

GREENVILLE UTILITIES COMMISSION

GREENVILLE, NORTH CAROLINA

Thursday, August 20, 2020

The Board of Commissioners of the Greenville Utilities Commission held a Virtual Meeting at 12:00 noon with the following members, and others present via conference call, and Chair Overton presiding.

Commission Board Members Present:

Parker Overton, Chair	Peter Geiger
Tommy Stoughton, Chair-Elect	Lindsey Griffin
Minnie J. Anderson, Secretary	Kelly L. Darden, Jr.
Ann E. Wall	Kristin S. Braswell

Commission Staff Present:

Tony Cannon, General Manager/CEO	Kevin Keyzer
Jeff McCauley	Ken Wade
Chris Padgett	Lou Norris
Phil Dixon	Jonathan Britt
Keith Jones	Kathy Howard
George Reel	
Randy Emory	
Anthony Miller	
Roger Jones	
Richie Shreves	
Steve Hawley	
David Springer	
John Worrell	
Amy Wade	
Scott Mullis	

Others Present:

Rick Smiley, City Council Liaison, and Ginger Livingston, The Daily Reflector.

Chair Overton called the meeting to order. Ms. Amy Wade, Executive Secretary, called the roll and ascertained that a quorum was present.

ACCEPTANCE OF THE AGENDA

A motion was made by Mr. Griffin, seconded by Ms. Wall, to accept the agenda. The motion carried unanimously.

INTRODUCTION OF NEW COMMISSIONER – KRISTIN S. BRASWELL

Chair Overton welcomed Kristin S. Braswell to the GUC Board of Commissioners. Kristin completed her education at Nova Southeastern University and obtained a dual doctorate in Leadership in Higher Education and Organizational Leadership. She has 19 years of service in higher education and for the past six years she has worked at Pitt Community College as Dean of Continuing Education and Workforce Development and currently serves as the Dean of Off-Campus Programs and Evening/Weekend College.

APPROVAL OF MINUTES (Agenda Item 1)

A motion was made by Ms. Wall, seconded by Mr. Darden, to approve the July 16, 2020 Regular Meeting minutes as presented. The motion carried unanimously.

REVIEW OF MONTHLY FINANCIAL STATEMENT – JULY 31, 2020 (preliminary) (Agenda Item 2)

July 31, 2020 Financial Statement Preliminary:

Key financial metrics for the combined funds for the period ending July 31, 2020 Preliminary:

Operating Cash:	\$81,933,589	Days of Cash on Hand:	145
Less Current Liabilities	(\$22,245,297)		
Appropriated Fun Balance	(\$5,900,000)		
Fund Balance:	\$53,788,292		

Fund Balance Available for Appropriation:	19.9%	Days of Cash on Hand After Liabilities:	95
Average Investment Yield:	.90%		

Fund Equity/Deficit Before Transfers

	Current Month			Year to Date		
	Actual	Budget	Last Year	Actual	Budget	Last Year
Electric	\$2,638,943	\$936,236	\$2,718,355	\$2,638,943	\$936,236	\$2,718,355
Water	\$989,285	\$581,872	\$888,486	\$989,285	\$581,872	\$888,486
Sewer	\$831,709	\$296,071	\$768,048	\$831,709	\$296,071	\$768,048
Gas	(\$128,869)	(\$319,155)	(\$203,940)	(\$128,869)	(\$319,155)	(\$203,940)
Combined	\$4,331,068	\$1,495,024	\$4,170,949	\$4,331,068	\$1,495,024	\$4,170,949

Fund Equity/Deficit After Transfers

	Current Month			Year to Date		
	Actual	Budget	Last Year	Actual	Revised Budget	Last Year
Electric	\$2,318,110	\$1,136,237	\$2,635,022	\$2,318,110	\$1,136,237	\$2,635,022
Water	\$568,452	\$161,039	\$459,319	\$568,452	\$161,039	\$459,319
Sewer	\$473,375	\$116,904	\$593,048	\$473,375	\$116,904	\$593,048
Gas	(\$128,869)	(\$389,488)	(\$224,773)	(\$128,869)	(\$389,488)	(\$224,773)
Combined	\$3,231,068	\$1,024,692	\$3,462,616	\$3,231,068	\$1,024,692	\$3,462,616

Jeff McCauley, Chief Financial Officer, provided a presentation on the Preliminary Financial Statement for July 31, 2020.

The weather impact for the month of July indicated that the cooling degree days were higher than July 2019. The July rainfall was 3.63 inches which was less than last year. The portfolio earned .90% for the month of July.

