

Windsor, North Carolina
March 20, 2014
Work Session

The Bertie County Board of Commissioners met for a Work Session at 9:00AM in the Commissioners Room located at 106 Dundee Street Windsor, NC. The Board recessed their Monday, March 17th meeting in order to hold the Work Session. The following members were present or absent:

Present: J. Wallace Perry, Chairman
Charles L. Smith, Vice-Chairman
Ronald "Ron" Wesson
Rick Harrell
John Trent

Absent: None

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah Seredni
County Attorney Lloyd Smith
Network Administrator Joe Wilkes
Information System Administrator Scott Pearce
Finance Director William Roberson

Media members present included Thadd White of the Bertie Ledger-Advance and Gene Motley of the Roanoke Chowan News Herald.

Other staff members present for a portion of the meeting included: Human Resources Director Carolyn Fornes as well as Connie Coburn and Rickey Spivey of the Water Department.

Chairman Perry opened the meeting and thanked all of those present for their attendance.

INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Trent led the Invocation and Pledge of Allegiance. He also thanked the Board for recessing the last meeting due to his recent sickness so that he may be a part of the discussions of this meeting.

Commissioner Harrell withdraws from electoral process

Commissioner Harrell read and submitted the following letter for the County record:

To the citizens of Bertie County,

After much prayer, thought and consideration, I, Rick Harrell, Bertie County Commissioner for District 2, submit my intent to withdraw from the electoral process. I will continue to serve until the end of my term. My name will appear on the May primary ballot; however, I will not be seeking votes from the citizens of Bertie County.

During my sixteen years of service to this county, I have tried to serve with integrity, honesty, and moral soundness for all of the citizens of the county. I love this county and the people. I will continue to be a servant to help, assist, and promote Bertie County.

Respectfully Submitted,
Rick Harrell

Review Sheriff's Salary

Commissioner Wesson informed those present that the Board had completed a comparative summary of Sheriff John Holley's current salary and that of the other Sheriffs in the region.

As a result, Commissioner Wesson made a **MOTION** to increase Sheriff Holley's salary from the current \$63,296 to \$72,000 effective immediately with a promise to also explore salary adjustments for other County employees during the upcoming budget season. Commissioner Trent **SECONDED** the motion.

Before a vote was completed, the Board discussed the motion openly.

Commissioner Harrell stated that he believed this action could wait until budget season and that it should be done fairly out of respect for all employees. He stated that he believed not going through the budget process on this was unfair to other employees.

Commissioner Harrell also informed the Board of concerns that have been brought to his attention from both County employees and the general public. Mr. Harrell stated that some citizens who approached him believe that the issue of Sheriff Holley's salary is based on race and not necessarily on merit.

Commissioner Wesson stated this issue is not about race and that he felt the margin between the Sheriff's salary and that of another employee was too small of a difference since Mr. Holley puts his life on the line everyday for the County.

Commissioner Harrell said that even though he didn't disagree with Sheriff Holley receiving he raise, he felt that it could wait until budget season started in the near future.

Chairman Perry voiced concerns that there were some County employees who work 7 days a week for the County and those individuals should be considered during the budget process.

Vice Chairman Smith stated that no matter what the Board decided on this issue that were would be division both on the Board and in the community.

Again, As a result, Commissioner Wesson made a **MOTION** to increase Sheriff Holley's salary from the current \$63,296 to \$72,000 effective immediately with a promise to also explore salary adjustments for other County employees during the upcoming budget season. Commissioner Trent **SECONDED** the motion. The **MOTION FAILED** with Chairman Perry, Vice Chairman Smith, and Commissioner Harrell voting "no," in favor of waiting to discuss a salary increase for the Sheriff, as well as other employees, during budget season.

Health Insurance revised proposal and update of benefit plan options by Donna Nixon of Pierce Group Benefits

Donna Nixon of Pierce Group Benefits updated the Board about her current research in determining new possible Health Plan alternatives.

She outlined various plans with the current provider as well as from outside providers. Ms. Nixon explained the various attributes of each plan, and provided the Board with various charts to depict the differences between each plan.

The Board commended Ms. Nixon on her prompt and thorough research of the matter.

Ms. Nixon answered questions regarding the current Health plan and all of its alternatives as needed.

