



Agenda

Water and Sewer Advisory Committee

7:00 PM October 03, 2024

Board Meeting Room, Town Hall Annex, 105 E. Corbin St.

Public Charge

The Town of Hillsborough's Water and Sewer Advisory Committee pledges to the citizens of Hillsborough its respect. The committee asks citizens to conduct themselves in a respectful, courteous manner with the committee and with fellow citizens. At any time should any member of the committee or any citizen fail to observe this public charge, the chairperson or the chairperson's designee will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the chairperson or the chairperson's designee will recess the meeting until such time that a genuine commitment to this public charge is observed.

1. **Call to order and welcome of guests**
2. **Agenda changes and approval**
3. **Minutes review and approval**
 - A. [Draft August minutes](#)
4. **Updates**
 - A. [Utilities status report](#)
 - B. Rate model and financing
5. **Discussion**
 - A. Proposal to BOC Sept. 20
6. **Reports from Board of Commissioners meetings**
 - A. Meeting Aug. 12 (Sykes/Rawlins)
 - B. Meeting Aug. 15 (Robinson/Rasheed)
 - C. Meeting Aug. 26 (Rawlins/Weston)
 - D. Meeting Sept. 9 (Rasheed/Beeler)
 - E. Meeting Sept. 23 (Weston/Sykes)
7. **Assignments for Board of Commissioners meetings**
 - A. Meeting Oct. 14 (Beeler/Robinson)
 - B. Meeting Oct. 17 (Sykes/Rawlins)
 - C. Meeting Oct. 28 (Robinson/Rasheed)
 - D. Meeting Nov. 12 (Rawlins/Weston)
 - E. Meeting Nov. 25 (Rasheed/Beeler)
8. **Future agenda items**

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9. Adjournment

Interpreter services or special sound equipment for compliance with the Americans with Disabilities Act is available on request. If you are disabled and need assistance with reasonable accommodations, call the Town Clerk's Office at 919-296-9443 a minimum of one business day in advance of the meeting.

Minutes

WATER AND SEWER ADVISORY COMMITTEE

Regular meeting

7 p.m. Aug. 1, 2024

Board Meeting Room of Town Hall Annex, 105 E. Corbin St.



Present: Chair Jenn Sykes, Vice Chair Daniel Rawlins, Members Grace Beeler, Steed Robinson and Barry Weston, and Commissioner Robb English

Absent: Member Mo Rasheed

Staff: Civil Engineering Technician Tyler Freeman; Environmental Engineering Supervisor Bryant Green; and Utilities Director Marie Strandwitz

1. Call to order and welcome of guests

Chair Jenn Sykes called the meeting to order at 7:02 p.m. She took roll call and confirmed the presence of a quorum.

2. Agenda changes and approval

There were no changes to the agenda.

Motion: Vice Chair Daniel Rawlins moved to approve the agenda with no changes. Member Barry Weston seconded.

Vote: 5-0.

3. Minutes review and approval

Minutes from regular meeting on June 6, 2024.

Motion: Member Steed Robinson moved to approve the June 6, 2024, minutes with corrections. Weston seconded.

Vote: 5-0.

Correction: Change date in minutes from June 6, 2023, to June 6, 2024.

4. Updates

A. Utilities status report highlights

Environmental Engineering Supervisor Bryant Green presented the utilities status report. Discussion on presented topics included:

- The NPDES permit renewal package and wastewater nutrient load restrictions. Projections about the future of wastewater nutrient limits.
- Energy usage of the water plant and wastewater plant, which comprise 80-90% of the town's power bill.
- We're still on Phase I water withdrawal restrictions, which is typical for this time of year.
- The details behind West Triangle High School's 6,600-gallon calculation for sewer discharge. The charter school is currently applying for a Special Use Permit. Water supply is less of a concern in this instance than sewer discharge because the building already has fire suppression, which is the main need for water supply.

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WATER AND SEWER ADVISORY COMMITTEE MINUTES | 1 of 3

- Comet project water estimates concerning hotel use versus family dwelling units.
- 3M settlement agreement. We could receive around \$800,000 (ballpark estimate). Allocation will be based on flow and PFAS sample results. The other one settlement could be around \$25,000, and there are two other settlements that haven't materialized yet.
- Lead service line inventory indicates that we won't have a lot of replacements to do.
- Civil Engineering Technician Tyler Freeman's last day in the office will be Aug. 23, 2024.
- The OWASA Booster Pump station name has been changed to Starfield Circle.

