



**ROGERS WATERWORKS AND SEWER COMMISSION MEETING AGENDA
FEBRUARY 21, 2023
3:30 PM**

AGENDA

CALL TO ORDER:

ACTION ON MINUTES:

1. Approval of April 18, 2022 Minutes

REPORTS:

1. Report on Implementation of Prior Years Recommendations

NEW BUSINESS:

1. Administration of the Investment Policy (Completion of the procedures on the oversight of the Investment Policy Checklist)
2. Recommendation to Approve Resolution 23-03 Designating Authorized Signatories for Depositories
3. Designation of Banks and Banking Institutions

ADJOURN:

RWU Depository and Investment Committee Meeting

April 18, 2022

Minutes

The Rogers Water Utilities Depository and Investment Committee held a meeting at 3:45 PM Monday, April 18, 2022, from the Rogers Water Administration Building located at 601 S 2ND St. Present were Brent Dobler, Utility Superintendent and Roger Surly, Designated Commissioner. Casey Wilhelm, the City of Rogers Finance Director, was absent. Others in attendance were Jennifer Lattin, and Robert Frazier of the Frazier Law Firm. Commissioner Roger Surly called the meeting to order at 3:45 PM.

Chairman Roger Surly asked for approval of the February 22, 2022 minutes. Brent Dobler made a motion to approve the February 22, 2022 minutes. All in favor, motion carried.

With no further business, Chairman Roger Surly adjourned the meeting at 3:46 PM.

Respectfully submitted,

Brent Dobler, Acting Secretary/JAL

File: depinvcom041822min

ROGERS WATER UTILITIES
SUMMARY OF FUNDS
 December 31, 2021

TAB 1

	Water	Sewer	Total	General Ledger/Bank Account Numbers
Petty Cash and Change Funds	\$ 1,725.00	\$ 150.00	\$ 1,875.00	1-0-100.00/2-0-100.00
Interest Bearing Checking Accts	\$ 5,400,758.96	\$ 3,411,212.24	\$ 8,811,971.20	See TAB 2
CD's and CDARS	\$ 14,536,664.68	\$ 16,037,265.42	\$ 30,573,930.10	See TAB 3
Simmons Trust/Access/Impact	\$ 842,536.23	\$ 1,478,044.11	\$ 2,320,580.34	See TAB 4
Debt Service Trust Funds	\$ 168,088.94	\$ 204,674.22	\$ 372,763.16	See TAB 5
Total Funds	<u>\$ 20,949,773.81</u>	<u>\$ 21,131,345.99</u>	<u>\$ 42,081,119.80</u>	See TAB 6
MINIMUM RESERVES AS CALCULATED 12/31/20	<u>\$ 11,809,000.00</u>	<u>\$ 11,387,000.00</u>	<u>\$ 23,196,000.00</u>	
OTHER RESERVES	<u>\$ 9,140,773.81</u>	<u>\$ 9,744,345.99</u>	<u>\$ 18,885,119.80</u>	

Reviewed and Approved by Utility Superintendent _____
 (Initial) (Date)

Comments: _____

Reviewed and Approved by Commissioner _____
 (Initial) (Date)

Reviewed and Approved by City Finance Director _____
 (Initial) (Date)

CHECKING & MONEY MARKET BANK RECONCILIATION

December 31, 2021

<u>Bank</u>	<u>Purpose</u>	<u>Ledger Number</u>	<u>Money Market ACCT Number</u>	<u>Checking ACCT Number</u>	<u>Balance</u>
Arvest Bank	Utility Deposit Acct.	1.0.111.05	n/a	80303594	\$1,489,584.11
Arvest Bank	A/P & Payroll Check.	1.0.100.09	n/a	10126398	\$228,153.05
Arvest Bank	Water O&M	1.0.111.09	15074416	10126411	\$2,382,597.19
Arvest Bank	Sewer O&M	2.0.111.09	15432621	80547978	\$2,925,998.50
				Total Arvest	<u>\$7,026,332.85</u>
First National Bank of Rogers	Water Depreciation	1.0.111.08	n/a	1009100	\$546,638.54
First National Bank of Rogers	Sewer Depreciation	2.0.111.08	n/a	8236093	\$485,213.74
First National Bank of Rogers	Meter Deposits	1.0.500.00	n/a	1000055	\$377,653.12
First National Bank of Rogers	Credit Card Account	1.0.100.11	n/a	1004123	\$376,132.95
				Total FNBR	<u>\$1,785,638.35</u>
				Total Funds	<u>\$8,811,971.20</u>
				Water Funds	\$5,400,758.96
				Sewer Funds	<u>\$3,411,212.24</u>
				Total Funds	<u>\$8,811,971.20</u>