After some Board discussion, County Manager Sauer made sure the Board was aware that no decision was needed today, but to keep this information in mind for the upcoming budget season as a decision will need to be made then.

Green Engineering to review final grant application, proposed Capital Improvement Plan, and the latest water loss reports

Rodney Tart of Green Engineering was present for this portion of the meeting.

Mr. Tart updated the Board on the current grant application for a Supervisory Control and Data Acquisition (SCADA) system, as well as on the current water loss numbers.

Mr. Tart emphasized that getting a handle on the water loss was imperative and that because of the current figures; the County stood a strong chance of receiving the grant for the SCADA system.

Mr. Tart also requested that the Board approve the Capital Improvement Plan, Water Loss Reduction Plan, and a Resolution declaring the County's intent on applying for the SCADA system.

Commissioner Trent commended Mr. Tart for keeping the Capital Improvement Plan in “plain English” because it was easy to understand.

Mr. Tart emphasized the importance of calibrating the County’s largest water meters, because “these are your cash registers,” and they haven’t been checked in 20 years.

Commissioner Trent made a **MOTION** to approve the Water Loss Reduction Plan with the changes discussed. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Water Loss Reduction Plan reads as follows:

Bertie County Regional Water System

Water Loss Reduction Program

FY 2013-14

I. Water Audit

Each monthly billing cycle, the billing department will conduct an in house audit with the following components included:

- A. Amount of Water consumed in gallons Percent of total water produce**
- B. Graph showing the trends in time of monthly consumption and production.**
- C. Audit will include the number of days wells are operated and total hours each well is operated per month**
- D. Total cost of water loss for each billing period**
- E. Total accounted for water in thousands of gallons will be multiplied by the lowest retail rate in the rate schedule as adopted by the BCBOC.**

II. Metering

- A. As of July 1, 2013 there were 5,733 connections in the system that were metered, 4500 are active, 1233 are inactive, and 7 unmetered representing 99.9 percent metered**
- B. The unmetered connections are all large connections.**
- C. All water connections effective July 1, 2015 shall be metered**
- D. Water connections as of July 1, 2013 unmetered**
 - 1. Hertford County Road**
 - 2. Scotch Hall sub system**
 - 3. Mutual Aid interconnect - Town of Windsor**

4. **Mutual Aid interconnect - Town of Harrelsville**
 5. **Mutual Aid Interconnect - Town of Roxebel**
 6. **Mutual Aid Interconnect - Town of Powellsville**
 7. **Line flushing sites**
- E. **Tankers and pool fillings shall be metered**
- F. **Irrigation will be metered**
- G. **Meter Replacement Policy.**
1. **Meters are replaced monthly when determined to not meet minimum performance of 98.5 percent accurate or if the meter has stopped measuring.**
 2. **Meters with a 15-year field age are randomly pulled for testing to insure that they meet minimum AWWA standards.**

Those found with below substandard performance are replaced.

3. **Approximately 3 percent are replaced per year. This is an estimated figure.**
4. **All large meters 4-inch and above shall be calibrated to AWWA standards as a minimum every two years. Those meters found to operate below the AWWA standard shall be repaired in the field or replace within 60 days of the recalibration anniversary date or as early as found defective(which ever occurs first).**
5. **Water Audits are conducted by four regions in the system.**

Effective February 16, 2014 Region II was zoned off to begin an isolated water audit. This region was selected due to excessive tank over flows and well pump run times exceeding their allowable permitted run time, and the apparent large discrepancy in water sold vs. produced.

II. Hidden Leak Detection and Repair

- A. 2013 approximately 113.5 Man Hours of time were involved in Leak Repair. Hours/12 billing cycles = hours per billing cycle (113.5/ 12= 9.46 hours per billing Cycle for leak repair.)
- B. The Water System began December 2013, began conducting a water audit as part of a system evaluation process. Four years of water records was reviewed to quantify the unaccounted for water loss over that period. The visible losses so far have been from excessive tank over flows due to inadequate telemetry controls and lack of tank altitude valves. There has not been any pressure problem due to any repetitive line breaks. The department is hopeful that the remaining imbalance in the system will be from large customer meter calibration and well production meters. The current telemetry system is incapable of providing daily production logs.

