

MINUTES

Regular Meeting
Cleveland County Water Board Room

December 12, 2017
Tuesday, 7: 00 P.M.

Present: Chairman Donald O. Melton, presiding; Vice Chairman Dewey Cook, Secretary Bill Cameron, Commissioners Amy Bridges, John Taylor and Tony Brooks, General Manager Brad Cornwell and Attorney Tim Moore. Mr. Pedersen joined the meeting via conference call.

Attorney Tim Moore called the meeting to order at 7:00 PM, welcomed all who were in attendance. Mr. Moore explained that Mr. Pedersen requested to participate in the meeting via telephone. There are no rules in the by-laws concerning allowance of telephone attendance for meetings therefore Attorney Moore called for a vote to suspend the rules and allow Mr. Pedersen to participate in the meeting via telephone.

ACTION TAKEN: Upon a motion by Mr. Cook and second by Mr. Melton, the Board of Commissioners voted unanimously to Suspend the Rules and allow Mr. Pederson's attendance via telephone. Mr. Cornwell announced some special prayer requests before Bill Cameron was recognized to give the invocation and Don Melton led the *Pledge of Allegiance*.

A. Approval of agenda:

Attorney Moore 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.

1) Motion to adopt the proposed agenda

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

B. Administration of Oath of Office for Newly Elected Board Members

1) Administration of Oath of Office for Mrs. Amy Elliott Bridges by Tim Moore, Representative, North Carolina House of Representatives

2) Administration of Oath of Office for Mr. Donald O. Melton by Tim Moore, Representative, North Carolina House of Representatives

3) Administration of Oath of Office for Mr. John Z. Taylor by Tim Moore, Representative, North Carolina House of Representatives

C. Election of Officers of the Board for Cleveland County Water Board:

1) Election of Chairman presided by Board Counsel, Tim Moore

Attorney Moore requested nominations for the Chairman of the Board. Mr. Cameron nominated and second by Mr. Taylor to nominate Donald Melton as Chairman. Attorney Moore closed the nominations.

Motion to elect Donald Melton as the Chairman

ACTION TAKEN: Upon a motion by Mr. Cameron and second by Mr. Taylor, the Board of Commissioners voted unanimously to elect Donald Melton as Chairman.

2) Election of Vice-Chairman presided by Chairman Melton

Chairman Melton requested nominations for the Vice-Chairman of the Board position. Mr. Melton nominated and second by Mr. Taylor to nominate Dewey Cook as Vice-Chairman. Chairman Melton closed the nominations.

Motion to elect Dewey Cook as the Vice-Chairman

ACTION TAKEN: Upon a motion by Mr. Cameron and second by Mr. Taylor, the Board of Commissioners voted unanimously to elect Dewey Cook as Vice-Chairman.

3) Election of Secretary presided by Chairman Melton

Chairman Melton requested nominations for the Secretary of the Board position. Mr. Melton nominated and second by Mr. Cook to nominate Bill Cameron as Secretary. Chairman Melton closed the nominations.

Motion to elect Bill Cameron as the Secretary

ACTION TAKEN: Upon a motion by Mr. Cook and second by Mr. Taylor, the Board of Commissioners voted unanimously to elect Bill Cameron as Secretary.

4) Election of Treasurer presided by Chairman Melton

Chairman Melton requested nominations for the Treasurer of the Board position. Mr. Melton nominated and second by Mr. Taylor to nominate Pete Pedersen as Treasurer. Chairman Melton closed the nominations.

Motion to elect Pete Pedersen as the Treasurer

ACTION TAKEN: Upon a motion by Mr. Cameron and second by Mr. Taylor, the Board of Commissioners voted unanimously to elect Pete Pedersen as Treasurer.

D. Recess

E. Public Comment:

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

F. Consent Agenda:

Action Taken: Chairman Melton presented the Consent Agenda Items. Upon a motion by Mr. Brooks second by Mr. 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 November 14, 2017

G. Unfinished Business:

- 1) Consideration of Resolution 24-2017 A Resolution Awarding the Bid for the Water Treatment Plant Electrical Improvements

Mr. Cornwell recognized Jeff Earl, Operations Director, to present the details concerning the water plant electrical improvements. Mr. Earl reminded about the concerns found in the water plant condition assessment. The improvements in this bid consisted of number three and number four from the finding. Number three referred to the secondary electrical equipment upgrades and number four consisted of the filter gallery electrical improvements. Mr. Brooks asked if CCW had worked with Fountain Electric before. Mr. Cornwell verified that this is a good contractor. Mrs. Bridges commented that Fountain Electric had a good reputation in Rutherford County. Mr. Brooks asked how long the construction would take. Mr. Earl guessed about three months to completion.

Action Taken: Upon a motion by Mrs. Bridges, second by Mr. Brooks, the Board of Commissioners voted unanimously to adopt Resolution Number 24-2017 *A Resolution Awarding the Bid for the Water Treatment Plant Electrical Improvements*

- 2) Discussion and Review of Updated Logos

Mr. Cornwell presented some variations of the selected logo. An example of the embroidered logo and the vehicle magnets/sticker were shown. The embroidered logo giving example of how the logo would appear on garments and clothing. The vehicle magnet was shared however the actual logo would not be done as a magnet but rather a sticker. Mr. Cornwell discussed the variations of the logo and the minor changes that were made based on the comments and suggestions made from the prior meeting. The staff recommendation from this group of logos was also shared. Mr. Cornwell discussed pricing options with all the changes being made to the logo. The marketing firm would only provide so many variations before charging time for future changes. Mr. Brooks questioned the quality of the examples. Mr. Cornwell explained that the examples were done from a word document low resolution picture because of copyright laws. The actual logo would be crisper and cleaner because better files would be provided when the actual logo is selected. Discussion was held about colors and possible changes. Mr. Cornwell asked if some other color schemes should be requested.

Attorney Moore noted that Mr. Pedersen was disconnected from his call at 7:26.

Action Taken: Upon a motion by Mr. Taylor, second by Mr. Cook, the Board of Commissioners voted unanimously for the recommendation to accept logo HVR-4B as the new logo for Cleveland County Water.

3) Consideration of Resolution 25-2017 A Resolution Awarding the Bid for the Office/Customer Service Area Renovations

Mr. Cornwell updated on the bid process for the office renovation. Several contractors came to visit the office and measure for the construction changes taking place at the front window and customer service area. Only one contractor has presented a bid to do the work on the office. Mr. Cornwell detailed the contractors involved and updated on the status of their bids. Greene Building Corporation was contacted and asked if the job could be started only when all materials were available. The job should be completed in a three-week time frame. Mr. Cornwell explained that the normal procedure would be to have three bids, but the non-responsive bids could be classified as no bids.

Action Taken: Upon a motion by Mr. Cook, second by Mrs. Bridges, the Board of Commissioners voted unanimously to adopt Resolution Number 25-2017 *A Resolution Awarding the Bid for the Office/Customer Service Area Renovations*

H. New Business: None.

I. General Manager's Report:

Mr. Cornwell began with the financial statements and noted that December would be half way through the budget year. The salary line items would be high for November as the month had five payrolls and the longevity pay was also issued in November. The Casar-Belwood materials have been moved to capital because this project is completed. The project called for eleven thousand seven hundred feet of pipe to be installed. The CCW crew installed a new water line on Bingham Road for five thousand feet of pipe. The water plant report shows the decline in production due to the colder weather temperatures. The billing report reflects a decrease due to an industrial customer and their Christmas closure. Mr. Cornwell asked for potential retreat dates for the yearly retreat meeting. It was agreed to have the retreat on February 3, 2018. Mr. Cornwell discussed the positive feedback on the new full-page water bills. There have been very few negative comments mostly concerning water bills increasing for the amount of increased billing costs. Mr. Cornwell noted that the new bill has brought in ninety-one new bank draft customers. An employee had an accident in one of the new Nissan Frontier meter reader vehicles during the bad weather. The employee is fine and was not injured in the accident. The insurance company is discussing the possibility of the vehicle being a total loss. The staff will be working on getting the wrecked vehicle off the books and the new replacement vehicle back in the fleet. Mr. Cornwell presented a letter that was mailed to the Mayor of the Town of Lawndale concerning some customers and a billing situation that has been in effect since 1984. Mr. Cornwell reminded that he was asked about the costs for calendars for upcoming years. The marketing firm found a vendor that would be interested in making the calendars. The costs of the calendars were presented to the members and it was asked if there was interest in doing these calendars next year since there was not enough time to have the produced for this year. Mr. Cornwell

explained that money was budgeted for a line extension in Poplar Springs area, however there have been some problems and issues with the battery life on the radio read meters. Mr. Cornwell asked if the money appropriated for the extension could be used for the radio read meters and the extension for Poplar Springs be postponed until next year's budget. Mr. Brooks had asked about a workshop for elected officials. Mr. Cornwell presented the Local Elected Leaders Academy presented by the UNC School of Government. Several Commissioners are required to update their ethics hours this year. Mr. Cornwell discussed with the members who was attending and the travel arrangements for those attending. There was one customer compliment to Cyndi Hannon and Dawn Cape and the leak adjustment program supplied to customers.

J. Board Members Announcement and Remarks

Mr. Melton and the members noted appreciation to Mr. Cornwell and the staff for their hard work.

K. Closed Session

- 1) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee by conducting the annual performance evaluation of the General Manager in accordance with North Carolina General Statute 143-318.11 (a)(6).

Action Taken: Upon a motion by Mr. Brooks, second by Mr. Cook, the Board of Commissioners voted unanimously to go into Closed Session pursuant to North Carolina General Statute 143-318.11 (a)(6) at 7:50 PM.

Action Taken: Upon a motion by Mr. Brooks, second by Mrs. Bridges, the Board of Commissioners returned to Open Session at 8:01 PM. Mr. Cornwell checked to see if any public remained outside to invite them back into the meeting and there were none.

Upon returning to Open Session and prior to adjournment, Commissioners elected to take further action and to ratify the discussion taken place in Closed Session.

Action Taken: Action Taken: Upon a motion by Mr. Cameron, second by Mr. Taylor, the Board of Commissioners voted unanimously to award General Manager, Brad Cornwell, with a five percent rate increase on his salary.

L. Adjournment

Action Taken: Chairman Melton called for a motion to adjourn. Upon a motion by Mr. Brooks, second by Mr. Cook, the Board of Commissions voted unanimously to adjourn at 8:03 PM.

Respectfully submitted,

Bill Cameron

Bill Cameron
Secretary