ROGERS WATER UTILITIES

CDARS--INVESTMENTS ON BALANCE SHEET

TAB 3

**12/31/2021
WATER**

BANK	ACCOUNT	CD #	RATE	DATE PURCHASED	AMOUNT	MATURITY DATE	DAYS TO ACCRUE	ANNUAL INTEREST	ACCRUED 6/30/2020	INTEREST LAST PAID
FWB	O&M-CDARS	1024395789	0.35%	11/18/2020	\$ 1,018,808.17	11/18/2021	0	\$3,559.72	\$0.00	12/31/2021
FWB	DEPR-CDARS	1024395819	0.35%	11/18/2020	\$ 536,211.84	11/18/2021	0	\$1,876.74	\$0.00	12/31/2021
FWB	O&M-CDARS	1024395754	0.35%	11/18/2020	\$ 524,231.35	11/18/2021	0	\$1,834.81	\$0.00	12/31/2021
OZK	O&M-CDARS	1024554186	0.21%	1/14/2021	\$ 1,069,017.92	1/13/2022	0	\$2,242.69	\$0.00	12/31/2021
ARVES	O&M-CDARS	1024731312	0.15%	3/17/2021	\$ 538,570.03	3/18/2022	92	\$807.86	\$0.00	9/30/2021
OZK	O&M-CDARS	1024909227	0.18%	5/13/2021	\$ 1,057,504.17	5/13/2022	0	\$1,903.51	\$0.00	12/31/2021
OZK	O&M-CDARS	1024928604	0.18%	5/20/2021	\$ 1,047,396.35	5/19/2022	0	\$1,885.31	\$0.00	12/31/2021
FWB	O&M-CDARS	1024967502	0.25%	6/3/2021	\$ 1,057,532.64	6/2/2022	0	\$2,640.45	\$0.00	12/31/2021
FWB	DEPR-CDARS	1024967464	0.25%	6/3/2021	\$ 869,259.79	6/2/2022	0	\$2,170.37	\$0.00	12/31/2021
FWB	O&M-CDARS	1024985616	0.25%	6/10/2021	\$ 538,755.01	6/9/2022	0	\$1,346.89	\$0.00	12/31/2021
FWB	O&M-CDARS	1025161587	0.25%	8/12/2021	\$ 502,487.90	8/11/2022	0	\$1,254.61	\$0.00	12/31/2021
FWB	MTR DEP-CDARS	1025239977	0.25%	9/9/2021	\$ 536,418.17	9/8/2022	0	\$1,341.05	\$0.00	12/31/2021
FWB	MTR DEP-CDARS	1025260364	0.25%	9/23/2021	\$ 544,562.09	9/22/2022	0	\$1,359.66	\$0.00	12/31/2021
FWB	DEPR-CDARS	1025324486	0.25%	10/14/2021	\$ 527,140.35	10/13/2022	0	\$1,317.85	\$0.00	12/31/2021
ARVES	O&M-CDARS	1025359506	0.15%	10/21/2021	\$ 700,000.00	10/20/2022	0	\$1,050.00	\$0.00	12/31/2021
FWB	O&M-CDARS	1025360547	0.25%	10/28/2021	\$ 1,072,636.39	10/27/2022	0	\$2,681.59	\$0.00	12/31/2021
ARVES	O&M-CDARS	1024811375	0.18%	4/8/2021	\$ 1,100,928.72	4/6/2023	92	\$1,926.63	\$0.00	9/30/2021
OZK	DEPR-CDARS	1024889528	0.24%	5/6/2021	\$ 539,589.22	5/4/2023	239	\$1,295.01	\$847.97	
OZK	O&M-CDARS	1024928647	0.60%	5/20/2021	\$ 755,614.57	5/18/2023	13	\$4,533.69	\$161.47	12/31/2021
TOTAL WATER					\$ 14,536,664.68			\$37,028.43	\$1,009.44	

