

DARSWEIL L. ROGERS, COMMISSIONER
WADE R. FOWLER, JR., COMMISSIONER
EVELYN O. SHAW, COMMISSIONER
D. RALPH HUFF, III, COMMISSIONER
DAVID W. TREGO, CEO/GENERAL MANAGER



FAYETTEVILLE PUBLIC WORKS COMMISSION
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PUBLIC WORKS COMMISSION
MEETING OF WEDNESDAY, APRIL 10, 2019
8:30 A.M.

AGENDA

I. REGULAR BUSINESS

- A. Call to order
- B. Approval of Agenda

II. PRESENTATIONS

- A. Public Power Award of Excellence
Presented by: Roy Jones, CEO, ElectriCities of NC, Inc.
- B. APPA Reliable Public Power Provider (RP³) Award
Presented by: Jon Rynne, Electric Systems Chief Operating Officer

III. CONSENT ITEMS *(See Tab 1)*

- A. Approve Minutes of meeting of March 13, 2019
- B. Approve to Set the Public Hearing for the FY2020 Budget for May 22, 2019
- C. Approve bid recommendation to award contract for the Prefabricated Relay Control Houses for two (2) Substations: College Lakes and Hogan Street to PEMCO Corporation dba AMR Pemco, Bluefield, VA, the lowest responsive, responsible bidder in the total amount of \$220,916.00 and forward to City Council for approval.

This project is for furnishings and delivery of all materials and equipment (except materials and equipment specified to be furnished by the Owner) complete and conforming to the technical specifications for a Prefabricated Relay Control House for two (2) Substations: College Lakes and Hogan Street.

The Prefabricated Relay Control Houses for two (2) Substations: College Lakes and Hogan Street has sufficient funding in EL-32 T/D Substation Control Building Replacement (CPR10000364).

Bids were received on March 14, 2019, as follows:

<u>Bidders</u>	<u>Total Cost</u>
PEMCO Corporation dba AMR Pemco, Bluefield, VA	\$220,916.00
VFP, Inc., Roanoke, VA	\$337,844.00
Modular Connections, LLC, Bessemer, AL	\$342,898.00

COMMENTS: Notice of this bid was advertised through our normal channels on March 1, 2019, with a bid opening date of March 14, 2019. No addendums were issued for this project. The bid received from AMR Pemco was the lowest responsive, responsible bid. The project shall be delivered to the sites by June 26 and June 27, 2019, respectively. The award is recommended to AMR Pemco. **SDBE/Local Participation:** This bidder intends to perform 100% of the work.

D. Approve Telecommuting Policy

It shall be the policy of the Public Works Commission (PWC) that each employee reports to work at the appropriate PWC physical premises in accordance with the Attendance Policy unless the employee satisfies the requirements of this Telecommuting Policy and both PWC and the employee enter into a written Telecommuting Agreement.

E. Approve Resolution PWC2019.03 – Adopting the General Records and Retention and Disposition Schedule and Establishing an Internal Policy Setting Minimum Retention Period for Records to be Destroyed when Reference Value Ends

Comments: PWC staff has determined that the General Records Retention and Disposition Schedule published by the Department of Natural and Cultural Resources (DNCR), the Division of Archives and Records (DAR) is appropriate for general records retention and should be adopted along with an internal policy that the minimum retention period for records subject in the General Records Retention and Disposition Schedule to the disposition instruction “destroy when reference value ends” be one (1) year, except as otherwise provided by the written directive of the General Manager issued on a case-by-case basis.

END OF CONSENT

IV. CONSERVATION PROGRAM UPDATE

Presented by: Mark Brown, Senior Customer Programs Officer
Kathy C. Miller, Marketing Manager

V. GENERAL MANAGER REPORT

(See Tab 2)

A. Open Commission Requests

VI. COMMISSIONER/LIAISON COMMENTS

VII. REPORTS AND INFORMATION *(See Tab 3)*

- A. Recap of Uncollectible Accounts – February 2019
- B. Monthly Incident Summary – February 2019
- C. Personnel Report - March 2019
- D. Position Vacancies
- E. Approved N.C. Department of Transportation Encroachment Agreement(s):
 - Encr. #18802 – install. of 2-8” RJDIP, and 1-4” RJDIP sanitary sewer mains on SR1104 and SR1107 (Fisher Road)
 - Encr. #18642 – install. of 16”DI & RJDIP water main, 6” RJDIP fire line, 6” RJDIP for fire hydrant, & 6” PVC sewer lateral @ NC HWY53/210
 - Encr. #18796 – install. of 4” RJDIP fire line, 2” SDR-21 water lateral, 4” SDR-26 sewer lateral & 6” SDR26 sewer lateral @ SR1404 (Morganton Rd & SR3578 (Ft. Bragg Rd)
 - Encr. #18803 – install of temporary 8” HDPE sewer bypass main @ US401 (Pamalee Dr.)
 - Encr. #18805 – install of 24” RJDIP sewer force main on SR1713 (Carvers Fall Road)
 - Incr. #18781 – install of 8” water main and 2” SDR-21 PVC and water services on SR1400 (Cliffdale Road).
- F. Approved NCDOT Relocation Agreement(s):
 - PWC Relocation Agreement No. 18284R1 – Relocation of PWC 69kV Electric Transmission, 25 kV Electric Distribution and relocation of PWC Fiber Optic Facilities along the project (US401 from West of Hampton Oaks Drive to East of Fairway Drive); NCDOT WBS Element # 39049.2.6; TIP No. U-4405A,B,C
- G. Actions by City Council during the meeting of March 18, 2019, related to PWC:
 - Convened a Public Hearing Regarding Phase 5 Annexation Utility Improvements Project – Areas 22 and 23 Preliminary Assessment Resolution. Item presented by Mark Brown, PWC Senior Customer Programs Officer.
- H. Actions by City Council during the meeting of March 25, 2019, related to PWC:
 - Approved Bid Recommendation – Scotsdale Water Main Replacement

VIII. ADJOURN

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PUBLIC WORKS COMMISSION
MEETING OF WEDNESDAY, MARCH 13, 2019
8:30 A.M.

Present: Evelyn O. Shaw, Vice-Chairlady
D. Ralph Huff, III, Secretary
Wade R. Fowler, Jr., Treasurer

Others Present: David W. Trego, CEO/General Manager
Michael Boose, Cumberland County Liaison
PWC Staff

Absent: Darsweil L. Rogers, Chairman
Telly Whitfield, Assistant City Manager
Kathy Jensen, City Council Liaison
Melissa Adams, Hope Mills Town Manager/Liaison
Media

REGULAR BUSINESS

Vice-Chairlady Shaw called the meeting of Wednesday, March 13, 2019, to order.

APPROVAL OF AGENDA

Upon motion by Commissioner Fowler and seconded by Commissioner Huff, the Agenda was unanimously approved.

