1/30/25 9:00 A.M.

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

In attendance:

Heber Springs Water Utility Commission

Commissioner Eddington

Commissioner Fall

Utility Manager: Paul Graham

Office Manager: Nikki Early

Additional Attendees:

Mayor Kasey Griffin, Heber Springs Mayor

**-Call to order by**: Commissioner Eddington Time: 9:00 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 Fall 2nd. Motion passed unanimously.

**-Checks $2,000 and over:** A question was asked about check # 50563.

**-Bond Spending Report:** Mrs. Early updated the Commission on the bond project spending stating that there is $3 million left in funds. $7.3 million has been put toward the WWTP, and approximately $3.2 million for WTP. See report.

**-Variance Request-Street Rod Lane:** The Commission reviewed a water main extension variance request for property located at Street Rod Lane. Commissioner Eddington made a motion to DISAPPROVE the request. Commissioner Fall 2nd. Motion passed unanimously.

**-FY2025 Q1 Bad Debt Write-Off - $1,356.69:** Commissioner Eddington made a motion to approve the write off. Commissioner Fall 2nd. Motion passed unanimously.

**-2024 SEP IRA Proposal:** Commissioner Eddington made a motion to approve 5% to be given to each employee. Commissioner Fall 2nd. Motion passed unanimously.

**-General Manager Bonus - $3,775:** Commissioner Eddington made a motion to approve the bonus. Commissioner Fall 2nd. Motion passed unanimously.

**-Federal Compliance Audit:** Ms. Wilson informed the Commission that the yearly audits are complete and that the mayor will receive a copy soon.

**-Engineering Updates:** Mr. Graham updated the Commission on both the WWTP project and the WTP projects. The WTP Membrane project is complete, and the plant is up and running. The old plant will remain active for a few more months to ensure the new plant is operating correctly. Airport North Tank rehab project is complete, however there are some issues that need to be addressed before the final invoice will be paid. A MOU is signed between the Utility and the City regarding dumping the dumpster used with the screen.

**-Manager’s Report:**

**Office**: New statements are now being used! No more cards! A whole sheet of paper in an envelope. Arkansas Mailing Services is the vendor that we are using for this. Cyber security training is ongoing and a plan is being developed in the event of an attack.

**Operations**: The Crews are painting and rehabbing the shop interior during inclement weather. They repaired one major leak before the snow hit. An automatic gate is ordered for the shop at a cost of $23,690. This is tacked on to Van Horn’s contract for the WWTP.

**WTP**: TS and Mtn Top are pulling hard during the cold weather. We are able to keep up with demand at this time. A new employee was hired at the water plant and is doing well. New black fencing and 2 automatic gates are ordered for the plant at a cost of $69,831.00. This is tacked on to Van Horn’s contract for WWTP. ADH performed a Sanitary Survey of the Utility and found some deficiencies that need to be addressed soon. Manager Graham is contacting NLS Construction to address the issues.

**WWTP/Lift Stations**: No issues other than the plant upgrade.

**Other:** HR Manager Linda Fletcher has submitted a proposed policy regarding free life insurance for employees. The Commission approved the policy provided that it does not add too much burden for office staff. Mountain Top Water is taking bids for its new tank. Wilburn is experiencing approximately 50% water loss. They are showing concerns that Heber may have to take over the maintenance of the system. Manager Graham says this is doable after Act 605 mandates it and Wilburn receives funding to address their water loss. Hawkins-Weir will assist in the regionalization if needed.

**Adjourn:** Motion by: Commissioner Fall 2nd by: Commissioner Eddington at 10:21 am to adjourn the meeting. Motion passed unanimously.

THE HEBER SPRINGS WATER AND SEWER COMMISSION

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

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

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