



# AGENDA

Regular Meeting – August 16, 2018  
Board Room – 12:00 noon

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**Call to Order - Ascertain Quorum**

12:00

*[Chair Rebecca Blount]*

**Acceptance of the Agenda**

*[Chair Rebecca Blount]*

**Safety Brief**

*[Tony Cannon : Kevin Keyzer]*

**Recognition of Service as Chair: Don Mills**

*[Chair Rebecca Blount]*

**Recognition of American Public Gas Association (APGA) System Operational Achievement Recognition (SOAR) Award**

*[Anthony Miller]*

1. Approval of Minutes

*[Chair Rebecca Blount]*

Regular Meeting: July 19, 2018

2. Review of Monthly Financial Statement – July 31, 2018 Preliminary

*[Jeff McCauley]*

3. Recommended Award of Contract for Construction Services for Thomas Langston Road Enhancements (GCP10094)

*[Anthony Miller]*

4. Adoption of Resolution Approving the Use of Construction Manager at Risk Services for Construction of the Water Treatment Plant Upgrade Project Pursuant to N.C.G.S. 143-128.1

*[Randy Emory]*

**Information Items**

5. Update of Annual Statement of Conflict of Interest Policy, Disclosure and Ethics Briefing

*[Phil Dixon]*

6. Update of Activities by General Counsel

*[Phil Dixon]*

7. Update on Operations Center Project

*[Chris Padgett]*

8. General Manager's Report

*[Tony Cannon]*

9. Board Chair's Remarks/Report  
*[Chair Rebecca Blount]*

10. Board Members' Remarks  
*[Board]*

**Notice of Upcoming Meetings/Functions:**

*[Chair Rebecca Blount]*

GUC Special Meeting, Tuesday, September 11, 2018, 12 noon, Board Room

GUC Regular Meeting, Thursday, September 20, 2018, 12:00 noon, Board Room

Joint GUC/COG Meeting, Monday, September 24, 2018, 6:00 p.m., City Hall Council Chambers

**Closed Sessions**

N.C.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.

N.C.G.S. 143-318.11(a)(4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment.

N.C.G.S. 143-318(a)(6) To consider the qualifications, competence, performance, character, fitness, condition of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

**Adjournment**

*[Chair]*

1:00



**Greenville  
Utilities**

# Agenda Item # 1

Meeting Date: August 16, 2018

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<b>Item:</b>	<b>Approval of Minutes</b>
<b>Contact:</b>	Amy Wade
<b>Explanation:</b>	Regular Meeting: July 19, 2018
<b>Previous Board Actions:</b>	N/A
<b>Fiscal Note:</b>	N/A
<b>Recommended Action(s):</b>	Approval of minutes as presented or amended

GREENVILLE UTILITIES COMMISSION

GREENVILLE, NORTH CAROLINA

Thursday, July 19, 2018

The Board of Commissioners of the Greenville Utilities Commission met in the Greenville Utilities Board Room in regular session at 12:00 noon with the following members, and others present, and Chair Mills presiding.

Commission Board Members Present:

Don Mills, Chair	Minnie J. Anderson
Rebecca Blount	Ann E. Wall
Joel Butler	
Tommy Stoughton	

Toya Jacobs and Parker Overton had excused absences.

Commission Staff Present:

Tony Cannon, General Manager/CEO	Chad Flannagan
Chris Padgett	Tony Godwin
Amy Wade	Jonathan Britt
Jeff McCauley	Ken Wade
George Reel	Julius Patrick
Keith Jones	Anthony Whitehead
Anthony Miller	Juan Herrera
Sandy Barnes	Lena Preville
Richie Shreves	Brian Murphy
John Worrell	Dail Booth
Steve Hawley	Gary Shelton
Scott Mullis	Ryan Gregory
David Springer	Scott Farmer
Lou Norris	Jason Manning
	Kathy Howard
	Amanda Wall
	Emily Garner

Others Present:

Seth Gullledge, The Daily Reflector; Brad Hufford, Pitt County Development Commission; Rick Smiley, City Council; and representatives from North Pitt High School and Pitt County Schools.

Chair Mills called the meeting to order and Mr. Butler ascertained that a quorum was present.

ACCEPTANCE OF THE AGENDA

A motion was made by Ms. Blount, seconded by Ms. Anderson, to accept the agenda as presented. The motion carried unanimously.

Safety Brief

Tony Cannon, General Manager/CEO, called on Anthony Miller, Director of Gas Systems, to provide the safety brief. Mr. Miller explained the plan of action should there be an emergency at today’s meeting.

Recognition of Chamber Leadership Institute Graduates – Lena Preville and Brian Murphy

Lena Preville, Human Resources Manager, and Brian Murphy, Electric Engineering Coordinator, were recognized for completing and graduating from the Chamber Leadership Institute program. This eight-month course delivers a balanced combination of leadership training through a variety

of activities and sessions. Mr. Cannon congratulated Mrs. Previll and Mr. Murphy for participating and completing this program and for representing Greenville Utilities Commission.

Recognition of Juan Herrera’s Successful Completion of the Pre-Apprenticeship Program

Mrs. Richie Shreves, Director of Human Resources, stated that Pitt County Schools (PCS) created a Pre-Apprenticeship program. GUC was one of the first companies to partner with PCS on this pilot program and Mr. Juan Herrera was selected last summer to participate. While enrolled at North Pitt High School, Juan worked in the facilities maintenance office at Greenville Utilities. Mr. Herrera graduated from North Pitt High School in June and continues to work while enrolled in his first summer class at Pitt Community College (PCC). He will work part time as an Apprentice while he is enrolled at PCC in the fall. Mrs. Shreves presented an award to Juan acknowledging his completion of the Pre-Apprenticeship. Juan had supporters from North Pitt High School in attendance at the Board meeting to see him get recognized for this achievement. Once he completes the Apprenticeship program through PCC, he will receive a certificate from the North Carolina Department of Labor.

Recognition of the Area Wide Optimization Award – Water Treatment Plant

Mr. David Springer, Water Resources Plants Engineer, introduced Mr. Julius Patrick, Superintendent of the Water Treatment Plant (WTP). Mr. Patrick shared that GUC’s Water Treatment Plant staff were recently awarded the 2017 Area Wide Optimization Program (AWOP) Award by the North Carolina Department of Environmental Quality. He stated that GUC was among 69 water systems in North Carolina who received this award for meeting stringent turbidity removal goals. GUC’s staff did an excellent job in meeting the AWOP goals and providing a public health benefit to the community. Mr. Patrick recognized the following employees: Dail Booth, Water Treatment Plant Operations Coordinator; and Gary Shelton, Ryan Gregory, and Chad Flannagan, all Water Treatment Plant Lead Operators.

APPROVAL OF MINUTES (Agenda Item 1)

A motion was made by Ms. Wall, seconded by Mr. Stoughton, to approve the June 14, 2018 Regular Meeting minutes as presented. The motion carried unanimously.

REVIEW OF MONTHLY FINANCIAL STATEMENT – June 30, 2018 Preliminary (Agenda Item 2)

**June 30, 2018 Preliminary Financial Statement:**

Key financial metrics for the combined funds for the period ending June 30, 2018:

Operating Cash:	\$78,270,706	Days of Cash on Hand:	135
Less Current Liabilities	<u>(\$22,154,566)</u>		
Fund Balance:	\$56,116,140		
Fund Balance Available for Appropriation:	21.7%	Days of Cash on Hand After Liabilities:	97
Average Investment Yield:	1.49%		

Fund Equity/Deficit Before Transfers

	Current Month			Year to Date		
	Actual	Budget	Last Year	Actual	Budget	Last Year
Electric	\$383,710	\$347,883	\$891,170	\$10,261,570	\$5,372,598	\$6,191,962
Water	(\$116,682)	\$197,446	\$122,760	\$2,251,393	\$957,100	\$2,982,663
Sewer	\$49,660	\$155,095	(\$78,113)	\$2,831,862	\$1,147,520	\$3,405,076
Gas	(\$338,149)	(\$457,918)	(\$25,358)	\$397,976	(\$967,395)	(\$638,050)
Combined	<b>(\$21,461)</b>	<b>\$242,506</b>	<b>\$910,459</b>	<b>\$15,742,801</b>	<b>\$6,509,823</b>	<b>\$11,941,651</b>

Fund Equity/Deficit After Transfers

	Current Month			Year to Date		
	Actual	Budget	Last Year	Actual	Revised Budget	Last Year
Electric	(\$4,466,290)	(\$2,117)	\$1,793,017	\$1,561,570	\$1,272,598	\$885,581
Water	(\$480,019)	\$64,109	(\$1,274,332)	\$421,393	\$207,100	\$448,878
Sewer	(\$1,763,677)	\$71,758	(\$1,573,396)	\$272,777	\$218,435	\$536,976
Gas	(\$538,149)	(\$457,918)	(\$82,106)	\$197,976	\$0	(\$651,868)
Combined	(\$7,248,135)	(\$324,168)	(\$1,136,817)	\$2,453,716	\$1,698,133	\$1,219,567

Mr. Jeff McCauley, Chief Financial Officer, provided a presentation on the Preliminary Financial Statement for June 2018.

The weather impact for the month of June reported that the cooling degree days were higher than June 2017. The June rainfall was 2.46 inches which was less than last year. The portfolio earned 1.49% for the month of June.

Overall year-to-date results through the end of June remain stable. The Electric Rate Stabilization Reserves are approximately \$23.4 million and the Gas Rate Stabilization Reserves are \$0.71 million. The Operating Reserves are 135 Days Cash on Hand, and Renewals and Replacements Reserves are approximately \$2.6 million. Mr. Cannon added that this is the preliminary report.

A motion was made by Mr. Butler, seconded by Ms. Blount, to accept the Preliminary Financial Statement for June 30, 2018. The motion carried unanimously.

CONSIDERATION OF ADOPTION OF RESOLUTION FOR REDEMPTION OF SERIES 2008A BONDS (Agenda Item 3)

Mr. McCauley stated that currently the Commission has \$1,425,000 of the Series 2008A Bonds bearing an interest rate of 5.0%, maturing November 1, 2019 and \$515,000 of the Series 2008A Bonds maturing November 1, 2020 bearing an interest rate of 4.0%. The bonds have an exercisable redemption option effective November 1, 2018. The outstanding bonds will be redeemed utilizing funds remaining in an existing debt service reserve fund that no longer needs to be maintained by the Commission.

A resolution is needed that authorizes the General Manager/CEO and other members of the organization to take appropriate action to redeem the Series 2008A Bonds.

A motion was made by Ms. Blount, seconded by Mr. Butler to adopt the resolution and recommend similar action to be taken by the City Council. The motion carried unanimously.

**RESOLUTION PROVIDING FOR THE CALL FOR REDEMPTION  
OF \$1,940,000 COMBINED ENTERPRISE SYSTEM REVENUE  
BONDS, SERIES 2008A AND RELATED ACTIONS**

WHEREAS, the City of Greenville, North Carolina (the "City"), in cooperation with the Greenville Utilities Commission (the "Commission") has previously issued its \$47,325,000 Combined Enterprise System Revenue Bonds, Series 2008A (the "Series 2008A Bonds") pursuant to the Amended and Restated Bond Order adopted by the City Council of the City authorizing and securing Greenville Utilities Commission Combined Enterprise System Revenue Bonds of the City, under which The Bank of New York Mellon Trust Company, N.A. is acting as Trustee (the "Trustee");

WHEREAS, the Series 2008A Bonds maturing on or after November 1, 2019 are subject to optional redemption by the City on November 1, 2018 at a redemption price of 100% of the principal amount thereof, plus accrued interest to the date fixed for redemption;

WHEREAS, the Commission desires that \$1,425,000 of the Series 2008A Bonds maturing November 1, 2019 and bearing interest at a rate of 5.0%, and \$515,000 of the Series 2008A Bonds maturing November 1, 2020 and bearing interest at a rate of 4.0% (collectively, the "Bonds to be Redeemed") be redeemed on November 1, 2018 (such Bonds being the

remaining outstanding Series 2008A Bonds, other than the Series 2008A Bonds maturing on such date); and

WHEREAS, the Commission has identified funds held in the Debt Service Reserve Fund under the Bond Order that are available to pay the redemption price of the Bonds to be Redeemed upon the redemption thereof.

NOW, THEREFORE, THE GREENVILLE UTILITIES COMMISSION DOES HEREBY DETERMINE AND RESOLVE, as follows:

Section 1. The Commission hereby requests and directs that the Bonds to be Redeemed be called for optional redemption on November 1, 2018 at the redemption price set forth above. The payment of the Bonds to be Redeemed on such date is in addition to the payment at maturity of the remaining outstanding Series 2008A Bonds stated to mature on such date.

Section 2. The City and the Trustee are hereby requested to take such additional actions as shall necessary or desirable to call the Bonds to be Redeemed for redemption on November 1, 2018 and provide notice of such redemption to the owners of the Bonds to be Redeemed at the times and in the manner specified in the Bond Order.

Section 3. The Commission hereby directs and approves that the cash amounts in the Debt Service Reserve Fund under the Bond Order be applied to pay principal of the Bonds to be Redeemed on the redemption date, and such amounts be additionally applied to the payment at maturity of the remaining outstanding Series 2008A Bonds maturing on November 1, 2018.

Section 4. The officers, agents and employees of the Commission are hereby authorized and directed to do all acts and things required of them by the provisions of this Resolution for the full, punctual and complete performance of the provisions hereof.

Section 5. This resolution shall take effect immediately upon its adoption.

Adopted this the 19th day of July, 2018.

Greenville Utilities Commission

\_\_\_\_\_  
/s/ Rebecca Blount, Chair

ATTEST:

\_\_\_\_\_  
/s/ Parker Overton, Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
/s/ Phillip R. Dixon  
General Counsel

City Resolution:

A regular meeting of the City Council of the City of Greenville, North Carolina was held in the City Council Chamber at the City Hall in Greenville, North Carolina, the regular place of meeting, on August 9, 2018 at 6:00.

Present: Mayor P.J. Connelly, presiding, and Council members \_\_\_\_\_

Absent: \_\_\_\_\_

\* \* \* \* \*

\_\_\_\_\_ introduced the following resolution, a copy of which had been provided to each Council member, and which was read by its title:

**RESOLUTION NO. 2018 - \_\_**

**RESOLUTION PROVIDING FOR THE CALL FOR REDEMPTION OF \$1,940,000  
COMBINED ENTERPRISE SYSTEM REVENUE BONDS, SERIES 2008A AND RELATED  
ACTIONS**

WHEREAS, the City of Greenville, North Carolina (the "City"), in cooperation with the Greenville Utilities Commission (the "Commission") has previously issued its \$47,325,000 Combined Enterprise System Revenue Bonds, Series 2008A (the "Series 2008A Bonds") pursuant to the Amended and Restated Bond Order adopted by the City Council of the City authorizing and securing Greenville Utilities Commission Combined Enterprise System Revenue Bonds of the City, under which The Bank of New York Mellon Trust Company, N.A. is acting as Trustee (the "Trustee");

WHEREAS, the Series 2008A Bonds maturing on or after November 1, 2019 are subject to optional redemption by the City on November 1, 2018 at a redemption price of 100% of the principal amount thereof, plus accrued interest to the date fixed for redemption;

WHEREAS, the Commission has advised the City that the Commission desires that \$1,425,000 of the Series 2008A Bonds maturing November 1, 2019 and bearing interest at a rate of 5.0%, and \$515,000 of the Series 2008A Bonds maturing November 1, 2020 and bearing interest at a rate of 4.0% (collectively, the "Bonds to be Redeemed") be redeemed on November 1, 2018 (such Bonds being the remaining outstanding Series 2008A Bonds, other than the Series 2008A Bonds maturing on such date); and

WHEREAS, the Commission has identified funds held in the Debt Service Reserve Fund under the Bond Order that are available to pay the redemption price of the Bonds to be Redeemed upon the redemption thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREENVILLE:

Section 1. The City Council hereby calls the Bonds to be Redeemed for optional redemption on November 1, 2018 at the redemption price set forth above. The payment of the Bonds to be Redeemed on such date is in addition to the payment at maturity of the remaining outstanding Series 2008A Bonds stated to mature on such date.

Section 2. The Commission and the Trustee are hereby requested to take such additional actions as shall be necessary or desirable to call the Bonds to be Redeemed for redemption on November 1, 2018 and provide notice of such redemption to the owners of the Bonds to be Redeemed at the times and in the manner specified in the Bond Order.

Section 3. The City hereby approves the transfer of amounts in the Debt Service Reserve Fund under the Bond Order to pay the principal of the Bonds to be Redeemed on the redemption date, and the transfer of additional amounts therein to the payment at maturity of the remaining outstanding Series 2008A Bonds maturing on November 1, 2018.

Section 4. The officers, agents and employees of the City are hereby authorized and directed to do all acts and things required of them by the provisions of this Resolution for the full, punctual and complete performance of the provisions hereof.



Section 5. This resolution shall take effect immediately upon its passage.

Adopted this the 9th day of August, 2018.

After consideration of the foregoing resolution, Council member \_\_\_\_\_ moved for the passage thereof, which motion was duly seconded by Council member \_\_\_\_\_, and the foregoing resolution was passed by the following vote:

Ayes: \_\_\_\_\_

\_\_\_\_\_.

Noes: \_\_\_\_\_.

\* \* \* \* \*

I, Carol L. Barwick, Clerk of the City of Greenville, North Carolina, DO HEREBY CERTIFY that the foregoing accurately reflects the proceedings as recorded in the minutes of the City Council of said City at a meeting held on August 9, 2018 and contains the verbatim text of Resolution No. \_\_-18 which was duly adopted by said City Council at said meeting.

WITNESS my hand and the official seal of said City, this \_\_\_\_ day of August, 2018.

\_\_\_\_\_  
/s/ City Clerk

[SEAL]

#### ELECTION OF OFFICERS (Agenda Item 4)

Mr. Tony Cannon, General Manager/CEO, announced that a review of GUC's Charter and Bylaws indicates that the election of officers is to be conducted on the first regular meeting after July 1 of each year. The officers of the Commission shall be the Chair, Chair-Elect and Secretary for a term of one year. Mr. Cannon presided and opened the floor for nominations for a slate of officers or individual offices.

Upon discussion, Mr. Stoughton nominated a slate of officers as follows: Rebecca Blount as Chair, Joel Butler as Chair-Elect and Parker Overton as Secretary. A motion was made by Mr. Stoughton, seconded by Ms. Wall, to close the nominations and to elect Rebecca Blount as Chair, Joel Butler as Chair-Elect and Parker Overton as Secretary by acclamation. The motion carried unanimously.

Mr. Cannon stated that it is also time to reappoint the Executive Secretary and Assistant Executive Secretary. A motion was made by Mr. Stoughton, seconded by Mr. Butler, to nominate for reappointment Amy Wade as Executive Secretary and Keith Jones as Assistant Executive Secretary. The motion carried unanimously.

Mr. Cannon next stated that he is serving as a Commissioner for the North Carolina Electric Municipal Association (NCEMPA) Board of Commissioners and Don Mills is the First Alternate Commissioner. Mr. Cannon asked the Board to appoint Chris Padgett as the Second Alternate Commissioner to the NCEMPA Board of Commissioners. Upon motion by Ms. Blount, seconded by Ms. Anderson, Chris Padgett was appointed as Second Alternate Commissioner to the NCEMPA Board of Commissioners. The motion carried unanimously.

**CONSIDERATION OF RESOLUTION APPROVING THE GREENVILLE UTILITIES  
WATER SHORTAGE RESPONSE PLAN (Agenda Item 5)**

Mr. David Springer, Water Resources Plants Engineer, introduced Anthony Whitehead, Water Quality Manager, to provide an update on GUC's Water Shortage Response Plan (WSRP). Mr. Whitehead stated that North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water service and each large community water system shall develop and implement water conservation measures to respond to drought or other water shortage conditions as set out in a WSRP and submitted to the Department for review and approval.

Greenville Utilities Commission's WSRP was initially approved by the Board to be a part of GUC's Utilities Regulations in the year 2000. The WSRP is contained in the regulations as Part C, Section 21, Water Emergency Management.

Public water systems are required to submit the WSRP to the N.C. Division of Water Resources (NCDWR) for review and approval. Once approval is received from NCDWR, the statute requires that the public water system's local governing board approve the WSRP by resolution. The Greenville Utilities Commission's WSRP was submitted and subsequently approved by the NCDWR in May 2018.

**RESOLUTION APPROVING WATER SHORTAGE RESPONSE PLAN**

WHEREAS, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water service and each large community water system shall develop and implement water conservation measures to respond to drought or other water shortage conditions as set out in a Water Shortage Response Plan and submitted to the Department for review and approval; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Water Shortage Response Plan for Greenville Utilities Commission, has been developed and submitted to the Greenville Utilities Board of Commissioners for approval; and

WHEREAS, the Greenville Utilities Board of Commissioners finds that the Water Shortage Response Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for Greenville Utilities Commission, as well as useful information to the Department of Environment and Natural Resources for the development of a state water supply plan as required by statute.

NOW, THEREFORE, BE IT RESOLVED by the Greenville Utilities Board of Commissioners of Greenville Utilities Commission that the Water Shortage Response Plan entitled, Utilities Regulations Part C 21.0 Water Emergency Management dated January 20, 2011, is hereby approved and shall be submitted to the Department of Environment and Natural Resources, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Greenville Utilities Board of Commissioners intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

Adopted this the 19<sup>th</sup> day of July 2018.

Greenville Utilities Commission

By \_\_\_\_\_  
/s/ Rebecca Blount, Chair

ATTEST:

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/s/ Parker Overton, Secretary

APPROVED AS TO FORM:

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/s/ Phillip R. Dixon, General Counsel

A motion was made by Mr. Butler, seconded by Mr. Stoughton, to approve the resolution adopting the Greenville Utilities Commission Water Shortage Response Plan. The motion carried unanimously.

**CONSIDERATION OF RESOLUTION APPROVING THE GREENVILLE UTILITIES 2017 LOCAL WATER SUPPLY PLAN (Agenda Item 6)**

Mr. Anthony Whitehead stated that North Carolina General Statute G.S. 143-355(l) requires all units of local government that provide public water service to prepare a local water supply plan (LWSP) and to update that plan at least every five years. A local water supply plan is an assessment of a water system's current and future water needs and its ability to meet those needs.

Public water systems are required to submit the LWSP to the N.C. Division of Water Resources (NCDWR) for review and approval. Once approval is received from NCDWR, the statute requires that the public water system's local governing board approve and adopt the LWSP by resolution. The Greenville Utilities Commission 2017 LWSP was submitted and subsequently approved by the NCDWR in May 2018.

**RESOLUTION APPROVING LOCAL WATER SUPPLY PLAN**

WHEREAS, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water service or that plans to provide public water service and each large community water system shall, either individually or together with other units of local government and large community water systems, prepare and submit a Local Water Supply Plan; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for Greenville Utilities Commission, has been developed and submitted to the Greenville Utilities Board of Commissioners for approval; and

WHEREAS, the Greenville Utilities Board of Commissioners finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for Greenville Utilities Commission, as well as useful information to the Department of Environmental Quality for the development of a state water supply plan as required by statute.

NOW, THEREFORE, BE IT RESOLVED by the Greenville Utilities Board of Commissioners of Greenville Utilities Commission that the Local Water Supply Plan entitled, Greenville Utilities Commission Local Water Supply Plan dated 2017, is hereby approved and shall be submitted to the Department of Environmental Quality, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Greenville Utilities Board of Commissioners intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the 19<sup>th</sup> day of July 2018.

Greenville Utilities Commission

By \_\_\_\_\_  
/s/ Rebecca Blount, Chair

ATTEST

\_\_\_\_\_  
/s/ Parker Overton, Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
/s/ Phillip R. Dixon, General Counsel

A motion was made by Ms. Blount, seconded by Mr. Stoughton, to approve the resolution adopting the Greenville Utilities Commission 2017 Local Water Supply Plan. The motion carried unanimously.

UPDATE ON EFFORTS TO DIVERSIFY APPLICANT POOLS (Agenda Item 7)

Mr. Chris Padgett, Chief Administrative Officer, stated that two years ago Ms. LaKesha Alston Forbes, Associate Provost for Equity and Diversity at East Carolina University, presented to the Board a report outlining recommended strategies and programs designed to further diversify the pool of prospective candidates for future GUC career opportunities.

Ms. Richie Shreves, Director of Human Resources, updated the Board on the efforts that have been made over the past year and outlined future activities. For 2017-18, the focus was continuing from previous year building diverse pipelines to attract under-represented talent, enhancing recruitment and selection processes, and assessing diversity recruitment efforts. Mrs. Shreves shared how these efforts are being achieved. Additional efforts this year included “diversity” training in the iLead program, adding diversity and inclusion questions to the interview question bank, partnering with Pitt County’s Teacher Executive Institute, partnering with the Chamber of Commerce – Grow Local program, and partnering with Pitt County Schools on their Business Advisory Council.

For 2018-19, the focus will continue with these current efforts with plans to update new employee orientation to include diversity and inclusion on new employees’ first day, expand outreach programs with Pitt County Schools, and continue to partner with Chamber of Commerce to pilot “Grow Local” workforce development program as it expands into the school system.

UPDATE ON NEW OPERATIONS CENTER PROJECT (Agenda Item 8)

Mr. Chris Padgett announced that bids for the site work package were opened June 14. The bids were higher than estimates. Three of the 5 contractors that bid on the project were within a close range of each other. The team is working with the construction manager at risk to lower costs.

ANNUAL STATEMENT OF COMPLIANCE WITH INVESTMENT POLICY (Agenda Item 9)

Mr. Jeff McCauley announced that in accordance with Section XIII, Reporting Requirements of Greenville Utilities' Investment Policy, an annual written statement shall be submitted to the Board. Mr. McCauley provided the Board with a signed statement stating that the Commission was in full compliance with all provisions during fiscal year beginning July 1, 2017 and ending June 30, 2018. Mr. McCauley noted that the Finance/Audit Committee will review the Investment Policy this fall.

GENERAL MANAGER’S REPORT (Agenda Item 10)

1. Informational Reading

Bids, Statistical Data Report, Sewer Spill Tracking Report, and Load Management Report were provided.

The following Bids awarded by the General Manager/CEO during the past month were reported for information:

**GREENVILLE UTILITIES COMMISSION**

**RANKING OF QUALIFICATIONS FOR ENGINEERING SERVICES FOR DESIGN OF  
CATHODIC PROTECTION RECTIFIER AND ANODE BED  
MAY 10, 2018 @ 5:00 PM**

<b>VENDOR QUALIFICATION RANKING</b>
Rummel, Klepper & Kahl, LLP*
Pond & Company
Maggart & Associates, Inc.
Integrity Solutions Field Services, Inc.
MTS
Southern Cathodic Protection Company

\*Indicates recommended negotiations based on the vendor's submitted qualifications.

**TABULATION OF BIDS RECEIVED**

**ITEM I (30) 75 KVA PADMOUNT TRANSFORMERS 240/120, STK # 205040  
MAY 22, 2018 @ 3:00 PM**

<b>VENDORS</b>	<b>DELIVERY TIME (WKS)</b>	<b>UNIT PRICE</b>	<b>OWNERSHIP COST/UNIT</b>	<b>TOTAL</b>
Anixter, Inc. (GE)	13	\$1,580.00	\$3,992.60*	\$47,400.00
Richardson Associates (Amorph)	12	2,362.00	4,132.90	70,860.00
National Transformer Sales, Inc.	10	1,748.00	4,265.90	52,440.00
Richardson Associates	10	1,856.00	4,458.20	55,680.00

\* Indicates recommended award based on lowest total ownership cost.

