

Town of Oriental
Water Advisory Committee Meeting
December 12, 2013

A meeting of the Town of Oriental Water Advisory Committee was held on Thursday, December 12, 2013 at 1:30 PM. Chairman Jim Barton determined a quorum to be present and called the meeting to order at 1:35 PM.

PRESENT: Chairman Jim Barton, Vice Chairman Jackie Mahan, Members Larry DeChesser, and Warren Johnson, Town Manager Wyatt Cutler, Commissioner Larry Summers, Glen Snader (SRS), Public Works Director Jason Collett, Water Plant Operator Josh Gibson, Town Employee Andrew Cox and Deputy Town Clerk Jayne Beyer

Chairman Barton introduced Glen Snader from SRS Systems. His company did the original water plant modernization ten years ago. Mr. Snader and his company have been contracted by the Town and are overseeing the repairs and upgrades to the Water Plant. Mr. Snader was given a brief summary of the WAC's background and purpose. Mr. Snader was provided a copy of our draft Operations and Maintenance Manual for review, a compliant document which is being developed by the WAC. Chairman Barton then turned the floor over to Mr. Snader for a one hour discussion period.

Mr. Snader discussed his opinion as to how the plant came to be in such disrepair (largely humidity, lack of maintenance & preservation and effective procedures). He discussed the restoration efforts.

Mr. Snader recommended:

1. The WAC should be included in the communication chain, so that the members may remain informed as to what is being done at the plant and act as a second set of eyes.
2. Establish a protocol of who (Town Manger, WAC Committee Chairman) should receive ORC communications in the future, and how often. He suggested including general highlights (e.g. upcoming maintenance, issues and recommended fixes, etc.). To accomplish this, he recommended sending a letter to Terry Groome (ORC) which states, in addition to his normal plant report log, that he is tasked to provide a weekly report of his findings in writing to the Town Manager, copy to the WAC Chairman.
3. Develop a 3-part Operations & Manual to include sections for equipment, chemical maintenance and life span record for parts and valves. Chairman Barton pointed out that the old O&M manual prepared by SRS during the 2005 restoration did not include a maintenance section as now required by federal and state requirements. We would like to see an example of what SRS would provide if we decided to contract for it. Mr. Snader said that they can do that as part of the maintenance schedule he is creating. He will provide a sample in Excel format and stated it would cover the Water Plant, Wells, Distribution System and Waste Water.
4. Organize to ensure that the Town has an easy means to quickly see what is happening at the plant (Excel spreadsheet of current water analysis, an equipment list, inventory-on-

hand, recommendations of spare inventory, life-span of each piece of equipment, vendors, contact info for vendors, operator manuals available online, who to call with problems, etc.) that need updates and how often in general.

5. Purchase of a PC to be available at the Water Plant, with Excel on it, to allow the operators and ORC to provide up-to-date status in the same format.

Mr. Snader stated that he is impressed we have gotten the plant into better shape and considers the current staff good and resources excellent. He stated that the creation of the WAC was a very positive step. Regarding the work his company has done recently, Mr. Snader pointed out that the only modernization work his company has provided and has changed, requiring more operating instructions documentation, is a touch screen for the controls. He mentioned issues on the Waste Water side (turbidity, etc.) that are not compliant and need attention. He also outlined the need for an alarm system as a MUST HAVE. He suggests a system with text messaging, e-mail notification as well as smart phone and web interface.

After Mr. Snader departed, the WAC continued with its normal committee meeting agenda.

Highlighting the previous discussion, Chairman Barton, Member DeChesser and Commissioner Summers discussed some budget issues related to the repair effort, namely allowing ample room in the budget for replacement parts, and items that would be kept on hand for future repairs or replacement. Member Johnson pointed out that the repair effort has exceeded original estimates. Commissioner Summers pointed out that was likely a given at the outset. The WAC agreed that with better organization and budgeting procedure in place, we should get better budget approximations in the future.

Town Manager Cutler then presented his status update on the Water Plant. The Water Plant readings are all good. Two feed pumps are up and running, the first time in years. The original inoperative pump was sent to Pearson Pumps in Goldsboro to turn the shaft and rebuild (\$1200); this will serve as a reserve pump. It was noted that the motor on this backup pump functions; however it is older. Resin is required. All has to be replaced in Softener #2. The walls are being painted. Some valves still need work. SRS and Member DeChesser are assisting with employee valve maintenance training. One affluent (backwash) valve is back and installed. The other (filtered and softener bleed) valve needs to be rebuilt (SRS will do it). The brine tanks are brittle; and we need to replace one/both. It was noted that the two work in concert as one tank, not as a primary and backup. Mr. Snader suggested prior to his departure that we also replace the fill valve with a newer version, allowing us to work with just one tank if we decide to go with a two tank arrangement. Jason Collett stated that these tanks can be purchased from the Ag Supply store. Mr. Snader will research his vendors for these same tanks, since he states that the Ag Supply tanks do not have a removable lid, which Snader says is necessary for routine cleaning.

The November Minutes, which had been circulated by e-mail previously for review, were read. Member Johnson made a Motion to accept the Minutes as written. Member DeChesser seconded. The Motion passed 4-0.

