

**BRUNSWICK REGIONAL WATER & SEWER H2GO
REGULAR BOARD MEETING
MONDAY DECEMBER 6, 2021**

OFFICIAL MINUTES

CALL TO ORDER:

Chairman Ronnie Jenkins called the meeting to order at 6:00 p.m.; a quorum was present. The assembly cited the Pledge of Allegiance.

MEMBERS PRESENT:

Present from the Board of Commissioners were members Ronnie Jenkins, Chairman, Steve Hosmer, Vice Chairman, Rodney McCoy, Secretary, Bill Beer, present from H2GO was Bob Walker, Executive Director, Russ Lane, Assistant Executive Director, Scott Hook, Finance Officer, Brenda Thurman, Customer Service Manager, Tyler Wittkofsky, Public Information Officer, and Deana Greiner, Clerk to the Board. Also present was attorney Steve Coble.

Commissioner Barry Laub was present via phone until just after electing the board officers.

DISCUSSION/ADJUSTMENT OF AGENDA:

Chairman Jenkins opened the floor for any adjustments to the agenda. Mr. Walker requested to add discussion on the Employee Holiday Bonus to Informal Discussion. **Commissioner Hosmer made the motion to approve the agenda as amended; a vote was called and the motion carried unanimously.**

CONSENT AGENDA:

Commissioner McCoy made the motion to approve the consent agenda which consisted of the November 16, 2021 Regular Board Meeting Minutes. A vote was called and the motion carried unanimously.

COMMISSIONERS REPORT:

Members of the board stated they were getting a lot of questions regarding when the plant would be in operation. They said the comments were mostly positive.

Commissioner Hosmer reported that he visited the RO Plant site and that he was well pleased with how far along things have come.

PUBLIC COMMENTS:

Chairman Jenkins opened the floor for public comments.

Jane Crowder; 133 Lee Dr: Mrs. Crowder wanted to wish Commissioner Laub a Happy Birthday.

OLD BUSINESS:

None discussed.

NEW BUSINESS:

Swearing In and Installation of Board Members The floor was given to the clerk of the board, Mrs. Deana Greiner. Mrs. Greiner administered the oath of office as commissioners to Mr. Ronnie Jenkins, Mr. Bill Beer, and Mr. Rodney McCoy.

Organization of Board Members: Mrs. Greiner asked the board for nominations for Chairman. **Commissioner Beer made the motion to nominate Commissioner Jenkins as Chairman; a vote was called and the motion carried unanimously.** Mrs. Greiner gave the floor to Chairman Jenkins to finish facilitating the meeting. Chairman Jenkins asked for nominations for Vice Chairman. **Commissioner Beer made the motion to nominate Commissioner Laub as Vice Chairman; it was seconded by Chairman Jenkins. Commissioner Hosmer made the motion to nominate Commissioner McCoy as Vice Chairman. Commissioner McCoy deferred his name to Commissioner Laub. A vote to elect Commissioner Laub as Vice Chairman was called; the motion carried unanimously.** Chairman Jenkins asked for nominations of Secretary. **Chairman Jenkins made the motion to nominate Commissioner McCoy as Secretary; it was seconded by Commissioner Laub. A vote was called and the motion carried unanimously.**

2022 Regular Board Meeting Schedule The board briefly discussed the 2022 Regular Board Meeting Schedule. It was said that typically the board has had their meetings on the 3rd Tuesday of every month and that currently they are scheduled to hold their meetings at Leland Town Hall. Mr. Walker explained that staff had reached out to the Town of Belville regarding the use of their Town hall; it was said that if the board wanted to plan meetings at the Town of Belville then the meeting schedule would need to be adjusted to a different day of the month. After a brief discussion the board generally agreed to keep the regular meeting place with the Town of Leland. Commissioner Beer asked that the May meeting be moved up a week; he said he was going out of town. **Commissioner Beer made the motion to approve the 2022 Regular Board Meeting Schedule as amended. A vote was called and the motion carried unanimously.**

Commissioner Laub was excused to leave at 6:20 p.m.; a quorum was still present.

