

**PERSONNEL ACTION FORM (PAFs)**

**TERMINATION FORM**

Employee ID: 1539

**Current Employee Information**

Employee Name:	Stanley Miller	Hourly:	\$72.87
Department:	407	Annual Salary:	\$151,563.05
Job Title:	Director of Ops + Fac	Pay Frequency:	Biweekly
Job Code:	7027E	Date of Last Increase:	1/1/2014
Status/Grade:	E-G02	Date of Hire:	8/22/2005
Step:		Time in Position:	8/22/2005

**Termination Details**

Type of Termination: Discharged  
Effective Date: 1/30/2014

**Comments:**

**Supervisor Signature:**

Lynn Luther Signed: 1/30/2014 4:56:56 PM

**Status: Approved Comments:**

Howell Anderson Signed: 1/30/2014 5:00:42 PM



**Lynn Luther**

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**From:** John Jarratt  
**Sent:** Friday, December 20, 2013 2:46 PM  
**To:** All Mail Users  
**Subject:** Sanitary Sewer Committee Approves 2014 Budget  
**Attachments:** News Article re COLA + Merit for 2014.pdf

CAB2

Miller, Stanley

1539

TO All LRW Employees,

It is with my pleasure along with the rest of the Executive Staff to advise the employees of Little Rock Wastewater the Little Rock Sanitary Sewer Committee approved our 2014 budget at their Wednesday, December 18th meeting. This budget included a different format for next year in the area of increases for all employees. The attached newspaper article from the *Arkansas Democrat Gazette* on 12/19/13 explains it in more detail. Here's how it will work:

- On 01/01/14, a Cost of Living Adjustment (COLA) of 1.5% will be processed for each full-time employee. This will show up on your first check in 2014 (01/10/14). This is in recognition of keeping your dollar strength viable and in essence "keep each one of us afloat within the current economy."
- Every employee is eligible for an additional merit increase up to 1.5% during 2014. This additional increase will be recommended and documented by the supervisor at the time of the employee's regular performance review date.

The Executive Staff here at Little Rock Wastewater feel strongly that moving to this format for 2014 is most the most effective and beneficial method for all employees. Your comments and questions on this action are welcome and encouraged!

✓c every employee  
personnel file  
01/03/14

**PAYROLL CHANGE FORM**

Note: This form is to be used for salary changes among current employees. Use the Personnel Action Form (PAF) to process New Hires and Terminations.

Employee ID: 1539

Review should be completed within 30 days of **12/14/2012**

**Current Employee Information**

Employee Name:	Stanley Miller	Hourly:	\$71.79
Department:	407	Annual Salary:	\$149,328.19
Job Title:	Mgr Ops & Fac	Pay Frequency:	Biweekly
Job Code:	7016E	Date of Last Increase:	12/26/2011
Status/Grade:	E-G02	Date of Hire:	8/22/2005
Step:		Time in Position:	8/22/2005

**Proposed Changes**

Department:	407	Increase Amount:	0.00 %
Job Title:	Mgr Ops & Fac	Salary Difference:	\$0.00
Job Code/Grade:	7016E / E-G02	Proposed Annual Salary:	\$149,328.19
Step:	No Change	Proposed Hourly Rate:	\$71.79
Review Date:	12/7/2012	Proposed Pay Frequency:	Biweekly
Effective Date:	12/10/2012	Type of Change:	OTHER
		Next Review Date:	12/17/2013

14 ✓

**Comments:**

**Supervisor Signature:**

Reggie Corbitt Signed: 12/12/2012 1:30:18 PM

**PAYROLL CHANGE FORM**

Note: This form is to be used for salary changes among current employees. Use the Personnel Action Form (PAF) to process New Hires and Terminations.

Employee ID: 1539

Review should be completed within 30 days of **12/14/2012**

**Current Employee Information**

Employee Name:	Stanley Miller	Hourly:	\$71.79
Department:	407	Annual Salary:	\$149,328.19
Job Title:	D - Mgr of Operations	Pay Frequency:	Biweekly
Job Code:	7024E	Date of Last Increase:	12/26/2011
Status/Grade:	E-G02	Date of Hire:	8/22/2005
Step:		Time in Position:	8/22/2005

**Proposed Changes**

Department:	407	Increase Amount:	0.00 %
Job Title:	Mgr of Operations	Salary Difference:	\$0.00
Job Code/Grade:	7024E / E-G02	Proposed Annual Salary:	\$149,328.19
Step:	No Change	Proposed Hourly Rate:	\$71.79
Review Date:	12/27/2011	Proposed Pay Frequency:	Biweekly
Effective Date:	12/26/2011	Type of Change:	OTHER
		Next Review Date:	12/14/2012

**Comments:****Supervisor Signature:**

Reggie Corbitt Signed: 12/19/2011 12:09:01 PM

PAYROLL CHANGE FORM

Note: This form is to be used for salary changes among current employees. Use the Personnel Action Form (PAF) to process New Hires and Terminations.

Employee ID: 1539

You are not allowed access to this employee id. Please enter another employee id.

Review should be completed within 30 days of 12/15/2011

Current Employee Information

Employee Name:	Stanley Miller	Hourly:	\$71.79
Department:	407	Annual Salary:	\$149,328.00
Job Title:	Mgr of Operations	Pay Frequency:	Semimonthly
Job Code:	7024E	Date of Last Increase:	12/16/2010
Status/Grade:	E-G02	Date of Hire:	8/22/2005
Step:		Time in Position:	8/22/2005

Proposed Changes

Department:	407	Increase Amount:	2.00 %
Job Title:	Mgr of Operations	Salary Difference:	\$2,928.00
Job Code/Grade:	7024E / E-G02	Proposed Annual Salary:	\$149,328.00
Step:	No Change	Proposed Hourly Rate:	\$71.79
Review Date:	12/7/2010	Proposed Pay Frequency:	Semimonthly
Effective Date:	12/16/2010	Type of Change:	MERIT
		Next Review Date:	12/15/2011

Comments:

Supervisor Signature:

Reggie Corbill Signed: 12/7/2010 2:54:19 PM

457 - 7,466.40

PAYROLL CHANGE FORM

Note: This form is to be used for salary changes among current employees. Use the Personnel Action Form (PAF) to process New Hires and Terminations.

Employee ID: 1539

THIS PAF EXCEEDS THE RECOMMENDED INCREASE FOR THIS BUDGETED YEAR.

Review should be completed within 30 days of 12/16/2010

Current Employee Information

Employee Name:	Stanley Miller	Hourly:	\$70.34
Department:	407	Annual Salary:	\$146,308.00
Job Title:	Mgr of Operations	Pay Frequency:	Semimonthly
Job Code:	7024E	Date of Last Increase:	12/16/2009
Status/Grade:	E-G02	Date of Hire:	8/22/2005
Step:		Time in Position:	8/22/2005

Proposed Changes

Department:	407	Increase Amount:	\$92.00
Job Title:	Mgr of Operations	Salary Difference:	0.06%
Job Code/Grade:	7024E / E-G02	Proposed Annual Salary:	\$146,400.00
Step:	No Change	Proposed Hourly Rate:	\$70.38
Review Date:	12/18/2009	Proposed Pay Frequency:	Semimonthly
Effective Date:	12/16/2009	Type of Change:	MERIT
		Next Review Date:	12/15/2010

Comments:

12/14/10 jal

Supervisor Signature:

Reggie Corbill Signed: 12/18/2009 10:23:28 AM

141,936.00  
146,400.00  
3.14919%



**PAYROLL CHANGE FORM**

Note: This form is to be used for salary changes among current employees. Use the Personnel Action Form (PAF) to process New Hires and Terminations.

Employee ID: 1539

THIS PAF EXCEEDS THE RECOMMENDED INCREASE FOR THIS BUDGETED YEAR.

Review should be completed within 30 days of 12/15/2009

**Current Employee Information**

Employee Name:	Stanley Miller	Hourly:	\$68.24
Department:	407	Annual Salary:	\$141,936.00
Job Title:	Mgr of Operations	Pay Frequency:	Semimonthly
Job Code:	7024E	Date of Last Increase:	12/15/2008
Status/Grade:	E-G02	Date of Hire:	8/22/2005
Step:		Time in Position:	8/22/2005

**Proposed Changes**

Department:	407	Increase Amount:	\$4,372.00
Job Title:	Mgr of Operations	Salary Difference:	3.08 %
Job Code/Grade:	7024E / E-G02	Proposed Annual Salary:	\$146,308.00
Step:	No Change	Proposed Hourly Rate:	\$70.34
Review Date:	12/17/2009	Proposed Pay Frequency:	Semimonthly
Effective Date:	12/16/2009	Type of Change:	MERIT
		Next Review Date:	12/16/2010

**Comments:**

**Supervisor Signature:**

Reggie Corbitt Signed: 12/17/2009 4:19:01 PM

HELPDESK (8:00am - 4:30pm, M-F) 688-1485 | (2/7) CONTACT US



LITTLE ROCK WASTEWATER PIPELINE

PAYROLL CHANGE FORM

Note: This form is to be used for salary changes among current employees. Use the Personnel Action Form (PAF) to process New Hires and Terminations.

Employee ID: 1539

Review should be completed within 30 days of 12/15/2008

Current Employee Information

Employee Name:	Stanley Miller	Hourly:	\$65.58
Department:	407	Annual Salary:	\$136,416.00
Job Title:	Mgr of Operations	Pay Frequency:	Semimonthly
Status:	Exempt	Date of Last Increase:	12/15/2007
Grade:	2	Date of Hire:	8/22/2005
Step:		Time in Position:	8/22/2005

Proposed Changes

Job Title:	No Change	Increase Amount:	\$5,520.00
Department:	No Change	Salary Difference:	4.05 %
Step:	None	Proposed Annual Salary:	\$141,936.00 ✓
Review Date:	12/18/2008	Proposed Hourly Rate:	\$68.24
Effective Date:	12/18/2008	Proposed Pay Frequency:	Semimonthly
		Type of Change:	Merit

Comments:

12/15/08

Supervisor Signature:

*Reggie Corbitt*

Reggie Corbitt Signed: 12/18/2008 11:05:32 AM

NEXT SALARY REVIEW 12/15/09 *LeP*

Processed by Payroll \_\_\_\_\_

Handwritten calculations:

$$\frac{\$7,096.90}{457} = 2222.00$$

2316.90

*JTB*

# LITTLE ROCK WASTEWATER UTILITY

# PAYROLL CHANGE FORM

Note: This form is to be used for salary changes among current employees.  
 Use the Personnel Action Form (PAF) to process New Hires and Terminations.  
 The supervisor will complete the shaded boxes below and return to Human Resources for processing.

<b>Employee</b>	Miller, Stanley		<b>Review Date</b>	Due within 30 days of 12/15/07	
<b>Date of Hire</b>	08/22/05	<b>Emp ID</b>	1539	<b>Time in Position</b>	Since 08/22/05

	Effective Date	Dept	Job Title	Exempt Status & Grade	Step	Reason	Hourly Rate	Biweekly (B) or Semimonthly (S)	Annual
NEW	12/16/07	407	Mgr of Operations	E-G02	Exempt	MERIT		5656 S	136416
Present	12/15/2006	407	Mgr of Operations	E-G02	Exempt	MERIT	\$63.30	\$5,486.25 S	\$131,670.00
Previous	12/15/2005	407	Mgr of Operations	E-G02	Exempt	MERIT	\$60.29	\$5,225.00 S	\$125,400.00

Salary Change % 3.6

Next Review Date 12/15/08 ✓

Merit  
 Supervisor Requested  
 Completed first 6 months in position

Initiated By Human Resources on 09/10/2007 *Jul.*

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
 Supervisor and/or Director

Approved By *RAC* Date 12/20/07  
 CEO

Processed By \_\_\_\_\_ Date \_\_\_\_\_  
 Payroll

Copy To Supervisor Corbitt, Reggie A. Date Jul 1/2/08

Filed Personnel File Date \_\_\_\_\_

# LITTLE ROCK WASTEWATER UTILITY

# PAYROLL CHANGE FORM

**Note:** This form is to be used for salary changes among current employees. Use the Personnel Action Form (PAF) to process New Hires and Terminations. The supervisor will complete the shaded boxes below and return to Human Resources for processing.

<b>Employee</b>	Miller, Stanley	<b>Review Date</b>	Due within 30 days of 12/15/06
<b>Date of Hire</b>	08/22/05	<b>Emp ID</b>	1539
<b>Time in Position</b>	Since 08/22/05		

	Effective Date	Dept	Job Title	Exempt Status & Grade	Step	Reason	Hourly Rate	Biweekly (B) or Semimonthly (S)	Annual
NEW	12/15/06	407	Mgr of Operations	E-G02	Exempt	MERIT	63.30	5486.25 <sup>S</sup>	131,670
Present	12/15/2005	407	Mgr of Operations	E-G02	Exempt	MERIT	\$60.29	\$5,225.00 <sup>S</sup>	\$125,400.00
Previous	08/22/2005	407	Mgr of Operations	E-G02	Exempt	NEW HIRE	\$57.69	\$5,000.00 <sup>S</sup>	\$120,000.00

Salary Change % 5.0%

Next Review Date 12/15/07 / .

Merit  
 Supervisor Requested  
 Completed first 6 months in position

Initiated By Human Resources on 09/28/2006 *lee*

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor and/or Director

Approved By *RAC* Date 12/20/06  
CEO

Processed By *Jones* Date 12/20/06  
Payroll

Copy To Supervisor Corbitt, Reggie A. Date lee 1/4/07

Filed Personnel File Date \_\_\_\_\_

# LITTLE ROCK WASTEWATER UTILITY

# PAYROLL CHANGE FORM

Note: This form is to be used for salary changes among current employees.  
 Use the Personnel Action Form (PAF) to process New Hires and Terminations.  
 The supervisor will complete the shaded boxes below and return to Human Resources for processing.