Once the system is within a 15 percent variance, the department will engage hidden leak detection services from the NCRWA and /or private contractors. We believe based upon our intial findings that data log, meter calibration, tank overflows , lack of enough altitude valves, and no computer control with archiving ability are the biggest issue to address before we began concentrating on hidden leak issues.

- C. The system map shows by number the leaks found and repaired over the calendar year 2013-14 to date.
- D. All leaks found or reported are repaired as soon as possible, usually within one business day unless it's determined to be major and service is interrupted. Major Service interruption leaks are repaired as soon as reported.

To date there has not been significant justification to replace any line due to excessive leakage from defective material or construction methods.

As part of our new management strategy, each water line segment leak repair will be tracked. Materials and labor will be kept on each leak to use as a data base to determine if and when a line should be replaced. Those records would be used to justify line replacement in the Capital Improvement Plan (CIP). The current CIP has a 5-year planning horizon. Each year the CIP is updated and one additional year is added.

- E. Previous records were not kept for water loss found and repairs made. Effective Jan 1, 2014 the department began to track and manage this item. Further action by the board adopting the Water Loss Reduction Plan (WLRP) now requires full accounting of water loss and the association expenses incurred both by loss of product as well as materials and labor essential to restore proper service. Total Leaks repaired for FY 2013-14 period to date was approximately thirteen. These leaks were small service, line breaks, hydrants hit by vehicle, blow off valve damages, and tank overflows. (see attached leak map)

Total Estimate of repair cost to date for FY 2013-14 is approximately \$4875.

Total estimated water saved in dollars for FY 2013-14 Budget was approximately \$8300.

C. Water Loss Budget Planning

1. CIP(Capital Improvement Plan) calls for a new SCADA system. One of the major water loss items over the last four years has been excessive tank over flows without alarm and monitoring capability.
2. The budget also calls for master meter vaults to be installed on large mutual aid connections and some installation of meter vaults for measuring sub systems and regions of the water system.
3. The Board is considering updating the current billing software to alert the billing staff of low range usage and zero read activity each billing cycle.
4. Part of the water loss reduction program is additional field staff training to become more aware of how water can be unaccounted for through membership with the North Carolina Rural Water Association.
5. The CIP request \$ 12,000 in the current budget to recondition all existing altitude valves, which are currently failing. The SCADA Project will replace the old valves and install 4 additional new valves all of which will be integrated with the SCADA system

IV. Line Location Services

- A. 100 percent of all water lines installed to date are recorded in the County GIS data base. (see map attached)
- B. Each line extension approved requires the developer to submit as built drawings that are submitted to GIS department to be put into the Bertie County GIS database.

V. Valve Exercising Program

A. Inventory

- 1. Current GIS data base shows 2826 gate vales
- 2. Current GIS data Base shows 190 blow off valves
- 3. Current GIS database shows 315 fire hydrants
- 4. Current GIS data base shows 2 check valve vaults

B. Exercise Goal

Due to current staffing ,our valve exercising goal is to exercise approximately 2 percent of all system valves per billing cycle with a complete rotation over a five year period. This equates to approximately 50 valves per month (600 per year) averaging approximately 2.5 valves per working day.

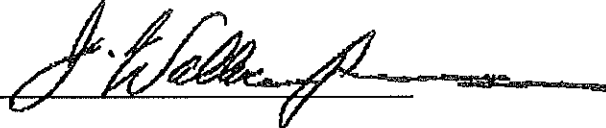
Only 15% of the existing valves were exercised in 2012-2013 budgets due to work load, holidays, vacations, sick leave and operational contingencies. Additional Labor is being request to assist with water loss and valve exercising in the FY 2014-15 budget cycle.

Duly adopted this the 20th day of March 2014, upon motion made by
Commissioner Trent, seconded by Commissioner

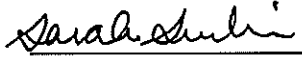
Smith, and adopted by the following vote:

Ayes: 4 Noes: 0 Absent: 1

Board of Commissioners of the County of
Bertie

By: 

J. Wallace Perry, Chairman of the Board
and of the governing body of all Water
Districts of Bertie County

ATTEST: 
Sarah Seredni, Clerk to the Board

County Manager Sauer stated that Rickey Spivey deserved most of the credit in getting this Water Reduction Loss Plan on its feet as well as working so diligently with Mr. Tart on the grant application.

