

MINUTES

Regular Meeting
Cleveland County Water Board Room

July 13, 2021
Tuesday, 7:00 P.M.

Present: Chairman Donald Melton; presiding, Vice Chairman Dewey Cook, Secretary Bill Cameron, Commissioners Amy Bridges, Tony Brooks, Bruce Martin and John Taylor and General Manager Brad Cornwell, and Attorney Tim Moore via video conference call.

Chairman Donald Melton called the meeting to order at 7:00 PM, welcomed all who were in attendance and recognized Commissioner Dewey Cook who gave the invocation and Commissioner Bruce Martin led the *Pledge of Allegiance*.

A. Approval of agenda:

Chairman Melton asked Commissioners if anyone had any questions related to the adoption of the agenda. Chairman Melton requested a motion to adopt the agenda.

ACTION TAKEN: Upon a motion by Mr. Cameron and second by Mr. Taylor, the Board of Commissioners voted unanimously to approve the agenda.

B. Public Comment:

There were no public comments.

C. Special Presentation:

Presentation by Mr. Stan Anthony, Boomerang Design
Cleveland County Water Centrally Located Operations Center Plan

Mr. Cornwell introduced Mr. Stan Anthony from Boomerang Design for an updated presentation concerning the Centrally Located Operation Center. The project is currently in the design and plan phase. The members were involved with the preliminary assessment and development of the project, Mr. Anthony and his associate presented the ideas that have been designed at this point. The plans with the members approval, will be presented to the USDA for approval. The management team has also been involved in this process and have reviewed the layout for the operations center. Mr. Anthony began his presentation with noting appreciation for being involved in such an exciting project. The process was made easier by all the planning that took

place before hiring the architect. The staff and the members took the time and thought to provide clarity to so many factors of the preliminary phases. The plan documents provided to the architect were extensive and thorough providing Mr. Anthony with an abundance of information. The presentation began with the site plan of the whole building in reference to the location. The site will have two entrances from Highway 226, also known as Polkville Road. The northern entrance will be a customer and staff entrance with the southern entrance being for the maintenance department. The customers will have access to a payment drop-off and drive thru. There will be abundant parking for customers and staff. The remainder of the site will be the maintenance/equipment area. The operations center has a limited budget through the USDA grant funding. An economical building would be constructed using a pre-engineered metal building frame. The Operations Center will require two rectangular shaped building frames. The first building frame will contain the office area, consisting of the administrative offices, board room, customer areas, file rooms and support areas. The second building will follow the elevation sloping of the property and connect with a handicap accessible ramping system. This connector will flow into the maintenance offices and shop area of the site. Mr. Cornwell and staff members visited a similarly built connector at a school in Lincoln County. Mr. Anthony shared that this solution was very economical. The exterior will be hardie plank and stone veneer and will give a rural character to coordinate with the area. The windows will be encased with aluminum. The roof will be a low sloped gable system. Mr. Anthony called for any questions. The building will be nice facility with 18,000 square feet of space to be very proud of. The appreciation for the preliminary phase preparation was again noted before the questions began. Chairman Melton called for questions from the members. Mr. Cook asked if there would be ice breakers on the roof for winter conditions. Mr. Anthony noted that ice breakers were a building code requirement and would be installed on the roof. Mr. Cameron questioned if the whole site could be fenced in or just the maintenance area. Mr. Cornwell and Mr. Anthony clarified on the site map where the fence locations would be. Mr. Cornwell reminded Mr. Cameron about the cost of fencing and the importance of keeping the site lines clear and clean. Mr. Cameron asked if there would be lockers for male and female employees. Mr. Cornwell verified that lockers would be available to both. Mr. Taylor inquired if there would only be one drive thru window. Mr. Cornwell noted that there would only be one drive thru window. The drive thru traffic will be controlled by the office staff by limiting this convenience to payments only. The customers

presenting at the drive-thru window for paperwork request will be asked to come inside to complete those transactions. The drop box will still be utilized for payment collection. Mr. Brooks inquired about the board room and if the board room would be used for staff functions. He suggested some cabinetry in the board room for storage for these situations. Mr. Cornwell clarified that the board room would be used for staff functions and employee needs. The existing board room also serves for staff functions and with thirty-eight employees in the board room the space is small. Mr. Cornwell reminded about the space and needs study provided by Steve Allen. The study was conducted for the Operations Center to address problems and concerns for the new facility, one of the concerns was providing enough space for the board room to have different functions for members and for staff. The raised dias for the members will require more space and more expense because of handicap accessibility. The raised dias would require the installation of ramps to the member area. Mr. Brooks asked about public access to the shop entrance, if a customer vehicle would access this area in error, would there be a gate to this entrance. Mr. Anthony agreed that a gate would deter accessibility. Mr. Cornwell requested a stub out on the visitor parking lot for potential connection to the shop entrance if needed in the future. The intention and the hope are to leave the shop entrance and the customer parking separated for now to avoid customers being in harms way of the big vehicles and delivery trucks. Mr. Brooks noted that he liked the simplicity of the plan. Mr. Melton questioned the time frame involved with the project. Mr. Anthony responded that this was the design phase that would take a couple of months before submission to the USDA in the fall, possibly September or October. The bids would be requested for the first quarter of 2022. The building construction would take a year. The building would be completed in the first or second quarter of 2023. Mr. Brooks commented that the property would require lots of grading. Mr. Cornwell clarified that the facility would follow the contour of the property with the maintenance building being on a slope below the office area. The slope of the property wall assists with limited visibility from the road. Mr. Cornwell asked the opinions of the member concerning installing an ATM machine onsite. Mr. Brooks asked what the benefit of an ATM would be. Mr. Cornwell reported most of the employees' bank with the Credit Union or Sharonview Credit Union. Customers making cash payments in some instances do not bring enough cash to complete their transactions. Mr. Cornwell added the people like to pay the way they are accustomed to paying, whether it be cash or card. With no further questions, Mr. Anthony extended his appreciation to the members.

