



Agenda

Water and Sewer Advisory Committee

7:00 PM February 01, 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 December Minutes](#)
4. **Updates**
 - A. [Utilities status report highlights](#)
 - B. [Bill format and language](#)
5. **Discussion**
 - A. [WSAC Charter](#)
 - B. [Meeting schedule and board meeting assignments 2024](#)
 - C. [CIP briefing and budget review](#)
6. **Reports from Board of Commissioners meetings**
7. **Assignments for Board of Commissioners meetings**
 - A. Meeting Feb. 12 (Sykes/Rawlins)
 - B. Meeting Feb. 26 (Robinson/Rasheed)
 - C. Meeting March 11 (Rawlins/Weston)
 - D. Meeting March 25 (Rasheed/Beeler)
8. **Future agenda items**
 - A. Town Growth and Usage Projections
 - B. Bill language and format

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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. Dec. 7, 2023

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



Present: Chair Jenn Sykes, Members Grace Beeler, Daniel Rawlins, Steed Robinson, Commissioner Matt Hughes

Absent: Vice Chair Saru Salvi and Members Mo Rasheed and Barry Weston

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

1. Call to order and welcome of guests

Chair Jenn Sykes called the meeting to order at 7:00 p.m. She took rollcall, and there being no quorum she skipped to Item 4A. Member Daniel Rawlins arrived at 7:03 p.m., and Sykes confirmed the presence of a quorum.

2. Agenda changes and approval

This item was discussed after Item 4A.

The committee removed Item 9 from the agenda because Vice Chair Saru Salvi was absent.

Motion: Member Steed Robinson moved approval of the agenda with the removal of Item 9. Rawlins seconded.

Vote: 4-0.

3. Minutes review and approval

Minutes from regular meeting on Oct. 5, 2023. This item was discussed after Item 2.

Motion: Rawlins moved approval of the Oct. 5, 2023, minutes as submitted. Robinson seconded.

Vote: 4-0.

4. Updates

These items were discussed before Items 2 and 3 while waiting for a quorum.

A. Utilities status report highlights

The committee discussed the utilities status report. They discussed withdrawal restrictions and release requirements in drought conditions. Utilities Director Marie Strandwitz gave background information on the stages of withdrawal restrictions and their connection to the level of Lake Orange. If the town reservoir is near or below 180 days of supply, Strandwitz will recommend that the mayor make a proclamation for voluntary water restriction asking customers to conserve.

A new automatic water transfer switch, which transfers the plant to generator power during power outages, will be installed on Dec. 11. Staff have plans in place to ensure no impact to customers during the installation.

Strandwitz and Green gave updates on current development projects, including Aldi, the nearby car dealership, the Habitat project at East Village at Meadowlands, Collins Ridge, Persimmon at Cates Creek, and Nash Place. The Utilities Department will be revising its development process by adding some conditions to the water and sewer extension contract, including requiring a performance bond that the Utilities Department monitors and controls instead of the Planning Department.

There was discussion of the fiber projects that are being installed: Lumos and Google Fiber. Brightspeed has also indicated that they would like to install. There was an uptick in water theft in the fall, and the press releases sent by the town about water theft raised awareness and helped resolve the issue. Residents are asked to call 911 if they observe theft happening; the police will send a report to the Utilities Department, and staff will issue a penalty and a fee.

The committee discussed recent grant funding and project scheduling.

- B. Cross connection code and reimbursement recommendation to the board
Strandwitz reported that on Dec. 11 the Board of Commissioners would be presented with a simple ordinance to change the cross connection code. It will add the air gap option under swimming pools and add to the definition of bodies of water. Staff have already begun education on air gaps. The proposal will also clean up some grammar and obsolete portions of the code and make some logistical updates. There will also be a proposal to the Board of Commissioners regarding the committee's reimbursement recommendation for people who voluntarily complied with backflow requirements in the letter sent to swimming pool owners in early 2023.

- C. Bill language and format
Strandwitz reported that staff have provided requests for the desired changes to the bill language and format. The website will be updated in March 2024, and it will include a rate calculator. These updates will help customers understand their water bills and rate changes. The committee asked whether the customer's use can be compared with the average use to encourage conservation. Staff also updated the disconnection notice to be friendlier.

There was discussion of the process of donating to the water assistance fund and discussion of how to spread awareness about the program and make it easier to donate. There was also discussion of making utility payment points more available at locations such as Walmart.