0.25% Water Average Interest Rate

**12/31/2021
SEWER**

BANK	ACCOUNT	CD #	RATE	DATE PURCHASED	AMOUNT	MATURITY DATE	DAYS TO ACCRUE	ANNUAL INTEREST	ACCRUED 6/30/2020	INTEREST LAST PAID
FWB	O&M-CDARS	1025415953	0.25%	11/17/2021	\$ 1,029,973.69	11/17/2022	0	\$2,574.93	\$0.00	12/31/2021
OZK	O&M-CDARS	1024554194	0.21%	1/14/2021	\$ 1,069,017.87	1/13/2022	0	\$2,242.69	\$0.00	12/31/2021
ARVES	O&M-CDARS	1024811618	0.15%	4/8/2021	\$ 900,651.26	4/7/2022	92	\$1,350.98	\$340.52	9/30/2021
FWB	O&M-CDARS	1024831244	0.15%	4/22/2021	\$ 531,574.08	4/21/2022	0	\$796.78	\$0.00	12/31/2021
FWB	O&M-CDARS	1024831201	0.15%	4/22/2021	\$ 1,059,179.67	4/21/2022	0	\$1,587.60	\$0.00	12/31/2021
OZK	O&M-CDARS	1024909219	0.18%	5/13/2021	\$ 1,027,289.76	5/12/2022	0	\$1,849.12	\$0.00	12/31/2021
OZK	O&M-CDARS	1024909235	0.18%	5/13/2021	\$ 1,057,504.10	5/12/2022	0	\$1,903.51	\$0.00	12/31/2021
OZK	O&M-CDARS	1024928612	0.18%	5/20/2021	\$ 1,510,667.71	5/19/2022	0	\$2,719.20	\$0.00	12/31/2021
OZK	O&M-CDARS	1024928639	0.18%	5/20/2021	\$ 1,032,289.61	5/19/2022	0	\$1,858.12	\$0.00	12/31/2021
FWB	O&M-CDARS	1024985772	0.25%	6/10/2021	\$ 553,776.06	6/9/2022	0	\$1,384.44	\$0.00	12/31/2021
FWB	O&M-CDARS	1024985659	0.25%	6/10/2021	\$ 538,755.01	6/9/2022	0	\$1,346.89	\$0.00	12/31/2021
FWB	O&M-CDARS	1024083825	0.70%	8/13/2020	\$ 1,115,602.58	8/11/2022	0	\$7,782.11	\$0.00	12/31/2021
FWB	O&M-CDARS	1025161587	0.25%	8/12/2021	\$ 1,076,044.80	8/11/2022	0	\$2,686.67	\$0.00	12/31/2021
ARVES	O&M-CDARS	1025359514	0.15%	10/21/2021	\$ 850,000.00	10/20/2022	0	\$1,275.00	\$251.58	9/30/2021
FWB	O&M-CDARS	1025341003	0.25%	10/21/2021	\$ 532,131.42	10/20/2022	0	\$1,330.33	\$0.00	12/31/2021
ARVES	O&M-CDARS	1024811588	0.18%	4/8/2021	\$ 1,501,266.43	4/6/2023	92	\$2,627.22	\$662.20	9/30/2021
OZK	O&M-CDARS	1024889498	0.24%	5/6/2021	\$ 651,541.37	5/4/2023	0	\$1,563.70	\$0.00	12/31/2021
GRAND TOTAL					\$ 16,037,265.42			\$38,592.13	\$1,009.44	

0.24% Sewer Average Interest Rate
0.24% Combined Average Interest Rate

Simmons First Trust Company

Bank Reconciliation

December 31, 2021

TAB 4

	<u>Water</u>	<u>Sewer</u>		
Bank Account	3053010013	305301004		
General Ledger Account	<u>1-0-120.00</u>	<u>2-0-120.00</u>	<u>Total</u>	<u>Collateral</u>
Balance Per Bank	\$ 800,211.23	\$ 1,402,234.11	\$ 2,202,445.34	No collateral required
DIT	<u>\$ 42,325.00</u>	<u>\$ 75,810.00</u>	<u>\$ 118,135.00</u>	
Balance Per General Ledger	<u><u>\$ 842,536.23</u></u>	<u><u>\$ 1,478,044.11</u></u>	<u><u>\$ 2,320,580.34</u></u>	

