1/25/24 9:00 A.M.

Meeting Location: Utility office at 1108 W. Front St. Board Room

In attendance:

Heber Springs Water Utility Commission

Commissioner Burt Eddington

Commissioner Holland

Commissioner Fall

Utility Manager: Paul Graham

Office Manager: Nikki Early

Additional Attendees:

Kasey Griffin, Mayor Heber Springs

**-Call to order by**: Commissioner Eddington Time: 8:59 a.m.

**-Motion to Approve Previous Month’s Minutes:** Commissioner Eddington made a motion to approve the reading of the previous month’s minutes, Commissioner Holland 2nd. Motion passed unanimously.

**-Checks $2,000 and over:** No questions were asked.

**-Bond Spending Report:** Mrs. Early updated the Commission on the bond project spending stating that Hawkins-Weir is complete with the design phase of the WWTP upgrades and is moving into the construction and inspection phase. There is approximately $6.7 million left in bond money and the Utility will have to spend $1.66 million in its funds before the ANRC money can be utilized.

**-FY 24 Q1Bad Debt Write Off ($1,787.38):** Commissioner Eddington made a motion to approve the write off. Commissioner Fall, 2nd. Motion passed unanimously.

**-SEP IRA Proposal CY 2023 5%:** A motion was made by Commissioner Holland to approve the 5% SEP IRA proposal. Commissioner Fall 2nd. Motion passed unanimously.

**-Engineering Report:** Mr. Graham informed the Commission that the Membrane project is going to be bid out in early February and will be opened on February 22nd at 10:00 am. HSWD staff is continuing to install the 18” waste line at the plant. Van Horn Construction is about to be onsite to begin the construction of the WWTP upgrades. Work should start early February.

**-Manager’s Report:** Mr. Graham updated the Commission on the following:

Office- Server Upgrade is complete, the annual audit is underway, there was a lot of water sold due to freezing weather and people letting their faucets run to avoid frozen pipes. Mr. Graham also informed the Commission of an angry customer that was threatening to sue the utility.

Operations- The Utility is about to begin construction on a water main tie-in from the fair grounds to Fox Run. Waiting on an easement to begin. A few leaks were fixed and there were many calls to shut off people’s meter due to frozen pipes. Due to freezing weather, the Utility assisted Mtn. Top Water with repairs to their system. Our system held up really well during the freezing weather with just one major leak and one hydrant getting ran over in icy weather. There was plenty of water to provide to all customers and wholesale systems. The 6” transfer pump went out the other day, so it will have to be repaired. Could cost up to $15,000 to repair. A new truck was purchased for the WTP manager and Unit 10 will be sold soon. A pipe rack cover will begin to be built soon at the shop.

WTP- Screens on the upflow clarifier were replaced and all is working properly during the rough weather. Randy stayed the night at the plant one night to avoid driving on ice in case something happened. The maximum MGD pumped during the winter weather was 5 MGD. We can produce much more. We are reviewing the Emergency Response Plan to ensure it is accurate for this event as well as the upcoming solar eclipse. Currently, the Utility has no concerns about the influx of people that may come for the eclipse.

WWTP-During the wet winter weather, we had to use a pump to bypass the plant due to the amount of I&I. It was reported to ADEQ and they are aware that we are installing new upgrades to the plant. We only had a few SSOs but not too bad considering the amount of wet weather. One surface aerator flipped upside down in the lagoon due to the buildup of ice on one side. We removed it, replaced it with a spare that we had, and have contacted the supplier for assistance in any repairs that may be needed. One liftstation pump was replaced and due to the size of the impeller, and cost increases, it will cost about $9,000-$10,000 to replace.

**Adjourn:** Motion by: Commissioner Eddington 2nd by: Commissioner Holland at 9:54 am to adjourn the meeting. Motion passed unanimously.

THE HEBER SPRINGS WATER AND SEWER COMMISSION

Commissioner Burt Eddington \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commissioner Greg Holland \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commissioner Franklin Fall\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_