

MINUTES

Regular Meeting
Cleveland County Water Board Room

January 9, 2024
Tuesday, 6:00 P.M.

Present: Chairman Donald Melton; presiding, Secretary Amy Elliott Bridges, Commissioners Tony Brooks, Bruce Martin, Pete Pedersen, and Pamela P. Maddox. General Manager Brad Cornwell and Attorney Tim Moore were present. Vice-Chairman Bill Cameron was absent.

Chairman Donald Melton called the meeting to order at 7:00 PM, welcomed all who were in attendance and recognized Commissioner Pamela Maddox who gave the invocation and Commissioner Pete Pedersen led the *Pledge of Allegiance*.

A. Approval of agenda:

Mr. Cornwell noted that there was an updated copy of the Minutes at each Commissioners seat. The correction was in regard to who made a nomination at the December 12, 2023, Board meeting. Chairman Melton asked Commissioners if anyone had any questions related to the adoption of the agenda. Chairman Melton requested a motion to adopt the agenda.

ACTION TAKEN: Upon a motion by Mr. Pedersen and second by Mr. Brooks, the Board of Commissioners voted unanimously to approve the agenda.

B. Public Comment

No public comments were presented.

C. Consent Agenda:

Action Taken: Chairman Melton presented the Consent Agenda Items. Upon a motion by Mr. Brooks, second by Mrs. Bridges, the Board of Commissioners voted unanimously to approve the Consent Agenda. The Consent Agenda consisted of the following items:

- 1) Approval of the Minutes of the Regular Meeting of December 12, 2023
- 2) Approval of the Minutes of the Closed Session of September 12, 2023
- 3) Approval of the Special Meeting for February 24, 2024
- 4) Consideration of Resolution Number 2-2024 A Resolution Ratifying the Offer and Acceptance of Waterline Easements from John K Dover, and wife, Lisa S. Dover; Larry F. Earl; and Danny L. Arthurs for the Cherryville Interconnection Project

D. Unfinished Business:

- 1) Consideration of Ordinance Number 1-2024 An Ordinance Amendment for a Capital Project Ordinance and Budgets for Cleveland County Water's Interlocal Agreement for Asset Inventory and Assessments (AIA) Project

Mr. Cornwell reminded the members about the history of the AIA sewer and water projects for the Towns of Fallston, Kingstown, Lawndale and Polkville. This resolution will officially close the project. The funds granted to the Towns have been spent for these completed reports. The Town of Fallston had some funds remaining for additional work for the sewer assessment. The Towns are interested in the District assuming the sewer operations. A grant application has been submitted to NCDENR for a study to complete this project. NCDENR is not expected to decide on the grant application until February.

ACTION TAKEN: Upon a motion by Mr. Martin, second by Mr. Pedersen, the Board of Commissioners voted unanimously to adopt Ordinance Number 1-2024 An Ordinance Amendment for a Capital Project Ordinance and Budgets for Cleveland County Water's Interlocal Agreement for Asset Inventory and Assessments (AIA) Project

E. New Business:

- 1) Consideration of Resolution Number 1-2024 A Resolution Declaring Surplus Property and Authorizing the General Manager to Dispose Surplus Property

Mr. Cornwell explained that this resolution will begin the process of removing and disposing of the surplus property from the Lawndale Administrative and Maintenance Buildings. A resolution is already on file granting the General Manager the right to declare and dispose of surplus property. This resolution is very specific to these two locations and the surplus property contained at these two locations. The dais, desk, and chairs will be donated to another local government. Mr. Cornwell noted that the Town of Casar is interested in the conference room furniture. Attorney Tim Moore noted that if the members agreed to the terms of this resolution that a future resolution granting the donation would not be required. There are two wooden desks with broken drawers and legs, and several broken office chairs in the administrative building that will be disposed of. The maintenance

building has several chairs that require proper disposal. The remaining items that can be sold on GovDeals will be photographed and listed as surplus property for sale. Mr. Cornwell noted that since the District would be disposing of some of the damaged property in the landfill, he wanted Commissioners to be fully aware of this in the event members of the public questioned/contacted Commissioners or observed items being thrown away.