- D. Budget update
Green gave a budget update. There was discussion of the Capital Improvement Program budget, which is the budget of the town's fixed assets and prioritization of projects. Costs have risen recently. Hillsborough models for three years, which determines the rates. Staff are going to do an updated rate model to help with projections.

5. Discussion

There was discussion of board member changes and candidates to fill the two vacant out-of-town seats on the board. There have been no applications since Sept. 1.

6. Reports from October/November Board of Commissioners meeting assignments

Nov. 13 Board of Commissioners meeting

Rawlins provided a report from the meeting about the town awards, which some utilities staff received. The consent agenda included codifying standards for the calculation of system development fees at 120 gallons

per bedroom per day. There was an update to the code about setting meters only once all requirements are met. There was also mention of the extension contract for the Tryon III project, which was also updated with current contract terms.

7. Assignments for Board of Commissioners meetings

A. Meeting Dec. 11 (Beeler/Vacant?)

8. Future agenda items

Bill format and language change
Budget update
Status on rate model

9. This item was removed from the agenda.

Nevertheless, the committee recognized and expressed appreciation for Saru Salvi's service on the board. They shared appreciation for the commitment, perspective, and passion she brought throughout the eight years she served.

10. Adjournment

Motion: Rawlins moved to adjourn the meeting.

Sykes adjourned the meeting at 8:25 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



TOWN OF
HILLSBOROUGH

Utilities Department Status Report for Feb. 2024 (covering Jan. 2024)

PROJECT/CATEGORY	STATUS
WTP	<p>The raw water pumps recently started struggling to provide enough flow. Both have to be run to deliver where one should be fully capable. We learned from the repair vendor that the motors are in bad shape and pump parts/valves need to be rebuilt/replaced to restore capacity. Having to work off contingency funds for this not so inexpensive work. The pumps are almost 20 years old.</p> <p>Staff learned about the raw water pumping station variable frequency drive system, which was recently worked on last summer, when it failed in a recent storm and needed to be reset. The feed is from two different circuits which need to be reset before the unit can be reset, and there is a delay feature of 5 minutes.</p>
WWTP	<p>Hazen and Sawyer was selected to perform Wastewater Plant Master Planning after an RFQ effort. This project will focus on what to do with the existing WWTP regarding handling nutrients and future capacity and what other options exist to treat wastewater.</p>
West Fork of the Eno Reservoir	<p>The reservoir is almost spilling! A few more good rains... Already wave action is going into the piano key weirs. Phase II normal pool is 53 feet.</p>
Developments/Other	<p>The Collins Ridge developer has paid all of its \$115,000 proffer.</p> <p>RTLP project has begun after a precon meeting. Freese & Nichols is observing the project for us. We are also supporting the developer in a variance from NCDOT to not fill the casing pipe beneath I-40 carrying the new sewer which would make it very hard for us to repair if failed.</p> <p>CDJR is open. Aldi is opening. Both will be brought to BOC for acceptance along with remaining phases in Forest Ridge after additional documentation is provided by the developer.</p> <p>East Village at Meadowlands is under review. There are concerns with water pressure for this project that the engineer will need to address.</p> <p>Nash Place is under review however the engineer is not addressing town comments for the town to assume ownership. Their option is to keep it private or revise the design to town standards for future looping. Bob Hornik is assisting in communications.</p> <p>A main break occurred on the water main feeding the RESCO parcel. The break was within the casing pipe that goes beneath the railroad. With this issue, the railroad requires certain additional steps for repair. This repair is beyond crew capabilities and a contractor was hired under an emergency procurement.</p>

