

Agenda

Water and Sewer Advisory Committee

7:00 PM August 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 June minutes](#)
4. **Updates**
 - A. [Utilities Status Report](#)
5. **Discussion**
 - A. Agenda for joint meeting with BOC
6. **Reports from Board of Commissioners meetings**
 - A. Meeting June 10 (Weston/Sykes)
 - B. Meeting June 24 (Beeler/Robinson)
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)
 - E. Meeting Sept. 23 (Weston/Sykes)
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. June 6, 2023

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



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

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

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. Members Grace Beeler and Barry Weston arrived during discussion of Item 3.

2. Agenda changes and approval

There were no changes to the agenda

Motion: Member Mo Rasheed moved for approval of the agenda with no changes. Member Steed Robinson seconded.

Vote: 4-0.

3. Minutes review and approval

Minutes from regular meeting on Apr. 4, 2024.

Motion: Rasheed moved to approve the Apr. 4, 2024, minutes with corrections. Robinson seconded.

Vote: 6-0.

Changes: Under Item 6B, change Fred Meyer to Graig Meyer.

4. Updates

A. Utilities status report highlights

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

- Triangle West High School water reserve request.
- Updates on the overrun grant, Starfield booster grant.
- Replacement of hydrant valves downtown and related water shut-off notices.

B. Budget and rate model

Utilities Director Marie Strandwitz reported that the Utilities Department had to cut many items from the budget during the budgeting process. She reported on the department's work with Raftelis to develop an accurate rate model. There was discussion of the proposed rate increase and reduction in the minimum volume. There was discussion of leak detection and its impact on water loss due to leaks. Leaks in the town's system have been at a relatively reasonable rate of 8-15%. There was further discussion of the benefits of creating a new rate model. Strandwitz and Environmental Engineering Supervisor Bryant Green reported on the state of the town's debt coverage ratio and its impact on the budgeting process. There

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was discussion of future projects that may incur large costs. These projects include water line relocation for North Carolina Department of Transportation projects after FY30 and the operational challenges of providing water service to the growing population. There was discussion of water monitoring and demand and discharge from new industrial projects. There was discussion of monitoring within the region for per- and polyfluoroalkyl substances (PFAS) and it was reported that Hillsborough detected PFAS, but that it was well under the threshold.

C. Member term expirations.

Sykes's and Vice Chair Daniel Rawlins's terms will expire at the end of this year, and they cannot be reappointed. Most members are currently serving their first terms; Weston is serving his second. There are still two out of town vacancies on board, but no applicants.

5. Agenda for joint meeting in August

The August joint meeting with the Board of Commissioners was discussed. The history and necessity of the Water and Sewer Advisory Committee were discussed. Some members expressed frustration that many of the recommendations the committee has made have not been followed by the town board. There was discussion of the committee's limited power in its advisory role. The idea was raised of shifting the committee to serve in an ad-hoc fashion rather than with standing meetings. It was suggested that this topic be discussed at the August meeting. There was discussion about the commissioners' outreach and town communications efforts to educate residents about utilities issues.

6. Reports from Meetings

A. Meeting from April 8

Weston had nothing to report.

B. Meeting from April 22

Sykes reported that the items addressed at this meeting were negated later by the budget meeting.

C. Meeting from May 13

This meeting was discussed in detail during discussion of previous agenda items.

D. Meeting from May 28

Rawlins reported that the numbers reported at the budget meeting, especially the debt coverage ratio, came as a shock to many people in attendance. He said there were many questions from the Board of Commissioners about what items had to be deferred due to the budget constraints. He recommended that everyone watch the recording of the meeting.

E. Meeting from June 3

Rasheed reported that there was a presentation and a discussion on asset inventory management software. Commissioner Robb English added that there has been a request from town departments for more comprehensive asset management software.

7. Assignments for Board of Commissioners meetings

A. Meeting June 10 (Weston/Sykes)

B. Meeting June 24 (Beeler/Robinson)

8. Future agenda items

No future agenda items were discussed.

9. Adjournment

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

Sykes adjourned the meeting at 8:33 p.m. without a vote.