INTRODUCTION OF NEW CIO

Mr. Trego introduced Mark Lawler, PWC's new Chief Information Officer. He stated PWC engaged in a local, regional and national search to fill Paul Rao's shoes, our former Director of Information Systems. Mark Lawler comes to us from Colorado and he has in depth experience working with various software firms. Mr. Trego stated he has knowledge in Oracle and other platforms, as well as experience installing and upgrading systems.

Mr. Lawler stated he is 'super happy' to be at PWC. He has worked in the technology space for close to 30 years. He also considers himself a hands-on technology operator. He has been involved in the configuration and installation of platforms at a detailed level. Mr. Lawler is a US Army Veteran. After leaving the army, he embarked on his career in the corporate IT world, holding a number of leadership positions. His most recent employment was with Quark Software, Inc. in Colorado.

Mr. Trego went on to state Mr. Lawler received his start in IT in military intelligence. Mr. Lawler stated as intelligence analysts, they ran all the systems and operations for secure

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networks. Mr. Trego stated cyber security is very important for the electric industry. The Commissioners welcomed Mr. Lawler to the PWC team.

CONSENT ITEMS

Upon motion by Commissioner Huff and seconded by Commission Fowler, Consent Items were unanimously approved.

- A. Approve Minutes of meeting of February 27, 2019
- B. Approve bid recommendation to award the contract for the Scotsdale Water Main Replacement project to Sandy's Hauling & Backhoe Service, Inc., Roseboro, NC, the lowest responsive, responsible bidder in the total amount of \$809,685.00 and forward to City Council for approval.

The Scotsdale Water Main Replacement is a budgeted item in FY2019 CIP, WS 54 (CPR1000396. This is a bond funded project and there are sufficient funds available.

Bids were received on February 19, 2019, as follows:

Bidders

	<u>Total Cost</u>
Sandy's Hauling & Backhoe Service, Inc., Roseboro, NC	\$ 809,685.00
BridgePoint Civil, Goldsboro, NC	\$1,155,000.00
Garney Companies, Inc., Cary, NC	\$1,372,103.00
Sanford Contractors, Lemon Springs, NC	\$1,436,695.33
Odell Smith & Sons Plumbing Co., Inc., Spring Lake, NC	\$1,544,322.00

Note: This project consists of installing new eight (8) inch ductile iron pipe (DIP) and two (2) inch polyvinyl chloride (PVC) water main, valves, hydrants, blow-off assemblies, service connections, as well as the abandonment of the existing six (6) inch and two (2) inch water mains. Work shall include trenchless pip installation methods where specified, post-inspection of the replaced mains, and all other items necessary to provide a complete project.

COMMENTS: This project was advertised on January 23, 2019. Amendment No. 1 was issued February 12, 2019. This amendment included the sign-in sheet and Pre-Bid Meeting Notes held on January 29, 2019, Bidder Qualification form, Revision of Section 00300- Bid Proposal, and a list of questions received with the responses. Amendment No. 2 was issued on February 14, 2019. This amendment was to provide clarification for the warranty period. When the bids were opened Sandy's Hauling & Backhoe Service, Inc., Roseboro, NC, was the lowest responsive, responsible bidder. **SDBE:** No SDBE was listed in the bidder's proposal. **Local:** The bidder intends to subcontract with Suntree Landscaping, Fayetteville, NC, for the sod installation for \$165,000.00.

- C. Approve 8th Amendment to Power Supply and Coordination Agreement with Duke Energy

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The 8th Amendment to the Power Supply and Coordination Agreement (PSCA) with Duke Energy changes the date that PWC must notify Duke Energy of PWC's intent to terminate the PSCA on June 30, 2024, from December 31, 2019, to June 30, 2020.

D. Approve Facility Investment Fee Capital Reserve Fund Amendment #1 - PWCORD2019-06

PWCORD2019-06 is an amendment to close the Facility Investment Fee Capital Reserve Fund. Commission action is requested at the March 13th meeting. This fund was originally adopted in June of 2018 in compliance with the North Carolina General Statutes. An amendment to the Statutes relieved PWC of the requirement to use this reserve fund.

END OF CONSENT

PRESENTATION OF PROPOSED CHANGES TO PWC'S WATER/WASTEWATER RATES AND FEES

Presented by: David W. Trego, CEO/General Manager

Mr. Trego stated at the February 27, 2019, Commission meeting PWC Staff presented recommendations for water and wastewater rates for 2019 and 2020. He stated recommendations were made based on the five year Capital and O&M projections. Staff specifically discussed several large DOT projects, including Raeford Road, Camden Road and Ramsey Street, which will require the relocation of PWC facilities estimated at \$60 million. The public hearing was also held in that meeting. We had one in-person speaker and one that submitted a written comment (or a question which was answered via email).

Mr. Trego reviewed the recommendations. He stated in order to meet the long term capital and operational needs of the water and wastewater system Staff recommends the following:

- ▶ May 2019: put in place rates that will result in retail water revenues increasing 8.6% and retail wastewater revenues by 4.0% for an overall revenue increase of 6.1%.
- ▶ May 2020: put in place rates that will result in retail water revenues increasing 6.9% and retail wastewater revenues by 3.4% for an overall revenue increase of 5.0%.
- ▶ Create a Utility Line Relocation Rider to fund the 3 major road projects (Raeford, Ramsey & Camden) to generate \$4 million +/- annually that will go into a reserve fund for road projects.
- ▶ Maintain current Outside City differential at 75% in both years.
- ▶ Increase certain fees that are currently charged below the actual cost to provide.
- ▶ Close the Temporary Water Service for Residential Construction Rate Schedule.
- ▶ Make Changes to the Service Regulations and Fee Schedules to facilitate rate changes, initiate the Major Road Project Rider and make other minor modifications.
- ▶ Effective May 1, 2019 combine the PWC Service and Rate Regulations and Schedule of Deposits, Fees & Charges into a single document

Mr. Trego provided scenarios for the typical customer impacts

- ▶ Typical residential customer- Inside City rate using 5,000 Gallons/month:
 - Water bill increase \$2.24 in May 2019
 - Wastewater bill increase \$1.65

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- ▶ Non-residential account- Inside City rate with a 3/4" meter using 10,000 Gallons:
 - Water bill increase \$3.10 in May 2019
 - Wastewater bill increase \$1.80
- ▶ Non-residential account - Inside City rate with a 2" meter using 30,000 Gallons:
 - Water bill increase \$10.00 in May 2019
 - Wastewater bill increase \$6.10

Mr. Trego stated Staff requests that the Commission approve the following changes as published on February 17, 2019, and as presented to the Commission and made available for public comment on February 27, 2019;

- All proposed water and wastewater rate schedules with the effective dates set forth therein;
- The revised Service and Rate Regulations and the revised Schedule of Deposits, Fees and Charges, effective on March 13, 2019;
- Sunset the Service and Rate Regulations and the Schedule of Deposits, Fees and Charges on April 30, 2019, and adopt the Service Regulations and Charges, effective May 1, 2019, and as further amended effective July 1, 2019.