	<p>Costs could escalate already above the estimated \$50,000+. Staff is communicating with RESCO and has offered to provide water for employees.</p> <p>The rate model billing data has been provided to Raftelis. The data included a massive export of water (over 400,000 rows) and sewer billing (over 250,000 rows) of consumption and billed data by month by account from the past five years. The data needed to be scrubbed to provide the correct account class and rate code for the model set up. While a lot of work, the spreadsheet will be useful for other tasks, such as quickly evaluating average monthly consumption for various types of facilities. It has already been useful for finding a few account errors that are/have been corrected.</p> <p>Numerous other smaller matters we are dealing with every day – too numerous and cumbersome to list. We are working very hard.</p>
Fiber Installs	<p>Brightspeed is the third fiber vendor to want to install in town. They have claimed exemption from needing an agreement with the town. On 1/29, there were 20 boring crews in town! Locate tickets are about 1300 a month where before this work, an average of 350 tickets per month were received. Spectrum has also inquired. Tyler and Bryant along with Joel and Lacy's team are keeping on top of things best they can. We are using locators from McKim and Creed as well. Hydrant tampering subsided in Dec., but a few calls were received in Jan.</p>
Staffing	<p>Ethan Oles started with the town on 1/29 taking Al Robertson's position. Ethan worked for the town in the past and recently was at OWASA. Curtis Watkins obtained his B Surface Certification. Brent Anderson and Graham Dodson obtained their Collection 1 certifications. Joey Smith obtained his grade 2 biological wastewater certification. A new locator, Connor Pettiford, began with the town recently. One mechanic position is open.</p>
Funding	<p>BRIC grant kickoff with the state contact was January 17. A kickoff with ICF to assist with grant management on both BRIC and other grants also occurred. Water System Master Planning through our AIA grant is underway, and a contract is being routed to begin our Hassell St/US70A Preliminary Engineering grant.</p>
Water and Sewer Advisory Committee (WSAC) Activities	<p>Two out of town vacancies are open. The next meeting is in February. Jenn Sykes will continue as chair and Daniel Rawlins will be Vice Chair. The joint WSAC/BOC meeting scheduled for February 1 is cancelled due to lack of topic, but the regular WSAC meeting will be held.</p>

ARTICLE VIII. APPOINTED BOARDS, TASK FORCES, AND AUTHORITIES

Sec. 3-60. General.

The Board of Commissioners may appoint volunteer boards to conduct portions of public business or to advise the board on items within their authority. An appointed board is expected to continue as described in this section unless eliminated by a majority vote of the Board of Commissioners. Appointed boards shall have a town staff support person who shall help organize the meeting schedule, maintain member lists, update public information regarding the board, prepare agendas and minutes, assist with advertising open positions and other duties to ensure proper function and that board actions are carried forth.

The tourism board and the tourism development authority were created through local bills approved by the state legislature concurrent to enacting the prepared food and beverage tax and occupancy tax, respectively. If language or requirements in this section differ from the specific language in the local law, the local law will control.

The Board of Commissioners may also appoint task forces or study commissions to address short term or topic specific research. Such groups shall be established by resolution with a specific charge and an anticipated sunset date. The sunset date for any short-term committee may be extended by the board. The board may establish new appointed boards to continue the work of short-term committees upon a majority vote. This code must be amended to reflect any new committee without a sunset date.

(Ord. No. 20230109-7.A, § 3, 1-9-2023)

Sec. 3-61. Recruitment and appointment.

The designated staff support person for any town appointed board will be responsible for overseeing recruitment, appointment, and orientation of the members of the board they support.

Recruitment may be done through website advertising and notices, public advertising, membership committees or active boards and commissions, and other sources.

Appointment and reappointment items will appear on Board of Commissioners agendas for formal action. New appointees and reappointed members will take an oath of office before the town clerk or a notary public.

(Ord. No. 20230109-7.A, § 3, 1-9-2023)

Sec. 3-62. Routine orientation for appointees.

The following orientation materials will be provided to each volunteer: board roster, town organizational chart including the advisory boards, the rules of procedure for their board, the current strategic and comprehensive plans for the town, and other support documents or maps relevant to that board. Staff will arrange for the administration of the new member's oath of office, go over the orientation materials, and answer procedure and policy questions as needed, prior to the new member's first meeting as a board member.

New appointees are encouraged to attend a Board of Commissioners meeting within six months of appointment to any appointed board.

(Ord. No. 20230109-7.A, § 3, 1-9-2023)

Sec. 3-63. Regular attendance a pre-requisite for continuing service.

Attendance at regularly scheduled board meetings is critical to continued membership on a board.

Staff shall notify any board member who misses one-third of regular meetings within any 12-month period that regular attendance is required, and future absences may impact continued participation.

Any board member who misses half of regular meetings within any 12-month period will be notified by staff that their term has been automatically ended.

Board members are eligible for re-appointment consistent with term limits for their board. Attendance records shall be provided with any re-appointment request to the board of commissioners.

(Ord. No. 20230109-7.A, § 3, 1-9-2023)

Sec. 3-64. Members serve at the pleasure of the Town Board.

