

BRUNSWICK REGIONAL WATER & SEWER H2GO
REGULAR BOARD MEETING
WEDNESDAY DECEMBER 14, 2022

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, Barry Laub, Vice Chairman, Rodney McCoy, Secretary, and Bill Beer. and Commissioner Steve Hosmer. Present from H2GO was Bob Walker, Executive Director, Scott Hook, Finance Officer, Ken Brown, Assistant Finance Officer, Russ Lane, Assistant Executive Director, Brenda Thurman, Customer Service Manager, Stephanie Blair, Communications Director, and Deana Greiner, Clerk to the Board. Also present was attorney Steve Coble.

DISCUSSION/ADJUSTMENT OF AGENDA:

Chairman Jenkins opened the floor for any adjustments to the agenda. Mr. Walker requested to add Gregory Road Improvement Update to his report. **Commissioner Hosmer made the motion to approve the agenda as amended; a vote was called, and the motion was carried unanimously.**

CONSENT AGENDA:

Commissioner Beer made the motion to approve the consent agenda which consisted of the November 14, 2022, Workshop Meeting Minutes and the November 16, 2022, Regular Board Meeting Minutes as presented. A vote was called, and the motion was carried unanimously.

COMMISSIONERS REPORT:

Commissioner Hosmer mentioned the issues going on with Compass Pointe; he explained that the issue was because many houses had reduced pressure valves installed within their plumbing system.

PUBLIC COMMENTS:

Chairman Jenkins opened the floor for public comments.

No patrons were present to give comments.

OLD BUSINESS:

*Release of Letter of Credit for Brunswick Forest Phase 9 Section 3:
Release of Letter of Credit for Brunswick Forest Phase 9 Section 4B:*

Mr. Walker reported to the board that we received a request to release the letter of credit for Brunswick Forest Phase 9 Section 3 and Brunswick Forest Phase 9 Section 4B; he said these projects were completed. **Commissioner Beer made the motion to release the letter of credit for Brunswick Forest Phase 9 Section 3 and for Brunswick Forest Phase 9 Section 4B; a vote was called, and the motion was carried unanimously.**

NEW BUSINESS:

2023 Schedule of Regular Board Meetings: It was suggested that the board approve the schedule as presented; it was said that if at any time it needed to be adjusted, the board could do so by vote at any regular meeting. **Commissioner Hosmer made the motion to approve the 2023 Schedule of Regular Board Meetings as presented; a vote called, and the motion was carried unanimously.**

Letter of Credit: Magnolia @ Mallory Creek Phase 1: Mr. Walker presented to the board a Letter of Credit for Magnolia at Mallory Creek; he said the estimated infrastructure cost was \$556,348.00 and the Letter of Credit was \$695,435.00. **Commissioner McCoy made the motion to approve the Letter of Credit for Magnolia at Mallory Creek as presented; a vote was called, and the motion was carried unanimously.**

Deed of Dedication: Pinnacle Point Phase 2 Lots 99-106, Lots 144-183

Pinnacle Point Phase 3 Lots 18-67, Lots 107-143: Mr. Walker presented to the board two deeds of dedications, one for Pinnacle Point Phase 2 and one for Pinnacle Point Phase 3. It was said that everything was completed and reviewed by staff and Mr. Coble. **Commissioner Laub made the motion to accept the Deed of Dedication for Pinnacle Point Phase 2 Lots 99-106, Lots 144-183 and Pinnacle Point Phase 3 Lots 18-67, Lots 107-143 as presented; a vote was called, and the motion was carried unanimously.**

EXECUTIVE DIRECTOR'S REPORT:

Bishop's Ridge Utility Improvements: Mr. Walker presented to the board a water line extension project that will extend the water line from the Grayson Park Vault to Bishop's Ridge. Mr. Walker explained that Bishop's Ridge is located off Highway 17 near Snowfield and Milam Equipment. Mr. Walker said the plans have been submitted to the State and have been approved. It was said the total cost of materials was \$160,000 and will be paid for through system development fees. It was said this was a listed capital improvement project. **Commissioner Hosmer made the motion to approve proceeding with this project as presented; a vote was called, and the motion was carried unanimously.**

Gregory Road Update: Mr. Walker explained that they were putting in the three-inch asphalt base today; he said the topcoat will be done as soon as the weather permits. Mr. Walker said this project should be done by the end of the year.

