS IN THE AMOUNT OF \$15,030.00 FROM SHI INTERNATIONAL CORP.

(6)

BOILER REPLACEMENT - LABORATORY

THE BOILER IN THE LABORATORY WAS INSTALLED IN 1996, AND IT CAN NO LONGER BE EFFECTIVELY REPAIRED. NINE (9) SERVICE CALLS HAVE BEEN REQUIRED IN THE MONTHS OF JULY AND AUGUST OF THIS YEAR. WADE COMPANY AND GIBBS SERVICE COMPANY, INC. HAVE RECOMMENDED REPLACING THE BOILER WITH A NEW HIGH EFFICIENCY UNIT AND ALSO UPGRADING THE USER INTERFACE CONTROLS. GIBBS SERVICE COMPANY HAS PROVIDED A QUOTE FOR THIS WORK IN THE AMOUNT OF \$29,673.00.

THIS ITEM IS INCLUDED IN THE 2011 BUDGET IN THE AMOUNT OF \$46,000.00.

ACTION REQUESTED:

AUTHORIZE STAFF TO ADVERTISE FOR BIDS AND PURCHASE A NEW BOILER AND USER INTERFACE CONTROLS NOT TO EXCEED THE BUDGETED AMOUNT OF \$46,000.00.

(7)

FACILITIES PLAN – ENGINEERING SERVICES CONTRACT

IN ACCORDANCE WITH THE REQUIREMENTS OF OUR CONSENT ADMINISTRATIVE ORDER WE HAVE COMPLETED A MASTERPLAN AND ESTABLISHED A CAPITAL IMPROVEMENTS PLAN. IT IS NOW TIMELY TO PURSUE FUNDING FOR THE FIRST PHASE OF PROJECTS. IN ORDER TO APPLY FOR FUNDING WITH THE REVOLVING LOAN FUND (RLF), IT WILL BE NECESSARY TO PROCURE ENGINEERING SERVICES TO ASSIST WITH THE FOLLOWING REQUIREMENTS:

- **PREAPPLICATION AND PRELIMINARY ENGINEERING REPORT TO THE WATER AND WASTEWATER ADVISORY COMMITTEE**
- **FACILITIES PLAN**
- **FUNDING APPLICATION**
- **PUBLIC MEETINGS**

MARLAR ENGINEERING CO., INC. PROVIDED THESE ENGINEERING SERVICES FOR THE PREVIOUS RLF LOAN. MR. MARLAR HAS PREPARED AN AGREEMENT FOR ENGINEERING SERVICES BASED ON TIME AND EXPENSES NOT TO EXCEED \$43,500.00. A COPY OF THE PROPOSED AGREEMENT IS ATTACHED.

ACTION REQUESTED:

AUTHORIZE STAFF TO ENTER INTO A CONTRACT WITH MARLAR ENGINEERING CO., INC. FOR ENGINEERING SERVICES RELATED TO THE RLF FUNDING APPLICATION AND PREPARATION OF A FACILITIES PLAN.

(8)

**RESOLUTION ESTABLISHING OFFICERS, SETTING ELECTIONS AND FOR
OTHER PURPOSES**

**AT ITS JUNE 14TH MEETING THE NORTH LITTLE ROCK WASTEWATER
TREATMENT COMMITTEE (“COMMITTEE”). REQUESTED THE
ASSISTANCE OF MR. HALTER TO DRAFT BY-LAWS ON ELECTIONS BY
THE COMMITTEE.**

**A COPY OF THE DRAFT RESOLUTION ESTABLISHING OFFICERS,
SETTING ELECTIONS, AND FOR OTHER PURPOSES IS ATTACHED FOR
REVIEW.**

MR. HALTER WILL BE PRESENT TO ADDRESS QUESTIONS.

ACTION REQUESTED:

(9)

GIFT POLICY

AT ITS JUNE 14, 2011 MEETING THE NORTH LITTLE ROCK WASTEWATER TREATMENT COMMITTEE (“COMMITTEE”) REQUESTED THE ASSISTANCE OF MR. MARK HALTER OF THE HILBURN FIRM TO DRAFT LANGUAGE TO MODIFY THE EMPLOYEE HANDBOOK REGARDING THE ACCEPTANCE OF GIFTS AND TO REQUIRE REPORTING BY EMPLOYEES.

A COPY OF THE DRAFT POLICY IS ATTACHED FOR YOUR REVIEW.

MR. HALTER WILL BE PRESENT TO ADDRESS QUESTIONS.

ACTION REQUESTED: