

MINUTES

Regular Meeting
Cleveland County Water Board Room

March 14, 2017
Tuesday, 7:00 P.M.

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

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 Chairman Melton led the *Pledge of Allegiance*.

A. Approval of 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.

1) Motion to adopt the proposed agenda

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

B. Public Comment:

Chairman Melton noted it was the time for Public Comment and Mr. Cornwell noted that there was no one signed up for Public Comment.

C. Consent Agenda:

Action Taken: Chairman Melton presented the Consent Agenda Items. Upon a motion by Mr. Brooks and a second by Mr. Cook, 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 14, 2017
- 2) Consideration of Resolution Number 6-2017 A Resolution Adopting and Accepting a Woodland Management Plan for Property Owned by Cleveland County Water on Honey Haven Farm Road

- 3) Consideration of Ordinance Number 1-2017 An Ordinance Establishing a Capital Project Ordinance and Budgets for the Cleveland County Water Asset Inventory and Assessment Study

D. Unfinished Business:

- 1) Discussion Regarding the 2006 Cleveland County Water and 2016 Cleveland County Water Capital Improvements Plan

Mr. Cornwell provided Commissioners with a copy of the 2006 Capital Improvements Plan along with a copy of the 2006 Debt Service Schedule and the 2006 Financial Plan. This item was presented to Commissioners at their request as a follow-up to the Retreat discussion. It was noted by most Commissioners that they had never seen this document or either didn't recall it. Mr. Cornwell summarized the CIP noting which project had been completed, which ones were no longer required or had been abandoned and the final costs for the ones that had been completed. He noted the debt service schedule and reminded Commissioners that this was how rate increases had been avoided by living off of the retired debt service. The Financial plan was reviewed to show how 5, 6 and 7% increases were being proposed in 2006 along with a \$0.01 tax rate increase in 2006. Mr. Cornwell noted that no action had been taken on the proposed 2006 Financial Plan.

Action Taken: No action was taken by Commissioners with regards to this item.

E. New Business:

- 1) Consideration of Resolution Number 7-2017 A Resolution Adopting and Updating the Cleveland County Water Drug and Alcohol Testing Policy

Mr. Cornwell introduced this item by noting that this was the last major policy that needed updating. He explained that assistance was sought from Western Carolina Industries who is our Human Resources consultant on the updates, as well as a thorough review from our Attorney, Mr. Moore. Mr. Cornwell noted that the major changes included updating the DOT required drug testing language as well as some new language to clarify Post Accident

Drug Testing in accordance with updated OSHA requirements. Mr. Cornwell also noted that this policy would establish a zero tolerance policy at CCW and provided statistics from Western Carolina Industries noting that 85% of companies have a zero tolerance policy. Mr. Cook inquired about employees understanding the policy and updating them. Mr. Cornwell noted that all employees would be given an updated copy of the policy and be expected to sign a form acknowledging receipt of the policy. Mr. Cook also inquired about employees being escorted for random drug testing. Mr. Cornwell noted that staff would be escorted by their supervisors for post-accident or reasonable suspicion testing. The law does not require an escort for simple random testing, but staff has discussed supervisors taking all employees together. Mr. Moore echoed his approval of this policy as legal counsel. He noted that he had reviewed the policy in depth and could not find anything to suggest changing. In his opinion, it was a very sound and good policy.

Action Taken: Upon a motion by Mr. Cook and a second by Mr. Brooks, the Board of Commissioners voted unanimously to approve Resolution Number 7-2017.

- 2) Consideration of Resolution Number 8-2017 A Resolution Selecting McGill Associates, PA for the Cleveland County Water Asset and Inventory Assessment Inventory Study.

Mr. Cornwell stated that he would explain items 2, 3 and 4 together under New Business at this time. He noted that the NCGS require local governing bodies to issue a Request for Qualifications for engineering services when the expected professional fee is \$50,000 or more. He summarized that we have three projects now being the Asset Study, the Sewer Regionalization Study and the Lattimore Tank project that all would fall under this category. Mr. Cornwell stated that CCW had complied with the statute and has received statements of qualifications from various engineers for the three projects. Staff has reviewed the qualification statements and now recommended the firms to the Board of Commissioners to accept each firm for each project. The next step would be for the General Manager to negotiate a fee with each party for each project.

Action Taken: Upon a motion by Mr. Cook and a second by Mr. Taylor, the Board of Commissioners voted unanimously to approve Resolution Number 8-2017.

- 3) Consideration of Resolution Number 9-2017 A Resolution Selecting McGill Associates, PA for the Cleveland County Water Lattimore Area Water System Improvements Project

Action Taken: Upon a motion by Mr. Cameron and a second by Mr. Brooks, the Board of Commissioners voted unanimously to adopt Resolution Number 9-2017.

- 4) Consideration of Resolution Number 10-2017 A Resolution Selecting Willis Engineers for the Sewer Merger Regionalization Study.

Action Taken: Upon a motion by Mr. Brooks and a second by Mr. Cook, the Board of Commissioners voted unanimously to adopt Resolution Number 10-2017.

F. General Manager's Report:

Mr. Cornwell began with the financial statements. Mr. Cornwell noted that during the month of February the District made a \$555,000 debt service payment and that this was the last payment on the District's 2002 bonds. He also noted it was a short business month of only 20 business days so revenues were down. Mr. Cornwell also summarized the maintenance, water plant and billing reports noted in the agenda. Mr. Cornwell stated that he was going to bring his Boy Scout Troop here on April 22nd for an Earth Day project and a roadside cleanup of trash from our offices at CCW to Main Street in Lawndale. He noted that he was inviting Commissioners to join their efforts and would also extend an invitation to staff if anyone wanted to volunteer to help. Mr. Cornwell noted the need for a Special Meeting in May for a Budget Workshop and that he would be emailing Commissioners some possible dates. He also reminded Commissioners about the CAGO meeting on Thursday, March 16th. Mr. Cornwell commended Jeff Earl, Garrett Gilbert and Chris Hayes on completing the OSHA 10 Hour Training Seminar and also noted that we would be having employee training on April 4th and 6th for Confined Space Entry, Lockout/Tag Out, Electrical Safety, Hazardous

Communications and Trenching and Shoring Excavation. Mr. Cornwell finally noted that he had been contacted the morning of the meeting asking if we would consider being included in a study by Verizon Wireless to put attachments or antennae on our Upper Balk Tank. Mr. Cornwell provided Commissioners with copies of pictures from Forest City and Broad River Water Authority as to what the attachments may look like. Mr. Cornwell asked for Commissioners consensus to be included in the study and stated that if favorable, we may enter into a contract for liability protection and revenue to allow them to attach to our tank. All Commissioners present noted that they were okay with being included in the study.

G. Board Members Announcement and Remarks

There were no Board member announcements or remarks.

H. Adjournment

Action Taken: Chairman Melton called for a motion to adjourn. Upon a motion by Mr. Cook, second by Mr. Brooks, the Board of Commissions voted unanimously to adjourn at 7:42 PM.

Respectfully submitted,

Bill Cameron

Bill Cameron
Secretary

