

BRUNSWICK REGIONAL WATER & SEWER H2GO  
REGULAR BOARD MEETING  
WEDNESDAY, MAY 15, 2024

OFFICIAL MINUTES

CALL TO ORDER:

Chairman Ronnie Jenkins called the meeting to order at 5:00 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, Commissioners Steve Hosmer, and Bill Beer. Present from H2GO was Bob Walker, Executive Director, Russ Lane, Assistant Executive Director-Operations, Scott Hook, Assistant Executive Director-Administration, Stephanie Blair, Communications Director, Ken Brown, Finance Officer, Jennifer Philips, Deputy Finance Office, Sara Meyer, Human Resource Director, Brenda Thurman, Customer Service Manager, Adrianna Weber, Engineering Director, Lloyd Brown, IT Manager, and Deana Greiner, Clerk to the Board. Also present was Mr. Steve Coble with Coble Law Firm.

DISCUSSION/ADJUSTMENT OF AGENDA:

Chairman Jenkins opened the floor for any adjustments to the agenda. Mr. Walker asked that we move the Architectural/Engineering Agreement for H2GO Administration and Operations Facility after Executive Session. Mr. Ken Brown asked us to add a purchase contract for Calcite to his report. Commissioner Laub made the motion to approve the agenda as amended. A vote was called, and the motion was carried unanimously.

FY2024-2025 BUDGET AND RATE AND FEE SCHEDULE PUBLIC HEARING:

Commissioner Beer made the motion to open the public hearing to discuss the FY2024-2025 Proposed Budget and Proposed Rate and Fee Schedule. A vote was called, and the motion was carried unanimously.

No patrons were present; no comments were made.

Commissioner McCoy made the motion to close the public hearing to discuss the FY2024-2025 Proposed Budget and Proposed Rate and Fee Schedule. A vote was called, and the motion was carried unanimously.

## CONSENT AGENDA:

Commissioner Hosmer made the motion to approve the consent agenda which consisted of the April 17, 2024, Budget Workshop/Regular Board Meeting Minutes. A vote was called, and the motion was carried unanimously.

## COMMISSIONERS REPORT:

Commissioner Hosmer mentioned an issue one of his neighbors had with the grinder pump; he explained that he was able to witness our staff work. Commissioner Hosmer complimented staff on a job well done. Chairman Jenkins reported that he attended the Brunswick Community College Graduation; he said that someone part of the Brunswick Leadership class gave a speech citing the most interesting thing they did in the class was tour our reverse osmosis plant.

## PUBLIC COMMENTS:

Chairman Jenkins opened the floor for public comments.

No patrons were present; no comments were made.

## OLD BUSINESS:

*2024 Schedule of Regular Board Meetings Revised* The board was presented with a revised meeting schedule; it was said that the June meeting needed to be changed to allow for the adoption of the new SDF fees to coincide with the adoption of the budget and rate and fee schedule. Commissioner McCoy made the motion to approve the 2024 Schedule of Regular Board Meetings as revised; a vote was called, and the motion was carried unanimously.

## NEW BUSINESS:

*Revised Travel Policy* Mr. Brown presented to the board a revised Travel and Training Policy; he explained that we wanted to move to a pay-in-advanced system based on the IRS and gsa.gov recommendations. Mr. Brown explained the other items changing was to reimburse staff of their licenses renewal fees rather than pay the renewal up front. There was a brief discussion on whether the license renewal fees were for licenses required for an employee's job. After a brief discussion on travel, lodging, and meals, the board decided they needed more time to review this policy.

## EXECUTIVE DIRECTOR'S REPORT:

*SDF Analysis:* Mr. Walker explained that the SDF Analysis was complete and has been posted to the website; he explained that there was a 45-day comment period on this. It was said that for 1 EDU of water the maximum we could charge was \$5607 and for 1 EDU of sewer we could charge \$6615. It was said that our proposed rate was to set these fees for \$5500 for water, \$6000 for sewer, and \$2500 for irrigation. There was discussion on how



these fees increase based on the size of meters being used. It was said that our fees were inline and comparable with what Brunswick County's fees are. After a brief discussion the board suggested bumping those fees up closer to the max rates; \$5600 for water and \$6600 for sewer.

Mr. Walker pointed out the proposed irrigation rates; he said staff was proposing increasing the irrigation rates to \$5.00 per 1000 gallon for the first 5000 gallons, to \$6.50 for the next 5000 gallons after up to 10,000 gallons and then \$8 for after 10,000 gallons. Mr. Walker said it has been found that customers are over irrigating by almost 200%; he said he wanted to use these rates to help propose conservation and educate customers on proper irrigation.

There was a question of why the sewer rates only went up a small amount when our rates with the County increased by a lot. Mr. Hook explained that we're making small incremental increases over a set number of years rather than bigger increases all at once.

#### ASSISTANT EXECUTIVE DIRECTOR'S REPORT-OPERATIONS:

Mr. Lane reported that he had nothing to report.

#### ENGINEERING DIRECTOR'S REPORT

*Ploof Road Commercial Deed of Dedication:* Ms. Weber presented to the board a deed of dedication for Ploof Road Commercial; she stated that everything was found to be in order. Commissioner Laub made the motion to approve the deed of dedication for Ploof Road Commercial as presented; a vote was called, and the motion was carried unanimously.