Overall year-to-date results through the end of July remain stable. The Electric Rate Stabilization Reserves are approximately \$24.4 million, and the Gas Rate Stabilization Reserves are \$2.2 million. The Operating Reserves are 145 Days Cash on Hand, and Renewals and Replacements Reserves are approximately \$2.6 million. The Capital Project Funds Reserved for Existing and Future Capital Projects are approximately \$39.9 million.

After some discussion, a motion was made by Mr. Geiger, seconded by Mr. Stoughton, to accept the Preliminary Financial Statement for July 31, 2020. The motion carried unanimously.

CONSIDERATION OF LEASE AGREEMENT WITH EL LAND, LLC (Agenda Item 3)

Mr. Tony Cannon, General Manager/CEO, stated that GUC was approached by EL Land, LLC to purchase 158 acres at the Wastewater Treatment Plant property as shown on the map provided. This southern portion of the existing Wastewater Treatment Plant (consisting of approximately 158 acres) is in the floodway, is highly prone to flooding and is surplus to the current needs of the Commission. By ordinance, the City Council approved a recreation/sport hunting overlay for this tract.

After discussion, EL Land, LLC has agreed to lease this tract of land for its appraised rental value for ten (10) years with three (3) five-year renewal terms. These rents will be used by the Commission for conservation and environmentally friendly projects. There will be a required 30-day public notice and approval by the City of Greenville at the October City Council meeting.

A motion was made by Mr. Darden, seconded by Mr. Griffin, to authorize the General Manager/CEO on behalf of Greenville Utilities Commission to negotiate and execute a Lease Agreement with EL Land, LLC for approximately 158 acres (the southern portion of the Wastewater Treatment Plant property) for recreational/sport hunting pursuant to City Ordinance of the City of Greenville, and recommend to the City Council of the City of Greenville to approve and execute said Lease Agreement. The motion carried unanimously.

#### UPDATE ON EFFORTS TO DIVERSIFY APPLICANT POOLS (Agenda Item 4)

Mr. Chris Padgett, Chief Administrative Officer, stated that the appreciation of diversity is one of GUC's core values and in 2016 staff worked with the Office of Equity and Diversity at East Carolina University to evaluate our recruitment and hiring practices. A report outlining recommended strategies and programs designed to further diversify the pool of prospective candidates for future GUC career opportunities was provided and the Human Resources Department has been providing the Board with updates annually on our efforts in this area.

Ms. Richie Shreves, Director of Human Resources, began by stating that this report is typically provided during May of each year and to keep data consistent, the same time frame is being used for the purposes of this presentation.

Ms. Shreves updated the Board on the efforts that have been made over the past year and outlined future activities. For 2019-20, the focus was continuing from previous year, building diverse pipelines to attract under-represented talent, enhancing diversity awareness, and assessing diversity recruitment efforts.

Ms. Shreves shared that all employees were required to participate in "Appreciating Workplace Differences" training and the program is incorporated into the new employee orientation on employees' first day of employment.

Additional efforts this year include:

- Participating in Pitt County's Teacher Executive Institute
- Partnering with the Chamber of Commerce's Grow Local program
- Partnering with Pitt County Schools and Pitt Community College on their Business Advisory Councils
- Partnering with Innovation Early College High School on their Advisory Council
- Joined TRADESFORMERS and STEM East Connect
- Added additional Diversity and Inclusion questions to GUC's interview question bank

She noted that due to the COVID-19 pandemic some of the events were canceled or postponed this year. The focus will continue in 2020-21 with these current efforts.

#### CAPITAL PROJECT UPDATES (Agenda Item 5)

Mr. Chris Padgett, Chief Administrative Officer, provided an update on the progress of the site work and the interior progress on the Engineering and Operations building, Stores Warehouse building, and the Services Support building at the new Operations Center.

Information on a change order totaling \$28,037 was provided. The Engineering and Operations and Stores Warehouse buildings should be ready for occupancy in mid-September and the Services Support building in late-September.

#### GENERAL MANAGER'S/CEO REPORT (Agenda Item 6)

##### 1. Informational Reading

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

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

**GREENVILLE UTILITIES COMMISSION**

**TABULATION OF BIDS RECEIVED**

TUBULAR STEEL STRUCTURES  
JUNE 25, 2020 @ 4:00 PM

VENDORS	DELIVERY TIME (WKS)	TOTAL
Anixter, Inc.	18-20 Weeks	\$447,432.57*
Sabre Industries	20-24 Weeks	581,258.00
Summit Utility Structures, LLC	Dec. 2020	589,164.00
Mica Steel Works	28-30 Weeks	782,539.00
Rohn Products, LLC	18-20 Weeks	446,900.00 <sup>(1)</sup>

\* Indicates recommended award based on the lowest responsible, responsive bid.  
 (1) Indicates that the vendor did not meet minimum specifications.

