



Agenda

Water and Sewer Advisory Committee

7:00 PM April 04, 2024

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

Public Charge

The Hillsborough Board of Commissioners pledges to the community of Hillsborough its respect. The board asks community members to conduct themselves in a respectful, courteous manner with the board and with fellow community members. At any time should any member of the board or attendee fail to observe this public charge, the mayor or the mayor's designee will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the mayor or mayor's designee will recess the meeting until such time that a genuine commitment to the public charge is observed.

1. **Call to order and welcome of guests**
2. **Agenda changes and approval**
3. **Minutes review and approval**
 - A. [Draft February minutes](#)
4. **Updates**
 - A. [Utilities status report highlights](#)
 - B. Bill language and format
 - C. Backflow and cross connection
 - D. Out-of-town vacancies
 - E. Budget update
5. **Discussion**
 - A. Joint meeting with BOC discussion items
 - B. Last Fridays outreach
6. **Reports from February/March 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)
7. **Assignments for Board of Commissioners meetings**
 - A. Meeting April 8 (Weston/Sykes)
 - B. Meeting April 22 (Sykes/Rawlins)
 - C. Meeting May 13 (Robinson/Rasheed)
 - D. Meeting May 28 (Rawlins/Weston)
 - E. Meeting June 3 (Rasheed/Beeler)

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8. Future agenda items

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. Feb. 1, 2023

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



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

Absent: Member Barry Weston

Staff: 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 roll and confirmed the presence of a quorum.

2. Agenda changes and approval

There were no changes to the agenda

Motion: Member Steed Robinson moved approval of the agenda with no changes. Member Grace Beeler seconded.

Vote: 5-0.

3. Minutes review and approval

Minutes from regular meeting on Dec. 7, 2023.

Motion: Vice Chair Daniel Rawlins moved approval of the Dec. 7, 2023, minutes as submitted. Beeler seconded.

Vote: 5-0.

4. Updates

A. Utilities status report highlights

Environmental Engineering Supervisor Bryant Green presented the utilities status report. There was discussion of:

- Raw water pump station replacement and master planning for the wastewater treatment plant.
- The West Fork of the Eno River is at 50 feet and slowly climbing.
- Status of ongoing developments.
- Emergency water main repair on an encasement beneath the railroad.
- Updated financial model for determining billing rates.
- Fiber installation and water theft updates.
- New hires and job openings.
- Water and Sewer Advisory Committee's two out-of-town vacancies.
- Funding from the state.

B. Bill format and language

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A bill format update has come in from staff, but it did not arrive in time to be presented at this meeting. The committee will discuss this at a future meeting.

5. Discussion

A. Water and Sewer Advisory Committee Charter

The committee reviewed the charter, which has been modified to discuss how the fund is managed.

The committee discussed topics for future discussion, including rates, code updates, and meeting frequency.

The committee reviewed the attendance sheet and noted that there were no attendance concerns.

B. Meeting schedule and board meeting assignments 2024

There was discussion of the availability of Board of Commissioners meeting recordings on YouTube. The committee reviewed the meeting schedule and Board meeting assignments for the year.

There was discussion of the out-of-town vacancies on the committee and efforts to publicize the positions.

Motion: Rawlins moved to approve the meeting schedule and Board of Commissioners meeting assignments for 2024 as submitted. Member Mo Rasheed seconded.

Vote: 5-0.

C. CIP briefing and budget review

Green presented the proposal for the 2025 Capital Improvement Program and gave an overview of each of the proposed projects. He mentioned that if all needs had been included in the program, it would have led to an unsustainable rate increase, so some projects were pushed off until later to make the rate increase more reasonable.

6. Reports from Board of Commissioners meetings

Sykes noted that Green had summarized the reports from the Board of Commissioners via email.

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
- C. Lead and copper regulations changes and their impact on compliance on the private side of the water meter.
- D. Fund for customers not able to pay water bills.

9. Adjournment

Motion: Rawlins moved to adjourn the meeting. Beeler seconded.

Sykes adjourned the meeting at 7:57 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 Apr. 2024 (covering Mar. 2024)