<b>Employee</b>	Miller, Stanley	<b>Review Date</b>	Due within 30 days of 02/22/2006
<b>Date of Hire</b>	08/22/2005	<b>Emp ID</b>	1539
<b>Time in Position</b>	Since 08/22/2005		

	Effective Date	Dept	Job Title	Exempt Status & Grade	Step	Reason	Hourly Rate	Biweekly (B) or Semimonthly (S)	Annual
NEW	12/15/05	407	Mgr of Operations	E-G02	Exempt	MERIT		5225.00 S	125,400.00
Present	08/22/2005	407	Mgr of Operations	E-G02	Exempt	NEW HI	\$57.69	\$5,000.00 S	\$120,000.00
Previous									

Salary Change % 4.5%  Merit

Next Review Date 12/15/06  Supervisor Requested

Completed first 6 months in position

Initiated By Human Resources on 12/19/2005 *lal*

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
 Supervisor and/or Director

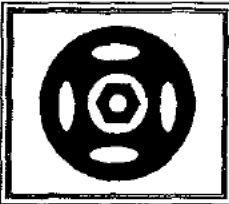
Approved By *Reggie A. Corbitt* Date *12/21/05*  
 CEO

Processed By *MJ* Date *12/22/05*  
 Payroll

Copy To Supervisor Corbitt, Reggie A. Date *lal 2/23/06*

Filed Personnel File Date \_\_\_\_\_

05-21



# Little Rock Wastewater Utility Personnel Action Form

THIS FORM IS TO BE USED FOR:

JOB POSTING (Initials Required)

EMPLOYMENT (Signatures Required)

TERMINATION (Signatures Required)

Name: Stanley Miller

Address: [Redacted]

Zip Code: [Redacted]

Employee Number: 1539

Social Security Number: [Redacted]

Telephone Number: [Redacted]

Date of Hire: 8/15/05

Type of Action:  New Hire  Termination  Temporary/Part Time  Re-Hire  New Position  Replacement  Other (See Remarks)

**TERMINATION:**

Reason: \_\_\_\_\_ Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Last Day Worked: \_\_\_\_\_ Pay Through: \_\_\_\_\_

Status	Effective	Dept. #	Job Title	Level	Hourly	Bi-Weekly	Semi-Mo.	Annualized
New	8/15/05	407	Director of Operations	E Gr 2	—	—	5000.00	120,000
Present			Manager of Operations					

Benefits Effective Date: 10/1/05

Termination Effective Date: \_\_\_\_\_

Next Scheduled Review: 2/22/06

Remarks: Auto Allowance \$500/mo

replacement for Rick Barger

\_\_\_\_\_

\_\_\_\_\_

Salary Change: \_\_\_\_\_ %

**REQUIRED FOR JOB POSTING**

Initiated By: lal 5/18/05 Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Approved Manager: BAC 6/22/05 Date: \_\_\_\_\_

Payroll Action: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Personnel File: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**REQUIRED FOR EMPLOYMENT & TERMINATION**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: Ryan L. Corbett Date: 8/24/05

Signature: [Signature] Date: 8/24/05

Signature: lal Date: 9/19/05

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

05-21



# Little Rock Wastewater Utility Personnel Action Form

THIS FORM IS TO BE USED FOR:

JOB POSTING (Initials Required)

EMPLOYMENT (Signatures Required)

TERMINATION (Signatures Required)

Name: Stanley Miller Employee Number: 1539

Address: \_\_\_\_\_ Social Security Number: [REDACTED]

Telephone Number: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Date of Hire: 8/15/05

Type of Action:  New Hire  Termination  Temporary/Part Time  Re-Hire  New Position  Replacement  Other (See Remarks)

**TERMINATION:**

Reason: \_\_\_\_\_ Special Instructions: \_\_\_\_\_

Last Day Worked: \_\_\_\_\_ Pay Through: \_\_\_\_\_

Status	Effective	Dept. #	Job Title	Level	Hourly	Bi-Weekly	Semi-Mo.	Annualized
New	8/15/05	407	Director of Operations	E Gr 2	—	—	5000.00	120,000
Present			Manager of Operations					

Benefits Effective Date: 9/1/05

Termination Effective Date: \_\_\_\_\_

Next Scheduled Review: 2/15/06

Remarks: Auto Allowance \$500/mo

replacement for Rick Sanger

Salary Change: \_\_\_\_\_ %

**REQUIRED FOR JOB POSTING**

Initiated By: lal 5/18/05 Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved Manager: BAC 6/22/05 Date: \_\_\_\_\_

Payroll Action: \_\_\_\_\_ Date: \_\_\_\_\_

Personnel File: \_\_\_\_\_ Date: \_\_\_\_\_

**REQUIRED FOR EMPLOYMENT & TERMINATION**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: Reggie L. Corbett Date: 8/10/05

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EMPLOYMENT DOCUMENTS**



**Lynn Luther**

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**From:** Lynn Luther  
**Sent:** Thursday, January 30, 2014 4:46 PM  
**To:** New Hire and Term Notification Group  
**Subject:** Notification of Employee Action -- Termination of Stan Miller

**Employee**     **Stan Miller**  
Employee#     1539  
Dept & Job     407 Director of Operations and Facilities  
Supervisor     Howell Anderson  
**DOT**             **01/30/14**

Patrick – Howell says he does not want the cell phone.

Michael – he's coming in Monday to pick up final check and to get the rest of his personal items.

Everyone - Please tell Michael if you have something that needs to be retrieved.

Lynn Luther, SPHR, IPMA-CP  
Human Resources Administrator  
Little Rock Wastewater  
T 501-688-1437  
F 501-688-1451

cc payroll folder

## **Employee Acknowledgement**

Miller, Stanley

1539

CAB2

Corbitt, Reggie A

### **Section 3.8 E-Mail and Internet Usage (Rev Jan 2012)**

As a LRW employee, I am in receipt of a copy of the referenced updated policy for the Little Rock Wastewater Employee Information Guide (i.e., Employee Handbook).

I acknowledge that I have read and fully understand this policy, and that this signed acknowledgement will become part of my personnel file.

I understand that my use of the Little Rock Wastewater network, Internet, and email system constitutes full acceptance of the terms of this policy and my consent to monitoring.

  
\_\_\_\_\_  
Employee Signature

01-23-2012  
\_\_\_\_\_  
Date

**Return this completed form  
to Human Resources  
by Friday, January 20, 2012**

## LRW COMPUTER USAGE POLICY

By logging on to this system, you agree to use this computer system in accordance with applicable LRW acceptable use policies and that any and all information and activities may be monitored at any time. Use of this system constitutes consent to these policies and evidence of unauthorized use may be used by LRW and all law enforcement agencies.

DATE: 5-24-2012

PRINT YOUR NAME: Stan Miller

EMPLOYEE SIGNATURE: 

EMPLOYEE NUMBER: 1539

By signing this form, I acknowledge that I have been informed by Reggie A. Corbitt, C.E.O. of the Little Rock Wastewater of a security breach that may involve my personal and confidential information.

Other items covered in this meeting include: e-Mail and Internet usage policy, review and revise Record Retention policy, legal measures, remedies and corrective measures.

If additional information is needed, please contact John Jarratt, Director of Administration at 688-1410 or [john.jarratt@lrwu.com](mailto:john.jarratt@lrwu.com).

**INTEROFFICE MEMORANDUM**

**TO** All Employees  
**FROM** Executive Staff  
**DATE** August 23, 2010  
**SUBJECT** **REMINDER -- LRW Policy on E-Mail and Internet Usage**

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This is a reminder to all employees of the referenced policy. It is reprinted below directly from the *Employee Information Guide* (rev 2008), aka Employee Handbook. This policy is in effect in addition to the electronic policy that is referenced and appears each time you sign in on the company computer network. Please sign and return this form to your supervisor, who will then forward it to Human Resources to place in your personnel file.

**3.8 E-Mail and Internet Usage**

LRW's e-mail system exists to assist employees during the workday and in their workflow. This system is the sole property of LRW and employees have no ownership interest or privacy expectation in the system or data contained therein whatsoever. Use at all times is subject to any and all applicable provisions of the Arkansas Freedom of Information Act (FOIA).

Every employee is reminded that misuse of this system for excessive personal and/or non-work-related issues may violate one or more of the policies listed in this Guide, e.g. under Disciplinary Actions and/or Harassment, and may be subject to disciplinary action.

Minimal personal use of LRW's e-mail system and Internet is permissible, if infrequent, of a short duration, and does not adversely affect work operations or productivity of employees.

Please note that the following actions are specifically prohibited:

- Sending pornographic or sexually-related material.
- Sending messages that contain obscene, abusive, or offensive language.
- Using the system for personal gain or for outside business.
- Using discriminatory language with regard to age, sex, race, religion, or any other protected status.

Failure to comply with these guidelines is subject to disciplinary action, up to and including discharge. Employees will not use any computer in violation of this policy and at all times must remain aware of the possible disclosure as provided by FOIA or other as required by LRW.

I have read and understand the above policy.

  
\_\_\_\_\_  
Employee Signature

11-30-10  
\_\_\_\_\_  
Date

**Linda Lovett**

---

**From:** Linda Lovett  
**Sent:** Monday, November 15, 2010 8:37 AM  
**To:** Lynn Luther  
**Subject:** updates

The postcards invites for open enrollment were all mailed on Friday.

I am returning the email/internet packet to you. Everyone is in compliance except:

~~Mack Vought~~

Stanley Miller

~~Jimmy Shaw~~

*— Tim Harrison file*

I sent out an email reminder on 11/5/10 and only Tim Harrison responded regarding Jimmy Shaw. He is scheduled to work on Wednesday, November 24<sup>th</sup>. He will have him to sign the form at that time.

Thanks

Linda Lovett  
Little Rock Wastewater  
11 Clearwater Drive  
Little Rock AR 72204  
501.688.1458 (o)  
501.688.1451 (fax)



Little Rock  
Wastewater

**CELLULAR DEVICE REQUEST FORM**

EMPLOYEE STANLEY MILLER  
JOB TITLE Manager of Operations DEPARTMENT 407

**TYPE OF ACTION (check)**

- New or Existing Service  
Service Provider & Contact Name AT&T, Stacey Carpenter  
Cell Phone Number Assigned (502) 786-0587
- Change in Existing Service  
Reason \_\_\_\_\_ Effective Date \_\_\_\_\_
- Disconnect Service  
Reason \_\_\_\_\_ Effective Date \_\_\_\_\_

**DESCRIPTION OF EQUIPMENT (must attach copies of paperwork if applicable)**

- Motorola V365 - PTT
- Blackberry Curve
- Blackberry Pearl
- Other \_\_\_\_\_ (Must verify with IS before ordering)

**Accessories:**

- Car Charger
- Case
- Additional Wall Charger
- Bluetooth Headset
- Other \_\_\_\_\_ (Must verify with IS before ordering)

By accepting a LRW-owned cellular device, I agree to abide by the guidelines as set forth by the LRW Cellular Device Policy. I have received a copy of these guidelines.

Employee Signature \_\_\_\_\_ Date 5/20/09

\*\*\*

I approve the issuing of a LRW-owned cellular device to this employee. I also agree to abide by the guidelines set forth by the LRW Cellular Device Policy. I have given a copy of this procedure to the referenced employee.

Supervisor Signature Rose Date 5/20/09

Distribution Of Form:  
Original Purchasing Officer  
Copies Supervisor  
IS Director  
Human Resources



Little Rock  
Wastewater

CELLULAR DEVICE REQUEST FORM

Rev 08/01/08

EMPLOYEE Stan Miller  
JOB TITLE Mgr of Operations DEPARTMENT 407

**TYPE OF ACTION (check)**

- New or Existing Service  
Service Provider & Contact Name AT&T  
Cell Phone Number Assigned 501-786-0587
- Change in Existing Service  
Reason replace Effective Date \_\_\_\_\_
- Disconnect Service  
Reason \_\_\_\_\_ Effective Date \_\_\_\_\_

**DESCRIPTION OF EQUIPMENT (must attach copies of paperwork if applicable)**

Brand & Model # Motorola V3XX  
Options and Accessories car charger  
Total Cost \$ 105.33 Departmental Account Number \_\_\_\_\_

\*\*\*

By accepting a LRW-owned cellular device, I agree to abide by the guidelines as set forth by the LRW Cellular Device Policy. I have received a copy of these guidelines.

Employee Signature [Signature] Date 3-4-09  
\*\*\*

I approve the issuing of a LRW-owned cellular device to this employee. I also agree to abide by the guidelines set forth by the LRW Cellular Device Policy. I have given a copy of this procedure to the referenced employee.

Supervisor Signature RAC Date 3/9/09

**Distribution of Form:**

Original: Manager of Finance  
Copies: Supervisor  
Chief Executive Officer  
Human Resources

EMPLOYEE Stan Miller  
JOB TITLE Manager of Operations DEPARTMENT 407 + 405

**TYPE OF ACTION (check)**

- New or Existing Service  
Service Provider & Contact Name ATT Stan Miller  
Cell Phone Number Assigned 501 786 0587
- Change in Existing Service  
Reason \_\_\_\_\_ Effective Date \_\_\_\_\_
- Disconnect Service  
Reason \_\_\_\_\_ Effective Date \_\_\_\_\_

**DESCRIPTION OF EQUIPMENT (must attach copies of paperwork if applicable)**

Brand & Model # RAZOR - 3  
Options and Accessories \_\_\_\_\_

Total Cost \$ \_\_\_\_\_ Departmental Account Number \_\_\_\_\_

\*\*\*

By accepting a LRW-owned cellular device, I agree to abide by the guidelines as set forth by the LRW Cellular Device Policy. I have received a copy of these guidelines.

Employee Signature [Signature] Date 9-17-08

\*\*\*

I approve the issuing of a LRW-owned cellular device to this employee. I also agree to abide by the guidelines set forth by the LRW Cellular Device Policy. I have given a copy of this procedure to the referenced employee.

Supervisor Signature [Signature] Date 9/17/08

**Distribution of Form:**

Original: Manager of Finance  
Copies: Supervisor  
Chief Executive Officer  
Human Resources





Stanley Miller

This Employee Acknowledgement should be signed by the employee and returned to Human Resources within seven (7) days of receipt. This page will become part of the employee's personnel file.


## EMPLOYEE ACKNOWLEDGEMENT

I have read the Little Rock Wastewater Employee Information Guide. I understand the contents and have discussed with my supervisor any portion that needs clarification. Any questions I had have been answered.

I agree to conform to the rules, regulations, practices, policies, and procedures of Little Rock Wastewater. I understand that my employment can be terminated with or without cause, at any time, at the option of either Little Rock Wastewater or me.

I understand that no representative of Little Rock Wastewater has the authority to make any verbal agreements contrary to the above statements.

I understand the rules, regulations, policies, practices or procedures of Little Rock Wastewater, including this Employee Information Guide, are subject to change at the discretion of the Little Rock Sanitary Sewer Committee or the CEO.

  
\_\_\_\_\_  
Employee Signature  
3-26-08  
\_\_\_\_\_  
Date

Supervisor: Corbitt, Reggie A.

Revised January 2008

Miller, Stanley  
407  
Supervisor: Corbitt, Reggie A.

**INTEROFFICE MEMORANDUM**

**TO** All Employees  
**FROM** Reggie A. Corbitt, CEO *RAC*  
**DATE** March 1, 2007  
**SUBJECT** Utility Policy on E-Mail and Internet Usage

---

Please read the following policy as referenced above. This written policy is in addition to the electronic policy referenced each time you sign in on the network. Sign and return this form to Human Resources. This form will become part of your personnel file. This policy is also being included in the upcoming revision of the Employee Handbook. Please contact Human Resources with questions or comments. Thanks.

\* \* \* \* \*

**3.36 E-Mail and Internet Usage**

Little Rock Wastewater's e-mail system exists to assist employees during the workday and in their workflow. This system is the sole property of Little Rock Wastewater and employees have no ownership interest in the system or data contained therein whatsoever. Use at all times is subject to the provisions of the Arkansas Freedom of Information Act, as amended, Ark. Code Ann. §25-19-101, *et seq.* ("FOIA"), and disclosure in accordance with the FOIA, unless specifically exempted by FOIA.

Every employee is reminded that misuse of this system for excessive personal and/or non-work-related issues may violate one or more of the items listed in the Employee Handbook, most specifically in Section 3.6 Disciplinary Actions, and/or Section 3.16 Harassment.

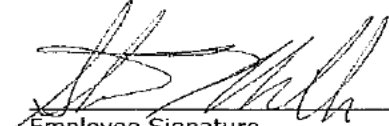
Minimal personal use of Little Rock Wastewater's e-mail system and Internet is permissible, if infrequent, of a short duration, and does not adversely affect work operations or productivity of employees.

Please note that the following actions are specifically prohibited:

- Sending pornographic or sexually-related material.
- Sending messages that contain obscene, abusive, or offensive language.
- Using the system for personal gain or for outside business.
- Using discriminatory language with regard to age, sex, race, or religion.

Failure to comply with these guidelines is subject to disciplinary action, up to and including discharge. Please do not use any computer in violation of this policy and at all times be aware of the possible disclosure, as provided by FOIA, or otherwise as required by Little Rock Wastewater.

I have read and understand the above policy.

