

Town of Oriental
Water Advisory Committee
November 20, 2013

A regularly scheduled Water Advisory Committee was held on Wednesday, November 20, 2013 at 1:30 PM at Town Hall. Chairman Barton determined a quorum was present and called the meeting to order at 1:32 PM.

PRESENT: Chairman Barton, Member DeChesser, Commissioners Johnson and Summers, Town Manager Cutler, Public Works Director Collett, Deputy Town Clerk Beyer.

Vice Chairman Mahan arrived at 1:50 PM.

Chairman Barton announced that Bob Maxbauer has resigned from the WAC, citing scheduling conflicts as the main reason. Chairman Barton then asked that Warren Johnson join the WAC as a Member. The nomination was accepted with no objections from the Members. Commissioner Summers will be the WAC Liaison to the Town Board, and will present the nomination for approval and appointment to the Town Board.

The Minutes were then presented for Committee approval.

MOTION: Chairman Barton made a Motion to approve with minutes as corrected. Member DeChesser seconded. Motion passed 3-0.

Town Manager Cutler provided a status update on the Water Plant. He stated that the repairs and upgrades have extended past the budget for the year. The second pump has been installed, and well 1 and 2 now run alternately, the window AC unit was installed in the Plant office area, to be tied in with a humidistat at a later date. The meter base was replaced, and the generator in conjunction with that meter base is still not working. Resin was ordered for the softener, none of the existing resin is any good, so more had to be ordered. The old pump was sent in for repairs, and an estimate was returned at \$1053 for repair. Commissioner Summers inquired as to the brine tanks and their poor condition. Jason Collett stated that these tanks are in disrepair, and will research replacement and report back to the WAC. There is no system currently in place for notification of failure of plant after hours. There is an app that can be downloaded to smartphones that will send a text message if the plant malfunctions. It is a state mandate that there be some type of notification system in place. There is a total of \$15,000 budgeted, and the original repair/upgrade estimate of \$35,000 has been re-estimated to be closer to \$50,000. This figure excludes the planned repair and replacement costs. This will come out of the existing \$140,000 water system reserve fund.

In regard to valve repair, Glen Snader, SRS System has offered to hold a class to teach Public Works employees to rebuild the valves, and also to provide an overview of the maintenance required to keep the plant running satisfactorily. Member DeChesser will attend the demonstration as well. The input from Mike Hill (NCRWA) and the Florida Maintenance recommendations can be compared with SRS recommendations.

Chairman Barton asked that Glen Snader be invited to attend the next meeting.

Hydrant flushing schedules have restarted, and concerns over water pressure were discussed. Chairman Barton described a 20° drop in pressure. An estimated 250,000 gallons of water per year are used by the Fire Department. The possibility of using the wastewater from the plant for the fire engines was discussed.

Licensing was the next Action Item discussed. Jesse or Drew from Public Works were discussed as candidates for B Well licensing. This licensing process is about a two year process and requires training, and can be costly. Since the current ORC Terry Groome will be retiring in the next few years, it would be prudent to begin training for in house replacements. ORCs that have proper certification can perform water services if they are within the 50 miles. It was recommended and discussed to have Harry Bailey, from the state water board being in attendance at upcoming meetings. It was also discussed paying employees commensurate with licensing, to ensure longevity. The licensing path is as follows: Distribution – Well – Wastewater – Cross Connect and Backflow.

Town Manager Cutler was tasked with scheduling a Plant Tour for members of the WAC, the newly elected Town Board and also would like Deputy Town Clerk Beyer and Water Clerk Cox to attend to familiarize them with the plant workings.

Concerning the matter of cross connect and backflow, it was suggested an outside resource to check testable backflow meters and devices. Town Manager Cutler and Public Works Director Collett were tasked with accelerating the search for a qualified ORC for Cross Connect and Backflow. There is no grandfather clause for meters; all must comply with the regulations set forth from the Town. There should be a regular testing schedule, and Town Manager Cutler has been tasked to create a form to be filled out upon completion of this testing

MOTION: Chairman Barton made a Motion to table the Cross Connect and Backflow document and its submission to the Town Board until the December WAC meeting, when the connections and backflow devices have been confirmed and an ORC (interim or permanent) has been named. Member Mahan seconded. Discussion followed. Member Mahan amended the Motion to reflect a 30 day completion time frame. Vice Chairman Mahan will email all. There being no objections from the Committee, the Amended Motion was accepted unanimously.

The following Action Items were discussed and assigned:

- **Jayne** - Schedule Glen Snader for attendance at a Water Board mtg.
- **Jason** - Test pressure drops/any issues with flushing the White Farm Road system. (Need to ck if #6 or #10 closed off?)
- **Wyatt** – Incorporate adding the humidistat to the building. Temperature dew point will indicate where we can optimize operations, but maintain the necessary dehumidification.
- **Wyatt (and Jason)** – Identify cross connection and backflow ORC candidates from local areas, ASAP.

- **Wyatt (and Jason)** – Develop a long-term certification plan including B-Well Processing, B-Distribution System, Waste Water, and Backflow Cross Connect. Each of these requires an ORC.
- **Wyatt (Jayne)** - Set up a tour of the Water Plant for WAC and Town Commissioners.
- **Wyatt** – Provide the list of testable backflow devices to the Board.
- **Jason** – Determine cost of a backflow test kit and ask Paul Campbell for cost to do testing (per device).
- **Jason and Wyatt** – Identify interim ORC and confirm the number and locations of cross connections and backflow prevention devices no later than the next WAC meeting.
- **Wyatt** – Ensure that the Town can bill for the backflow and cross connection testing twice a year and develop a form letter to be sent to backflow prevention device owner to alert them to the dates the testing will be done, the fees for the testing, and when the fees are due.
- **Jackie** – Send final update of Cross Connection and Backflow document (with changes incorporated), pointing to website for forms at the end, to Jayne.
- **Jayne** – Distribute final Cross Connection and Backflow document to committee participants for review, asking for response NLT December 2nd.
- **Jayne** – Convert the Adobe PDF applications and renewal forms, etc. to an Adobe FORM, which can be updated online and submitted.
- **Jackie** – Submit draft of December (DRAFT) WAC Scorecard (Action List Matrix) to the committee participants for their input. Reminder that these are EXECUTIVE LEVEL, high-level items.
- **Warren/Larry** – Recommend that the WAC continue as an ad hoc committee.
- **Jackie** – Provide the updated Section I draft (Jim accepted Jackie’s editorial changes), to Jayne.
- **Jayne** – Incorporate the new Section I into Chapter K, maintaining the flow of the sections correctly, and distribute to the committee for review and update.

Chairman Barton thanked Commissioner Johnson for his service to the community and also thanked Commissioner Summers for being the WAC liaison to the Town Board. A Motion to Adjourn was requested.

Vice Chairman Mahan made a Motion to adjourn the meeting. Member DeChesser seconded. The meeting was adjourned at 3:43 PM.

The next WAC meeting will be held Thursday, December 12, 2013 at 1:30 PM at Town Hall.

Jim Barton, Chairman

Jayne Beyer, Secretary