



CITY OF HENDERSONVILLE WATER SEWER ADVISORY COUNCIL

Operations Center - Assembly Room | 305 Williams St. | Hendersonville NC 28792
Monday, January 23, 2023 – 6:00 PM

AGENDA

1. CALL TO ORDER

A. Organizational Meeting – *Jerry Smith, Chairman*

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

A. Approval of the October 24, 2022 Minutes

4. OLD BUSINESS

5. NEW BUSINESS

A. Approval of Annual Meeting Schedule – *John Connet, City Manager*

B. Winter Storm Update – *Lee Smith, Utilities Director*

C. Capital Projects Update - *Various Staff*

6. OTHER BUSINESS

7. ADJOURNMENT

The City of Hendersonville is committed to providing accessible facilities, programs and services for all people in compliance with the Americans with Disabilities Act (ADA). Should you need assistance or an accommodation for this meeting please contact the City Clerk no later than 24 hours prior to the meeting at 697-3005.



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

SUBMITTER: John Connet **MEETING DATE:** 1/23/2023
AGENDA SECTION: CALL TO ORDER **DEPARTMENT:** Administration
TITLE OF ITEM: Organizational Meeting – *Jerry Smith, Chairman*

SUGGESTED MOTION(S):

NA

SUMMARY:

In accordance with the Water and Sewer Advisory Committee Rules of Procedure, the City of Hendersonville's representative will serve as the Committee Chairman for the next two years. Henderson County's representative will serve as Vice Chairman.

BUDGET IMPACT: \$ NA

Is this expenditure approved in the current fiscal year budget?

If no, describe how it will be funded.

ATTACHMENTS:

Rules of Procedure

HENDERSONVILLE WATER AND SEWER ADVISORY COUNCIL

RULES OF PROCEDURE

Adopted 01/22/2018

Article I. Name

The name of this organization is the Hendersonville Water and Sewer Advisory Council hereinafter referred to as the “Council”.

Article II. Purpose and Powers

The purpose of the Council is to function as the advisory council to the City of Hendersonville on the provision of water and sewer service in Henderson County and to exercise all powers and duties specified by the Hendersonville City Council, as such may be amended from time to time, and to fulfill such other responsibilities as may otherwise be delegated to the Council by City Council.

The Advisory Council shall have the following specific powers and duties:

1. Advise the Hendersonville City Council on matters involving the provision of water and sewer services to the citizens of the Hendersonville and Henderson County, as amended.
2. Review and make recommendation on water and sewer studies by the City and or the County
3. Support the creation and maintenance of long-range plans for the provision of water and sewer service in Henderson County.
4. Oversee the creation of an annual water and sewer reports
5. Review and make recommendations on the following:
 - a. Capital Improvement Programs
 - b. Water and sewer facility expansions
 - c. Water and sewer extension policies

Article III. General Rules

The Council shall be governed by, the Laws of the State of North Carolina and these rules of procedure. The Chair may from time to time refer to rules set forth in the current edition of *Suggested Rules of Procedure for Small Local Government Boards* to assist in the running of orderly meetings.

Article IV. Jurisdiction

The Council’s jurisdiction shall apply equally within the Hendersonville water and sewer service areas as may be amended from time to time.

Article V. Organization

Section 1. Membership. The Council shall consist of eleven members. The Council members shall be appointed as follows:

1. One sitting member of the Hendersonville City Council
2. One sitting member of the Henderson County Board of Commissioners
3. One governing board member from Fletcher, Mills River, Laurel Park, Flat Rock and Saluda.
4. One industry representative appointed by Henderson County Partnership for Economic Development.
5. One business representative appointed by Henderson County Chamber of Commerce
6. One Henderson County utility customer appointed by Henderson County Board of Commissioners
7. One City of Hendersonville utility customer appointed by the Hendersonville City Council

All members shall be entitled to equal rights, privileges and duties with other members of the council regardless of where the matters at issue arise.

Section 2. Officers. The Chairman of the Advisory Council will be the City representative for the first two-year term. The County representative will serve as the Chairman for the second two-year term. The City and County will thereafter alternate the appointment of the Chairman between them, each appointment to be for a two-year term. The vice-chair shall be the City or County representative when not serving as Chairman. The chair shall preside over all meetings of the Council. The vice-chair shall assist the chair and shall serve as acting chair in the absence of the chair. If the chair is vacated the vice-chair shall become the chair for the remainder of the vacated term or until a replacement representative is appointed.

Section 3. Attendance at Meetings. Any member who misses more than three consecutive regular meetings shall by that fact cease to be a Council member. A vacancy created under this Section 3 shall be treated as any other vacancy for purposes of filling the vacated seat.

Section 4. Conflict of Interest. No Council member shall take part in the hearing, consideration, or deliberation of any issue before the Council in which the Council member, or any member of the Council member's family, either directly or indirectly, is a party or has any financial interest.