AT&T Lease Agreement: Mr. Walker presented to the board a lease agreement from AT&T to place cell antennas on the Brunswick Forest Water Tower. It was said the terms of the agreement was for AT&T to pay H2GO \$2700 a month for 5 years; it was said the agreement would automatically renew up to three terms with a rent increase of 3% each term. As far as installation, the contractors are fully insured and H2GO is fully indemnified. **Commissioner McCoy made the motion to authorize Mr. Walker to execute the lease agreement with AT&T as presented. A vote was called and the motion carried unanimously.**

Waterleaf Apartments DOD Mr. Walker presented to the Board a Deed of Dedication for Waterleaf Apartments. Mr. Walker explained that there was no recorded plat; he explained that the development is in the process of selling to a new developer and they are closing on that sell December 20, 2021. Mr. Walker explained that the plat map is to be recorded in the next few

days; he asked the board if they could approve this contingent upon receiving the recorded plat so that we can have the DOD recorded and the developer can close on their sale on December 20, 2021. **Commissioner Hosmer made the motion to approve the Waterleaf Apartments Deed of Dedication contingent upon receiving a recorded plat map. A vote was called and the motion carried unanimously.**

FINANCE OFFICER'S REPORT:

Check Register, November 11, 2021 thru December 1, 2021: No comments nor questions were made regarding the check register.

FY2021-2022 Fund 50 Budget Ordinance Amendment : Mr. Hook presented to the Board a FY2021-2022 Fund 50 Budget Ordinance Amendment. Mr. Hook explained that we have more revenue coming in with the area growth and we have more expenses going out. Mr. Hook explained that he added \$1.8 on the revenue side. Mr. Hook explained that one big change on the expense side was from the fact that because of the short delay with the RO Plant, we will be paying a higher water rate to Brunswick County longer than originally budgeted. Mr. Hook explained that there was more expenses in meters because we were having to change out Brunswick Forest meters to upfit them to our flex net system. There was a brief discussion on whether or not we could give contractors incentives to finish the RO Plant early. It was said that finishing earlier than later would save money. Mr. Walker said he has started conversations regarding this. **Commissioner Beer made the motion to approve the FY2021-2022 Fund 50 Budget Ordinance Amendment as presented. A vote was called and the motion carried unanimously.**

FY2021-2022 Fund 26 Budget Ordinance Amendment Mr. Hook presented to the Board a FY2021-2022 Fund 26 Reverse Osmosis Plant; he explained that we have recently bided out the last water line for the project. Mr. Hook said that bid has come in at \$1.9 million; he explained that he moved the \$1.8 million out of contingency for this item. Mr. Hook explained that the difference will come from sales tax reimbursements and interest earned. Mr. Hook said the amendment is no new money; he said it was just him re-allocating monies within the budget. **Commissioner Hosmer made the motion to approve the FY2021-22 Fund 26 Budget Ordinance Amendment as presented. A vote was called and the motion carried unanimously.**

EXECUTIVE DIRECTOR'S REPORT:

RO Water Treatment Plant Update: Mr. Walker reported to the board that the main building was going up; he explained that crews were working on the CO2 building and pouring piers for the calcite building. Mr. Walker said that Harn is scheduled to be onsite to set up the third train. Mr. Walker cited COVID, supply issues, and weather as reasons for the slight delay; he said as it stands now we are looking at early May for the commissioning of this plant. Mr. Walker stated that testing is scheduled to begin in February. There was a brief discussion on testing and when exactly the water will be put in the distribution system. It was said there will be a flyer go out to our customers explaining the process and explaining the flushing procedures.

2018 CIP Water Main Extension Area 3: Mr. Walker stated that he received bids for this project; he said it included pipes for Lanvale Road, all the way to Compass Pointe. Mr. Walker said there was 8 different bidders; the lowest base bid was \$2.14 million. Mr. Walker said they had an alternate low bid, the use of ductile iron pipe instead of PVC, of \$1.89 million. Mr. Walker explained that we need to go ahead a award this project so that prices can be locked in to avoid any future price adjustments.

