

NORTH LITTLE ROCK WASTEWATER TREATMENT COMMITTEE

MINUTES OF A MEETING HELD TUESDAY, JANUARY 12, 2021

A meeting of the North Little Rock Wastewater Treatment Committee was held on Tuesday, January 12, 2021 at the Collection Systems Maintenance and Engineering Building located at the Faulkner Lake Treatment Plant.

The meeting was called to order by Chairman Matthews at approximately 12:10 p.m. The roll was called and a quorum was present. Those in attendance at the meeting were Mr. K.W. Matthews, Mr. Sylvester Smith, Ms. Karen Bryant and Mr. Gabe Stephens. Also in attendance were Mr. Marc Wilkins, Director, Mr. Michael Clayton, Director Designate, Ms. Gina Briley, Ms. Kim Sullivan, Mr. Lyle Leubner, Ms. Marybeth Eggleston, Mr. Ronnie Thompson, Muriel Wilkins and Dawn Harmon.

First, the Committee reviewed the minutes of its December 8, 2020 meeting. There being no questions or comments, a motion was made by Mr. Stephens, seconded by Ms. Bryant, to approve the minutes of its December 8, 2020 meeting. The motion carried unanimously.

Next, the Committee reviewed the cash disbursements for the month of December 2020. Ms. Bryant questioned check number 51308 payable to NLR Community Center in the amount of \$4.93. Mr. Wilkins advised that this payment was made but is recouped through a payroll deduction. The Utility employees are entitled to join the Hays Center being a quasi employee of the City. There being no more questions, a motion was made by Ms. Bryant, seconded by Mr. Stephens, to approve the cash disbursements for December 2020 reflecting total cash disbursements of \$3,399,740.26 and fund transfers between accounts of \$2,796,900.00. The motion carried unanimously.

Upon motion made by Mr. Stephens, seconded by Ms. Bryant, the Committee unanimously approved the Financial Statement for December 2020.

Mr. Wilkins then advised the Committee that the Utility received the invoice for the 2021 Workers' Compensation Insurance in the amount of \$60,778.00. The amount paid for 2020 was \$76,911.00. The National Council on Compensation Insurance Rates for the Utility's payroll classes remained basically the same as 2020. The Utility's experience rating went from 1.46 to 1.08. An amount of \$79,200

is included in the 2021 budget for the Workers' Compensation Insurance. A motion was made by Mr. Stephens, seconded by Ms. Bryant, to authorize payment to the Municipal League Workers' Compensation Trust in the amount of \$60,778.00. The motion carried unanimously.

With the retirement of Charles Frost, Mr. Wilkins informed the Committee that Ms. Kim Sullivan, a twenty-seven (27) year employee of the Utility is assuming his duties in the human resources department. Ms. Sullivan has been working in the accounting department with Ms. Briley and will continue to assist with accounting as well as her new duties with human resources. Mr. Wilkins also stated that Ms. Sullivan is taking all the necessary classes to become certified.

Mr. Wilkins updated the Committee as to the solar project. He stated the site has been cleared, the debris is being burned and they are grading the site. The solar panels have been delivered and are being stored on site. Best estimates are that power will start generating in the second quarter of 2021.

Next, Mr. Wilkins introduced to the Committee Mr. Garry Prater, who is retiring at the end of January 2021 after working at the Utility for forty-six years. He began working at the Utility at the age of eighteen and was paid \$2.50 per hour. He is now retiring as Assistant Superintendent of the Collections System. Mr. Prater was presented a plaque in appreciation of his service to the Utility.

Chairman Matthews then presented a plaque to Mr. Wilkins who is retiring at the end of January after thirty years of service to the Utility. Mr. Smith stated that Mr. Wilkins was not only a "good leader" but a "servant leader" and thanked him for his dedication to the Utility.

Mr. Clayton, Director Designate, addressed his vision for the Utility with the Committee. His primary focus will be (1) secondary sewer rehabilitation; (2) upgrade of sewer interceptors; and (3) a program with home owners for service line replacements. Mr. Clayton stated he was excited as he begins his next phase with the Utility.

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

There being no further action to come before the Committee, a motion was made by Mr. Smith to adjourn the meeting. The motion carried unanimously, and the meeting was adjourned at approximately 12:44 p.m.

APPROVED AS TO FORM:

A handwritten signature in blue ink that reads "K W Matthews". The signature is written in a cursive style with a long horizontal line extending from the end.

K. W. MATTHEWS, CHAIRMAN

RESPECTFULLY SUBMITTED,

SYLVESTER SMITH,
VICE-CHAIRMAN/SECRETARY

A handwritten signature in blue ink that reads "Karen Bryant". The signature is written in a cursive style with a long horizontal line extending from the end.