

Minutes
MCRWASA Board of Directors Regular Meeting
May 28, 2020

The Martin County Regional Water and Sewer Authority (MCRWASA) Board of Directors met for its Regular Meeting on Thursday, May 28, 2020 at 3:00 p.m. in the MCRWASA Water Treatment Plant Building, 1001 Park Street, Williamston, NC.

ASSEMBLY

Members present: Chairman David Bone, Treasurer/Deputy Secretary Cindy Ange, and Deputy Secretary Christina Craft. Board Director Julius Patrick, Vice Chairman Al Chesson, and Board Director Stacy Stalls were virtually present via a conference call.

Alternate Board Director Tommy Bowen and Alternate Board Director William Coffield were not in attendance.

Others present: Martin County: Water Manager Ed Warren (virtually present via conference call); and SUEZ: Project Manager Joe Thaxton.

Chairman Bone called the meeting to order at 3:00 p.m.

AGENDA APPROVAL

Director Chesson made a MOTION to approve the agenda as presented, with a SECOND by Director Patrick. The Board APPROVED the motion unanimously.

APPROVAL OF MINUTES – March 26, 2020 Regular Session

Director Patrick made a MOTION to approve the minutes, with a SECOND by Director Stalls. The Board APPROVED the motion unanimously.

PUBLIC COMMENTS – None

BUSINESS ITEMS

Audit Contract Approval

Chairman Bone reported the proposed audit contract with Carr, Riggs & Ingram, LLC, is to audit MCRWASA accounts for the year ending June 30, 2020. The contract proposes a \$300 increase from the prior year, which is a typical request.

Director Chesson made a MOTION to approve the Carr, Riggs & Ingram LLC Audit contract as presented for the year ending June 30, 2020 as presented, with a SECOND by Director Stalls. The Board APPROVED the motion unanimously.

Approval of Line Item Transfer Authority

Chairman Bone reported line item transfers are budget amendments which do not increase or decrease the total budget. Currently, all budget amendments including line item transfers are approved by the MCRWASA Board. The approval process for line item transfers can be problematic, especially at year-end, and particularly in our current, COVID-19 environment of not meeting as often. The Finance Office requested line item transfers be allowed with approval of the MCRWASA Chairman and the Finance Director. This change would allow these adjustments to be made timely.

Director Chesson made a MOTION to approve the Line Item Transfer Authority with the approval of the MCRWASA Chairman and Finance Director, with a SECOND by Director Patrick. The Board APPROVED the motion unanimously.

Approval of Request for Increase in Maintenance Cap

Chairman Bone reported the current maintenance cap is \$90,000. A request has been received from Project Manager Thaxton to increase the Maintenance Cap from \$90,000 to \$120,000.

Project Manager Thaxton reported approximately \$17,000 in repairs were expected as items have been reported during the year. Finance requested all formal increase requests to be submitted at the end of the year. The additional funding was added if there are additional needs at year end. If the additional funding is not needed and properly invoiced, it will not be spent. Chairman Stalls questioned if this is a permanent increase to extend to future years. Chairman Bone reported the increase is only for this year. The initial maintenance cap was \$35,000 when the plant first opened. In 2017, Suez recommended an increase in the maintenance cap to \$90,000 and has remained at that level.

Director Stalls made a MOTION to approve the increase in the current year Maintenance Cap to \$120,000, with a SECOND by Director Patrick. The Board APPROVED the motion unanimously.

Approval of Budget Amendment #5

Chairman Bone reported Budget Amendment #5 transfers \$30,000 from the Fund Balance to cover the additional expenses in the Maintenance Cap.

Director Chesson made a MOTION to approve Budget Amendment #5 as presented, with a SECOND by Director Stalls. The Board APPROVED the motion unanimously.

INFORMATIONAL UPDATES

Merger / Regionalization Study Grant

Chairman Bone reported Town and County staff have received and reviewed a draft report and met via conference call with McGill Associates on April 1, 2020. A final report will be drafted and a joint meeting in the July timeframe will be scheduled for the presentation of the final report. The draft will be forwarded to staff and MCRWASA Board members. He reported the review of the Suez contract extension proposal has been delayed until after the merger/regionalization study. The contract ends March 7, 2021. If the contract is put out for bid, the process typically takes six months at minimum.

Temporary Switch to Chlorine Decontamination Schedule

Chairman Bone reported the temporary switch to chlorine decontamination is performed annually and will begin on June 8, 2020. Project Manager Thaxton coordinates this process with Martin County and the Town of Williamston. Project Manager Thaxton reported it will take weeks for the chlorine to go throughout the systems. He is hopeful the project will end July 27, 2020. This will depend on the flushing schedules of the Town and County. Chairman Bone reported the advertisement has been publicized in today's paper. The advertisement was mistakenly listed in the legal section. While this satisfies the notification requirements, a block advertisement is preferred. He reached out to The Enterprise staff to have the advertisement run as a block advertisement. He requested the advertisement to be included on the Martin County Government and Town of Williamston websites.

Monthly Report from SUEZ

Project Manager Thaxton reported MCRWASA is stabilized. The Town is under the allotments, and the new allotments will reset on July 1, 2020. Bailey pump station is performing well. Maintenance is on schedule. There are no problems to note at this time. The annual pulsator cleaning was completed yesterday, which must be done prior to the switch to chlorine decontamination process.

Project Manager Thaxton reported all Suez management worldwide is required to operate offsite during the COVID-19 in the event the work employees become incapacitated. This provides for backup management. He noted the ability to operate the plant from his home. Chairman Bone received a letter requesting cost related to COVID-19. Project Manager Thaxton reported not anticipating any additional needs for Martin County, as the site is well stocked, but other sites have reported a lack of PPE supplies.

ADJOURNMENT

With no further business to discuss, Chairman Bone adjourned the meeting around 3:20 p.m. The next regular MCRWASA Board of Directors meeting is scheduled for July 23, 2020 at 3:00 pm.

David Bone, MCRWASA Chairman

Christina Craft, NCMCC
MCRWASA Secretary