

**MINUTES**  
**WATER SEWER ADVISORY COMMITTEE**  
**Thursday, September 1, 2005**  
**7:00 PM Town Barn**

Members Present: Paul Kimple, Chris Cole, Dorothy Johnson, Dan Barker and James Watts  
Members Absent: Jim Singleton, Katherine Sanders and one vacant position  
Elected Officials: none  
Staff: Julie Vance, Kenny Keel, Greg Siler and Christina Riordan  
Visitors: Paul Newton

ITEM #1 Chair Watts called meeting to order at 7:00 PM.

ITEM #2 No items were added to the agenda.

ITEM #3 A motion was made by Barker and Seconded by Johnson to accept the  
**MOTION:** August meeting minutes as written. The motion passed unanimously.

ITEM #4 A verbal September Engineering Status Update included briefing on the following:

- The water plant construction project is now finished. The Town and the construction company are now in negotiations over liquidated damages. The Town is seeking \$500,000 out of a possible \$600,000 that could be charged. The contractor sees \$150,000 as a fair price. The Town is now waiting for a written response from the contractor explaining why all the delays were not entirely their fault. A voluntary compromise is being sought, but the Town is prepared to take it to court if necessary.
- Chloramines have been disinfecting water at the water treatment plant for a little over a month. We have also completed the quarterly TTHMs and have not yet received the results. We are hopeful that the results will report that we are back in compliance.
- Lakeshore Outfall has again been delayed due to internal and external factors. The earliest construction can begin at this point is December. Due to cold weather, the construction will most likely be pushed back until March.
- The Wastewater Treatment Plant now has funding available to conduct a study to determine what type of upgrade is needed.
- The only sewer spill since the last meeting was due to a defective hatch on the tanker when biosolids were being land applied. The spill occurred at the corner of Hwy 86 and 57. After all appropriate parties were notified, an environmental company was called in to sweep up and properly dispose of the spill.
- There still seems to be some conflict concerning water restrictions within Orange County. Orange County put a press release out stating the Town was in water restrictions, even though this was not the case. Keel has written a memo explaining our position and will meet with two County Commissioners and the County Engineer tomorrow to discuss this position. Since the County does not control a water purveyor, they should not publish a proclamation placing any water system customers in the County on water restrictions.

**ITEM #5**

Management Intern Christina Riordan presented all the information she gathered for her memo concerning the Water Assistance Program (WAP). She sought information from OWASA and the Town of Cary, which both implement a utility assistance program. She also used resources from AWWA and the USEPA.

The areas of concentration in her memo and presentation are as follows:

- Source of funding
  - Rounding-up Program
  - Donation Program
  - Municipally-funded Program
- Administration of the Program
  - Marketing
  - Processing Donations
  - Administering Grant Money
- Program Requirements
- Evaluation of Program

**Proposal:**

It was then proposed by Cole that the following Water Assistance Program (WAP) be submitted to the Town Board for review and comment:

1. Possible candidates will inquire themselves or be referred to Orange County Social Services to seek assistance with their utility bill.
2. Social Services will then screen applicants to see if they meet specific utility bill assistance criteria. Make note that if the Town chooses to use Social Service to assist in administering this program, the Town will have to accept their screening criteria as written.
3. Qualifying applicants will receive a referral letter.
4. Qualifying Applicant then takes referral letter with their bill to the billing office.
5. Billing Office then credits the account to a specific limit dollar amount to be determined or to the amount of the voluntary contributions available in the program contingent upon the following two items (possibly more):
  - a. Customers that have been caught straight piping or tampering with the Town's water/sewer system will automatically be disqualified from the program.
  - b. A limit of x dollars every six months or a limit of x number of trips to seek assistance every six months will be placed upon every utility customer that participates with the program.

**Donations:**

It is recommended that customers may either make a monthly donation, which will be automatically added to their total (opt in program), or they may make a one-time donation to the program or they may choose to do both. It was also suggested by the Committee that the Town Board of Commissioners match donated funds from the General Fund to ensure the viability of the program.

**MOTION:**

Cole made a motion and Johnson seconded to accept proposal concerning the Utility Bill Assistance Program as stated above. The motion passed unanimously.

ITEM #6 The committee asked staff their view of the current budget and since most cuts are performed by the Town Engineer, he creates his annual working budget himself. The only comment given by Keel is that he regrets that the Assistant Utilities Director position was cut. The current development of Hillsborough has left the Engineering Department very busy and the additional staff would have been greatly appreciated.

ITEM #7 The floor was opened for Nominations by Chair Watts.

- Barker nominated **Watts** and the nomination was seconded by Kimple.
- Johnson nominated **Barker** and the nomination was seconded by Watts.

The floor was closed to nominations by Chair Watts.

The voting for the Chair position was as follows:

- Johnson voted for Barker
- Watts voted for Barker
- Barker voted for Watts
- Kimple voted for Watts

A coin toss was performed by Keel to break the tie. Barker called heads in the air and the result was tails.

Watts will continue as chair for the next term of October 2005 through September 2006.

ITEM #8 Blank agenda item was not needed for this meeting.

ITEM #9 **MOTION:** Barker made a motion to adjourn the meeting and Johnson seconded the motion, and the motion passed unanimously. The meeting adjourned at 7:56 PM.

Respectfully submitted,  
Julie Vance  
Utilities Analyst