**ITEM II (20) 50 KVA CSP DISTRIBUTION TRANSFORMERS 120/240,  
STK # 205050  
MAY 22, 2018 @ 3:00 PM**

<b>VENDORS</b>	<b>DELIVERY TIME (WKS)</b>	<b>UNIT PRICE</b>	<b>OWNERSHIP COST/UNIT</b>	<b>TOTAL</b>
National Transformer Sales, Inc.	10	\$1,177.00*	\$3,093.40	\$23,540.00
Richardson Associates	8	1,363.00	3,359.50	27,260.00
Richardson Associates (Amorph)	10	1,772.00	3,043.10	35,440.00

\* Indicates recommended award based on lowest total unit cost.

**ITEM III (5) 75 KVA THREE-PHASE PADMOUNT TRANSFORMERS 120/208,  
STK # 205160  
MAY 22, 2018 @ 3:00 PM**

<b>VENDORS</b>	<b>DELIVERY TIME (WKS)</b>	<b>UNIT PRICE</b>	<b>OWNERSHIP COST/UNIT</b>	<b>TOTAL</b>
WEG	8	\$4,419.00	\$7,447.50*	\$22,095.00
National Transformer Sales, Inc.	10	4,508.00	7,512.50	22,540.00
Richardson Associates (Amorph)	10	5,591.00	7,985.30	27,955.00
Richardson Associates	8	5,208.00	8,377.20	26,040.00
Anixter, Inc. (GE)	9	5,782.00	8,752.00	28,910.00

\* Indicates recommended award based on lowest total ownership cost.

**ITEM IV (3) 300 KVA THREE-PHASE PADMOUNT TRANSFORMERS 277/480,  
STK # 208240  
MAY 22, 2018 @ 3:00 PM**

<b>VENDORS</b>	<b>DELIVERY TIME (WKS)</b>	<b>UNIT PRICE</b>	<b>OWNERSHIP COST/UNIT</b>	<b>TOTAL</b>
National Transformer Sales, Inc.	10	\$7,028.00*	\$15,613.70	\$21,084.00
WEG	8	7,068.00	16,161.00	21,204.00
Richardson Associates	8	7,953.00	17,228.40	23,859.00
Anixter, Inc. (GE)	9	8,218.00	16,122.40	24,654.00
Richardson Associates (Amorph)	10	8,955.00	15,299.40	26,865.00

\* Indicates recommended award based on lowest total unit cost.

**ITEM V (20) 500 KVA THREE-PHASE PADMOUNT TRANSFORMERS 277/480,  
STK # 208250  
MAY 22, 2018 @ 3:00 PM**

<b>VENDORS</b>	<b>DELIVERY TIME (WKS)</b>	<b>UNIT PRICE</b>	<b>OWNERSHIP COST/UNIT</b>	<b>TOTAL</b>
National Transformer Sales, Inc.	10	\$8,902.00	\$21,650.80*	\$17,804.00
Richardson Associates (Amorph)	10	11,947.00	21,746.80	23,894.00
Anixter, Inc. (GE)	9	10,357.00	22,142.80	20,714.00
WEG	8	9,568.00	22,869.40	19,136.00
Richardson Associates	8	10,921.00	24,719.80	21,842.00

\* Indicates recommended award based on lowest total ownership cost.

Load Management Report

The Duke Energy Progress (DEP) monthly peak occurred on June 19, 2018 for the hour ending at 5:00 p.m. GUC’s load management system was in full operation during this period. As a result, the estimated avoided demand costs amount to \$1,513,575.

Semi-Annual Report on Disposal of Surplus Property

**Greenville Utilities Commission, NC  
Semi-Annual Report on Disposal of Surplus Property  
Date range: 01/01/2018 – 06/30/2018**

Greenville Utilities utilizes GovDeals, an internet based government surplus sales auction to dispose of surplus property as well as Greenville Auto Auction in Greenville, NC which sells vehicles and heavy equipment.

In accordance with G.S. 160A-268 ( c ), the property disposed of between January 1, 2018 and June 30, 2018 is listed below. No action is required by the Board.

<b>Description</b>	<b>Sold Amount</b>
2004 Ford F-250	\$3,250.00
2007 Ford Ranger	\$3,845.00
1999 Ford F-250 XL	\$3,050.00
2007 Ford F-150 XL	\$3,050.00
(33) iPad 2 & 3 Models	\$1,877.50
Ricoh Aficio Copier	\$305.00
Coats 1025 Tire Balancer	\$375.00
Lincoln Floor Jack/Computer Stands	\$50.00
Lot of Misc Parts & Filters	\$200.00

2008 Ditch Witch RT40	\$6,700.00
Love Seat/Microwave/Tables	\$50.00
Lot of Drills	\$355.00
(3) Lots of Misc Office Furniture	\$75.00
Lot of Cashier Collection Boxes	\$25.00
Lot of Assorted Office Chairs	\$25.00
2011 Kawasaki Mule 4010	\$2,575.00
(2) Desks	\$65.00
Panasonic 60" Flat Screen TV	\$30.00
RackMount Server Enclosure	\$40.00
Cooltech/Robin A/C Machine	\$215.00
1995 Barbco Boring Rig	\$15,550.00
2002 Ditch Witch 3700	\$3,749.00
Bookcases/Desks	\$90.00
<b><u>Total</u></b>	<b><u>\$45,546.50</u></b>

Revenue generated by the sale of surplus property is listed below:

Calendar Year	Revenue
Year 2008	\$85,972.26
Year 2009	\$90,001.15
Year 2010	\$83,292.38
Year 2011	\$106,297.20
Year 2012	\$113,381.46
Year 2013	\$80,010.99
Year 2014	\$10,366.05
Year 2015	\$158,613.46
Year 2016	\$34,641.35
Year 2017	\$134,668.95
Year 2018	\$45,546.50
<b><u>TOTAL</u></b>	<b><u>\$ 942,791.75</u></b>

Purchase of Fans for Distribution to Customers

Mr. Tony Cannon announced that on June 28, 2018, GUC purchased and delivered fans to the Council on Aging and to the Department of Social Services. GUC has been providing fans for distribution to the elderly, handicapped and qualifying families with small children for 25 years. He also referenced the News Release (Greenville Utilities to Donate Fans) that was included in the agenda materials.

Employee Computer Purchase Program Participant Report

Mr. Tony Cannon stated that an Employee Computer Purchase Program Participation Report was provided to the Board for review. There are currently 16 outstanding computer loans for 2017-2018 with a balance of \$7,125.42.

2. Key Performance Indicators (KPIs)

The following KPIs highlighted for this month were provided in the dashboard format along with the corresponding scorecard:

- Customer Satisfaction
- Typical Monthly Bill Comparison - Sewer
- Bond Rating
- Installation of New Services - Electric

3. Commendations

The following are compliment records from customers:

Mr. David Taffet sent GUC a note of appreciation. He said that while in a shopping center parking lot he had tried to pick up something near his car and ended up on the lot without the strength to get back into his car. After about 10 minutes a GUC truck pulled up and the driver saw him down next to his vehicle and helped him back into the driver's seat. Mr. Taffet wrote "Thank God for Jerry." Jerry Sneed is a Meter Technician II.

Customer Relations Supervisor Colleen Sicley received a call from customer Diana Bland. Ms. Bland called her to report that Lee Eakes, Customer Contact Representative II, was very helpful when she was trying to figure out what she was needing from GUC.

Customer Albert Braxton emailed Greenville Utilities to compliment the gas crew for doing an awesome job discovering and repairing a leak at his residence. He said that overall he was very impressed with their level of expertise and described them as "awesome workers." The crew included Robert Parker, Gas Systems Crew Leader I, and Paul Edwards, Gas Systems Operator.

General Manager/CEO Tony Cannon received a letter from Michael Hyland with the American Public Power Association. Mr. Hyland wrote to congratulate the GUC team for achieving a perfect score at the 2018 Public Power Lineworkers Rodeo. The team included Overhead Lineworker Second Class Brian Baker, David Guy, and Travis Ransom; and Tree Trimmer II Dustin Sauls.

General Manager/CEO Tony Cannon received an email from Edenton Town Manager Anne-Marie Knighton. Ms. Knighton wrote to thank GUC for helping Edenton during a bad wind storm in June that caused 9 fifty foot poles to snap and fall into a State highway in a rural area of the county. The crew includes James Forrest, Line Clearing Coordinator; Shawn Adams, Overhead Construction Line Crew Leader; Tracy Elks, Overhead Line worker First Class; Richard Gould, Overhead Lineworker First Class; David Guy, Overhead Lineworker Second Class; Matt Board, Tree Trimmer I; Mike Ashley, Overhead Construction Line Crew Leader; Casey Jones, Overhead Lineworker First Class; Matt McLawhorn, Overhead Lineworker Second Class; Zak Krugger, Overhead Lineworker Third Class; and David Bunch, Overhead Lineworker First Class.

Greenville Mayor Connelly received an email from Edenton Mayor Vaughn letting him know that Edenton received emergency assistance from Greenville Utilities helping to replace poles that were snapped during a storm. General Manager/CEO Tony Cannon received an email from Greenville Mayor Connelly thanking GUC for supporting our neighbors in Eastern NC during their time of need after a storm.

#### Other

The GUC Call Center's abandon call rate has been great so far this year. As noted in February of this year, the call center had one day with zero abandoned calls. Since that time the call center has had 2 days with zero abandoned calls, one in May and one in June. For the total month of June, the call center had less than 1% abandoned calls. The national average is 10-13%.

Mr. Cannon asked Mr. David Springer to provide an update on the Water Main Rehabilitation project on 10<sup>th</sup> Street. Mr. Springer stated that letters have been hand delivered to those affected by the project and staff worked with ECU to mitigate any concerns. Arrangements have been made for temporary service using above ground bypass lines. Construction will occur next week and will be completed by the end of October. Measures are in place to ensure water quality for customers during this work.

Mr. Steve Hawley provided an update on the 2018 Gas Safety Survey Results. Mr. Hawley stated that GUC is required to conduct a gas safety survey every 4 years. The survey results showed improvement. In addition, GUC had better results than the national average on seven of the 9 questions.

Mr. Cannon shared an update on recent economic development initiatives among GUC, City of Greenville, Pitt County, and the Pitt County Committee of 100. These four entities are forming an alliance to better serve the area in economic development initiatives. This group is working with Convergent Nonprofit to prepare a strategic plan. The process began in June 2018 where



input was obtained from local businesses. Convergent is preparing a feasibility study and the final report is expected in September. Mr. Cannon proposed that a Special Meeting of GUC Board of Commissioners be scheduled to review the results of the study. A motion was made by Ms. Wall, seconded by Ms. Blount to hold a Special Meeting on Tuesday, September 11, 2018, at 12 noon in the GUC Board Room.

#### BOARD CHAIR'S REMARKS/REPORT (Agenda Item 11)

Chair Mills thanked all involved with the recognitions today and the great community work that is ongoing with the different programs. He reminded the Commissioners of the following meeting:

- GUC Regular Meeting, Thursday, August 16, 2018, 12:00 noon, Board Room

#### BOARD MEMBERS' REMARKS (Agenda Item 12)

There were comments from board members related to the recent recognitions and accomplishments and they thanked Don Mills for serving as the GUC Chair for the past 2 years.

#### CLOSED SESSIONS:

Mr. Cannon stated that the Board of Commissioners should consider entering Closed Session pursuant to the following statutes.

N.C.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.

N.C.G.S. 143-318.11(a)(4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment.

Upon motion by Mr. Butler, seconded by Mr. Stoughton, the Greenville Utilities Board of Commissioners unanimously agreed to enter Closed Session at 1:01 p.m. pursuant to the fore mentioned statutes.

There being no further business to come before the Board of Commissioners in Closed Session, upon motion by Ms. Wall, seconded by Ms. Blount, the Board of Commissioners unanimously agreed to return to Open Session at 1:29 p.m.

Upon motion by Ms. Blount, seconded by Mr. Stoughton, the Board unanimously agreed to adjourn the meeting at 1:29 p.m.

Respectfully submitted,

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Amy Carson Wade, Executive Secretary

APPROVED:

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Parker Overton, Secretary



## Agenda Item # 2

Meeting Date: August 16, 2018

**Item:** Review of Monthly Financial Statement for July 31, 2018 Preliminary

**Contact:** Jeff McCauley

**Explanation:** **July 31, 2018 Preliminary Financial Statement:**

The Financial Statement for July 2018 Preliminary is attached.

Key financial metrics for the combined funds for the period ending July 2018:

Operating Cash	\$79,126,900	Days of Cash on Hand	145
Less Current Liabilities	(\$20,456,221)		
Fund Balance	\$58,670,679	Days of Cash on Hand After Liabilities	108

Fund Balance Available for Appropriation: 23.2%

Average Investment Yield: 1.53%

### Fund Equity/Deficit Before Transfers

	Current Month			Year to Date		
	Actual	Budget	Last Year	Actual	Budget	Last Year
Electric	\$2,086,074	\$737,643	\$3,386,208	\$2,086,074	\$737,643	\$3,386,208
Water	\$599,470	\$313,382	\$664,122	\$599,470	\$313,382	\$664,122
Sewer	\$617,181	\$150,853	\$690,369	\$617,181	\$150,853	\$690,369
Gas	(\$205,265)	(\$730,024)	(\$461,544)	(\$205,265)	(\$730,024)	(\$461,544)
Combined	\$3,097,460	\$471,854	\$4,279,155	\$3,097,460	\$471,854	\$4,279,155

Fund Equity/Deficit After Transfers

	Current Month			Year to Date		
	Actual	Budget	Last Year	Actual	Revised Budget	Last Year
<b>Electric</b>	\$2,086,074	\$737,643	\$3,036,208	\$2,086,074	\$737,643	\$3,036,208
<b>Water</b>	\$353,637	\$67,549	\$530,789	\$353,637	\$67,549	\$530,789
<b>Sewer</b>	\$483,848	\$17,520	\$607,036	\$483,848	\$17,520	\$607,036
<b>Gas</b>	(\$205,265)	(\$730,024)	(\$544,877)	(\$205,265)	(\$730,024)	(\$544,877)
<b>Combined</b>	<b>\$2,718,294</b>	<b>\$92,688</b>	<b>\$3,629,156</b>	<b>\$2,718,294</b>	<b>\$92,688</b>	<b>\$3,629,156</b>

**Previous Board**

**Actions:**

**Fiscal Note:**

**Recommended**

**Action(s):**

N/A

Accept July 31, 2018 Preliminary Financial Statement.

# GREENVILLE UTILITIES COMMISSION

Financial Report

July 31, 2018

Preliminary



**Greenville**  
***Utilities***

# GREENVILLE UTILITIES COMMISSION

July 31, 2018

Preliminary

## I. Key Financial Highlights

A. <u>Days Cash On Hand</u>	<u>July 2018</u>	<u>July 2017</u>	<u>July 2016</u>		
Electric Fund	115	111	91		
Water Fund	225	288	208		
Sewer Fund	278	333	297		
Gas Fund	<u>278</u>	<u>293</u>	<u>332</u>		
Combined Funds	145	145	121		
B. <u>Fund Balance Available for Appropriation</u>	<u>Electric</u>	<u>Water</u>	<u>Sewer</u>	<u>Gas</u>	<u>Combined Funds</u>
Operating cash	\$49,716,509	\$6,646,909	\$7,211,268	\$15,552,214	\$79,126,900
Current liabilities	(\$16,614,565)	(\$1,291,827)	(\$756,321)	(\$1,793,508)	(\$20,456,221)
Fund balance available for appropriation	\$33,101,944	\$5,355,082	\$6,454,947	\$13,758,706	\$58,670,679
Percentage of total budgeted expenditures	19.2%	25.2%	27.4%	37.8%	23.2%
Days unappropriated fund balance on hand	76	181	249	246	108
C. <u>Portfolio Management</u>	<u>Fiscal Year 2018-19</u>	<u>Fiscal Year 2017-18</u>	<u>Fiscal Year 2016-17</u>		
	<u>Interest Earnings</u>	<u>Yield</u>	<u>Interest Earnings</u>	<u>Yield</u>	<u>Interest Earnings</u>
July	\$163,613	1.53%	\$64,466	0.69%	\$30,952
					0.34%

## II. Fund Performance

<u>Electric</u>	<u>July 2018</u>	<u>July 2017</u>	<u>July 2016</u>
Number of Accounts	67,870	66,502	65,607

- Volumes billed to customers are 6,098,772 kWh more than last year and 13,620,529 kWh more than budget.
- Revenues from retail rates and charges are \$1,450,588 less than last year but \$1,436,392 more than budget.
- Total revenues are \$1,259,259 less than last year but \$1,660,638 more than budget.
- Total expenditures are \$40,875 more than last year and \$312,207 more than budget.
- Revenues exceed expenditures by \$2,086,074 compared to excess revenues of \$3,386,208 for last July.
- Net fund equity after transfers is \$2,086,074.

## GREENVILLE UTILITIES COMMISSION

July 31, 2018

Preliminary

<u>Water</u>	<u>July 2018</u>	<u>July 2017</u>	<u>July 2016</u>
Number of Accounts	36,306	35,748	35,249

- Volumes billed to customers are 14,715 kgallons more than last year and 20,208 kgallons more than budget.
- Revenues from retail rates and charges are \$127,743 more than last year and \$25,735 more than budget.
- Total revenues are \$166,815 more than last year and \$56,695 more than budget.
- Total expenditures are \$231,467 more than last year but \$229,393 less than budget.
- Revenues exceed expenditures by \$599,470 compared to excess revenues of \$664,122 for last July.
- Net fund equity after transfers is \$353,637.

<u>Sewer</u>	<u>July 2018</u>	<u>July 2017</u>	<u>July 2016</u>
Number of Accounts	29,924	29,375	28,900

- Revenues from retail rates and charges are \$70,637 more than last year and \$63,749 more than budget.
- Total revenues are \$63,990 more than last year and \$68,682 more than budget.
- Total expenditures are \$137,178 more than last year but \$397,646 less than budget.
- Revenues exceed expenditures by \$617,181 compared to excess revenues of \$690,369 for last year.
- Net fund equity after transfers is \$483,848.

<u>Gas</u>	<u>July 2018</u>	<u>July 2017</u>	<u>July 2016</u>
Number of Accounts	23,184	23,012	22,755

- Total volumes billed to customers are 256,980 ccfs more than last year and 475,643 ccfs more than budget.
- Revenues from retail rates and charges are \$359,902 more than last year and \$634,105 more than budget.
- Total revenues are \$371,314 more than last year and \$644,369 more than budget.
- Total expenditures are \$115,035 more than last year and \$119,610 more than budget.
- Expenditures exceed revenues by \$205,265 compared to deficit revenues of \$461,544 for last July.
- Net fund deficit after transfers is \$205,265.

# GREENVILLE UTILITIES COMMISSION

July 31, 2018

Preliminary

						YTD %			YTD %
III.	<u>Volumes Billed</u>	<u>July 2018</u>	<u>YTD FY 2018-19</u>	<u>July 2017</u>	<u>YTD FY 2017-18</u>	<u>Change</u>	<u>July 2016</u>	<u>YTD FY 2016-17</u>	<u>Change</u>
	Electric (kwh)	161,801,379	161,801,379	155,702,607	155,702,607	3.9%	154,261,458	154,261,458	4.9%
	Water (kgal)	329,070	329,070	314,355	314,355	4.7%	308,210	308,210	6.8%
	Sewer (kgal)	238,789	238,789	237,914	237,914	0.4%	234,592	234,592	1.8%
	Gas (ccf) Firm	536,790	536,790	490,949	490,949	9.3%	478,199	478,199	12.3%
	Interruptible	<u>1,083,788</u>	<u>1,083,788</u>	<u>872,649</u>	<u>872,649</u>	<u>24.2%</u>	<u>889,108</u>	<u>889,108</u>	<u>21.9%</u>
	Total	1,620,578	1,620,578	1,363,598	1,363,598	18.8%	1,367,307	1,367,307	18.5%
IV.	<u>Cooling Degree Day Information</u>	<u>Fiscal Year 2018-19</u>		<u>Fiscal Year 2017-18</u>		<u>% Change</u>	<u>6 Year Average</u>	<u>30 Year Average</u>	
	July	454.0		497.5		-8.7%	480.0	485.2	

# Commissioners Executive Summary

July 31, 2018

Preliminary

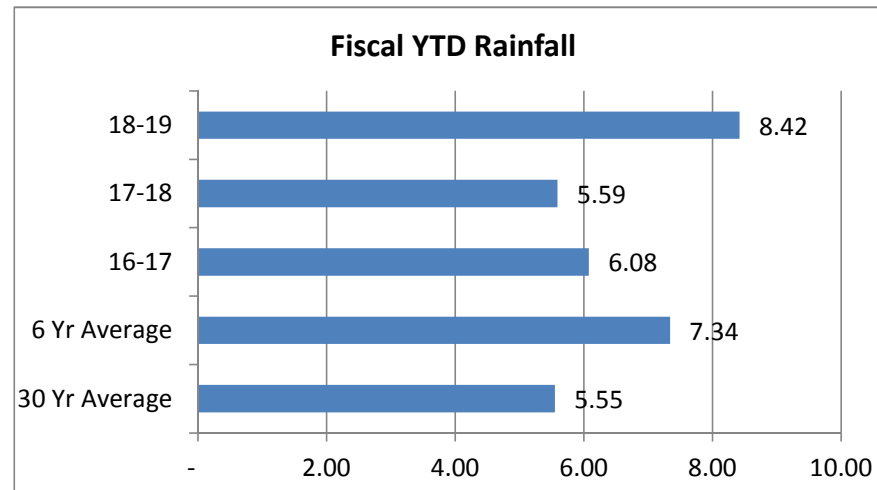
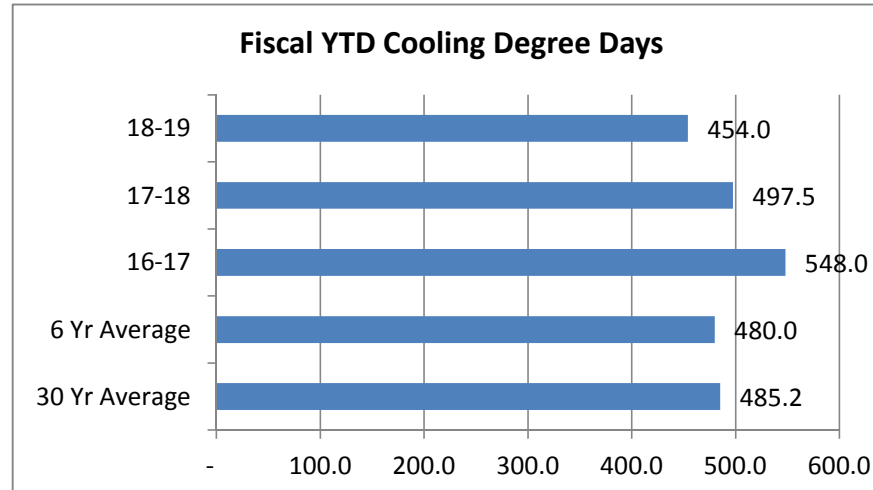
	Current Month			Year To Date		
	Actual	Budget	Last Year	Actual	Budget	Last Year
<b>Electric</b>						
Revenues	16,879,038	15,218,400	18,138,297	16,879,038	15,218,400	18,138,297
Expenses	(14,792,964)	(14,480,757)	(14,752,089)	(14,792,964)	(14,480,757)	(14,752,089)
<b>Equity/Deficit from Operations</b>	<b>2,086,074</b>	<b>737,643</b>	<b>3,386,208</b>	<b>2,086,074</b>	<b>737,643</b>	<b>3,386,208</b>
Transfers and Fund Balance	-	-	(350,000)	-	-	(350,000)
<b>Total Equity/Deficit</b>	<b>2,086,074</b>	<b>737,643</b>	<b>3,036,208</b>	<b>2,086,074</b>	<b>737,643</b>	<b>3,036,208</b>
<b>Water</b>						
Revenues	1,813,703	1,757,008	1,646,888	1,813,703	1,757,008	1,646,888
Expenses	(1,214,233)	(1,443,626)	(982,766)	(1,214,233)	(1,443,626)	(982,766)
<b>Equity/Deficit from Operations</b>	<b>599,470</b>	<b>313,382</b>	<b>664,122</b>	<b>599,470</b>	<b>313,382</b>	<b>664,122</b>
Transfers and Fund Balance	(245,833)	(245,833)	(133,333)	(245,833)	(245,833)	(133,333)
<b>Total Equity/Deficit</b>	<b>353,637</b>	<b>67,549</b>	<b>530,789</b>	<b>353,637</b>	<b>67,549</b>	<b>530,789</b>
<b>Sewer</b>						
Revenues	1,960,696	1,892,014	1,896,706	1,960,696	1,892,014	1,896,706
Expenses	(1,343,515)	(1,741,161)	(1,206,337)	(1,343,515)	(1,741,161)	(1,206,337)
<b>Equity/Deficit from Operations</b>	<b>617,181</b>	<b>150,853</b>	<b>690,369</b>	<b>617,181</b>	<b>150,853</b>	<b>690,369</b>
Transfers and Fund Balance	(133,333)	(133,333)	(83,333)	(133,333)	(133,333)	(83,333)
<b>Total Equity/Deficit</b>	<b>483,848</b>	<b>17,520</b>	<b>607,036</b>	<b>483,848</b>	<b>17,520</b>	<b>607,036</b>
<b>Gas</b>						
Revenues	1,830,715	1,186,346	1,459,401	1,830,715	1,186,346	1,459,401
Expenses	(2,035,980)	(1,916,370)	(1,920,945)	(2,035,980)	(1,916,370)	(1,920,945)
<b>Equity/Deficit from Operations</b>	<b>(205,265)</b>	<b>(730,024)</b>	<b>(461,544)</b>	<b>(205,265)</b>	<b>(730,024)</b>	<b>(461,544)</b>
Transfers and Fund Balance	-	-	(83,333)	-	-	(83,333)
<b>Total Equity/Deficit</b>	<b>(205,265)</b>	<b>(730,024)</b>	<b>(544,877)</b>	<b>(205,265)</b>	<b>(730,024)</b>	<b>(544,877)</b>
<b>Combined</b>						
Total Revenues	22,484,152	20,053,768	23,141,292	22,484,152	20,053,768	23,141,292
Total Expenses	(19,386,692)	(19,581,914)	(18,862,137)	(19,386,692)	(19,581,914)	(18,862,137)
<b>Total Equity/Deficit from Operations</b>	<b>3,097,460</b>	<b>471,854</b>	<b>4,279,155</b>	<b>3,097,460</b>	<b>471,854</b>	<b>4,279,155</b>
Total Transfers and Fund Balance	(379,166)	(379,166)	(649,999)	(379,166)	(379,166)	(649,999)
<b>Total Equity/Deficit</b>	<b>2,718,294</b>	<b>92,688</b>	<b>3,629,156</b>	<b>2,718,294</b>	<b>92,688</b>	<b>3,629,156</b>