ACTION TAKEN: Upon a motion by Mr. Pedersen, second by Mr. Brooks, the Board of Commissioners voted unanimously to adopt Resolution Number 1-2024 *A Resolution Declaring Surplus Property and Authorizing the General Manager to Dispose of Surplus Property*

F. General Manager's Report:

Mr. Cornwell introduced Ginger Fern, Finance Director, to begin with the finance portion of the General Manager's report. Mrs. Fern noted that the financials shared are from the month of December. The final grant revenue payment was received for the Town of Fallston AIA project for \$103,156.00. The local options sales tax is still higher than the budget. The invoice from the Cleveland County Board of Elections was paid in the amount of \$22,325.00. The financial software was converted to Tyler Technology in November of last year. This was the same time that the move to the New Operations Center was being done. The payroll software will be converted in February to Tyler Technology. The Customer Service Director and the administrative team are partnering with Tyler Technology to begin working on the billing conversion scheduled for April. The Customer Service Director, Michelle Alexander, continued with the disconnection and billing update. The customer disconnections have been placed on hold during the transition from the Lawndale office to the New Operations Center. The software companies also requested another data pull be conducted during December. The billing numbers were available in the packet. There were 126 leak calls with 32 adjustments for \$8,948.24. There were 32 KIOSK payments conducted at the Lawndale office. The Lawndale drop box has been closed to the public. Mr. Cornwell continued with the maintenance report. The numbers are available in the packet. The yard repairs were maintained for families coming home for the holidays. The new taps are running a little bit behind. The water plant numbers are also available in the packet. Mr. Cornwell noted that the project update sheet will be emailed to the members because there were a couple projects that current updates were not available.

The rehab grant for the Lawndale Bank Building for \$415,000.00 will be funded through Cleveland County. Mr. Cornwell and Mrs. Fern have shared the required paperwork with the County. The funding window will be from July 1, 2023, until June 30, 2025. Mr. Cornwell asked for the members' opinions about beginning to advertise for the architectural services for the project. Mr. Brooks asked how much the estimate from Destination by Design was for the project. Mr. Cornwell noted that the estimate was for the same amount as the grant funding received. Mr. Steve Allen, who partnered with the District during the space and needs design phase of the New Operations Center, has agreed to consult with the space, needs, and reuse analysis for the Lawndale Facilities. Mr. Cornwell explained that when the maintenance department moved to the New Operations Center, Garrett Gilbert relocated to the maintenance building. Jeff Earl, the Capital Projects Manager, still has his office in the maintenance building. The maintenance building could also be used for future sewer staff and a vehicle maintenance facility while the Lawndale Administration building could house GIS, Greenway and other administrative staff as needed. The retreat is scheduled for February 24, 2024. Mr. Cornwell is starting to complete grant applications for the Stagecoach Greenway portion along Casar Lawndale Road. This section of the greenway is a trail project that doesn't include recreation. This makes the chances of obtaining grant funding more challenging. The pay and class study has been implemented and the employees have received increases on the pay checks. Mr. Cornwell shared a couple of employee comments. Mr. Josh Millwood the Meter Service Technician had a gentleman follow him one day in Lattimore to tell him that we are the nicest people he has ever dealt with. A citizen reported to Mrs. Alexander that the District has two of the nicest staff that she has ever dealt with and that having a Human Resources background, she would hire them in a heartbeat. Mr. Hayes had employee compliments for the staff that worked during the night on Borders Road to restore water services to customers. The water line was damaged by the company working on fiber in the area.

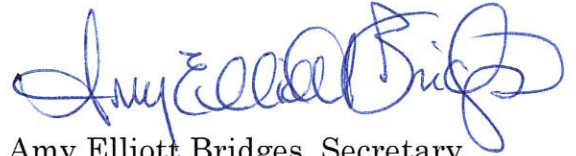
G. Board Members Announcement and Remarks

The members expressed appreciation for the New Operations Center. Mrs. Maddox noted appreciation to Mr. Cornwell for the information and the tour of Cleveland County. Several Board members expressed concerns to Mr. Cornwell about their inability to hear discussions in the new boardroom and asked him to investigate better sound system equipment.

H. Adjournment

Action Taken: Chairman Melton called for a motion to adjourn. Upon a motion by Mr. Brooks, second by Mrs. Bridges, the Board of Commissioners voted unanimously to adjourn at 6:34 PM.

Respectfully submitted,



Amy Elliott Bridges, Secretary