  
\_\_\_\_\_  
Employee Signature

03-13-07  
Date

# NEW EMPLOYEE CHECKLIST

Employee: Stanley Miller ID# 1539

Orientation Date: \_\_\_\_\_

- ~~N/A~~ Driver's License Release (If Applicable)
- Emergency Medical Information Form
- Employee Acknowledgment of Handbook
- Employment Application
- Employment Eligibility Verification (I-9)
- ID Badge / Proxy Card
- Insurance Cards Received & Forward to Employee
- Location Access Form *on RAC desk*
- ~~Notification: HIPAA / COBRA~~
- Orientation Checklist
- SAP Policy
- Tax: Federal Withholding
- Tax: State Withholding

## COMMENTS

I certify that these forms have been returned by this employee for the file.

9/9/05  
Date of Completion

J. Bonetta  
HR Representative

**NEW HIRE EMPLOYEE BENEFITS WORKSHEET**

Employee Stanley Miller EE # 1539 Benefits Effective Date 10/1/05  
 Supervisor RAC Orientation Date     /     /     Follow up Date     /     /    

<u>Date Faxed, Mailed, or File</u>	<u>Benefit</u>	<u>Vendor</u>	<u>Actions</u>
<u>✓</u>	Election form	-----	<b>ALWAYS</b> give to Lynn for payroll change file to start payroll deduction
<u>✓</u>	Health/Drug Dental/Vision Enrollment form	Core Source Advance PCSRX Delta Dental	<b>Fax</b> completed enrollment form for Health/Drug/Dental/Vision to Core Source <b>Write</b> plan EE elected at top. <b>ALWAYS</b> attach to enrollment form
<u>✓</u>	Retirement	APERS	<b>Mail</b> original form to APERS & copy of SSN card. <b>File</b> copy in benefit file.
<u>✓</u>	401(a)	<u>ICMA</u> RPA or Wavier	<b>Enter</b> ICMA online / <b>Mail</b> RPA to M. Izard <b>ALWAYS</b> give to Lynn for payroll change file to start deductions
<u>✓</u>	Life Insurance/AD&D	Lafayette Life	<b>File</b> completed beneficiary card in EE benefit file
<u>✓</u>	New Hire Registry	State of Ark	<b>Mail</b> completed form to agency. (used to check for child support)
<u>✓</u>	ID Badge	-----	<b>Take</b> photo and <b>Make</b> ID badge. <b>Send</b> to Supervisor when ready
<u>N/A</u>	AFLAC	AFLAC/ Waiver on Election form	<b>ALWAYS</b> give to Lynn for payroll change file to start payroll deduction

NOTE: Optional benefits (can elect anytime) ask if want now - 457, add life, direct deposit, savings bond, credit union, Legal assistance, section 529

**ADD To ABRA**

N/A Dependents (Dependent panel - get info from insurance enrollment)  
✓ Photo (Demographics panel - Add picture from employee ID badge)  
✓ Emergency medical info (Emergency panel/Wellness panel)

NOTE: File docs in benefit file

Rev 08/10/04

**ORIENTATION CHECKLIST**

Employee Stanley Miller Date of Session 8/29/05

The following items were discussed with the new employee and the employee was issued a copy of the Utility's Employee Handbook for personal use.

**Item**

- Return of the "Employee Acknowledgement of Handbook" Form
- Return of the "Substance Abuse Policy" Form
- Notification of Utility website: www.lrwu.com

**Pay**

- Biweekly or semimonthly payroll & pay dates
- Work hours/flextime
- Overtime
- Workers Comp

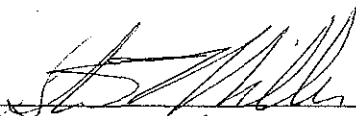

**Policies & Procedures**

- Utility compliance with fed/state laws (ADA, FML, Drug Free Workplace, etc).
- Attendance
- Disciplinary procedures
- Specific hiring employment guidelines
- Employment-at-will
- Grievance & harassment procedures exist
- Inclement weather (new policy - follow State of Arkansas)
- Performance Evaluations
- Promotion/Posted Job Opportunities (no time limit; can apply for any but must meet opening qualifications)
- Uniforms (have employee confer with supervisor)

**Time Off**

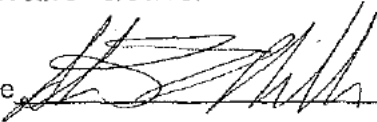
- Holidays
- PTO accrual

**Comments**

Employee  Date 8-29-05  
HR Rep  Date 8/29/05  
Copy to Employee on 9/9/05

LITTLE ROCK WASTEWATER UTILITY  
CERTIFICATE OF RECEIPT OF POLICY

I have received a copy of the Little Rock Wastewater Utility's Substance Abuse Policy effective 05/01/00.

Employee  Emp No. 1539 Date 08-29-05

Return this form to Human Resources Department upon receipt of policy

EMPLOYEE

ACKNOWLEDGEMENT

I have read the Little Rock Wastewater Utility handbook. I understand the contents and have discussed with my supervisor any portion that needs clarification.

I agree to conform to the rules, regulations, practices, policies, and procedures of the Little Rock Wastewater Utility. I understand that my employment can be terminated with or without cause, at any time, at the option of either the Little Rock Wastewater Utility or me.

I understand that no representative of the Little Rock Wastewater Utility has the authority to make any verbal agreements contrary to the above statements.

I understand the rules, regulations, policies, practices or procedures of the Little Rock Wastewater Utility, including this handbook, are subject to change at the discretion of management.

I agree to honor the guidelines set forth by the Drug Free Workplace Act, as well as the Little Rock Sanitary Sewer Committee's Resolution No. 94-01 which requires residency and domicile within the corporate limits of the City of Little Rock, Arkansas for offers of employment tendered after 01/19/94.

N/A  
7  
196

  
Employee Signature

08-29-05  
Date

NOTE: This Employee Acknowledgement should be removed from this handbook, signed by the employee, and returned to Human Resources within seven (7) days of receipt.

This page will become part of the employee's personnel file.

Little Rock Wastewater Utility  
11 Clearwater Drive  
Little Rock, AR 72204  
Website [www.lrwu.com](http://www.lrwu.com)



Job Line (501) 688-1474  
HR Dept (501) 688-1458  
Fax (501) 688-1451  
Email [hrmail@lrwu.com](mailto:hrmail@lrwu.com)

---

### EQUAL OPPORTUNITY EMPLOYER

Employees of Little Rock Wastewater Utility and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, sex, age, religion, political affiliation, national origin, disability, marital status, or military veteran status.

As a means of accommodation to persons with specific disabilities that prevent them from completing this application, confidential assistance completing this application may be obtained upon request.

---

### APPLICATION FOR EMPLOYMENT

Please answer all sections and provide information requested. This application will not be valid and processed unless completed in full. Please be certain that you complete all items as accurately as possible. If an item does not apply, write "N/A." Further, the position must be open at the time of the application to be valid.

Little Rock Wastewater Utility participates in the Drug Free Workplace Act and conducts pre-employment drug testing.

Name of Applicant

Stan Miller

I understand that my application is good for 30 days from today.

I am applying for the following opening(s):

Op MANAGER

I understand that a valid Arkansas driver's license may be required for this position. If noted as a requirement in the job posting, I have attached a copy of my license.

I have reviewed the job opening and requirements for the position(s) noted.

How did you learn of this vacancy at Little Rock Wastewater Utility?

- Advertisement
- Employment Security Division
- Utility Job Line
- Utility Website
- Utility Employee
- Other (please specify \_\_\_\_\_)

Applicant Signature

Stan Miller

Date

8-05



**GENERAL INFORMATION**

Name Stan Miller

Address 

City State Z  phone 

Yes /  No Are you a citizen of the United States, or are you lawfully eligible to become employed in the United States. (Note: Proof of U.S. citizenship or immigration status will be required if employed)

Yes /  No Are you over the age of 18?

Yes /  No Are you related to a current Utility employee? If yes, how related \_\_\_\_\_

Yes /  No Have you applied for work with the Utility before? If yes, when? \_\_\_\_\_

Yes /  No Have you ever been previously employed by the Utility? If yes, when? \_\_\_\_\_

Yes /  No Have you ever been convicted of a crime by a civilian or military court (other than minor traffic violation)? If yes, please provide the description of the offense, date of the offense, description of charges, and date of conviction. \_\_\_\_\_  
(Note: Conviction of a crime is not an automatic bar to employment. All circumstances will be considered.)

Yes /  No From your review of the job posting for the position for which you are applying, are you able to perform the essential functions with or without reasonable accommodation?

Yes /  No Are you willing to work overtime?

Yes /  No Is there any time of the day or night, or particular days of the week (including weekends) that you are unable to work? If yes, when? \_\_\_\_\_

Yes /  No Is there any reason that you could not be at work regularly on time? If yes, please explain: \_\_\_\_\_

Yes /  No If hired, would you be willing to perform other jobs as needed?

Yes /  No Is any additional information necessary to enable a check of your records such as a change of name, use of an assumed name or nickname? If yes, please explain: \_\_\_\_\_

**EMPLOYMENT HISTORY**

**Please list last 3 employers, starting with most recent. Include periods of military service.**

Company Name & Address Please See Resume

Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_

Dates of Employment From \_\_\_\_\_ (month/year) To \_\_\_\_\_ (month/year)

Starting Salary \$ \_\_\_\_\_ HR WK MO YR Position Held \_\_\_\_\_

Ending Salary \$ \_\_\_\_\_ HR WK MO YR ( ) Full-time or ( ) Part-time

Reason for Leaving \_\_\_\_\_

Major Duties Performed \_\_\_\_\_

May we contact this supervisor at this time for a reference? Yes / No

\*\*\* \*\*

Company Name & Address Please See Resume

Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_

Dates of Employment From \_\_\_\_\_ (month/year) To \_\_\_\_\_ (month/year)

Starting Salary \$ \_\_\_\_\_ HR WK MO YR Position Held \_\_\_\_\_

Ending Salary \$ \_\_\_\_\_ HR WK MO YR ( ) Full-time or ( ) Part-time

Reason for Leaving \_\_\_\_\_

Major Duties Performed \_\_\_\_\_

May we contact this supervisor at this time for a reference? Yes / No

\*\*\* \*\*

**EMPLOYMENT HISTORY (CONTINUED)**

Company Name & Address Please See Resume

Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_

Dates of Employment From \_\_\_\_\_ (month/year) To \_\_\_\_\_ (month/year)

Starting Salary \$ \_\_\_\_\_ HR WK MO YR Position Held \_\_\_\_\_

Ending Salary \$ \_\_\_\_\_ HR WK MO YR ( ) Full-time or ( ) Part-time

Reason for Leaving \_\_\_\_\_

Major Duties Performed \_\_\_\_\_

May we contact this supervisor at this time for a reference? Yes / No

---

**EDUCATION**

Schools Attended/Addresses	Dates	Degree/Certification
<u>Please See Resume</u>		

---

**TRAINING & SKILLS**

List training, skills, certifications, licenses, etc. that you feel are applicable.

Please See Resume

**IMPORTANT: READ CAREFULLY**

**Employment At-Will.**

I understand and agree that if employed, and as a condition of employment that employment will be "at will". "At-will" means that either Little Rock Wastewater Utility or I may end the employment relationship at any time for any reason or for no reason. I further understand that no representative of Little Rock Wastewater Utility has the authority to enter into any agreement for employment with me for any specific period of time or make any agreement with me contrary to the foregoing. I understand that nothing contained in this Application for Employment or in the granting of an interview is intended to create an employment contract between Little Rock Wastewater Utility and me for either employment or for the providing of any benefit.

If employed, I agree to conform to all policies, practices and procedures of Little Rock Wastewater Utility and acknowledge that these may be changed, interpreted, withdrawn, or amended by Utility at any time, at Utility's sole option and without any prior notice to me. I consent and agree that Utility shall have the right to search my personal property located on Utility property, along with Utility's desks, computers, closets, et cetera, for the purpose of investigating possible violations of Utility's rules/policies. This also includes access to my telephone conversations and e-mails or other types of electronic communications.

**Certification of Truth in Application & Release of Information.**

I certify that the facts set forth in my Application for Employment are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for rejection of this application or dismissal from employment whenever discovered. I authorize Little Rock Wastewater Utility to make any investigation of my personal history (and driving record if applicable) through any means, including investigative bureaus. I authorize all past and present employers, credit bureaus, the officials of all educational institutions I have attended, any person named above on this application, and any other person or entity to furnish records and any or all information they may have concerning me. I release them from any and all liability which might result from their revealing or furnishing this information.

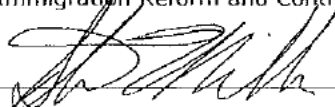
**Pre-Employment Drug Test.**

I agree to submit to a pre-employment drug test and understand that employment is contingent upon passage of such test.

**Verification of Employment Eligibility.**

I understand that, if employed, by law I must provide proof of eligibility to work in the United States of American pursuant to the Immigration Reform and Control Act of 1986.

SIGNATURE OF APPLICANT



Date

08-22-05

Little Rock Wastewater Utility is an Equal Opportunity Employer  
and does not discriminate in hiring or employment because of  
race, color, religion, creed, national origin, sex, age, disability, or veteran status.

**Stan Miller**

Contact By: [REDACTED]  
E-Mail: [REDACTED]

**Employment History**

October 2004 through Present  
U.S. Peroxide  
Western Regional Manager  
Marketing, Development and Sales of services

September 1998 through May 2003  
Operations Management International  
Project Manager  
Management of Water and Wastewater Utilities

March 1997 through September 1998  
Lemna Corporation  
Director of Research and Development  
Research and develop better treatment processes for communities  
and facilities with less than four million gallons per day flow.

October 1994 through March 1997  
Hot Springs, Arkansas Utilities  
Utilities Manager  
Water production of 30 MGD, Water Distribution,  
Wastewater Production and solids disposal,  
3,000 lift stations, wastewater collection system.

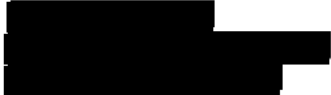
March 1990 through October 1994  
Bentonville, Arkansas Wastewater Utilities  
Operational Manager Wastewater Treatment  
Operation's Management of a four million gallon per day  
biological nutrient removal facility.

March 1987 through March 1990  
Doane Product Company  
Corporate Chemist  
Quality Control of finished product,  
research assistant for product development.

March 1985 through March 1987  
Farmland Industry  
Quality Control Chemist

## Analysis of production for label content

Stan Miller



This cover letter accompanies the resume for Stanley Miller.

The attached resume provides a statement of work history, locations and positions but due to the complexity of some positions I feel the need to expand on duties involved at some of the locations.

### **Additional Work History Statement**

#### U.S. Peroxide (USP)

USP is a chemical and service provider for the Water and Wastewater industry. I was hired to develop marketing and sales of the western United States. At this time I manage over 70% of the company assets. I also set on a 4 person committee to review new technologies for the water and wastewater industry. My next responsibility is to develop a well functioning team. Within the first 6 month at USP the western team has almost doubled the productivity and sales volume of the region.

#### Operation Management International (OMI)

OMI is a privatization company who provide management and consulting services to local government and industrial clients.

My first assignment with OMI was as Project Manager of Albany, GA, this site is a 60 MGD wastewater facility. The second assignment was located in Warner Robins, GA as Project Manager over 30 associates, managing seven potable water facilities, 29 lift stations and two wastewater pollution control facilities. With OMI the Project Manager negotiates the contract and manages all aspects of the location as if the location is a business. My present assignment with OMI is in a group termed as Technical Support Group (TSG). This group provides problem solving solutions to facilities across the company.

#### Lemna Corporation

While with Lemna Corporation my primary task was Director of Research and Development I developed two additional patented processes for the wastewater field each of these systems are actively treating wastewater in the United State and in several overseas countries. Additional responsibilities encompassed review of design work, monitoring and problem solving over 70 NPDES permitted locations, technical support of sales staff in the US, Europe and Asia market places. In this position I also managed the following groups of associated employees eight engineers, two draftsman, four field technicians and four administrative assistants.

