

Agenda

Water and Sewer Advisory Committee

7:00 PM June 06, 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 April minutes](#)
4. **Updates**
 - A. [Utilities status report highlights](#)
 - B. [Budget and rate model](#)
 - C. [Member term expirations](#)
5. **Discussion**
 - A. [Agenda for joint meeting with BOC](#)
6. **Reports from 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 \(Rasheed/Beeler\)](#)
7. **Assignments for Board of Commissioners meetings**
 - A. [Meeting June 10 \(Weston/Sykes\)](#)
 - B. [Meeting June 24 \(Beeler/Robinson\)](#)
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. April 4, 2023

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



Present: Chair Jenn Sykes, Vice Chair Daniel Rawlins, Members Mo Rasheed, Steed Robinson, Barry Weston, and Commissioner Meaghun Darab

Absent: Member Grace Beeler

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 Barry Weston moved approval of the agenda with no changes. Member Mo Rasheed seconded.

Vote: 5-0.

3. Minutes review and approval

Minutes from regular meeting on Feb 1, 2024.

Motion: Weston moved to approve the Feb 1, 2024, minutes as submitted. Vice Chair Daniel Rawlins seconded.

Vote: 5-0.

4. Updates

A. Utilities status report highlights

Environmental Engineering Supervisor Bryant Green presented the utilities status report. Topics presented included:

- Status of supplies for the raw water pump rebuild.
- A new assessment for the possibility of switching from chlorine gas to aqueous chlorine as a primary form of disinfection.
- Status of grinder pump in the wastewater treatment plant.
- Upcoming tour of the wastewater treatment plant.
- The reservoir at West Fork on the Eno is spilling over, meaning we have a two-year supply of raw water.
- Tour visits to the reservoir for dam safety event and an upcoming international design conference.
- Status of ongoing developments.

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WATER AND SEWER ADVISORY COMMITTEE MINUTES | 1 of 4

- Flow monitoring to reduce inflow and infiltration.
- Inventory of lead service lines to comply with the EPA revised lead and copper rule. Information will be documented and made public.
- Fiber installation and locate ticket requests.
- Job opening and staffing updates within Utilities Department.
- National funding update.
- Water and Sewer Advisory Committee's two out-of-town vacancies.

B. Bill format and language

Green reported that staff recently received data for the bill format and that he hoped to have something to show at the next meeting. He said that staff have found some limitations due to working with a third-party vendor.

C. Backflow cross connection

An update was given about the backflow reimbursement process. Six of the eligible seven homeowners have submitted for reimbursement. One person has not responded. One other person who was not eligible submitted a request for reimbursement, which was denied.

D. Out of town vacancies

There are two out-of-town vacancies on the committee.

E. Budget update

The updated utilities rate proposal is on the May Board of Commissioners meeting agenda. Staff are working on the rate model and internal budget forecasting. It will be another austerity budget, with at least a 5% cut, and tough decisions will have to be made about what gets removed. Staff are aware of how regressive increased rates plus an austerity budget can be among low-income communities.

5. Discussion

A. Joint meeting with BOC discussion items

There was discussion about whether joint meetings with the Board of Commissioners is needed for anything beyond regulatory review. Sykes asked for requests for topics to cover at future joint meetings.

It was generally agreed that the two entities already stay in touch by attending each other's meetings, and that the joint meetings do not seem to be necessary. It was suggested that the Board of Commissioners send some direction for what they would like the Water and Sewer Advisory Committee to consider. However, the commissioners expressed that even when they put time and effort into considerations, it seems that the committee's opinion tends to differ from the commissioners' and their recommendations do not lead to action by the board. The committee requested that the Board of Commissioners provide topics to review by June, otherwise they recommend canceling the joint August meeting.

B. Last Fridays Outreach

There was discussion of the Last Fridays outreach program, the most recent one of which was held around Halloween.

