

PAMLICO COUNTY WATER COMMITTEE MINUTES
November 26, 2018

The Pamlico County Water Committee met on November 26, 2018 at 3:30 pm in the Patsy Sadler Room of the Pamlico County Courthouse Annex. Chairman Ed Riggs, Commissioner Candy Bohmert, and Commissioner Carl Ollison were in attendance. Also in attendance were County Manager Tim Buck, Field Operations Manager Jeff Sanders, and Office Supervisor Loretta O'Neal.

Chairman Ed Riggs called the meeting to order. After reviewing the minutes of the October 30, 2018 meeting, Commissioner Bohmert made a motion to accept the minutes; Commissioner Ollison seconded the motion. The motion carried unanimously.

There was no public comment.

County Manager Tim Buck opened discussion concerning a customer requesting to establish a new water account to a residence he rents in which the water service was previously in the name of the property owner and the right to establish service cannot be obtained. The customer states that the owner has moved and he cannot get in contact with anyone to provide the documentation required to establish service. Commissioner Ollison made a motion to allow the customer to establish service, Chairman Riggs agreed if customer paid the full balance owed on the account and all deposits required to establish an account; The motion carried unanimously. Office Supervisor Loretta O'Neal was asked to check procedures to establish service with other Counties.

Discussion to extend the time period for leak adjustments for Hurricane Florence to November 30, 2018 for any bills with a due date of October 31, 2018 and with meters read during the 30 day period beginning September 13, 2018. Chairman Ed Riggs made the motion to pass. The motion carried unanimously.

Field Operations Manager Jeff Sanders gave an update on the following projects:

- 1) Reelsboro Elevated Tower Project:
 - Working on land clearing, rock hauling and the vault in Alliance
- 2) Grantsboro/Kershaw Well Rehabilitation Project:
 - Clearing Well 2 and some repairs to be made on the well head which would require a change order for \$3,300.00.
- 3) Short term filter cleaning/procedures:
 - Normal policy being followed-reduced flow
- 4) Water Department Office Renovation:
 - Painting and molding are done
 - Started on ceiling tiles
 - Old Bayboro Plant torn down, possible staff parking
 - Working with US Cellular to set up tablets to be used in the field
 - Quote was given for office generators. \$15,900 was quoted to hook to natural gas, Tim Buck was going to check with Dan Voliva about the natural gas hookup.
 - Working with Tax Collector, Sarah Davis about GIS mapping for the Water Dept.

The Committee discussed the Water Department Certification Policy. There would be a 3% pay increase given to the Pamlico County Water Department Field/Plant Operations positions who obtain and maintain current any of the following certifications: A Distribution, B Distribution, C Distribution, Cross Connection, A Well, B Well, C Well, Physical/Chemical 1 and Physical Chemical 2 upon authorization of the department head and reviewed by Human Resources Department. This would only be for certifications that were initially obtained after the date that this policy was approved. An employee must also first obtain certifications required by their respective job description prior to being certified in other areas. This discussion was tabled.

The committee then discussed updates to the “Rules & Regulations”. Changes suggested were:

The Committee discussed changing the due date for water bills to the 15th day of the month in which the bill was mailed versus the current due date of the 30th and setting the cutoff date for non-payment to 30 days after the due date of the bill. It was decided that the committee will discuss this issue in their review of the current Rules & Regulations at a later date.

Field updates and Leak adjustment reports were submitted.

The meeting was adjourned at 5:00 pm.