County Manager Sauer assured the Board that he would get with Mr. Spivey as soon as possible to discuss the budget for next fiscal year.

Mr. Tart also discussed the Capital Improvement Plan by stating that the current plan should be updated during every budget season so that it presents the best picture of the County's water system.

Commissioner Wesson made a **MOTION** to approve both the Capital Improvement Plan with changes discussed and the Resolution of the County's intent to submit a CDBG grant application for the SCADA system. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Capital Improvement Plan reads as follows:

BERTIE COUNTY Regional Water System

Capital Improvement Plan 2013-2020

EXECUTIVE SUMMARY

The capital improvement plan attached herewith is a working tool developed by the Utility staff to give guidance toward the County's water infrastructure development and capital needs program. It consists of an assessment of the current water system and capital project needs over a five-year period. This plan is offered to the Board to seek their guidance and input as they look toward Bertie County's future. This plan should be a helpful fiscal planning tool that allows the utility department to forecast capital demands on revenues and borrowing power to help avoid overextending ourselves financially during the next five years and beyond. BCRWS recommends that the review and approval of this capital improvement plan be accomplished annually as part of the budget process. General approval of this document by resolution does not commit the Board to specific approval of any one project or expenditure, nor does it appropriate money for any project. This would still be accomplished through separate capital project ordinances. The approval by resolution from the Board simply approves the capital improvement plan as a plan for the forecast period.

DESCRIPTION OF COUNTY

Demographics. The county was formed as **Bertie Precinct** in 1722 from the part of Chowan Precinct of Albemarle County lying west of the Chowan River. It was named for James Bertie, his brother Henry Bertie, or perhaps both, each having been one of the Lords Proprietors of Carolina. It is bordered by Hertford County to the north, Chowan County to the East, Martin County to the southwest, Washington County by the southeast, and Halifax County to the northwest.. Bertie County, is the third largest county in land area in North Carolina. The total land area is 741 square miles, of which 699 is made of land mass and 42 of water with an estimated population of 21,282 residents according to the 2010 census. The most eastern edge of Bertie joins the Chowan River which is the boundary between Chowan County. The county is divided into nine townships: Colerain, Indian Woods, Merry Hill, Mitchells, Roxobel, Snake Bite, Whites, Windsor, and Woodville. The county has eight incorporated towns: Askewville, Aulander, Colerain, Kelford, Powellsville, Merry Hill, Roxobel, and Windsor the county seat.

Description of Existing Facilities.

The Bertie County Regional Water System provides water services to approximately 5733 connections which equals 14,333 citizens. The Bertie County Regional system supplies water to the its rural citizens and has emergency interconnections with 4 of the eight towns within the county. It supplies water to the Bertie County Correctional Facility, all County Schools, 27 commercial customers and the Town of Woodville- Lewiston. The Utility also has water purchase contracts with the Town of Roxebel. The Bertie County Regional system utilizes Upper Cape Fear, Lower Cape Fear, and to a lesser degree the Beaufort Aquifers as the source for the system's drinking water and currently has pumping capacity of 3.12 million gallons a day. Bertie County's water system is made up of four county water districts. Each of these districts exists as a separate legal entity pursuant to Chapter 162A, Article 6 of the North Carolina General Statutes. The County maintains and operates the districts for a fee equal to

the districts' debt service amount. This amount is paid from general revenues received from water sales from the various districts.

The Bertie County Water Department was established in 1995. It has grown in the last nineteen years to approximately 5733 water customers, including 29 commercial customers and 8 full time employees. The Bertie County Regional Water System consists of approximately 520 miles of water mains, 3 booster pumping stations, 8 elevated water storage tanks, 13 water supply wells, and totals over 20.8 million dollars in assets. Approximately 70% of County residents now have access to public water. As is apparent from the above history, this department has experienced tremendous growth and accomplishment through the valiant efforts and foresight of past and present Bertie County Commissioners and staff. Their dedication to a countywide water system is the reason for this department's success.

WATER SYSTEM

Water Supply Facilities.