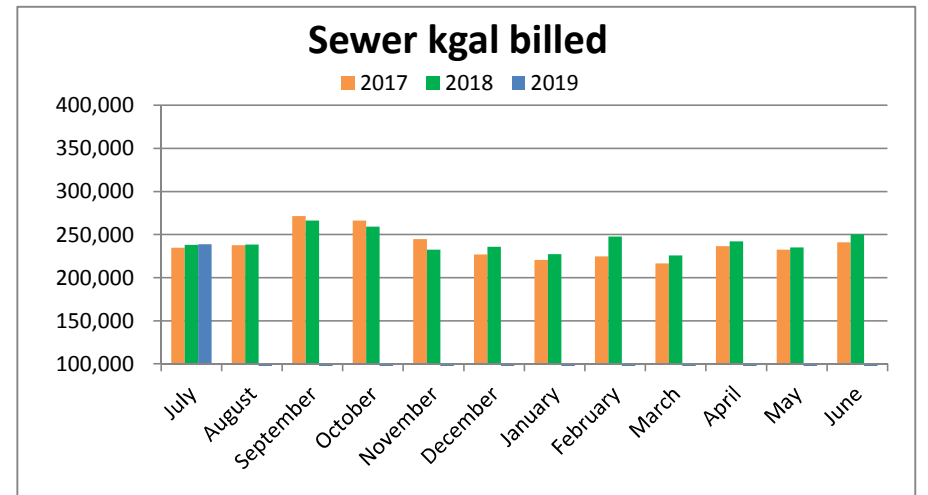
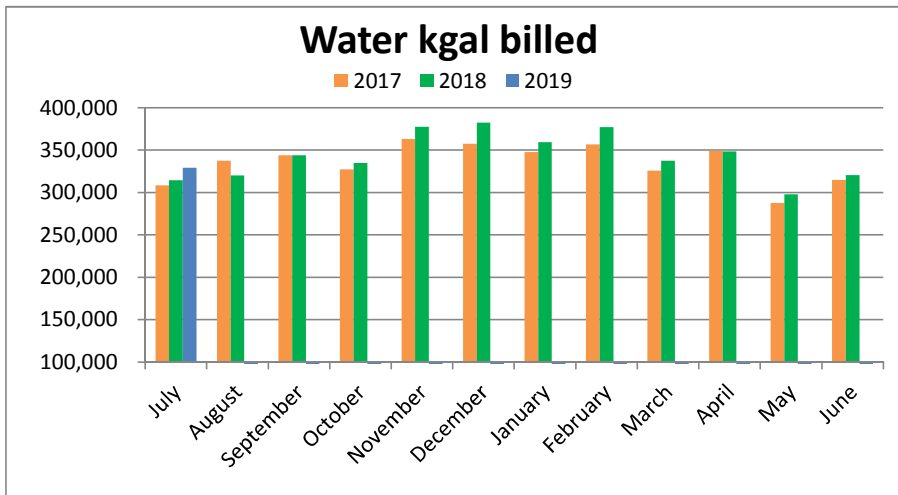
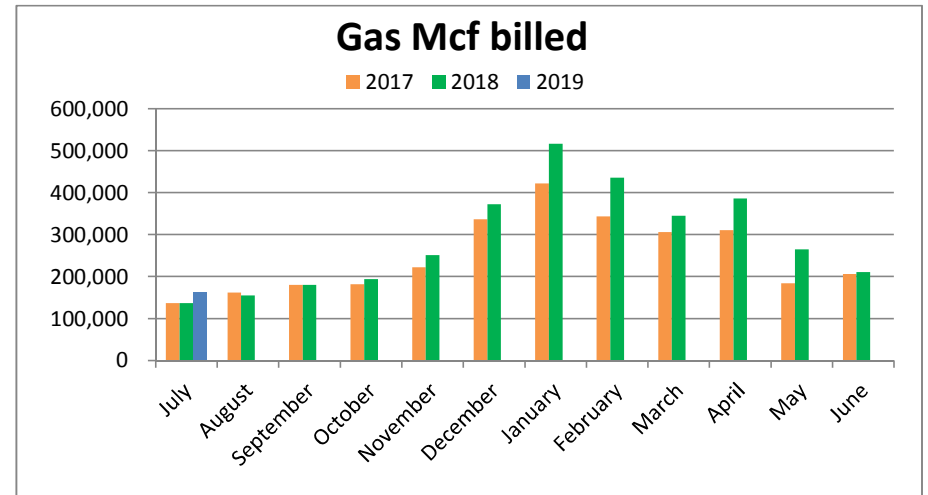
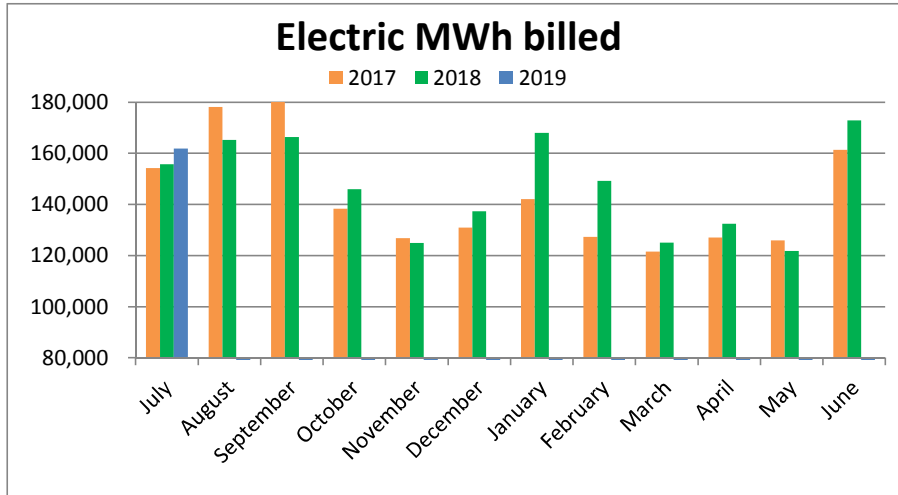
**Budgetary Summary**  
**July 31, 2018**  
**Preliminary**

	YTD Actual	Encumbrances	Total	Total Budget	Available Budget
Electric Fund	\$14,792,964	\$3,273,041	\$18,066,005	\$172,141,116	\$154,075,111
Water Fund	\$1,460,066	\$766,999	2,227,065	\$21,224,384	18,997,319
Sewer Fund	\$1,476,848	\$1,424,515	2,901,363	\$23,573,561	20,672,198
Gas Fund	\$2,035,980	\$840,615	2,876,595	\$36,371,597	33,495,002
<b>Total</b>	<b>\$19,765,858</b>	<b>\$6,305,170</b>	<b>\$26,071,028</b>	<b>\$253,310,658</b>	<b>\$227,239,630</b>

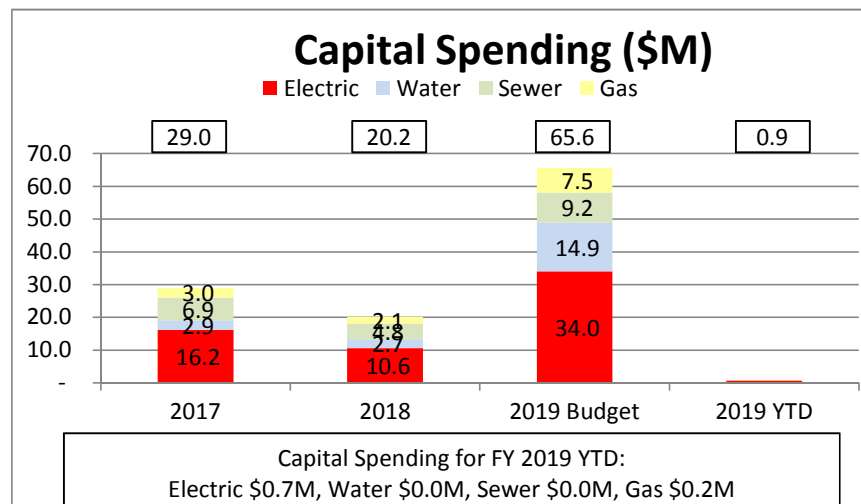
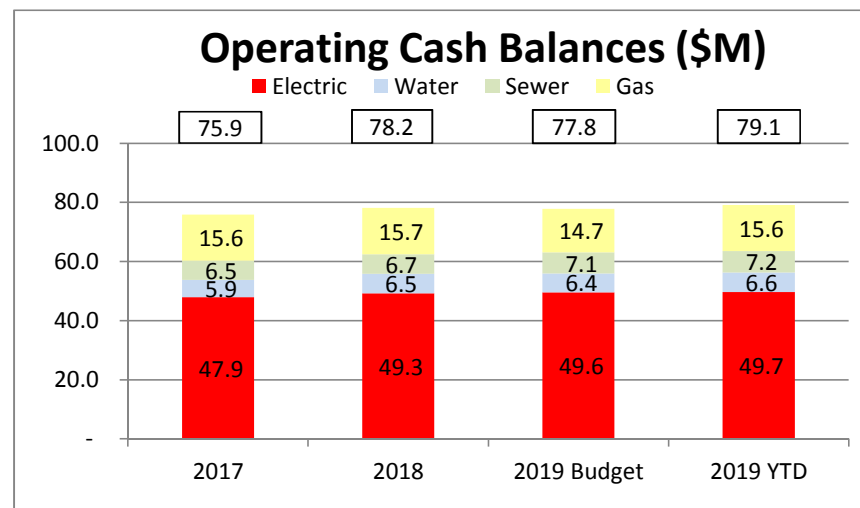
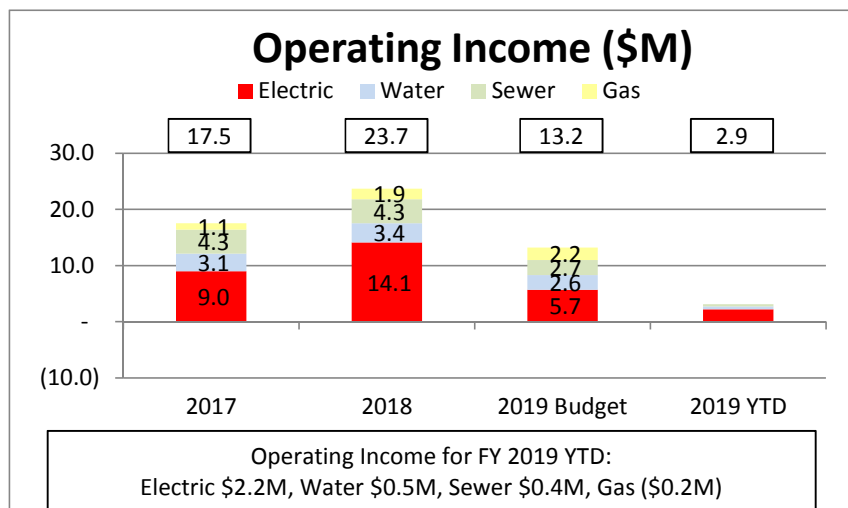
# Weather



# Customer Demand



# Financial Trends



Greenville Utilities Commission  
Revenue and Expenses - Combined  
July 31, 2018  
Preliminary

	Current Fiscal Year							Prior Fiscal Year				
	Line #	July	July	Variance	YTD	YTD	Variance	Original	% of	July	YTD	Change
		Actual	Budget	Favorable (Unfavorable)								
<b>Revenue:</b>												
Rates & Charges	1	\$21,746,883	\$19,608,003	\$2,138,880	\$21,746,883	\$19,608,003	\$2,138,880	\$247,711,476	8.8%	\$22,667,546	\$22,667,546	(\$920,663)
Fees & Charges	2	272,814	230,207	42,607	272,814	230,207	42,607	2,762,497	9.9%	231,014	231,014	41,800
U. G. & Temp. Ser. Chgs.	3	56,627	19,771	36,856	56,627	19,771	36,856	237,251	23.9%	17,929	17,929	38,698
Miscellaneous	4	303,781	156,204	147,577	303,781	156,204	147,577	1,874,434	16.2%	181,988	181,988	121,793
Interest Income	5	104,047	39,583	64,464	104,047	39,583	64,464	475,000	21.9%	42,815	42,815	61,232
FEMA/Insurance Reimbursement	6	-	-	-	-	-	-	-	n/a	-	-	-
Bond Proceeds		-	-	-	-	-	-	-	n/a	-	-	-
	7	\$22,484,152	\$20,053,768	\$2,430,384	\$22,484,152	\$20,053,768	\$2,430,384	\$253,060,658	8.9%	\$23,141,292	\$23,141,292	(\$657,140)
<b>Expenditures:</b>												
Operations	8	\$4,008,010	\$5,417,856	\$1,409,846	\$4,008,010	\$5,417,856	\$1,409,846	\$67,870,789	5.9%	\$3,282,489	\$3,282,489	\$725,521
Purchased Power/Gas	9	12,907,278	11,552,089	(1,355,189)	12,907,278	11,552,089	(1,355,189)	147,762,398	8.7%	13,363,142	13,363,142	(455,864)
Capital Outlay	10	745,481	882,278	136,797	745,481	882,278	136,797	10,785,611	6.9%	473,198	473,198	272,283
Debt Service	11	1,168,752	1,168,749	(3)	1,168,752	1,168,749	(3)	14,025,045	8.3%	1,190,286	1,190,286	(21,534)
City Turnover	12	492,387	492,387	-	492,387	492,387	-	5,908,642	8.3%	487,769	487,769	4,618
Street Light Reimbursement	13	64,784	68,555	3,771	64,784	68,555	3,771	822,654	7.9%	65,253	65,253	(469)
Transfer to OPEB Trust Fund	14	-	-	-	-	-	-	500,000	0.0%	-	-	-
	15	\$19,386,692	\$19,581,914	\$195,222	\$19,386,692	\$19,581,914	\$195,222	\$247,675,139	7.8%	\$18,862,137	\$18,862,137	\$524,555
Equity/Deficit from Operations	16	\$3,097,460	\$471,854	\$2,625,606	\$3,097,460	\$471,854	\$2,625,606	\$5,385,519		\$4,279,155	\$4,279,155	(\$1,181,695)
<b>Transfers and Fund Balance</b>												
Transfer from Capital Projects	17	\$0	\$0	\$0	\$0	\$0	\$0	\$0	n/a	\$0	\$0	\$0
Transfer from Rate Stabilization	18	-	-	-	-	-	-	250,000	0.0%	-	-	-
Appropriated Fund Balance	19	-	-	-	-	-	-	-	n/a	-	-	-
Transfer to Capital Projects	20	(379,166)	(379,166)	-	(379,166)	(379,166)	-	(4,550,000)	8.3%	(529,166)	(529,166)	150,000
Transfer to Rate Stabilization	21	-	-	-	-	-	-	-	n/a	(120,833)	(120,833)	120,833
Transfer to Designated Reserves	22	-	-	-	-	-	-	-	n/a	-	-	-
	23	(\$379,166)	(\$379,166)	\$0	(\$379,166)	(\$379,166)	\$0	(\$4,300,000)		(\$649,999)	(\$649,999)	\$270,833
Total Equity/Deficit	24	\$2,718,294	\$92,688	\$2,625,606	\$2,718,294	\$92,688	\$2,625,606	\$1,085,519		\$3,629,156	\$3,629,156	(\$910,862)

Greenville Utilities Commission  
Revenue and Expenses - Electric Fund  
July 31, 2018  
Preliminary

	Current Fiscal Year							Prior Fiscal Year				
	Line #	July	July	Variance	YTD	YTD	Variance	Original	% of	July	YTD	Change
		Actual	Budget	Favorable (Unfavorable)								
<b>Customer Demand:</b>												
Number of Accounts	1	67,870								66,502		
kWh Purchased	2	175,581,174	152,203,091	(23,378,083)	175,581,174	152,203,091	(23,378,083)	1,770,005,223	9.9%	185,210,348	185,210,348	(9,629,174)
kWh Billed <sup>1</sup>	3	161,801,379	148,180,850	13,620,529	161,801,379	148,180,850	13,620,529	1,711,764,942	9.5%	155,702,607	155,702,607	6,098,772
<b>Revenue:</b>												
Rates & Charges - Retail	4	\$16,346,565	\$14,910,173	\$1,436,392	\$16,346,565	\$14,910,173	\$1,436,392	\$168,192,401	9.7%	\$17,797,153	\$17,797,153	(\$1,450,588)
Fees & Charges	5	151,666	154,872	(3,206)	151,666	154,872	(3,206)	1,858,468	8.2%	168,337	168,337	(16,671)
U. G. & Temp. Ser. Chgs.	6	55,527	18,563	36,964	55,527	18,563	36,964	222,751	24.9%	16,629	16,629	38,898
Miscellaneous	7	260,541	107,709	152,832	260,541	107,709	152,832	1,292,496	20.2%	130,190	130,190	130,351
Interest Income	8	64,739	27,083	37,656	64,739	27,083	37,656	325,000	19.9%	25,988	25,988	38,751
FEMA/Insurance Reimbursement	9	-	-	-	-	-	-	-	n/a	-	-	-
Bond Proceeds	10	-	-	-	-	-	-	-	n/a	-	-	-
	11	\$16,879,038	\$15,218,400	\$1,660,638	\$16,879,038	\$15,218,400	\$1,660,638	\$171,891,116	9.8%	\$18,138,297	\$18,138,297	(\$1,259,259)
<b>Expenditures:</b>												
Operations	12	\$1,570,229	\$2,334,123	\$763,894	\$1,570,229	\$2,334,123	\$763,894	\$29,133,393	5.4%	\$1,316,559	\$1,316,559	\$253,670
Purchased Power	13	11,888,407	10,797,320	(1,091,087)	11,888,407	10,797,320	(1,091,087)	126,008,698	9.4%	12,375,991	12,375,991	(487,584)
Capital Outlay	14	638,916	650,139	11,223	638,916	650,139	11,223	7,932,467	8.1%	382,270	382,270	256,646
Debt Service	15	281,912	281,904	(8)	281,912	281,904	(8)	3,382,942	8.3%	257,468	257,468	24,444
City Turnover	16	348,716	348,716	-	348,716	348,716	-	4,184,591	8.3%	354,548	354,548	(5,832)
Street Light Reimbursement	17	64,784	68,555	3,771	64,784	68,555	3,771	822,654	7.9%	65,253	65,253	(469)
Transfer to OPEB Trust Fund	18	-	-	-	-	-	-	300,000	0.0%	-	-	-
	19	\$14,792,964	\$14,480,757	(\$312,207)	\$14,792,964	\$14,480,757	(\$312,207)	\$171,764,745	8.6%	\$14,752,089	\$14,752,089	\$40,875
Equity/Deficit from Operations	20	\$2,086,074	\$737,643	\$1,348,431	\$2,086,074	\$737,643	\$1,348,431	\$126,371		\$3,386,208	\$3,386,208	(\$1,300,134)
<b>Transfers and Fund Balance</b>												
Transfer from Capital Projects	21	\$0	\$0	\$0	\$0	\$0	\$0	\$0	n/a	\$0	\$0	\$0
Transfer from Rate Stabilization	22	-	-	-	-	-	-	250,000	0.0%	-	-	-
Appropriated Fund Balance	23	-	-	-	-	-	-	-	n/a	-	-	-
Transfer to Capital Projects	24	-	-	-	-	-	-	-	n/a	(250,000)	(250,000)	250,000
Transfer to Rate Stabilization	25	-	-	-	-	-	-	-	n/a	(100,000)	(100,000)	100,000
Transfer to Designated Reserves	26	-	-	-	-	-	-	-	n/a	-	-	-
	27	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000		(\$350,000)	(\$350,000)	\$350,000
Total Equity/Deficit	28	\$2,086,074	\$737,643	\$1,348,431	\$2,086,074	\$737,643	\$1,348,431	\$376,371		\$3,036,208	\$3,036,208	(\$950,134)

Note 1: kWh billed does not include volumes delivered in the current month and billed in the next month.

Greenville Utilities Commission  
Revenue and Expenses - Water Fund  
July 31, 2018  
Preliminary

Current Fiscal Year								Prior Fiscal Year				
	Line #	July Actual	July Budget	Variance Favorable (Unfavorable)	YTD Actual	YTD Budget	Variance Favorable (Unfavorable)	Original Total Budget	% of Original Budget	July Actual	YTD Actual	Change Prior YTD to Current YTD
<b>Customer Demand:</b>												
Number of Accounts	1	36,306								35,748		
Kgallons Pumped	2	416,067	384,502	(31,565)	416,067	384,502	(31,565)	4,706,497	8.8%	390,809	390,809	25,258
Kgallons Billed - Retail	3	311,325	286,553	24,772	311,325	286,553	24,772	3,410,869	9.1%	295,512	295,512	15,813
Kgallons Billed - Wholesale <sup>1</sup>	4	17,745	22,309	(4,564)	17,745	22,309	(4,564)	636,195	2.8%	18,842	18,842	(1,097)
Kgallons Billed	5	329,070	308,862	20,208	329,070	308,862	20,208	4,047,064	8.1%	314,355	314,355	14,715
<b>Revenue:</b>												
Rates & Charges - Retail	6	\$1,675,302	\$1,649,567	\$25,735	\$1,675,302	\$1,649,567	\$25,735	\$19,198,423	8.7%	\$1,547,559	\$1,547,559	\$127,743
Rates & Charges - Wholesale <sup>1</sup>	7	44,158	47,480	(3,322)	44,158	47,480	(3,322)	1,306,406	3.4%	43,424	43,424	734
Fees & Charges	8	60,616	32,291	28,325	60,616	32,291	28,325	387,500	15.6%	27,080	27,080	33,536
Temporary Service Charges	9	1,100	1,208	(108)	1,100	1,208	(108)	14,500	7.6%	1,300	1,300	(200)
Miscellaneous	10	22,611	21,879	732	22,611	21,879	732	262,555	8.6%	22,856	22,856	(245)
Interest Income	11	9,916	4,583	5,333	9,916	4,583	5,333	55,000	18.0%	4,669	4,669	5,247
FEMA/Insurance Reimbursement	12	-	-	-	-	-	-	-	n/a	-	-	-
Bond Proceeds	13	-	-	-	-	-	-	-	n/a	-	-	-
	14	\$1,813,703	\$1,757,008	\$56,695	\$1,813,703	\$1,757,008	\$56,695	\$21,224,384	8.5%	\$1,646,888	\$1,646,888	\$166,815
<b>Expenditures:</b>												
Operations	15	\$916,203	\$1,129,241	\$213,038	\$916,203	\$1,129,241	\$213,038	\$14,181,011	6.5%	\$675,165	\$675,165	\$241,038
Capital Outlay	16	29,233	45,587	16,354	29,233	45,587	16,354	566,231	5.2%	22,211	22,211	7,022
Debt Service	17	268,797	268,798	1	268,797	268,798	1	3,225,573	8.3%	285,390	285,390	(16,593)
Transfer to OPEB Trust Fund	18	-	-	-	-	-	-	100,000	0.0%	-	-	-
	19	\$1,214,233	\$1,443,626	\$229,393	\$1,214,233	\$1,443,626	\$229,393	\$18,072,815	6.7%	\$982,766	\$982,766	\$231,467
Equity/Deficit from Operations	20	\$599,470	\$313,382	\$286,088	\$599,470	\$313,382	\$286,088	\$3,151,569		\$664,122	\$664,122	(\$64,652)
<b>Transfers and Fund Balance</b>												
Transfer from Capital Projects	21	\$0	\$0	\$0	\$0	\$0	\$0	\$0	n/a	\$0	\$0	\$0
Transfer from Rate Stabilization	22	-	-	-	-	-	-	-	n/a	-	-	-
Appropriated Fund Balance	23	-	-	-	-	-	-	-	n/a	-	-	-
Transfer to Capital Projects	24	(245,833)	(245,833)	-	(245,833)	(245,833)	-	(2,950,000)	8.3%	(133,333)	(133,333)	(112,500)
Transfer to Designated Reserves	25	-	-	-	-	-	-	-	n/a	-	-	-
	26	(\$245,833)	(\$245,833)	\$0	(\$245,833)	(\$245,833)	\$0	(\$2,950,000)		(\$133,333)	(\$133,333)	(\$112,500)
Total Equity/Deficit	27	\$353,637	\$67,549	\$286,088	\$353,637	\$67,549	\$286,088	\$201,569		\$530,789	\$530,789	(\$177,152)

Note 1: Kgallons Billed - Wholesale and Rates and Charges - Wholesale represents sales to the Town of Bethel, the Town of Farmville, Greene County, the Town of Winterville and Stokes Regional Water Corporation.

Greenville Utilities Commission  
Revenue and Expenses - Sewer Fund  
July 31, 2018  
Preliminary

	Line #	Current Fiscal Year						Prior Fiscal Year				
		July Actual	July Budget	Variance Favorable (Unfavorable)	YTD Actual	YTD Budget	Variance Favorable (Unfavorable)	Original Total Budget	% of Original Budget	July Actual	YTD Actual	Change Prior YTD to Current YTD
<b>Customer Demand:</b>												
Number of Accounts	1	29,924								29,375		
Kgallons Total Flow	2	274,920	253,981	(20,939)	274,920	253,981	(20,939)	3,444,415	8.0%	256,750	256,750	18,170
Kgallons Billed - Retail	3	232,325	220,544	11,781	232,325	220,544	11,781	2,743,130	8.5%	226,256	226,256	6,069
Kgallons Billed - Wholesale <sup>1</sup>	4	6,464	6,725	(261)	6,464	6,725	(261)	123,964	5.2%	11,659	11,659	(5,195)
Total Kgallons Billed	5	238,789	227,269	11,520	238,789	227,269	11,520	2,867,094	8.3%	237,914	237,914	875
<b>Revenue:</b>												
Rates & Charges - Retail	6	\$1,854,536	\$1,790,787	\$63,749	\$1,854,536	\$1,790,787	\$63,749	\$22,312,345	8.3%	\$1,783,899	\$1,783,899	\$70,637
Rates & Charges - Wholesale <sup>1</sup>	7	36,197	53,976	(17,779)	36,197	53,976	(17,779)	694,201	5.2%	65,288	65,288	(29,091)
Fees & Charges	8	49,407	30,300	19,107	49,407	30,300	19,107	363,604	13.6%	26,827	26,827	22,580
Miscellaneous	9	11,774	14,034	(2,260)	11,774	14,034	(2,260)	168,411	7.0%	17,384	17,384	(5,610)
Interest Income	10	8,782	2,917	5,865	8,782	2,917	5,865	35,000	25.1%	3,308	3,308	5,474
FEMA/Insurance Reimbursement	11	-	-	-	-	-	-	-	n/a	-	-	-
Bond Proceeds	12	-	-	-	-	-	-	-	n/a	-	-	-
	13	\$1,960,696	\$1,892,014	\$68,682	\$1,960,696	\$1,892,014	\$68,682	\$23,573,561	8.3%	\$1,896,706	\$1,896,706	\$63,990
<b>Expenditures:</b>												
Operations	14	\$803,542	\$1,140,882	\$337,340	\$803,542	\$1,140,882	\$337,340	\$14,283,007	5.6%	\$665,523	\$665,523	\$138,019
Capital Outlay	15	32,007	92,309	60,302	32,007	92,309	60,302	1,115,631	2.9%	7,930	7,930	24,077
Debt Service	16	507,966	507,970	4	507,966	507,970	4	6,095,606	8.3%	532,884	532,884	(24,918)
Transfer to OPEB Trust Fund	17	-	-	-	-	-	-	100,000	0.0%	-	-	-
	18	\$1,343,515	\$1,741,161	\$397,646	\$1,343,515	\$1,741,161	\$397,646	\$21,594,244	6.2%	\$1,206,337	\$1,206,337	\$137,178
Equity/Deficit from Operations	19	\$617,181	\$150,853	\$466,328	\$617,181	\$150,853	\$466,328	\$1,979,317		\$690,369	\$690,369	(\$73,188)
<b>Transfers and Fund Balance</b>												
Transfer from Capital Projects	20	\$0	\$0	\$0	\$0	\$0	\$0	\$0	n/a	\$0	\$0	\$0
Transfer from Rate Stabilization	21	-	-	-	-	-	-	-	n/a	-	-	-
Appropriated Fund Balance	22	-	-	-	-	-	-	-	n/a	-	-	-
Transfer to Capital Projects	23	(133,333)	(133,333)	-	(133,333)	(133,333)	-	(1,600,000)	8.3%	(83,333)	(83,333)	(50,000)
Transfer to Designated Reserves	24	-	-	-	-	-	-	-	n/a	-	-	-
	25	(\$133,333)	(\$133,333)	\$0	(\$133,333)	(\$133,333)	\$0	(\$1,600,000)		(\$83,333)	(\$83,333)	(\$50,000)
Total Equity/Deficit	26	\$483,848	\$17,520	\$466,328	\$483,848	\$17,520	\$466,328	\$379,317		\$607,036	\$607,036	(\$123,188)

Note 1: Kgallons Billed - Wholesale and Rates and Charges - Wholesale represents sales to the Town of Bethel and the Town of Grimesland.