Regions Trust Bank Reconciliations

December 31, 2021

TAB 5

	7080015721 <u>1-0-512.14</u>	7080021224 <u>1-0-516.14</u>	Total <u>1-4-473.98</u>
Month End Balance	\$125,394.73	\$145,081.73	\$270,476.46
Accrued Interest	0.00	0.00	\$0.00
Deposit in Transit	0.00	0.00	\$0.00
Bond Interest Exp	<u>-\$33,496.88</u>	<u>-\$68,890.64</u>	<u>-\$102,387.52</u>
Reconciled Balance	<u><u>-\$33,496.88</u></u>	<u><u>-\$68,890.64</u></u>	<u><u>\$168,088.94</u></u>

	7080021180 <u>2-0-716-14</u>	Total <u>2-4-473.98</u>
Month End Balance	\$258,874.22	\$258,874.22
Accrued Interest	0.00	\$0.00
Deposit in Transit	0.00	\$0.00
Bond Interest Exp	<u>-\$54,200.00</u>	<u>-\$54,200.00</u>
Reconciled Balance	<u><u>\$204,674.22</u></u>	<u><u>\$204,674.22</u></u>

ROGERS WATER UTILITIES SCHEDULE OF FUNDS

December 2021

	UNRE- STRICATED	RESTRICTED				TOTAL RESTRIC- TED	GRAND TOTAL
		Meter Deposits	Debt Reserve	Access/ Impact Fees	Depreci- ation		
WATER							
Petty Cash	\$ 1,725					\$ -	\$ 1,725
Checking - O&M	228,153					-	228,153
Checking-Bank of Rogers	376,133					-	376,133
Savings-Utility Money Fund	1,489,584					-	1,489,584
Savings-Depr Money Fund					546,639	546,639	546,639
Savings-O&M Money Fund	2,382,597					-	2,382,597
Access/Impact Fees-Simmons				842,536		842,536	842,536
Investments-CD's	10,983,483	1,080,980			2,472,201	3,553,181	14,536,665
Checking-Meter Deposits		377,653				377,653	377,653
Regions Bank-2012 Bonds			91,898			91,898	91,898
Regions Bank-2016 Bonds			76,191			76,191	76,191
TOTAL WATER	15,461,676	1,458,633	168,089	842,536	3,018,840	5,488,098	20,949,774
SEWER							
Petty Cash	150					\$ -	\$ 150
Savings-Depr Money Fund					485,214	485,214	485,214
Savings-O&M Money Fund	2,925,999					-	2,925,999
Access/Impact Fees-Simmons				1,478,044		1,478,044	1,478,044
Investments-CD's	16,037,265					-	16,037,265
Regions Bank-2010 Bonds			-			-	-
Regions Bank-2016 Bonds			204,674			204,674	204,674
TOTAL SEWER	18,963,414	-	204,674	1,478,044	485,214	2,167,932	21,131,346
GRAND TOTAL	\$34,425,089	\$ 1,458,633	\$ 372,763	\$ 2,320,580	\$ 3,504,053	\$ 7,656,030	\$ 42,081,120

DETERMINATION OF MINIMUM RESERVE AMOUNTS IS BASED ON CONSIDERING:

Providing adequate safe drinking water and sanitary sewer is essential to quality of life.
 The need to insure Public Health and Welfare in the event of any natural disaster.
 Funding day to day operations in case revenues decline as well as funding capital improvements that can cost hundreds of thousands of dollars to replace.