It is believed based upon the NC Division of Water Resources data base information, that the ground water supply for Bertie County should be reliable through 2050. This is based upon the current levels of water in the three primary aquifers that are presently serving the county and municipal use. These are the Beaufort (entire County), Upper Cape Fear (western two thirds of the county), and Lower Cape Fear (almost the entire county). Because the quality of water in the Upper Cape Fear and deeper aquifers is of high quality there is little to no treatment required to meet public health drinking water standards other than disinfection. Currently there are no disinfection by-product issues with the Upper Cape Fear and so there is a heavier demand for this aquifer. The State continues to monitor the ground water levels in Bertie County, and there are presently four monitoring sites maintained which allow measurements from the shallowest to the deepest aquifers. These monitoring wells interface with six different aquifers with constant monitoring for developing a robust database. The State continues to monitor the ground water levels in Bertie County and there are presently four monitoring wells maintained ranging from 662 feet below the earth's surface to 1,194 feet.

These test wells interface with five different aquifers with constant monitoring for developing a robust database.

The County's well supply provides a safe yield of 3,124,800 gallons per day. The production facility is composed of thirteen (13) wells throughout the four water districts. The ground water quality is superior for the region and requires no treatment other than disinfection. However, wells 3 and 4 are considered to be marginal with iron and this plan considers potential treatment the next 5 year planning horizon. The distribution system is composed of 520 miles of pipe ranging from 3/4 inch to 12 inch transmission composed primarily of PVC and Ductile Iron. There is approximately 3,500,000 gallons of overhead storage for emergency reserves and providing adequate pressure for service.

Water Supply Plan.

The State of North Carolina requires that all water systems submit an approved water supply plan annually. This plan has been updated by the Utility Department staff. The most current plan on record with the North Carolina Department of Water Resources is 2012. The purpose of this plan is to provide evidence to the State that the water system is providing adequate planning for the supply of water through a designated planning period. This plan noted that over the last four years the system averaged over 40 percent in unaccounted water loss. The Board has made water loss a high priority and is currently seeking funding to upgrade and replace the systems outdated telemetry system with a Supervisory Control and Data Acquisition System.

Hydrology

The eastern side of Bertie County is bordered by the Chowan River which is considered a valuable natural resource, however it is currently classified as an "impaired" surface water by the Division of Water Quality within the Department of Environment and Natural Resources.

It is anticipated that the Division will implement nutrient limit rules for new development within the entire River Basin. The western side of the County is bordered by the Roanoke River. The primary water source for the Regional System is deep wells and they currently do not pose any impact to the River basins. Currently, Bertie County is excluded from the Central Coastal Plain Capacity Use area(CCPCUA). This controlled zone is separated by the Roanoke River and Martin County.

Water Conservation Measures.

Bertie County is has adopted a Water Shortage Response Plan. The board is currently evaluating the system to determine was loss and considering the adoption of a Water Shortage & Conservation Ordinance that will include the Water Shortage Response Plan . The ordinance is in response to the drought conditions in our area over the last several years. The ordinance will more clearly define the stages of water conservation and what triggers their enactment stages. The Water Shortage Response Plan will also establish a normal irrigation schedule and increased the department's enforcement authority during emergencies. Our water supply is a critical resource that must be protected at all costs. This ordinance change is also critical to infrastructure funding with federal and state agencies.

The staff is recommending in the FY2014-15 budget to install a new Supervisory Control system (SCADA) to facilitate the management of pumping all thirteen wells. There is currently no operational and management control over well production exceeding the allowable permitted hours to run. This system will enable the Operator in Responsible Charge (ORC) to maintain each well within pumping limits . Because of excessive water loss the SCADA system will enable the ORC to maintain production and water loss records on a daily basis which will facilitate the overall management efforts in reducing unaccounted for loss.

Water Distribution System.

Currently there are over 520 miles of water mains from 2 inch to 12 inch in diameter. There remains several communities that do not have service. Currently there are plans to evaluate the un served areas in throughout the county. The department is currently under contract with Green Engineering, PLLC to develop an Operations and Systems Evaluation to address un served areas of the county and to develop policy and plans to improve existing service and plan additional services in those areas that are feasible.