Section 5. Committees. The Council shall have such standing committees as it finds necessary and convenient. In addition, the chair may create ad hoc committees.

The chair shall designate the membership of all committees. The chair shall be either an active or ex officio member of all committees.

Section 6. Duration of Existence. The Advisory Council will exist for so long as the Contract of Purchase and Interlocal Cooperation and Settlement Agreement dated December 20, 2000 is in effect. Notwithstanding the forgoing, the Advisory Council may be dissolved sooner upon the mutual agreement of all parties.

VI. Meetings

Section 1. Regular Meetings. The Council shall hold regular quarterly meetings during the months of October, January, April and July or at such other time as it may find necessary to conduct its business.

Section 2. Special Meetings. The chair may call special meetings. A majority of the Council may by written demand of a majority of its members call a meeting. Written notice of a special meeting shall be provided to all members at least one week in advance of the meeting.

Section 3. Cancellation of Meetings. Whenever there is no business for the Council the chair may cancel a meeting, by giving notice to all members not less than twenty-four hours before the time set for the meeting. In the event of severe weather or other sufficient cause the chair may cancel a meeting by giving reasonable notice to all members before the time set for the meeting. In the case of a meeting called by a majority of the Council the chair may cancel the meeting only upon the concurrence of a majority of the Council.

Section 4. Quorum. A majority of members shall constitute a quorum for the conduct of business of the Council or of any committee.

Section 5. Conduct of Meetings. All meetings shall be noticed and open to the public as provided by law. Any person who may be substantially affected by final action in any matter that comes before the Council may appear in person or by agent or attorney to make presentations respecting any such matter. The Chair may impose reasonable restraints on presentations.

Section 6. Voting. Members must be present to vote on any matter. Except as may be otherwise required by these rules or other prevailing law, any motion to be carried must have the vote of the majority of members actually voting. The chair shall be eligible to vote as any other member.

Section 7. Electronic notice. Notice to a member conforms to a requirement of these rules to be in writing if sent by electronic mail to an electronic address provided by the member and not returned to the sender with an error message.

Article VII. Public Hearings

Section 1. Conduct of Hearings. The Council may from time to time conduct public hearings to fulfill its responsibilities and receive input from water and sewer customers on any matter associated with the operation of the water and sewer system. The chair shall preside at all hearings and unless overruled by a majority of the council shall have plenary power to limit presentations in the interest of brevity, clarity, fairness or other considerations. "Limit" in this sense shall be construed broadly and shall include the power to provide for the representation of groups by spokespersons.

Article VIII. Amendments

These rules may be amended at any meeting after the meeting at which the amendment is first presented upon an affirmative vote of not fewer than six members of the Council.

Adopted as amended by at least six members of the Council this January 22, 2018.



CITY OF HENDERSONVILLE WATER SEWER ADVISORY COUNCIL

Operations Center - Assembly Room | 305 Williams St. | Hendersonville NC 28792
Monday, October 24, 2022 – 6:00 PM

MINUTES

- Present: County Commissioner & Chairman Daniel Andreotta, City of Hendersonville Council Member Debbie Roundtree, City of Hendersonville Water/Sewer Customer Representative Chuck McGrady, Henderson County Water/Sewer Customer Representative Andrew Riddle, Village of Flat Rock Council Member David Dethero, Town of Fletcher Council Member Sheila Franklin, City of Saluda Council Member Stan Walker, Town of Mills River Mayor Pro-Tem Randy Austin, and Partnership for Economic Development Representative Carsten Erkel
- Staff Present: City Manager John Connet, Assistant City Manager Brian Pahle, Budget Manager Adam Murr, City Engineer Brent Detwiler, Water Treatment Facilities Manager Ricky Levi, Assistant to the Utilities Director Drew Finley, and others.
- Others Present: Mills River Town Manager Daniel Cobb, Henderson County Engineer Marcus Jones, Stantec Senior Principal David Hyder

1. CALL TO ORDER

Chair Daniel Andreotta called the meeting to order at 6:00 p.m. and welcomed those in attendance.

2. PUBLIC COMMENT

There were no comments.

3. APPROVAL OF MINUTES

- A. Approval of the August 15, 2022 Minutes.

Council Member Carsten Erkel moved to approve the minutes of August 15, 2022 as presented. Council Member Chuck McGrady seconded. A unanimous vote of the Council Members present followed. Motion carried.

4. OLD BUSINESS

There was no Old Business.

5. NEW BUSINESS

- A. Stantec Water and Sewer Rate Study Presentation – Drew Finley, Asst. to the Utilities Director
Assistant City Manager Brian Pahle introduced David Hyder, Senior Principal from Stantec – the City's water and sewer financial consultant firm. David Hyder provided a presentation on an ongoing water and sewer rate study, system development charge study, and agreed upon procedures letter for future water and sewer system revenue bonds. Mr. Hyder provided the Board with information regarding cost of service models, rate design, water and sewer industry challenges, challenges to the City of

Hendersonville's water and sewer utility, existing rate structure, observations, pricing considerations, and next steps. Mr. Hyder stated that information will be provided to the City of Hendersonville City Council at the October 26, 2022 meeting. Mr. Connet provided that the Water and Sewer Advisory Council will be given another opportunity to provide feedback before City Council takes action on rate recommendations through the City's fiscal year 2023-2024 budget process.

