

## AGENDA

Re: Sanitary District Board Meeting  
April 11, 2017; 5:00 PM

(The Chair shall inquire as to whether any member knows of any conflict of interest or appearance of conflict with respect to matters before the Commission. If any member knows of a conflict of interest or appearance of conflict; please so state at this time.)

<u>Item No.</u>	<u>Department</u>	<u>Description</u>	<u>Duration</u>
-----------------	-------------------	--------------------	-----------------

Open

*All items listed under the Consent Agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time Board votes on the motion. Consent Agenda items may include any non-controversial subjects.*

CONSENT AGENDA		- March 14, 2017 Regular Meeting Minutes	00:05:00
		- Board Account Budget Needs for April	
		- Consumption Reports	
		- March Financials Report	
		- Budget Amendments	
		- CEO Report	
		- Safety System Report	
1.	Water Purchase	Northampton County Minimum Bill	00:15:00
2.	Easements	Piedmont Natural Gas Encroachment	00:10:00
3.	NCDOT	Julian Allsbrook Utility Relocation Agreement	00:10:00
4.			

Next Meeting: May 9, 2017; 5:00 p.m. @ RRSB Business office; 1000 Jackson St., Roanoke Rapids, NC, (252) 537-9137

**R**educe  
**R**ecycle  
**S**atisfy  
**D**evelop



*Items to be placed on the agenda must be presented to the CEO at least seven (7) calendar days prior to the announced meeting. Durations and order of agenda items may be adjusted at the Chairman's discretion to facilitate the meeting.*

**March 14, 2017**  
**ROANOKE RAPIDS, NC**  
**5:00 P.M.**

A regular meeting of the Roanoke Rapids Sanitary District Board was held in the Sanitary District office on the 14<sup>th</sup> of March, 2017, at which time the following proceedings were held:

**PRESENT:** E. J. St Clair, Chairman; J. R. Barber, Secretary; S. M. Holliday, Member;  
 Dan Brown, CEO; Thomas Wrenn, Finance Director; Brad Elliott, Attorney

**ABSENT:** None;

**VISITORS/STAFF:** Justin Blackmon, Utility Engineer;

Motion was made by J. R. Barber and seconded by S. M. Holliday to approve and adopt the following items contained in the Consent Agenda:

- a) February 14, 2017 Regular Board Meeting Minutes
- b) Board Account Budget Needs for March 2017
  - i. Budget Check #1043 - \$ 300,000.00
  - ii. Investment Check #1044 - \$ 850,000.00
  - iii. Transfer \$228,000.00 from NCCMT; when needed
- c) Statement of Revenues and Expenses, Consumption Reports, February 2017 Financial Report
- d) CEO Report (see Board Agenda for complete text)
  - i. Email Reply to Representative Wray – Water and Sewer Impact Fees: Statutory Authority
  - ii. Halifax County Intergovernmental Association Notice of Meeting and Agenda
  - iii. Dan Brown Attended Halifax County EDC Board Meeting
  - iv. Email from Ms. Scott – Economic Infrastructure Grant Approved for Mid-Atlantic Opt.
  - v. Outfall ‘G’ Sewer Rehab Certificate of Substantial Completion
  - vi. Information Regarding the Kerr Dam Power Transmission Rebuild Project
  - vii. WTP and WWTP Monthly Operating Reports
  - viii. PWSS NOV – Total Coliform Reporting Violation pg. 1/2
  - ix. Roanoke River WTP 2016 Annual Performance Report submittal
  - x. Industrial User Permit Renewal for Patch Rubber
  - xi. Industrial User Permit Renewal for Don Pancho
  - xii. Email from Calamita, NCWQA – Federal Regulation Freeze – Including Dental Amalgam Rule
  - xiii. Letter from Braswell, Reser’s RE: Notification of Process Change
  - xiv. Drought Monitor
- e) Safety System Report
  - i. February 13, 2017 Safety Committee Meeting Minutes
  - ii. Email from Bostic, NCDOL – Continued Approval for Participation in the Star Program

Motion unanimously passed.

Item 1 Brown presented the Fire Hydrant Permit for authorization. Dan explained the permit will require the customer to pay a deposit that will cover the cost of the hydrant meter if it is stolen or damaged. Dan further explains the standard regulations regarding the use of the meter. The Board requires editing the regulations such that the District will not deliver or pick up the meter during weekends instead of no use during the weekends. Motion was made by S. M. Holliday and seconded by J. R. Barber to adopt the Fire Hydrant Permit as amended. Motion unanimously passed.

## ADDENDA

- Dan Brown informed the Board that the 2016 Pretreatment Annual Report had been reviewed by Division of Water Resources and has been deemed complete and satisfactory.
- Dan Brown informed the Board that a satisfactory compliance inspection was conducted on the pretreatment program by the Division of Water Resources on February 17, 2017.
- Dan Brown reported that Halifax County has requested to evaluate an alternative proposal to construction of a new water treatment plant. Dan explained that the proposal should be competitive with the cost of the new plant, however; the proposed rates for the new Halifax/Weldon water has not been published. Dan will provide the proposal to Halifax County.
- Dan Brown informed the Board of the employee recognition lunch to be held at the Dominion picnic area on Thursday, May 18, 2017. Motion was made by J. R. Barber and seconded by E. J. St Clair to Close the Administrative Office from 11:30 am to 1:30 pm. Motion passed.
- Brown presented a proposal for RRSD's financial support for repair of the Chaloner Rec Center pool, however; the Board declined stating it may consider economic development initiatives.
- Dan Brown suggested a contribution to the Roanoke River Basin Association. The Board requested the recommended \$5,000 contribution be included in the FY18 Budget.
- Dan Brown informed the Board that a Distribution and Collection employee had been terminated. The job description has been advertised and should be filled soon.
- Dan Brown reported that Calvin Potter had been working part time with several special projects, but his work has been completed. Dan further informed the Board that Gregg Camp will be working part time to help develop a master plan for the wastewater treatment plant.
- Brown noted the Halifax Co. Intergovernmental Association meeting on 3/22/17 in Hobgood.
- Dan Brown reported on the impact fee legislation drafting meeting with Senator Bryant and Representative Wray attended by Brad Elliott and Thomas Wrenn in Raleigh on 2/22/17.
- Dan Brown stated a test results Reporting Violation notice will be sent to customers in their bill

There being no further business to come before the Board at this meeting, it was upon motion by S. M. Holliday and seconded by J. R. Barber; the meeting was adjourned at 5:44 P.M.

**R**educe  
**R**ecycle  
**S**atisfy  
**D**evelop



**ROANOKE RAPIDS SANITARY DISTRICT**

---

**CHAIRMAN**

---

**SECRETARY**