Regional Interconnects. The utility department recognizes the importance of interconnects on both a local and regional basis its role to serve other system during mutual aid needs. These interconnections are also part of the Departments risk management goals. BCRWS currently has emergency interconnects with the Town of Windsor, Town of Harrellsville, Roxobel, and Powellsville.

These connections are of a vital importance in the event of emergency water shortage conditions. The ability to provide and receive additional water from these various sources makes reduces risk and provides for sound regional planning. As our water system continues to grow, there will be additional interconnections with our various neighbors.

FINANCIAL PLANNING

Revenue Projections.

Revenue projections for the next 5 years are difficult if not impossible to correctly predict. They are tied to a myriad of factors including residential and commercial growth in the County, local and regional economic conditions, and the ability of our Department to meet all future water needs throughout the County and region. Before we can attempt to predict future revenues, we need to look at current revenue trends for the last several fiscal years:

BCRWS Operating Revenues

Financial Period	<u>Operating Revenues</u>
FY 03-04	\$ 1,432,652
FY 05-06	\$ 1,558,018
FY 06-07	\$ 1,663,522
FY 07-08	\$ 1,792,083
FY 08-09	\$ 1,891,198
FY 09-10	\$ 1,703,413
FY 10-11	\$ 1,931,559
FY 11-12	\$ 2,072,802
FY 12-13	\$ 2,059,888

The operating revenue table illustrates the revenue generated for the last 9 years. You can see from these figures that revenues increased by over \$500,000. This represents a 31% increase in operating revenues in that time span. The majority of this increase is due to annual inflationary-based increases in water rates and the growth of water infrastructure throughout the County. Note that even thru 2009 - 20011 with the economic down turn the water system grew in revenue. Much of this increase can be attributed to the increase in sales from the AVOCA FARM INDUSTRY and the new NC DOC PRISON.

A consumptive analysis will be conducted during the current year's operating budget which will assess usage block ranges to facilitate the development of a rate increase to recover the down turn of FY 2012-13. The overall financial strategy of the Department is to continue to maximize revenues consistent with an even pace of residential and commercial growth within the County. Expenditures will be kept in line consistent with adequately maintaining treatment and distribution systems while emphasizing regulatory compliance in all areas. BCRWD is at a historical crossroads in the sense that 70% of all County residents have access to water. Additional access to water has been the primary source of a growing revenue base in the past. However, there are still areas within the county that will require water. Because these areas population density is less than the current county average customers per mile , their financing options will be much more challenging. BCRWD has plans to develop a Long Range Financial Plan with a new Master Plan as an integral part of the LRFP. Future revenue growth

will be directly correlated to the Department's ever increasing important role as a regional water provider to surrounding municipalities.

According to the US Bureau of Labor Statistics the annual consumer price index has average approximately 2.3 percent per year over the last 12 consecutive years. The utility staff recommends that the Board consider annual rate adjustments tied to the consumer price index to keep up with inflationary cost relative to operating a viable utility enterprise.

Environmental Education.

In July/August of each year all BCRWS customers are provided with the annual Consumer Confidence Report (CCR) that outlines the water quality delivered to customers. The educational document will be posted on the Bertie County web page for the first time in FY 2014-15. Consumer Confidence Reports are required by the 1996 Safe Drinking Water Act (SDWA) Amendments, these reports give customers information about their water quality. Following this initial report, the report will need to be delivered to all customers by July 1st of each year. Most customers want to be better informed about the quality and safety of their tap water. By providing them with this information, we have an important opportunity to increase public confidence in the quality and safety of their drinking water.

Capital Project Budget Summary.

This capital project budget summary combines all the proposed capital projects discussed earlier in this report. It provides a snapshot of anticipated capital needs over the next five years. The expenditures section shows each projects total budget. The revenue section shows the expected funding sources for each year.

