

MINUTES

Regular Meeting
Cleveland County Water Board Room

March 13, 2018
Tuesday, 7: 00 P.M.

Present: Chairman Donald O. Melton, presiding; Vice Chairman Dewey Cook, Treasurer Pete Pedersen, Secretary Bill Cameron, Commissioners John Taylor and Tony Brooks, General Manager Brad Cornwell and Attorney Tim Moore. Commissioner Amy Bridges was absent.

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

A. Approval of agenda:

Mr. Cornwell noted that there was a late item that needed to be added to the agenda. The agenda would be amended to add number two under new business. Chairman Melton requested a motion to approve the amendment to the agenda.

1) Motion to amend the proposed agenda

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

Chairman Melton asked Commissioners if anyone had any questions related to the adoption of the agenda. With no questions, he requested a motion to approve the agenda.

2) Motion to adopt the proposed agenda

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

B. Public Comment:

Chairman Melton requested the time for Public Comment and Mr. Cornwell noted that no one had signed up for Public Comment.

C. Consent Agenda:

Action Taken: Chairman Melton presented the Consent Agenda Items. Upon a motion by Mr. Pedersen second by Mr. Brooks 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 February 13, 2018

D. Unfinished Business:

- 1) Consideration of Resolution Number 3-2018 A Resolution Adopting a Tuition Reimbursement Policy

Mr. Cornwell explained the tuition reimbursement policy. Mr. Cornwell researched other entities concerning their situations and policies. Some current employees have inquired about this benefit. Mr. Cornwell noted that any employee using the tuition policy would have to stay employed for two years after the tuition is completed. If an employee elected to leave the tuition would need to be reimbursed back to the employer. Mr. Cameron asked about the institution requirements. Mr. Cornwell noted that the policy states that the institution needs to be accredited. Mr. Pedersen asked about the approval process for the employee requesting tuition. Mr. Cornwell explained that the employee would discuss their education plan with their department head. The tuition would need to be work related to the employee's job for the betterment of the employee. Mr. Cornwell noted that the final approval would be for the General Manager to include the tuition reimbursement in the budget to allow the funds to be there for reimbursement.

Action Taken: Upon a motion by Mr. Taylor, second by Mr. Pedersen, the Board of Commissioners voted unanimously to adopt Resolution Number 3-2018 *A Resolution Adopting a Tuition Reimbursement Policy*

2) Consideration of Resolution Number 4-2018 A Resolution Adopting an Employee Assistance Program (EAP) Policy

Mr. Cornwell explained the Employee Assistant Program through McLaughlin Young. This company is currently being utilized by several organizations in Cleveland County. McLaughlin Young is affordable and has enormous benefits for the employees. Mr. Cornwell explained about some of the counseling programs and gave examples. Mr. Cornwell explained that once the Employee Assistant Program is established that employee meetings would take place with the department heads and staff. Mr. Cook asked if McLaughlin Young has a crisis response team for emergency situations. Mr. Cornwell noted that McLaughlin Young does provide this service and will respond on-site if an emergency were to take place.

Action Taken: Upon a motion by Mr. Pedersen, second by Mr. Brooks, the Board of Commissioners voted unanimously to adopt Resolution Number 4-2018 A *Resolution Adopting an Employee Assistance Program (EAP) Policy*

E. New Business:

1) Consideration of Resolution Number 5-2018 A Resolution Approving The Use of The Records Retention and Disposition Schedule As Recommended by the North Carolina Department of Natural and Cultural Resources

Mr. Cornwell explained about the necessity of a retention schedule for documents handled in our office. Johnson, Price and Sprinkle, our auditors, noted that there was not an official retention and disposition schedule. Ginger Fern, the Finance Director, assisted with the research and implementation of the retention and disposition schedule. Mr. Cornwell reported that in some cases could be too much documentation retained which could lead to a compromising situation from a public records standpoint. The schedule details how and when to destroy all documentation created and stored from a public records perspective.

Action Taken: Upon a motion by Mr. Cook, second by Mr. Cameron, the Board of Commissioners voted unanimously to adopt Resolution Number 5-2018 A *Resolution Approving The Use of The Records Retention and*

Disposition Schedule As Recommended by the North Carolina Department of Natural and Cultural Resources

- 2) Consideration of Resolution Number 10-2018 An Ordinance Establishing a Capital Project Budget Ordinance and Budgets for Cleveland County Water US 74 Bypass Relocation R2707D Engineering and Design