RO Water Treatment Project Update: Mr. Walker explained that they began testing on the orifices, treatment trains, and the SCADA system; he explained that there were some bugs in the system that they were working out. Mr. Walker explained that the pump was installed for Well Site 4, and they were waiting for inspection; he said that Well Site 2 will be online in January. Mr. Walker said they were pushing to have the RO Plant certified by January 16, 2023.

The Brunswick County RO Plant was mentioned; it was said their plant was scheduled for 2024.

ASSISTANT DIRECTOR'S REPORT:

Mr. Lane said he had nothing to report.

FINANCE OFFICER'S REPORT:

Check Register- November 10, 2022, through December 7, 2022: No comments were made regarding the check register.

November Financial Summary: No comments were made regarding the Financial Summary.

FY2023 Budget Ordinance Amendment Fund 50: Mr. Hook explained the line items that were being adjusted; he mentioned that the telephone was being increased to accommodate services for the proposed temporary office space; he pointed out the Bishop's Ridge project and explained that another sewer project would be put on hold until next budget year; and he mentioned that he was clearing up some misallocations between departments on the electricity. **Commissioner Beer made the motion to approve the FY2023 Budget Ordinance Amendment Fund 50 as presented; a vote was called, and the motion was carried unanimously.**

RO Water Treatment Plant Fund 26 Budget Ordinance Amendment: Mr. Hook explained the line items that were being adjusted; he said there was \$2 million in water system development fees; he said there was a tax refund received; he mentioned that the Compass Point water line extension came in under budget; he said the overage was being used to buy permanent generators for the well sites. **Commissioner McCoy made the motion to approve the RO Water Treatment Plant Fund 26 Budget Ordinance Amendment as presented; a vote was called, and the motion was carried unanimously.**

Edmunds Software Proposal: Mr. Hook explained that they were about 92% converted; he said the staff has been training this week. Mr. Hook explained that there were three mods that needed to be added; he said they had to do with control, online application, and self-service. Mr. Hook explained that when a customer goes online to apply for service it will automatically populate in the system; he explained they were adding features to allow customers to create and track work orders. Mr. Hook explained that these items will help streamline a lot of different

processes. Commissioner Beer made the motion to approve the Edmund Software Proposal as presented; a vote was called, and the motion was carried unanimously.

COMMUNICATIONS DIRECTOR'S REPORT:

Communications Update: Mrs. Blair mentioned that there was an overview report of the social media postings in the packet; she mentioned that the board was invited to attend a staff appreciation luncheon next Wednesday. Mrs. Blair explained that we had a commercial airing on WWAY and WECT in the morning and evening time during the local news block.

The water pressure issue in Compass Point was brought up. Mrs. Blair explained that she was in the process of reaching out to the representatives in that development. It was said the issues stem from many of the houses there having pressure reducing valves installed; it was said those valves were installed because the county provides water at a higher pressure. It was said the pressure is higher with the county because the water is coming from a line that runs to the south end of the county. It was said that when our line comes online, the pressure reducing valves will need to be located and adjusted or even removed. Mrs. Blair explained that she is working to create a tracking system for those effective and working on a line of communication to get the information out to the residents.

ATTORNEY'S REPORT:

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

INFORMAL DISCUSSION:

None Discussed.

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); a vote was called, and the motion carried unanimously.

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

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

Commissioner McCoy made the motion for approval of a one time \$500 Christmas Bonus for each employee; a vote was called, and the motion was carried unanimously.

Commissioner Hosmer made the motion to accept the memo of understanding between Criteria Development, Malmo Loop Farms, the Town of Leland, and us as presented; a vote was called, and the motion was carried unanimously.

ANNOUNCEMENT OF NEXT MEETING:

Chairman Jenkins announced the next Regular Board Meeting to be January 18, 2023, at 6 p.m.; he said the meeting will be located at Belville Town Hall.

ADJOURNMENT:

Commissioner McCoy made the motion to adjourn the meeting at 8:01 p.m., a vote was called, and the motion was carried unanimously.



Ronnie Jenkins, Chairman



Rodney McCoy, Secretary



Deana Greiner, CMC Clerk to Board

1/18/23

Date of Approval