Bertie County Regional Water System

Capital Improvement Plan Budget

EXPENDITURES							
Project Name	Total Cost FY 2013-14	Total Cost FY 2014-15	Total Cost FY 2015-16	Total Cost FY 2016-17	Total Cost FY 2018-19	Total Cost FY 2019-20	Totals
Water System Evaluation	61,000.00						61,000.00
Altitude Valve Reconditioning (6)	12,000.00						12,000.00
Well 6 Rehab		25,000.00					25,000.00
Well 3 Rehab			27,000.00				27,000.00
Well 4 Rehab				29,000.00			29,000.00
SCADA System		1,289,468.00					1,289,468.00
Asset Management plan			35,000.00				35,000.00
Meter Reading Hand Held Equipment	20,000.00						20,000.00
South Windsor System Improvements			1,023,085				1,023,085
Iron Removal Treatment Well 3					50,000.00		50,000.00
Water Line Extensions All Districts			\$125,000.00	150,000.00	200,000.00	250,000.00	725,000.00
Generators and transfer switches			50,000.00	50,000.00	50,000.00	50,000.00	200,000.00
Update the 2011 Hydraulic Model		20,000.00					20,000.00
Ck Valve Vault Reconditioning		20,000.00	20,000.00				40,000.00
Master Meter Vaults		35,000.00	35,000.00	35,000.00	35,000.00		140,000.00
Totals	\$93,000.00	\$1,419,468.00	\$1,315,085.00	\$264,000.00	\$335,000.00	\$300,000.00	3,734,553.00
REVENUES							
	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2018-19	FY 2019-20	Totals
Grants from all sources							
CDBG		1,319,468.00					1,289,468.00
GO Bonds (USDA Rural Dev)							
Revenue Bonds							
State Revolving Loans			210,000.00	235,000.00	335,000.00	300,000.00	1,080,000.00
State Revolving Grants							
State SRF Principal Forgiveness			\$1,023,085.00				985,000.00
Private Loans							
Developer Participation							
Reserves	\$93,000.00	100,000.00	82,000.00	19,000.00			239,000.00
Totals	\$93,000.00	\$1,419,468.00	\$1,315,085.00	\$264,000.00	\$335,000.00	\$300,000.00	3,734,553.00
Debt Summary							
	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2018-19	FY 2019-20	Totals
Actual New Debt	\$0.00	\$0.00	\$210,000.00	\$235,000.00	\$335,000.00	\$300,000.00	\$0.00
Planned Rate Increases							
Current Rates/Water	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2018-19	FY 2019-20	Totals
Min charge for availability	20	20	cpi	cpi	cpi	cpi	
\$5/1,000 gal for all water	no change	5.35	cpi	cpi	cpi		
\$3.25Bulk Rate	no change	3.60 plus cpi	fy 14-15 plus cpi	fy15-16 plus cpi	fy16-17 plus cpi	fy17-19 plus cpi	
% increase	no change	6% estimated	2.3% estimated	2.3 % estimated	2.3 % estimated	2..3% estimated	

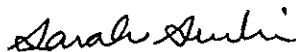
Duly adopted this the 20th day of March 2014, upon motion made by Commissioner Wesson, seconded by Commissioner Trent, and adopted by the following vote:

Ayes: 4 Noes: 0 Absent: 1

Board of Commissioners of the County of Bertie

By: 

J. Wallace Perry, Chairman of the Board and of the governing body of all Water Districts of Bertie County

ATTEST: 
Sarah Seredni, Clerk to the Board

The Resolution reads as follows:

Attachment 2

RESOLUTION BY GOVERNING BODY OF APPLICANT

- WHEREAS, Title I of the Federal Housing and Community Development Act of 1974, as amended, has established the U.S. Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program, and has authorized the making of grants to aid eligible units of government in funding the cost of construction, replacement, or rehabilitation of water and wastewater infrastructure, and that the North Carolina Department of Environment & Natural Resources (NCDENR) Division of Water Infrastructure (DWI) was delegated the authority by the state legislature to administer the water and wastewater infrastructure portion of the state grant monies received from the U.S. HUD CDBG program by Session Law 2013-360, Section 15.15(a) as amended by Section 5.3 of Session Law 2013-363, and
- WHEREAS, Bertie County has need for and intends to construct a project described as: Installation of a Supervisory Control and Data Acquisition System to manage Water loss, and monitor systems operations, and
- WHEREAS, Bertie County intends to request state grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE BERTIE COUNTY BOARD OF COMMISSIONERS:

That Bertie County, the **Applicant**, will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system.

That Bertie County will provide for efficient operation and maintenance of the project on completion of construction thereof.

That **Scott T. Sauer, Bertie County Manager**, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of with the State of North Carolina for a grant to aid in the construction of the project described above.