## Current Fiscal Year

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**Greenville Utilities Commission**  
**Statement of Revenues, Expenses and Changes in Fund Net Position**  
**July 31, 2018**  
**Preliminary**

	Line #	Major Funds				Total
		Electric Fund	Water Fund	Sewer Fund	Gas Fund	
Operating revenues:						
Charges for services	1	\$ 16,553,759	\$ 1,781,176	\$ 1,940,140	\$ 1,801,250	\$ 22,076,325
Other operating revenues	2	178,933	9,215	9,410	6,390	203,948
Total operating revenues	3	16,732,692	1,790,391	1,949,550	1,807,640	22,280,273
Operating expenses:						
Administration and general	4	703,294	280,123	275,361	263,845	1,522,623
Operations and maintenance	5	866,934	636,079	528,181	454,190	2,485,384
Purchased power and gas	6	11,888,407	-	-	1,018,871	12,907,278
Depreciation	7	1,041,048	409,448	715,475	234,567	2,400,538
Total operating expenses	8	14,499,683	1,325,650	1,519,017	1,971,473	19,315,823
Operating income (loss)	9	2,233,009	464,741	430,533	(163,833)	2,964,450
Non-operating revenues (expenses):						
Interest income	10	101,914	12,301	18,322	31,076	163,613
Debt interest expense and service charges	11	(107,350)	(60,010)	(127,360)	(42,059)	(336,779)
Other nonoperating revenues	12	81,607	50,319	47,909	2,465	182,300
Other nonoperating expenses	13	-	-	-	-	-
Net nonoperating revenues	14	76,171	2,610	(61,129)	(8,518)	9,134
Income before contributions and transfers	15	2,309,180	467,351	369,404	(172,351)	2,973,584
Contribution and transfers:						
Capital Contributions	16	-	-	-	-	-
Transfer to City of Greenville, General Fund	17	(348,716)	-	-	(143,671)	(492,387)
Transfer to City of Greenville, street light reimbursement	18	(64,784)	-	-	-	(64,784)
Total operating transfers	19	(413,500)	-	-	(143,671)	(557,171)
Changes in net position	20	1,895,680	467,351	369,404	(316,022)	2,416,413
Net position, beginning of month	21	\$157,033,388	\$76,885,789	\$109,958,612	\$52,738,201	396,615,990
Net position, end of month	22	\$ 158,929,068	\$ 77,353,140	\$ 110,328,016	\$ 52,422,179	\$ 399,032,403

**Greenville Utilities Commission**  
**Statement of Cash Flows**  
**Fiscal Year to Date**  
**July 31, 2018**  
**Preliminary**

	Line #	Electric	Water	Sewer	Gas	Total	Last Year
<b>Sources:</b>							
Operating income	1	\$ 2,233,009	\$ 464,741	\$ 430,533	\$ (163,833)	\$ 2,964,450	\$ 4,654,320
Depreciation	2	1,041,048	409,448	715,475	234,567	2,400,538	1,694,384
Changes in working capital	3	(1,953,377)	(496,203)	(467,684)	(90,768)	(3,008,032)	(2,765,806)
Interest earned	4	64,739	9,916	8,782	20,611	104,048	42,815
Subtotal	5	1,385,419	387,902	687,106	577	2,461,004	3,625,713
<b>Uses:</b>							
City Turnover	6	(348,716)	-	-	(143,671)	(492,387)	(487,769)
City Street Light reimbursement	7	(64,784)	-	-	-	(64,784)	(65,253)
Debt service payments	8	-	-	(3,666)	-	(3,666)	(3,666)
Capital Outlay expenditures	9	(638,916)	(29,233)	(32,007)	(45,325)	(745,481)	(473,198)
Transfers to Rate Stabilization Fund	10	-	-	-	-	-	(120,833)
Transfers to Capital Projects Fund	11	-	(245,833)	(133,333)	-	(379,166)	(529,166)
Subtotal	12	(1,052,416)	(275,066)	(169,006)	(188,996)	(1,685,484)	(1,679,885)
Net increase (decrease) - operating cash	13	333,003	112,836	518,100	(188,419)	775,520	1,945,828
<b>Rate stabilization fund</b>							
Transfers from Operating Fund	14	-	-	-	-	-	120,833
Interest earnings	15	30,649	-	-	930	31,579	10,927
Transfers to Operating Fund	16	-	-	-	-	-	-
Net increase (decrease) - rate stabilization fund	17	30,649	-	-	930	31,579	131,760
<b>Capital projects</b>							
Proceeds from debt issuance	18	-	-	-	-	-	927,938
Acreage fees and capacity fees	19	-	-	-	-	-	24,497
Interest earnings	20	6,526	2,385	9,540	9,536	27,987	10,723
Transfers from Operating Fund	21	-	245,833	133,333	-	379,166	529,166
Changes in working capital	22	(153)	16,110	18,549	(12,354)	22,152	(24,938)
Capital Projects expenditures	23	(52,308)	(103,441)	(12,041)	(6,561)	(174,351)	(1,055,820)
Net increase (decrease) - capital projects	24	(45,935)	160,887	149,381	(9,379)	254,954	411,566
<b>Capital reserves</b>							
System development fees	25	-	20,974	24,096	-	45,070	-
Interest earnings	26	-	-	-	-	-	-
Transfers to Capital Projects Fund	27	-	-	-	-	-	-
Transfers to Operating Fund	28	-	-	-	-	-	-
Net increase (decrease) - capital reserves	29	-	20,974	24,096	-	45,070	-
Net increase (decrease) - operating, rate stabilization and capital projects	30	317,717	294,697	691,577	(196,868)	1,107,123	2,489,154
Cash and investments and revenue bond proceeds, beginning	31	\$ 81,243,936	\$ 12,868,264	\$ 18,877,244	\$ 24,411,000	\$ 137,400,444	\$ 82,053,279
Cash and investments and revenue bond proceeds, ending	32	\$ 81,561,653	\$ 13,162,961	\$ 19,568,821	\$ 24,214,132	\$ 138,507,567	\$ 84,542,433

**Greenville Utilities Commission**  
**Statement of Net Position**  
**July 31, 2018**  
**Preliminary**

	Line #	Electric Fund	Water Fund	Sewer Fund	Gas Fund	Total
<b>Assets</b>						
Current assets:						
Cash and investments - Operating Fund	1	49,716,509	6,646,909	7,211,268	15,552,214	79,126,900
Cash and investments - Rate Stabilization Fund	2	23,437,432	-	-	712,236	24,149,668
Cash and investments - Capital Project Fund	3	5,256,890	1,993,517	7,470,523	7,322,069	22,042,999
Accounts receivable, net	4	20,803,400	2,290,801	2,446,545	2,064,621	27,605,367
Due from other governments	5	856,025	209,415	250,368	165,697	1,481,505
Inventories	6	6,455,292	844,848	220,207	685,054	8,205,401
Prepaid expenses and deposits	7	338,984	97,993	95,925	82,790	615,692
Total current assets	8	106,864,532	12,083,483	17,694,836	26,584,681	163,227,532
Non-current assets:						
Restricted assets:						
Restricted cash and cash equivalents:						
Bond funds	9	3,150,822	2,580,748	2,704,031	627,613	9,063,214
Capacity fees	10	-	1,920,812	2,158,902	-	4,079,714
System development fees	11	-	20,974	24,096	-	45,070
Total restricted cash and cash equivalents	12	3,150,822	4,522,534	4,887,029	627,613	13,187,998
Total restricted assets	13	3,150,822	4,522,534	4,887,029	627,613	13,187,998
Notes receivable	14	-	303,939	-	-	303,939
Capital assets:						
Land, easements and construction in progress	15	22,710,452	5,932,763	12,516,811	5,595,855	46,755,881
Other capital assets, net of depreciation	16	87,061,400	79,929,097	131,381,921	38,780,329	337,152,747
Total capital assets	17	109,771,852	85,861,860	143,898,732	44,376,184	383,908,628
Total non-current assets	18	112,922,674	90,688,333	148,785,761	45,003,797	397,400,565
Total assets	19	219,787,206	102,771,816	166,480,597	71,588,478	560,628,097
<b>Deferred Outflows of Resources</b>						
Pension deferrals	20	3,414,397	1,832,115	1,748,837	1,332,448	8,327,797
Unamortized bond refunding charges	21	483,635	699,033	592,114	115,227	1,890,009
Total deferred outflows of resources	22	3,898,032	2,531,148	2,340,951	1,447,675	10,217,806
<b>Liabilities</b>						
Current liabilities:						
Accounts payable and accrued expenses	23	13,330,376	384,194	323,143	1,519,241	15,556,954
Customer deposits	24	3,139,013	699,132	1,325	411,254	4,250,724
Accrued interest payable	25	223,277	144,532	332,439	90,366	790,614
Unearned revenue <sup>2</sup>	26	179,760	82,541	132,180	-	394,481
Current portion of compensated absences	27	771,362	383,871	384,737	286,010	1,825,980
Current maturities of long-term debt	28	2,094,742	2,505,450	4,475,165	816,215	9,891,572
Total current liabilities	29	19,738,530	4,199,720	5,648,989	3,123,086	32,710,325
Non-current liabilities						
Compensated absences	30	149,752	91,746	42,704	151,837	436,039
Long-term debt, excluding current portion	31	35,037,301	19,011,354	48,603,971	13,849,288	116,501,914
Other post-employment benefits	32	5,846,118	2,508,996	2,157,042	1,934,848	12,447,004
Net pension liability	33	3,849,576	2,065,626	1,971,734	1,502,274	9,389,210
Total non current liabilities	34	44,882,747	23,677,722	52,775,451	17,438,247	138,774,167
Total liabilities	35	64,621,277	27,877,442	58,424,440	20,561,333	171,484,492
<b>Deferred Inflows of Resources</b>						
Pension deferrals	36	134,893	72,382	69,092	52,641	329,008
Total deferred inflows of resources	37	134,893	72,382	69,092	52,641	329,008
<b>Net Position</b>						
Net investment in capital assets	38	76,274,266	67,624,837	94,115,741	30,453,521	268,468,365
Unrestricted	39	82,654,802	9,728,303	16,212,275	21,968,658	130,564,038
Total net position	40	\$ 158,929,068	\$ 77,353,140	\$ 110,328,016	\$ 52,422,179	\$ 399,032,403

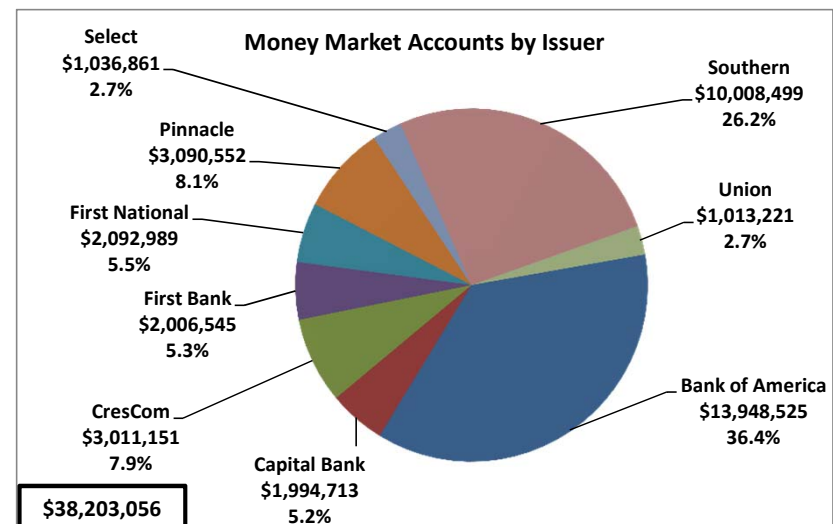
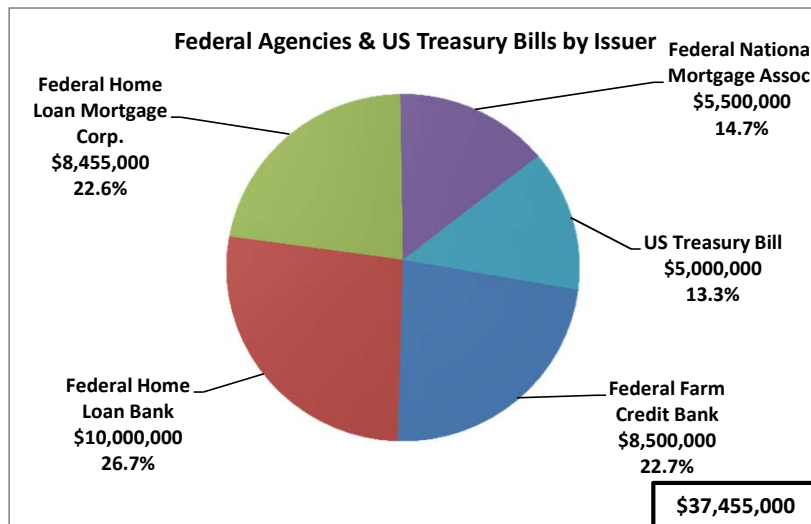
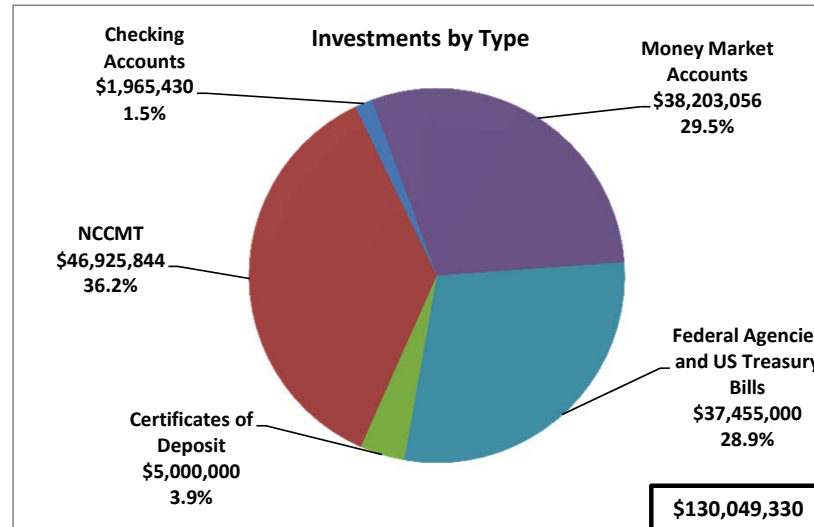
<sup>1</sup> Negative cash balances in the Capital Projects funds reflect reimbursements due from revenue bonds, SRF loans and grants.

<sup>2</sup> Unearned revenue includes prepaid street light installations and prepaid water and sewer tap fees.

**Capital Projects Summary Report**  
**July 31, 2018**

Project #	Project Name	Original Budget	Board Approval	Current Approved Budget	Current Month Expenditures	Year To Date Expenditures	Project To Date Expenditures	% of Budget Expended	Encumbrances	Available Budget	Estimated Completion Date
FCP-100	Downtown Office Efficiency and Enhancement	1,750,000	6/11/2015	3,675,000	-	-	20,056	0.5%	339,944	3,315,000	6/30/2019
FCP10072	New Operations Center Phase 2	4,000,000	6/9/2016	53,300,000	2,155	2,155	2,441,661	4.6%	3,222,610	47,635,729	6/30/2020
WCP-120	Water/Sewer Meter ERT/Low Lead Compliance Changeout	3,125,000	6/12/2014	3,125,000	-	-	465,465	14.9%	-	2,659,535	6/30/2019
<b>Total Shared Capital Projects</b>		<b>\$ 8,875,000</b>		<b>\$ 60,100,000</b>	<b>\$ 2,155</b>	<b>\$ 2,155</b>	<b>\$ 2,927,182</b>	<b>4.9%</b>	<b>\$ 3,562,554</b>	<b>\$ 53,610,264</b>	
ECP-133	Sugg Parkway Transmission Line	1,700,000	5/17/2011	1,700,000	-	-	-	0.0%	-	1,700,000	7/1/2020
ECP-134	Sugg Parkway Substation	3,400,000	5/17/2011	3,400,000	-	-	14,997	0.4%	6,927	3,378,076	7/1/2020
ECP-138	Greenville 230 kV South POD Substation	300,000	9/20/2012	4,800,000	3,146	3,146	4,540,586	94.6%	122,605	136,809	10/31/2018
ECP-142	Bells Fork to Hollywood Substation Upgrade	2,370,000	6/13/2013	5,605,155	30,228	30,228	4,522,487	80.7%	24,018	1,058,650	10/31/2018
ECP-144	10th Street Connector Project	1,535,000	12/19/2013	1,535,000	-	-	1,124,727	73.3%	-	410,273	TBD by NCDOT
ECP10168	POD #3 to Simpson Substation 115 kV Transmission Loop	300,000	6/9/2016	300,000	11,407	11,407	29,121	9.7%	-	270,879	6/30/2022
ECP10171	Greenville 115kV Transmission Circuit #18 Flood Mitigation	600,340	12/21/2017	600,340	-	-	-	0.0%	-	600,340	12/31/2019
ECP10172	Greenville 230 kV West Substation Flood Mitigation	3,355,000	12/21/2017	3,355,000	4,444	4,444	9,160	0.3%	201,184	3,144,656	12/31/2019
ECP10174	Electric System Expansion	2,500,000	6/8/2017	2,500,000	-	-	-	0.0%	-	2,500,000	6/30/2019
ECP10187	Vidant Peaking Generators	6,000,000	6/14/2018	6,000,000	-	-	-	0.0%	-	6,000,000	6/30/2019
<b>Total Electric Capital Projects</b>		<b>\$ 22,060,340</b>		<b>\$ 29,795,495</b>	<b>\$ 49,225</b>	<b>\$ 49,225</b>	<b>\$ 10,241,078</b>	<b>34.4%</b>	<b>\$ 354,734</b>	<b>\$ 19,199,683</b>	
WCP-117	WTP Upgrade Phase I	1,900,000	6/12/2014	47,500,000	98,378	98,378	1,725,933	3.6%	3,024,248	42,749,819	12/31/2022
WCP-121	10th Street Connector Project	892,500	10/16/2014	1,896,000	-	-	5,875	0.3%	851,079	1,039,046	11/30/2018
WCP-122	Water Main Rehabilitation Program Phase I	1,500,000	12/18/2014	1,500,000	4,740	4,740	525,453	35.0%	897,698	76,849	6/30/2019
WCP-123	COG Town Creek Culvert Improvement	80,000	3/19/2015	1,100,000	-	-	150	0.0%	-	1,099,850	12/31/2020
WCP-124	Residual Lagoon Improvements	1,250,000	6/11/2015	1,250,000	-	-	-	0.0%	-	1,250,000	6/30/2020
WCP10030	Water Distribution System Improvements	500,000	6/14/2018	500,000	-	-	-	0.0%	-	500,000	12/31/2022
<b>Total Water Capital Projects</b>		<b>\$ 6,122,500</b>		<b>\$ 53,746,000</b>	<b>\$ 103,118</b>	<b>\$ 103,118</b>	<b>\$ 2,257,411</b>	<b>4.2%</b>	<b>\$ 4,773,025</b>	<b>\$ 46,715,564</b>	
SCP-118	Southside Pump Station Upgrade	3,450,000	6/13/2013	6,600,000	-	-	5,780,339	87.6%	434,148	385,513	10/31/2018
SCP-120	Sewer Biosolids Processing Upgrades	6,800,000	6/12/2014	6,800,000	-	-	22,572	0.3%	-	6,777,428	On Hold
SCP-122	WWTP Air Distribution System	1,500,000	11/20/2014	2,000,000	12,300	12,300	1,909,292	95.5%	23,362	67,346	6/30/2019
SCP-123	COG Town Creek Culvert Improvement	80,000	3/19/2015	1,900,000	-	-	480	0.0%	-	1,899,520	12/31/2020
SCP-124	Generators for Pumping Stations	310,000	6/11/2015	310,000	-	-	251,768	81.2%	1,056	57,176	10/31/2018
SCP10217	10th Street Connector Project	306,000	6/9/2016	306,000	-	-	-	0.0%	-	306,000	12/31/2019
SCP10219	Candlewick Area Sanitary District Sewer Project	700,000	7/21/2016	800,000	-	-	100,000	12.5%	45,000	655,000	9/30/2018
SCP10221	Southeast Sewer Service Area Project	2,500,000	6/8/2017	2,500,000	-	-	-	0.0%	-	2,500,000	6/30/2019
SCP10222	Sewer Outfall Rehabilitation Phase 4	2,480,000	6/8/2017	2,480,000	3,425	3,425	22,261	0.9%	220,739	2,237,000	12/30/2019
SCP10223	Regional Pump Station Upgrades	1,800,000	6/8/2017	1,800,000	-	-	107,415	6.0%	321,955	1,370,630	10/31/2020
SCP10229	Greene Street Pump Station and Force Main	1,100,000	6/14/2018	1,100,000	-	-	-	0.0%	-	1,100,000	12/31/2020
SCP10230	Forlines Pump Station Expansion	250,000	6/14/2018	250,000	-	-	-	0.0%	-	250,000	6/30/2019
<b>Total Sewer Capital Projects</b>		<b>\$ 21,276,000</b>		<b>\$ 26,846,000</b>	<b>\$ 15,725</b>	<b>\$ 15,725</b>	<b>\$ 8,194,127</b>	<b>30.5%</b>	<b>\$ 1,046,260</b>	<b>\$ 17,605,613</b>	
GCP-88	GUC-PNG Multiple Gas Facilities Upgrade Project	2,650,000	11/15/2012	2,650,000	-	-	2,046,296	77.2%	165,124	438,580	11/1/2018
GCP-92	LNG Liquefaction Additions	1,000,000	6/11/2015	1,000,000	-	-	28,428	2.8%	-	971,572	On Hold
GCP-93	Southwestern Loop Phase I	500,000	6/11/2015	500,000	13,263	13,263	489,262	97.9%	-	10,738	6/30/2019
GCP10094	Thomas Langston Road Enhancements	1,000,000	6/9/2016	1,400,000	181,819	181,819	428,099	30.6%	23,167	948,734	3/31/2019
GCP10099	High-Pressure Multiple Gas Facilities Relocation	9,500,000	6/8/2017	9,500,000	-	-	-	0.0%	-	9,500,000	6/30/2021
GCP10100	NCDOT Southwest Bypass Relocations	1,500,000	6/8/2017	1,500,000	-	-	-	0.0%	-	1,500,000	6/30/2020
GCP10101	Firetower Road Widening	1,300,000	6/8/2017	1,300,000	-	-	-	0.0%	-	1,300,000	6/30/2022
GCP10104	Memorial Drive Bridge Replacement	1,500,000	6/14/2018	1,500,000	-	-	-	0.0%	-	1,500,000	TBD by NCDOT
<b>Total Gas Capital Projects</b>		<b>\$ 18,950,000</b>		<b>\$ 19,350,000</b>	<b>\$ 195,082</b>	<b>\$ 195,082</b>	<b>\$ 2,992,085</b>	<b>15.5%</b>	<b>\$ 188,291</b>	<b>\$ 16,169,624</b>	
<b>Grand Total Capital Projects</b>		<b>\$ 77,283,840</b>		<b>\$ 189,837,495</b>	<b>\$ 365,305</b>	<b>\$ 365,305</b>	<b>\$ 26,611,883</b>	<b>14.0%</b>	<b>\$ 9,924,864</b>	<b>\$ 153,300,748</b>	

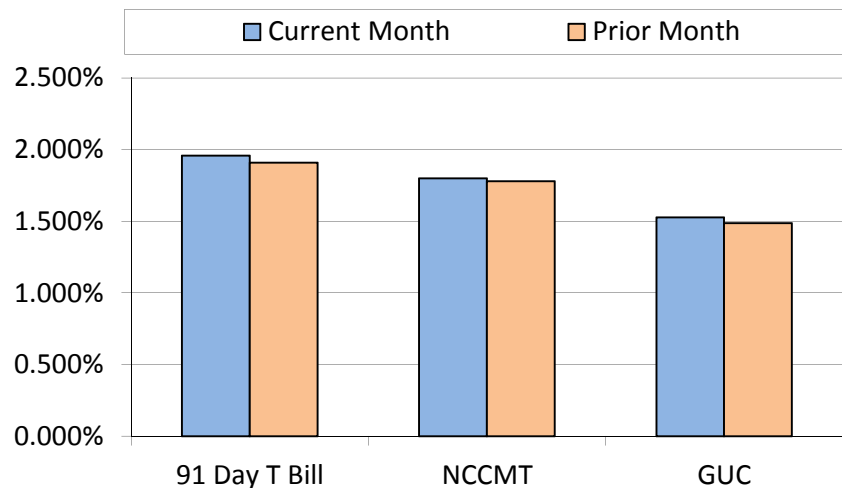
# Investment Portfolio Diversification July 31, 2018