### Hot Springs, AR Utilities

While employed with Hot Springs, AR Utilities I was responsible for 105 employees, 3,000 lift stations, wastewater collections, wastewater treatment facility (18 Million Gallons per Day (MGD)), composting site (2,300 metric ton per year), potable water production facilities (18 MGD and 6 MGD), water distribution system (seven different pressure plains), tree farming operation (8,700 acre) and a system of water supply lakes (5 lakes).

The system in Hot Springs under management of the time conducted and financed several upgrade projects to the facilities and systems. The 18 MGD potable water facility was upgraded to 24 MGD. Updating of the 6 MGD potable water plant, this facility was built in 1948 and had some equipment as old as 1891 on site. I oversaw the management involving the construction and updating of all communication systems from SCADA, to field radio's as well as local cellular telecommunication towers. Rehabilitation of filter backwash systems at both the potable water facilities and the water pollution control facility was completed during my tenure. In this community we had continuing replacement and repair project throughout the collections and distribution systems.

### Bentonville, AR Wastewater

At this location I started as a midnight operations person and was asked to be the facility operations manager in less than three months after my hiring date. While employed at the Bentonville site with the help of staff members I was able to develop two patentable products, both products are wastewater field related and are marketed to this day. The first of these patented products is a biological nutrient removal process. The development of this process helped to reduce the operation's budget by 38% and increased the effectiveness of Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS) removal to an annual effluent average discharge of less than 3 parts per million (ppm) for each BOD and TSS while the annual average effluent concentration of ammonia and phosphorus were less than .1 ppm. This facility did not have filtration as part of the treatment train. These effluent annual averages were done through biological processes and well trained personnel work as a team. The second of the patented processes developed at Bentonville is titled the Chlorine Contact Chamber Cleaning System. This system uses defused air to complete mix a chlorine contact chamber. This system reduced the chlorine used at the site by 20% and reduced labor costs associated with cleaning the chlorine contact chamber.

An \$18,000,000 upgrade project was designed and completed under my management at the Bentonville Wastewater facility. I was also involved with the team to study and supply utilities to the new Northwest Arkansas Regional Airport constructed to serve the ever growing northwestern portion of Arkansas. I held the office of President in two field related associations while at this location; each was a state level appointment.

### Doane Product Company

While working with Doane Product Company I worked in the corporate laboratory conducting protein and amino acid studies of raw materials, produced finish products and feeding trail research. The responsibilities of this position also included working with a team of four other skilled analyzers to provide Quality Assurance / Quality Control of



production, packaging and loss control at ten manufacturing sites across the United States. We as a team worked to develop, produce and market new product lines assuring digestibility and label contents associated with over 300 pet food brands.

### **Education**

86 hours of college credits toward a BS in Chemistry  
AA Degree in Environmental Science specializing in the water and wastewater environment from Crowder College located in Neosho, MO

### **Additional Achievements**

2 United States Patents to my personal credit.  
3 United States Patents for companies I have represented.  
President of Northwest Arkansas Analytical Association  
Highest Level of Operation Certifications in Water treatment and Wastewater treatment  
all Certifications are out of date as of the time of this letter.

Contact information will be provided for all associated statements made within this cover letter upon written request. I will be glad to discuss in greater detail all other employment opportunities listed. My education verification and associated state license's I hold can be reviewed if and when an interested party requests this information. I want to thank the reader(s) for their interest and any additional inquiries. Please feel free to contact me at [REDACTED] or E-mail [REDACTED]

Performance  
Review

LITTLE ROCK WASTEWATER UTILITY  
Exempt Performance Review

Name *Stan Miller* Department *407* Emp No. *1539*  
Date of Hire *08/22/2005* Job Title *MANAGER of Operations* Salary Grade *E 2*  
Time in Position *6 yrs 4 months* Review Date *12/29/2011* Supervisor *Reggie Corbitt*

Major Responsibilities *operate treatment plants (3) to meet permit*

Major Accomplishments - *start up of Little Maumelle treatment plant*

Comparison with Last Review *N/A*

Strengths *Strong treatment skills & knowledge*

Weaknesses: *Not meeting permit at treatment plants, management of personnel effectively*

Goals *meet NPDES permit limits at treatment plants. Improve writing skills. Submit personal weekly reports per outline provided*

Qualifications (knowledge, skills, abilities)

Promotability

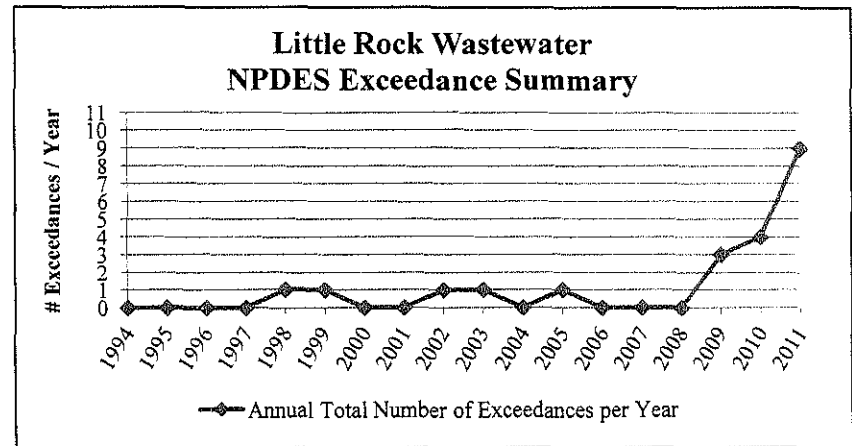
Employee Comments

Appraisal conducted by: *Reggie C. Corbitt* Date *12/29/2011*  
Employee Signature *Stan Miller* Date *12-29-2011*  
Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Return to Human Resources within 30 days

**LITTLE ROCK WASTEWATER  
NPDES EXCEEDANCE-RUNNING LOG SUMMARY**

Year	Annual Total Number of Exceedances per Year
1994	0
1995	0
1996	0
1997	0
1998	1
1999	1
2000	0
2001	0
2002	1
2003	1
2004	0
2005	1
2006	0
2007	0
2008	0
2009	3
2010	4
2011	9
Total Exceedances Since 1994	21



Reduced monitoring began June 2010.

**LITTLE ROCK WASTEWATER  
NPDES EXCEEDANCE-RUNNING LOG**

Year	Year/Type of Exceedance	Annual Total Number of Exceedances per Year	Adams Field NPDES Final Effluent	Fourche Creek NPDES Final Effluent	Little Maumelle NPDES Final Effluent
1994	Daily		0	0	N/A
	Weekly		0	0	N/A
	Monthly		0	0	N/A
	<b>1994 Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
1995	Daily		0	0	N/A
	Weekly		0	0	N/A
	Monthly		0	0	N/A
	<b>1995 Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
1996	Daily		0	0	N/A
	Weekly		0	0	N/A
	Monthly		0	0	N/A
	<b>1996 Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
1997	Daily		0	0	N/A
	Weekly		0	0	N/A
	Monthly		0	0	N/A
	<b>1997 Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
1998	Daily		0	0	N/A
	Weekly		0	1	N/A
	Monthly		0	0	N/A
	<b>1998 Total</b>	<b>1</b>	<b>0</b>	<b>1</b>	
1999	Daily		0	0	N/A
	Weekly		0	1	N/A
	Monthly		0	0	N/A
	<b>1999 Total</b>	<b>1</b>	<b>0</b>	<b>1</b>	
2000	Daily		0	0	N/A
	Weekly		0	0	N/A
	Monthly		0	0	N/A
	<b>2000 Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
2001	Daily		0	0	N/A
	Weekly		0	0	N/A
	Monthly		0	0	N/A
	<b>2001 Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
2002	Daily		0	0	N/A
	Weekly		0	0	N/A
	Monthly		0	1	N/A
	<b>2002 Total</b>	<b>1</b>	<b>0</b>	<b>1</b>	
2003	Daily		0	0	N/A
	Weekly		0	1	N/A
	Monthly		0	0	N/A
	<b>2003 Total</b>	<b>1</b>	<b>0</b>	<b>1</b>	

**LITTLE ROCK WASTEWATER  
NPDES EXCEEDANCE-RUNNING LOG**

Year	Year/Type of Exceedance	Annual Total Number of Exceedances per Year	Adams Field NPDES Final Effluent	Fourche Creek NPDES Final Effluent	Little Maumelle NPDES Final Effluent
2004	Daily		0	0	N/A
	Weekly		0	0	N/A
	Monthly		0	0	N/A
	<b>2004 Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
2005	Daily		0	0	N/A
	Weekly		1	0	N/A
	Monthly		0	0	N/A
	<b>2005 Total</b>	<b>1</b>	<b>1</b>	<b>0</b>	
2006	Daily		0	0	N/A
	Weekly		0	0	N/A
	Monthly		0	0	N/A
	<b>2006 Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
2007	Daily		0	0	N/A
	Weekly		0	0	N/A
	Monthly		0	0	N/A
	<b>2007 Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
2008	Daily		0	0	N/A
	Weekly		0	0	N/A
	Monthly		0	0	N/A
	<b>2008 Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
2009	Daily		0	1	N/A
	Weekly		1	1	N/A
	Monthly		0	0	N/A
	<b>2009 Total</b>	<b>3</b>	<b>1</b>	<b>2</b>	
2010	Daily		0	0	N/A
	Weekly		0	3	N/A
	Monthly		1	0	N/A
	<b>2010 Total</b>	<b>4</b>	<b>1</b>	<b>3</b>	
Reduced monitoring began June 2010.					
2011	Daily		0	0	1
	Weekly		6	0	0
	Monthly		2	0	0
	<b>2011 Total</b>	<b>9</b>	<b>8</b>	<b>0</b>	<b>1</b>
<b>Total Exceedances Since 1994</b>		<b>21</b>	<b>11</b>	<b>9</b>	<b>1</b>

Name Stan Miller \_\_\_\_\_ Position Manger of 407 & 409 \_\_\_\_\_

Review Period \_1-2011 till 12-2011\_\_\_ Return to Supervisor by 12-22-2011\_\_\_

BELOW ARE SOME SELF-REVIEWING QUESTIONS. PLEASE ANSWER TO THE BEST OF YOUR ABILITY. ATTACH ADDITIONAL SHEETS IF NECESSARY.

1. What are your strong areas of job performance?

I feel my ability to objectively observe, keeping a cool and quiet demeanor, problem solving and keeping business at work and personal at home. I set goals and provide a plan to staff to obtain goals. I empower every person to do the work assigned and any additional tasks they would like to be involved in. Provide leadership, pride in work and strong technical resource for each of the working groups I lead.

2. What areas can you improve in your job performance?

Better written communications.  
Care more about other departments activities and how my actions effects those departments.

3. How can I help you do a better job?

Constructive feedback and your attendance occasionally at quarterly meetings or even at staff meetings ( held every Tues. at 8 AM ).

4. Describe any duties and activities that you feel were important during this review period(i.e, seminars, activities, committees, etc.)

I feel the meeting in Hot Springs is always a good meeting to attend. Having been to several other state meetings the Arkansas meeting has more information and educational opportunity than most others.

With the direction of no out of state training for this year the year was limited.

The AWEF conference was good because we learned a brief overview about new and emerging technologies.

5. During this review period, I had the following "special" accomplishments:

Bring the LMF up and to life.

The transition and creation of the 409 division

Changing the mode of operation for Adams Field

Development of new and clean data base for operations and lab

Development of full profiles on the SCADA screens

Development of more reliable data on SCADA screens ( this is to in-depth for this document )

Starting the process of team processing in the 409 division

Graph documenting of trends for 3 years. To be used for process control.  
Implementation of the OIS program and the operational controls for the facilities during these events.

A more pleasant environment when working with Mr. Anderson

6. During this review period, I completed the following continuing education and/or training courses:

Hot Springs Conference

AWEF Specialty Conference

7. During this review period I was recognized for:



**DISCIPLINE**

## Lynn Luther

---

**From:** Howell Anderson  
**Sent:** Thursday, January 30, 2014 3:27 PM  
**To:** Lynn Luther  
**Cc:** John Jarratt  
**Subject:** Stan Miller - Termination of Employment

Lynn,

I completed my investigation and have concluded Stan Miller's practices were unacceptable for a manager and violated LRW policies. Please terminate Stan Miller's employment effective the end of business today, 1/30/2014. I made an attempt to notify Stan by telephone but was unsuccessful in reaching him. I left a message requesting him to return my call.

Howell Anderson, P.E.  
Director, Collection System Maintenance  
(501) 688-1413  
(501) 352-0042 cell



## Administrative Leave Follow Up – Stan Miller

### LRW Personnel

- Howell Anderson Interim Director of Utility Operations
- Stanley Miller Director of Operations and Facilities
- Lynn Luther Human Resources Administrator

### Meeting Date: Thursday 01/30/14

Howell and Lynn met this morning in the CAB lobby conference room at 9 am with Stan Miller. A list of comments and questions had been prepared and was distributed to Stan, Howell, and Lynn (see attached).

Howell opened the meeting by saying that cell phones should either be off or not in the room. Both took a moment to turn them off.

Howell advised Stan that we could talk about these comments and get his responses, or he could submit written answers, whatever Stan preferred. Stan said let's take the questions and if I don't feel like answering, I won't. Howell said Lynn would be taking notes.

Howell told Stan that he talked with employees in 407 and 409 in the course of this investigation which was part of the Administrative Leave process. All agreed the process was familiar due to situations in past year. This investigation occurred separate from the police investigation because items came up separate from the police concerns. Howell wanted to get Stan's input/version/side on what was said by employees. Following are Stan's responses in bulleted in summary:

#### **#1 2011 and 2012 Christmas celebration off sites with 407 and 409 personnel during the workday**

- Yes employees wanted them off site, requested it
- Employees wanted to be able to drink and can't do that on city property.
- The club was no cost to Stan.
- Skeet shooting occurred. If they had alcohol, the guns were taken away. This was policy of Blue rock.
- Alcohol was not provided, it was BYOB.
- Did not remember the cost, the attendance was not mandatory; it was a team building event.

#### **#2 Unsupervised and unescorted visitors on LRW property**

- Not familiar with company policy on property/visitors
- Yes she did laundry, etc.
- Yes knew she was using equipment, etc.
- Everybody does laundry out there so if you don't want people to use it, get rid of it. pay for my own detergent.
- She was instructed where she could go on the grounds by me

**#3 Not wearing safety equipment and personal Protective Equipment (PPE)**

- Yes, everything I did was done in a safe manner
- Did I follow policy? No – why is that issue now? (Howell said because now you are working for me)
- Talked to JJ and safety about some of the safety policies changed.

**#4 Employees felt harassed and in a hostile work environment**

- My harsh profanity is no worse than the times you cussed me out
- I told my people that if they made sound judgments, there would not be any repercussions.
- There are always two sides to everything; they are going against me because you are going to push me out (Howell said the job in this investigation is to get at the truth)
- False statement re “belittling” people – particularly with Walter, not a leader, inability to manage people, sent him to Dr Cole training in Text, came back, little better grasp but time took away the training he received. Talked to Reggie about it, who said enough training \$\$\$ had been spent.
- Re the exchange with Dennis B, look in personnel file for my side (Lynn looked while typing this report – there nothing in the personnel file about anything like this.) He tried to go outside, wanted to keep room safe, told him not to address anybody, he eventually stayed in corner of breakroom and kept mouth shut.
- My size and mannerisms make me understand that people can feel threatened, unless I’m not being copacetic, I don’t apologize for my size or manner.
- Re Teamwork Value Statement -- I had weekly staff meeting with 407 and 409. It was open forum (what was going on, why, what’s the goals, etc.) I reciprocate back with suggestions. I bought breakfasts, etc. on my own dollar. I try not to have any personal relationships with any staff, use open forum to communicate and as training tools.
- Sideline: Howell asked why would employees said they “dreaded” weekly staff meeting and wondered whose turn would it be to be on the spot – why would they feel this way? Answer; I use a different style, in your face. When deadlines are not met, not doing your job, etc. I investigate as in your face which is more intimidating.