That the **Authorized Official** and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That Bertie County has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 17th day of March, 2014 in Windsor, North Carolina.

J. Wallace Perry, Chairman
Bertie County Board of Commissioners

EMS preliminary budgets, and revenue updates for FY 2014-2015

Emergency Services Director Mitch Cooper and Emergency Medical Services Director Matt Leicester were present for this portion of the meeting.

County Manager Sauer prefaced the Board by stating that the following proposal was designed to minimize the need for additional staff and equipment, operating a system which is lean and agile. He also stated that the EMS Department was still looking for a way to accurately estimate the revenue from the non-emergency transport as well as the franchise fees.

Mr. Leicester proposed that the Board consider a plan involved ambulance vehicles as well as Paramedic operated QRV's (Quick Response Vehicles). The plan would prevent Paramedics from being committed to routine non-emergency transports. Instead, the plan would allow Paramedics to respond to every call, but after evaluation, the Paramedic could then be made available to respond to more life threatening emergency calls.

The Board discussed their concerns regarding the actual savings involved with this method as well as what the public perception may be.

Mr. Leicester and Mr. Cooper answered questions as needed from the Board.

County Manager Sauer assured the Board that more information would be submitted to the Board regarding this proposed method, and requested that the Board allow the EMS Department to continue moving forward in making system improvements.

The Board concurred.

Chairman Perry asked a question regarding the current protocols and procedures for handling dead on arrivals (DOAs), and the subsequent removal of the body.

Emergency Services Director Cooper explained the steps that are taken to secure a doctor's signature/sign off for a death certificate versus a situation that may be deemed foul play and potential criminal activity. Under the latter circumstances, the responding law enforcement agency has to complete its own investigation prior to releasing the body to the medical examiner's office.

Federal surplus – designation of authorized County representatives

County Manager Sauer indicated that the State Office of Administration requires designation of county officials for the acquisition of government surplus equipment.

Mr. Sauer requested that the Board give him permission to make the following individuals County representatives that can purchase/pick up various surplus items: Emergency Services Director Mitch Cooper, Commissioner John Trent, Water Department Supervisor Rickey Spivey,

Network Administrator Scott Pearce, County Manager Scott Sauer, Finance Director William Roberson, Sheriff John Holley, and Maintenance Director Anthony Rascoe.

The Board agreed with the recommendations.

Financial Update and school capital discussion

County Manager Sauer distributed the most recent financial update for all county funds, noting trends in landfill host fees and sales tax receipts. He also reviewed pertinent information from the last audit for the Board of Education, noting the amount of unassigned fund balance as of June 30, 2013.

Actuarial Study Engagement – for other post employments benefits by Cavannaugh Macdonald

County Manager Sauer requested authorization to initiate the next actuarial study and consultant agreement with Cavannaugh Macdonald for the post employment benefits. The Board concurred with Mr. Sauer's recommendation to proceed.

Discuss contract mowing for Water Department sites

County Manager Sauer informed the Board that the County could benefit from contracting with someone for mowing services in regards to the water tank/well stations around the County.

He stated that the Maintenance staff, which is currently responsible for keeping those water sites mowed, are being spread too thinly, and that typically an employee is left alone while mowing each site which presents safety concerns.

There is also a need for additional Maintenance personnel to more adequately clean various facilities, especially the Council on Aging.

Mr. Sauer requested approval from the Board to move forward with seeking proposals from contractors for these services as there are funds available in Mr. Spivey's budget to accommodate a contract service.

The Board concurred and asked Mr. Sauer to move forward.

Discuss Mayors & Commissioners Dinner on April 10, 2014

County Manager Sauer informed the Board that they had been invited to attend the Mayors & Commissioners Dinner on Thursday, April 10, 2014.

New Bertie High School souvenir booklet

County Manager Sauer informed the Board that they had the opportunity to place a sponsorship advertisement into the new Bertie High School souvenir booklet that will be distributed at the Grand Opening celebration on Sunday, May 18, 2014.

After some discussion, the Board stated that they would like to purchase the back cover of the booklet, if available, but a full, one page advertisement would also be acceptable.

Adjourn

Chairman Perry adjourned the meeting at 8:45pm.