

**NEUSE REGIONAL WATER AND SEWER AUTHORITY
MINUTES OF BOARD MEETING DATED
Thursday, March 28, 2024**

The Neuse Regional Water and Sewer Authority held its Monthly Board Meeting on Thursday, March 28, 2024 at 5:30 P.M. at the Neuse Regional Water and Sewer Authority Water Treatment Plant.

MEMBERS PRESENT: Barry Sutton, Steve Miller, Bruce Parson, Virgil O’Neal, Sammy Aiken, Polly Hardee, Andy Heath, Vallie Johnson, Oryan Lowry, Anthony Riggs, Darrell Rudisill, Victor Styles, Cody Murphy, Scott Howard

MEMBERS ABSENT: Rhonda Barwick, Jamie Cannon

ALTERNATES PRESENT: Rusty Byrd, Mayor Mike Horne,

NRWASA STAFF PRESENT: Harold Herring - Executive Director
Angela McKenzie – Administrative Assistant
Charlie Colie - WTP Superintendent
Jacob Brown – WTP Assistant Superintendent
Jamie Norment – Legal Counsel

SPECIAL GUESTS: Mr. Bill Dowbiggin, PE, CDM Smith
Renee Swinson Magazine, Guest

Call to Order

Chairman Barry Sutton called the meeting to order at 6:02 P.M. and welcomed Special Guests.

Revisions, Additions and Adoption of Agenda

Mr. Victor Styles moved to adopt the Agenda as presented. Seconded by Mr. Vallie Johnson and upon unanimous vote, the motion carried.

ACTION ITEMS

1. Swearing in New Board of Directors and Alternates.....Chairman Barry Sutton
Chairman Barry Sutton led New Director Mr. Scott Howard in the Oath of Office to fill the vacancy as Director for the Town of Ayden.

Chairman Barry Sutton led New Director Mr. Cody Murphy and Alternate Mayor Mike Horne in the Oath of Office to fill the vacancies for the Town of Pink Hill.

2. Approval of January 2024 Minutes.....Chairman Barry Sutton

Mr. Darrell Rudisill moved to approve the January 2024 Minutes as presented. Seconded by Mr. Bruce Parson upon unanimous vote, the motion carried.

3. Approval of March 2024 Treasurer’s Report.....Chairman Barry Sutton

Mr. Victor Styles moved to adopt the March 2024 Monthly Treasurer’s Report. Seconded by Mr. Anthony Riggs and upon unanimous vote, the motion carried.

4. FY2024/2025 Chemical Bid Part 1 Mr. Charlie Colie

Mr. Charlie Colie advised the Board that the Chemical Bids went up roughly \$17,000 for six months. He further referred the Board to the Agenda packet with the Chemical Bid tabulation sheet for their review.

Mr. Charlie Colie recommended that the Board award the bids to the Vendors per the tabulation sheet contained in the Agenda Packet.

Mr. Victor Styles moved to approve the Chemical Bids for all Chemical Vendors as presented. Seconded by Mr. Virgil O'Neal and upon unanimous vote, the motion carried.

5. Resolution – Local Water Supply Plan Mr. Charlie Colie

Mr. Charlie Colie updated the Board that every 5 years NRWASA has to have an approved Local Water Supply Plan. He further stated that contingent upon State Approval, he would recommend the Board to approve the Resolution.

Mr. Virgil O'Neal moved to approve The Local Water Supply Plan, upon State approval. Seconded by Mr. Bruce Parson and Mr. Andy Heath and upon unanimous vote, the motion carried.

6. Resolution – Adoption of Unit Water Rates for FY2024/2025 Mr. Harold Herring

Mr. Virgil O'Neal moved to approve the Resolution as presented for the Adopting of the Unit Water Rate at \$4.00/1,000 gallons for FY 24/25. Seconded by Mr. Anthony Riggs and upon unanimous vote, the motion carried.

7. Amendment #1 Capital Project Budget Sedimentation Analysis Mr. Harold Herring

Mr. Harold Herring advised the Board that CDM Smith's subcontractor, Verdantes, needs additional Neuse River surveys with costs estimated at an additional \$12,000. Mr. Harold Herring recommended the Board approve the \$12,000 Capital Budget Amendment #1 for the surveys.

Mr. Darrell Rudisill moved to approve the Capital Project Budget Sedimentation Analysis Amendment #1. Seconded by Mr. Anthony Riggs and upon unanimous vote, the motion carried.

8. Resolution – 2024 Spring Grant Application Mr. Harold Herring

Mr. Virgil O'Neal moved to approve the Resolution as presented for the 2024 Spring Grant Application. Seconded by Mr. Anthony Riggs and upon unanimous vote, the motion carried.

DISCUSSION ITEMS

9. Ward & Smith Mr. Jamie Norment

- **On-Call Engineering Agreement-Request for Qualifications**

Mr. Jamie Norment advised the Board that new projects going forward would require Request for Qualifications to be eligible for Federal and State Grants or Federal and State Loans. Mr. Norment further stated that NRWASA widely distributed a Request Qualifications of Engineering Firms and received three (3) proposals. The proposals received were from The Wooten Company, CDM Smith, and The East Group. The On-Call Contract/Multiple Award Contract with the Engineering Firm will have task orders issued over time. Each task order will have a dollar amount attached to it for the project they are working on. It would allow more than one Engineering Firm to be selected depending on the project qualifications needed. Each task order would be a separate project allowing the best firm and cost for the task order. Mr. Jamie Norment recommended Approval Action to Prequalify firms to work with NRWASA and follow Grant Guidelines.