5. Discussion

A. Agenda for joint meeting with Board of Commissioners

There was discussion of topics to discuss with the Board of Commissioners at the joint meeting in August. Sykes mentioned she will be out of town and unable to attend the meeting. Rawlins confirmed that he will be present at the meeting. Utilities Director Marie Strandwitz proposed to draft a memo on the committee's behalf prior to the meeting to outline the committee's concerns and questions.

Discussion continued from the last meeting regarding committee members' frustration that they no longer have many topics to address and that their recommendations on topics are not always followed by the Board of Commissioners. There was further discussion of the challenges in recruitment for the committee, and a general lack of energy and momentum of the committee. The group detailed the important contributions the Water and Sewer Advisory Committee has made over the years. There was discussion of the history of the committee, including its relationship with other departments and their participation in the meetings, which no longer occurs.

Questions raised to bring before the Board of Commissioners included:

- If the Board of Commissioners wants this committee to remain active, what topics would they like the committee to review, and what would the goal of the committee's participation be?
- Is the current frequency of meetings appropriate? Should the committee meet less frequently or become an ad hoc committee or task force to address topics as needed?
 - If the committee became ad hoc, what provisions would be in place to call the committee to meet? Who would be on the committee, regular citizens or those with particular expertise?

It was noted that with fewer members on the committee, meeting quorum may become more of a challenge.

Strandwitz said she would clarify who would run the joint meeting.

There was discussion of the impact of the committee on staff resources. Strandwitz confirmed that the activities of the committee impact more than just the staff who attend the meetings.

Commissioner Robb English shared the types of comments the Board of Commissioners receives from the public regarding water and sewer. He agreed that a memo from Strandwitz would be helpful, especially if it highlighted the history of the committee and the work the committee has done in the past.

There was discussion among committee members about the contrast between what authority they expected to have by joining the board versus the reality of the limited advisory role the board serves.

There was discussion of equity as it relates to residential water access and the policy of shutting off residents' water if they cannot pay their water bill. Some commissioners expressed frustration that the equity decisions typically fall in the hands of the Finance Department or with the county instead of the town.

6. Reports from Meetings

A. Meeting from June 10

Weston reported on the budget vote. He provided updates on cost-sharing at Nash Place and a grant to study the Hassell tank. He reported that the notable thing that came out of the budget vote is that there is a plan to implement a 7.5% rate increase each year for the next three years. Green added that even at that rate we will not be able to cover all our expenses.

B. Meeting from June 24

Member Grace Beeler reported on the annexation intent letter for 3013 Ruby Lane. She reported that there is hookup available at the site, though it is not served yet. She also mentioned that the stormwater system for Covington Commons is 80-90% complete, though they are still working on the stormwater pond.

7. Assignments for Board of Commissioners meetings

- A. Meeting Aug. 12 (Sykes/Rawlins)
- B. Meeting Aug. 15 (Robinson/Rasheed)
- C. Meeting Aug. 26 (Rawlins/Weston)
- D. Meeting Sept. 9 (Rasheed/Beeler)
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8. Future agenda items

No future agenda items were discussed.

9. Adjournment

Motion: Weston moved to adjourn the meeting. Sykes declared no second needed.

Sykes adjourned the meeting at 8:06 p.m. without a vote.

Respectfully submitted,

Tyler Freeman
Civil Engineering Technician
Staff support to the Water and Sewer Advisory Committee

Approved: Month X, 202X



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Utilities Department Status Report for Oct. 2024 (covering Sep. 2024)