*Brunswick Forest Phase 9 Section 1 Performance Guarantee:* Ms. Weber presented to the board a performance guarantee for Brunswick Forest Phase 9 Section 1. Commissioner McCoy made the motion to accept the performance guarantee for Brunswick Forest Phase 9 Section 1 as presented; a vote was called, and the motion was carried unanimously.

*On Call Engineering/Surveying Recommendations:* Ms. Weber explained that we sent out an RFQ for engineering services so that we could have a preferred list of vendors for capital improvement projects and emergency projects. Commissioner McCoy made the motion to approve the list of On-Call vendors as presented; a vote was called, and the motion was carried unanimously.

#### ASSISTANT EXECUTIVE DIRECTOR'S REPORT-ADMINISTRATION:

Mr. Hook stated that he had nothing to report.

#### HUMAN RESOURCE DIRECTOR'S REPORT:

*Monthly Report:* Mrs. Meyer directed the board to her report; she explained that there was one new hire this month, an operator for the Reverse Osmosis Water Treatment Plant.

## FINANCE OFFICER'S REPORT:

*Check Register- April 1-30, 2024:* The check register was presented; no comments were made regarding the check register.

*April Financial Report:* Commissioner McCoy made the motion to approve the publication of the February Financial Report as presented; a vote was called, and the motion was carried unanimously.

*FY2023-2024 1.2 million GPD RO Water Treatment Upgrade (Fund 27) Budget Ordinance:* Mr. Brown presented to the board a budget ordinance for the 1.2 million GPD RO Water Treatment Plant Upgrade; he explained that this project was listed on our CIP List. Commissioner Hosmer made the motion to approve the budget ordinance creating Fund 27 for the 1.2 million GPD RO Water Treatment Plant Upgrade as presented; a vote was called, and the motion was carried unanimously.

*FY2023-2024 Malmo to Goodman FM Ext (Fund 23) Budget Ordinance Amendment:* Mr. Brown presented to the board a budget ordinance amendment for Fund 23, the Malmo to Goodman force main extension project; he explained that there were some adjustments made to the material and equipment line items. Commissioner Beer made the motion to approve the budget ordinance amendment for Fund 23 as presented; a vote was called, and the motion was carried unanimously.

*FY2023-2024 Malmo Loop PS and FM (Fund 48) Budget Ordinance Amendment:* Mr. Brown presented to the board a budget ordinance amendment for Fund 48, the Malmo Loop Pump Station and Force Main project; he explained this amendment was due to a change order and a change in contract. Commissioner Laub made the motion to approve the budget ordinance amendment for Fund 48 as presented, a vote was called, and the motion was carried unanimously.

*FY2023-2024 Water & Sewer Operations (Fund 50) Budget Ordinance Amendment:* Mr. Brown presented to the board a budget ordinance amendment for Fund 50, the Water and Sewer Operations budget; he explained that there was an increase in revenues, monies were moved from engineering to cover some increases in a few line items. Commissioner McCoy made the motion to approve the Fund 50 budget ordinance amendment as presented; a vote was called, and the motion was carried unanimously.

*Annual Audit Contract:* Mr. Brown presented to the board the annual auditor's contract; it was said that this was a standard LGC contract. Commissioner Laub made the motion to approve the contract for the annual audit; a vote was called, and the motion was carried unanimously.

*Calcite Purchase Contract:* Mr. Brown presented to the board a contract to purchase calcite; he explained that this purchase order would replace the current purchase order we have with a different vendor. Mr. Brown explained that there have been issues with the



current vendor. Commissioner Beer made the motion to approve the purchase contract for calcite as presented; a vote was called, and the motion was carried unanimously.

#### COMMUNICATIONS DIRECTOR'S REPORT:

*Monthly Report:* Mrs. Blair directed the board to her monthly report; she explained that she included a summary of the social media posts and the Google overview. Commissioner Hosmer mentioned the advertisement budget; he wanted to know why it was cut back. It was said that we were planning to educate using our social media platforms, and through electronic means. Mr. Hook explained that where we had budgeted \$35000 last year; only \$6000 of that was used.

#### ATTORNEY'S REPORT:

Mr. Coble stated he had nothing to report.

#### INFORMAL DISCUSSION:

Commissioner Hosmer mentioned the report from the Wooten Company; he explained it showed we had eight percent water loss. Mr. Lane explained that water is lost through hydrant flushing, leaks, and line breaks. Mr. Lane said that this year they reported 3.7% unaccounted for water.

#### EXECUTIVE SESSION:

Commissioner Hosmer made the motion for the board to enter executive session for the purpose of Consultation with Legal Counsel, pursuant to NCGS 143-318.11(a)(3); to discuss 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.

There was nothing to report out of the executive session.

*Architectural/Engineering Agreement for H2GO Administration and Operations Facility:* Commissioner Hosmer made the motion to approve the architectural/engineering agreement for the H2GO Administration and Operations Facility with John Thompson 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 June 26, 2024, to be located at the Training Room of the Reverse Osmosis Water Treatment Plant, at 5 p.m.

ADJOURNMENT:

Commissioner McCoy made the motion to adjourn the meeting at 6:38 p.m., a vote was called, and the motion was carried unanimously.

  
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Ronnie Jenkins, Chairman

  
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Rodney McCoy, Secretary

  
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Deana Greiner, CMC Clerk to Board

6-26-24  
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Date of Approval