Commissioner Fowler motioned to approve the proposed changes to the water/wastewater rates and fees as presented. Commissioner Huff seconded the motion and it was unanimously approved. Vice-Chairlady Shaw stated Chairman Rogers wanted it to be known if he were here, he would have also voted in the affirmative.

GENERAL MANAGER REPORT

NEW PWC WEBSITE

Mr. Trego stated we have a new look to the website. It is much easier to manage and it follows the design of the customer portal. We have enhanced the drop-downs, showing all the different layers. Mr. Trego demonstrated the different areas and the ease of using the website.

RAEFORD ROAD PROJECT

Mr. Trego stated there has been a lot of news regarding the changes to the Raeford Road Project. DOT has decided to break this project into three pieces. We originally had it bid and designed as one project, which was the original way DOT planned to do it. We have had several conversations in an attempt to get a final agreement with DOT on the electric and the water side regarding the work we are going to do.

Because they broke it up into three projects, we had a conversation with them regarding the installation of the electric lines and re-engineering of the design. DOT agreed we can complete the project all at once. Mr. Trego stated we were fortunate that the contractor who was the low bidder held his bid price. Staff responded to questions from the Commissioners.

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LINEWORKER PROGRAM

Mr. Trego stated the second class of line workers has graduated at FTCC. He, Commissioner Shaw and Dr. Keen will participate in a photo/press op on tomorrow morning.

Mr. Trego stated FTCC is considering an Associate Degree for Line Workers, similar to the program Nash Community College offers. He stated we are having discussions to determine how we can integrate it with our existing hires and apprenticeship program. Mr. Trego stated we have had conversations on the water side as well.

Commissioner Shaw asked if we are still identifying individuals for the program. Mr. Russell stated FTCC has a marketing initiative that is launched throughout the high schools. We will also promote the program when we participate in career day at the schools. Discussion ensued.

PWC EXPO

Ms. Justice-Hinson stated we will have our 5th PWC Expo March 22nd and 23rd at the Skyview on Hay. Most of our major areas are represented for the two days. It is very customer focused. We will have information on the TOU Rates, Incentive Program and our Conservation Specialists will be there. We will have line workers there, with a mock pole, tools and equipment. Water Resources Construction will have a display onsite.

There will Community Resource Partners also there (Red Cross, Salvation Army, Sustainable Sandhills, Action Pathways and more). Ms. Justice-Hinson stated because it is a free event, we only ask that participants bring canned goods donations for Second Harvest Food Bank. We will have four different Beasley Radio Stations onsite for Friday and Saturday as well.

COMMISSIONER/LIAISON COMMENTS

County Commissioner Boose

Commissioner Boose thanked PWC for their participation in the County's Strategic Planning initiatives.

Commissioner Fowler

Commissioner Fowler again thanked Ms. Justice-Hinson and the Communications team for their work on social media.

REPORTS AND INFORMATION

The Commission acknowledges receipt of the following reports and information.

A. Personnel Report - February 2019

B. Approved N.C. Department of Transportation Encroachment Agreement(s):

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- Encr. #18777 – install of 24” HDPE temp. sanitary sewer bypass main @ US401 & US401 bypass

ADJOURNMENT

There being no further business, upon motion by Commissioner Fowler, seconded by Commissioner Huff, and unanimously approved, the meeting was adjourned at approximately 9:00 a.m.

**PUBLIC WORKS COMMISSION
ACTION REQUEST FORM**

TO: David W. Trego, CEO/General Manager

DATE: April 2, 2019

FROM: Trent K. Ensley, Procurement Manager

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ACTION REQUESTED: Approve contract award for The Prefabricated Relay Control Houses for two (2) Substations: College Lakes and Hogan Street. This project is for furnishing and delivery of all materials and equipment (except materials and equipment specified to be furnished by the Owner) complete and conforming to the Technical specifications for a Prefabricated Relay Control House for two (2) Substations: College Lakes and Hogan Street.

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BID/PROJECT NAME: The Prefabricated Relay Control Houses for two (2) Substations: College Lakes and Hogan Street.

BID DATE: March 14, 2019

DEPARTMENT: Substations & Electrical Support
Services

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BUDGET INFORMATION: Funding for this project will be funded from EL-32 T/D Substation Control Building Replacement (CPR 10000364).
College Lakes Building 001.0170.0802.1905355-01.690161.CPR1000364
Hogan Street Building 001.0170.0802.1905355-01.690161.CPR1000364

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BIDDERS	TOTAL COST
PEMCO Corporation dba AMR Pemco, Bluefield, VA	\$220,916.00
VFP, Inc., Roanoke, VA	\$337,844.00
Modular Connections, LLC, Bessemer, AL	\$342,898.00

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AWARD RECOMMENDED TO: PEMCO Corporation dba AMR Pemco, Bluefield, VA 24605

BASIS OF AWARD: Lowest responsive, responsible bidder

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COMMENTS: The Commission is asked to approve award of the Prefabricated Relay Control Houses for two (2) Substations: College Lakes and Hogan Street to lowest responsive, responsible bidder AMR Pemco, Bluefield, VA 24605. Notice of the bid was advertised through our normal channels on March 1, 2019 with a bid opening date of March 14, 2019. No addendums were issued for this project. The bid received from AMR Pemco was the lowest responsive and responsible. Project shall be delivered to site by June 26 and June 27, 2019 respectively. Award is recommended to AMR Pemco.

ACTION BY COMMISSION
APPROVED _____ **REJECTED** _____
DATE _____

ACTION BY COUNCIL
APPROVED _____ **REJECTED** _____
DATE _____

BID HISTORY
THE PREFABRICATED RELAY CONTROL HOUSES FOR TWO (2)
SUBSTATIONS: COLLEGE LAKES AND HOGAN STREET
BID DATE: MARCH 14, 2019

Consulting Engineer

Booth & Associates Inc., Raleigh, NC

Advertisement

- | | | |
|----|------------------------|-------------------------------|
| 1. | PWC Website | 03/01/2019 through 03/14/2019 |
| 2. | The Fayetteville Press | General Monthly Ad |

List of Prospective Bidders

1. Jedco Construction Company, Raleigh, NC 27607
2. Modular Connections, Bessemer, AL 35022
3. Robert W. Chapman & Co., Charlotte, NC 28217
4. TriVis, Inc., Pelham, AL 35124
5. VFP, Salem, Virginia 24153
6. Lekson Associates, Inc., Raleigh, NC 27609
7. Utility Service Agency, Inc., Wake Forest, NC 27587
8. AZZ - Sales Engineer: Jake Rudisill Associates, Inc., Raleigh, NC 27613
9. FIBREBOND, Minden, LA 71055
10. AES Precast Co., Inc. Northport, AL 35476-3639
11. W.R. Daniels & Associates, Mooresville, NC 28115

List of Organizations Notified of Bid

Small Business Administration Programs:

Small Business Administration Regional Office (SBA)
NC Procurement & Technical Assistance Center (NCPTAC)
Veterans Business Outreach Center (VBOC)
Small Business Technology Center (SBTDC)
Women's Business Center of Fayetteville (WBC)

