

WATER AND SEWER AUTHORITY OF CABARRUS COUNTY
SEPTEMBER 15, 2022
5:00 P.M.

The Board of Directors (the “Board”) of the Water and Sewer Authority of Cabarrus County (“WSACC”) met in regular session on Thursday, September 15, 2022 at the Administrative Offices. The meeting was also set up for virtual attendance administered by Zoom and streamed on YouTube.

Public access to the meeting could be obtained by calling into the conference bridge at 1-(267) 930-4000 and using the participant access code.

The following Board Members were present:

Mr. Jeff Corley	Mr. Jonathan Marshall
Mr. Rob Donham	Mr. Mike Legg
Mr. Darrell Hinnant	Mr. Robert Ritchie
Ms. Jennifer Parsley-Hubbard	

Mr. Sells and Mr. Shue were unable to attend due to a prior commitment.

Also present were Mr. Michael Wilson, Executive Director; Ms. Tammy Garifo, Executive Secretary/Secretary to the Board; Mr. Chad VonCannon, Engineering Director; Mr. Mark Fowler, Facilities Director; Ms. Wendi Heglar, Finance Director; Mr. Thomas Jakubisin, Network Administrator; and Mr. William Isenhour, Johnston, Allison & Hord, P.A. (“JAH”).

At 5:00 P.M., Chairman Legg called the meeting to order.

UNFINISHED BUSINESS

Request for Approval of the Minutes of August 18, 2022

Mr. Ritchie made a motion to approve the minutes of August 18, 2022. Mr. Hinnant seconded the motion and the Board approved by unanimous vote.

NEW BUSINESS

Request for Approval of the Procurement Policy, Procurement Card Policy, and Uniform Guidance Policy

Ms. Heglar presented WSACC’s Procurement Policy, Procurement Card Policy, and Uniform Guidance Policy. Ms. Heglar said the Uniform Guidance Policy was a policy that WSACC needed to have in place, as a requirement by the State, for the use of American Rescue Plan (ARP) and Coronavirus Local Fiscal Recovery Fund (CLFRF) monies. Ms. Heglar said WSACC used the School of Government’s Uniform Guidance Policy as a model to create a policy that WSACC could use.

Ms. Heglar said the Procurement Policy was originally approved in 2004. The updated policy increases the purchase order amount from \$1,000 to \$3,000 and updates the policy for the thresholds for formal and informal bids to align with the North Carolina statute.

Ms. Heglar said the updates to the Procurement Card Policy formalizes the use of purchase cards for WSACC. The Procurement Cards (P-Card) will provide an efficient, cost-effective method of completing small-dollar purchases, and reduce the volume of invoices and payments processed.

Mr. Marshall made a motion to approve the Procurement Policy, Procurement Card Policy, and Uniform Guidance Policy. Ms. Hubbard seconded the motion and the Board approved by unanimous vote.

REPORTS

RRRWWTP Expansion Update

Mr. VonCannon gave the following update on the progress of the RRRWWTP expansion project.

- Crowder Construction continues to have multiple crews on site working on both the electrical replacement project and the Phase 3 RRRWWTP expansion.
- The aeration basin excavation is complete.
- The rebar placement and concrete pours within the new areas of the aeration basin have begun.
- The excavation for the new Equalization Influent Meter Vault has been completed and the bottom pad has been poured.
- The team continues to work to mitigate potential issues with sourcing equipment for Phase 3 and the electrical upgrades effort.

Mr. VonCannon said throughout the next month, Crowder Construction will: continue with the concrete and rebar placement within the aeration basin, begin the vertical wall pours for the aeration basin and meter vault, continue to work on the electrical system, and demolish the existing maintenance canopy and begin construction of the new maintenance canopy.

The project is currently on track for completion in the spring of 2024. Mr. VonCannon asked the Board to contact him if they wanted a tour of the RRRWWTP expansion construction site.

PUBLIC COMMENTS

There were no public comments.

At 5:14 P.M., **Mr. Hinnant made a motion to go into closed session - G.S.143-318.11(a)(1) - to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes; and G.S.143-318.11 (a)(3) - to consult with WSACC's attorney in order to preserve the attorney-client privilege for consideration of and to give instructions to WSACC's attorney concerning the handling or**

settlement of a claim, judicial action or administrative procedure; and G.S.143-318.11(a)(6) – to consider the qualifications, competence, performance, character, fitness, conditions or appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee. Mr. Ritchie seconded the motion and the Board approved by unanimous vote.

At 6:03 P.M., Mr. Hinnant made a motion to come out of closed session. Mr. Marshall seconded the motion and the Board approved by unanimous vote.

Mr. Ritchie then made a motion to adjourn the meeting. Ms. Hubbard seconded the motion and the Board approved by unanimous vote.

The meeting was adjourned until the next meeting scheduled for October 20, 2022.