

MINUTES

Regular Meeting
Cleveland County Water Board Room

February 11, 2020
Tuesday, 7: 00 P.M.

Present: Chairman Donald Melton; presiding, Vice Chairman Dewey Cook, Secretary Bill Cameron, Commissioners Amy Bridges, John Taylor Tony Brooks, and Bruce Martin, General Manager Brad Cornwell, and Attorney Tim Moore.

Chairman Donald Melton called the meeting to order at 7:00 PM, welcomed all who were in attendance and recognized Secretary Bill Cameron who gave the invocation and Commissioner Bruce Martin 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. Mr. Cornwell noted that an amended agenda had been placed at the members seats to include a closed session.

1) Motion to adopt the amended agenda

ACTION TAKEN: Upon a motion by Mr. Brooks and second by Mr. Taylor; the Board of Commissioners voted unanimously to approve the amended agenda to include a closed session.

B. Public Comment:

Chairman Melton requested the time for Public Comment. Mr. Cornwell invited Jordan Mitchell to the podium and reminded Ms. Mitchell that she was allowed three minutes to speak to the members. Jordan Mitchell introduced herself and stated her address as 1220 Dart Drive in Shelby, North Carolina. Ms. Mitchell attended the meeting on behalf of Tekoa Foothills formerly known as Camp Loy White. She is interested in the Carolina Thread Trail and expressed appreciation and excitement about the Greenway project. Ms. Mitchell volunteered the services of herself and the group in any future needs concerning the Greenway project.

C. Consent Agenda:

Action Taken: Chairman Melton presented the Consent Agenda Items. Upon a motion by Mr. Cook 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 January 14, 2020
- 2) Approval of Resolution Number 5-2020 A Resolution Adopting an Updated Overtime and Emergency Overtime Policy for Cleveland County Water

E. Unfinished Business:

- 1) Consideration of Resolution Number 6-2020 A Resolution Authorizing Execution of an Agreement with Boomerang Design, P.A. in the amount of \$9,500 for Design Services for the USDA Preliminary Engineering Report

Mr. Cornwell explained that this resolution authorized the execution of the agreement with Boomerang Design for the USDA Preliminary Engineering Report. This report is required as part of the application process to obtain funding from the USDA for the Centrally Located Operations Center. Mr. Cornwell noted that resolution 6-2020 and 7-2020 worked together in completing the reports required for the USDA application process.

Action Taken: Upon a motion by Mr. Cameron, second by Mrs. Bridges, the Board of Commissioners voted unanimously to adopt Resolution Number 6-2020 *A Resolution Authorizing Execution of an Agreement with Boomerang Design, P.A. in the amount of \$9,500 for Design Services for the USDA Preliminary Engineering Report*

- 2) Consideration of Resolution Number 7-2020 A Resolution Authorizing Execution of an Agreement with Willis Engineers in the Amount of \$100,000 for Design Services for the USDA Preliminary Engineering Report

Mr. Cornwell explained that this resolution was for the execution of an agreement with Willis Engineers for the weir project. The expense for this report is larger due to the size and expense of the project. This

report is also required as part of the application process to obtain funding from the USDA. There is a significant amount of environmental review that is required in this report. Willis Engineers will be paid to do the bulk of the work. Some of the report funds will be paid to subconsultants for environmental studies and geotechnical studies. The contract for Willis Engineering will include work for both projects. The information supplied from Willis Engineering will be shared with Boomerang Design to assist in completing the application for the Centrally Located Operations Center.

Action Taken: Upon a motion by Mrs. Bridges, second by Mr. Martin, the Board of Commissioners voted unanimously to adopt Resolution Number 7-2020 A *Resolution Authorizing Execution of an Agreement with Willis Engineers in the amount of \$100,000 for Design Services for the USDA Preliminary Engineering Report*

3) Consideration of Resolution Number 8-2020 A Resolution Adopting and Accepting a Purchasing Manual for Cleveland County Water

Mr. Cornwell introduced Finance Director, Ginger Fern, for discussion and presentation of the completed purchasing manual. Mrs. Fern reminded the members about the preliminary purchasing manual presented at the December meeting. She also reminded about the audit comment concerning uniform guidance. This audit comment was in reference to the Lattimore Tank funding, because the funds were federal funds, a written policy was required to receive this funding. A purchasing manual was written to address this audit comment and for future federal funding. There have been some wording changes since the preliminary copy was presented. This final version of the manual presents in writing the standards and guidelines already in place concerning purchasing. It includes, the bid process (when and if necessary), vendor selection, and all aspects of the purchasing process. Mrs. Fern noted that section seven of the purchasing manual addresses the auditor concerns for uniform guidance and the handling of federal funds. The future possibility of purchase cards is also addressed in the purchasing manual. This process is in the manual if purchase cards are obtained, the purchase manual will not require an amendment to add this feature in the future. Mrs. Fern asked for questions or concerns.

Action Taken: Upon a motion by Mr. Cook, second by Mr. Taylor, the Board of Commissioners voted unanimously to adopt Resolution Number 8-2020 *A Resolution Adopting and Accepting a Purchasing Manual for Cleveland County Water*

E. New Business:

- 1) Consideration of Resolution Number 9-2020 *A Resolution Accepting TGS Engineers, Inc. as the Most Qualified to Provide Professional Services Related to the Greenway Project*

Mr. Cornwell shared that this resolution selects a consultant for the Greenway project. The request for qualifications were mailed after the November meeting. Three statements of qualifications were received. The engineering firms were Benesch, TGS Engineers with subconsultant Destination by Design, and WithersRavenel. Mr. Cornwell, Ginger Fern, and Chris Martin reviewed the statements and rated the proposals. A point system was created for the project and the points were added up to assign a rating. Chris Martin is the Planning Director for Cleveland County. The recommendation from the team is TGS Engineers and subconsultant Destination by Design to complete this project. Mr. Cornwell continued with some background on TGS Engineers. TGS Engineers is a very heavy structural engineering firm. TGS Engineers has done a considerable amount of work with the NC Department of Transportation. The Greenway project will be located on the NCDOT roadway. Mr. Cornwell reminded that this project will include several bridges and creek crossings. It is important to have a structural engineer involved in those situations. Destination by Design has a tremendously good reputation for massive Greenway projects. They are also urban planners, assisting in marketing and community revitalization. The firms are local to the area and can be contacted easily and travel to the site in a short amount of time.

Action Taken: Upon a motion by Mr. Taylor, second by Mrs. Bridges, the Board of Commissioners voted unanimously to adopt Resolution Number 9-2020 *A Resolution Accepting TGS Engineers, Inc. as the Most Qualified to Provide Professional Services Related to the Greenway Project*

2) Consideration of Resolution Number 10-2020 A Resolution Authorizing the Execution of an Agreement with Digital Technology Liaisons (DTEL)

Mr. Cornwell introduced Finance Director, Ginger Fern, and Customer Service Director, Michelle Alexander to continue this presentation. Mrs. Alexander explained the current telephone situation with the services for the telephone plan by AT&T and the service for maintenance and equipment with SETEL. There has been some ongoing confusion between these companies with troubleshooting outages and problems. In the last six months the voicemail system has been hacked into on multiple occasions. The voicemail system will hold forty messages and the voicemail hackers will use up the entire space of the voicemail. This takes up space needed by customers attempting to call after hours and over the weekends. The incidents are causing the billable minutes to exceed the allotted plan. This causes additional long-distance charges on the telephone bill. Mrs. Fern explained the problems involved with contacting customer service at AT&T and the lack of assistance and concern with the problem. Mrs. Fern and Mrs. Alexander met with two different companies concerning other options for the telephone system. The company named DTEL, was selected due to their expertise being a telecommunications provider. The references were contacted to verify the quality of service. A quote was requested for replacement of the entire telephone/voicemail system and a plan for the monthly telephone service. Mrs. Fern noted that with the upgrades provided by the new telephone/voicemail system and the new telephone plan, there are substantial cost savings of approximately \$36,000.00 per year. The telephone service has been with AT&T for such a long amount of time, that other options and the cost savings of the other options available were not known. Mr. Cornwell noted that the option to lease the telephone equipment was offered by DTEL, but due to the cost savings from the monthly telephone plan, the money is available in this operating budget to purchase the equipment without the need for a budget amendment. DTEL has assured that the telephone system would have a life of ten years. DTEL has offered to purchase the current telephone system for parts. Mrs. Fern noted that the current telephone system is no longer available for purchase. These parts

would be used for repairs for customers still using this telephone system.