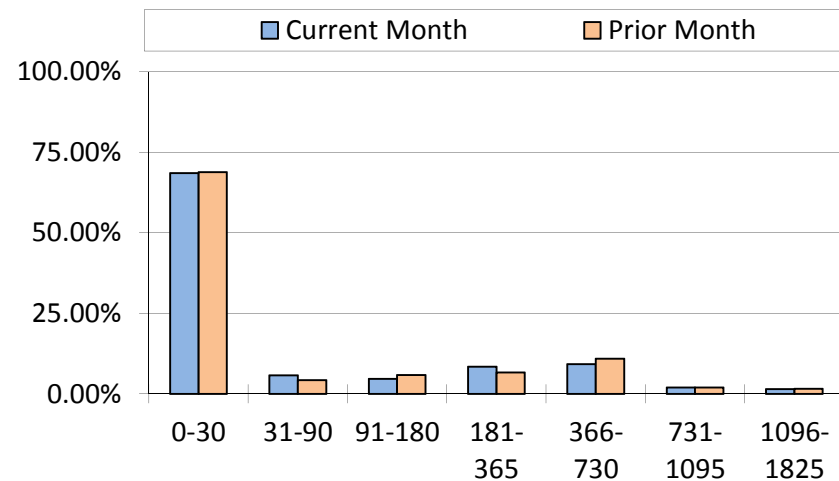
# Cash and Investment Report

## July 31, 2018

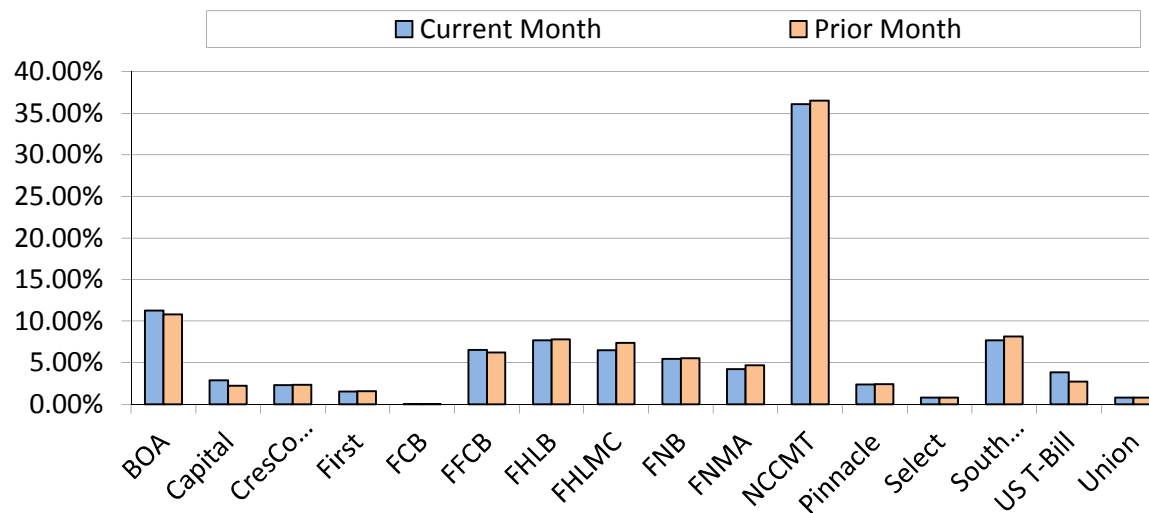
### Yield Comparison



### Days to Maturity Percent of Portfolio



### Portfolio by Issuer



**GUC Investments  
Summary by Issuer  
July 31, 2018**

<b>Issuer</b>	<b>Number of Investments</b>	<b>Par Value</b>	<b>Remaining Cost</b>	<b>% of Portfolio</b>	<b>Average YTM 365</b>	<b>Average Days to Maturity</b>
Bank of America	2	14,663,021.36	14,663,021.36	11.28	0.713	1
Capital Bank	3	3,745,547.67	3,745,547.67	2.88	0.623	37
CresCom Bank	1	3,011,150.96	3,011,150.96	2.32	0.890	1
First Bank	1	2,006,544.86	2,006,544.86	1.54	0.800	1
First Citizens Bank	1	100.00	100.00	0.00	0.001	1
Federal Farm Credit Bank	17	8,500,000.00	8,494,225.00	6.53	1.660	346
Federal Home Loan Bank	19	10,000,000.00	9,999,975.00	7.69	1.726	423
Federal Home Loan Mort Corp	17	8,455,000.00	8,455,000.00	6.50	1.563	503
First National Bank	2	7,092,989.47	7,092,989.47	5.46	1.492	76
Federal National Mort Assoc	11	5,500,000.00	5,499,425.00	4.23	1.509	573
N C Capital Management Trust	2	46,925,844.39	46,925,844.39	36.09	2.039	1
Pinnacle Bank	1	3,090,552.32	3,090,552.32	2.38	0.500	1
Select Bank & Trust Co.	1	1,036,861.26	1,036,861.26	0.80	0.700	1
Southern Bank & Trust Co.	1	10,008,498.66	10,008,498.66	7.70	1.000	1
US Treasury Bill	10	5,000,000.00	4,976,413.26	3.83	1.914	49
Union Bank	1	1,013,220.51	1,013,220.51	0.78	0.600	1
<b>Total and Average</b>	<b>90</b>	<b>130,049,331.46</b>	<b>130,019,369.72</b>	<b>100.00</b>	<b>1.528</b>	<b>120</b>



**GUC Investments  
Portfolio Management  
Portfolio Details - Investments  
July 31, 2018**

Page 1

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
<b>Certificates of Deposit - Bank</b>												
SYS972	972	Capital Bank		04/28/2014	500,000.00	500,000.00	500,000.00	1.650	1.650	1.673	270	04/28/2019
SYS931	931	First National Bank		10/16/2017	5,000,000.00	5,000,000.00	5,000,000.00	1.740	1.716	1.740	107	11/16/2018
<b>Subtotal and Average</b>			<b>7,054,644.09</b>		<b>5,500,000.00</b>	<b>5,500,000.00</b>	<b>5,500,000.00</b>		<b>1.710</b>	<b>1.734</b>	<b>122</b>	
<b>NC Capital Management Trust</b>												
SYS33	33	N C Capital Management Trust			11,337,130.20	11,337,130.20	11,337,130.20	1.800	1.775	1.800	1	
SYS745	745	N C Capital Management Trust			35,588,714.19	35,588,714.19	35,588,714.19	2.115	2.086	2.115	1	
<b>Subtotal and Average</b>			<b>46,845,174.51</b>		<b>46,925,844.39</b>	<b>46,925,844.39</b>	<b>46,925,844.39</b>		<b>2.011</b>	<b>2.039</b>	<b>1</b>	
<b>Passbook/Checking Accounts</b>												
SYS735	735	Bank of America			714,496.17	714,496.17	714,496.17		0.000	0.000	1	
SYS974	974	Capital Bank		07/01/2018	1,250,834.46	1,250,834.46	1,250,834.46		0.000	0.000	1	
SYS706	706	First Citizens Bank		07/01/2018	100.00	100.00	100.00	0.001	0.001	0.001	1	
<b>Subtotal and Average</b>			<b>2,604,616.53</b>		<b>1,965,430.63</b>	<b>1,965,430.63</b>	<b>1,965,430.63</b>		<b>0.000</b>	<b>0.000</b>	<b>1</b>	
<b>Money Market Accounts</b>												
SYS733	733	Bank of America			13,948,525.19	13,948,525.19	13,948,525.19	0.750	0.740	0.750	1	
SYS973	973	Capital Bank		07/01/2018	1,994,713.21	1,994,713.21	1,994,713.21	0.750	0.740	0.750	1	
SYS954	954	CresCom Bank			3,011,150.96	3,011,150.96	3,011,150.96	0.890	0.878	0.890	1	
SYS946	946	First Bank			2,006,544.86	2,006,544.86	2,006,544.86	0.800	0.789	0.800	1	
SYS899	899	First National Bank			2,092,989.47	2,092,989.47	2,092,989.47	0.900	0.888	0.900	1	
SYS915	915	Pinnacle Bank			3,090,552.32	3,090,552.32	3,090,552.32	0.500	0.493	0.500	1	
SYS916	916	Select Bank & Trust Co.			1,036,861.26	1,036,861.26	1,036,861.26	0.700	0.690	0.700	1	
SYS917	917	Southern Bank & Trust Co.			10,008,498.66	10,008,498.66	10,008,498.66	1.000	0.986	1.000	1	
SYS927	927	Union Bank			1,013,220.51	1,013,220.51	1,013,220.51	0.600	0.592	0.600	1	
<b>Subtotal and Average</b>			<b>35,824,785.44</b>		<b>38,203,056.44</b>	<b>38,203,056.44</b>	<b>38,203,056.44</b>		<b>0.801</b>	<b>0.812</b>	<b>1</b>	
<b>Federal Agency Coupon Securities</b>												
3133EGBV6	849	Federal Farm Credit Bank		06/06/2016	500,000.00	498,242.50	500,000.00	1.210	1.193	1.210	127	12/06/2018
3133EGTH8	868	Federal Farm Credit Bank		09/06/2016	500,000.00	499,506.50	499,875.00	1.030	1.028	1.043	36	09/06/2018
3133EGTH8	875	Federal Farm Credit Bank		09/13/2016	500,000.00	499,506.50	499,970.00	1.030	1.019	1.033	36	09/06/2018
3133EGYD1	877	Federal Farm Credit Bank		10/18/2016	500,000.00	498,977.00	499,860.00	1.000	1.000	1.014	72	10/12/2018
3133EFYS0	884	Federal Farm Credit Bank		11/17/2016	500,000.00	496,556.00	499,275.00	1.150	1.198	1.215	205	02/22/2019
3133EGN76	890	Federal Farm Credit Bank		12/06/2016	500,000.00	494,605.00	500,000.00	1.375	1.356	1.375	309	06/06/2019
3133EHFP3	900	Federal Farm Credit Bank		04/17/2017	500,000.00	496,237.00	500,000.00	1.390	1.371	1.390	259	04/17/2019
3133EHJG9	904	Federal Farm Credit Bank		05/15/2017	500,000.00	496,069.00	500,000.00	1.400	1.381	1.400	287	05/15/2019
3133EGLC7	910	Federal Farm Credit Bank		07/14/2017	500,000.00	492,962.50	496,325.00	1.080	1.435	1.455	345	07/12/2019
3133EHTF0	913	Federal Farm Credit Bank		08/01/2017	500,000.00	494,478.50	500,000.00	1.480	1.460	1.480	365	08/01/2019

Portfolio GUC  
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Run Date: 08/06/2018 - 17:09

**GUC Investments**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**July 31, 2018**

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
<b>Federal Agency Coupon Securities</b>												
3133EDZC9	921	Federal Farm Credit Bank		09/19/2017	500,000.00	499,095.50	499,600.00	1.250	1.306	1.324	82	10/22/2018
3133EHXT5	922	Federal Farm Credit Bank		09/19/2017	500,000.00	493,604.50	499,320.00	1.430	1.479	1.500	406	09/11/2019
3133EJBT7	949	Federal Farm Credit Bank		04/03/2018	500,000.00	497,056.50	500,000.00	2.430	2.397	2.430	611	04/03/2020
3133EJMA4	951	Federal Farm Credit Bank		04/23/2018	500,000.00	498,214.00	500,000.00	2.500	2.466	2.500	631	04/23/2020
3133EJRL5	961	Federal Farm Credit Bank		06/11/2018	500,000.00	498,321.00	500,000.00	2.550	2.515	2.550	680	06/11/2020
3133EJSS9	962	Federal Farm Credit Bank		06/25/2018	500,000.00	498,379.50	500,000.00	2.630	2.594	2.630	694	06/25/2020
3133EJVK2	969	Federal Farm Credit Bank		07/30/2018	500,000.00	499,518.50	500,000.00	2.660	2.624	2.660	729	07/30/2020
3130A8Y98	864	Federal Home Loan Bank		08/23/2016	500,000.00	498,241.50	500,000.00	1.000	0.589	0.598	114	11/23/2018
3130A97M7	871	Federal Home Loan Bank		09/21/2016	500,000.00	499,266.50	500,000.00	1.000	0.986	1.000	51	09/21/2018
3130A9AC5	876	Federal Home Loan Bank		09/21/2016	500,000.00	499,322.00	500,000.00	1.100	1.085	1.100	51	09/21/2018
3130ABKQ8	906	Federal Home Loan Bank		06/28/2017	500,000.00	495,774.50	500,000.00	1.500	1.479	1.500	331	06/28/2019
3130ABJK3	908	Federal Home Loan Bank		06/28/2017	500,000.00	495,552.50	500,000.00	1.450	1.430	1.450	331	06/28/2019
3130ABRF5	911	Federal Home Loan Bank		07/25/2017	500,000.00	495,617.00	500,000.00	1.500	1.479	1.500	358	07/25/2019
3130ACCS1	919	Federal Home Loan Bank		09/27/2017	500,000.00	494,235.00	500,000.00	1.500	1.479	1.500	422	09/27/2019
3130ACHR8	923	Federal Home Loan Bank		10/23/2017	500,000.00	493,717.50	500,000.00	1.600	1.578	1.600	448	10/23/2019
3130ACJ96	924	Federal Home Loan Bank		09/29/2017	500,000.00	495,762.00	500,000.00	1.500	1.476	1.496	331	06/28/2019
3130ACJF2	929	Federal Home Loan Bank		10/17/2017	500,000.00	497,061.00	500,000.00	1.500	1.479	1.500	259	04/17/2019
3130ACLP7	930	Federal Home Loan Bank		10/30/2017	1,000,000.00	980,738.00	1,000,000.00	1.950	1.923	1.950	827	11/05/2020
3130ACU36	936	Federal Home Loan Bank		12/11/2017	500,000.00	489,901.00	500,000.00	2.000	1.973	2.000	863	12/11/2020
3130ACVE1	937	Federal Home Loan Bank		12/13/2017	500,000.00	494,768.00	500,000.00	1.800	1.775	1.800	499	12/13/2019
3130AD4U3	938	Federal Home Loan Bank		12/19/2017	500,000.00	494,832.00	499,975.00	1.900	1.876	1.903	505	12/19/2019
3130ADDH2	942	Federal Home Loan Bank		02/01/2018	500,000.00	499,791.50	500,000.00	2.000	1.880	1.906	547	01/30/2020
3130ADPU0	944	Federal Home Loan Bank		03/13/2018	500,000.00	496,927.50	500,000.00	2.350	2.318	2.350	590	03/13/2020
3130ADQE5	945	Federal Home Loan Bank		02/26/2018	500,000.00	499,256.00	500,000.00	2.000	1.973	2.000	209	02/26/2019
3130ADXE7	948	Federal Home Loan Bank		04/04/2018	500,000.00	499,350.00	500,000.00	2.125	2.096	2.125	246	04/04/2019
3130AEAW0	957	Federal Home Loan Bank		05/15/2018	500,000.00	499,965.00	500,000.00	2.000	3.255	3.300	653	05/15/2020
3134G96B8	866	Federal Home Loan Mort Corp		08/24/2016	500,000.00	490,797.50	500,000.00	1.000	1.472	1.493	754	08/24/2020
3134GAGF5	869	Federal Home Loan Mort Corp		09/13/2016	500,000.00	499,509.50	500,000.00	1.100	1.085	1.100	43	09/13/2018
3134GAGF5	870	Federal Home Loan Mort Corp		09/13/2016	500,000.00	499,509.50	500,000.00	1.100	1.085	1.100	43	09/13/2018
3134GAYV0	882	Federal Home Loan Mort Corp		12/30/2016	500,000.00	483,718.50	500,000.00	2.000	1.973	2.000	1,247	12/30/2021
3134GAYV0	883	Federal Home Loan Mort Corp		12/30/2016	500,000.00	483,718.50	500,000.00	2.000	1.973	2.000	1,247	12/30/2021
3134GAZR8	887	Federal Home Loan Mort Corp		12/30/2016	455,000.00	440,589.24	455,000.00	2.050	2.022	2.050	1,247	12/30/2021
3134GA6H2	896	Federal Home Loan Mort Corp		03/20/2017	500,000.00	497,439.50	500,000.00	1.375	1.356	1.375	211	02/28/2019
3134GBFT4	898	Federal Home Loan Mort Corp		04/26/2017	500,000.00	496,659.00	500,000.00	1.450	1.430	1.450	268	04/26/2019
3134GBGS5	903	Federal Home Loan Mort Corp		04/27/2017	500,000.00	496,478.50	500,000.00	1.400	1.381	1.400	268	04/26/2019
3134GBNZ1	905	Federal Home Loan Mort Corp		05/30/2017	500,000.00	496,093.50	500,000.00	1.450	1.422	1.442	300	05/28/2019
3134GBWP3	909	Federal Home Loan Mort Corp		07/26/2017	500,000.00	495,275.50	500,000.00	1.500	1.479	1.500	359	07/26/2019
3134GBYS5	912	Federal Home Loan Mort Corp		07/26/2017	500,000.00	495,250.00	500,000.00	1.600	1.578	1.600	359	07/26/2019

Portfolio GUC  
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**GUC Investments  
Portfolio Management  
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July 31, 2018**

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
<b>Federal Agency Coupon Securities</b>												
3134GBG30	920	Federal Home Loan Mort Corp		09/27/2017	500,000.00	493,938.00	500,000.00	1.500	1.479	1.500	422	09/27/2019
3134GBJ52	925	Federal Home Loan Mort Corp		09/27/2017	500,000.00	494,031.00	500,000.00	1.500	1.479	1.500	422	09/27/2019
3134GBR61	928	Federal Home Loan Mort Corp		10/30/2017	500,000.00	494,327.50	500,000.00	1.650	1.627	1.650	455	10/30/2019
3134GBV41	932	Federal Home Loan Mort Corp		11/27/2017	500,000.00	494,231.50	500,000.00	1.700	1.677	1.700	483	11/27/2019
3134GBW40	935	Federal Home Loan Mort Corp		11/27/2017	500,000.00	494,291.00	500,000.00	1.750	1.726	1.750	483	11/27/2019
3136G3RM9	850	Federal National Mort Assoc		06/21/2016	500,000.00	495,565.50	500,000.00	1.400	1.381	1.400	324	06/21/2019
3136G3RD9	851	Federal National Mort Assoc		06/21/2016	500,000.00	495,111.50	500,000.00	1.375	1.356	1.375	324	06/21/2019
3136G3J22	858	Federal National Mort Assoc		07/26/2016	500,000.00	498,689.00	500,000.00	1.000	0.986	1.000	86	10/26/2018
3136G3Y74	865	Federal National Mort Assoc		08/24/2016	500,000.00	483,879.50	500,000.00	1.125	1.387	1.406	846	11/24/2020
3136G4GU1	880	Federal National Mort Assoc		11/25/2016	500,000.00	491,515.50	499,500.00	1.400	1.415	1.434	481	11/25/2019
3136G4GU1	881	Federal National Mort Assoc		11/25/2016	500,000.00	491,515.50	499,925.00	1.400	1.386	1.405	481	11/25/2019
3136G4HH9	885	Federal National Mort Assoc		11/30/2016	500,000.00	491,222.50	500,000.00	1.500	1.480	1.500	574	02/26/2020
3136G4HH9	886	Federal National Mort Assoc		11/30/2016	500,000.00	491,222.50	500,000.00	1.500	1.480	1.500	574	02/26/2020
3136G4JZ7	889	Federal National Mort Assoc		12/30/2016	500,000.00	493,265.50	500,000.00	1.625	1.603	1.625	516	12/30/2019
3135G0S53	892	Federal National Mort Assoc		01/27/2017	500,000.00	492,931.50	500,000.00	1.700	1.677	1.700	544	01/27/2020
3136G4PV9	926	Federal National Mort Assoc		10/27/2017	500,000.00	485,284.50	500,000.00	2.250	2.219	2.250	1,548	10/27/2022
<b>Subtotal and Average</b>			<b>33,238,947.58</b>		<b>32,455,000.00</b>	<b>32,127,469.24</b>	<b>32,448,625.00</b>	<b>1.607</b>	<b>1.629</b>	<b>1.629</b>	<b>449</b>	
<b>Miscellaneous Discounts -Amortizing</b>												
912796PS2	955	US Treasury Bill		05/07/2018	500,000.00	499,975.00	497,956.04	1.692	1.722	1.746	1	08/02/2018
912796NQ8	956	US Treasury Bill		05/10/2018	500,000.00	499,611.50	497,509.17	1.830	1.865	1.891	15	08/16/2018
912796PW3	958	US Treasury Bill		05/30/2018	500,000.00	499,234.50	497,642.50	1.845	1.879	1.906	29	08/30/2018
912796PW3	960	US Treasury Bill		06/01/2018	500,000.00	499,234.50	497,781.25	1.775	1.808	1.833	29	08/30/2018
912796PZ6	963	US Treasury Bill		06/19/2018	500,000.00	498,686.00	497,584.58	1.870	1.905	1.932	50	09/20/2018
912796QB8	964	US Treasury Bill		07/05/2018	500,000.00	498,286.50	497,573.33	1.920	1.956	1.983	64	10/04/2018
912796QB8	965	US Treasury Bill		07/05/2018	500,000.00	498,286.50	497,660.00	1.851	1.886	1.912	64	10/04/2018
912796NZ8	966	US Treasury Bill		07/13/2018	500,000.00	498,085.50	497,612.50	1.910	1.946	1.973	71	10/11/2018
912796QD4	967	US Treasury Bill		07/17/2018	500,000.00	497,880.50	497,545.83	1.900	1.936	1.963	78	10/18/2018
912796QE2	968	US Treasury Bill		07/26/2018	500,000.00	497,690.50	497,548.06	1.940	1.977	2.004	85	10/25/2018
<b>Subtotal and Average</b>			<b>4,463,029.00</b>		<b>5,000,000.00</b>	<b>4,986,971.00</b>	<b>4,976,413.26</b>	<b>1.888</b>	<b>1.914</b>	<b>1.914</b>	<b>49</b>	
<b>Total and Average</b>			<b>130,031,197.15</b>		<b>130,049,331.46</b>	<b>129,708,771.70</b>	<b>130,019,369.72</b>	<b>1.507</b>	<b>1.528</b>	<b>1.528</b>	<b>120</b>	

Portfolio GUC  
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## Agenda Item # 3

Meeting Date: August 16, 2018

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<b>Item:</b>	<b>Recommended Award of Contract for Construction Services for Thomas Langston Road Enhancements (GCP10094)</b>		
<b>Contact:</b>	Anthony Miller		
<b>Explanation:</b>	<p>The Thomas Langston Road Enhancements Project involves the installation of approximately 18,000 linear feet of eight-inch polyethylene pipe from Gate Station #5 to NC-11 with interconnects to the gas system on Thomas Langston Road and Reedy Branch Road. The route of the gas main generally follows an existing GUC overhead electrical transmission line.</p> <p>A total of 52 easements and six (6) NCDOT encroachment agreements were required for this project. All were successfully negotiated by GUC staff.</p> <p>The project was publicly advertised in accordance with NC General Statutes and 20 potential bidders were provided copies of the notice. An insufficient number of bids were received to open and the project was re-advertised. Three bids were received in response to the re-advertisement. The engineer's Letter of Recommendation and Certified Bid Tabulation are attached.</p> <p>Classic City Mechanical, Inc. provided the lowest responsive and responsible bid. Staff recommends that the construction services contract be awarded as follows:</p> <table><tr><td>Classic City Mechanical, Inc.</td><td>\$632,150.00</td></tr></table> <p>The total project cost is within the approved budget for this project.</p> <p>The construction phase of this project is projected to be completed within 120 days after the Notice to Proceed.</p>	Classic City Mechanical, Inc.	\$632,150.00
Classic City Mechanical, Inc.	\$632,150.00		
<b>Previous Board Actions:</b>	<ul style="list-style-type: none"><li>• June 2016 – Adoption of GCP10094 with budget of \$1,000,000.</li><li>• May 2018 – Budget amended to \$1,400,000.</li></ul>		
<b>Fiscal Note:</b>	Project funded with Gas Capital Project budget proceeds.		
<b>Recommended Action(s):</b>	Authorize the General Manager/CEO to execute a Construction Services Contract with Classic City Mechanical, Inc. in the amount of \$632,150.00.		



ENGINEERS

PLANNERS

SURVEYORS

LANDSCAPE ARCHITECTS

*"Celebrating 100 Years of Service" 1918-2018*

August 1, 2018

Mr. F. D. Tyson, Jr. PE  
Greenville Utilities Commission  
Gas Department  
PO Box 1847  
Greenville, NC 27835

Subject: Greenville Utilities Commission  
GCP10094 – Thomas Langston Road Enhancements  
Rivers File 2017024 G

Dear Mr. Tyson,

Proposals were received for the subject project by Greenville Utilities Commission on July 31, 2018. The Bids were opened, and publicly read including the name, license number, bid deposit, and the total amount of the proposal of each bidder.

A certified bid tabulation is attached for your use. The low proposal is as follows:

Classic City Mechanical, Inc.  
P.O. Box 180  
220 Smithonia Road  
Winterville, GA 30683

Total Bid      \$632,150.00

We recommend that the work be awarded to the low bidder as shown above.

Please let me know if there are any questions or if additional information is required.

With best regards,

Frederick L. Stowe, PE  
Project Manager

Attachment

Cc: File, w/ attachment

**RIVERS AND ASSOCIATES, INC.**  
**BID TABULATION SHEET**

CERTIFICATION

I CERTIFY THAT THIS IS A TRUE RECORD OF BIDS RECEIVED.