PROJECT/ CATEGORY	STATUS
WTP	<ul style="list-style-type: none"> ○ The chemical pumps in the plant are all new and spares are on hand. Still awaiting parts for the raw water pump rebuild and a control board for the main generator. ○ A study kicked off to determine if the plant can utilize another form of disinfection rather than the chlorine gas that is so dangerous if mishandled or failed and requires extra regulatory compliance.
WWTP	<ul style="list-style-type: none"> ○ Influent grinder pump broke again and for several days staff had to manually clean the influent (River PS) bar screens which required confined space entry and overtime. ○ A climate challenge related tour will take place on April 8 with Mayor Bell as one of the leads in organizing it.
West Fork of the Eno Reservoir	<ul style="list-style-type: none"> ○ The reservoir is spilling! ○ The state recently had a training session for their dam safety staff and visited the reservoir as part of the training. ○ The consultant who designed the dam is also looking to have an international conference in North Carolina that focuses on piano key and other alternative spillway designs. They have asked if they could use the reservoir as one of the tours.
Developments/ Other	<ul style="list-style-type: none"> ○ Collins Ridge developer still has not requested acceptance of Phase 1A well over a year after it was placed into service. There are still several items to address in Collins Ridge like a retaining wall placed within a sewer easement and several modified taps that now do not meet standards. ○ Staff is running some sewer hydraulic modeling scenarios related to the Capkov proposal. The financial rate model is underway. ○ The town attorney is helping staff work with the Nash Place developer on an acceptable water main layout for town acceptance to which they have been resistant. If an acceptable layout is determined, per town code the town would cost share in any upsized mains for town-wide needs. ○ No start date yet for McAdams Rd water main replacement but anticipate by end of April or early May. ○ Flow monitors will be placed in sewer outfalls for four months to compare flow to the prior modeling study completed a few years back the week of April 8 to help determine current capacity.
Lead Service Line Inventory	<p>Federal regulations require the town to inventory all water services on the public AND private side and report to the state by October 16, 2024. We have started a GIS/paper process to narrow down areas of further investigation. We also are having plumbers confirm private side water service material as they submit for building permits that involve plumbing. We know the town used to have galvanized mains and service lines, but nobody has yet to report seeing lead pipe material. Over the summer, additional public information and survey will need to be distributed regarding this assessment.</p>
Fiber Installs	<p>Google is ramping up again in neighborhoods to install services after a delay due to customer complaints. Locate tickets definitely higher than before the fiber projects started! We seem to be keeping up with outside assistance.</p>

	<p>Locate Tickets by Year and Month</p> <p>Legend: 2020 (orange), 2021 (yellow), 2022 (green), 2023 (red), 2024 (purple)</p> <table border="1"> <thead> <tr> <th>Month</th> <th>2020</th> <th>2021</th> <th>2022</th> <th>2023</th> <th>2024</th> </tr> </thead> <tbody> <tr><td>1</td><td>350</td><td>400</td><td>300</td><td>550</td><td>1300</td></tr> <tr><td>2</td><td>350</td><td>650</td><td>250</td><td>400</td><td>750</td></tr> <tr><td>3</td><td>450</td><td>600</td><td>400</td><td>450</td><td>700</td></tr> <tr><td>4</td><td>300</td><td>550</td><td>400</td><td>550</td><td>550</td></tr> <tr><td>5</td><td>300</td><td>550</td><td>350</td><td>450</td><td>550</td></tr> <tr><td>6</td><td>400</td><td>800</td><td>400</td><td>650</td><td>650</td></tr> <tr><td>7</td><td>450</td><td>500</td><td>450</td><td>650</td><td>650</td></tr> <tr><td>8</td><td>350</td><td>450</td><td>550</td><td>650</td><td>650</td></tr> <tr><td>9</td><td>500</td><td>400</td><td>400</td><td>750</td><td>750</td></tr> <tr><td>10</td><td>550</td><td>400</td><td>350</td><td>800</td><td>800</td></tr> <tr><td>11</td><td>350</td><td>400</td><td>400</td><td>1100</td><td>1100</td></tr> <tr><td>12</td><td>400</td><td>450</td><td>400</td><td>850</td><td>850</td></tr> </tbody> </table>	Month	2020	2021	2022	2023	2024	1	350	400	300	550	1300	2	350	650	250	400	750	3	450	600	400	450	700	4	300	550	400	550	550	5	300	550	350	450	550	6	400	800	400	650	650	7	450	500	450	650	650	8	350	450	550	650	650	9	500	400	400	750	750	10	550	400	350	800	800	11	350	400	400	1100	1100	12	400	450	400	850	850
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Staffing	<ul style="list-style-type: none"> ○ The administrative position for utilities has requested to be advertised. ○ Utilities is fully staffed with the addition of Amos Morris to the collection crew and with exception of the admin position. 																																																																														
Funding	<p>RFQs for design/bid/construction services are due April 9 for the two FEMA Building Resilient Infrastructure and Communities funded projects. Awaiting word on a bump to the BRIC grants as they have offered an overrun grant. Should find out in a few months. Other funded projects (water system master planning, Hassell and US 70) are underway.</p>																																																																														
Water and Sewer Advisory Committee (WSAC) Activities	<p>Two out of town vacancies are open. WSAC is scheduled April 4 and generally will receive updates to projects and budget.</p>																																																																														