Respectfully submitted,

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

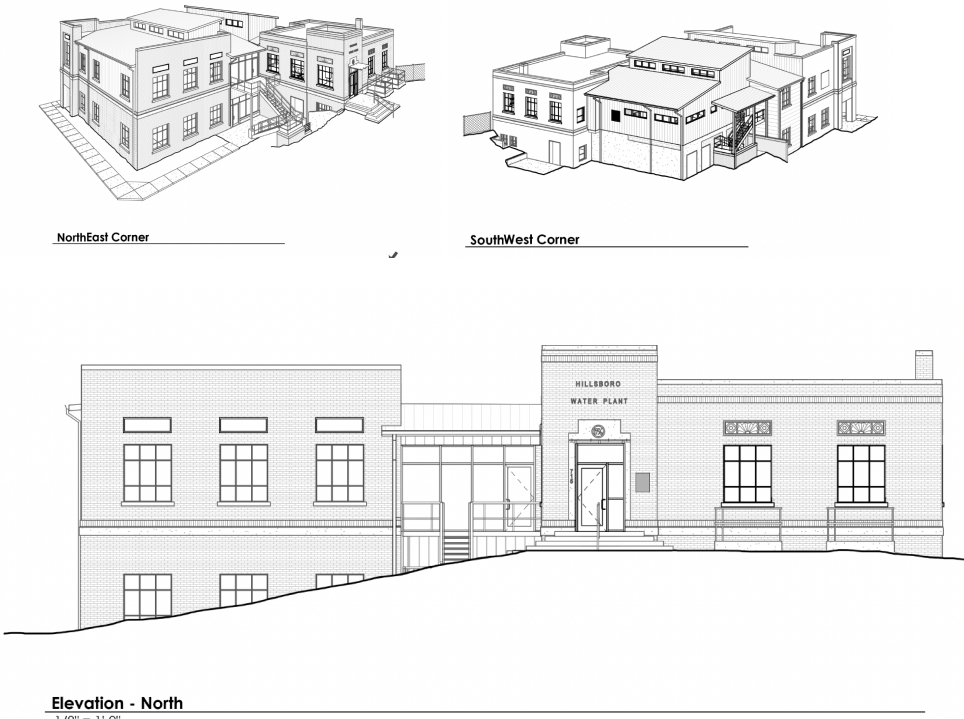
Approved: Month X, 202X



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Utilities Department Status Report for Aug. 2024 (covering Jun./Jul. 2024)

PROJECT/ CATEGORY	STATUS
WTP	<ul style="list-style-type: none"> ○ An evaluation memorandum about changing the chlorine gas disinfection system has been presented and is under review by engineering. Eventually we believe the town will be forced to move to a different disinfection system due to a few main reasons – safety of storing chlorine gas and availability. If there is any viable solution, it will become a recommended capital improvement project. ○ The first steps to replace the main 1972 control console with a modernized system are underway. This first step is to install a cabinet to house the control system and plans and specifications to add instruments and equipment as our budget allows and the operators comfort level. The selected consultant will prepare plans and specifications including necessary inputs and outputs, conduits and power. Jeff Mahagan is overseeing this effort. ○ The annual water quality report was released June 29. We hope you were able to review it.
WWTP	<ul style="list-style-type: none"> ○ All is well. We will be determining a new incoming route for the proposed River pumping station force main into the plant and discussing control scenarios with the WWTP staff. ○ A wastewater treatment master plan study is underway which will determine nutrient removal options to reach the plant rated capacity of 3.0 mgd. Staff believes that nutrient limits will be reached prior to the hydraulic limit. ○ Jeff is working on the annual wastewater report due by September 1. ○ A very comprehensive NPDES permit renewal package was submitted to the state thanks to Jeff and Corwin's work. ○ A variable frequency drive and motor control center power monitoring project is starting.
West Fork of the Eno Reservoir	<ul style="list-style-type: none"> ○ The reservoir is about 3/4th of a foot down from 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. ○ WSEC for Nash Place has been signed by the developer and is routing through the town. ○ 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 starting July 7. ○ Working still with Capkov project and Comet proposal. Comments from our department will be in the packet when presented to the board. ○ McAdams Rd Water Main replacement is essentially complete. There was a problem with a passing bacteria test, but this has been resolved. Once the project is certified to the state as completed and meters scheduled to be moved, the new 6-inch main will be placed into service. This new main is also looped to Corbin St. which will provide better water quality and redundancy to the area. ○ Collins Ridge James J. Freeland water main work has begun. The water main will provide a 2nd connection to our system providing needed redundancy to the Collins Ridge development. Staff continues to work to get Phase 1A acceptance of water and sewer completed. Several utilities staff did another comprehensive walk through and punch list. While the developer has performed some work towards resolving the issue, they would like another meeting to discuss certain items and timing. Staff has delayed Phase 1B permit documents until Phase 1A acceptance is certain with some comfort level. Phase 2 is also in the pipeline and will result in several more homes in the coming year. ○ Utilities submitted claims for the PFAS settlement money for 3M and Dupont. Thus far, PFAS has not been an issue in the town's drinking water with recent testing. ○ Two additional sewer flow monitors have been placed on our interceptor west of Churton St.

