



Minutes

Regular Meeting

5:00 pm, April 9, 2020

Chairman Charles Hegler called the meeting to order with Commissioner Leonard Bowick, Commissioner George Long, General Manager Adam Hedden, and Office Manager Cheryl Daniels present.

On a Motion by Commissioner George Long, seconded by Leonard Bowick, the Commissioners approved the March 2020 Regular Meeting Minutes, March 2020 Accounts Payable and the February 2020 Financial Statement.

Safety Committee Update:

Safety Training for the month of April will be Confined Space and Equipment safety.

Cheryl Daniels ~ Office Manager:

Cheryl stated that the office is rotating one employee working from home with two employees in the office for the next three weeks due to the Covid-19 pandemic. The lobby is remaining closed to the public until further notice. We did not disconnect meters for non-payment in March and will not disconnect in April under the order from Gov. McMaster. Overall, operations are running smoothly in the office.

James Robinson ~ Superintendent:

Mr. Hegler presented JR's report:

Safety training for the month of April will be Confined Space and Equipment safety. Overall, operations are running smoothly.

Glenn Hill ~ Chief Waste Water Operator:

Mr. Hegler presented Glenn's report:

The results for our P.T. study samples came back good. Overall, operations are running smoothly.

Troy Caparro ~ Water Treatment Plant:

Mr. Hegler presented Troy's report:

The lake level as of April 3 was 331.67 feet. A new raw mixing pump has been ordered. New testing for PFAS (Teflon, etc.) has been implemented. Overall, operations are running smoothly.

Adam Hedden ~ General Manager:

In order to protect and assist customers during the Covid-19 pandemic, the following actions have been implemented:

The main lobby was closed in mid-March. The drive through has remained open.

Per Governor McMaster, we are not cutting off customers for non-payment.

Since we are not cutting off, we are not charging disconnect or reconnect fees.

Online and Payment-by-Phone convenience fees, normally paid by customers, have been paid by the CPW to encourage use of these automated systems.

The 10% added to bills paid after the 10th will not be added this month.

Contingency Planning – We started discussing the need for this at the end of February. Currently, each operation has an emergency plan on how to handle employees being out due to Covid-19. The plans range from covering extra shifts, to using contractors, to requesting help from county emergency management if in dire need.

Current Employee Precautions –

Front Office: Among the three employees that take customer payments, we are rotating one employee working from home for the next three weeks. The drive through is staffed by one person for a maximum of two hours before rotating out. They are to wear gloves when collecting payment or handling the mail. The station is wiped down regularly.

Operations – As much as possible, they are working outside and when practical practicing social distancing. When riding they are to be paired with the same person daily to avoid possibly spreading germs to other employees.

Water Plant:

Value Engineering – We are nearing the end of the value engineering cycle. The contractor, Turnipseed, and I have spent many hours looking at various ideas and alternative equipment to bring down costs. Our efforts have been fruitful and really pointed us in the path of two options. After tonight, we will focus on one option with the intention of bringing a final plan with costs back to you in two to four weeks.

Funding – The USDA is aware of our circumstances. I spoke with them regarding our progress on value engineering last Friday. They understand our approach and intent to submit a request once we reach what we feel is the best value option. We have also asked the USDA to consider providing an approach that allows us to take advantage of current interest rates. At the moment, these rates are around 1.3% which is lower than our LOC stated rates of 2%, 1.75%, 2.125%, and 2.125%. If the rate of 1.3% were used in place of the previously stated rates, it would save approximately \$40,000 a year in payments.

Interim Financing – Lyman Wray has been made aware of the changes and will wait on us before making any further scheduling changes.

Property – The property at the corner of S. Calhoun and Calvert Street remains for sale. At this point, it does not provide an attractive cost alternative during construction. While there would be some minor savings, there would not be enough to offset the cost. It would provide a significant increase in space available. In contrast, the home and lot behind the new water plant (not for sale) is only .81 acres.

Wastewater Plant Grant:

We had more detailed discussions with contractors that bid the project. As it is currently designed, they did not see a way to get it below \$850,000. They did make several suggestions that could bring the price down but would require some redesign. These changes are not a guarantee of getting the project within budget. At this point we have two options. Option 1 is to call off the project and forego the grant. Option 2 is to proceed forward with a redesign. If we were to go with option 2 and the RIA allows, I would suggest utilizing the Construction Manager at Risk (CMAR) method of delivery. It would allow us to pick our contractor early in the process, limit their fee to a known percentage, and get very detailed estimates from the actual contractor at four points during the design phase to ensure costs stay within budget. It is really value engineering on the front end using the contractor that will perform the work. We may want to use a different firm familiar with this method of delivery though.

Wholesale Power:

Morgan Stanley is still waiting on the market.

An order was placed with Siemens for three (3) new regulators with SEL controllers.

Rate Study:

Summit has finished their models and a conference call is set up for next week to discuss their recommendations.

Budget:

A rough draft of the budget is in the packet for your review. It is still fluid and will likely have some changes before the first reading next month. If you have any questions or suggestions, please let me know.

Employee Personnel Handbook:

Employees were provided with a copy of the new handbook. We are collecting the required signature pages now.

No excess equipment was sold in March due to Covid-19.

There being no further business, Mr. Hegler made motion to adjourn.

Respectfully Submitted,

Cheryl W. Daniels
Office Manager