

AGENDA

Re: Sanitary District Board Meeting
May 09, 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>
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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		- April 11, 2017 Regular Meeting Minutes	00:05:00
		- Board Account Budget Needs for May	
		- Consumption Reports	
		- April Financials Report	
		- Budget Amendments	
		- CEO Report	
		- Safety Report	
1.	Budget:	FY 2018 Budget & Rates Presentation	00:20:00
2.	Resolution:	<u>Tentative Award</u> – Lower Roanoke Outfall Sub Basin 'A' Rehabilitation Project	00:10:00
3.			
4.			

Next Meeting: June 13, 2017; 5:00 p.m. @ RRSD Business office; 1000 Jackson St.,
Roanoke Rapids, NC, (252) 537-9137– **BUDGET: PUBLIC HEARING**

Reduce

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Satisfy

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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.

April 11, 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 11th of April, 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; Greg Browning

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

- a) March 14, 2017 Regular Board Meeting Minutes
- b) Board Account Budget Needs for April 2017
 - i. Budget Check #1045 - \$ 650,000.00
 - ii. Investment Check #1046 - \$ 50,000.00
 - iii. Transfer \$543,000.00 from NCCMT; when needed
- c) Statement of Revenues and Expenses, Consumption Reports, March 2017 Financial Report
- d) Budget Amendments

<u>Account No.</u>	<u>Account Description</u>	<u>Dr.</u>	<u>Cr.</u>
103990.0000	FUND BALANCE APPROPRIATED	\$10,000.00	
108120.7403	Meter Purchases		\$10,000.00
<hr/>			
Budget Amendment for FY 17 Capital Outlay			

- e) CEO Report (see Board Agenda for complete text)
 - i. Northampton County Board of Elections Notice of Filing Deadline
 - ii. Email Correspondence and Draft Bill – Sanitary District Impact Fees
 - iii. Bond Buyer’s Index used to set SRF rates
 - iv. Julian Allsbrook Utilities Relocation - Reimbursement for Design
 - v. Halifax Horizons - Notice of Meeting and Agenda
 - vi. Piedmont Natural Gas - Temporary Construction Easement
 - vii. Outfall G Sewer Rehab Final Inspection Report
 - viii. Outfall G Sewer Rehab Letter of Approval for Final Loan Payment #13
 - ix. State Water Infrastructure Authority – Statewide Water and Wastewater Master Plan
 - x. Halifax County Intergovernmental Association Meeting Agenda
 - xi. WTP and WWTP Monthly Operating Reports
 - xii. Public Notice – February 10, 2017 Reporting Violation
 - xiii. UCMR4 Monitoring Guidance
 - xiv. 2016 Local Water Supply Plan
 - xv. Email Correspondence – Huber Rotamat Service Invoice
 - xvi. Drought Monitor
- f) Safety System Report
 - i. March 13, 2017 Safety Committee Meeting Minutes
 - ii. Carolina Star Recognition in the DOL Labor Ledger
 - iii. National Work Zone Awareness Week Poster

Motion unanimously passed.

Item 1 Dan Brown presented the Fourth Amendment to the Water Purchase Agreement for Northampton County. Dan explained that the agreement included a minimum daily consumption of 365,000 gallons. Dan further explained that Northampton County had not met their minimum demand for some time, and that the District has not billed them for their minimum charge. Motion was made by J. R. Barber and seconded by S. M. Holliday to bill Northampton County \$96,251.22 for four years of under billing. Motion unanimously passed.

Item 2 Dan Brown presented to the Board an encroachment agreement from Piedmont Natural Gas for the installation of their transmission main underneath RRSB's Chockoyotte Creek Interceptor near the Chockoyotte Country Club in Weldon, NC. Motion was made by S. M. Holliday and seconded by J. R. Barber to execute the encroachment agreement as proposed. Motion unanimously passed.

Item 3 Dan Brown presented the Board the NC DOT Small Construction Agreement for the installation of a double arch culvert on Julian Allsbrook Highway to be included in our current utility relocation contract. Motion was made by J. R. Barber and seconded by S. M. Holliday to enter into this agreement with DOT. Motion unanimously passed.

ADDENDA

- Dan Brown presented Progress Meeting #1 Minutes for the Julian Allsbrook Utility Relocation Project. Dan informed the Board that the traffic control has been well managed and there have been no complaints.
- Dan Brown informed the Board that a prospective buyer for a parcel in Weldon has requested an access easement for the landlocked property. Counsel will research what options are available and report back to the Board.
- Thomas Wrenn informed the Board that the annual audit is approaching and the Board will need to authorize a contract for the audit. Thomas further informed the Board that Gregory Redman has given a proposal for FY 2017. Motion was made by E. J. St Clair and seconded by S. M. Holliday to authorize a contract for audit with Gregory Redman.
- Dan Brown informed the Board that there was a water main break at the intersection of Roanoke Avenue and 4th Street on Sunday, April 9th causing First United Methodist Church to cancel services.
- Dan Brown informed the Board that Justin Blackmon had done a good job leading the District through the Carolina Star Recertification process, which is good for 5 years.
- Dan Brown informed the Board that there have been two water quality complaints recently, one for chlorine smell and one for organic smell. Dan explained that the water plant will conduct raw water testing to ensure the odor is not from algae.

- Dan Brown informed the Board that the Rotamat at the Wastewater Treatment Plant had undergone repair work, and that work may have been unnecessary as it was not the cause of failure. The Rotamat seems to be functioning well now.

- Dan Brown informed the Board of the Employee Recognition Picnic on May 18th at 11:30 pm at the Roanoke Rapids Dam.

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 5:42 P.M.

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ROANOKE RAPIDS SANITARY DISTRICT

CHAIRMAN

SECRETARY