Mr. Cornwell explained the continuation of the construction on the new highway 74 bypass and this resolution is requested for the Section D of the project. The bypass is combined into several sections, some completed, some in progress and some will be presented in the future. Mr. Brooks questioned if this is the next to last section of the project. Mr. Cornwell clarified that this is the next to the last section and this section is also the longest section. This project is part of the North Carolina Department of Transportation TIP (Transportation Improvement Program). Mr. Conwell explained the time frame of the project life can span multiple fiscal years under a budget ordinance. These funds would be reimbursed by the NCDOT later. Mr. Cornwell explained that TGS Engineer is the consulting engineer working for NCDOT on this section of the bypass. Their office is in Shelby. Their firm will be assisting with the engineering and design for the CCW upgrades and relocations of the water lines. The paperwork and design process is smoother when the main engineering firm is contracted. Mr. Pedersen asked what area of Cleveland County the Section D would cover. This section D of the bypass will be from the intersection of Highway 150 and Highway 180 to the existing Highway 74 near the bridges at Buffalo Creek. Mr. Taylor asked about the costs for this section of the bypass. Mr. Cornwell explained the details of the costs and stressed that these costs would be reimbursed. Mr. Cameron questioned the upgrades and new water lines in the constructions areas. Mr. Cornwell noted that the water line installed could be considered betterments following the NCDOT guidelines and in some areas where upgrades are needed for future necessities. Mr. Cook asked about casings under the road. Mr. Cornwell verified that several casings would be installed.

Action Taken: Upon a motion by Mr. Taylor, second by Mr. Cook, the Board of Commissioners voted unanimously to adopt Resolution Number 10-2018 *An Ordinance Establishing a Capital Project Budget Ordinance and Budgets*

for Cleveland County Water US 74 Bypass Relocation R2707D Engineering and Design

F. General Manager's Report:

Mr. Cornwell began with the financial statements and noted that the water sale revenue would be off due to the cold weather in January and the leak adjustments issued to customers. Some customers have elected to not use their leak adjustments because this benefit is once every three years to the customers. The proceeds from the installment financing has been included in the February totals. The reimbursement from NCDOT for Tobe Bridge Road has also been received and included in the revenues. The maintenance report includes a large amount of meter change outs. These included changing the very old meters in route one and part of route two in the upper end of Cleveland County. Mr. Cornwell noted that the maintenance department separated into crews of two employees and swapped out these meters. The batteries in the radio read routes continue to be a problem. At the April regular meeting Mr. Cornwell will be presenting a budget ordinance to appropriate funding for the expense of replacing the meters to allow this route to be a true radio read route again. The billing report reflects some normalcy in the billing again. The billing is an increase over the prior year. Mr. Cornwell noted the CAGO meeting in Fallston. Mr. Cornwell updated the Town of Fallston project. The permits have been received back for Public Water Supply and NC Department of Natural Resources. The final review has not been received back from USDA, the funding agency. The next step in the process will be the bidding process. Mr. Cornwell updated on the Town of Lawndale meters. The Town of Lawndale and CCW entered into an agreement in 1984 that involved twenty-six customers in the city limits but hooked to Cleveland County Water. The Town of Lawndale has notified Mr. Cornwell of their desire to sell those customers back to be included in the CCW system. At the April meeting the members will be presented a resolution to buy back the customers from the Town of Lawndale and cancel the agreement from 1984. The agreed price for the Town of Lawndale customers is \$500.00 per customer. Mr. Cornwell updated on the progress of the Lattimore Tank and Waterline project. The engineers are about 95% done with the engineering and design. Mr. Cornwell and Mr. Earl have reviewed the project and made final comments. The project will be presented for bid within the next month to two months. Mr. Cornwell reported that the new website is still being worked on. The

documents are being reviewed and updated. The valid information from the old website is being transferred to the new website. Senior Customer Service Representative, Jennifer Scism, received a customer compliment telephone call for assisting a customer with her problem. Another customer compliment was received for Josh Millwood and Cyndi Hannon in reference to assistance with a water leak. Mr. Cornwell received notification for the Cleveland County Chamber Annual Legislative Breakfast and asked for members interested in attendance.

G. Board Members Announcement and Remarks

Mr. Cameron inquired about the status of the debt owed. Mr. Cornwell responded that the old debt had one more year left however new debt was still being issued in the form of the Town of Fallston, the Lattimore Tank and other new projects. Mr. Cook asked about the tank located at Highway 120 and Highway 74. Mr. Earl reported that the tank has been offline for eighteen years. Mr. Cook asked if the tank was a liability and if it needed to be moved or disposed of. Mr. Cornwell explained that the tank is currently empty and that the members within the last six months adopted a resolution giving the General Manager authorization to negotiate the sale of the property because of a recent inquiry into the property. The actual sale of the property would have to be approved by the members to be finalized. The disposal of property has a process of steps to make the sale official. Mr. Cornwell explained the discovery of the deed being recorded in Cleveland County instead of Rutherford County and the process of getting this resolved and corrected. Mr. Cook noted his concern over the possibility of a person getting injured or hurt climbing on the water tank or the possibility of the tank being tampered with and releasing chemicals back into the system. Mr. Earl noted that the tank has been disconnected from the system. Mr. Cornwell noted that all the water tanks are at risk for the possibility of somebody climbing the tank and it has happened in the past. Attorney Moore explained about a document called Retracted Nuisance that protects against trespassing, assisting the property owner in not being liable.

H. Adjournment

Action Taken: Chairman Melton called for a motion to adjourn. Upon a motion by Mr. Pedersen, second by Mr. Brooks, the Board of Commissions voted unanimously to adjourn at 7:40 PM.

Respectfully submitted,

Bill Cameron

Bill Cameron
Secretary