Local Business and Community Programs

FSU Construction Resource Office (FSUCRO)
FSU Economic Development Administration Program (FSUEDA)
NAACP, Fayetteville Branch
FTCC Small Business Center (SBC)
Greater Fayetteville Chamber, RFP Posting submitted
Hope Mills Chamber
Spring Lake Chamber
Fayetteville Business & Professional League (FBPL)

State Business and Community Programs

NC Institute of Minority Economic Development (The Institute) Durham, NC
NAACP, State Branch Raleigh, NC
National Utility Contracting Association- NC Chapter (NUCA)
Durham Chapter of the National Association of Women in Construction ([NAWIC](#))
South Atlantic Region of National Association of Women in Construction (NAWIC)

The Hispanic Contractors Association of the Carolinas (HCAC)

United Minority Contractors of North Carolina

Media

Fayetteville Observer
WIDU, AM1600
IBronco Radio at FSU
Fayetteville Press News
Up & Coming Weekly
Bladen Journal

SDBE/Local Participation

SDBE/Local: The bidder intends to perform 100% of the work.

PROCEDURE:

TELECOMMUTING

SECTION NUMBER:

2.C.20

TELECOMMUTING POLICY

It shall be the policy of the Public Works Commission (PWC) that each employee reports to work at the appropriate PWC physical premises in accordance with the Attendance Policy unless the employee satisfies the requirements of this Telecommuting Policy and both PWC and the employee enter into a written Telecommuting Agreement.

I. PURPOSE

The purpose of this policy is to establish PWC's requirements and procedures for employees to engage in telecommuting, which PWC believes to be a viable alternative work arrangement for certain employment positions when the employee's responsibilities, past performance, and required supervision are suitable for such an arrangement. This policy does not apply to informal telecommuting such as working for PWC while travelling on business or working from home for a brief, temporary period while on approved leave, all of which will be managed by each department on a case-by-case basis with the assistance of Human Resources as necessary.

II. APPLICABILITY

This policy applies to all regular full-time employees.

III. DEFINITIONS

A. Telecommuting - A voluntary work alternative that allows employees to work at home or other approved location upon mutual agreement by the employee and PWC.

IV. RESPONSIBILITY

A. Employees: Notify your immediate supervisor of willingness to engage in telecommuting, complete the Telecommuting Agreement, and adhere to the terms of the Telecommuting Agreement and this policy.

☒ ORIGINAL ☐ REVISION No. _____

APPROVED: _____

APPROVED BY: _____ GENERAL MANAGER

PROCEDURE: TELECOMMUTING	SECTION NUMBER: 2.C.20
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- B. Officers, Directors, Managers, and Supervisors:** Identify employees who are eligible to engage in telecommuting and make arrangements to ensure adequate supervision of each telecommuting employee.
- C. CEO/General Manager:** Exercise final discretion over whether the employee and employment position are eligible for telecommuting and execute Telecommuting Agreement on behalf of PWC.
- D. Human Resources:** Review departmental recommendations for telecommuting eligibility and ensure that this policy is fairly and consistently applied across all of PWC's departments and report any inconsistencies to the CEO/General Manager.

V. GUIDELINES

- A.** Telecommuting is not an entitlement for any PWC employee, it is not a company-wide benefit, and it in no way changes the terms and conditions of employment with PWC. The CEO/General Manager has the sole right to approve or disapprove any request based upon the needs and best interest of PWC. Each employee who will engage in telecommuting must sign a written Telecommuting Agreement with PWC before the employee will be permitted to begin telecommuting.
- B.** Telecommuting may be requested by either an eligible employee or a supervisor. Eligible employees are PWC employees who (i) have been employed with PWC for a minimum of 12 months of continuous, regular full-time employment, (ii) meet their performance expectations in accordance with PWC's most recent performance appraisal, and (iii) are engaged in a position that is suitable for telecommuting.
 - 1. Upon written recommendation/justification from the appropriate Chief Officer, the CEO/GM may waive the 12-month minimum employment guideline.
- C.** Positions suitable for telecommuting are those for which the results of the employee's efforts are measureable and can be achieved without the employee's physical presence at PWC's premises, the need for interaction with other employees is limited, the need for direct supervision is limited, and the employee has proven that the nature, quality and productivity of the employee's work can be maintained while working independently.
- D.** PWC will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware,

software, Internet access, phone and data lines, facsimile equipment or software, and photocopiers) for each telecommuting arrangement on a case-by-case basis. The Human Resource and Information System Departments will assist as necessary in this determination.

- E.** Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in a manner designated by the organization. Telecommuting employees will be held to a higher standard of compliance than office-based employees due to the nature of the work arrangement. Hours worked in excess of those specified per day and per workweek, in accordance with state and federal requirements, will require the advance written approval of the supervisor. Failure to comply with this requirement can result in the immediate cessation of the Telecommuting Agreement.
- F.** Telecommuting is not designed to be a replacement for appropriate child care. An employee's schedule may be modified as a telecommuter in the same manner that the schedule could be modified if working in the office. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the telecommuter's arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering into a trial period.
- G.** Employees entering into a Telecommuting Agreement may be required to forfeit use of personal office or workstation at PWC in favor of a shared arrangement to maximize organization office space needs.
- H.** In certain limited circumstance, PWC may contract with an office space provider to meet the needs of employees who wish to telecommute but who do not have appropriate home office space, or for groups of employees whose proximity to the organization and to each other makes such an arrangement feasible.
- I.** The availability of telecommuting as a flexible work arrangement for employees can be terminated at any time at the discretion of PWC or the employee as detailed on the Telecommuting Agreement. If feasible, PWC and employee each should attempt to provide the other party at least 30 days prior notice of termination of the telecommuting arrangement in order to accommodate office space, commuting, child care and other problems that may arise from such a change. There may be instances, however, when no notice is possible.

PROCEDURE: TELECOMMUTING	SECTION NUMBER: 2.C.20
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VI. PROCEDURES

A. Request for Telecommuting

1. An employee or a supervisor can suggest telecommuting as a possible work arrangement.
2. Before entering into any Telecommuting Agreement, the employee and supervisor, with the assistance of the Human Resource Department, will evaluate the suitability of such an arrangement, paying particular attention to the following areas:
 - a. Employee suitability – The employee and supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
 - b. Job responsibilities – The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
 - c. Equipment needs – Workspace design and scheduling issues must be considered.
 - d. Tax and other legal implications – Responsibility for fulfilling all obligations related to the business use of the employee's home based on Internal Revenue Service (IRS) and state and local government restrictions rests solely with the employee.
3. The employee and supervisor will agree on the telecommuting schedule and the manner and frequency of communication. The employee agrees to be accessible by phone or email within a reasonable time period during the agreed upon work schedule. At least one face-to-face meeting weekly should be scheduled to discuss work progress and issues.
4. Once the schedule and site location is agreed upon by the employee and supervisor, the supervisor will facilitate the review and processing of the Telecommuting Agreement with the appropriate Manager, Officer, and Human Resource staff members. The Human Resource Department will submit the final form to the CEO/General Manager.