There was general consensus that the timing of Last Fridays is difficult and there was not much enthusiasm among the committee members for the program. Members expressed that they did not get the impression that it was effective. They agreed that a program of that sort might be useful once in a while but does not need to take place on a regular basis. It was suggested that a program could take place at a weekend event such as a half-marathon, 5k race, or a concert.

There was discussion of the purpose of outreach at public events. It was observed that members of the public do not typically attend Water and Sewer Advisory Committee meetings, but that members of the public do have a lot of questions about utilities.

It was suggested that committee members email Sykes about public events where outreach could happen, and the committee can draft a schedule in June.

6. Reports from February/March Board of Commissioners meetings

A. Meeting from Feb. 12

Sykes reported that Aldi and the new car dealership had their water requests accepted. There was also discussion of cross connection and whether joint sessions between the board and the Water and Sewer Advisory Committee are needed.

B. Meeting from Feb. 26

Member Steed Robinson reported that he had watched the discussion between the Board of Commissioners and Renee Price and Fred Meyer about legislative priorities for the short session: Water and sewer were at the top of the list for long-term funding. Meyer said tax cuts are already having an impact on revenue at state level, and steady funding is available for ongoing programs, but there is no additional funding for special water and sewer projects. Price encouraged working together as league of cities in the face of a dwindling pool of federal funds. There was concern of regionalism expressed by Kathleen Ferguson about limiting autonomy at a local level to focus on the region.

C. Meeting from March 11

Rawlins reported that there were lots of people at the meeting. He said the issue was discussed of the person who applies for reimbursement for the backflow installation but was ineligible. He said there was also discussion of the development at Corbinton Commons.

D. Meeting from March 25

Rasheed reported that there was discussion about the impact of pet waste on water systems. There was also discussion of regionalization, during which it was noted that Orange Water and Sewer Authority pulls from a different basin and Durham is too far and expensive to pull from.

7. Assignments for Board of Commissioners meetings

1. Meeting April 8 (Weston/Sykes)
2. Meeting April 22 (Sykes/Rawlins)
3. Meeting May 13 (Robinson/Rasheed)
4. Meeting May 28 (Rawlins/Weston)
5. Meeting June 3 (Rasheed/Beeler)

8. Future agenda items

There was discussion of revising the split of in-town versus out-of-town representation on the board since there seems to be interest from people who live in town but very little interest from out-of-town residents. Green noted that the split was suggested but not required, and staff chose to pursue it because the population was split half and half. The committee members requested data on the current proportions of in-town and out-of-town customers. There was also support of including commercial representation on the committee.

Motion: Weston moved to advertise the current vacancies as being available for both in-town and out-of-town residents, and to add that commercial representation is also welcome. Robinson seconded.

Vote: 5-0.

There was a discussion about pursuing capital funding opportunities. Green confirmed that staff track funding opportunities, assess whether the town is a good candidate based on the criteria, and they always pursue them when the candidacy assessment seems positive.

9. Adjournment

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

Sykes adjourned the meeting at 8:02 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

DRAFT



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Utilities Department Status Report for May 2024 (covering Apr. 2024)

