

BRUNSWICK REGIONAL WATER & SEWER H2GO  
REGULAR BOARD MEETING  
WEDNESDAY, JULY 17, 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, Ken Brown, Finance Director, Jennifer Philips, Deputy Finance Director, 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. Staff presented to the board an adjusted agenda, which added the following: Del Webb at Mallory Creek Phase 1C Performance Guarantee to the Engineering Report and Resolution 2024-07-01 Authorizing Increase in Micro Purchase Threshold to the Finance Officer's Report. Commissioner Laub made the motion to approve the agenda as amended. 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 June 19, 2024, Emergency Meeting Minutes, the June 26, 2024, Regular Board Meeting Minutes, Del Webb Phase 1B Deed of Dedication, Magnolia at Mallory Creek Phase 3 Deed of Dedication, Ascend at Brunswick Forest Deed of Dedication, Charleston Commons Section C Deed of Dedication, the June Check Register, and the June Financial Statement. A vote was called, and the motion was carried unanimously.

COMMISSIONERS REPORT:

Commissioner McCoy reported that there was going to be a presentation at the Town of Leland's meeting to make July 18, 2024, Drinking Water Day; he said the Clean Cape Fear group was holding an event at Town Hall in celebration.

## PUBLIC COMMENTS:

Chairman Jenkins opened the floor for public comments. No patrons were present.

## OLD BUSINESS:

*Residency Districts—Allen Serkin, CFCOG Executive Director* Mr. Allen Serkin with the Cape Fear Council of Governments presented to the board his explanation of House Bill 593; he also presented to the board his plan on determining where the voting districts will lie. Mr. Serkin stated that according to the bill we must set up residency voting districts by December 1; he explained how the district sizes will be determined by population using the Census data. Mr. Serkin explained some challenges that will come up; he explained that he will follow the census block as much as possible; and boundaries will follow major dividers such as roads, railroads, neighborhoods and bodies of water. Mr. Serkin explained that normally he would set up districts that would avoid encumbrances running against each other; he said with us having two that live so close to each other, it would be nearly impossible. There was a brief discussion of what ifs; what if no one from a district ran; and what happens in the event of a vacancy. It was said that if no one ran, a write in vote could win in that situation. It was also said that as it stands right now, in the event of a vacancy the County would appoint someone to carry out the term of the vacancy. **Commissioner McCoy made the motion to allow Mr. Serkin to move forward in creating the voting districts by the plan he presented; a vote was called, and the motion was carried unanimously.** Mr. Serkin stated that he should have no problem meeting the December 1 deadline; he said at some point a public hearing will be needed; and the board will have to pass a resolution. Mr. Serkin said the board can publicize this as much as they want; he encouraged the board to plan to publicize this once he has maps showing possible district boundaries ready.

*Water Shortage Response Plan* Commissioner Hosmer gave a presentation on how he thought we could improve our water shortage response plan; he suggested changing the trigger stages to create an early warning system. Chairman Jenkins explained that staff has done an excellent job putting together plans; he said it would be best to leave this for the Staff to determine the process.

*Failure Mode Effect Analysis:* Commissioner Hosmer mentioned Failure Mode Effect Analysis; he wanted staff to become familiar with this and utilize it in their emergency planning processes.

## NEW BUSINESS:

*Electronic Records and Imaging Policy and Procedures:* Mrs. Greiner presented to the board the Electronic Records and Imaging Policy and Procedures; she explained that because we receive and manage records electronically that the NC Department of Natural Cultural Resources require this policy. Mrs. Greiner explained that the State has already reviewed and approved this policy. **Commissioner Beer made the motion to approve the Electronic Records and Imaging Policy and Procedures as presented; a vote was called, and the motion was carried unanimously.**

#### *Records Retention and Disposition Schedule for Local Government*

*Records Retention and Disposition Schedule for Sanitary Districts* Mrs. Greiner presented to the board both sets of the Records Retention and Disposition Schedule; she explained that these were the same standards we have always followed. Mrs. Greiner said there were a few items in which the State allows the entity to set the retention; she explained that we have never set those retentions for those items and that is what was being changed. Commissioner Hosmer made the motion to approve the Records Retention and Disposition Schedule for Local Government as presented; a vote was called, and the motion was carried unanimously. Commissioner Laub made the motion to approve the Records Retention and Disposition Schedule for Sanitary Districts as presented; a vote was called, and the motion was carried unanimously.

*Operations and Communications Concerns* Commissioner Hosmer wanted to thank Staff for their work and efforts in vamping up communication to our customers.