2022 Proposed Minimum Reserves		Prior Year Minimum Reserves	
Significant Outstanding Bonded Debt 12/31/20	\$18,145,000 Water \$8,130,000 Sewer <u>\$26,275,000 Total</u>	Significant Outstanding Bonded Debt 12/31/20	\$18,965,000 Water \$9,260,000 Sewer <u>\$28,225,000 Total</u>
	<u>\$26,275,000 Total</u>		<u>\$28,225,000 Total</u>
WATER		WATER	
Prior Year Operating Expenses (FY'21 audited)	\$11,209,000	Prior Year Operating Expenses (FY'20 audited)	\$10,361,000
Debt Service (FY'23)	\$1,446,000	Debt Service (FY'22)	\$1,448,000
Minimum Reserves FY'23	<u>\$12,655,000</u>	Minimum Reserves FY'22	<u>\$11,809,000</u>
Prior Year Depreciation (FY'21 audited)	-\$2,825,000	Prior Year Depreciation (FY'20 audited)	-\$2,682,000
Minimum Short Term Reserves	<u>\$9,830,000</u>	Minimum Short Term Reserves	<u>\$9,127,000</u>
SEWER		SEWER	
Prior Year Operating Expenses (FY'21 audited)	\$10,255,000	Prior Year Operating Expenses (FY'20 audited)	\$9,909,000
Debt Service (FY'23)	\$1,477,000	Debt Service (FY'22)	\$1,478,000
Minimum Reserves FY'23	<u>\$11,732,000</u>	Minimum Reserves FY'22	<u>\$11,387,000</u>
Prior Year Depreciation (FY'21 audited)	-\$4,440,000	Prior Year Depreciation (FY'20 audited)	-\$4,152,000
Minimum Short Term Reserves	<u>\$7,292,000</u>	Minimum Short Term Reserves	<u>\$7,235,000</u>

ROGERS WATER UTILITIES

Investment Policy

December 2021

<u>Water</u>	UNRE- STRICATED	RESTRICTED				TOTAL RESTRIC- TED	GRAND TOTAL
		Meter Deposits	Debt Reserve	Access/ Impact Fees	Depreci- ation		
Not available (Trust and Debt Service)			168,000	843,000		1,011,000	1,011,000
Liquid-interest bearing checking/money market	4,888,000	378,000			547,000	925,000	5,813,000
Short-term (1 year or less)CDARS	0	1,081,000			1,925,000	3,006,000	3,006,000
MINIMUM SHORT TERM RESERVES	4,888,000	1,459,000	168,000	843,000	2,472,000	4,942,000	9,830,000
Available for longer term investment							
Medium-term (2-3 years)	1,857,000	0			540,000	540,000	2,397,000
Long-term (4-5 years)	0	0			0	0	-
Total	1,857,000	0	0	0	540,000	540,000	2,397,000
OTHER SHORT TERM RESERVES							
Meter Change Out Program	400,000					0	400,000
Undesignated Other Short-Term Res.	8,323,000					0	8,323,000
	0					0	-
TOTAL WATER RESERVES	15,468,000	1,459,000	168,000	843,000	3,012,000	5,482,000	20,950,000
MINIMUM RESERVES							12,655,000
RESERVES ABOVE MINIMUM							8,295,000

ROGERS WATER UTILITIES

Investment Policy

December 2021

	UNRE- STRICATED	RESTRICTED				TOTAL RESTRIC- TED	GRAND TOTAL
		Meter Deposits	Debt Reserve	Impact Fees	Depreci- ation		
<u>Sewer</u>							
Not available (Trust and Debt Service)			205,000	1,478,000		1,683,000	1,683,000
Liquid-interest bearing checking/money market	13,399,000				485,000	485,000	13,884,000
Short-term (1 year or less)CDARS						0	0
MINIMUM SHORT TERM RESERVES	13,399,000	0	205,000	1,478,000	485,000	2,168,000	15,567,000
<u>Available for longer term investment</u>							
Medium-term (2-3 years)	2,153,000					0	2,153,000
Long-term (4-5 years)	0					0	0
Total	<u>2,153,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,153,000</u>
<u>OTHER SHORT TERM RESERVES</u>							
Meter Change Out Program	400,000					0	400,000
Train 2 Rehabilitation at RPCF	3,000,000						3,000,000
Undesignated Other Short-Term Res.	11,000	0	0	0	0	0	11,000
TOTAL SEWER RESERVES	<u>18,963,000</u>	<u>0</u>	<u>205,000</u>	<u>1,478,000</u>	<u>485,000</u>	<u>2,168,000</u>	<u>21,131,000</u>
MINIMUM RESERVES							<u>11,732,000</u>
RESERVES ABOVE MINIMUM							9,399,000

RESOLUTION NO. 23-

A RESOLUTION DESIGNATING AUTHORIZED SIGNATORIES FOR DEPOSITORIES FOR THE ROGERS WATERWORKS AND SEWER COMMISSION AND THE ROGERS WATER UTILITIES; AND FOR OTHER PURPOSES.