**#5 Using LRW resources for personal gain**

- Any work that was done for me was not during work time and not compensated by LRW. Works was done after hours on camper, one time light changed out.
- I had them move the shelving to be able to work in a bay. Eventually I did store my camper but that is not why it was done.
- Yes Tracey Bell did the rifle target after hours. There was scrap pipe; I said can you make me a hanging target? He said sure, he did this.
- Personal tasks, walking dog? Did not happen.

Further comments:

Howell said this concluded the questions, and Lynn pointed out that the policies that were detailed as violated were attached and were numbered to match the question.

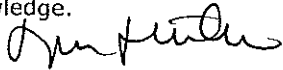
Stan said employees wanted the dog; they prepared the pen, etc. Howell said employees did not understand why so \$\$\$ were spent on dogs when we were under austerity, etc. and couldn't get raises, etc. because no money. Stan said the employees wanted the dog; he personally took the dog to vet (at least \$800 of his own money). Howell said the employees said they were not comfortable around dog. Dog is now gone and hopefully to a good home.

This concluded the interview. Stan asked for a copy of these handwritten notes. Lynn said ok and they would be typed up and included with the admin leave. Stan said good I'll get a copy then. Lynn said no, not automatically, guess you can request a copy if you want.

The meeting was concluded. Stan had requested to get into this office to get some personal stuff while he was here. Howell said that he'd walk Stan to his office and that Michael Kline was there to assist him. It was policy for an employee on admin leave to be escorted and/or assisted while in the building, plus Michael had rounded up some boxes for Stan if he wanted them.

# # # # #

This investigation document was prepared by me and is true and accurate to the best of my knowledge.



Lynn Luther  
Human Resources Administrator  
01/30/14

*Lynn*

**Agenda**

**Investigation Meeting with Stan Miller**

**Date** Thursday, 01/30/14, 9:00 a.m.

**Attendees** Stan Miller, 407 Director of Operations and Facilities  
Howell Anderson, 406 Interim Director of Utility Operations  
Lynn Luther, 402 Human Resources Administrator

Attached are specifics that have arisen during the investigation that commenced on 12/10/13. Your input is requested on these items. We can discuss these now, or you can submit a written response by Monday, 02/03/14, at 4:30 pm and it will become part of the overall investigation. This response may be mailed, dropped off, emailed, or faxed to the following:

Human Resource Department  
11 Clearwater Drive  
Little Rock, AR 72204  
[lynn.luther@lrwu.com](mailto:lynn.luther@lrwu.com)  
Fax 501-688-1451 (secured)

Please contact either of the following if you have any questions or need further clarification:

Howell Anderson cell 352-0042  
Lynn Luther cell 352-0388

## Investigation Items for Response

**Note: the Policies referenced are attached**

1) **2011 and 2012 Christmas celebrations off sites for 407 and 409 personnel during the workday**

- Was either or both of these events held at the Blue Rock Shooting Club? Why was this location chosen?
- It was reported that LRW employees were consuming alcohol at one or both of these events. Were you aware of this? Who provided the alcohol?
  - Were these employees paid regular work time during these events?

**Policy Violation:**

Employee Information Guide

- o Section 3.6, Disciplinary Action

2) **Unsupervised and unescorted visitors on LRW property**

- Are you familiar with LRW's policy regarding visitors at the treatment plants?
- Were you aware that Linda Haley was on-site at Adams and Fourche unattended?
- Were you aware that Linda Haley was using LRW property/equipment (laundry machines and gym equipment at Adams, and walking dog/exercising on plant grounds at Fourche)?

**Policy Violation:**

Employee Information Guide

- o Section 3.6, Disciplinary Action

Safety Manual

- o Chapter 1, General Information

3) **Not wearing safety equipment and Personal Protective Equipment (PPE)**

- Are you familiar with LRW's safety policies as they pertain to personal safety equipment?
- Did you wear the required equipment as designated for the work location that you worked at? Why or why not?

**Policy Violation:**

Employee Information Guide

- Section 3.6, Disciplinary Action
- Section 3.37, Safety and Security

Safety Manual

- Chapter 4: Listing of Positions that Require PPE
- Chapter 1: General Information

4) **Employees felt Harassed and in a Hostile Work Environment.**

Please explain each of the following allegations:

- You used "harsh profanity" often during quarterly employee meetings and staff meetings.
- You have "threatened" employees with their job if they made a mistake or didn't follow instructions.
- You would often single out plant management (specifically Walter and Eric) and belittle them during these quarterly meetings.
- You and Dennis Brashears had a "threatening" exchange during one of the quarterly meetings prior to his termination. It was said you threatened physical injury to the extent of stepping outside.
- Several employees reported your management style was to "threaten and intimidate."
- The LRW Team Value Statement details working together professionally. How did you incorporate this into your normal LRW work day?

**Policy Violation:**

- Employee Information Guide,
  - Section 3.6, Disciplinary Action
  - Section 3.23, Harassment



5) **Using LRW resources for personal gain.**

Please explain each of the following allegations:

- Work performed by employees on personal camper while at Maumelle Park or Willow Beach during normal working hours.
- Performing work on personal camper while on LRW property (treatment plants) during normal working hours.
- Removing shelving and other duties associated with storing personal equipment (camper) at Little Maumelle maintenance building during normal working hours.
- Constructing a rifle target during normal working hours.
- Perform personal tasks for you such as walking dog and preparing dinner during normal work hours.

**Policy Violation:**

Employee Information Guide

- Section 3.6, Disciplinary Action

### 3.6 Disciplinary Actions

LRW hopes that disciplinary action against an employee is never required. However, the actions listed below are specifically prohibited and may lead to disciplinary action, including discharge. This list is not all-inclusive:

- Unsatisfactory job performance.
- Violations of safety rules that endanger the health and welfare of employees or customers. This includes negligence or carelessness, which results in injury. (2) (3)
- Engaging in any form of discrimination or harassment. (4)
- Unauthorized use of LRW facilities (vehicles, telephones, tools, etc.) (2)
- Acceptance of gifts or personal favors from any organization or person from which reciprocal favors may be expected.
- Leaving work area without permission.
- Insubordination.
- Sleeping or other forms of avoiding the responsibilities of the job.
- Defacing or damaging property of LRW, or any other person or entity.
- Theft, misappropriation, or unauthorized possession or use of property belonging to LRW, any other employee, or a customer. (5)
- Falsification of records, such as time reports, treatment reports, employment application forms, collections or billing records, or any other records requested by LRW. This includes the withholding of information.
- Assault/fighting on the job and/or on LRW property.
- Acceptance of bribes from individuals or organizations having relations with LRW.
- Reporting to work under the influence of alcohol or illegal drugs.
- Use or possession of alcohol or illegal drugs while working or during work hours, or abuse of prescription or over-the-counter drugs while on the job or during work hours. (1)
- Violations of Internet and/or e-mail usage.

Employee Information Guide  
Rev Jan 2008

## Chapter 1: General Information

### To: All Employees from the C.E.O.

It is the policy of *Little Rock Wastewater* to conduct our operations with safety as a prime concern. The safety of our employees and the public must be of first and utmost importance, regardless of the type of work or situation in which we may become involved. Adequate attention to safety procedures and good common sense is without exception a condition of employment at LRW. (2)

The management of LRW fully subscribes to and supports this policy. We will strive to keep you abreast of current safety aspects for all operations and maintenance. Employees will be required to attend training sessions that will be held regularly. Employee safety meetings are regularly held at the Adams Field, Fourche Creek, Little Maumelle, Clearwater, and Administration Building training rooms at times deemed convenient by the supervisors and superintendents.

Any employee with a suggestion for improvement of safety at LRW or at a job site should bring the suggestion to a supervisor so that action can be taken by the Environmental Health & Safety Department. A safe working environment is created by employees. All of the safety equipment and regulations are worthless unless used and followed by everyone. An interest in maintaining a safe environment should be first and foremost in all employees' minds while engaging in work for LRW. With the interest and cooperation of employees and supervisors alike, the wastewater profession can be a safe, enjoyable career. All professions have their own particular safety hazards; with our concerted efforts, lost time accidents and loss of life can be prevented. Accidents need not happen if each employee uses good judgment and follows the rules set forth. It will be your direct responsibility to follow the guidelines established for you and your fellow employees' safety. We must all work together to make and to keep LRW a safe place to work.

Once again, all employees are encouraged to bring any ideas for improvement to the attention of a supervisor or directly to the Safety Team so that action and implementation of the idea may take place.

Sincerely,

Reggie A. Corbitt, P.E., C.E.O.

LRW  
Safety Manual

### 3.36 Reference Checking

Prospective employers, financial institutions, etc. routinely contact employers requesting information on a former or current employee's work history and salary. All such requests of this nature should be referred to and completed by Human Resources. This includes requests for employee references.

Employment information is not given or verified over the telephone other than:

- Whether the employee is or is not employed at LRW, and/or
- confirmation of job title.

Further employee information (including salary) is not released to any persons or entity without the employee's signed authorization.

### 3.37 Safety and Security

Regular safety meetings, conferences, and training sessions are provided to inform and to remind each employee of acceptable safety practices. The Safety Manual is the guide to prescribed safety practices and procedures. Each employee is responsible for safety by observing prescribed work procedures. (3)

These include but are not limited to the following:

- Personal safety, as well as the safety of co-workers.
- Reporting any detected hazards to the supervisor.
- Reporting minor accidents or incidents in order to facilitate assessments to prevent them from becoming worse.
- Using any or all applicable protective devices and safety equipment provided to reduce the possibility of injury. (3)

Refer to the Safety Manual for guidance and policies in these areas.

*Employee Information Guide*  
*Rev Jan 2008*

Positions That  
 Require  
 Personal  
 Protective  
 Equipment  
 (PPE)

LRW  
Safety Manual

	Dispatcher/Proj Planner	Potential	
	Equipment Op CDL	Yes	
	Fleet Tech	Yes	
	Fleet Support	Yes	
	Fleet Maintenance Clerk	Yes	
	Foreman CDL	Yes	
	Maintenance Administrator	Yes	
	Maintenance Supervisor	Yes	
	Maintenance Superintendent	Yes	
	Secretary II (Mtn)	Potential	
	Sr Fleet Tech	Yes	
	Sr. Traffic Control Specialist	Yes	
	Storekeeper	Potential	
	Traffic Control Specialist	Yes	
	Utility Wkr CDL	Yes	
	Utility Worker (Mtn)	Yes	
	Master Plumber	Yes	
	Apprentice Plumber	Yes	
3	407 Operations	Director of Operations & Facilities	Yes
		Operator	Yes
		Operator I	Yes
		Plant Analyst	Yes
		Plant Superintendent	Yes
		Secretary II (Ops)	Potential
		Sr Operator	Yes
		Temporary/Co-op	Potential
		Utility Worker (Ops)	Yes
	408 Environmental Assessment	Director of Environmental Assessment	Yes
		Collection System Inspector	Yes
		Developer Funded Engineer	Yes
		Environmental Sampling Tech	Yes
		Industrial Inspector	Yes
		Industrial Tech	Yes
		Lab Tech I	Yes
		Lab Tech II	Yes
		Laboratory Supervisor	Yes
		Plant/Environmental Sampling Supervisor	Yes
		Pretreatment Program Supervisor	Yes
		Pretreatment Inspector	Yes
		Permit Desk Technician	Potential

1. Eliminate the hazard immediately or discontinue the unsafe act.
2. Apply safe work procedures.
3. Apply administrative controls or engineering controls.
4. Provide personal protective equipment.
5. Train or retrain affected employees in proper safe guards or practices.

Employees must use a preventive maintenance schedule to maintain equipment.

The *Emergency Action and Response Plan (EARP)* is available in the appendixes. Employees have been trained on what to do and drills will be conducted annually to ensure effectiveness. The emergency telephone numbers are posted by all phones and all exit routes are clearly marked. A list of employees trained in first aid and CPR is also available from the EHS office.

## Employee Training

All employees have had initial employee safety and health orientation and will be scheduled for training classes which include topics such as: Right to Know, Emergency Action and Response Plan, Hazard Communication, Bloodborne Pathogens, and reviewing Job Safety Analyses.

Specific safety training for each job will be coordinated by the Environmental Health & Safety Coordinator or Safety Specialist.

All Supervisors have been formally trained on accident investigation, safety inspections, job safety analyses, safety rules, and personal protective equipment.

**It is vital for Supervisors to explain and carry out each of these tasks as well as enforcing all safety and health policies and procedures.**

Management has been formally trained on the written safety and health process. They, along with the Supervisor/Environmental Health & Safety Coordinator/Safety Specialist are responsible for auditing the process and making modifications when results of the audits necessitate.

Monthly safety meetings will address the needs of the employees to ensure that each employee is educated on the safe practice and safe procedures of the tasks they are performing. The monthly safety meetings will be coordinated by the Safety Specialist.

LREW  
Safety Manual

## Safety Policy Statement

It is the policy of LRW to provide a safe workplace and environment for each employee. This written safety and health process is designed to help each employee comply with safety practices in their daily work. Our goal is to create a safe workplace by preventing accidents and occupational illnesses.

The overall safety and health process will be reviewed annually by the Safety and Security Department. A complete annual safety and health audit will be conducted and the results transmitted to the responsible Superintendent and/or Supervisor of each department for the necessary corrections to be made. Regular follow-up audits of the findings will be conducted on a quarterly basis by the Safety Specialist and/or Environmental Health & Safety Coordinator with the results being forwarded to the appropriate Superintendent and/or Supervisor.

3 Management will set good safety and health examples by wearing the required personal protective equipment, following all safety rules, participating in safety inspections, safety meetings, and helping conduct accident investigations, near-miss investigations, and property damage cases.

**It is the responsibility of each Superintendent/Supervisor to enforce the safety policies and procedures of LRW.**

Employees will attend monthly safety meetings. All employees are encouraged to report unsafe conditions and/or unsafe acts immediately upon observation. A Safety Team has been established and is comprised of Safety Leaders from each department of LRW. The Safety Team will meet on a monthly basis to discuss accidents, policies and other safety and health related issues. All employees are encouraged to make safety suggestions, through the TQM process to improve the safety and health of the workplace.

The Director of EHS is the designated Safety Administrator and has the responsibility and authority to oversee the EHS Program.

All employees will be evaluated according to their safety performance and training attendance.

LRW  
Safety Manual

**Step 4:**

- Human Resources forwards the grievance packet to the CEO, who has 7 working days to review Steps 1, 2, and 3, write the Step 4 response, and return the entire packet to Human Resources.
- The CEO's decision in Step 4 is final and binding.
- Human Resources contacts the employee for review of the Step 4 decision and implements any actions deemed necessary in Step 4.

All parties to a grievance are reminded that the grievance process is a personal and confidential matter.

**3.23 Harassment**

It is the policy of LRW to treat all employees equally in their employment. The harassment of any employee is contrary to this policy and may be considered a violation of Federal and state law and will be considered justification for disciplinary or other appropriate action. This policy applies to all employees, supervisors, agents, and non-employees who have contact with employees during working hours.