Members serve at the pleasure of the Town Board and may be removed upon a vote of the Town Board in open session. However, members of the tourism board may only be removed for cause, also requiring a vote of the Town Board in open session. Similarly, the two volunteers the planning board makes from among its members to other boards, serve at the pleasure of the planning board and could be removed from the other boards upon a vote of the planning board.

(Ord. No. 20230109-7.A, § 3, 1-9-2023)

Sec. 3-65. Compensation.

Board members serve without compensation. Members of the tourism development authority may be compensated, at the discretion of the Town Board and consistent with the local bill creating the authority. The town may pay for training deemed necessary or advisable for volunteer service. The town may reimburse members for travel to training events required for their membership.

(Ord. No. 20230109-7.A, § 3, 1-9-2023)

Sec. 3-71. Water and sewer advisory committee.

There shall be a water and sewer advisory committee, the establishment, powers and duties of which are provided for as follows.

- (a) *Powers and duties.* The general charge includes, but is not limited to, the following duties:
 - (1) Receive updates regarding key operational, policy, and financial issues facing the water and sewer enterprise fund.
 - (2) Request information from staff to stay informed and knowledgeable regarding key issues, concerns, and opportunities facing the water and sewer fund.
 - (3) Offer recommendations to the Town Board regarding general operational, financial, public information, and other management issues affecting the of the water and sewer fund.
 - (4) The committee will not make recommendations regarding individual personnel matters (e.g., hiring, firing, and disciplinary issues) within the water and sewer fund.

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- (5) The committee will not make recommendations on how to perform projects, their priority, or which consultant or contractor is hired within the water and sewer fund.
- (a) *Membership.* The committee will consist of between six to eight members. The town will strive to maintain an even balance between in-town and out-of-town water/sewer customers, or as close as is reasonable possible.
- (b) *Terms.* Committee members will serve staggered four-year terms, with the opportunity for reappointment for a second full term. After serving two complete terms and any partial term, a member shall be ineligible for reappointment until one calendar year has expired. One member shall be the mayor pro tem of the Board of Commissioners.
- (c) *Staff.* The utilities administrative division shall provide staff support to the water and sewer advisory committee. The Town Board member is not subject to term limits as the appointment is tied to service as mayor pro tem.
- (d) *Meetings.* All meeting shall be open to the public. The board shall adopt and publish a regular meeting schedule of not less than four meeting per calendar year.
- (e) *Quorum.* A majority of appointed seats shall constitute a quorum. This number may be adjusted for vacancies. Staff are not qualified to vote.
- (f) *Rules of procedure.* The board shall adopt rules of procedure for the conduct of its meetings. Rules of procedure shall be consistent with the procedural requirements of state law.

(Ord. No. 20230109-7.A, § 8, 1-9-2023; Ord. No. 20230123-5.D, §§ 3, 4, 1-23-2023)

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(Ord. No. 20230109-7.A, § 8, 1-9-2023; Ord. No. 20230123-5.D, §§ 3, 4, 1-23-2023)



RULES OF PROCEDURE

Water and Sewer Advisory Committee

HILLSBOROUGH, NORTH CAROLINA

I. General Rules

The Water and Sewer Advisory Committee (WSAC) meetings will adhere to all rules in accordance with these Rules of Procedure using Robert's Rules of Order (RRO). As the Committee maintains less than 12 members, it is considered a small committee according to RRO. Chapter 3 Article VIII governs WSAC in addition to, and supersedes any conflict with, these Rules of Procedure.

II. Officers and Duties

A. Chair. A chair shall be elected by the full membership WSAC from among its' members. The chair's term of office shall be one year and/or until a successor is elected, beginning in October during the committee's organizational meeting. The chair shall be eligible for re-election. The chair shall preside at the Committee meetings. To address the Committee, a member shall be recognized by the chair. In a small committee, the chair may make motions, may take part in debate, and may vote. If the chair wishes to discuss, they should speak last. If they vote, they should vote last. The chair shall have the following powers:

- 1) To vote;
- 2) To rule motions in or out of order, including the right to rule out of order any motions patently offered for obstructive or dilatory purposes;
- 3) To determine whether a speaker has gone beyond reasonable standards of courtesy in his/her remarks and to entertain and rule on objections from other members on this ground;
- 4) To entertain and answer questions of parliamentary law or procedure;
- 5) To call a brief recess at any time;
- 6) To adjourn in an emergency.

B. Vice-Chair. A vice-chair shall be elected by the WSAC from among its regular members in the same manner and for the same term as the chair. The vice-chair shall preside in the absence of the chair, and at such times shall have the same powers and duties as the chair.