WHEREAS the Rogers Waterworks and Sewer Commission (“the Commission”) has been empowered by the Rogers City Council to oversee efficient operation of the Rogers Water Utilities (“RWU”), and has full authority to set policies and procedures for RWU in a manner consistent with existing law and public policy; and

WHEREAS there is a need to make updates to signature cards for the Commission and RWU’s depositories; and

WHEREAS the Depository and Investment Committee for the Commission and RWU has recommended to the Commission that the persons listed herein below be designated as authorized signatories for the Commission and RWU’s depositories; and

WHEREAS the Commission, having accepted the recommendation of the Depository and Investment Committee, now desires to designate the persons listed herein below to serve as authorized signatories for the Commission and RWU’s depositories.

NOW THEREFORE, BE IT RESOLVED BY THE ROGERS WATERWORKS AND SEWER COMMISSION OF THE CITY OF ROGERS, ARKANSAS:

Section 1. This Resolution authorizes and designates the officials who can sign for withdrawal of Commission and/or RWU funds from any Commission and/or RWU account with any depository bank. As of February 21, 2023, any such prior resolutions are hereby rescinded and revoked.

Section 2. Only the officials designated in this Resolution shall henceforth be, and hereby are, authorized to execute checks, drafts, or other instruments for withdrawal of Commission and/or RWU funds, for such purposes as may be properly approved by the Commission and/or the Superintendent of RWU, as applicable.

Section 3. The authorized officials, any two of whom shall be authorized to jointly sign such drafts, checks, and other instruments for withdrawal of Commission and/or RWU funds are the following persons:

Name	Title
Greg Hines	Mayor of the City of Rogers
Casey Wilhelm	Director of Finance of the City of Rogers
Peter Farmer	Chairman of the Rogers Waterworks and Sewer Commission
Brent Dobler	Superintendent of the Rogers Water Utilities and Acting Secretary of the Rogers Waterworks and Sewer Commission
Jennifer Lattin	Controller, Rogers Water Utilities
Dana Daniel	Human Resources Director, Rogers Water Utilities
Brian Sartain	Utility Engineer, Rogers Water Utilities

Section 4. The designation and authorization given herein shall apply to Arvest Bank, First Western Bank, First National Bank of Fort Smith (First National Bank of Northwest Arkansas); Simmons Bank, Regions Bank, and any other bank that is or becomes an authorized depository of the Commission and/or RWU.

Section 5. The above-named banks, and any other authorized depository of the Commission and/or RWU, to which a signed and certified copy of this Resolution is delivered shall be entitled to rely upon this Resolution until said bank or depository shall receive notice of a change in said designated officials, or in the authority granted said officials, respectively.

Section 6. The management of RWU is authorized and directed to execute any documents, and facilitate the execution of any documents, necessary to effectuate the intent of this Resolution expressed herein.

Section 7. This Resolution shall be in full force and effect from and after the date of its passage. However, to effect an orderly transition of signing authority, the provision in Section 1. above revoking and rescinding all such prior resolutions shall become effective March 1, 2023.

Section 8. Severability Provision- In the event that any section, paragraph, subdivision, clause, phrase, or other provision or portion of this Resolution shall be adjudged invalid or unconstitutional, the same shall not affect the validity of this Resolution as a whole, or any part or provision, other than the part so decided to be invalid or unconstitutional, and the remaining provisions of this Resolution shall be construed as if such invalid, unenforceable or unconstitutional provision or provisions had never been contained herein.

Section 9. Repeal of Conflicting Actions and Resolutions- All previous actions and resolutions of the Rogers Waterworks and Sewer Commission, or parts of actions and resolutions of the Rogers Waterworks and Sewer Commission, in conflict herewith are hereby repealed to the extent of such conflict.

PASSED AND APPROVED this 21st day of February 2023.

Peter Farmer, Chairman

ATTEST:

Brent Dobler, Acting Secretary