Harassment is defined as any annoying, persistent act or action that singles out an employee to that employee's objection or detriment, because of, but not limited to race, sex, age, religion, ancestry, national origin, physical disability, mental condition, or marital status. Harassment may include any of the following:

- Verbal abuse or ridicule. This includes epithets, derogatory comments, slurs or unwanted sexual advances, invitations, or comments.
- Interference with an employee's work. This includes physical contact such as assault, blocking normal movement, or interference with work directed at an individual because of his/her sex or other protected status.
- Displaying or distributing sexually offensive or racist materials. This includes derogatory posters, cartoons, drawings, or gestures.
- Discriminating against any employee in work assignments or job-related training.
- Intimate physical contact.
- Making sexual or racial innuendoes.
- Demanding favors (sexual or otherwise), explicitly or implicitly, as a condition of employment, promotion, transfer or any other term or condition of employment.
- Retaliation for having reported harassment.

4

It is every employee's responsibility to ensure that his or her conduct does not include or imply harassment in any form. If harassment or suspected harassment has or is taking place, it should be reported by the person to their supervisor. If the harassment involves the supervisor, then the person has two options:

- Pursue the harassment as a complaint through the regular Grievance Procedure, or
- Report the harassment to Human Resources with all pertinent facts.
- Written submission is preferred but verbal notification to Human Resources is acceptable.

Any supervisor who receives a report of or has knowledge of harassment will promptly inform Human Resources as well.

Each complaint will be investigated by Human Resources, and a determination of the facts will be made. LRW may request the complaining employee to provide a written complaint. The division head, with the concurrence of the CEO, will then take appropriate action up to and including discharge. The results of any investigations will be kept confidential and provided only to persons who have a business "need-to-know."

Human Resources will keep the investigative files, including the formal written complaint, for a reasonable period of time. In most cases, the formal written complaint process will follow the procedure outlined in the Grievance section in this Guide. Any disciplinary actions taken against an employee will also be documented in that employee's personnel file.

Training for all employees, including supervisory personnel, is conducted regularly in the area of harassment.

LRW will not tolerate harassment or any form of retaliation against an employee who either instigated or cooperated in an investigation of alleged harassment. Violation of this provision may result in discharge.

**3.24 Human Resources' Role**

Human Resources is the contact for many areas of employment such as recruitment, employment, compensation, benefit administration, discipline, and policy interpretation. Human Resources also maintains personnel files and other types of required recordkeeping. Confidentiality is an important support service provided to employees and management as well.



copy provided  
to ston at end  
of mtg

1/30/14  
9:00 am

intro - investigation (police)

comm → RAC

HA → interim

interview 402 and 404 ees

- 
- respond → verbal yes because they did  
why ees wanted to ~~drink~~ and cost do  
on city prop. no charge to St. street
- ① sheet, if they had alcohol, Blue Rock  
take any. B406 on part of ee
  - ② paid unknown, not mandatory attendance,  
team building event

---

visitors on property

- not familiar on property / visitor
  - yes to do laundry etc
  - yes  
everybody does laundry there  
just get rid of it  
paid for detergent  
she was instructed where she would go
-

yes in a soft manner  
did I follow policy - no  
issue here - if you working for me  
talked about changing policies

---

- harsh profanity - ~~no worse~~ worse than other times  
you cussed me out
- threaten. . . told to make sound judgments  
there would not be a repercussion  
always two sides they are ; on way out you  
going to push you out  
main obj was to get truth
- belittle - inability to manage people  
false statement  
why train, Ewalt, etc. - he cannot  
spend time  
\$

lead people, went to Dr Cole  
in Texas, little better grasp,  
time took training away, had  
talked to KAC, enough spent  
on him

- look in Dennis personnel file for  
my side. went outside, went

keep room safe, told him to not  
to address, stayed in corner of  
breakroom, kept mouth shut  
(check personnel file for response)

- "threaten & intimidate" - comments  
my size & aggressiveness understood them  
feeling threatened unless I'm not  
apologetic, not <sup>to</sup> apologise for  
fit or manner.

TVS - discussed at each staff  
meeting - how unincorporated

407 - [ weekly staff mtgs  
open forum (why, where  
goals  
etc )  
409 -

I reciprocate back

bought breakfasts, etc my own &  
no personal relationship  
open forum to communicate  
training tools

els said they "dreaded" weekly staff  
wondered whose turn to be on spot  
why they feel this way?

different style, in your face, when  
deadlines no met, no doing job, etc.  
I investigate, in your face, more  
intimidating.

---

→ ~~the~~ compensate not on personal  
items not work hours

→ after work hours on copper  
light changed out  
damage on wheels  
"after hours"

→ shelving @ LM - move shelving to work  
in a bay, yes stored copper but  
not why it was done. conveyed  
as place to store copper.

→ yes to rifle target Tracy Bell  
after hours? scrap pipe to make  
a hanging target? he did this.

→ personal tasks - walk dog! no did  
not happen

---

LM brought attention re police attached

outside

Willow-ees wanted it, prepare pen, etc.

ees said to understand why \$\$ spent  
on dogs under austerity, etc -- ees wanted  
dog. personally took dog to vet (\$800 of  
my own \$). ees not comfortable  
around dog. dog is now gone.

Requested copy of "written" notes  
will be provided of copies



City of Little Rock

Police Department

700 West Markham  
Little Rock, Arkansas 72201-1329

copies to  
personnel  
RAC and [initials]

lal  
1/29/14

MEMORANDUM

TO: Bruce Moore, City Manager  
FROM: Stuart Thomas, Chief of Police *ST*  
RE: Little Rock Wastewater Utility Investigation  
DATE: January 28, 2014

On December 11, 2013, the Police Department initiated an investigation into allegations of questionable expenditures inside the Little Rock Wastewater Utility. There were also allegations of someone shooting street signs that were on the property of the Fourche Creek Treatment Facility, located at 9500 Birdwood Drive. Additionally, on December 30, 2013, the Department further initiated inquiry into the disposition of unused pipe which remained on the Utility's inventory but which had apparently been removed from the Utility's possession and property. This memorandum summarizes the Department's investigation. Issues which appeared to involve the management, policy and personnel functions of the Utility and did not constitute a potential violation of Arkansas Statute or City Code were referred to the Utility administration during the course of this investigation.

On December 12, 2013, detectives met with John Jarratt (Interim CEO) at the Administration Building of the Little Rock Wastewater Utility. During this meeting, John Jarratt informed detectives that Little Rock Wastewater Utility funds had been spent to set up a Recreational Vehicle area for Stanley Miller at the Fourche Creek Treatment Facility. Mr. Jarratt also informed detectives that in mid-September 2013, he, Stanley Miller and Reggie Corbitt were made aware of street signs having been shot at on the Fourche Creek Treatment Facility property. Mr. Jarratt told detectives that an internal investigation was conducted and a firearms policy was drafted at that time. Mr. Jarratt advised that they were unable to find out who had shot the signage at the Fourche Creek Facility. Mr. Jarratt brought two (2) speed limit signs to detectives that had been posted on the Fourche Creek Facility and both signs had numerous bullet holes in them. Mr. Jarratt also gave detectives four (4) spent .22 caliber shell casings that were found in an operations truck at the Fourche Creek Facility at the time the internal investigation was conducted. All the aforementioned items were stored as evidence in the Little Rock Police Department's Property Room.

On December 13, 2013, detectives drove to the Adams Field Treatment Facility and met with Stanley Suel (Interim Director of Operations) at which time he took detectives to the

disinfectant building. Mr. Suel showed detectives an area where Stanley Miller had parked his camper trailer. Detectives found a thirty (30) amp trailer outlet and a fifty (50) amp trailer outlet at the site. The fifty (50) amp trailer plug appeared to be fairly new. While at the disinfectant building, detectives were shown an enclosed chain link dog pen that was bolted to the concrete pad in the disinfectant building. There was a large dog in the pen while detectives were there. Inside the pen were an electrical heating blanket that the dog was lying on and two (2) electrical heating lamps that were operating. Detectives met with Mike Thompson (Operator) who has worked at Little Rock Wastewater for approximately twelve (12) years. Mr. Thompson told detectives that Stanley Miller had parked his camper trailer at the site dating back approximately three (3) to four (4) years. Mr. Thompson advised that is when the thirty (30) amp trailer plug was first installed and that Stanley Miller had brought a newer camper trailer to the Adams Field Treatment Facility approximately six (6) months ago and that is when the upgraded fifty (50) amp trailer plug was installed by Little Rock Wastewater staff. Mr. Thompson stated that Stanley Miller hooked a water hose from the disinfectant building to his camper trailer and that there was a RV dump station towards the front of the plant. Mr. Thompson also told detectives Stanley Miller had directed employees to put in the aforementioned dog pen. Stanley Suel advised detectives that several of the employees had complained that Stanley Miller would bring the dog into the employee's break room and allow it to roam around. Detectives took photographs of the camper trailer plugs, the dog kennel and the surrounding area.

On December 13, 2013, detectives drove to the Fourche Creek Treatment Facility and again met with Stanley Suel. Mr. Suel took detectives to an area behind the Digester where a recreational vehicle pad had been constructed using SB2 type gravel. On this site was an RV electrical pedestal, a frost free water hook-up and sewer connection. The site connected to a road that was at the facility using SB2 with a culvert at the entrance to the RV site. Mr. Suel took detectives to the disinfectant building where the electrical work originated from to the RV site. Joe Fryer (Maintenance Supervisor) also met with detectives at the disinfectant building and showed them where the electrical work was performed. Mr. Fryer told detectives a new breaker for the RV site had to be installed along with a transfer switch to a transformer before the electrical power was able to leave the building. After the power left the building, electrical wiring was laid in a trench for approximately four hundred (400) feet to the RV site. Mr. Fryer said an existing water line was located and employees of the Little Rock Wastewater Utility tied into the existing water line and ran a new water line to the RV site. Mr. Fryer also showed detectives where a sewer line was installed at the RV site and tied into an existing sewer manhole. Mr. Fryer advised that two (2) junction boxes had to be installed along the electrical route due to the distance from the disinfectant building to the RV site. A shutoff valve also had to be installed to the new water line that ran to the RV site. Mr. Fryer said that on October 24 or 25, 2013, Stanley Miller approached him and David Wood (Superintendent of Fourche Plant) and told them he wanted an RV pad installed

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along with electrical, water and sewer. Mr. Fryer said he was told the project had to be completed by the end of the next week, which would have been November 1, 2013.

On December 16 and 17, 2013, detectives took statements from eight (8) maintenance employees who worked on constructing the RV site for Stanley Miller. All the employees stated the instructions they were given was that the location for Stanley Miller's RV site would have to be completed in one (1) week. The employees who were interviewed said they rented a trencher to lay electrical wiring, dug the trenches, laid water and sewer lines to the site and had SB2 delivered from Granite Mountain Quarries and put down and leveled at the site. After the initial RV site's footprint was laid, Stanley Miller informed Danny Robnett (Maintenance Supervisor) that it was not large enough to house his RV and two trucks. Mr. Robnett said more SB2 was brought in to accommodate Stanley Miller's request. Mr. Robnett said the amount of SB2 used from the original footprint was almost doubled.

Detectives also interviewed Tracy Kerr (storeroom) and Stacey Qualls (Maintenance Coordinator) in reference to the purchases that were made for the construction of the RV site for Stanley Miller. Tracy Kerr and Stacey Qualls handled the invoices and rental agreements for the work performed at the site. Ms. Kerr said employees are given a "P" card for purchases that are under five hundred (\$500) dollars and these cards were used for some of the materials purchased for the RV site. Ms. Kerr also handled the invoice for the trencher that was rented at Hum's Rental to dig all the trenches. Ms. Kerr said they originally rented a handheld trencher but it broke so they had to go back and get a driven trencher.

(Diagrams of the locations of the RV sites at the two Utility facilities are attached to this memorandum.)

During the course of interviewing the maintenance employees at the facility, they were asked if they had ever brought firearms on the grounds and if they did, had they ever shot any weapons at the facility. They were also asked if they had shot at any of the signage at the facility. It was revealed that in fact most of the employees had brought firearms into the facility at some point in their employment and had shot those weapons at the back of the facility between two berms by the Arkansas River. All of these employees denied shooting any signage on the property; however, several of the employees in their statement said there have been bullet holes in many of the signs for years.

On December 18, 2013, detectives interviewed James Johnson (former Operator) and asked him about the shooting of the signage at the Fourche Creek Facility. Mr. Johnson said he had brought a .22 caliber rifle onto the property and had shot the weapon at the back of the property between two berms by the Arkansas River. Mr. Johnson said he never shot any of the signs on the property and that most of the bullet holes were old. Mr. Johnson said that approximately seven years ago the signs were replaced because they



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had been shot then. Mr. Johnson said numerous employees had shot near the berms, including Stanley Miller.

On December 19, 2013, detectives met with Leon Davidson and Justin Privitera at the Fourche Creek Treatment Facility. Both Mr. Davidson and Mr. Privitera are plant operators who work the overnight shift. Both employees were questioned about the bullet holes in the signage around the plant property. Mr. Davidson told detectives that he has brought weapons on the property and had in fact shot those weapons at the back of the property between two berms close to the Arkansas River. Mr. Davidson said he had shot at phonebooks and cans but never at any signage. Mr. Davidson said they would sometimes rest their weapons on the outside mirror of the operator's truck and shoot and that there were probably old .22 caliber shell casings in the vehicle. Mr. Davidson said he was told by Justin Privitera that James Johnson (former Operator at Fourche) had shot at some of the signs on the property.

Detectives interviewed Justin Privitera who told detectives that he has brought weapons on the property and had shot those weapons at the back of the property by the Arkansas River. Mr. Privitera denied being present when any of the signs were shot and denied telling anyone he was present when James Johnson had shot any of the signs.

On December 20, 2013, detectives received a call from John Jarratt who advised that Leon Davidson wanted to talk to detectives. Detectives met Leon Davidson near the Fourche Creek Treatment Facility and he advised that he had not told the entire story the day before about the shooting of the signage. Mr. Davidson told detectives that early in the summer of 2013, he and James Johnson were working together at the Fourche Creek Treatment Facility. Mr. Davidson said that Mr. Johnson had a new Ruger 10/22 .22 caliber rifle and brought it to the plant. Mr. Davidson said he saw Mr. Johnson shoot at a couple of speed limit signs along with cans and cups on the fence. Mr. Davidson also said Mr. Johnson brought an Ithaca double barrel shotgun on the facility and shot it at some signs. Mr. Davidson also said Mr. Johnson had shot at a street light near the Administration Building. Mr. Davidson said that another employee, Kenny Collins, was present when this occurred. Mr. Davidson did say that a lot of the signs already had bullet holes in them and he did not know when the damage had occurred. Mr. Davidson also said all or most of the signs had been replaced approximately seven (7) years ago right before they were going to have a walk through by city officials.

On December 20, 2013, detectives met with Kenny Collins (Utility Worker) at the Little Rock Wastewater's Clearwater Administration Building. Mr. Collins told detectives that in the summer of 2013, he was at the Fourche Creek Treatment Facility visiting Leon Davidson when they were outside the Administration Building sitting on a picnic table. Mr. Collins advised that James Johnson was also present. Mr. Collins said James Johnson began shooting at a street light by the Administration Building with a Ruger 10/22 rifle. Mr. Collins said he remembers telling Johnson he was crazy and "this would

come back on him." Mr. Collins said he has brought a weapon on the property and that they used to dove hunt at the back of the property by the Arkansas River.