B. Water Quality Update – *Ricky Levi, Water Treatment Facilities Manager*

Ricky Levi, Water Treatment Facilities Manager, provided a water quality update which included discussion on the regulatory requirements and professional water quality testing performed by the City of Hendersonville Water and Sewer Department's staff. Mr. Levi discussed certain water quality issues and trends, including perfluorooctanoic sulfonic acid (PFOS). Mr. Levi stated that, at the State level, there will be changes to testing and regulatory requirements related to PFOS and that the City's water quality is in excellent standing, with no PFOS detectable.

5. STAKEHOLDER UPDATES

Chair Andreotta called for stakeholder updates. John Connet provided information regarding capital planning and ongoing projects. Andrew Riddle expressed gratitude for the quality of the City of Hendersonville's water. Chair Andreotta expressed gratitude for water quality and the economic development the resource brings, Chair Andreotta further requested County Engineer Marcus Vance provide an update on the Edneyville sewer project. Marcus Jones provided an update on the sewer project and highlighted sewer connections to various public facilities in the Edneyville area pending State approval of permits. David Dethero expressed thanks to City Engineer Brent Detwiler for the City's completed work on a Halfway Tree Mobile Home Park sewer connection which has drastically improved environmental and public health near the Village of Flat Rock area.

6. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:23 p.m.

Daniel Andreotta, County Commissioner & Chairman

ATTEST:

Jill Murray, City Clerk



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

SUBMITTER: John Connet **MEETING DATE:** 1/23/2023
AGENDA SECTION: NEW BUSINESS **DEPARTMENT:** Administration
TITLE OF ITEM: Approval of Annual Meeting Schedule – *John Connet, City Manager*

SUGGESTED MOTION(S):

I move that the Water and Sewer Advisory Committee approve the 2023 meeting schedule.

SUMMARY:

Each advisory board is required to approve their annual meeting schedule in accordance with the open meetings laws.

BUDGET IMPACT: \$

Is this expenditure approved in the current fiscal year budget? EnterTextHere

If no, describe how it will be funded. EnterTextHere

ATTACHMENTS:

Proposed Meeting Schedule

NOTICE

City of Hendersonville Water/Sewer Advisory Council | 160 Sixth Avenue East Hendersonville, NC 28792

CITY OF HENDERSONVILLE

Water & Sewer Advisory Council

ANNUAL SCHEDULE OF REGULAR MEETINGS 2023

The following Regular Meetings of the City of Hendersonville Water & Sewer Advisory Council are held **Quarterly on the fourth Monday of July, October, January, and April at 6:00 p.m.** in the Assembly Room of the City Operations Building located at 305 Williams St. Hendersonville NC unless otherwise noticed. The regular meetings will be conducted in person.

The following Water & Sewer Advisory Council meetings have been scheduled for 2022-23.

January 23, 2023
April 24, 2023
July 24, 2023
October 23, 2023

Meetings are open to the public.

City Clerk

The Water and Sewer Advisory Council is a requirement of the 2002 Mud Creek Sewer District Purchase and Interlocal Cooperation and Settlement Agreement with Henderson County.

The City of Hendersonville is committed to providing accessible facilities, programs, and services for all people in compliance with the Americans with Disabilities Act (ADA). Should you need assistance or a particular accommodation for this meeting please contact the City Clerk no later than 24 hours prior to the meeting at 697-3005.

Adopted: 08/15/2022 Posted 08/16/2022
<https://www.hendersonvillenc.gov>





CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

SUBMITTER: Winter Storm Update **MEETING DATE:** 1/23/2023
AGENDA SECTION: NEW BUSINESS **DEPARTMENT:** Administration
TITLE OF ITEM: Winter Storm Update – *Lee Smith, Utilities Director*

SUGGESTED MOTION(S):

NA

SUMMARY:

Water and Sewer Utilities Director Lee Smith will provide an update regarding the recent Polar Vortex Storm Event.

BUDGET IMPACT: \$ NA

Is this expenditure approved in the current fiscal year budget? None

If no, describe how it will be funded. None

ATTACHMENTS:

None



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

SUBMITTER: John Connet **MEETING DATE:** January 23, 2023
AGENDA SECTION: NEW BUSINESS **DEPARTMENT:** Administration
TITLE OF ITEM: Capital Projects Update - *Various Staff*

SUGGESTED MOTION(S):

SUMMARY:

City staff will provide updates on current and future water and sewer capital projects.

BUDGET IMPACT: \$ NA

Is this expenditure approved in the current fiscal year budget?

If no, describe how it will be funded.

ATTACHMENTS:

None