OWNER: Greenville Utilities Commission  
 PROJECT: GCP 10094 Thomas Langston Road Enhancements  
 LOCATION: GUC, Greenville, NC  
 BIDS OPENED: Tuesday, July 31, 2018, 11:00 AM

*Julie L. Stowe* 8/1/18



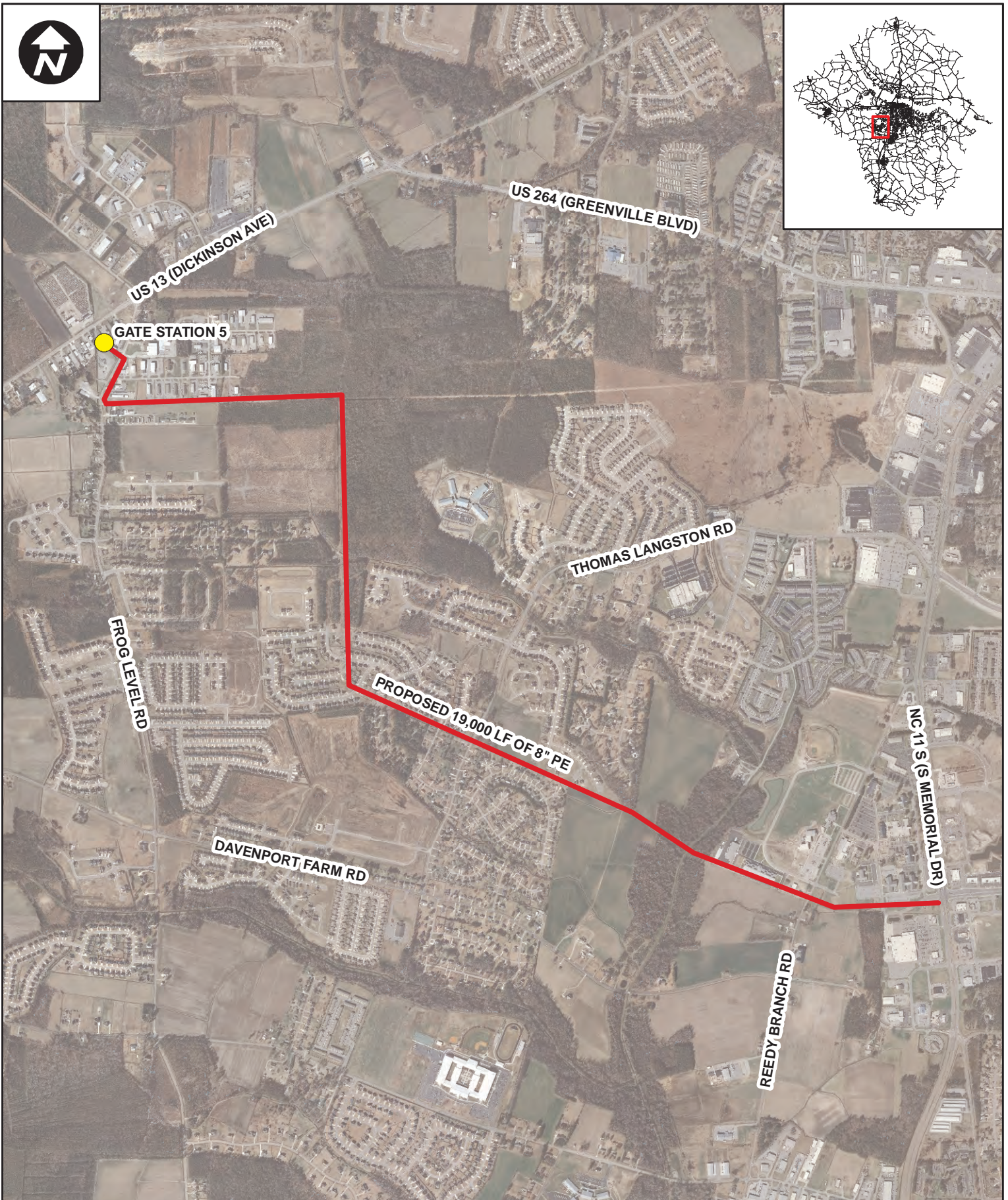
CONTRACTOR ADDRESS			Classic City Mechanical, Inc. P.O Box 180 or 220 Smithonia Rd. Winterville, GA 30583 15247/5%		* Southeast Connections, LLC 2720 Dogwood Drive Conyers, GA 30013 73153/5%		* Troy Construction 260 Mount Olive Church Road Commerce, GA 30529 71364/5%	
LIC#BID BOND								
ITEM NO.	QTY.	UNIT DESCRIPTION	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
1001	1 LS	Mobilization		\$36,000.00		\$22,812.04		\$988,300.00
2001	10 LF	Install 2" PE Pipe	\$25.00	\$250.00	\$92.86	\$928.60	\$1,130.50	\$11,305.00
2002	160 LF	Install 4" PE Pipe	\$25.00	\$4,000.00	\$38.69	\$6,190.40	\$141.00	\$22,560.00
2003	10 LF	Install 6" PE Pipe	\$25.00	\$250.00	\$254.30	\$2,543.00	\$1,691.50	\$16,915.00
2004	13,900 LF	Install 8" PE Pipe by Conventional Trenching at 3' to 5' Depth	\$22.00	\$305,800.00	\$104.00	\$1,445,600.00	\$45.00	\$625,500.00
2005	250 LF	Install 8" PE Pipe by Conventional Trenching at Over 5' Depth	\$28.00	\$7,000.00	\$103.44	\$25,860.00	\$77.00	\$19,250.00
2006	3,800 LF	Install 8" PE Pipe by Horizontal Directional Drilling	\$55.00	\$209,000.00	\$104.00	\$395,200.00	\$123.00	\$467,400.00
2007	65 LF	Install 8" PE Pipe by Jack and Bore With 12" Steel Casing	\$400.00	\$26,000.00	\$474.64	\$30,851.60	\$662.00	\$43,030.00
3001	6 EA	Install 4" PE Ball Valve Assemblies	\$750.00	\$4,500.00	\$469.45	\$2,816.70	\$6,108.50	\$36,651.00
3002	5 EA	Install 8" PE Ball Valve Assemblies	\$1,000.00	\$5,000.00	\$938.90	\$4,694.50	\$7,330.00	\$36,650.00
3003	24 EA	Install 6" Valve Box	\$50.00	\$1,200.00	\$831.32	\$19,951.68	\$394.00	\$9,456.00
3004	1 LS	Tie-in to Existing 8" PE Main		\$2,500.00		\$12,381.39		\$18,320.00
3005	1 LS	Tie-in to Existing 6" PE Main		\$2,500.00		\$9,286.04		\$18,320.00
3006	1 LS	Tie-in to Existing 4" PE Main		\$2,500.00		\$7,738.37		\$18,320.00
3007	1 LS	Tie-in to Existing 2" PE Main		\$750.00		\$4,643.02		\$18,320.00
4001	30 LF	Install 2" Steel Pipe	\$50.00	\$1,500.00	\$4,172.31	\$125,169.30	**	**
5001	1 LS	Pigging, Testing & Gas-up of Pipeline		\$10,000.00		\$21,667.43		\$102,460.00
6001	3 AC	Restoration of Pipeline ROW (seed, mulch, tack, erosion control)	\$4,000.00	\$12,000.00	\$10,317.82	\$30,953.46	\$107,560.00	\$322,680.00 ***
7001	56 EA	Install Pipeline Markers	\$25.00	\$1,400.00	\$125.75	\$7,042.00	\$202.00	\$11,312.00
TOTAL BID PRICE				\$632,150.00		\$2,176,329.53		\$2,786,749.00

\*Bids Opened August 1, 2018 at 11:30 AM

\*\*No Figure on Bid

\*\*\*Corrected Figure





Gas Engineering  
801 Mumford Rd  
Greenville, NC 27835 | 252-551-1587

# THOMAS LANGSTON RD. ENHANCEMENTS GCP10094

GREENVILLE

PITT COUNTY

NORTH CAROLINA





## Agenda Item # 4

Meeting Date: August 16, 2018

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<b>Item:</b>	<b>Adoption of Resolution Approving the Use of Construction Manager at Risk Services for Construction of the Water Treatment Plant Upgrade Project Pursuant to N.C.G.S. 143-128.1</b>
<b>Contact:</b>	Randy Emory
<b>Explanation:</b>	<p>Recognizing the complexity associated with designing, permitting and constructing the Water Treatment Plant Upgrade Project, staff researched project delivery methods permitted for public entities by North Carolina law to determine which should be utilized. The result of this research led to the conclusion that the use of a Construction Manager at Risk would best meet GUC's needs for this Project.</p> <p>Using this method, GUC engages in two separate contracts; one with a Consulting Engineering firm (i.e. designer) and one with a Construction Manager at Risk who is a licensed general contractor. The Construction Manager at Risk provides construction management services, such as preparing and coordinating bid packages and construction administration, and guarantees the cost of the project.</p> <p>This project delivery method has many advantages for a project of this scale and complexity. Some of these advantages include:</p> <ul style="list-style-type: none"><li>• Provides for a team approach (owner, designer, contractor) that is less adversarial than traditional methods;</li><li>• Allows for early collaboration between the designer and contractor;</li><li>• Allows for significant owner input throughout the design and construction process;</li><li>• Allows for more accurate cost estimating early in the project;</li><li>• Allows for the pre-qualification of bidders;</li><li>• Provides cost transparency; and</li><li>• Provides for continuity of the team throughout the project.</li></ul> <p>Upon reaching out to other entities it was recognized that this project delivery method has been widely used across the State by cities, counties, and universities. It also has been used locally by the City of Greenville (downtown parking deck); East Carolina University (School of Dentistry, Health Sciences Student Services Building, Main Campus Student Union); and Vidant Medical Center (Children's Hospital, Heart Institute, Cancer Center).</p>



**Previous Board  
Actions:**

The Board previously approved the budget for Water Capital Project WCP-117, Water Treatment Plant Upgrade Project in the amount of \$47.5 million.

**Fiscal Note:**

The Board previously approved the budget for Water Capital Project WCP-117, Water Treatment Plant Upgrade Project in the amount of \$47.5 million.

**Recommended  
Action(s):**

Adoption of Resolution Approving the Use of Construction Manager at Risk Services for the construction of the Water Treatment Plant Upgrade Project pursuant to N.C.G.S. 143-128.1

RESOLUTION APPROVING THE USE OF CONSTRUCTION MANAGER  
AT RISK SERVICES PURSUANT TO G.S. 143-128.1

WHEREAS, G.S. 143-128.1(e) requires that construction management at risk services may be used by a public entity only after the public entity has concluded that the use of construction manager at risk services is in the best interest of the project, and the public entity has compared the advantages and disadvantages of using the construction manager at risk method for a given project in lieu of the delivery methods identified in G.S. 143-128(a1)(1) through G.S. 143-128(a1)(3); and

WHEREAS, the Greenville Utilities Commission intends to construct a Water Treatment Plant Upgrade; and

WHEREAS, the proposed project is a large and complicated construction project, which will require sophisticated project management and construction oversight; and

WHEREAS, the use of construction manager at risk services is preferred over the other delivery methods provided for under G.S. 143-128(a1)(1) through G.S. 143-128(a1)(3) because the project will greatly benefit from preconstruction services, logistics planning, complex scheduling, constructability reviews and subcontractor market analysis, which services are best delivered by construction manager at risk services.

NOW, THEREFORE, THE GREENVILLE UTILITIES BOARD OF COMMISSIONERS RESOLVES:

Section 1. For the reasons stated above, the use of construction manager at risk services is in the best interest of the project, said finding being made after comparing the advantages and disadvantages of using the construction manager at risk method for the project in lieu of the delivery methods identified in G.S. 143-128(a1)(1) through G.S. 143-128(a1)(3).

Section 2. This resolution shall be effective upon passage.

Adopted this the \_\_\_\_ day of August 2018.

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Rebecca Blount  
Chair

ATTEST:

APPROVED AS TO FORM:

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Parker Overton  
Secretary

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Phillip R. Dixon  
General Counsel



## Agenda Item # 5

Meeting Date: August 16, 2018

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<b>Item:</b>	<b>Update of Annual Statement of Conflict of Interest Policy, Disclosure, and Ethics Briefing</b>
<b>Contact:</b>	Phillip R. Dixon
<b>Explanation:</b>	<p>The 2009 N.C. General Assembly passed legislation requiring various local governing bodies to adopt a resolution or policy containing a code of ethics to guide board members in the performance of their duties as members of the governing board. While GUC is not covered by the State Ethics Act, Phil Dixon previously recommended that the GUC Board consider the adoption of an ethics policy and the Commission did so.</p> <p>In this regard, the League of Municipalities had developed a model code that Boards could use in developing their own code of ethics.</p> <p>Phil Dixon, in collaboration with the City's Attorney, developed a code of ethics that was adopted by the Commission and by the City Council of the City of Greenville.</p> <p>Phil Dixon recommends that the Board members consider executing the attached "Conflict of Interest Policy and Disclosure Form" annually to avoid any potential conflict of interest issues. The form outlines what to do if a Commissioner thinks he or she has a potential conflict of interest over a matter coming before the Board.</p>
<b>Previous Board Actions:</b>	N/A
<b>Fiscal Note:</b>	N/A
<b>Recommended Action(s):</b>	N/A

## MEMORANDUM

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To: Members of the Board of Commissioners of Greenville Utilities Commission  
From: Phillip R. Dixon, General Counsel  
Date: August 16, 2018  
Re: Model Code of Ethics

The 2009 North Carolina General Assembly enacted legislation requiring various local governing boards to adopt a resolution or policy containing a Code of Ethics to guide board members in the performance of their duties as members of the governing board. Both the City of Greenville and Greenville Utilities Commission jointly adopted a Code of Ethics for Council Members of the City Council and Members of the Board of Commissioners to guide you in your deliberations. The assumption of the Code of Ethics is that the public trust can only be preserved by elected or appointed officials who are serious about their calling and make informed decisions that reflect core ethical principles they hold in common with citizens they represent. Some patterns of behavior that might be desirable in Council or Board Members might only be achieved by the good faith efforts of the individual Council or Board Members themselves rather than a Code of Ethics, but this Memorandum is intended to provide you with a summary of key points about which you should be conscious and particularly sensitive.

Remember that it is the collective wisdom of the Council or Board that should guide decision making; not an individual person's opinion. Moreover, if you are ever in doubt about what course of conduct is legal in a particular situation, you should seek the advice of the General Counsel, or a Staff Attorney at the University of North Carolina School of Government, or the North Carolina League of Municipalities, which are resources available to any elected or appointed public official. Please keep the following principles in mind as you conduct the business of the Commission:

1. The law specifically requires you to vote in all cases where your "own financial interest or official conduct" is not involved. Remember you must vote, even if you may have a personal connection to the matter in question that would normally make it uncomfortable for you to do so, unless the remaining members of the Board of Commissioners excuse you from voting. If you abstain from voting, you must submit in writing a statement of the reason(s) for your abstention and this must be recorded in the Board's Minutes.
2. Commissioners are expected to faithfully attend meetings and review the Agenda materials prior to attending any meeting so they can make measured, deliberate, knowledgeable, and informed decisions. This also means that you should demand accountability from other Commissioners and you should insist that they also be adequately informed and not be acting on the basis of misinformation or a lack of information.
3. Commissioners should obey the "spirit" as well as the "letter of the law" in whatever they do. "Splitting hairs" will not generally be well received by citizens, the press, or fellow Commissioners who may regard questionable behavior as "unseemly" even if it is not illegal. In the words of my former senior partner, you should avoid even the "appearance of impropriety." Remember that even behavior that may be quite innocent may appear improper in the eyes of those observing it.
4. Treat other Commissioners and the public with respect and try to avoid reaching a conclusion on an issue until both sides of an issue have been heard.

5. Keep confidential information from legally called and held closed sessions and keep private information that the General Counsel has determined is confidential until you are advised that it is proper to release such information.
6. Conduct the affairs of the Commission in an open and public manner and comply with all applicable laws governing open meetings and public records. Remember that local government records belong to the public and not to the board members or their employees.
7. Endeavor to operate in an environment of transparency and candor. Remember it is the public policy of the State of North Carolina that all hearings, deliberations, and actions of the public bodies are conducted openly and that very broad access be given to public records.
8. Violations of the open meetings laws and public records law can have real legal and financial consequences and can also cause bad publicity and a loss of citizen's trust in government.
9. Start each meeting by asking members of the Commission to voluntarily inform the other members of the board if there is any matter on the agenda that might present a conflict of interest or might require the member to be excused from voting.
10. Avoid deriving a direct benefit from any contract in which you are involved in making or administering on behalf of the Commission. Do not attempt to influence others involved in making or administering a contract on behalf of the Commission if you are not involved or if you are derived a direct benefit from the contract.
11. Avoid soliciting or receiving any gift or reward in exchange for recommending, influencing, or attempting to influence the award of a contract by the Commission.
12. Avoid receiving any gift or favor from a current, past, or potential contractor with the Commission.
13. Remember that a public officer or employee derives a direct benefit from the contract (1) if the person or his or her spouse has more than a ten percent (10%) ownership interest in an entity that is a party to a contract, or (2) if they derive any income or commission directly from the contract, or (3) if they acquire any property under the contract.
14. In the course of your service, you will receive certain confidential and privileged information and your misuse of this information could result in liability to both you and the Commission, including liability for attorney fees.

A practicable solution is simply to ask the General Manager/CEO or the General Counsel if you have a concern about whether any action that you may take or expect to take might have the potential for constituting a conflict of interest.

MEMORANDUM

To: Members of the Board of Commissioners

From: \_\_\_\_\_, Commissioner/Board Member

Concerning: Statement of Reasons for Abstention from Board Action pursuant to North Carolina General Statute § 138A-36(b)

Date: \_\_\_\_\_

Matter before the Board: \_\_\_\_\_

*Briefly summarize reasons for abstention below:*

\_\_\_\_\_  
(Signature of Board Member)

West's North Carolina General Statutes Annotated  
Chapter 138A. State Government Ethics Act  
Article 4. Ethical Standards for Covered Persons

N.C.G.S.A. § 138A-36

§ 138A-36. Public servant participation in official actions

Effective: October 1, 2007

[Currentness](#)

(a) Except as permitted by subsection (d) of this section and under [G.S. 138A-38](#), no public servant acting in that capacity, authorized to perform an official action requiring the exercise of discretion, shall participate in an official action by the employing entity if the public servant knows the public servant or a person with which the public servant is associated may incur a reasonably foreseeable financial benefit from the matter under consideration, which financial benefit would impair the public servant's independence of judgment or from which it could reasonably be inferred that the financial benefit would influence the public servant's participation in the official action.

(b) A public servant described in subsection (a) of this section shall abstain from taking any verbal or written action in furtherance of the official action. The public servant shall submit in writing to the employing entity the reasons for the abstention. When the employing entity is a board, the abstention shall be recorded in the employing entity's minutes.

(c) A public servant shall take appropriate steps, under the particular circumstances and considering the type of proceeding involved, to remove himself or herself to the extent necessary, to protect the public interest and comply with this Chapter, from any proceeding in which the public servant's impartiality might reasonably be questioned due to the public servant's familial, personal, or financial relationship with a participant in the proceeding. A participant includes (i) an owner, shareholder, partner, member or manager of a limited liability company, employee, agent, officer, or director of a business, organization, or group involved in the proceeding, or (ii) an organization or group that has petitioned for rule making or has some specific, unique, and substantial interest in the proceeding. Proceedings include quasi-judicial proceedings and quasi-legislative proceedings. A personal relationship includes one in a leadership or policy-making position in a business, organization, or group.

(d) If a public servant is uncertain about whether the relationship described in subsection (c) of this section justifies removing the public servant from the proceeding under subsection (c) of this section, the public servant shall disclose the relationship to the individual presiding over the proceeding and seek appropriate guidance. The presiding officer, in consultation with legal counsel if necessary, shall then determine the extent to which the public servant will be permitted to participate. If the affected public servant is the individual presiding, then the vice-chair or any other substitute presiding officer shall make the determination. A good-faith determination under this subsection of the allowable degree of participation by a public servant is presumptively valid and only subject to review under [G.S. 138A-12](#) upon a clear and convincing showing of mistake, fraud, abuse of discretion, or willful disregard of this Chapter.

(e) This section shall not allow participation in an official action prohibited by [G.S. 14-234](#).

**Credits**

Added by S.L. 2006-201, § 1, eff. Oct. 1, 2006. Amended by S.L. 2007-347, § 12, eff. Aug. 9, 2007; S.L. 2007-348, § 42, eff. Oct. 1, 2007; S.L. 2008-213, § 84(a), eff. Aug. 15, 2008.

N.C.G.S.A. § 138A-36, NC ST § 138A-36

The statutes and Constitution are current through Chapter 153, excluding 117, of the 2015 Regular Session of the General Assembly.

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End of Document

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Greenville Utilities Commission of the City of Greenville, NC  
Conflict of Interest Policy and Disclosure Form

The members of the Board of Commissioners of Greenville Utilities Commission of the City of Greenville, NC ("the Commission") shall avoid conflicts of interest and any conduct which may suggest the appearance of impropriety.

If a potential conflict of interest arises, the Commissioner must disclose the potential conflict to the full Board. Further, the Commissioner shall not vote on nor participate in the solicitation, negotiation, formation, award, arbitration, modification, or settlement of any contract or grant involving any funds or any dispute arising under such contract or grant when the Commissioner stands to benefit, either directly or indirectly, from such contract or grant.

A Commissioner is not deemed to benefit directly or indirectly from a contract or grant if he or she receives only the salary or stipend due to him or her in the general course of employment with or service to the Commission.

Conflict of Interest Disclosure:

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Please describe below any relationship, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between Commission and your personal interests, financial or otherwise:

\_\_\_\_\_ I have no conflict of interest to report.

\_\_\_\_\_ I have the following conflict of interest to report (please specify):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Conflict of Interest Policy of Commission.

Signature: \_\_\_\_\_

Commissioner

Date: \_\_\_\_\_



## Agenda Item # 6

Meeting Date: August 16, 2018

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<b>Item:</b>	<b>Update of Activities by General Counsel</b>
<b>Contact:</b>	Phillip R. Dixon
<b>Explanation:</b>	As requested by the Board, our General Counsel will discuss the legal activities that he has been involved with on behalf of GUC over the past year.
<b>Previous Board Actions:</b>	N/A
<b>Fiscal Note:</b>	N/A
<b>Recommended Action(s):</b>	N/A

PERSONAL AND CONFIDENTIAL  
COMMUNICATION BETWEEN ATTORNEY AND CLIENT

MEMORANDUM

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To: Members of the Board of Commissioners of  
Greenville Utilities Commission  
From: Phillip R. Dixon, Commission Attorney/General Counsel  
Date: August 16, 2018  
Re: **Greenville Utilities Commission** (90-D-617.9)

As many of you know, I first began doing work for Greenville Utilities Commission following my graduation from law school at UNC-Chapel Hill in May of 1974 and while I was clerking for the Honorable Naomi Elizabeth Morris, a Judge (later Chief Judge) on the N.C. Court of Appeals. I took the Bar Examination Review Course that Summer and passed the Bar Examination to be admitted to practice in North Carolina in August of 1974, and immediately began work for Judge Morris. Only a few months later, in October of 1974, I was extended an offer to join the law firm of Gaylord & Singleton (now Gaylord, McNally, Strickland & Snyder) here in Greenville to begin work as an Associate the following year on August 4, 1975. Mr. A. Louis Singleton at the time was in private practice, but also served as both Greenville City Attorney and Greenville Utilities Commission Attorney, and he had concerns as to whether he could continue to serve in both capacities in light of the recent passage of the Local Government Budget & Fiscal Control Act. I did research on the issue at that time, even though I was not officially beginning work with the law firm of Gaylord & Singleton until the following fall.

In Raleigh, I had legal resources available to me that at that time were not readily available to others here in Greenville, and I also had the advantage of being able to discuss this matter with various attorneys in the N.C. Attorney General's Office and on the legal staff in the N.C. General Assembly. I also personally met with some of the Judges on both the N.C. Court of Appeals and the N.C. Supreme Court. We reached the conclusion that the Local Government Budget & Fiscal Control Act inadvertently had not made any provision for entities such as the Fayetteville Public Works Commission and Greenville Utilities Commission since they are separately chartered by the State of North Carolina and operate somewhat independently of the cities they serve with regard to water, sewer, gas, and electricity.

During the period of time that I was associated with the law firm of Gaylord & Singleton, from August 4, 1975 until December 31, 1977, I did most of the Greenville Utilities Commission work, and Mr. Singleton did most of the work for the City of Greenville. As it became increasingly clear that Mr. Singleton's firm could not continue to serve as both the City Attorney and the Commission Attorney, he made a decision to stay as City Attorney, and it became necessary for Mr. Charles Horne, then General Manager of Greenville Utilities Commission, to select a new Commission Attorney. I left Gaylord & Singleton and opened my own office on January 15, 1978 with this in mind. Thereafter, upon Mr. Horne's recommendation, I was hired as Commission Attorney and served continuously in that capacity until March 31, 2015, when I became General Counsel and "in-house."

Accordingly, I have now served as an Attorney for Greenville Utilities Commission over a rather extended period of time. As you might imagine, this experience has given me a history and perspective not readily available to most people who are now associated with the Commission

or the City. For example, a question arose in recent years concerning our acquisition of the Worthington Farm, Inc.'s property adjacent to the Wastewater Treatment Plant back in 1978. An adjoining property owner claimed we were encroaching onto his property. Because I handled that closing and had many of my old files on this property in storage, I was able to satisfy the property owner's attorney, Fred Mattox, that we possessed superior title to the property in dispute, and we resolved this matter without litigation.

When issues arose between Greenville Utilities Commission and the City of Greenville over the Commission Charter in 1975, in 1977, and again in 1992, I had on file the legal research that I first performed in 1974 for Mr. A. Louis Singleton. This was useful to us in resolving some claims, and ultimately resulted in an amended and restated Charter for Greenville Utilities Commission from the N.C. General Assembly.

When it was suggested in our suit in Federal Court with Bell Arthur Water Corp. that it would be prudent to have annual meetings between the staff of Greenville Utilities Commission and Bell Arthur Water Corp. to share information on expansion plans and to avoid future territorial conflicts, I pointed out that we already had entered into such agreements with Bell Arthur Water Corp. and all other water service providers back in the mid-1980s. These agreements still exist today.

I believe my long term experience with the Commission has the advantage of saving the Commission money because of my knowledge in the areas of water, sewer, gas, and electricity. Jake Wicker, who is now deceased, was an expert at the UNC School of Government on utilities, and would frequently refer attorneys from across the State who had questions relating to utility issues to me. I have previously served as the first Chair of the East Regional Council of the Friends of the UNC School of Government. DeWitt (Mac) McCarley, a former City Attorney for the City of Greenville who recently retired as City Attorney for the City of Charlotte, served as the first Chair of the West Regional Council of the Friends of the UNC School of Government. He and I have also both served on the UNC School of Government Foundation Board of Directors. As you all know, the UNC School of Government is a wonderful resource for us when it comes to resolving legal issues involving municipalities and utilities which arise from time to time.

In the past, I have performed a great deal of work involving public bodies generally, and I believe that this breadth of experience in the public sector assists me in better representing the Commission. My clients have previously included the Pitt and Washington County Boards of Education, Town of Ayden, Pitt and Martin Community Colleges, the Pitt and Currituck County Alcoholic Beverages Control Boards, and The Lost Colony Outdoor Drama (The Roanoke Island Historical Association, Inc.). I have also performed significant work for twenty-three (23) different school systems, seven (7) community colleges, and ten (10) mental health centers. I have also done work for the Towns of Hamilton, Pine Knoll Shores, and Cape Carteret. I also serviced the four (4) medical schools in North Carolina in the areas of organ and tissue transplant and procurement which covers seventy-eight (78) of North Carolina's one hundred (100) counties. I previously served as General Counsel for the Carolina East Behavioral Health Care Consortium serving twenty-eight (28) counties in Eastern North Carolina. I previously worked for the UNC School of Government, the N.C. Attorney General's Office, and clerked for a Judge on the N.C. Court of Appeals.

Because I represented so many other public bodies, I achieved economies of scale not available to just any attorney. Issues involving construction contracts, personnel, public law requests, subpoenas, and the Open Meetings Law are similar whether I performed the work for Greenville Utilities Commission or some other public body. Statewide, I have also been called upon to mediate disputes involving public bodies over budgets and appropriations, including, Halifax County v. Halifax Community College, Pamlico County v. Pamlico County Board of Education, and Johnston County v. Johnston County Board of Education.

Greenville Utilities Commission has grown into a very large organization with authorization for more than four hundred fifty employees, and a budget in excess of \$257 million per year. Almost daily I deal with a variety of issues including the typical personnel issues that face any organization of this size. We handle investigations and complaints, grievances involving employees, EEOC complaints involving the Equal Employment Opportunity Commission, unemployment benefit claims with the Employment Security Commission, and we have even handled matters such as investigation of the embezzlement of funds and the theft of Commission property, as well as issues surrounding the drug testing of employees and alleged sexual harassment.

As you might imagine, we also spend a great deal of time assisting with the acquisition of easements for water, sewer, gas, and electric service. For all easement acquisitions, we first have to determine the owner of the property, whether it is an individual, a married couple, a group of heirs, or a sole proprietorship, limited or general partnership, S corporation or C corporation, or a member-managed or manager-managed limited liability company. We then determine who must sign the easement, which is not always an easy task. We spend time abandoning existing easements and relocating them, and preparing and having executed encroachment and license agreements. For example, when Walmart was expanded to make it a superstore, it was necessary to relocate a number of easements so as to allow for the expansion of Toys R Us and other buildings on that site. Likewise, at University Commons, when Target was constructed, it was necessary to relocate some easements. Most recently, we abandoned easements at the Georgetown Apartments uptown and at Greenville Mall. We have also relocated easements in connection with the construction of Dick's Sporting Goods, the expansion of JC Penney's, the expansion of Belk's at The Colonial Mall Greenville, and at University Square, The Province Student Housing Complex, Vidant Medical Center, the Pitt County Council of Aging, the new Walmart, and other locations in and around the county, including on the campus of East Carolina University.

We also generally handle the preparation of interlocal agreements, and prepare contracts relating to fiber optics and in the resolution of territorial conflicts with municipalities, such as Winterville and Ayden, and the Edgecombe-Martin Electric Membership Corporation. We are regularly called upon to review contracts for construction and repairs, and contracts with engineers and other consultants. We also review and approve, and sometimes draft, confidentiality agreements. We perform legal research, prepare site certificates, leases, and subleases, and are frequently called upon to answer legal questions concerning the Open Meetings Law and the Public Records Law. We prepare audit letters annually for our certified public accounts in connection with financial audits of the Commission, and we give opinions to bond counsel and organizations such as the N.C. Eastern Municipal Power Agency. We also worked on the establishment of a Liquefied Natural Gas (LNG) plant and the permitting of the first aquifer storage and recovery system in North Carolina, as well as a permit to allow

Interbasin Transfers. We handle collections including bankruptcies, small claims actions, and Confessions of Judgments.

In the past, we have handled such matters as illegal dumping, meter tampering, theft of electricity, and criminal prosecution of customers who assault Greenville Utilities Commission personnel. We normally respond to subpoenas and public record requests, and screen any documentation released in connection with a Request for Production of Documents, or Interrogatories, or other discovery in civil litigation. We give advice concerning the Americans with Disabilities Act, the Family and Medical Leave Act, OSHA, and Workers Compensation claims. We are often called upon to serve as Parliamentarian to the Commission and answer questions concerning parliamentary procedure.