B. Home/Alternate Work Site

1. The employee will establish an appropriate work environment within his or her home for work purposes. Employees will be offered appropriate assistance by the Information Systems and Human Resource departments in setting up a work station designed for safe, comfortable work; however, PWC staff should not be expected to visit the telecommuting site.
2. PWC will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities and reimburse the employee for all pre-approved business-related expenses that are reasonably incurred in accordance with job responsibilities.
3. PWC reserves the right to make determinations as to appropriate equipment to be supplied to the employee, subject to change at any time. Equipment supplied by PWC is to be used for business purposes only. The telecommuter should sign an inventory of all PWC property assigned and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all PWC property will be returned, unless other arrangements have been made.
4. The employee is solely responsible for securing, maintaining, and bearing the cost of suitable space, furniture, telephone, printing, and Internet access at the telecommuting site, and shall not be eligible for reimbursement from PWC for any such expenses. PWC will also not be responsible for any operating, maintenance, or incidental costs (such as utilities) incurred by employee associated with employee's use of the telecommuting site.
5. Consistent with the organization's expectations of the information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office or alternate work site. This includes use of locked file cabinets and desks, regular password maintenance, and any other steps appropriate for the job and the environment.
6. With reasonable prior notice, PWC has the right to visit the employee's home worksite to inspect for possible work hazards and

suggest modifications for safety purposes. The employee is liable for any injuries sustained by visitors to his or her worksite.

C. Evaluation of Telecommuter's Performance

1. Evaluation of the telecommuter performance during the trial period will include daily interaction by phone and e-mail between the employee and the supervisor, and weekly face-to-face meetings to discuss work progress and problems. The trial period can range from 30 to 90 days based on the discretion of the supervisor.
2. An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the supervisor and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that seems appropriate for the job and the individuals involved.
3. At the conclusion of the trial period, no more than 90 days after the telecommuting start date, the employee and supervisor will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. A copy of the evaluation must be provided to the appropriate Manager and Officer for review.
4. Evaluation of the telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency, but will focus on work output and completion of objectives rather than solely on time-based performance.

VI. EFFECTIVE DATE

This procedure will become effective on the date of approval.

**RESOLUTION TO ADOPT GENERAL RECORDS RETENTION AND
DISPOSITION SCHEDULE AND ESTABLISH INTERNAL POLICY
SETTING MINIMUM RETENTION PERIOD FOR RECORDS TO BE
DESTROYED WHEN REFERENCE VALUE ENDS**

WHEREAS, The Fayetteville Public Works Commission (PWC), a public authority established pursuant to Session Law 2016-47 (HB 392), is a local government unit subject to Chapters 121 and 132 of the North Carolina General Statutes.

WHEREAS, pursuant to G.S. 121-5 and G.S. 132-8, local governmental entities may only destroy public records with the consent of the Department of Natural and Cultural Resources (DNCR), the Division of Archives and Records (DAR), and retention schedules are the primary means by which that the DAR gives its consent to local governments to destroy their records; and

WHEREAS, DAR has published as of March 1, 2019 a Records Retention and Disposition Schedule General Records Schedule for Local Government Agencies (the Records Schedule); and

WHEREAS, PWC has reviewed and wishes to adopt the Records Schedule for general records, but PWC also recognizes its need for additional records retention and disposition schedules to be developed and adopted to satisfy the requirements of PWC operating as a public authority providing electric, water, and wastewater utilities; and

WHEREAS, PWC has determined as an internal policy that the minimum retention period for records subject in the Records Schedule to the disposition instruction “destroy when reference value ends” should generally be one (1) year, but PWC recognizes the potential need from time to time to establish a different retention periods for one or more records series and concludes that the General Manager should be authorized to issue written directives to establish such periods on a case-by-case basis.

THEREFORE, LET IT BE RESOLVED THAT COMMISSIONERS OF THE FAYETTEVILLE PUBLIC WORKS COMMISSION approve and adopt the Records Retention and Disposition Schedule General Records Schedule for Local Government Agencies, a copy of which shall remain on file in the office of the Clerk to The Fayetteville Public Works Commission, and direct that the agreement with the Department of Natural and Cultural Resources for such adoption be executed. Let it be further resolved that Commissioners of The Fayetteville Public Works Commission adopt as the internal policy of the Fayetteville Public Works Commission that the minimum retention period for records subject in the Records Retention and Disposition Schedule General Records Schedule for Local Government Agencies to the disposition instruction “destroy when reference value ends” be one (1) year, except as otherwise provided by the written directive of The Fayetteville Public Works Commission’s General Manager issued on a case-by-case basis. And let it be further resolved that Commissioners of The Fayetteville Public Works Commission direct the Commission’s staff to

work with the DAR to develop additional records retention and disposition schedules specific to the needs of The Fayetteville Public Works Commission operating as a public authority providing electric, water, and wastewater utilities.

ADOPTED this 10th day of April, 2019,

FAYETTEVILLE PUBLIC WORKS COMMISSION

Darsweil L. Rogers, Chairman

ATTEST:

D. Ralph Huff, III, Secretary

Open Commission Requests

As of 4/10/19

<u>Commission Meeting Date</u>	<u>Presentation/Discussion Item</u>	<u>Presenter (Staff)</u>
To be Determined	Discuss Employees' Compensation Policy outside the Max Payscale Requested by: Commissioner Rogers/Lallier – 7/27/16	D. Trego B. Russell
To be Determined	Presentation on Customer Segmentation Relative to Smart Grid. Requested by: Commissioner Rogers – 2/24/16	M. Brown
To be Determined	Develop criteria for determining successful design-build projects, including evaluating the completed projects against expectations. Requested by: Commissioner Rogers 11-3-17 (via email)	
COMPLETED (VIA EMAIL) February 27, 2019	Research how PWC compares to Greensboro and Winston Salem regarding water/wastewater rates and fees. Requested by: Commission – 2-27-19	D. Trego
COMPLETED City Selected New Vendor	Review of Fleet Management Services Agreement Updated: 1/20/17	S. Fritzen
COMPLETED November 14, 2018	Update on the Community Solar Project Requested by: Commissioner Rogers 10-24-18	J. Rynne M. Brown
COMPLETED (VIA EMAIL) 11/7/18	Provide sub-report to the Analysis of Local Procurement Spending in FY2018 Requested by: Commissioner Shaw – 10-24-18	D. Trego

PREVIOUSLY CLOSED COMMISSION REQUESTS HAVE BEEN ARCHIVED

**Public Works Commission
Bad Debt Report**

Reporting Period: FEBRUARY 2019

Dates Covered: November 01 thru November 30, 2018

Beginning Net YTD Bad Debt Writeoffs	\$945,506.74
Amount to Bad Debt this Period	\$285,353.34
Recovered this Period	(\$88,867.31)
Ending Net YTD Bad Debt Writeoffs	\$1,141,992.77
Total Accounts Written off this Period	785