**RANKING OF QUALIFICATIONS RECEIVED**

ENGINEERING SERVICES FOR GAS DISTRIBUTION SYSTEM IMPROVEMENTS  
JUNE 30, 2020 @ 4:00 PM

**VENDOR QUALIFICATION RANKING**

Rivers & Associates *
RK&K
Kimley Horn
S&ME
AECOM
Weston & Sampson
Burns & McDonnell
Energy Land & Infrastructure
Thomas & Hutton
Wade Trim
Magnolia River
ARK Consulting Group
Booth & Associates

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

**TABULATION OF BIDS RECEIVED**

SUGG PARKWAY SUBSTATION STRUCTURES, EQUIPMENT, AND FOUNDATION DESIGN  
JUNE 30, 2020 @ 4:00 PM

VENDORS	DELIVERY TIME (WKS)	TOTAL
Substation Enterprises, Inc.	22-24 Weeks	\$429,000.00*
Dis-Tran Packaged Solutions, LLC	24-30 Weeks	461,300.00
Peak Substation Services, LLC	22-24 Weeks	549,700.00

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

**ALUMINUM SULFATE – ALUM 50%**  
**JULY 2, 2020 @ 3:00 PM**

VENDORS	DELIVERY TIME	UNIT PRICE	\$ TOTAL
GEO Specialty Chemicals, Inc.	1 – 2 days	\$299.35	\$320,304.50*
Univar Solutions	3 – 5 days	364.21	389,704.70
C&S Chemicals	2 – 3 days	367.00	392,690.00
Chemtrade Chemicals US, LLC	2 – 3 days	375.00	401,250.00

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

**SODIUM HYDROXIDE – CAUSTIC 50%**  
**JULY 2, 2020 @ 3:00 PM**

VENDORS	DELIVERY TIME	UNIT PRICE	\$ TOTAL
Univar Solutions	2 – 3 days	\$405.00	\$200,070.00*
Brenntag Mid-South, Inc.	1 – 2 days	409.00	202,046.00
Oltrin Solutions, LLC	2 - 3 days	479.00	236,626.00
JCI Jones Chemicals, Inc.	2 – 3 days	530.00	261,820.00

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

**SODIUM HYPOCHLORITE – 12.5%**  
**JULY 2, 2020 @ 3:00 PM**

VENDORS	DELIVERY TIME	UNIT PRICE	\$ TOTAL
WaterGuard, Inc.	3 days	0.680	\$170,000.00*
Oltrin Solutions, LLC	3 – 4 days	0.720	180,000.00
Brenntag Mid-South, Inc.	1 – 2 days	0.746	186,500.00
JCI Jones Chemicals, Inc.	2 – 3 days	0.900	225,000.00

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

**NATURAL GAS DISTRIBUTION CONSTRUCTION SERVICES**  
**JULY 9, 2020 at 3:00PM**

VENDOR	TOTAL BID
Ertel Construction, Inc.	\$196,800.00*
ElectriCom, LLC	\$239,960.00
Classic City Mechanical, Inc.	\$308,000.00
Parker-Stockstill Construction, Inc.	\$441,072.00

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

**SUGG PARKWAY SUBSTATION SITEWORK**  
**JULY 9, 2020 @ 4:00 PM**

<b>Vendors</b>	<b>CY \$</b>	<b>Days</b>	<b>Site Construction</b>	<b>Soil/Materials Testing</b>	<b>Total \$</b>
Carolina Earth Movers, Inc.	\$27.00	60	\$158,470.00	\$5,350.00	\$163,820.00*
Stocks & Taylor	60.00	60	220,000.00	5,000.00	225,000.00
ST Wooten, Corp.	25.00	60	271,617.00	0.00	271,617.00
Sawyer's Land Developing,	28.00	90	270,700.00	5,000.00	275,700.00
Barnhill Construction Co.	33.00	60	282,750.00	2,500.00	285,250.00
Bridgeview Construction, Inc.	34.00	75	292,362.00	5,000.00	297,362.00
Lanier Construction Co.	40.00	90	346,321.00	5,800.00	352,121.00

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

### Load Management Report

The Duke Energy Progress (DEP) monthly peak occurred on July 20, 2020 for the hour ending at 4:00 p.m. GUC's load management system was in full operation during this period. As a result, the estimated avoided demand costs amount to \$1,693,313.