During the course of this investigation, Little Rock Wastewater Utility provided documentation that shows Stanley Miller moved his original camper trailer on the Adams Field Treatment Facility grounds on June 1, 2010, until September 30, 2012, staying approximately four hundred thirty-two (432) days. Documents show he moved another camper on the Adams Field site on July 15, 2013, until September 30, 2013, staying approximately seventy-seven (77) days. The costs associated with the electrical improvements and the dog kennel that was put on site were estimated at \$2,149.89. The costs to construct the Fourche Creek Treatment Facility RV site were estimated at \$11,592.90. This cost includes one hundred seventy-seven (177) manhours used by employees of the Little Rock Wastewater Utility to construct the site. Little Rock Wastewater Utility was able to provide an estimated cost of utility (i.e. electrical, water and sewer) usage by Stanley Miller while he stayed at Adams Field and Fourche Creek Facilities. The cost was estimated as \$12,624.00 and determined by estimated daily cost on spot rental at Maurnelle Park (includes utilities and space for camper). The total cost associated with Stanley Miller at both sites for construction and improvements and living at the locations is estimated at \$26,366.79.

On December 18, 2013, detectives met with Stanley Miller and he agreed to give a statement. Mr. Miller was represented by Kenneth Shemin (attorney out of Rogers, AR). Mr. Miller stated he was the Director of Operations and Facilities and advised that Reggie Corbitt (CEO) was his only supervisor. Mr. Miller was asked about the allegations that he used the Little Rock Wastewater Utilities funds to improve the Adams Field Facility for his RV use and subsequently used company funds to construct and improve the Fourche Creek Facility for his personal use. Mr. Miller stated he did in fact use funds for the aforementioned purposes. Mr. Miller said these expenditures were authorized by the CEO, Reggie Corbitt. Mr. Miller was asked if he authorized a dog kennel to be constructed at the Adams Field Facility and he stated he did, but that the dog belonged to all employees of the facility. Detectives asked Mr. Miller who brought the dog to the facility and he stated that he did. Mr. Miller said he brought his first camper, a 1972 Airstream, to the Adams Field Facility approximately three to four years ago to oversee operations at the plant after the superintendent was fired. Mr. Miller stated sometime later he bought a newer camper, a 2011 Springdale, and moved it on the Adams Field Facility. Mr. Miller denied staying at the Adams Field Facility overnight for over five hundred (500) days and in fact said he only stayed overnight at the facility maybe twenty to twenty-five (20-25) nights. Mr. Miller said he only moved the RV on site to take naps while working many hours to oversee its operation. Mr. Miller was asked about Utility employees doing the work to improve the site for his RV, to which he replied that he told the employees to do the work "only if you don't have anything to do." Mr. Miller was asked if he had stored his personal ATVs and Jet Skis at the Adams Field site and he stated that he stored them in the basement of one of the buildings at Adams Field. He

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indicated that this was for convenience and was not uncommon, with his predecessor even having an electric train there.

Mr. Miller further stated he was going to move his RV to the Fourche Creek Facility because they were also having problems with its operations and he needed to move onsite to have direct supervision. Mr. Miller was asked if anyone was living with him at the Fourche Facility and he identified his live-in partner, Linda Hayley. Mr. Miller was asked how Ms. Hayley was able to access the facility and he stated she was issued a "proxy" access card that he requested. Ms. Hayley was not an employee of Little Rock Wastewater. In the end, Mr. Miller said CEO Reggie Corbitt authorized all work and expenditures at both facilities to have his RV on-site and he felt he had done nothing wrong. Mr. Miller said he never offered nor was he asked to reimburse Little Rock Wastewater for any monies spent at either facility or any utilities he used while staying on the sites. When asked about bringing weapons on the facility, Mr. Miller said he possesses a concealed weapons license and has in fact brought weapons onto the facility but that he has never fired any weapon while on facility property.

On December 18, 2013, Reggie Corbitt gave detectives a statement regarding allegations that Little Rock Wastewater Utility funds were used to improve and construct a RV site for Stanley Miller. Mr. Corbitt was also represented by Kenneth Shemin. Mr. Corbitt was asked if he authorized expenditures for the work and manhours that went in to improving and constructing RV sites at Adams Field and the Fourche Creek Treatment Facility. Mr. Corbitt said that, while he didn't "sign off" on them, he was aware that it had occurred. When asked why he allowed Mr. Miller to move onto these facilities, he said he needed a "command presence" on-site to make sure the employees were performing. Mr. Corbitt said he believed Mr. Miller only stayed at the Adams Field Facility approximately thirty (30) days. Mr. Corbitt said he had no problem with any of the monies spent or used to do the improvements or construction of the RV site; he further stated that the site would also be used in the future for construction trailers and as a sandblasting pad. Mr. Corbitt stated Mr. Miller never reimbursed any monies that were used for the improvements or for any utility usage nor was he asked to reimburse. Mr. Corbitt said he has brought weapons onto company property but has never discharged any weapon. He further stated that he ordered an investigation by the Utility into signs being shot, but he "did not see that anything could be accomplished by calling the Little Rock Police Department."

On December 30, 2013, the Department received an email from John Jarratt (Interim CEO) advising that on December 27, 2013, he received a letter from Debbie Williams (Accounting Supervisor) detailing that a large amount of Little Rock Wastewater pipe was missing from its inventory. In question was thirteen (13), thirty-two (32) foot joints of sixty (60) inch concrete pipe and one thousand, two hundred, fifty-five (1,255) linear feet of forty-two (42) inch concrete pipe. The cost of the sixty (60) inch pipe was estimated at \$36,749.92 and the forty-two (42) inch pipe was estimated at \$33,885.00.

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The aforementioned piping was surplus from capital projects between 1988 and 1990 and was being kept in a field at the backside of the Adams Field Treatment Facility.

Debbie Williams informed John Jarratt it was her intent for the year 2013 that the pipe be scrapped and sold at auction due to Little Rock Wastewater no longer having any use for this type of pipe. Debbie Williams spoke with Eric Wassell (former Superintendent Adams Field Treatment Facility) who told her that several years ago he was informed by Stan Miller that he had a company coming to haul off the pipe. During the course of the investigation, detectives obtained weekly reports from Adams Field Plant Operations Department dated February 27, 2011, to March 5, 2011, and March 6, 2011, to March 12, 2011. Both of these weekly reports were sent to Stan Miller, Manager of Operations. Detailed in these reports were notes that Rick Furr Excavation would be removing large diameter pipe from the Adams Field Facility. An e-mail was also obtained that was dated March 10, 2011, which was sent from Eric Wassell to the Adams Field Operators and Maumelle Operations, telling them that Rick Furr Excavation would be on site next week to remove large diameter pipe from the rear of the property and that the operators on duty should allow access to interior roadways of the plant to Rick Furr Excavating.

Detectives spoke with several employees at the Adams Field Facility who were working at this treatment facility during the first weeks of March, 2011, and each of them said access was granted to a construction company and piping was removed. None of the employees knew much about the removal of the pipe other than that they received the e-mail from Eric Wassell telling them that the pipe would be removed and to grant access to the plant.

On January 1, 2014, the Department received information that Doug Meyer had contacted City Hall after reading in the *Arkansas Democrat-Gazette* about the missing pipe from Little Rock Wastewater and advised that he believed he had some of the pipe in question on his property. On January 2, 2014, Doug Meyer was contacted and arrangements made to meet him on January 3, 2014, on his property at 12615 David O. Dodd Rd. Mr. Meyer advised that in early 2011 he was having a general conversation with Stan Miller about some work he was doing and made mention about needing some pipe. Mr. Meyer said Stan Miller told him he knew where some would be available. Mr. Meyer said several days went by and Stan Miller called him back telling him there was some piping available at the Wastewater facility by the airport.

Mr. Meyer said he went and looked at the pipe with Stan Miller and found a large part of the pipe broken into pieces and unusable. There were some sixty (60) inch sections that he did want and asked Stan Miller how much the Utility wanted for the pipe. Mr. Meyer said Stan Miller told him that the Utility needed the space and if he would haul the pipe off and clean the area, he could have it for no charge. Mr. Meyer said he hired Weaver/Bailey Construction to remove thirteen (13) sections of the sixty (60) inch pipe and at least a hundred (100) feet of the forty-two (42) inch pipe and take it to his property

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on David O'Dodd. Mr. Meyer said he paid Weaver/Bailey Construction approximately \$6,000 to remove the pipe from Adams Field.

Detectives photographed thirteen (13) sections of the sixty (60) inch pipe and advised Mr. Meyer not to remove the pipe until further notice. Mr. Meyer took detectives to another part of his property off of David O. Dodd Road and showed them where he had already placed approximately one-hundred (100) feet of the forty-two (42) inch pipe in the ground. Photographs were also taken of this pipe for purposes of this investigation.

On January 3, 2014, detectives made contact with John Jarratt and informed him that they had found the sixty (60) inch pipe and advised him of the location. Mr. Jarratt was also informed that Mr. Meyer would be calling him.

On January 7, 2014, detectives made contact with Richard Furr, Jr. (Rick Furr Excavating) and took a statement from him regarding the missing pipe from the Adams Field Treatment Facility. Mr. Furr said that in early 2011 his excavating company was working for the Pulaski County Levee District clearing the levee right of ways near the Adams Field Treatment Facility when he was approached by Stanley Miller and Reggie Corbitt. Mr. Furr said Miller and Corbitt asked him if he could remove the pipe at the facility and clean up the area. Mr. Furr said he was told he could have the pipe for salvage purposes if he could haul it off and clear the area. Mr. Furr said he agreed. Mr. Furr said he arrived on a Saturday and, when he arrived, Weaver/Baily Construction had trucks already there loading the sixty (60) inch pipe. Mr. Furr said he took what was left of the forty-two (42) inch pipe and stored it at his construction yard. Detectives then went to 1615 Woodyard in Pulaski County with Mr. Furr and observed seventeen (17), twenty (20) foot sections of forty-two (42) inch pipe and one (1), ten (10) foot section of forty-two (42) inch pipe stacked together. The pipe did not appear to be in good condition and was photographed. Detectives advised John Jarratt at Little Rock Wastewater of the location of the pipe. Mr. Furr was advised not to move any of the pipe and to make contact with John Jarratt. Mr. Furr telephoned John Jarratt prior to detectives leaving the property.

On January 9, 2014, detectives made contact with Eric Wassell at the Little Rock Wastewater Administration Building. Mr. Wassell told detectives that in early 2011 he was the Superintendent of the Little Maumelle Treatment Facility that was being constructed. Mr. Wassell said while the construction was being completed at the Little Maumelle Plant, he and the Little Maumelle Operators were being housed at the Adams Field Treatment Facility. Mr. Wassell said in January 2011 the levees around the facility were being cleared pursuant to Corps of Engineers specifications. Mr. Wassell said there were three (3) abandoned concrete mixers that were partially blocking the clearing of the levees. Mr. Wassell said arrangements were made with the Airport to have the old concrete mixers hauled off. Mr. Wassell said at that time he asked Stan Miller about possibly cleaning up the old pipe on the Adams Field property. Mr. Wassell said he was

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going to approach the Finance Department about getting a salvage value, but Mr. Miller told him he would handle it. Mr. Wassell said in February, 2011, he was at a staff meeting at the Fourche Creek Treatment Facility when Stan Miller told him arrangements had been made to have the old pipe removed and the area cleaned. Mr. Miller told Eric Wassell to have the operators allow access to the Adams Field Treatment Facility by Rick Furr Excavating to remove the pipe. On March 10, 2011, Eric Wassell sent an e-mail to the Adams Field and Little Maumelle Operators stating that Rick Furr Excavation would be onsite "next week" to remove the pipe. Eric Wassell said his understanding of the arrangement was that the excavating company would pay to remove the pipe for the salvage value of the pipe. Mr. Wassell said the forty-two (42) inch pipe was pipe that had been in the ground and removed and was not in good condition and the sixty (60) inch pipe was in good condition. Mr. Wassell said he and his staff were moved to the Little Maumelle Treatment Facility prior to the finished removal of the pipe.

On January 15, 2014, detectives again met with Stanley Miller and his attorney, Ken Shemin. Mr. Miller provided a statement in reference to the removal of the pipe at the Adams Field Facility. Mr. Miller said he was out surveying the Adams Field Treatment Facility Property one day with Reggie Corbitt and Mr. Corbitt told him they needed to have the old pipe at the facility removed and the area cleaned. Mr. Miller said an old neighbor of his, Doug Meyer, had asked if he knew where he could get some old drainage pipe and Mr. Miller told him the Utility had some, but that he would have to pay the cost of removal and clean the area. Mr. Miller said sometime later Eric Wassell told him there was a company clearing the levees and they wanted some of the pipe. Miller said he told Wassell they could have whatever Doug Meyer did not take. Miller said he went to the Jim Barham (Chief Financial Officer) and asked if the pipe in question was in inventory he was told it was not. Mr. Miller said since the pipe was not in inventory there was no need to do a Retirement Work Order. A Retirement Work Order is a device by which inventoried equipment and property is removed from the inventory and disposed of. Mr. Miller said he never received any money or services from anyone to have the pipe removed.

On January 15, 2014, detectives also met with Reggie Corbitt and his attorney, Ken Shemin. Mr. Corbitt said he recalled that in 2008 or 2009 he was at the Adams Field Treatment Facility with Stan Miller and saw the condition of the pipe and grounds around the pipe and considered it a security risk and an eyesore. Mr. Corbitt said that he told Miller to make arrangements to get rid of the pipe and clean the area. Mr. Corbitt said he never saw the pipe again, but in late 2012 he followed up with Stan Miller and Miller told him they got most of the pipe removed. Mr. Corbitt indicated that no Retirement Work Order was done on the pipe because he had asked Jim Barham (Chief Financial Officer) if the pipe was in inventory and Barham told him it was not. Mr. Corbitt said there was no need to do a Retirement Work Order since the pipe was not in inventory. Mr. Corbitt said he never received any money or services from anyone who took part in the removal of the pipe.

Detectives subsequently learned that Jim Barham (Chief Financial Officer, Little Rock Wastewater Utility) had retired from the utility and had passed away in 2013.

At this time there is no evidence to suggest any money was exchanged between any of the contractors who removed the pipe and any Little Rock Wastewater employee or the Utility itself; however, the investigation does show the pipe was in inventory and there was not a Retirement Work Order done to have the pipe properly removed from inventory.