Commissioner McCoy made the motion to award the 2018 CIP Water Main Extension Area 3 to Carmichael in the amount of \$1,896,646.00 as presented. A vote was called and the motion carried unanimously.

ASSISTANT DIRECTOR'S REPORT:

It was said that Mr. Lane was out on vacation and there was nothing to report.

PUBLIC INFORMATION OFFICER'S REPORT:

RO Plant Communication Update: Mr. Wittkofsky reported to the board that the bill board ad was still active; he said he extended the lease to March. Mr. Wittkofsky explained that the wording for our ads has changed from "early 2022" to "spring 2022." Mr. Wittkofsky explained that we are continuing to see an increase in website traffic in the number of views and in the amount of time spent on our webpages.

Mr. Wittkofsky mentioned that we have received 2 awards; the Ernie Seneca Award for Excellence in Public Service and the Campaign/Community Engagement Award; he explained the Ernie Seneca Award was awarded to him for going above and beyond while working in a communication profession. Mr. Wittkofsky stated that our RO Plant Communication Plan along with the communication ads and videos has received 2nd place for the Campaign/Community Engagement Award.

Mr. Wittkofsky stated the newsletter went out today; he said it was emailed through mail chimp and it is on our website.

ATTORNEY'S REPORT:

Mr. Coble said he had nothing to report in open session.

INFORMAL DISCUSSION:

There was a brief discussion on if we should give contractors incentives to complete RO Plant faster. It was said that the delays are from things that are beyond control, such as weather and supply issues. Chairman Jenkins expressed his concerns about pushing things too quickly; he did not want us to give the contractors opportunity to cut corners that would cause problems later. Mr. Walker assured the board that he would keep them informed.

Employee Holiday Compensation: The board discussed compensating the employees with a Christmas Bonus. It was said in the past we gave the employees \$300. It was suggested that with all the changes that the staff has had to deal with in the past year that this compensation be increased to \$500. **Commissioner Hosmer made the motion to approve a \$500 Holiday Bonus for each employee. A vote was called and the motion carried unanimously.**

Mr. Walker informed the Board that there would be a company pig pickin' on Friday December 17, 2021 at 12 p.m. Mr. Walker stated that the board was welcomed to attend. It was said this would be a good opportunity to present the holiday bonuses to each employee.

EXECUTIVE SESSION:

Commissioner Hosmer made the motion for the board to enter executive session to discuss Consultation with Legal Counsel, pursuant to NCGS 143-318.11(a)(3) and Contract Negotiations, pursuant to NCGS 143-318.11 (a)(5) and Personnel, pursuant to NCGS 143-318.11(a)(6); a vote was called and the motion carried unanimously.

Commissioner Hosmer motioned for the board to return to open session; a vote was called and the motion carried unanimously.

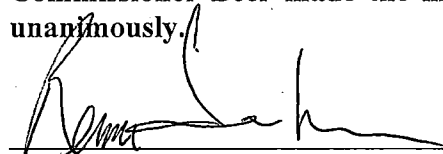
It was said there was nothing to report out of Executive Session.

ANNOUNCEMENT OF NEXT MEETING:

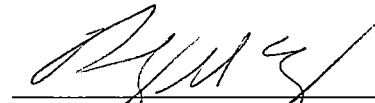
Chairman Jenkins announced that the next Regular Meeting would be held on January 6, 2022 at 6:00pm.

ADJOURNMENT:

Commissioner Beer made the motion to adjourn the meeting at 8:15pm, the motion carried unanimously.



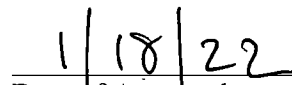
Ronnie Jenkins, Chairman



Rodney McCoy, Secretary



Deana Greiner, CMC Clerk to Board



Date of Approval