PROJECT/ CATEGORY	STATUS
WTP	<ul style="list-style-type: none"> ○ Check valves needed for replacement on raw water pumps are delayed until July 23. Vendor trying to expedite. ○ Paving of drive is almost complete. The contractor is demobilizing. ○ Filter room and ground-level bathroom floors were redone.
WWTP	<ul style="list-style-type: none"> ○ All is well.
West Fork of the Eno Reservoir	<ul style="list-style-type: none"> ○ The reservoir is spilling. ○ Spring mowing was completed. ○ Seeding of bare areas on the dam was completed. ○ The entrance to the tower walkway has been spruced up.
Developments/ Other	<ul style="list-style-type: none"> ○ Working towards invoicing of fees for Persimmon at Cates Creek. WSEC just approved. ○ WSEC for Nash Place (4 lots) presented on consent agenda for 6/10. ○ Request received for Triangle West High School charter school at Eno River Mill is going to reserve 6,600 gpd of capacity for two years if the letter is revised to come from the school board. ○ Capkov project planning board meeting delayed until possibly July. ○ Comet proposal is in TRC. They want to change the approved parcel masterplan from commercial/hotel to multifamily. ○ McAdams Rd Water Main replacement will be done early, but there will be a few change orders due to field conflicts. ○ A precon meeting for the Collins Ridge James J. Freeland water main and to fix a sewer main with a retaining wall within the easement will occur soon. The water main will provide a 2nd connection to our system providing needed redundancy. Staff is working to get Phase 1A acceptance of water and sewer completed and may assemble a team of our own to go through again and create a final punch list.
Staffing	<ul style="list-style-type: none"> ○ The administrative position for utilities been advertised with an overwhelming response. Staff recently received from HR an initial 15 screened applications of over 166 for review. ○ Utilities is no longer fully staffed as we now have a collection crew opening for which the advertisement closes 6/9.
Funding	<ul style="list-style-type: none"> ○ We recently received the documents for what we are calling the BRIC overrun grant. It is actually a state grant that will overlay the BRIC funding for an additional ~ \$941,000 for River pumping station project. The Starfield BPS project was not awarded additional funding. ○ We received documents for formal acceptance of the Hassel St Tank and US 70A Water Main study grant from the state. This is an ARPA funded project through the state. We have been working on this project since the award letter last year so are surprised to see this paperwork appear now. This acceptance resolution is on the 6/10 consent agenda.
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 6/6 and generally will receive updates to projects and budget. WSAC and the BOC have a joint meeting in August and wish to discuss viability.</p>

**Town of Hillsborough
Water Sewer Advisory Committee
Member Roster**

<u>Title</u>	<u>First Name</u>	<u>Last Name</u>	<u>Committee/Board</u>	<u>Street Address</u>	<u>Town</u>	<u>State</u>	<u>Zip</u>	<u>Phone #'s</u>	<u>E-Mail</u>	<u>Term Ends</u>		<u>First Meeting</u>	<u>Term</u>
Ms.	Jenn	Sykes	Water/Sewer Advisory Committee, Chair	210 Collins Avenue	Hillsborough	NC	27278	919-442-8152	sykes.jennifer@gmail.com	Oct. 2025	in	October 2017	2nd
Mr.	Mo	Rasheed	Water/Sewer Advisory Committee	419 Elfin Blvd	Hillsborough	NC	27278	919-325-6580	mohisin.rasheed@gmail.com	Mar. 2027	in	April 2023	1st
Mr.	Steed	Robinson	Water/Sewer Advisory Committee	517 Waterstone Park Circle	Hillsborough	NC	27278	404-358-7025	steed.robinson@comcast.net	Apr. 2026	in	April 2022	1st
Ms.	Grace	Beeler	Water/Sewer Advisory Committee	301 Jones Ave	Hillsborough	NC	27278	919-259-1113	gracebeeler1@gmail.com	Feb. 2027	in	February 2023	1st
Mr.	Daniel	Rawlins	Water/Sewer Advisory Committee	200 Governor Burke Rd.	Hillsborough	NC	27278	919-482-1724	drawlinslaw@gmail.com	Oct. 2025	out	October 2017	2nd
Mr.	Barry	Weston	Water/Sewer Advisory Committee	1304 Blackberry Lane	Hillsborough	NC	27278	919-623-6793	jbarryweston@yahoo.com	Mar. 2027	out	March 2019	2nd
Ms.	Marie	Strandwitz	STAFF - Utilities Director	PO Box 429	Hillsborough	NC	27278	919-296-9631	marie.strandwitz@hillsboroughnc.gov				
Mr.	Tyler	Freeman	STAFF - Civil Engineering Technician	PO Box 429	Hillsborough	NC	27278	919-296-9632	tyler.freeman@hillsboroughnc.gov				
Mr.	Bryant	Green	STAFF - Environmental Engineering Manager	PO Box 429	Hillsborough	NC	27278	919-296-9630	bryant.green@hillsboroughnc.gov				