Chairman Barton then discussed the Committee becoming a Board some time after the first of the New Year. It was noted that the Board of Commissioners in its first meeting approved the continuance of the Water Advisory Committee and directed it will act as such until April 1st, when it shall be considered for formal Board status. In support of this, Chairman Barton briefed that the WAC has already drafted its WAB charter. The new charter was included in a revision to General Ordinance (Water Service) Chapter K along with other recommended changes. The Chapter K revision was earlier distributed by e-mail to WAC members and their recommended changes have been incorporated into the working draft document which is now being maintained by Deputy Town Clerk Beyer as a control copy. Subsequent changes will be made with MS Word "track changes" on. The WAC will address the changes to Chapter K again at its next meeting and after approval at a future WAC meeting (not later than March 2014), forward the recommended revision to the Board of Commissioners for their approval.

Member Johnson indicated that the WAC/WAB should perform as any other Town Board and contribute to the Town Budget preparation. The WAC/WAB will need to work up a proposed water system budget for 2014-1015 (July-to-July budget status). Member Johnson recommended that the Committee hold three 1½ hour meetings over three consecutive weeks beginning in March to prepare and discuss the budget for the new fiscal year. There was a discussion about this and a motion was offered.

MOTION: To hold three 90 minutes each working group sessions aimed at pulling together the Water System budget. The motion was made by Mr. Johnson and seconded by Mr. Barton. It passed unanimously (4-0). These meetings will be scheduled at the January WAC meeting. After the motion was passed, Chairman Barton also stressed the importance of Mr. Snader providing firm pricing for materials and any further upgrades to incorporate into the budget. Also discussed was incorporating the purchase of radio read meters into the budget. Additionally, the WAC will examine rates and the WAC will familiarize itself with UNC rates tools, specifically the dashboard rate tool prior to the March meetings.

The new Cross-Connection and Backflow document is ready for approval and was discussed. Chairman Barton queried the Town Manager and the Public Works Director if we have established who our Backflow and Cross Connection ORC will be as discussed at the November meeting. Also they were asked if we had verified the testable devices in town using a certified ORC which was a carryover action item. Town Manager Cutler stated no to both questions. Mr. Cutler had attempted several times, he said, to contact Paul Campbell, Pamlico County Backflow and Cross-Connection ORC and he had not responded to his phone calls and e-mails. Therefore, he decided to do a thorough survey using town employees led by Jason Collett. Chairman Barton turned the floor over to Jason Collett who stated that they determined there are 12 testable devices within the town. He and Josh Gibson conducted the inspection of installed devices.

Note: According to State of North Carolina law, if there are 5 or more installed testable devices (or a perceived need for 5 or more) we are required as a Public Water System to establish a Backflow and Cross-Connection program that is compliant with State regulations. We have drafted a document which outlines such a program and it is pending approval by the WAC before forwarding to the Town Board. This program shall be administered by a qualified ORC. In the past, Oriental has maintained in annual inspections that it has fewer than 5 devices; and it was

therefore not required to meet the requirement, a requirement which has been in place for ten years. The Backflow and Cross-Connection ORC is separately licensed from the Well, Distribution and Wastewater ORC licenses currently maintained by Terry Groome. Terry Groome does not have a Backflow and Cross-Connection ORC license. The Town needs to designate someone for training; and in the meantime contract with someone to function as the ORC.

It was discussed that since it is not known by our town employees whether these devices are operative or even needed, it was stressed by Chairman Barton that we need to get a qualified ORC in to help us with this. Since Mr. Campbell apparently is not available, Chairman Barton stated he would call Mike Hill from DENR Washington to see if his office can help us with this. It was discussed we need to get the ball rolling and get someone to ORC and testing school. It was further discussed after the program is established drafting a letter informing the customers that they have one of these devices and there is a fee associated with testing and inspection of these devices. The Town would require removal the device at the customer's expense if the device was deemed unnecessary. This conforms to procedures outlined in the draft Backflow and Cross-Connection Manual.

Urgent Backflow and Cross-Connection Actions: Chairman Barton will call Harry Bailey (DENR Little Washington for assistance. Manager Cutler will try Paul Campbell or his boss again. Jason Collett will type up the list of testable devices he found in his survey and distribute by e-mail to WAC members. Once we get an ORC to inspect our system we can develop a list as to where these devices are required. Also, we need to identify where testable devices SHOULD exist, but aren't installed. Wyatt Cutler will call Skip Lee to determine what commercial businesses do when they install backflow devices and how these devices have been approved for installation in the past. Wyatt Cutler will ensure, per the earlier discussion and with the help from a qualified ORC, that a letter will be mailed to the testable backflow device owners indicating that a survey of testable backflow devices has recently identified that they have one on their property. The letter will then tell them why the testable devices are typically needed and/or required by law and ask the owner whether they continue to need the device. If they continue to use the device, there will be a testing fee associated with these devices moving forward. If they decide to remove it, we will need a copy of the work order proving that it has been removed.

Chairman Barton then made a Motion to adjourn the meeting. Vice Chairman Mahan seconded. The meeting was adjourned at 3:34 PM.

The next Water Advisory Committee meeting will be held on Monday, January 27, 2014 at 1:30 PM at Town Hall.

Jim Barton, Chairman

Jayne Beyer, Deputy Town Clerk