#### EXECUTIVE DIRECTOR'S REPORT:

*RO Operations and Irrigation Restrictions* Mr. Walker showed the board a graph of the water usages versus the rain fall; he showed the board the flow of the 7-day rolling average since we implemented our water shortage response. Mr. Walker explained that we plan to stay in Stage 2 through the end of the month; he said staff will continue to monitor water usage.

*Tiered Irrigation Rates* Mr. Walker presented to the board a revised tiered irrigation rate; he explained that he has added a few extra meter sizes. Mr. Walker explained that there were a couple of HOA that had undersize meters for the volume of water they were using; he explained that the usage correlated with the acreage. Mr. Walker said with the added meter sizes; that we could charge such properties more fairly. Commissioner McCoy made the motion to approve the changes to the tiered irrigation rates as presented; a vote was called, and the motion was carried unanimously.

*Water, Sewer, Irrigation Calculators* Mr. Walker presented to the board a few rate calculators; he explained that a customer could plug in their usages and know how it would affect their bill based on the new rates. Mr. Walker said the calculators should be on our website by the end of the week.

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

Mr. Lane stated that he had nothing to report.

#### ENGINEERING DIRECTOR'S REPORT

*Magnolia at Mallory Creek Phase 3 Performance Guarantee Release* Commissioner Laub made the motion to approve the release of the performance guarantee for Magnolia at Mallory Creek Phase 3 as presented; a vote was called, and the motion was carried unanimously.

*Del Webb at Mallory Creek Phase 1C Performance Guarantee* Commissioner Beer made the motion to accept the Del Webb at Mallory Creek Phase 1 C Performance Guarantee 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 pointed out that with our quarterly employee appreciation event, that Lloyd Brown was named the employee of the quarter.

#### FINANCE OFFICER'S REPORT:

*Graybar Purchase Approval* Mr. Brown presented to the board a purchase order for Graybar to purchase the equipment needed to upfit the fourth RO Train. Commissioner McCoy made the motion to approve the purchase consistent with the provisions of NCGS 143-129 (e)(6) from Graybar in the amount of \$94,390.24 as presented; a vote was called, and the motion was carried unanimously.

*Resolution 2024-07-01 Authorizing Increase in Micro Purchase Threshold* Mr. Brown presented to the board a resolution authorizing the increase in the micro purchase threshold in the event of an emergency. It was said that this would allow us to stay in compliance with FEMA regulations if the event qualified for FEMA reimbursement. Commissioner Beer made the motion to approve Resolution 2024-07-01 Authorizing an Increase in micro purchase threshold as presented; a vote was called, and the motion was carried unanimously.

#### ATTORNEY'S REPORT:

Mr. Coble stated he had nothing to report.

#### INFORMAL DISCUSSION:

Mr. Walker asked if the board would consider changing the meeting date and time for the August meeting; he said the Clerk will not be available August 21, 2024. After reviewing their calendars, Commissioner McCoy made the motion to move the August Meeting to Tuesday August 20, 2024, at 10 a.m. and the September Meeting to Wednesday September 11, 2024, at 5p.m; a vote was called, and the motion was carried unanimously.

#### EXECUTIVE SESSION:

Commissioner Laub 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); and to discuss Personnel, pursuant to NCGS 143-318.11 (a) (6), 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.

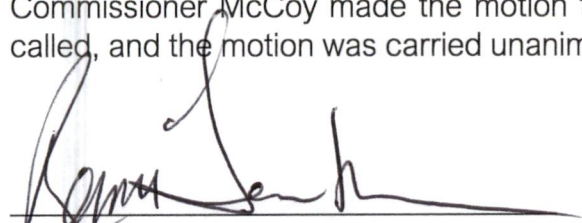
There was nothing to report out of the executive session.

ANNOUNCEMENT OF NEXT MEETING:

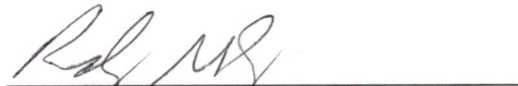
Chairman Jenkins announced the next Regular Board Meeting to be August 20, 2024, to be located at the Training Room of the Reverse Osmosis Water Treatment Plant, at 10 a.m.

ADJOURNMENT:

Commissioner McCoy made the motion to adjourn the meeting at 7:25 p.m., a vote was called, and the motion was carried unanimously.



Ronnie Jenkins, Chairman

  
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Rodney McCoy, Secretary

Deana Greiner, CMC Clerk to Board

  
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Date of Approval