Action Taken: Upon a motion by Mr. Cameron, second by Mr. Brooks, the Board of Commissioners voted unanimously to adopt Resolution Number 10-2020 *A Resolution Authorizing the Execution of an Agreement with Digital Technology Liaisons (DTEL)*

F. General Manager's Report:

Mr. Cornwell began with the financial reports from January. There were five payrolls in January. The maintenance and water plant reports are available for reference. The billing report reflects an increase in usage from last month. Mr. Cornwell noted that there was a letter at the members seats from Susan Biggers on behalf of the Town of Fallston addressed to Fuller Construction. The letter is a response concerning the claims from Fuller Construction. Mr. Cornwell consulted with Attorney Moore about a letter from the District in response to the claims. The members have copies of both letters for their records since legal parties are involved with the situation. The Lattimore Tank project continues with the substantial completion date of April 30, 2020. The tank will be fully erected by the second week in March. Mr. Cornwell noted the contractor has made tremendous progress. The tank is currently installed, except for the welding of the top cylinder. A customer compliment was received for Matt Humphries and Peyton McCurry for responding on a Saturday to repair a customer service line break on Lithia Springs Road. Mr. Cornwell shared that he attended council meetings with the Town of Fallston and the Town of Polkville concerning the sewer regionalization study. The Greenway properties are still being worked on. The property owners across the river from the weir project will be contacted next week. Mr. Cornwell attended a Cleveland County meeting concerning the 2020 Census. He obtained some information to share with the members. The information is important because the population being properly recorded effects the water business. The EPA funds for water and sewer are determined by the population of the service area. Mr. Cornwell volunteered the customer water billings to distribute marketing materials about the census in the customer water bills. The District billing is mailed to twenty-one thousand customers. There may be one or two flyers. The census information will be collected mostly online this year, there are some concerns about the response from the elderly who don't use computer technology. The flyer contains more details about how the population will be counted. The

Greenway Cleanup and Lunch is scheduled for Saturday, April 18, 2020 at 10:00 am. Mr. Cornwell is working with David Caldwell on the planning and scheduling. A pizza lunch will be provided to the volunteers participating.

G. Board Members Announcement and Remarks

Mr. Cameron noted appreciation for the good retreat. Mrs. Bridges noted that the retreat was great and appreciation for the hard work in obtaining the telephone quotes. Mr. Melton noted his appreciation for the hard work.

H. Closed Session

- 1) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or other proposed contract for the acquisition of real property by purchase, option, exchange or lease in accordance with NCGS 143-318.11 (5).

Action Taken: Upon a motion by Mr. Taylor, second by Mr. Brooks, the Board of Commissioners voted unanimously to go into Closed Session at 7:28 PM.

Action Taken: Upon a motion by Mr. Taylor, second by Mr. Brooks, the Board of Commissioners returned to Open Session at 7:46 PM.

Action Taken: Upon a motion by Mr. Taylor, second by Mr. Martin, the Board of Commissioners voted unanimously to authorize the General Manager to complete a property exchange between Michael H Still and Cleveland County Water by exchanging tract 5 owned by CCW for tracts # 1 and # 3 owned by Michael H. Still along with the associated easements as referenced on the survey provided by Dobbin Lattimore, PLS.

I. Adjournment

Action Taken: Chairman Melton called for a motion to adjourn. Upon a motion by Mr. Brooks, second by Mr. Cook the Board of Commissioners voted unanimously to adjourn at 7:50 PM.



Respectfully submitted,

Bill Cameron
Bill Cameron, Secretary