Mr. Cook asked how many people the board room would accommodate. Mr. Cornwell reported that he had the answer in the space and needs study, the room capacity was noted for different situations, for example an informal setting being one situation and another situation with round banquet tables.

D. Consent Agenda:

Action Taken: Chairman Melton presented the Consent Agenda Items. Upon a motion by Mr. Brooks, second by Mrs. Bridges, the Board of Commissioners voted unanimously to approve the Consent Agenda. The Consent Agenda consisted of the following items:

- 1) Approval of the Minutes of the Regular Meeting of June 8, 2021
- 2) Approval of the Cancellation of the Regular Meeting of August 10, 2021
- 3) Consideration of Ordinance Number 9-2021 An Ordinance Amendment for a Capital Project Budget Ordinance and Budgets for Cleveland County Water's Water Plant Filter Valve Replacement Project
- 4) Consideration of Ordinance Number 10-2021 An Ordinance Establishing a Capital Project and Budgets for Cleveland County Water's Lawndale Park Project
- 5) Consideration of Resolution Number 29-2021 A Resolution Authorizing The General Manager to Enter Into a Short Term Lease Agreement for Property Owned by Cleveland County Water with Asphalt Paving of Shelby, Inc.

E. Unfinished Business:

- 1) Consideration of Resolution Number 30-2021 A Resolution Authorizing Execution of an Updated Site Lease Agreement between Cleveland County Water and SkyRunner, Inc.

Mr. Cornwell reminded the member about the lease agreement with SkyRunner, Inc. The internet equipment for SkyRunner was to be installed on the Lattimore Tank and the Jesse Mountain Tank. The Jesse Mountain Tank was incorporated into the agreement because the upper most Cleveland County area required internet for educational school purposes. SkyRunner has conducted a site survey of the area surrounding the Jesse Mountain Tank and determined that the customer base for the area wasn't feasible. The tank is short on low legs and the mountains are high. The tanks in the area were assessed for customer base and the Fallston Water Tank was deemed a better location for customer base. The

agreement with SkyRunner, Inc. has been altered to substitute the Fallston Water Tank for the customer base instead of the Jesse Mountain Tank site. The terms and conditions of the agreement are the same as the prior agreement and includes a void of the previous agreement. The agreement was reviewed by Attorney Moore. Attorney Moore verified that all the agreement requirements were made. Mr. Cornwell noted that SkyRunner is continuing to research ways to provide internet service to the upper Cleveland County area with the assistance of other utilities.

ACTION TAKEN: Upon a motion by Mr. Brooks, second by Mr. Taylor, the Board of Commissioners voted unanimously to adopt Resolution Number 30-2021 *A Resolution Authorizing Execution of an Updated Site Lease Agreement between Cleveland County Water and SkyRunner, Inc.*

F. New Business:

No new business was presented at this time.

G. General Manager's Report:

Mr. Cornwell began by sharing that at the end of the fiscal year all funds were transferred to their corresponding accounts. The banks are paying very low interest rates and this information was shared with the members at prior meetings. The funds were left in the accounts that were gaining interest to earn interest revenue. Mr. Cornwell shared the dollar amounts in the Capital Reserve Fund at the NC Capital Management Trust and the General Fund at Hometrust Bank. The numbers on the financial statement are unaudited because end of the year adjustments will be made for the financial audit. The local options sales tax revenue was higher than budgeted because of the pandemic. The local options sales tax is based off the purchases made in Cleveland County, with people staying home the sales tax stays local. Mr. Cornwell shared maps and pictures from a twelve-inch main line break on South Post Road. This situation was very unexpected and caused a very big mess. The maintenance crew turned off the water and repaired the line. Cornwell is recommending that this section of main line be replaced to avoid potential future problems. This water line feeds the Patterson Springs Tank at the southern end of Cleveland County. There is funding available in the budget to replace this water line, but the funding was not budgeted for this particular of water line. The map shows the businesses in the area affected

by these line breaks. This area includes the Industry Drive, Pinnacle Classical Academy, DM&E Corporation, and several businesses and industries. Mr. Cornwell shared details concerning a gate installation for a water line easement protection between Nolan Road and Potato House Road. Max Boggs noted appreciation for the gate being installed. The American Legion World Series will be held in August, Mr. Cornwell will be sharing tickets and information about this event in the future. The Recreational Trails consultant will be on-site soon for a visit concerning the Stagecoach Greenway. This will be the last grant application that will be submitted for this year. This grant was applied for last year but not awarded to our project. The consultant did not visit the site for last years application. The last page in the agenda packet is a copy of the letter mailed to the Mayor Doris Weaver of the Town of Fallston in appreciation for the donation to the Stagecoach Greenway. Mr. Cornwell mentioned that he had met with Jack Shytle, from the Town of Polkville.

H. Board Members Announcement and Remarks

Mr. Cameron questioned the status of the river. Mr. Cornwell reported that the upper end of Cleveland County has received more rain than the area south of Lawndale.

I. Adjournment

Action Taken: Chairman Melton called for a motion to adjourn. Upon a motion by Mr. Brooks, second by Mr. Cook the Board of Commissioners voted unanimously to adjourn at 7:40 PM.

Respectfully submitted,

Bill Cameron

Bill Cameron, Secretary