ANALYSIS OF UNCOLLECTIBLE ACCOUNTS:

RESIDENTIAL ACCOUNTS:

410	Accounts \$250.00 OR LESS	\$44,010.50
190	Accounts \$250.01 thru \$500.00	\$67,809.71
141	Accounts OVER \$500.01	\$118,945.04
741	TOTAL RESIDENTIAL:	\$230,765.25

NON RESIDENTIAL ACCOUNTS:

39	Accounts \$500.00 OR LESS	\$4,902.61
5	Accounts OVER \$500.01	\$49,685.48
44	TOTAL NON RESIDENTIAL:	\$54,588.09

APPROVED TO BE PLACED IN THE UNCOLLECTIBLES:



RHONDA HASKINS, CFO

Reporting Period: FEBRUARY 2019
Dates Covered: November 01 thru November 30, 2018

Addendum 1 OF 2

List of Residential Accounts Over \$500.01

\$ 118,945.04

MCMILLAN, EDWARD	\$	502.03	LAMAR, GAYE	\$	613.51
BROWN, SABRIA	\$	502.19	BALSLEY III, LORENZO	\$	627.95
SAMPSON, STEPHANIE	\$	502.77	KELLY, LATONIA	\$	629.82
ROGERS, STACEY R	\$	516.41	HOPSON, KENNETH	\$	631.45
SERVIN, ALONZO J	\$	519.43	KUHN, CHERI	\$	639.55
EVERETT, BRENDA	\$	525.55	CLARK, ASHLEY	\$	639.87
COOKE, MASHA G	\$	526.12	WARNER, DIAMOND	\$	644.20
BUCHANAN, TIMOTHY	\$	526.84	JONES, GLORIA B	\$	644.47
JORDAN, VERGIE R	\$	527.52	VEGA, JONATHAN	\$	646.07
WHITTED, NIKERA	\$	528.30	HARRIS, CAMERON	\$	646.95
WRIGHT, VELMA ROSE	\$	530.19	FRANK, SUNDAY	\$	649.34
BANKS, RENAY	\$	531.31	SIBERT, DANIELLE J	\$	664.92
HENRY II, DETHANIEL	\$	539.04	THOMAS, MARVIN D	\$	676.67
WILLIAMS, BRIANA	\$	546.84	MARTINEZ, AILENIDD	\$	678.86
COLLINS, SASHA	\$	548.84	TYSON, ANDREA	\$	679.05
RICKETTS, PETER	\$	550.56	ROSS, JEFFERY	\$	679.57
MITCHELL, LLOYD	\$	554.30	ROBINSON, GARY	\$	683.33
MCMILLAN, HERMAN	\$	556.15	THOMAS, SHANIECE	\$	684.40
HAMILTON, TAMMIE DALE	\$	557.35	MERRICK, LISA	\$	688.85
LETTERLOUGH, CURTIS	\$	564.34	CONTRERAS, VLADIMIR KALIXTO	\$	691.17
WALTERS, MICHAEL	\$	568.16	DANIELS, EBONY	\$	692.74
CAREW, ABU	\$	568.17	WASHINGTON, TERRY	\$	697.57
MCCORMICK, TIMOTHY	\$	570.02	PARHAM, DANIELLE L	\$	700.14
RATLEY, BOYD D	\$	570.16	LOCKLEAR, WILLIAM	\$	701.69
JONES, JUDY B	\$	570.65	GIDRON, MAMIE B	\$	706.48
SANCHEZ, ASHLI	\$	572.11	ATKINS, LARRY	\$	713.16
DAVIS JR, GERALD L	\$	572.29	JONES, MELANIE M	\$	713.84
LAWRENCE, DANIELLE	\$	575.37	CRUMPLER, OMESHIA LASHON	\$	720.53
HILL, NELL	\$	577.44	BAJERSKI, DANA	\$	722.89
ALMUZAIN, ABDULLAH	\$	581.71	CARTER, ALEXANDER L	\$	724.89
COVINGTON, DESHVAUGHAN	\$	584.80	CRUZ, ROBERT	\$	739.56
GREEN, CHRISTOPHER	\$	585.54	WAYNE, DANIEL	\$	744.62
BRYANT, STACEY L	\$	586.98	ALLEN, CYNTHIA MORRISON	\$	744.96
MARTIN, JOYCE	\$	591.20	TAYLOR, NOEL MARIE	\$	746.57
MCCRARY, JOSEPH	\$	592.09	BENNETT, ALFRICKA	\$	751.53
RICHARDSON, CHRIS	\$	594.83	HOLLAND, WILLIAM A	\$	756.89
ANDERSON, GINGER	\$	600.55	FISHER, GRACIE P	\$	757.17
KUBAT, SHAWN	\$	605.13	KLENK, ERICA	\$	758.21
DOTRAY, JONATHAN	\$	606.40	ELMORE, JANAY	\$	768.89
GRADY, JEREMIAH	\$	608.75	ARPIN, PAMELA	\$	772.67
MOODY, KEIRA	\$	609.08	DOUGLAS, VANESSA	\$	784.63
WOMBLE, STACIE D	\$	611.21			

Public Works Commission
Bad Debt Report

Reporting Period: FEBRUARY 2019
Dates Covered: November 01 thru November 30, 2018

Addendum 2 OF 2

List of Residential Accounts Over \$500.01

FAIRCLOTH, DAWN D	\$	803.74	JOHNSON, JASON WAYNE	\$	1,008.12
TORREY, DONQUIEL	\$	804.30	MOORE, FRANKIE SADE LOVE	\$	1,008.19
WILLIAMS, BRIANNA	\$	806.16	SIMMONS, TANNA M	\$	1,021.65
POSEY, BREYON	\$	808.11	ASHLEY, GALE	\$	1,024.39
PERRY, EBONY	\$	824.76	GRANDBERRY, VICKIE D	\$	1,032.11
RICHARD, MARKIS	\$	827.97	JOHNSON, INEZ N	\$	1,055.08
ROMERO, RODERICK	\$	833.61	MCMILLIAN, DARRYL M	\$	1,107.81
MCMILLIAN, CARRIE	\$	834.52	KETCHENS, KATRINA R	\$	1,109.90
THOMPSON, LINDA	\$	839.76	ESLINGER, ANGELA L	\$	1,120.34
MCKETHAN, NANCY E	\$	842.21	CASILLAS, JOHN	\$	1,129.67
HAYES, KYSANDRA GALE	\$	844.97	ALLEN, DAVID	\$	1,162.05
CLARK, JOHNATHAN L	\$	863.02	LAWSON, NEPHI H	\$	1,205.38
SMITH, MARQUITE	\$	863.36	ROSS, JANEL	\$	1,212.90
DEGRAFFE, KATHERINE	\$	866.52	JONES, LYNNETTE C	\$	1,214.68
STACKHOUSE, FELISHA	\$	868.27	HOLMES, MARQUES	\$	1,242.25
TOLSON, MERLYNN	\$	871.24	MCMILLAN, HERMAN	\$	1,279.37
YOUNG, JESSALYN	\$	871.41	FINLEY, LESLIE E	\$	1,338.91
FOLK, VIVIAN	\$	884.56	HUNTER, SHAQUILLE	\$	1,340.08
SHEETS, ROBERT	\$	909.49	MCLEARY, MYLA	\$	1,373.59
WHITE, KIMBERLY	\$	909.88	BATSON, KELVIN	\$	1,379.34
FLETCHER, CASSIE M	\$	910.95	DIAMOND, CHRISTINE JUANITA	\$	1,473.45
WYNN, REGENA S	\$	915.33	ROBERTS, EBONY A	\$	1,563.06
DUNN, ROBIN	\$	915.60	COLE SR, GROVER C	\$	1,600.45
HENLY, APRIL	\$	927.46	THOMAS, PERVIS L	\$	1,884.05
LEON, MERCEDES	\$	946.51	MCKINNON, ZACHARIAH	\$	1,900.06
BONNER, TAMMY	\$	956.16	MINTER, SAMESHA	\$	1,943.16
SANDOVAL, FELIX	\$	967.57	MCLEAN, CAROL J	\$	2,134.87
BLOUNT, DENIYA	\$	995.03	LEWIS, FREDERICK	\$	2,334.35
SCRIVEN, ALEXIS	\$	997.68	POWELL, ALEXIS	\$	3,117.28