### 2. Key Performance Indicators (KPIs)

The Corporate KPI report was provided.

### 3. Commendations

A letter from the City of Greenville Housing Authority was received by Scott Mullis, Assistant Director of Customer Relations. Mr. Wayman Williams, Executive Director, thanked GUC for the donation of 50 fans for needy families in our community.

Tony Cannon, General Manager/CEO, received an email from customer Tim Randall. Mr. Randall wrote to thank Ms. Jennifer Harrington, Billing Specialist I, for assistance and he wanted to make sure that she received a commendation.

Mr. Marvin Edmonds from Vidant sent an email message to Kyle Brown, Electric Planning Engineer, to inform him that the GUC crew that responded to the failure of their 1,000 KVA Transformer, serving their data center, responded quickly and did a great job to get them back up. Mr. Lowell Speight of Vidant Health also thanked the crew who responded to the transformer issue on Saturday. He noted that it was a long, hot day but you could not tell it from their work ethic, professionalism, or attitude. They communicated and knew exactly what needed to be done and how to accomplish it. Mr. Speight wanted them to know that they appreciate what they did for Vidant. The crew included Kyle Brown, Planning Engineer; Mark Howery, Troubleshooter Crew Leader; James Forrest, Underground Maintenance Crew Leader; Kevin Willoughby, Underground Maintenance Crew Leader; Jamie Braxton, Meter Crew Leader; Brian Baker, Overhead Lineworker First Class; Randy Mills, Underground Lineworker First Class; Derek Els, Underground Lineworker First Class; Brandon Smith, Meter Technician III; and Adam McRoy, Meter Technician III.

Google Compliment: Jeremy Cucinella wrote a 5-star review on Google about his experience with Cashier I Matt May, and Customer Contact Representatives II Tara Dixon and Lee Eakes. "Everyone I've ever dealt with at GUC has been friendly and helpful," he wrote. "Thank you, Matt, Tara, and Lee, for your recent assistance."

Google Compliment: Tiwana Smallwood wrote a 5-star review on Google about her experience with Customer Contact Representative II Tara Dixon. "She was very kind and professional," she

wrote. "She also had a great attitude and had patience with me, which I appreciate. Customer service is not an easy job, but Tara was great!"

4. Other

Mr. Cannon stated that there may be an opportunity for the Board to meet at the new Operations Center once the certificate of occupancy is issued in September. He also offered to provide a tour of the new facility to all the Board of Commissioners.

Mr. Cannon announced that there was an electrical outage on Sunday on the east side substation near the water tank on Greenville Boulevard and it is likely that one of the two transformers at the substation will need to be replaced. This outage lasted about 20 minutes and affected approximately 3500 customers. This transformer is about 45 years old and was on the schedule to be replaced in the next 3-5 years. There was some discussion on wildlife concerns impacting the electric system. An insurance claim will be filed.

BOARD CHAIR'S REMARKS/REPORT (Agenda Item 7)

Chair Overton welcomed Kristin Braswell to the Board of Commissioners.

Chair Overton shared the 2020-2021 Committee list and reminded the Commissioners of the next Regular Board meeting on Thursday, September 17, 2020, at 12:00 noon.

BOARD MEMBERS' REMARKS (Agenda Item 8)

The Board of Commissioners all welcomed Kristin Braswell.

CLOSED SESSION:

Mr. Phillip Dixon, General Counsel, stated that the Board of Commissioners should consider entering Closed Session pursuant to the following statute.

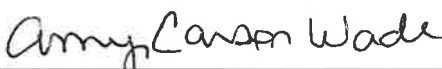
N.C.G.S. 143-318.11 (a)(4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations.

Upon motion by Ms. Wall, seconded by Mr. Griffin, the Greenville Utilities Board of Commissioners unanimously agreed to enter Closed Session at 12:53 p.m. for such purpose.


There being no further business to come before the Board of Commissioners in Closed Session, upon motion by Mr. Stoughton, seconded by Mr. Geiger, the Board of Commissioners unanimously agreed to return to Open Session at 1:04 p.m.

Without any further business to conduct in Open Session, upon Motion by Ms. Wall, seconded by Mr. Geiger, the Board of Commissioners unanimously agreed to adjourn the meeting at 1:05 p.m.

Respectfully submitted,

  
Amy Carson Wade, Executive Secretary

APPROVED:

  
Minnie Johnson Anderson, Secretary

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