PROJECT/ CATEGORY	STATUS
WTP	<ul style="list-style-type: none"> ○ The new raw water pump is running well. There is no update from the vendor about when the other one will be reinstalled. ○ The Hasell St booster pump is running on one pump due to the other pump's shaft breaking. A standby system has been placed in case of issues with the remaining pump. This station is responsible for pushing water to our north pressure zone and storage tank. The rebuilt pump is not due back until late November. ○ WTP paving project is complete.
WWTP	<ul style="list-style-type: none"> ○ On September 25th, the secondary SCADA computer went down. After CITI picked it up and examined the computer, they found that the motherboard had cracked. ○ The Helene storm event did result in some significant influent flows, but not as bad a TS Debbie. On 9/17/24, 4.104 million gallons was treated. With TS Debbie, it was over 6 million gallons and there were sanitary sewer overflows along the incoming interceptors. ○ Our customer care subscription for the WIN-911 alarming software increased dramatically. It went from \$800 per year to \$1,450 per year. In 2014 it was only \$395. The software does have more features and capabilities, but we are not using them. ○ Every 5-years we replace the batteries in the uninterrupted power supplies/surge protectors that are in all the PLC panels. It takes 26 batteries at \$25.15 for a total of \$653.90. The project was completed in one day. ○ The first public tour was a success! There were four participants. They asked great questions, and all enjoyed the time together.
West Fork of the Eno Reservoir	<ul style="list-style-type: none"> ○ The reservoir is full and spilling.
Developments/ Other	<ul style="list-style-type: none"> ○ Invoicing of fees for Persimmon at Cates Creek have been sent. Developer has paid one of the many thus far. ○ Waterstone South was approved by the BOC. The Comet rezoning to multifamily from hotel and retail is still going through planning. Comments from our department will be in the packet when presented to the board. ○ McAdams Rd Water Main replacement is complete. ○ Collins Ridge James J. Freeland water main work has been constructed but an easement issue is holding up acceptance. Phase 1B permit documents are issued. They will need to blast and are awaiting materials. Phase 2 and POD D (apartments) is also in the pipeline and will result in several more homes in the coming year. ○ Work on our lead service line inventory is underway. There will be a public facing effort in the next month. The BOC received a presentation at its Sep. workshop. ○ The Adron F. Thompson facility will need to go to the Board of Adjustment for a setback variance. ○ Field work is beginning for both River and Starfield pumping stations. Negotiations with the property owner for Starfield booster station has been started. ○ Reports are in house for Hasell St. water tank and US70 water main awaiting review and comment. ○ Due to SB 166 passing, DEQ has restored the former Appendix B listing high hazards requiring backflow prevention. Staff will evaluate whether further changes to its cross-connection code are recommended. ○ A recent ruling on fluoride will have EPA reassessing acceptable recommended levels. The town will review any new recommendations and present to the board, if necessary, at that time, any suggested changes to its protocol. Currently, we are compliant with the limits and recommendations for

	<p>fluoridation from the NC DHHS and dental industry and have included fluoride in our treatment process for decades as well as report annually on levels as required.</p> <ul style="list-style-type: none"> ○ Open Broadband, with whom we had an antenna space rental agreement with on our North Tank, has terminated the agreement as of Sept. 30, being outdriven by new fiber installations.
Staffing	<ul style="list-style-type: none"> ○ A recommendation has been made to fill the administrative position. An offer is being prepared. ○ Utilities is fully staffed as of 10/7 when Rommel Pritchard starts with Lacy's team. ○ Intern Ben Powell had his last day with us on September 27. There is another intern starting soon and he goes by "Pickles." ○ Joey Smith obtained his biological operator 3 certification. He will be reclassified to the Operator 2 position. ○ Tyler Freeman moved to Illinois in August. He is working under a remote work schedule until the end of the year. ○ Justin Parker of our collection and distribution team was in a serious accident in his personal vehicle and is at home recovering. He will be out 6 to 8 weeks. But he is doing very well. ○ The Utilities Director is on intermittent FMLA to assist her husband with a new cancer diagnosis. During times of extended absence, she will designate key contacts in her stead, but generally will be on E-mail, regardless. ○ At least two utilities staff members would like to head to western NC to assist in restoration efforts. ○ A utility inspector position will be posted, and one position reclassified to a Construction Manager position. ○ Staff assisted with a private pumping station force main situation over the weekend near the Sheetz/Aldi/dealership parcel. An invoice will be sent for the cost of assistance in controlling continued sewage spillage.
Water and Sewer Advisory Committee (WSAC) Activities	<p>Two out of town vacancies are open and there have been no applicants in the past several months. WSAC is scheduled for 10/3 and generally will receive general updates. WSAC's routine work has generally been accomplished and there are discussions underway whether to transition to an ad hoc committee.</p>