List of Non-Residential Accounts Over \$500.01

SEARS HOLDING CORP.	\$	39,262.40
SEARS HOLDING CORP.	\$	3,171.98
SKYGATE ENTERTAINMENT	\$	4,176.09
AMERICAN TIRE DISTRIUTORS	\$	1,523.83
SEAFOOD LAND INC.	\$	1,551.18
HCC INVESTMENTS	\$	1,746.12

\$ 51,431.60

PWC Injuries, Equipment & Vehicle Incidents
February 2019 Update

2019 Personal Injuries					
Division	Chief Officer	Numbers		Expenses	
		This Month	YTD	This Month	YTD
Management	Trego	0	0	\$0.00	\$0.00
C & CR	Hinson	0	0	\$0.00	\$0.00
Human Resources	Russell	0	0	\$0.00	\$0.00
Customer Programs	Brown	0	0	\$0.00	\$0.00
Corporate Services	Fritzen	0	0	\$0.00	\$0.00
Financial	Haskins	0	0	\$0.00	\$0.00
Water Resources	Noland	1	1	\$0.00	\$0.00
Electric Systems	Rynne	0	0	\$0.00	\$0.00
	Totals	1	1	\$0.00	\$0.00
FY 2018-2019 Vehicle/Equipment Damage					
Division	Chief Officer	Numbers		Expenses	
		This Month	YTD	This Month	YTD
Management	Trego	0	0	\$0.00	\$0.00
C & CR	Hinson	0	0	\$0.00	\$0.00
Human Resources	Russell	0	0	\$0.00	\$0.00
Customer Programs	Brown	2	4	\$0.00	\$831.81
Corporate Services	Fritzen	2	4	\$0.00	\$0.00
Financial	Haskins	0	0	\$0.00	\$0.00
Water Resources	Noland	4	19	\$4,143.60	\$14,286.21
Electric Systems	Rynne	1	10	\$0.00	\$9,919.69
	Totals	9	37	\$0.00	\$25,037.71

March 1-31, 2019

Personnel Report

<i>DIVISION</i>	<i>AUTHORIZED POSITIONS</i>	<i>ACTUAL EMPLOYEES</i>	<i>Part -time Employees</i>	<i>CONTRACT POSITIONS</i>	<i>VACANT POSITIONS</i>	<i>Staff by Temp Agency</i>
MANAGEMENT						
Executive	5	5				
Customer Programs Admin	1	1				
Human Resources Admin	1	1				
Communications/Comm Rel	1	1				
Corporate Services	1	1				
Financial Administration	1	1				
Water Administration	1	1				
Electric Administration	1	1				
Total	12	12	0	0	0	0
COMM/COMM REL						
Communications/Comm Relations	4	4				
Total	4	4	0	0	0	0
HUMAN RESOURCES						
Human Resources	7	6			1	
Medical	1	1				
OD/Safety & Training	1	1				
Total	9	8	0	0	1	
CUSTOMER PROGRAMS						
Programs Call Center	11	9			2	
Development & Marketing	4	4				
Water Meter Shop	2	2				
Electric Meter Shop	2	2				
Utility Field Services	19	17			2	
Meter Data Management	6	6				
Total	44	40	0	0	4	
CORPORATE SERVICES						
Project Management	15	14			1	
Warehouse	13	13				
Fleet Maintenance	42	35			7	1
Facilities Maintenance	7	7				
Total	77	69			8	
INFORMATION SYSTEMS						
Information Systems	3	3				
Telecommunications	11	11				
Applications Support	9	7			2	
End User Computing	8	5			3	
Total	31	26	0	0	5	0

March 1-31, 2019

Page 2

<i>DIVISION</i>	<i>AUTHORIZED POSITIONS</i>	<i>ACTUAL EMPLOYEES</i>	<i>Part -time Employees</i>	<i>CONTRACT POSITIONS</i>	<i>VACANT POSITIONS</i>	<i>Staff by Temp Agency or Part-time</i>
<i>FINANCIAL</i>						
Accounting	15	15			0	
Payroll	1	0			1	
Accounts Receivable	9	9				
Customer Accts Call Center	44	*45			*1	1
Customer Service Center	12	12				
Risk Management	2	2				1
Environmental Compl	1	1				
Claims	1	1				
Property & ROW Mgmt	6	6				
Collections	0	0				
Internal Auditing	1	1				
Budget	2	2				
Rates & Planning	2	2				
Financial Planning Admin	5	5				
Purchasing	8	7			1	1
Total	109	107	0	0	2	3
<i>WATER RESOURCES</i>						
W/R Engineering	36	35			1	
W/R Construction	103	97			6	
P.O. Hoffer Plant	10	10				1
Glenville Lake Plant	7	7				1
W/WW Facilities Maint.	25	25				1
Cross Creek Plant	11	11				
Rockfish Plant	8	8				
Residuals Management	2	2				
Environmental Services	1	1				
Laboratory	6	6				
W/R Environ. Sys. Prot.	4	4				
Watersheds	1	1				1
Total	214	207	0	0	7	4
<i>DIVISION</i>	<i>AUTHORIZED POSITIONS</i>	<i>ACTUAL EMPLOYEES</i>	<i>Part -time Employees</i>	<i>CONTRACT POSITIONS</i>	<i>VACANT POSITIONS</i>	<i>Staff by Temp Agency</i>
<i>ELECTRIC</i>						
Electrical Engineering	23	22			1	
Fiber	2	2				
Electric Construction	77	74			3	
Substation	14	13			1	
Apparatus Repair Shop	5	5				
CT Metering Crews	4	4				
Compliance	3	3				
Power Supply SEPA	0	0				
Power Supply Progress Energy	0	0				
Generation	26	24			2	
Total	154	147		0	7	
<i>TOTAL</i>	654	620	0	0	34	7