Mr. Bruce Parson moved to allow Mr. Harold Herring to proceed with Request for Qualifications. Seconded by Mr. Andy Heath and upon unanimous vote, the motion carried.

Mr. Jamie Norment advised the Board that he and Mr. Harold Herring will notify each Engineering Firm and each firm will finalize the final contracts to be used on an as needed basis.

- **Increase the amount allowed for the Executive Director, Mr. Harold Herring, to enter into agreements without convening the Board**

Mr. Jamie Norment discussed the possibility of increasing the amount allowed for the Executive Director, Mr. Harold Herring, to enter into agreements without convening the Board. The current amount allowed is up to \$20,000 set in 2011. Mr. Harold Herring explained that on an emergency basis NRWASA may need the ability to quickly procure goods or services. He gave the example of replacing the radiator at the Neuse River. Mr. Herring also assured the Board that he would always consult with Jamie Norment, Barry Sutton, and Steve Miller before entering into agreements and keep the Board informed of all agreements. The discussion led to allowing \$100,000 on all items on an emergency or extraordinary circumstances basis.

Mr. Jamie Norment read the Motion: The Board of Directors provides the Executive Director with the authority to sign all Permits, Checks, Invoices, Encroachments, Applications, Agreements, Contracts, Proposals and Letters deemed necessary to fulfill the requirements of Neuse Regional Water and Sewer Authority. Authority to sign any Agreements or Contracts is subject to the review and approval of the Authority Counsel and is limited to an amount of \$100,000 dollars without prior Board Approval. Any action taken by the Executive Director pursuant to this authority that involves a binding financial commitment on the part of the Authority shall be reported to the Board at the next regularly scheduled meeting.

Mr. Bruce Parson moved to approve increasing the amount to \$100,000 on all items. Seconded by Mr. Victor Styles and Mr. Andy Heath and upon unanimous vote, the motion carried.

10. PFAS Update Mr. Bill Dowbiggin, PE, CDM Smith

Mr. Bill Dowbiggin gave a PowerPoint presentation to the Board about PFAS and the State Revolving Fund (SRF). Mr. Dowbiggin gave an overview of PFAS, talked about the EPA regulations concerning PFAS, described treatment and bench pilot testing results, and detailed options for funding.

Mr. Bill Dowbiggin asked the Board if there were any questions.

Mr. Darrell Rudisill asked if grants have a deadline to use the money. Mr. Dowbiggin stated they usually give a schedule but open communication with the State can adjust or change the schedule.

11. BIL Drinking Water State Revolving Fund (SRF) Mr. Harold Herring

Mr. Harold Herring discussed the two Letters of Intent to Fund from the State for PFAS Treatment Study and PFAS Treatment funds in the Agenda Packet. Mr. Herring recommended the Board accept the Intent to Fund but to continue looking for more funds.

Mr. Darrell Rudisill moved to accept the Grants in both of the Intent to Fund Letters. Seconded by Mr. Bruce Parson and upon discussion and unanimous vote, the motion carried.

Mr. Jamie Norment advised a separate motion to accept the Loan terms as listed on the Letter of Intent to Fund and authorize Mr. Harold Herring to proceed with up to \$25 million SRF Loan. After questions and discussion, it was determined that the Loan will be brought back before the Board prior to accepting the Loan.

Mr. Virgil O'Neal moved to accept the Loan terms in the Letter of Intent to Fund. Seconded by Mr. Victor Styles and upon discussion and unanimous vote, the motion carried.

Mr. Bill Dowbiggin completed his presentation and asked if the Board had any questions. Mr. Dowbiggin also asked if the RFQ to select CDM Smith to revise Grant time tables and begin study was on the schedule. Mr. Harold Herring confirmed the RFQ would be presented at the May Board of Directors Meeting.

12. Annual Conversion to Free Chlorine Update Mr. Charlie Colie

Mr. Charlie Colie advised the Board that the Annual Conversion to Free Chlorine was in progress and going well. The conversion will end April 22, 2024.

10. Miscellaneous & Informational Discussion Items Chairman Barry Sutton

Mr. Sammy Aiken informed the Board that the first Saturday in May is the BBQ Fest in Kinston. Mr. Oryan Lowry advised the Board the Grifton Shad Festival is scheduled for April 16 - April 21. Mr. Virgil O'Neal reminded the Board the Dogwood Festival is scheduled for April 25 – April 28.

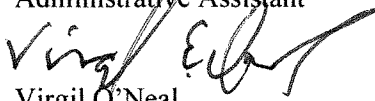
ADJOURNMENT

Being no further business before the Board, the meeting was adjourned without objection at approximately 7:34 p.m. Motion to adjourn by Mr. Victor Styles. Seconded by Mr. Anthony Riggs and after unanimous vote, the motion carried.

Sincerely,



Angela McKenzie
Administrative Assistant



Virgil O'Neal,
NRWASA Secretary