- C. Secretary. A Utilities Administration staff member of the Town of Hillsborough shall serve as secretary. The secretary, subject to the direction of the chair and the WSAC, shall keep all records, shall prepare all correspondence of the Committee for the signature of the chair, shall arrange for all required public notices, shall notify Committee members of pending meetings and their agenda, shall notify parties to cases before the Committee of its decision on such cases, and shall generally supervise the clerical work of the Committee. The secretary shall keep in a permanent volume the minutes of every meeting of the Committee. These shall show the record of all important facts pertaining to each meeting and hearing, every resolution or upon the final determination of any question, indicating the names of members absent or failing to vote. Copies of all correspondence and other pertinent documents shall be maintained in chronological order by the secretary in a separate file. The secretary shall ensure agendas and minutes are posted to the town's public document archive.

III. **Terms of office**

- A. The tenure of office shall be four (4) years with the right to be reappointed for a second full term. A member may be appointed for a second successive term, but after two (2) consecutive terms a member shall be ineligible for reappointment until one calendar year has elapsed from the date of completion of the second term. When a vacancy occurs in the middle of a term, the term expiration shall be adjusted to the appointment date of a new member.

IV. **Meetings**

- A. Regular Meetings. Regular meetings shall be held on the 1st Thursday of the month according to the planned meeting schedule published for the year at 7:00 PM in the Town Hall Board Room; provided that meetings may be held at any other convenient place in Hillsborough if directed by the Chair in advance of the meeting. The October meeting shall include election of officers and other organizational matters.
- B. Cancellation of Meetings. Whenever there is no business for the Committee's consideration, or whenever a quorum will not be available as known in advance, the Chair may dispense with a regular meeting by given written or oral notice to all members not less than 24 hours prior to the time set for the meeting.
- C. Quorum. A quorum to consider routine administrative matters shall consist of 50% plus one of the members.
- D. Voting. In all other matters the vote of a majority of the members present and voting shall decide issues.
- E. Conduct of Meetings. All meetings shall be open to the public.

- F. Agenda. The Secretary shall prepare the agenda for the meeting. The agenda shall include reasonably available supporting material for discussion items. Each member shall receive a copy of the agenda, and it shall be available for public inspection and/or distribution when it is distributed to the members. The committee may, by majority vote or consensus, add an item that is not on the agenda.
- G. Minutes. Minutes of WSAC meetings shall be maintained as a permanent public record. Such minutes shall record the attendance of its members, its findings, recommendations, and a summary of action items.

V. Amendments

These rules may, within the limits allowed by law, be amended at any time by an affirmative vote by quorum, provided that such amendments be presented in writing at a regular meeting at which the vote is taken.

The Rules of Procedure were originally and unanimously adopted by the WSAC at its meeting duly held on the Oct. 1, 2003. Amendments to these Rules of Procedure were made Sep. 7, 2006, Feb. 9, 2015, Jan. 24, 2019, and Feb. 2, 2023.

**Town of Hillsborough
Water and Sewer Advisory Committee
ATTENDANCE 2023**

First Name	Last Name	<u>1/5/2023</u>	<u>2/2/2023</u>	<u>4/6/2023</u>	<u>6/1/2023</u>	<u>8/3/2023</u>	<u>8/28/2023</u>	<u>10/5/2023</u>	<u>12/7/2023</u>	<u>Total Meetings in 2023</u>	<u>Meetings attended in 2023</u>	<u>% Present in 2023</u>
Jenn	Sykes	P	P	P	A - N	A - N	P	A - N	P	8	5	63%
Saru	Salvi	P	P	P	P	P	P	P	A - N		7	88%
Paul	Cough	A - N	P								X	#VALUE!
Barry	Weston	P	P	P	P	P	A - N	P	A - N		6	75%
Steed	Robinson	P	P	P	P	P	P	P	P		8	100%
Daniel	Rawlins	P	A - NN	P	A - N	P	P	P	P		6	75%
Grace	Beeler		P	P	A - N	P	P	A - NN	P		5	71%
Eric	Raznick		P	P							X	#VALUE!
Mo	Rasheed			P	P	P	P	P	A - N		5	83%

P = Present

A - N = Absent with Notice

A - NN = Absent with No Notice

DRAFT

X = Primary Attendee
S = Substitute

Section 5, Item B.

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