When accidents occur, we are usually involved in the investigation and in dealing with the processing of liability claims by our insurance carriers. We actively participate in Mediations and Arbitrations. We have dealt with disputes with the Town of Winterville, Bell Arthur Water Corp., Eastern Pines Water Corporation, the Edgecombe-Martin Electric Membership Corporation, the Town of Ayden, and service agreements with the Town of Bethel, the Town of Grimesland, the Town of Farmville, Greene County, and others. We have also defended the Utilities Commission in law suits; most notably, Bell Arthur Water Corp. and the claim by Danis Environmental Industries against us for \$9 million in connection with the \$22 million Water Treatment Plant expansion, and Outer Banks Contractors, Inc., on the Sanitary Sewer Project for Brook Valley Subdivision (a \$3 million claim on a \$5 million project).

Personnel at Greenville Utilities Commission are not only my co-workers; many of them are my friends. Almost every low bid you approve for construction work or for purchases of supplies or equipment, and nearly every contract you approve for professional engineering or consulting services, requires my review and approval. These are sometimes voluminous contracts. Usually I review and return such contracts to the Commission within twenty-four (24) hours. I often suggest or require changes or additions. Frequently contracts are not signed by someone with authority or contain other defects or deficiencies and must be returned.

When we need to abandon an easement, enter into an encroachment agreement, respond to an EEOC complaint, or investigate an employee grievance, I have done it before -- I know what to do, and I know how to do it. My results have generally been very successful.

As a representative of the Commission, I have always strived to be a good citizen and an active community volunteer. I Co-Chaired the City's Bond Issue Referendum for Revitalization of Uptown and West Greenville and for Stormwater Drainage Improvements. This involvement has helped me to establish bridges with others in our community and at the University which sometimes well serves our needs. As a seasoned attorney, I believe I can pick up the telephone and sometimes accomplish things that it would take a younger, less experienced attorney months to accomplish. From time to time, I have earned certain green stamps and have tried to use those to help the Commission in its work.

Generally speaking, I feel very good about the work I have done for the Commission. I hope you will afford me the opportunity and great privilege to continue to do that work as General Counsel for many years to come. I love Greenville, Pitt County, and the University. I am proud to live here and to make this area my home. Like each of you, I like to think that what we do makes this a better place to live and work. I am excited about our future.

Thank you for affording me the opportunity to serve as General Counsel for Greenville Utilities Commission. If, at any time, you have questions or suggestions of ways in which I can better serve your needs or the needs of the Commission, please do not hesitate to contact me. Best wishes.

Sincerely,

Phillip R. Dixon, General Counsel  
Greenville Utilities Commission



**Greenville  
Utilities**

## **Agenda Item # 7**

Meeting Date: August 16, 2018

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<b>Item:</b>	<b>Update on Operations Center Project</b>
<b>Contact:</b>	Chris Padgett
<b>Explanation:</b>	An update on the Operations Center Project will be given.
<b>Previous Board Actions:</b>	N/A
<b>Fiscal Note:</b>	N/A
<b>Recommended Action(s):</b>	No Action Required





## Agenda Item # 8

Meeting Date: August 16, 2018

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<b>Item:</b>	<b>General Manager's Report</b>
<b>Contact:</b>	Tony Cannon
<b>Explanation:</b>	<p>1. Informational Reading</p> <p>Bids, Statistical Data Report, Sewer Spill Tracking Report, and Load Management Report are attached.</p> <p>The Management Team will be available at the meeting to answer any questions regarding work activities.</p> <p>2. Key Performance Indicators (KPIs)</p> <p>Attached is a list of GUC's Tier 1 corporate Key Performance Indicators (KPIs). We have the following KPIs in the dashboard format for your review as well as the corresponding scorecard:</p> <ul style="list-style-type: none"><li>• Days Operating Cash on Hand</li><li>• Duration of Electric Interruptions - CAIDI</li><li>• Installation of New Service – Water/Sewer</li><li>• Response Time to Cut Gas Lines/Leaks</li></ul> <p>3. Commendations</p> <p>4. Other</p> <p>N/A</p>
<b>Fiscal Note:</b>	N/A
<b>Recommended Action(s):</b>	No Action Required

**GREENVILLE UTILITIES COMMISSION**  
**TABULATION OF BIDS RECEIVED**  
**FOR METER BASES AND C.T. CABINETS**  
**JUNE 29, 2018**

<b>VENDORS</b>	<b>TOTAL</b>
Anixter, Inc.	\$54,104.40*
Wesco Distribution, Inc.	54,723.25

\* Indicates recommended award based on the lowest responsible, responsive bid.

Recommended for Award:

  
 Kyle Brown, Electric Planning Engineer 7-16-18  
 Date

  
 Roger Jones, Director of Electric Systems 7-17-18  
 Date

  
 Keith Jones, Director of Finance                       
 Date

  
 Chris Padgett, Chief Administrative Officer 7-19-18  
 Date

Approved for Award:

  
 Anthony C. Cannon, General Manager/CEO 7-19-18  
 Date

**GREENVILLE UTILITIES COMMISSION**

**TABULATION OF BIDS RECEIVED**

**FOR BRACKETS, POLE TOP PINS, INSULATORS, ISOLATORS, FIBERGLASS SIDEWALK GUYS,**

**DEAD END CROSS ARMS, COPPER GROUND RODS, SCREW ANCHORS, GUY WIRE, &**


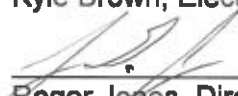


**CLUSTER MOUNTS**

**JULY 11, 2018 @ 2:00 PM**

<b>VENDORS</b>	<b>DELIVERY WEEKS</b>	<b>TOTAL</b>
Wesco Distribution, Inc.	Stock – 18 Weeks	\$112,262.70*
Anixter, Inc.	Stock – 18 Weeks	114,256.10

\* Indicates recommended award based on the lowest responsible, responsive bid.

Recommended for Award:

 _____ Kyle Brown, Electric Planning Engineer	<u>7-17-18</u> Date
 _____ Roger Jones, Director of Electric Systems	<u>7-17-18</u> Date
 _____ Jeff W. McCauley, Chief Financial Officer	<u>7-19-18</u> Date
 _____ Chris Padgett, Chief Administrative Officer	<u>7-19-18</u> Date

Approved for Award:

 _____ Anthony C. Cannon, General Manager/CEO	<u>7-19-18</u> Date
--	------------------------

# GREENVILLE UTILITIES COMMISSION

## STATISTICAL DATA

**Jul-18**

	This Month	Same Month Last Year	% Change	Total To Date Past 12 Months	Total To Date Prior Past 12 Months	% Change
<b>ENVIRONMENT</b>						
High Temperature, F	98	98				
Low Temperature, F	58	58				
Degree Days Heating	0	0.0		3,063.0	2,446.0	
Degree Days Cooling	454	497.5		2,103.5	2,246.5	
Rainfall, Inches	8.42	5.59		55.67	60.49	
River Level-Mean Sea Level						
High, FT	6.9	4.9				
Low, FT	0.5	0.1				
Average FT	2.5	3.0				
<b>ELECTRIC</b>						
Peak Demand, KW	300,399	309,250				
Demand Reduction, KW	64,230	68,315				
KWH Purchased (x1000)	175,581	185,210	-5.2%	1,818,510	1,760,158	3.3%
KWH Billed (x1000)	161,801	155,703	3.9%	1,770,900	1,718,393	3.1%
System Losses, Percent				2.62%	2.37%	
Average Cost/KWH	\$0.0677	\$0.0668				
<b>NATURAL GAS</b>						
MCF Purchased	186,708	163,497	14.2%	3,603,124	3,035,168	18.7%
MCF Billed	162,058	136,360	18.8%	3,472,475	2,989,446	16.2%
System Losses, Percent				3.63%	1.51%	
Average Cost/MCF	5.43	6.04				
<b>WATER</b>						
Peak Day, MG	17.230	14.249				
Average Day, MG	13.422	12.607				
Total Pumped, MG	416.067	390.809	6.5%	4,809.0	4,681.8	2.7%
Total Billed, MG	329.100	314.400	4.7%	4,128.1	4,025.4	2.6%
System Losses, Percent				14.16%	14.02%	
<b>WASTEWATER</b>						
Peak Day, MG	15.30	9.59				
Average Day, MG	8.87	8.28				
Total Flow, MG	274.92	256.75	7.1%	3,500.14	3,668.82	-4.6%
<b>CUSTOMER ACCOUNTS</b>						
Active Services E/W/G	127,360	125,262	1.7%			
Meters Repaired	631	506	24.7%	5,031	2,936	71.4%

KW = Kilowatts

KWH = Kilowatthours

MCF = Thousand Cubic Feet

MG = Million Gallons

Water Resources Department  
Sewer Spill Tracking Report  
August 2017- July 2018



No.	Date of Spill	Report Date	Location	Manholes		Volume Gallons	Surface Water	If yes, where?		Reportable Yes/No	News Release		Notice of Discharge		Cause of Spill	Corrective Action
				Upstream	Downstream			Name	Volume Gallons		Req'd.	Issued	Req'd.	Issued		
1	10/31/17	11/03/17	MH 6M-113 behind Treybrook Apts	6M-113	6M-113	950	No			No	No	No	No		Other (Pump failure at Westside PS)	1f
2	12/05/17	12/06/17	MH 5B-005 in front of 2118 Warren Drive	5B-005	5B-005	25	No			No	No	No	No		Debris	1c
3	02/11/18	02/16/18	MH 7G-071 in front of 102 Concord Drive	7G-071	7G-071	50	Yes	Green Mill Run	50	Yes	No	No	No		Debris	2c
4	03/19/18	03/22/18	501 S. Memorial Dr & Martin Luther King Jr. Blvd.	6M-085	6M-085	150	Yes	Tar River	150	Yes	No	No	No		Debris	1c

Note: No spills in August, September, November, January, April, May, June and July

Summary      Total Number of Spills = 4(2 Reportable;2 Non-Reportable)  
Total Spill Volume = 1175 gals or 0.00003% of Total Wastewater Flow

Spill Analysis

<u>Cause</u>	<u>Number of Each</u>	<u>Volume (gals.)</u>
a. Grease	0	0
b. Contractor Damage/Error	0	0
c. Debris	3	225
d. Roots	0	0
e. Pipe Failure	0	0
f. Other	1	950

Corrective Action Code

1. Permanent Repair
2. Cleared Blockage & Priority Cleaning Scheduled

GREENVILLE UTILITIES COMMISSION

LOAD MANAGEMENT REPORT

July, 2018

The DEP monthly peak occurred on July 11, 2018 for the hour ending at 6:00 P.M. Our load management system was in full operation during this period with the following estimated reductions observed:

	Estimated KW Load Reduction	Estimated Avoided Demand Costs
<b><u>Direct Load Control:</u></b>		
Voltage Adjustment @ Stage 3 (4.6%)	8,000	\$175,520
Air Conditioning Demand Reduction	4,100	\$89,954
Water Heater Demand Reduction	11,600	\$254,504
Heat Pump/Heat Strip Demand Reduction	0	\$0
GUC Generator Reduction:	13,838	\$303,606
<b><u>Interruptible Load Control:</u></b>		
MGS-CP & LGS-CP Customer Generators	20,659	\$453,258
Other Industrial Customer Curtailments	6,033	\$132,370
<b><u>Total Load Control:</u></b>	<b>64,230</b>	<b>\$1,409,212</b>
<b><u>NCEMPA Shifted Peak Credit:</u></b>		
Power Agency Policy Credit for Contribution to Shifted Peak		
<b><u>Total Load Reduction and Avoided Costs:</u></b>	<b>64,230</b>	<b>\$1,409,212</b>

Additional Notes and Comments:

- |  |                |
|--|----------------|
| 1) Duke Energy Progress (DEP) System Peak:                     | 12,375 MW      |
| 2) GUC Coincident Peak (Less Winterville Demand):              | 300,399 KW     |
| 3) Local Temperature at Coincident Peak, per PGV:              | 91 Degrees F   |
| 4) Local "Feels Like" Temperature at Coincident Peak, per PGV: | 93 Degrees F   |
| 5) Applicable NCEMPA Demand Rate Charge:                       | \$21.94 Per KW |

# Tier 1: Corporate Key Performance Indicators (KPI)

---

## CUSTOMER

- Customer Satisfaction
  - Billing Process Accuracy
  - Installation of New Services
  - Duration of Electric Interruptions (CAIDI)
  - Duration of Electric Interruptions (SAIDI)
  - Frequency of Interruptions in Service – Electric (SAIFI)
  - Response Time to Unplanned Electric Outages
  - Response Time to Cut Gas Lines/Leaks
  - Response Time to Water Leaks/Breaks
  - Typical Monthly Bill Comparisons
- 

## FINANCIAL

- Overtime Costs
  - Bond Rating
  - Days Operating Cash On Hand
  - Debt Service Coverage
  - Fund Balance (available for appropriation)
  - Net Margin
  - Return on Assets
  - Return on Equity
- 

## INTERNAL BUSINESS PROCESSES

- Connections Per Employee
  - Operating Cost Per Customer
  - System Losses – Electric
  - System Losses – Gas
  - System Losses – Water
  - Disruption of Service – Water
  - Preventable Vehicle Accident Rate
- 

## EMPLOYEES & ORGANIZATIONAL CAPACITY

- Hours Worked Without a Lost Workday Injury
- Restricted Workday Injuries Per 200,000 Hours Worked
- Capital Spending Ratio
- Degree of Asset Depreciation

# Corporate KPIs

## Customer








Indicator	Goal/Caution	Value	Status
Customer Satisfaction	80.00%	84.00%	✓
Billing Process Accuracy	99.800%	99.977%	✓
Install New Service (Electric)	3.00	1.06	✓
Install New Service (Gas)	15	12.5	✓
Install New Service (Water/Sewer)	6	5	✓
Duration of Interruptions - Electric (CAIDI)	82.00	75.88	✓
Duration of Interruptions - Electric (SAIDI)	65.00	30.95	✓
Interruptions in Service - Electric (SAIFI)	0.79	0.41	✓
Response Time to Unplanned Outages	30.00	26.41	✓
Response Time to Cut Gas Lines/Leaks	0:30:00	0:22:49	✓
Response Time to Water Leaks	1:00	0:50	✓
Typical Bill Comparison - Residential Electric	\$117	\$109	✓
Typical Bill Comparison - Residential Gas	\$79	\$91	✗
Typical Bill Comparison - Residential Water	\$36	\$32	✓
Typical Bill Comparison - Residential Sewer	\$46	\$43	✓

## Financial


Indicator	Goal/Caution	Value	Status
Overtime Costs	3%	8%	✗
Bond Rating	75	80	✓
Days Operating Cash on Hand	125	145	✓
Debt Service Coverage	1.75	3.18	✓
Fund Balance (Available for Appropriation)	16.0%	23.2%	✓
Net Margin	2.75%	4.99%	✓
Return on Assets	1.60%	2.26%	✓
Return on Equity	2.50%	3.38%	✓



### Internal Business Processes

Indicator	Goal/Caution	Value	Status
Connections per Employee	337	333	
Operating Cost per Customer	\$350	\$399	
System Losses - Electric	3.00%	2.52%	
System Losses - Gas	1.50%	2.52%	
System Losses - Water (less than 13.5%)	13.5%	11.0%	
Disruption of Service- Water	6:00	1:30	
Miles Driven Without Preventable Vehicle Incident	1,000,000	149,311	

### Employee & Organizational Capacity

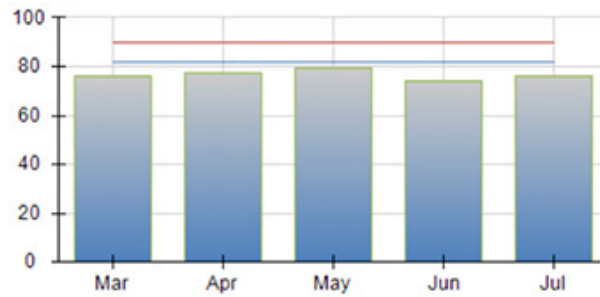
Indicator	Goal/Caution	Value	Status
Hours Worked Without a Lost Workday Injury	3,000,000	1,512,024	
OSHA Recordable Incident Rate	1.00	0.69	
Capital Spending Ratio	120%	132%	
Degree of Asset Depreciation	50%	50%	



## Duration of Interruptions - Electric (CAIDI)

Average minutes to restore power from an unplanned outage - also known as CAIDI - Customer Average Interruption Duration Index.

**Value:** 75.88 **Goal:** 82 **Warning:** 90



Warning  
Goal



## Days Operating Cash on Hand

The Days Cash on Hand is measured and reported on a monthly basis to monitor the cash flow and liquidity of the Utilities. The lower and upper ranges are set by the Reserve Policy and are 110 days and 125 days respectively. Benchmark for Days Cash on Hand based on the Financial Reserves Policy adopted by the Board in November 2009 and amended in 2015, which is supported by "Moody's U.S. Public Finance."

**Value:** 145 **Goal:** 125 **Warning:** 110



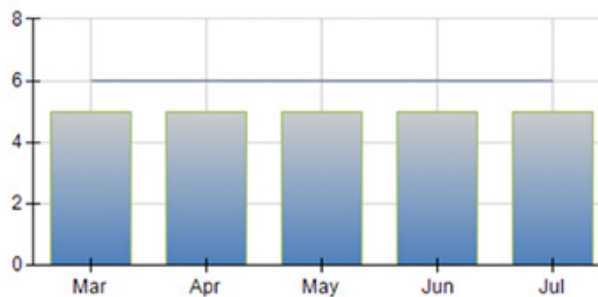
Goal  
Warning



## Install New Service (Water/Sewer)

Average number of days to install new water/sewer service.

**Value:** 5 **Goal:** 6 **Warning:** 6



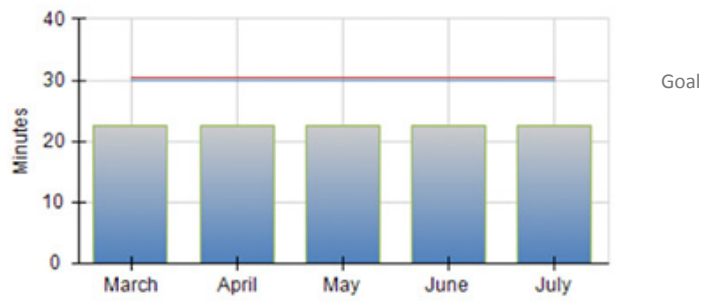
Goal



## Response Time to Cut Gas Lines/Leaks

Monitors the average response time to gas leaks or cut gas lines (track from call to response)

**Value:** 0:22:49 **Goal:** 0:30:00 **Warning:** 0:30:30



## GUC PERFORMANCE MEASURES

Performance Management Scorecard			Financial
Corporate Objective 15	Improve Financial Performance		
Measure	Days Operating Cash on Hand		
Tier	1	Rationale: Used to measure the length of time GUC’s operating expenses could be funded without additional cash inflows	
Accountability: Finance		Frequency: Monthly	
<b>DESCRIPTION:</b> The Days Cash on Hand is measured and reported on a monthly basis to monitor the cash flow and liquidity of the Utilities. The lower and upper ranges are set by the Reserve Policy and are 97 days and 165 days respectfully.			
NUMERATOR:	Operating Cash and Investments		
DENOMINATOR:	YTD operating expenses / number of days YTD		
TARGET:	97 days – 165 days	DATA SOURCE(S): Monthly/annual financial report	

## GUC PERFORMANCE MEASURES

Performance Management Scorecard		Internal Business Processes
Corporate Objective 10	Ensure Efficiency, Safety and Reliability of Services	
Measure	<b>Duration of Interruption in Service – Electric (CAIDI)</b>	
Tier	1	Rationale: Measures GUC electric customer's average restoration time
Accountability: Electric		Frequency: Annual
<b>DESCRIPTION:</b> Duration of Interruptions in Service - Electric (CAIDI) is tracked as the customer's average duration index (CAIDI) which include the comparison of the total of all customer interruption durations and the total number of customers interrupted.		
<b>NUMERATOR:</b>	Sum of all GUC customers interruption duration	
<b>DENOMINATOR:</b>	Total number of GUC customer interruptions	
<b>TARGET:</b>	50 minutes	<b>DATA SOURCE(S):</b> Outage Database

## GUC PERFORMANCE MEASURES

Performance Management Scorecard		Customer
Corporate Objective 16	Improve Customer Satisfaction	
Measure	<b>Install New Service</b>	
Tier	1	Rationale: Measures the timeliness of providing GUC customers with new service
Accountability: Electric, Gas and Water Resources		Frequency: Monthly
<b>DESCRIPTION:</b> Percentage of time when new service is installed within the target time frame. Target for new electric service is 3 days from completion of the application, inspection and occupancy approval. Target for new gas service is 14 days. Target for a new water tap is 6 business days.		
<b>NUMERATOR:</b>	Number of new services installed with the target	
<b>DENOMINATOR:</b>	Total number of new services installed	
<b>TARGET:</b>	90%	<b>DATA SOURCE(S):</b> CIS System

## GUC PERFORMANCE MEASURES

Performance Management Scorecard			Customer
Corporate Objective 16	Improve Customer Satisfaction		
Measure	Response Time to Cut Gas Lines/Leaks		
Tier	1	Rationale:	Measures the timeliness of response to cut gas lines or leaks.
Accountability: Gas		Frequency: Monthly	
<b>DESCRIPTION:</b> Response Time is the measure of time to respond to unplanned cut gas lines or leaks. Gas tracks the average time from receiving the customer call to the actual response to the site. Target response time is less than 30 minutes.			
<b>NUMERATOR:</b>	Total response time for unplanned events.		
<b>DENOMINATOR:</b>	Total number of unplanned events.		
<b>TARGET:</b>	< 30 minutes	<b>DATA SOURCE(S):</b> Excel spreadsheet	

## **COMPLIMENT RECORD**

**Date:** 7/13/2018

**Time:** 7:45 am

**Received By:** Karyn Wilson

**Customer's Name:** Melissa Banno

**Date:** 7/6/2018

**Remarks:** Ms. Banno sent an email to thank Karyn for her assistance in getting gas service connected. Ms. Banno's email stated, "I just wanted to tell you how much I appreciate your phenomenal customer service! You took the time to answer my questions and guide me through this process AND you contacted the necessary people to make all this happen. I definitely couldn't have done it without you. I finally have my gas stove installed and working. Thank you!!"

**Employee's Name:** Karyn Wilson, Customer Records Clerk





**Greenville  
Utilities**

## Agenda Item # 9

Meeting Date: August 16, 2018

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<b>Item:</b>	<b>Board Chair's Remarks/Report</b>
<b>Contact:</b>	Chair Blount
<b>Explanation:</b>	Information Only <ul style="list-style-type: none"><li>• Approved Joint Pay and Benefits Committee Minutes dated March 20, 2018</li><li>• GUC Committees for 2018-19 will be appointed by Chair Blount</li></ul>
<b>Previous Board Actions:</b>	N/A
<b>Fiscal Note:</b>	N/A
<b>Recommended Action(s):</b>	N/A

**MINUTES  
JOINT PAY AND BENEFITS COMMITTEE  
TUESDAY, MARCH 20, 2018**

The Joint Pay and Benefits Committee of the City of Greenville (COG) and the Greenville Utilities Commission (GUC) met on Tuesday, March 20, 2018, in the Board Room at Greenville Utilities Commission located at 401 S. Greene Street, Greenville, NC.

Committee members present included Council Member Rick Smiley, Mayor Pro-Tem Rose Glover and Commissioner Joel Butler. Commissioner Toya Jacobs was absent.

Other City officials and staff present included City Manager Ann E. Wall, Assistant City Manager Michael Cowin, Director of Human Resources Leah Futrell, and Human Resources Manager Jenise Phillips.

Other GUC officials and staff present included General Manager/CEO Tony Cannon, Chief Administrative Officer Chris Padgett, Director of Human Resources Richie Shreves, Benefits Administrator Leah Herring, Executive Assistant to the General Manager/CEO Amy Wade, Public Information Officer/Communications Manager Steve Hawley and Secretary to the General Manager/CEO Lou Norris.

Others present included Ginger Livingston and Juliette Cooke from The Daily Reflector.

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**ITEM 1-CALL TO ORDER**

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City Manager Ann Wall called the meeting to order at 2:00 p.m. and a quorum was ascertained.

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**ITEM II-APPROVAL OF THE AGENDA**

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Commissioner Butler moved to adopt the agenda. Council Member Smiley seconded the motion, which passed by unanimous vote.

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**ITEM III-APPROVAL OF MINUTES**

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Commissioner Butler moved to approve the August 24, 2017 minutes. Council Member Smiley seconded the motion, which passed by unanimous vote.

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**ITEM IV-MARKET ADJUSTMENT AND MERIT ALLOCATION**

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Mr. Michael Cowin reminded the Committee that the objective is to maintain an effective pay system for our employees that is internally equitable and compatible, and is as competitive as possible in relation to the external marketplace. He added that, as we have done in previous years, data is collected from various sources to provide the Committee information related to the market, so they can make an informed decision on the merit allocation and market adjustment for the next year.

This year, data was collected from 6 reputable survey groups consisting of Aon Hewitt, Capital Associated Industries (CAI), Hay Group, Mercer, Towers Watson and WorldatWork. The wage projections and trends for 2018 are relatively consistent ranging from 2.5% to 3.0%.

Staff also surveyed established public-sector benchmark organizations and local private sector employers to determine their plans related to compensation decisions for FY 2018-19. Twenty five of the 26 public sector organizations responded and were comprised of municipalities and utilities. Eighteen of these public employers provided their projections and the average pay increase projection for FY 2018-19 is 2.9% (market and/or merit). Thirteen of the 14 local private sector employers responded and reported an average increase of 3.2% (market and/or merit) for FY 2018-19.

Over the past 3 years GUC and the City have fallen behind the CAI benchmark, public sector, and local private employers, although last year's 3.2% increase did minimize the gap.

After some discussion, Council Member Smiley made a motion to recommend to the City Council and GUC Board of Commissioners at the Joint Meeting on April 23, 2018, a 2.9% market adjustment/merit allocation for FY 2018-19 and each entity will determine the best way to apply the funds (i.e. market/merit). Commissioner Butler seconded the motion, which passed by unanimous vote.

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#### **ITEM V-SALARY STRUCTURE ADJUSTMENT**

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Ms. Leah Futrell reminded the Committee that Segal Waters, the City's and GUC's classification and compensation consultant, recommends reviewing salary structures annually to ensure they remain competitive in the market. Segal Waters uses and recommends WorldatWork data because their Salary Budget Survey is the largest and most trusted resource of salary structure adjustment data used by compensation professionals nationally and internationally. Ms. Futrell added that WorldatWork projects salary structures to increase 2.1% for 2018.

After discussion, Council Member Smiley made a motion to recommend to the City Council and GUC Board of Commissioners at the Joint Meeting on April 23, 2018, a 2.1% salary structure adjustment. Commissioner Butler seconded the motion, which passed by unanimous vote.

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### ITEM VI-TIMELINE FOR 10-YEAR COMPENSATION STUDY

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Ms. Futrell informed the Committee that the last compensation study was performed in 2010 and the next study will be in 2020. Ms. Richie Shreves updated everyone on the plan and timeline to prepare for this study. Staff are in the process of drafting a Request for Proposal (RFP) for consulting services. This study will include all positions.