*2 temporary overstaff in Customer Service

DARSWEIL L. ROGERS, COMMISSIONER
WADE R. FOWLER, JR., COMMISSIONER
EVELYN O. SHAW, COMMISSIONER
D. RALPH HUFF, III, COMMISSIONER
DAVID W. TREGO, CEO/GENERAL MANAGER



FAYETTEVILLE PUBLIC WORKS COMMISSION
955 OLD WILMINGTON RD
P.O. BOX 1089
FAYETTEVILLE, NORTH CAROLINA 28302-1089
TELEPHONE (910) 483-1401
WWW.FAYPWC.COM

March 14, 2019

MEMO TO: ALL PWC EMPLOYEES

FROM: Brittany Sisco
Brittany.Sisco@faypwc.com

SUBJECT: Job Vacancy

POSITION: ADMINISTRATIVE ASSISTANT II

DEPARTMENT: Water Resources Construction

HOURS: 7:30AM- 4:00PM MONDAY-FRIDAY

GRADE LEVEL: 403 \$15.64- \$19.55 /Hourly

QUALIFICATIONS & DUTIES: Any "regular" employee may apply to the Human Resources Department. Please log into EBS, I-Recruitment, Employee Candidate to apply for this position no later than 5pm, March 27th, 2019.

SUPERVISORS, PLEASE POST ON BULLETIN BOARD

DARSWEIL L. ROGERS, COMMISSIONER
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March 21, 2019

MEMO TO: ALL PWC EMPLOYEES

FROM: Brittany Sisco
Brittany.Sisco@faypwc.com

SUBJECT: Job Vacancy

POSITION: W/R SENIOR TREATMENT PLANT OPERATOR
(Functional Employment Testing Required)

DEPARTMENT: Cross Creek Water Reclamation Facility

HOURS: 12 HOUR ROTATING DAY SHIFTS 7:00AM-7:00PM

GRADE LEVEL: 406 \$21.56- \$26.96 /Hourly

QUALIFICATIONS & DUTIES: Any "regular" employee may apply to the Human Resources Department. Please log into EBS, I-Recruitment, Employee Candidate to apply for this position no later than 5pm, April 4th, 2019.

SUPERVISORS, PLEASE POST ON BULLETIN BOARD

BUILDING COMMUNITY CONNECTIONS SINCE 1905

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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TELEPHONE (910) 483-1401
WWW.FAYPWC.COM

April 1, 2019

MEMO TO: ALL PWC EMPLOYEES

FROM: Brittany Sisco
Brittany.Sisco@faypwc.com

SUBJECT: Job Vacancy

POSITION: W/R GIS TECHNICIAN

DEPARTMENT: Water Resources Engineering

HOURS: MONDAY-FRIDAY 8:00AM- 5:00PM

GRADE LEVEL: 407 \$24.31- \$30.39 /Hourly

QUALIFICATIONS & DUTIES: Any "regular" employee may apply to the Human Resources Department. Please log into EBS, I-Recruitment, Employee Candidate to apply for this position no later than 5pm, April 15th, 2019.

SUPERVISORS, PLEASE POST ON BULLETIN BOARD

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WWW.FAYPWC.COM

April 1, 2019

MEMO TO: ALL PWC EMPLOYEES

FROM: Brittany Sisco
Brittany.Sisco@faypwc.com

SUBJECT: Job Vacancy

POSITION: W/R SR. ENGINEERING TECH.

DEPARTMENT: Water Resources Engineering

HOURS: MONDAY-FRIDAY 8:00AM- 5:00PM

GRADE LEVEL: 406 \$21.56- \$26.96 /Hourly

QUALIFICATIONS & DUTIES: Any "regular" employee may apply to the Human Resources Department. Please log into EBS, I-Recruitment, Employee Candidate to apply for this position no later than 5pm, April 15th, 2019.

SUPERVISORS, PLEASE POST ON BULLETIN BOARD

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WWW.FAYPWC.COM

April 2, 2019

MEMO TO: ALL PWC EMPLOYEES

FROM: Kim Long
Kim.Long@FAYPWC.COM

SUBJECT: Job Vacancy

POSITION: P/P MECHANIC

DEPARTMENT: 0831- Butler Warner Generation Plant

HOURS: MONDAY-FRIDAY 7:00AM-3:30PM
On-Call and Overtime as required
FET Required

GRADE LEVEL: 406X- \$23.30-\$29.13/HOUR

QUALIFICATIONS & DUTIES: Any "regular" employee may apply to the Human Resources Department. Please log into EBS, I-Recruitment, Employee Candidate to apply for this position by 5pm, April 15, 2019.

SUPERVISORS, PLEASE POST ON BULLETIN BOARD

BUILDING COMMUNITY CONNECTIONS SINCE 1905

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WWW.FAYPWC.COM

April 2, 2019

MEMO TO: ALL PWC EMPLOYEES

FROM: Kim Long
Kim.Long@FAYPWC.COM

SUBJECT: Job Vacancy

POSITION: E/S SENIOR ENGINEERING TECHNICIAN

DEPARTMENT: 0821- Electrical Engineering

HOURS: MONDAY-FRIDAY 8:00AM-5:00PM
Overtime as required

GRADE LEVEL: 407- \$24.31-\$30.39/HOUR

QUALIFICATIONS & DUTIES: Any "regular" employee may apply to the Human Resources Department. Please log into EBS, I-Recruitment, Employee Candidate to apply for this position by 5pm, April 15, 2019.

SUPERVISORS, PLEASE POST ON BULLETIN BOARD

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D. RALPH HUFF, III, COMMISSIONER
DAVID W. TREGO, CEO/GENERAL MANAGER



FAYETTEVILLE PUBLIC WORKS COMMISSION
955 OLD WILMINGTON RD
P.O. BOX 1089
FAYETTEVILLE, NORTH CAROLINA 28302-1089
TELEPHONE (910) 483-1401
WWW.FAYPWC.COM

April 2, 2019

MEMO TO: ALL PWC EMPLOYEES

FROM: Kim Long
Kim.Long@FAYPWC.COM

SUBJECT: Job Vacancy

POSITION: GIS TECHNICIAN

DEPARTMENT: 0821- Electrical Engineering

HOURS: MONDAY-FRIDAY 8:00AM-5:00PM
Overtime as required

GRADE LEVEL: 407- \$24.31-\$30.39/HOUR

QUALIFICATIONS & DUTIES: Any "regular" employee may apply to the Human Resources Department. Please log into EBS, I-Recruitment, Employee Candidate to apply for this position by 5pm, April 15, 2019.

SUPERVISORS, PLEASE POST ON BULLETIN BOARD

BUILDING COMMUNITY CONNECTIONS SINCE 1905

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER