

MINUTES

Regular Meeting
Cleveland County Water Board Room

December 14, 2021
Tuesday, 7:00 P.M.

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

Chairman Donald Melton called the meeting to order at 7:00 PM, welcomed all who were in attendance and recognized Commissioner 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. Chairman Melton requested a motion to adopt the agenda.

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

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

- 1) Administration of Oath of Office for Mr. Donald O. Melton by Tim Moore, Representative, North Carolina House of Representatives
- 2) Administration of Oath of Office for Mrs. Amy Elliott Bridges by Tim Moore, Representative, North Carolina House of Representatives
- 3) Administration of Oath of Office for Mr. Clio J. "Pete" Pedersen by Tim Moore, Representative, North Carolina House of Representatives

Mr. Melton, Mrs. Bridges and Mr. Pedersen were all administered the Oath of Office jointly by Mr. Moore while General Manager Brad Cornwell held the Bible. All Commissioners returned to their respective seats and the order of the agenda was resumed.

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

- 1) Election of Chairman presided by current Chairman Don Melton.

Chairman Melton requested nominations for the Chairman of the Board. Mr. Martin nominated and second by Mr. Cameron to nominate Donald Melton as Chairman. With no other nominations, Mr. Martin made a motion to close nominations and a second by Mr. Cameron.

ACTION TAKEN: With the motion to close nominations, Mr. Melton was elected Chairman by acclamation.

- 1) 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. Brooks to nominate Dewey Cook as Vice-Chairman. With no other nominations, a motion by Mr. Brooks to close nominations with a second by Mr. Martin.

ACTION TAKEN: With a motion to close nominations, Mr. Cook was elected Vice Chairman by acclamation.

- 2) Election of Secretary presided by Chairman Melton

Chairman Melton requested nominations for the Secretary of the Board position. Mr. Brooks nominated and second by Mr. Melton to nominate Bill Cameron as Secretary. With no other nominations, Mr. Brooks made a motion to close the nominations with a second by Mr. Melton.

ACTION TAKEN: With a motion to close nominations, Mr. Cameron was elected Secretary by acclamation.

B. Public Comment:

There were no public comments.

C. Consent Agenda:

Action Taken: Chairman Melton presented the Consent Agenda Items. Upon a motion by Mr. Brooks, second by Mr. Martin, 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 9, 2021
- 2) Approval of the Minutes of the Closed Session of November 9, 2021

- 3) Consideration of Resolution Number 41-2021 A Resolution Honoring Rondall Albert Roper, Jr. (Ronnie) on the Occasion of his Retirement from Employment with Cleveland County Water
- 4) Consideration of Resolution Number 42-2021 A Resolution Honoring Kenneth Eugene Deveney, Jr. (Kenny) on the Occasion of his Retirement from Employment with Cleveland County Water
- 5) Consideration of Resolution Number 43-2021 A Resolution Honoring John Z. Taylor For His Service to The Cleveland County Sanitary District
- 6) Consideration of Resolution Number 46-2021 A Resolution Accepting Willis Engineers as the Most Qualified to perform work related to the Marion Street Booster Pump Station Project
- 7) Consideration of Resolution Number 47-2021 A Resolution Accepting Willis Engineering as the Most Qualified to perform work related to the Casar Lawndale, Sand Hills and Will Dixon Road Water Main Project
- 8) Consideration of Resolution Number 48-2021 A Resolution Accepting McGill Associates as the Most Qualified to perform work related to the Polkville Tank and Booster Pump Station Project
- 9) Consideration of Resolution Number 49-2021 A Resolution Accepting McGill Associates as the Most Qualified to perform work related to the Belwood Tank and Booster Pump Station Project
- 10) Consideration of Resolution Number 50-2021 A Resolution Accepting McGill Associates as the Most Qualified to perform work related to the Waco Booster Pump Station Project

D. Unfinished Business:

No unfinished business was presented at this time.

E. New Business:

- 1) Consideration of Resolution Number 44-2021 A Resolution Authorizing Execution of a Compensation and Classification Maintenance Engagement Letter with Baker Tilly

Mr. Cornwell reminded members about the pay and class study done by Springsted, Inc. in 2016. The job descriptions and pay scales were updated through this study. Springsted Inc. has since been bought out by a larger company named Baker Tilly. The recommended time between studies is five years. It has been six years since the pay and class study

were completed. During this time, other entities have also conducted pay and class studies for their municipalities. Mr. Cornwell is recommending that maintenance be performed on the current pay and class study. One of the big deciding factors for this review is the 5.9% increase in the updated CPI-W scale. This scale is used in part to determine the social security wages paid to retirees. The job descriptions will remain the same and will not change. The market class study will be the focus of this study. This review will hopefully be completed in the spring for availability during the budget process. This study will enable the District to remain competitive in the current market. Mr. Cameron questioned how many vacancies were currently open. Mr. Cornwell explained that currently there are two positions open in the maintenance department and there were two retirees at the water plant. One of the retiree positions at the water plant has been filled. There remain two positions open in the maintenance department and one position open at the water plant.