	<ul style="list-style-type: none"> ○ Work at Cemetery pumping station is almost complete – a new electrical panel board was installed. ○ 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. ○ Staff replaced several inoperable valves and a hydrant in June. ○ Work on our lead service line inventory is underway. There will be a public facing effort in the next month or two. ○ Utilities participated in a deeper demo of the Brightly asset management/work order software that Public Works likes. Utilities can utilize this. ○ The Adron F. Thompson facility is under design! Rendering below. The design will keep the interior and exterior features of the original 1936 water plant but modernize all with energy efficiency, ADA compliance, safety and function. The addition will allow for a sequenced construction as to not displace the crew elsewhere. The lower level will house the Utilities administration division. There are some additional yard building improvements included as well. Everyone is very excited this is moving forward after so many years in need. <div style="text-align: center;">  <p>NorthEast Corner SouthWest Corner</p> <p>Elevation - North 1/8" = 1'-0"</p> </div>
Staffing	<ul style="list-style-type: none"> ○ The administrative position for utilities is being vetted. There was a large response to this posting. ○ Utilities is no longer fully staffed as we now have a distribution crew opening. One of the distribution crew (Daniel Wilson) was promoted to the collection crew. ○ The intern at the wastewater plant, Alex Lupina, had his last day July 19. There is an intern from Cedar Ridge currently serving with the distribution crew for three weeks, Ben Powell. ○ Keith Scarboro obtained the highest collection system operator grade (Grade 4). ○ Brent Anderson obtained his Grade 2 collection system certification. ○ Thomas Smith obtained his cross-connection control certification. ○ Tyler Freeman will be moving to Illinois in August. A remote work schedule until the end of the year is being developed. This will put some increased pressure on the admin team to handle local fiber issues.
Grant Funded Project Activity	<ul style="list-style-type: none"> ○ A contract has been executed with Hazen and Sawyer for River Pumping Station (FEMA BRIC and FPMP grants) and our first progress meeting has been held. Survey work will start in 2 – 3 weeks which will allow for an exhibit to discuss property acquisition from the school site. ○ A contract is almost complete with Kimley Horn for the Starfield Circle Booster Pumping Station (FEMA BRIC grant). Staff has contacted a property owner for this station as land will need to be

	<p>acquired and is responding to questions about it. If all works out on the project and the BRIC funding covers it, we will ask to repurpose the STAG funding for this project to another need. There is no deadline to apply for the STAG funding.</p> <ul style="list-style-type: none"> ○ Hazen and Sawyer is making progress on the water system master planning model (AIA grant). ○ Freese and Nichols is making progress on the Hasell St water tank and US 70A study (ARPA grant). ○ Taylor Engineering is revising the Lawndale rehabilitation project plans and specifications for the SRF loan/grant. ○ Stephanie Trueblood approached Utilities about submitting for an Orange County grant to provide solar capability at the new Adron F. Thompson facility. She and Bryant are working on an application.
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 8/2 and generally will receive this update. WSAC and the BOC have a joint meeting in August and the main topic is to discuss viability of the committee.</p>