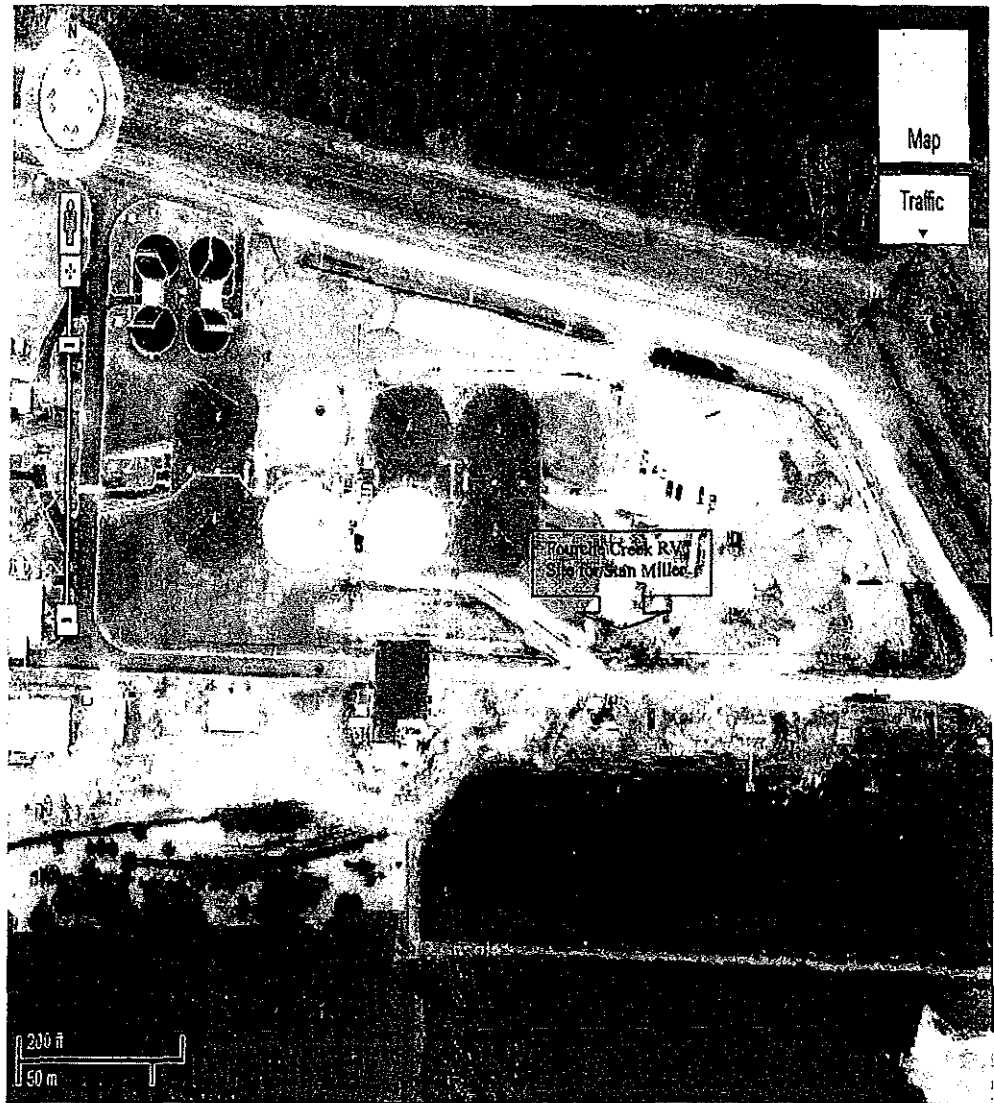
The three elements of the Department's investigation may be summarized as considering the following:

As to the matters of the expenditures related to Mr. Miller's two RVs, both as to site preparation and the comparable market rate of services provided for the use of the site, and the matter of the disposition of unused, inventoried Utility pipe, Arkansas Code 14-42-108 [Prohibited actions by municipal officials or employees] Section (a)(1) provides that "It shall be unlawful for any official or employee of any municipal corporation of this state to receive or accept any water, gas, electric current, or other article or service from the municipal corporation, or any public utility operating therein, without paying for it at the same rate and in the same manner that the general public in the municipal corporation pays therefor." Further, 14-42-108 (b)(1) provides that "It shall be unlawful for any city official or employee of any municipal corporation to furnish or give to any person, concerns, or corporations any property belonging to the municipal corporation, or service from any public utility owned or operated by the municipal corporation, unless payment is made therefor to the municipal corporation at the usual and regular rates, and in the usual manner, except as provided in subsection (a) of this section."

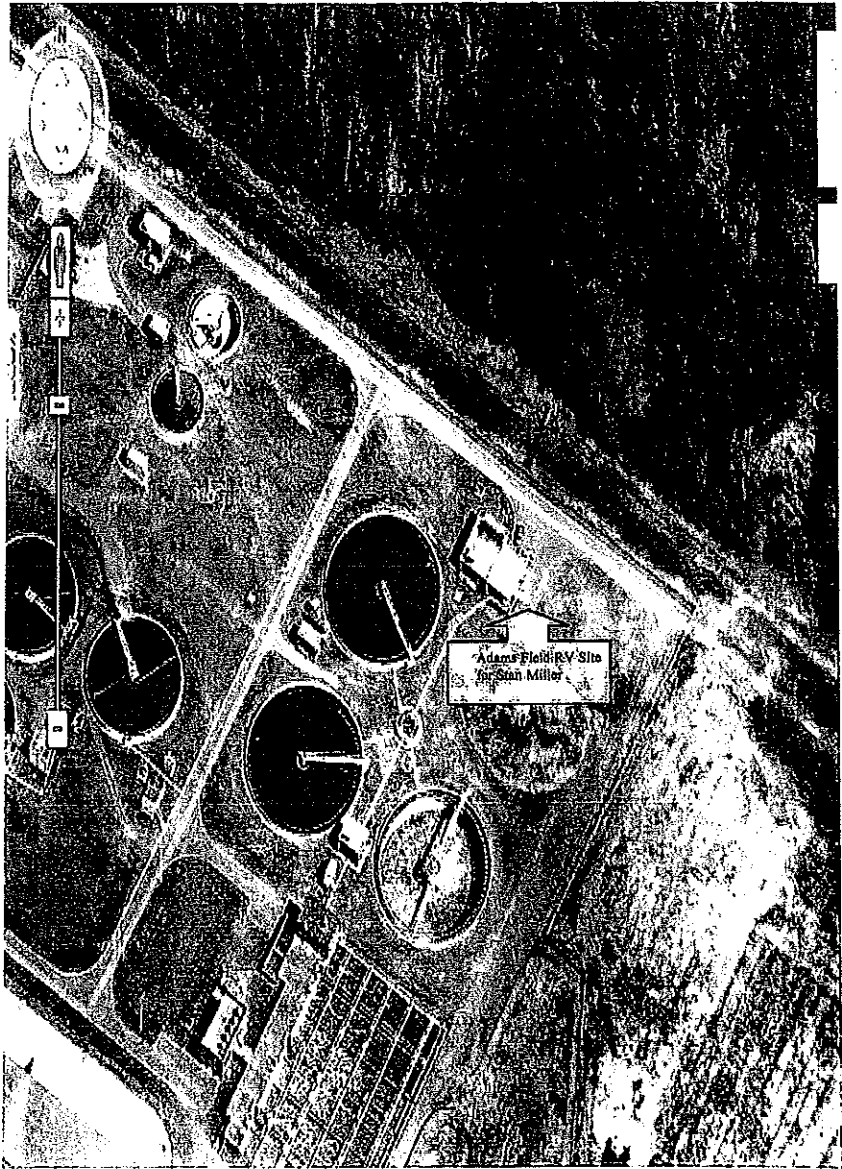
As to the discharge of firearms at the Utility facility and the damage to Utility property, Arkansas Code 5-38-203 [Criminal mischief in the first degree] Section (a) provides that "A person commits the offense of criminal mischief in the first degree if he or she purposely and without legal justification destroys or causes damage to: (1) the property of another..." Additionally, City of Little Rock Code Section 18-102 provides, in part, that the "discharging or firing of any weapon...or firearm of any description within the city limits is prohibited..."

The Department's case file will be submitted to the Prosecuting Attorney's Office for further review and I will advise you of the results of that review.

Information contained in this memorandum is provided pursuant to my authority under Departmental General Order 107.III.7.







LITTLE ROCK WASTEWATER UTILITY

NOTICE OF ADMINISTRATIVE LEAVE

Name Stan Miller Date and Time 12/10/13 1:00 pm  
Department 407 Position Dir of Ops + Fac  
Leave Period undetermined w/ pay

You are being placed on Administrative Leave effective immediately. An investigation will now begin concerning the facts and circumstances which led to this action.

You may be asked to participate in this investigation. Please indicate an address and/or telephone number where you will be reachable during this leave period:

Address: n/a  
Telephone: company cell phone

If you refuse to participate in this process or if you are unreachable at the address or telephone number you have provided, then you will be considered to have admitted to the major offense alleged and appropriate disciplinary action will be taken.

I have read and understand this statement and acknowledge receipt of this notice. My signature does not indicate that I agree with any allegations made.

I hereby acknowledge receipt of this notice.

Verbal to Employee at CRSSC meeting 12/10/13

Employee [Signature]  
Supervisor CRSSC chair

Date 12/10/13  
Date

Attach: Administrative Leave Report  
Original: Human Resources  
Copies: ~~Employee~~  
~~Supervisor~~

currently underway:  
approved minutes attached  
from meeting date

copy in file

lol 12/23/13

**LITTLE ROCK SANITARY SEWER COMMITTEE**  
**Minutes of the Special Called Meeting Held**  
**December 10, 2013**

The Little Rock Sanitary Sewer Committee held a special called meeting at 11:15 a.m., Wednesday, December 10, 2013, in the conference room of Little Rock Wastewater. Those attending included:

**Little Rock Sanitary Sewer Committee**

Ken Griffey, Chair  
Marilyn K. Perryman, Vice Chair  
Richard L. Mays, Jr., Secretary  
Jean Block, Member  
Pete Hornibrook, Member  
Maurice Rigsby, Member

**Little Rock Wastewater**

Reggie A. Corbitt, P.E., CEO  
Howell Anderson, P.E., Director of Collection System Maintenance  
John Holloway, P.E., Director of Engineering Services  
John Jarratt, Director of Administration & Community Relations  
Stanley Miller, Director of Operations  
Stanley Suel, Director of Environmental Assessment

Others attending included Director Lance Hines, Ex Officio Member, Carolyn Witherspoon of Cross Gunter Witherspoon Galchus PC, Don F. Hamilton, Mary Louise Corbitt, Chris Corbitt, Chelsea Boozer of the *Arkansas Democrat-Gazette*, and support staff from Administration & Community Relations, Finance, and Information Services. Sewer Committee Pat Miller did not attend.

The meeting was called to order by Chair Griffey stating that he would entertain a motion to adjourn into Executive Session to discuss personnel matters as allowed by law. On motion duly made and seconded the meeting adjourned.

The public meeting was reconvened at 1:00 p.m., and Mr. Griffey stated that the Sewer Committee would ratify the following actions with a public vote:

1. Reggie Corbitt will be placed on paid administrative leave effective immediately. He will turn in all keys and access cards. All IT access will be disabled immediately.

On motion duly made and seconded, the Sewer Committee voted unanimously to ratify the action.

2. Stan Miller will be placed on immediate paid administrative leave. He will turn in all keys and access cards. All of his IT access cards will also be disabled immediately.

On motion duly made and seconded, the Sewer Committee also voted unanimously to ratify the action.

Mr. Griffey announced that an investigation will be conducted by the Sewer Committee, including but not limited to the \$11 thousand plus expenditures, the non-employee access to the public utility, who approved that access, a full explanation of the trailer or trailers that were involved at Fourche Creek Wastewater Facility or any other LRW properties. Jean Block will serve as Sanitary Sewer Committee liaison to the investigation. On motion duly made and seconded, the investigation was unanimously approved by the Sewer Committee.

Mr. Griffey then stated that Howell Anderson would be appointed to oversee all Little Rock Wastewater operations during the investigation and John Jarratt would be appointed to oversee all Little Rock Wastewater administrative duties effective immediately. On motion duly made and seconded, these appointments were also unanimously approved by the Sewer Committee.

On motion duly made and seconded, a motion was then made to adjourn and Mr. Corbitt stated that before the Committee adjourned he would like to speak. His request was ignored and Mr. Griffey again called for a motion to adjourn which was made by Ms. Block, seconded by Mr. Mays, and unanimously approved. Mr. Corbitt then asked Mr. Griffey if "the Great Communicator" was not going to allow him to speak. He also asked how Mr. Griffey was going to conduct an investigation if he was not present. Mr. Griffey thanked the Sewer Committee and staff for their attendance and the meeting was adjourned.

Respectfully submitted,



Richard L. Mays, Jr., Secretary

## Lynn Luther

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**From:** Lynn Luther  
**Sent:** Monday, January 27, 2014 3:47 PM  
**To:** Howell Anderson  
**Cc:** John Jarratt; 'Kathlyn Graves'  
**Subject:** Set up Meeting with Stan Miller  
**Attachments:** 2707\_001.pdf

I prepared the attached letter today. I go right by the mail box on my way home so I'll drop it off.

I also called and left a message for Stan on his company cell phone at 786-0587 about the meeting time and place. I told him he could call or text Howell or call me back, whatever was easier.

I have not forwarded this email or attachment to the Sewer Committee.

Lynn Luther, SPHR, IPMA-CP  
Human Resources Administrator  
Little Rock Wastewater  
T 501.688.1437  
F 501.688.1451  
C 501.352.0388

January 27, 2014

Mr. Stan Miller  
[REDACTED]

COPY

**RE Notice of Administrative Leave**

You have been on Administrative leave since 12/10/13. An investigation has been ongoing since that time.

I would like to meet with you on Thursday, 01/30/14, at 9:00 a.m. at the Little Rock Wastewater offices at 11 Clearwater Drive concerning details associated with this investigation.

Please call and leave a voice mail or text my company cell phone at 501-352-0042 to confirm your attendance.

LITTLE ROCK WASTEWATER UTILITY



Howell Anderson, P.E.  
Interim Director of Utility Operations

January 30, 2014

Mr. Stan Miller  
[REDACTED]

**RE Notice of Discharge**

This letter is written notification that you are discharged from employment at Little Rock Wastewater effective 01/30/14.

Following your suspension on 12/10/13, a number of your management practices were brought to LRW's attention in addition to the reports regarding the locating of your camper/trailer on LRW property.

These practices include:

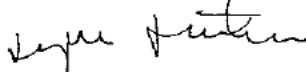
- Use of LRW personnel to perform personal tasks for you while on the clock;
- Permitting a non-employee access to LRW's facilities;
- Using profanity and intimidation in carrying out your management of personnel;
- Allowing personnel under your supervision to consume alcohol during working hours while on the clock at Christmas celebrations sponsored by you at a shooting club; and
- Ignoring the personal protective safety rules and thus undermining the enforcement of these safety rules for the personnel you supervisor.

These practices are unacceptable for a manager and also violate LRW's policies.

Enclosed is your final paycheck which includes your Paid Time Off (PTO) hours. You will receive separately notifications for your benefits and Cobra.

Please contact Michael Kline at 688-1468 concerning the return of any company property you may have in your possession, as well as to make arrangements to pick up any personal belongings.

LITTLE ROCK WASTEWATER



Lynn Luther, SPHR  
Human Resources Administrator

Bcc John Jarratt  
Howell Anderson  
Carolyn Witherspoon  
Kathryn Graves  
John Baker



February 3, 2014

Mr. Stanley Miller  
[REDACTED]

**RE Notification of Freedom of Information Act (FOIA) Request**

You are advised that Little Rock Wastewater is in receipt of a State of Arkansas Freedom of Information Act (FOIA) request from Chelsea Boozer, reporter for the Arkansas Democrat Gazette. The request asks for the following data:

*"Stanley Miller - personnel file"*

It is LRW's determination as Custodian that some of this information is a "personnel record" and is releasable; therefore, LRW has the responsibility to notify you of this request. Under FOIA, you have the right to seek an Attorney General's opinion IMMEDIATELY to confirm our interpretation as to whether or not this information is releasable. The Attorney General has three (3) days to respond upon receipt of your request. If you do request an Attorney General's opinion, I will not release your information pending the Attorney General's opinion.

You can direct your Attorney General request, along with a copy of this notification, to:

The Honorable Dustin McDaniel  
Attorney General of the State of Arkansas  
FOI Opinion Division  
323 Center Street, Suite 1100  
Little Rock, AR 72201  
Fax: 501-682-8162

Please contact me at (501) 688-1437 or at [lynn.luther@lrwu.com](mailto:lynn.luther@lrwu.com) by Thursday, February 6<sup>th</sup>, at 4:30 p.m. and advise if you intend to seek an Attorney General's opinion.

If I do not hear from you by this date and time advising that you have sought an opinion, I will have no choice but to release your information pursuant to the FOIA request.

  
Linda Lovett  
Human Resources Specialist

cc John Jarratt  
Beckie Hunnicutt