ACTION TAKEN: Upon a motion by Mrs. Bridges, second by Mr. Cameron, the Board of Commissioners voted unanimously to adopt Resolution Number 44-2021 *A Resolution Authorizing Execution of a Compensation and Classification Maintenance Engagement Letter with Baker Tilly*

2) Consideration of Resolution Number 45-2021 A Resolution Authorizing Submission for Water Resources Development Grant

Mr. Cornwell noted that this resolution is for the submission of another grant application for the Greenway project. The funds received for the Lawndale Park now include funding from Duke Energy, Division of Water Resources and the Recreation Trail Program. The NC Parks and Recreation Trust Fund have not awarded their grant, the explanation given was that budget funding has not been certified and the review has not been completed. Mr. Cornwell reminded about the circumstances concerning the distinction of Sanitary District guidelines for applications for funding. The application was submitted through the partnership with the Town of Lawndale. Mr. Cornwell informed about legislation going through the House of Representatives and the Senate providing better guidance concerning Sanitary Districts to enable better availability for grant funding. Mr. Cornwell shared the details concerning the access

points for Highway 10 and Delight Road. These concepts were completed after NC Fish & Wildlife declined to be a participant in the funding of these sites. The plans for a ten-mile paddle trail were shared with pictures and maps to the Lawndale Park area. The project has been divided into three phases. This resolution would be to submit a grant application to Water Resources Development for phase one of the Delight Road access point. Mr. Pedersen noted appreciation to Mr. Cornwell for sharing the details of the project. Mr. Pedersen noted that he was impressed with the project and the potential for the future. Mr. Cornwell noted that by including other sites in the greenway project may entice local towns to become more involved with the greenway project. Mr. Cameron questioned the location of the access point sites in reference to the Lawndale Park location. Mr. Cornwell shared more details about the project and current site location conditions. Mr. Martin questioned specific site requirements to this location. Mr. Cornwell noted that the grant funding would assist to answer the questions that Mr. Martin was presenting.

ACTION TAKEN: Upon a motion by Mr. Pedersen, second by Mr. Cameron, the Board of Commissioners voted unanimously to adopt Resolution Number 45-2021 *A Resolution Authorizing Submission for a Water Resources Development Grant*

F. General Manager's Report:

Mr. Cornwell began with the financial reports and noted that the longevity was paid to the employees in November. The materials line item appears overbudget but once the projects are completed and the water line materials are moved to capital this line item will be in proper budget alignment. The partnership funds to Cleveland County Economic Development were paid in November. Mr. Cornwell continued with the maintenance report with the attention on the meter change out program. This program is making good time and good progress on the radio read meter changes. Mr. Cornwell noted that the water line for Sellerstown Road has been installed and completed by the maintenance department. The billing reports are available for reference. The customers requesting e-bills continue to increase, this saves the postage required to mail water bills. Mr. Cornwell asked for potential date recommendations for the yearly board retreat. Mr. Cornwell reminded that because of the pandemic a retreat was not held last year. Mr. Melton asked if

the retreat would be conducted at the airport this year. Mr. Cornwell responded that he would check the schedule at the airport for availability. The potential dates that were agreed upon for a Saturday in February. Breakfast will be provided, and the retreat should be completed by lunch time. There are several large projects currently in progress, the retreat will allow for updates on these projects. Mr. Jeff Earl, Operations Director, shared an update on the Clearwell project. Mr. Cornwell noted that the water plant operators are very excited about the construction of the Clearwell. Mr. Earl explained the process through pictures of the construction progress made so far on the Clearwell. The members presented questions and Mr. Cornwell and Mr. Earl shared answers. Mr. Cornwell reminded that there is currently very limited on-site finished water storage. This is the reason that the operators are so excited about the Clearwell. The process of treating water with limited storage doesn't allow much time for correction if there are technical difficulties. The river is currently low due to lack of rain. The Clearwell will allow for more storage of finished water during problem times. The centrally located operations center plans are almost finished. The permits are being applied for and submitted. Mr. Cornwell hopes to have some of the permits completed and returned by the next meeting. The estimated time for the project to go for bid would be January or February with the approval from USDA. The Town of Lawndale has requested a sewer easement on the property located at the Scout Hut. The Town of Lawndale will be performing some upgrades to the sewer system. The Town of Lawndale has agreed to provide a sewer hook up to the Scout Hut in exchange for the easement for the new sewer line. The asset inventories for the Town of Fallston, Lawndale and Polkville have begun. The smoke testing for the sewer connections in each of the towns has been completed. Patricia Black received an employee compliment from a customer. Chris Hayes received an employee compliment for the maintenance crew that set a customer water tap. The maintenance crew consisted of Sterling Cole, Tony Holt, and Caleb Crotts.

G. Board Members Announcement and Remarks

Chairman Melton asked for Board member comments and remarks. All Board members wished everyone a Merry Christmas and thanked staff for their work on all the many projects. Mr. Pedersen inquired about the last Commissioners pay increase. Mr. Cornwell noted the approximate time of 3 to 4 years ago and summarized the General Statute concerning Commissioner stipends. Mr. Pedersen requested the statute reference and

Mr. Cornwell noted he would summarize the information and provide the applicable statute to all Commissioners in a follow up email.

H. Adjournment

Action Taken: Chairman Melton called for a motion to adjourn. Upon a motion by Mr. Brooks, second by Mr. Pedersen the Board of Commissioners voted unanimously to adjourn at 7:44 PM.

Respectfully submitted,

Bill Cameron

Bill Cameron, Secretary