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### ITEM VII-NEXT STEPS

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It was the consensus of the Committee to cancel the April 10, 2018, Joint Pay and Benefits Committee meeting.

Recommendations regarding the market adjustment/merit allocation and the salary structure adjustment will be presented to the City Council and the GUC Board of Commissioners at the Joint Meeting scheduled for April 23, 2018.

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### ITEM VIII-ADJOURNMENT

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There being no further discussion, Council Member Smiley made the motion to adjourn the meeting and Commissioner Butler seconded the motion. The vote was unanimous and the meeting was adjourned at 2:24 p.m.

Respectfully submitted,



Amy Carson Wade  
Executive Secretary

## GUC Committees

August 2018

### Executive

Rebecca Blount, Chair  
Joel Butler, Chair-Elect  
Parker Overton, Secretary  
Don Mills, Past Chair

Charge: Work with GUC staff on policy issues; represent GUC in joint discussions on potential growth and regionalization with regard to provision of utility services; provide continuity of knowledge for the chair position and report to the Board of Commissioners as appropriate.

### Pay/Benefits

Toya Jacobs  
Joel Butler

(City Council representatives: Council Member Rose Glover and Council Member Rick Smiley-as of January 2014)

Charge: Represent GUC in the discussions concerning benefits and salary adjustments and report to the Board of Commissioners as appropriate.

### Finance/Audit

Parker Overton (Chair)  
Don Mills (Vice-Chair)  
Tommy Stoughton  
Minnie Anderson

Charge: Provide policymaker input to GUC staff and auditors on enhancement or implementation of certain financial procedures and report to the Board of Commissioners as appropriate.

### Economic Development, Marketing and Public Relations

Don Mills (Chair)  
Joel Butler (Vice-Chair)  
Toya Jacobs  
Tommy Stoughton  
Minnie Anderson

Charge: Provide policymaker input to GUC staff and consultants in the development of criteria, guidelines, and strategies for the economic development of Pitt County and report to the Board of Commissioners as appropriate.

### Legal and Legislative

Don Mills (Chair)  
Joel Butler (Vice-Chair)  
Parker Overton

Charge: Address legal and legislative matters that may impact the operations or business of the Commission that may arise from time to time. Report and recommend action to the Board of Commissioners as appropriate.

GENERAL ASSEMBLY OF NORTH CAROLINA  
SESSION 1991

CHAPTER 861  
SENATE BILL 1069

AN ACT TO AMEND AND RESTATE THE CHARTER OF THE GREENVILLE  
UTILITIES COMMISSION OF THE CITY OF GREENVILLE.

The General Assembly of North Carolina enacts:

Section 1. For the proper management of the public utilities of the City of Greenville, both within the corporate limits of the City and outside the said corporate limits, a commission to be designated and known as the "Greenville Utilities Commission", is hereby created and established.

Sec. 2. The Greenville Utilities Commission shall consist of eight members, six of whom shall be bona fide residents of the City of whom one shall at all times be the City Manager of Greenville, and two of whom shall be bona fide residents of Pitt County but residing outside the city limits of Greenville, and all of whom shall be customers of the Greenville Utilities Commission. Each Greenville Utilities Commissioner shall hold office for an initial term of three years and, except as set forth herein, will be automatically reappointed to a single additional term of three years, with each term of three years expiring June 30 at the end of the designated term or until reappointed or replaced by the City Council. The first appointees shall hold their offices as follows: the Greenville City Council shall appoint an individual to serve until June 30, 1995; John W. Hughes, Sr. is hereby appointed a Greenville Utilities Commissioner to serve until June 30, 1995, and shall not be eligible for a second term; Bernard E. Kane is hereby appointed a Greenville Utilities Commissioner to serve until June 30, 1995; R. Richard Miller is hereby appointed a Greenville Utilities Commissioner to serve until June 30, 1994, and shall not be eligible for a second term; and the Greenville City Council shall appoint an individual to serve until June 30, 1993; all of whom are bona fide residents of the City. William G. Blount is hereby appointed a Greenville Utilities Commissioner to serve until June 30, 1993, and shall not be eligible for a second term; and the Pitt County Board of Commissioners shall nominate an individual under the procedure established in Section 3 of this act, to be appointed by the Greenville City Council to serve until June 30, 1994; both of whom are Greenville Utilities Commission customers and bona fide residents of Pitt County residing outside the Greenville city limits.

Sec. 3. The Greenville Utilities Commissioners otherwise than as herein provided shall be appointed by the City Council at their regularly monthly meeting in June of each year. It is the intention of this charter that the City Council shall appoint Greenville Utilities Commission members who have utilities expertise. Representation should include some members with financial, engineering, environmental, technical, or

development backgrounds. The two members of the Greenville Utilities Commission residing outside the city limits shall be nominated by the Pitt County Board of Commissioners and appointed by the City Council. The City Council has the right to reject any nominee(s) from the Pitt County Board of Commissioners and to request additional nominees. If the Pitt County Board of Commissioners fails to recommend a nominee to the City Council within 60 days of the original date requested by the City Council, then the City Council may appoint any individual meeting the residency requirement. No person shall be eligible for appointment to the Greenville Utilities Commission who is an officer or employee of the City or Pitt County except that the City Manager of the City of Greenville shall at all times be a full member of the Greenville Utilities Commission. In the event a Greenville Utilities Commissioner resigns, dies, or otherwise becomes incapable of performing his or her duties, the City Council shall appoint, according to the same process described herein for regular appointments, a Greenville Utilities Commissioner to fill the unexpired term at any regular or special meeting of the City Council. Any Greenville Utilities Commissioner filling an unexpired term shall be deemed to have filled said term for the full three-year term. Except as otherwise permitted herein, no Greenville Utilities Commissioner shall serve more than two three-year terms. Greenville Utilities Commissioners filling the first three-year term will automatically fill a second three-year term unless the City Council initiates the replacement process.

Sec. 4. The Greenville Utilities Commissioners shall organize by electing one of their members Chair, whose term of office as Chair shall be for one year unless the Chair's term on the Greenville Utilities Commission shall expire earlier, in which event his or her term as Chair shall expire with the Chair's term on the Greenville Utilities Commission. The Chair shall not be entitled to vote on any proposition before the Greenville Utilities Commission except in case of a tie vote and only for the purpose of breaking the tie. The members of the Greenville Utilities Commission are authorized to fix their own salaries provided, however, that said salaries shall not exceed one hundred fifty dollars (\$150.00) per month for the members and two hundred fifty dollars (\$250.00) per month for the Chair provided, however, the City Council may, at its own discretion, increase these caps from time to time as is appropriate to reflect inflation, and provided, however, the City Manager shall receive no pay as a member of the Greenville Utilities Commission other than his or her salary as City Manager. The Greenville Utilities Commission shall meet at least once each month at a designated time and place unless the Chair designates some other meeting time and so notifies the other members of the Greenville Utilities Commission. The Greenville Utilities Commission and the Greenville City Council shall meet at least once each year to discuss mutual interests of the City of Greenville and the Greenville Utilities Commission. Minutes shall be kept for all regular meetings of the Greenville Utilities Commission.

Sec. 5. The Greenville Utilities Commission shall have entire supervision and control of the management, operation, maintenance, improvement, and extension of the public utilities of the City, which public utilities shall include electric, natural gas, water, and sewer services, and shall fix uniform rates for all services rendered;

provided, however, that any person affected by said rates may appeal from the decision of the Greenville Utilities Commission as to rates to the City Council. With approval by the City Council, the Greenville Utilities Commission may undertake any additional public enterprise service which may lawfully be operated by a municipality.

Sec. 6. The Greenville Utilities Commission shall employ a competent and qualified General Manager whose duties shall be to supervise and manage the said public utilities, subject to the approval of the Greenville Utilities Commission. The General Manager, under the direction of and subject to the approval of the Greenville Utilities Commission, shall cause the said utilities to be orderly and properly conducted; the General Manager shall provide for the operation, maintenance, and improvement of utilities; the General Manager shall provide for the extension of all utilities, except sewer extensions made beyond the area regulated by the City of Greenville are subject to the approval of the City Council, and shall furnish, on application, proper connections and service to all citizens and inhabitants who make proper application for the same, and shall in all respects provide adequate service for the said utilities to the customers thereof; the General Manager shall attend to all complaints as to defective service and shall cause the same to be remedied, and otherwise manage and control said utilities for the best interests of the City of Greenville and the customers receiving service, and shall provide for the prompt collection of all rentals and charges for service to customers and shall promptly and faithfully cause said rentals and charges to be collected and received, all under such rules and regulations as the Greenville Utilities Commission shall, from time to time, adopt and in accordance with the ordinances of the City of Greenville in such case made and provided.

Sec. 7. All monies accruing from the charges or rentals of said utilities shall be deposited into the appropriate enterprise fund of the Greenville Utilities Commission and the Greenville Utilities Commission's Director of Finance shall keep an account of the same. The Greenville Utilities Commission shall at the end of each month make a report to the City Council of its receipts and disbursements; the Greenville Utilities Commission shall pay out of its receipts the cost and expense incurred in managing, operating, improving, maintaining, extending, and planning for future improvements and expansions of said utilities; provided, however, that should the funds arising from the charges and rentals of said utilities be insufficient at any time to pay the necessary expenses for managing, operating, improving, and extending said utilities, then and in that event only, the City Council of the City of Greenville shall provide and pay into the appropriate enterprise fund of the Greenville Utilities Commission a sum sufficient, when added to the funds that have accrued from the rents and charges, to pay the costs and expenses of managing, operating, improving, maintaining, extending, and planning for future improvements and expansions of said utilities; the Greenville Utilities Commission shall pay the principal on all such funds provided by the City Council with interest thereon; provided, further, that the Greenville Utilities Commission shall annually transfer to the City, unless reduced by the City Council, an amount equal to six percent (6%) of the difference between the electric and natural gas system's net fixed assets and total bonded indebtedness plus annually transfer an amount equal to fifty percent (50%) of the Greenville Utilities Commission's retail cost of service for the City



of Greenville's public lighting. Public lighting is defined herein to mean City of Greenville street lights and City of Greenville Parks and Recreation Department recreational outdoor lighting. The preparation of a joint financial audit of the City of Greenville and the Greenville Utilities Commission operations by a single auditing firm is intended under the provisions of this charter and existing North Carolina statutes.

Sec. 8. In compliance with the time requirements of Chapter 159 of the General Statutes, the Greenville Utilities Commission shall prepare and submit to the City Council, for approval, a budget for the coming year showing its estimated revenue, expenses, capital expenditures, debt service, and turnover to the City of Greenville. In addition, the budget ordinance must identify construction projects of the Greenville Utilities Commission which include individual contracts in excess of one-half of one percent ( $\frac{1}{2}\%$ ) of the Greenville Utilities Commission's annual budget. City Council approval of the Greenville Utilities Commission's budget will constitute approval of projects so identified and the contracts contained therein. Contracts in excess of one-half of one percent ( $\frac{1}{2}\%$ ) of the Greenville Utilities Commission's annual budget not so identified and approved in the budget ordinance will require separate City Council approval.

Sec. 9. The Greenville Utilities Commission shall approve the employment and remuneration of all officers, agents, independent contractors, and employees necessary and requisite to manage, operate, maintain, improve, and extend the service of said utilities. It is, however, the intention of this Charter that the Greenville Utilities Commission and the City of Greenville will implement and maintain mutual pay plans, personnel policies, and benefits for their respective employees. The Greenville Utilities Commission may require bond in such sum as it may deem necessary, which shall be approved by the City Council, of all officers, agents, and employees having authority to receive money for the Greenville Utilities Commission. The Greenville Utilities Commission shall have the authority to name and designate a person in its employ as secretary of the Greenville Utilities Commission.

Sec. 10. The Greenville Utilities Commission shall have authority at all times to discharge and remove any officer, agent, independent contractor, or employee of the Greenville Utilities Commission.

Sec. 11. All laws and clauses of laws in conflict with this act are hereby repealed, expressly including Chapter 146 of the Public-Local Laws of 1941, entitled "AN ACT TO PROVIDE A PERMANENT UTILITIES COMMISSION FOR THE CITY OF GREENVILLE, IN PITT COUNTY, AND TO REPEAL CHAPTER TWO HUNDRED AND ELEVEN OF THE PRIVATE LAWS OF ONE THOUSAND NINE HUNDRED AND FIVE, AND AMENDMENTS THERETO, RELATING TO THE WATER AND LIGHT COMMISSION OF THE CITY OF GREENVILLE.", except that this act does not revive any act repealed by that act.

The purpose of this act is to revise the charter of the Greenville Utilities Commission and to consolidate herein certain acts concerning the Greenville Utilities Commission. It is intended to continue without interruption those provisions of prior acts which are consolidated into this act so that all rights and liabilities that have accrued are preserved and may be enforced. This act shall not be deemed to repeal,

modify, or in any manner affect any act validating, confirming, approving, or legalizing official proceedings, actions, contracts, or obligations of any kind.

No provision of this act is intended nor shall be construed to affect in any way any rights or interest, whether public or private:

- (1) Now vested or accrued in whole or in part, the validity of which might be sustained or preserved by reference to law to any provisions of law repealed by this act.
- (2) Derived from or which might be sustained or preserved in reliance upon action heretofore taken pursuant to or within the scope of any provisions of law repealed by this act.

All existing ordinances of the City of Greenville and all existing rules and regulations of the Greenville Utilities Commission not inconsistent with provisions of this act shall continue in full force and effect until repealed, modified, or amended.

No action or proceeding of any nature, whether civil or criminal, judicial or administrative, or otherwise pending at the effective date of this act by or against the City of Greenville or the Greenville Utilities Commission shall be abated or otherwise affected by the adoption of this act. If any provisions of this act or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this act which can be given effect without the invalid provision or application, and to this end the provisions of this act are declared to be severable.

Sec. 12. This act is effective upon ratification.

In the General Assembly read three times and ratified this the 7th day of July, 1992.

James C. Gardner  
President of the Senate

Daniel Blue, Jr.  
Speaker of the House of Representatives

## BYLAWS OF THE GREENVILLE UTILITIES COMMISSION

These Bylaws are adopted by the Greenville Utilities Commission to implement its Charter and to establish basic rules of organization, process and procedure and to provide for the efficient and effective conduct of public business for the benefit of the ratepayers.

To The Extent The Terms & Conditions Of These Bylaws Conflict With the Terms & Conditions of The Charter, The Charter Shall Govern.

- I. Name: The name of the Commission shall be: The Greenville Utilities Commission.
- II. Individual Responsibility: Commission members have responsibility over utilities' affairs when acting as a body appropriately called to session. To request additional information concerning the functions of the Greenville Utilities Commission, Board members should contact the General Manager/CEO.
- III. Board Membership
  - A. Number of Members: The Greenville Utilities Commission shall consist of eight (8) members, all appointed by the Greenville City Council. Two of these appointees are nominated by Pitt County Board of Commissioners.
  - B. Commission Seats: Of the eight (8) members, six (6) members shall be bona fide residents of the City of whom one shall be the City Manager of Greenville, and two of whom shall be bona fide residents of Pitt County but residing outside the city limits of Greenville, who shall be customers of the Greenville Utilities Commission.
  - C. Vacancies on the Commission: In the event a Greenville Utilities Commissioner resigns, dies, or otherwise becomes incapable of performing his or her duties, at any regular or special meeting of the City Council, the City Council shall appoint, according to the same process described herein for regular appointments, a Greenville Utilities Commissioner to fill the unexpired term.
  - D. New members to the Board are required to participate in orientation and training sessions as scheduled by the General Manager/CEO. Orientation shall include such activities as:
    - 1. Workshops for new Board members conducted by the American Public Power Association.
    - 2. Discussions and visits with the General Manager/CEO, General Counsel, and other members of the staff.

3. Provision of printed and audiovisual materials on Greenville Utilities Commission and copies of administrative policies and procedures.

#### IV. Organization

- A. The Greenville Utilities Commission each year shall elect its officers on the first regularly scheduled meeting of the Commission on or after July 1 at which a quorum is present. Meetings are scheduled for the third Thursday in each month at 12:00 noon.
- B. The officers of the Commission shall be a Chair, a Chair-Elect and a Secretary, elected in that order for a term of one (1) year. The General Manager/CEO shall preside while a new Chair is being elected.
- C. Vacancies in the office of Chair, Chair-Elect or Secretary occurring during the year shall be filled by the Commission at its discretion.

#### V. Powers and Duties of the Board

The Powers and Duties of the Board shall include but not be limited to the following:

- A. The Greenville Utilities Commission shall have entire supervision and control of the management, operation, maintenance, improvement, and extension of the public utilities of the City, which public utilities shall include electric, natural gas, water, and sewer services, and shall fix uniform rates for all services rendered; provided, however, that any person affected by said rates may appeal from the decision of the Greenville Utilities Commission as to rates to the City Council. With approval by the City Council, the Greenville Utilities Commission may undertake any additional public enterprise service which may lawfully be operated by a municipality (Reference Charter Section 5).
- B. The Board shall discharge its duties and responsibilities as required by its Charter or otherwise imposed by law.
- C. The Board shall employ a General Manager/CEO whose duties shall be to supervise and manage the operations of the Greenville Utilities Commission, subject to the approval of the Board of Commissioners of the Greenville Utilities Commission, as provided in Section 6 of the Charter.
- D. The Board shall annually evaluate the performance of the General Manager/CEO as its Chief Executive Officer (CEO).
- E. Upon the recommendation of the General Manager/CEO, the board shall employ, an attorney to give counsel on matters of legal concern to the Greenville Utilities Commission. The attorney shall represent the Commission on most matters, except that the Commission may hire other expertise as warranted on a case by case basis. The General Manager/CEO shall annually review the performance and services of the General Counsel.

- F. The Board shall annually review its performance. An annual review may consist of a written review and/or survey by Board members and/or a review with or by the General Manager/CEO.

VI. Duties of Officers

- A. The Chair shall preside at Board meetings. The Chair, in consultation with the Secretary and General Manager/CEO, shall review the draft agenda of regular and special meetings of the Board.
- B. The Chair shall appoint committees and designate the chairs unless otherwise directed by majority vote of the Board in session.
- C. The Chair, subject to the approval of the Commission, shall have the authority to execute any official document for and on behalf of the Commission.
- D. The Chair shall not be entitled to vote on any proposition before the Greenville Utilities Commission except in case of a tie vote and only for the purpose of breaking the tie.
- E. The Chair shall be the official spokesperson for the Board and will make, either in person or through the General Manager/CEO, every effort to communicate the Board's decision to the community through the media and any other means available.
- F. In the absence of the Chair, it shall be the duty of the Chair-Elect to preside at meetings of the Board and assume authority of the Chair.
- G. The Secretary shall record minutes of meetings and hearings and distribute minutes in advance for review and approval.
- H. It shall be the responsibility of the Secretary to maintain official minutes and records of Board proceedings and actions. Minutes may be examined by any interested citizen under the supervision of the Secretary or the Secretary's designee. Consistent with the purpose of Closed Sessions, minutes of these meetings shall be separately maintained by the Secretary. Minutes of Closed Sessions may not be examined by interested citizens except as provided by law.
- I. The Secretary shall be responsible for the proper maintenance of official documents including but not limited to Board bylaws, Board policies, and Board decisions.
- J. The Secretary shall discharge any other duties or responsibilities required by law or otherwise imposed upon the Secretary of the Board.
- K. In the absence of the Secretary, it shall be the duty of the Chair-Elect to assume duties of the Secretary.

VII. Committees & Appointments

- A. An Executive Committee composed of the Board Chair, Chair-Elect, Past-Chair (when continuing to serve on the Board) and Secretary will work with the Greenville Utilities Commission staff on policy issues, represent Greenville Utilities Commission in joint discussions on potential growth and regionalization and provide for continuity of knowledge for the chair position.
- B. On an annual basis, the Chair shall appoint two members to a Joint Pay & Benefits Committee to meet jointly with a City Council Joint Pay & Benefits Committee to make recommendations for employee benefits and compensation issues for the upcoming fiscal year. These two members should include at least one member (if available) that served the previous year.
- C. On an annual basis, the Chair shall appoint 3–4 members to serve in conjunction with the Board Chair, on a Finance/Audit Committee to provide “policymaker” input to staff and auditors on the enhancement or implementation of financial procedures or issues. The Chair shall designate a Chair and a Vice-Chair of the Committee.
- D. On an annual basis, the Chair shall appoint 3–4 members to serve in conjunction with the Board Chair on an Economic Development, Marketing and Public Relations Committee to provide policymaker input to staff and consultants in the development of criteria, guidelines, and strategies for the economic development of Pitt County and report to the Board of Commissioners as appropriate. The Chair shall designate a Chair and a Vice-Chair of the Committee.
- E. On an annual basis, the Chair shall appoint 3-4 members to serve in conjunction with the Board Chair on a Legal and Legislative Committee to provide policymaker input to staff on legal and legislative matters that may impact the operations and business of the Commission and report to the Board of Commissioners as appropriate. The Chair shall designate a Chair and a Vice-Chair of the Committee.
- F. Ad Hoc Committees of the Board shall be appointed annually by the Chair, as needed, and shall function until such time as their purpose has been accomplished. The Chair shall designate a Chair and a Vice-Chair of the Committee.
- G. The Board shall appoint an Executive Secretary and Assistant Executive Secretary from the staff. These positions are normally held by the Executive Assistant to the General Manager/CEO and Director of Financial Services and Accounting, respectively.

VIII. Methods of Operation

- A. Board Meetings: The Board shall regularly meet on the third Thursday of each month to consider its business. Notice of the meeting and its agenda shall be made available to the media as provided by law. Other meetings, including special sessions, emergency sessions or workshop sessions may be held as needed and must follow notification provisions as described by law.

- B. Agendas: Before actions by the Board are requested or recommended, the Board should be provided with documentation to assist members in reaching decisions consistent with established goals and policies. To request additional information, Board members shall contact the General Manager/CEO. The Agenda for regular monthly meetings shall be as follows:
1. Call to order and ascertain the presence of a quorum
  2. Approval of the minutes for the previous month's meetings
  3. Any additions or deletions and acceptance of the (revised) agenda
  4. Presentations of awards and recognition of outstanding achievement
  5. Acceptance of the financial statement for the previous month
  6. Award of Bids
  7. Other items requiring action by the Board
  8. Informational items
  9. General Manager/CEO's report – This portion of the meeting is set aside for the General Manager/CEO's reports on any item of information which he wishes to present to the Board.
  10. Board Chair remarks
  11. Board members' remarks
  12. Closed Session, if required
  13. Notice of next regular or special meeting
  14. Adjournment
- C. Quorum: The Greenville Utilities Commission may only conduct business in a regular, emergency or special meeting attended by a quorum of the Board. A quorum shall consist of five (5) Board members, who are either physically present or able to participate by telephone or video-conference or other electronic means.
- D. Conduct of Meetings: Meetings shall be conducted in accordance with the Board's Bylaws and otherwise by the most recent edition of Robert's Rules of Order.
- E. Voting: The Chair of the Board shall determine the vote of any motion by asking each member to respond by voice vote or if necessary, a show of hands may be required.

1. Each member of the Board, except the Chair, shall have one vote on any recommendation, motion, proposal, or any other action item coming before the Board.
  2. Each member, other than the Chair, must vote unless excused by the remaining members. A member who wishes to be excused from voting shall so inform the Chair who shall take a deciding vote of the remaining members present. No member shall be excused from voting except on matters involving his/her own financial interest or official conduct. In other cases, a failure to vote by a member who is physically present or has withdrawn without being excused by a majority vote of the remaining members present, shall be recorded as an affirmative vote.
- F. Closed Sessions: Closed Sessions may be called upon a motion made and adopted at an open session for any of those permitted purposes described in Section 143-318 of the General Statutes of N.C., commonly known as the "Open Meetings Law", as amended from time to time. The motion shall state the purpose of the Closed Session and must be approved by the vote of a majority of those members present.
- G. Board Members' Compensation and Reimbursement: Members of the Greenville Utilities Commission shall receive compensation for performance of official utility business at the rate of \$200 per month. The Chair shall receive \$350.00 per month. The City Council may, at its own discretion, increase these caps from time to time as is appropriate to reflect inflation. The City Manager shall receive no compensation as a member of the Greenville Utilities Commission.
- H. Public Hearings: The Greenville Utilities Commission believes that from time to time additional public opinion is necessary. This opinion is generally sought through the use of a public hearing. When such hearings are scheduled, the Greenville Utilities Commission will ensure that the date, time, and location are properly advertised well in advance of the hearing date. The Commission will receive comments and information at public hearings but not take any formal action during the public hearing. The Commission will take under advisement comments offered at the public hearing and normally consider these comments for future action.
- I. Public Expression: Upon motion of any Commissioner, and approval by a majority of the Board, any ratepayer may be allowed to address the Board within the time restrictions (and upon such other conditions) as may be set by the Chair.
- IX. Change in Bylaws: These Bylaws may be amended from time to time. The procedure for amendment is by giving notice of the proposed amendments at a regularly scheduled Board meeting. The amendments will be considered at the next regularly scheduled Board meeting and must be approved by the vote of a majority of the members.

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Adopted May 14, 1996  
Revised June 11, 1996  
Revised November 18, 1997



Revised June 9, 1998  
Revised October 11, 1999  
Revised July 18, 2000  
Revised October 16, 2007  
Revised November 18, 2008  
Revised September 15, 2011  
Revised August 21, 2014  
Revised March 19, 2015  
Revised November 16, 2017

## Motion To Go Into Closed Session

I move that we go into closed session to:

[Specify one of more of the following permitted reasons for closed sessions]

- ☐ prevent the disclosure of privileged information
  - ☐ under \_\_\_\_\_ of the North Carolina General Statutes or regulations.
  - ☐ under \_\_\_\_\_ of the regulations or laws of United States.[N.C.G.S. § 143-318.11(a)(1)]
- ☐ prevent the premature disclosure of an honorary award or scholarship.  
[N.C.G.S. § 143-318.11(a)(2)]
- ☐ consult with our attorney
  - ☐ to protect the attorney-client privilege.
  - ☐ to consider and give instructions concerning a potential or actual claim, administrative procedure, or judicial action.
  - ☐ to consider and give instructions concerning a judicial action titled \_\_\_\_\_  
v. \_\_\_\_\_.[N.C.G.S. § 143-318.11(a)(3)]
- ☐ discuss matters relating to the location or expansion of business in the area served by this body.  
[N.C.G.S. § 143-318.11(a)(4)]
- ☐ establish or instruct the staff or agent concerning the negotiation of the price and terms of a contract concerning the acquisition of real property.  
[N.C.G.S. § 143-318.11(a)(5)]
- ☐ establish or instruct the staff or agent concerning the negotiations of the amount of compensation or other terms of an employment contract.  
[N.C.G.S. § 143-318.11(a)(5)]
- ☐ consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee.  
[N.C.G.S. § 143-318.11(a)(6)]
- ☐ hear or investigate a complaint, charge, or grievance by or against a public officer or employee.  
[N.C.G.S. § 143-318.11(a)(6)]
- ☐ plan, conduct, or hear reports concerning investigations of alleged criminal conduct.  
[N.C.G.S. § 143-318.11(a)(7)]

MEMORANDUM

To: Members of the Board of Commissioners

From: \_\_\_\_\_, Commissioner/Board Member

Concerning: Statement of Reasons for Abstention from Board Action pursuant to N.C. Gen. Stat. § 138A-36(b)

Date: \_\_\_\_\_

Matter before the Board: \_\_\_\_\_

*Briefly summarize reasons for abstention below:*

\_\_\_\_\_  
(Signature of Board Member)