



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

FAYETTEVILLE PUBLIC WORKS COMMISSION
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PUBLIC WORKS COMMISSION
MEETING OF WEDNESDAY, MARCH 10, 2021
8:30 A.M.

AGENDA

I. REGULAR BUSINESS

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

II. AWARDS PRESENTATION

Presented by: Roy Jones, CEO - ElectriCities of North Carolina

2020 Public Power Awards of Excellence

- Continuous Improvement
- Grid Modernization
- Value of Public Power
- Workforce Development

III. CONSENT ITEMS

(See Tab 1)

- A. Approve Minutes of meeting of February 24, 2021
- B. Approve bid recommendation to award bid for purchase of three (3) Constructed Substation Concrete Based Cable Trench Systems to Concast Inc., Zumbrota, MN, the lowest responsive, responsible bidder in the total amount of \$168,888.27, and forward to City Council for approval.

The funding for this project is from EL-26 T/D Sub 66kV Power Transformer Protection Equipment Upgrades, CPR1000218 for the following locations: College Lakes, Hogan St. Substation and Railroad St. Substation. Funding for this project is available in the amount of \$400,000.00.

Bids were received February 2, 2021, as follows:

<u>Bidders</u>	<u>Total Cost</u>
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Concast Inc., Zumbrota, MN	\$168,888.27
Old Castle Infrastructure, Atlanta, GA	\$181,867.68

COMMENTS: In accordance with N.C.G.S.143-129 purchase of apparatus, supplies, material, or equipment, no minimum number of bids are required. Notice of the bid was advertised through our normal channels on January 15, 2021, with a bid opening date of February 2, 2021. Addendum No. 1 was issued on January 26, 2021, to provide clarification to the bid drawings. Two (2) bids were received during the bid process. They were evaluated by Electric Support Services, Substations to ensure compliance with PWC Specifications. **SDBE/Local:** Concast Inc., Zumbrota, MN is not a local firm or classified as a SDBE, minority or woman-owned business.

END OF CONSENT

IV. STATUS OF ANNEXATION

Presented by: Mick Noland, Water Resources Chief Operating Officer
Mark Brown, Customer Programs Senior Officer

V. COMMUNITY BRANDING INITIATIVE DISCUSSION

Presented by: Elaina L. Ball, CEO/General Manager

VI. GENERAL MANAGER REPORT

(See Tab 2)

A. Open Commission Requests

VII. COMMISSIONER/LIAISON COMMENTS

VIII. REPORTS AND INFORMATION

(See Tab 3)

A. Personnel Report – February 2021

B. Position Vacancies

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

➤ Encr. #19155 – install of 8” sanitary sewer main inside of 24” steel encasement pipe across SR 1400 (Cliffdale Road)

➤ Encr. #19163 – install of 6” DI sewer lateral @ SR2311 (Gillespie St.)

D. Financial Statement Recaps – January 2021

➤ Electric

➤ Water/Wastewater

IX. CLOSED SESSION PURSUANT TO NORTH CAROLINA GENERAL STATUTES 143-318.11(A)(3) FOR LEGAL MATTERS

X. ADJOURN

D R A F T

PUBLIC WORKS COMMISSION
MEETING OF WEDNESDAY FEBRUARY 24, 2021
9:30 AM

Present: Wade R. Fowler, Jr., Chairman
Darsweil L. Rogers, Secretary
Evelyn Shaw, Treasurer

Others Present: Elaina L. Ball, CEO/General Manager
Christopher Davis, City Council Liaison

Absent: D. Ralph Huff, III, Vice Chairman
Telly Whitfield, Assistant City Manager
Michael Boose, Cumberland County Commissioner, Liaison
Melissa Adams, Hope Mills Town Manager/Liaison
Media

REGULAR BUSINESS

Chairman Wade Fowler called the meeting of Wednesday, February 24, 2021, to order.

APPROVAL OF AGENDA

Upon motion by Commissioner Rogers, seconded by Commissioner Shaw, the agenda was unanimously approved.

CONSENT ITEMS

Upon motion by Commissioner Shaw, seconded by Commissioner Rogers, Consent Items were unanimously approved.

- A. Approve Minutes of meeting of February 10, 2021
- B. Approve PWC Resolution #PWC2021.07 – Delegating Construction Contract Execution Authority to the CEO/General Manager

Staff recommends that the Commissioners delegate authority to the CEO/General Manager to award and execute contracts and other legal documents necessary for the construction or repair work requiring the estimated expenditure of public money in an amount equal to or more than five hundred thousand dollars (\$500,000) in compliance with G.S. 143-129 if such contracts are first approved by a majority vote of the City Council of the City of Fayetteville, which contracts shall be in the name of the City of Fayetteville, by and through PWC.

END OF CONSENT

UPDATE ON RC WILLIAMS BUSINESS CENTER

Presented by: Susan Fritzen, Chief Corporate Services Officer
Patrick Murray, Grant Murray Real Estate

Elaina Ball, PWC CEO/GM introduced Patrick Murray of Grant Murray Real Estate.

Mr. Murray stated we will discuss the status and health of the building, as well as the market conditions, both local and state-wide. We will also discuss the strengths and weaknesses of selling the building.

The RC Williams Building is a 57,023 SF Class A office building on Hay Street. All the leases are full service and includes utilities, janitorial services, etc. It is next to and connects with the downtown parking deck and we have a proxy card system for after-hours access. Tenants have access to the parking deck based on square footage of lease. PWC has a total of 99 parking spaces and they are allocated to our tenants.

We currently have 12 tenants in the building, with a 96% occupancy rate (during last update in Feb. 2019, the occupancy rate was 78%). By floor, our occupancy is 1st floor – 5; 2nd floor – 2; 3rd floor – 4; and 4th floor - 1.

Currently, Suite 101-D (2,030 SF) is available; Suite 102 is pending landlord signature and Suite 402 is pending full execution of the lease amendment. The average rental rate is \$18.28.

Compared to other Class-A, the RC Williams office space is on the lower end of the range. Other Class-A buildings have amenities that this one does not have. Discussion ensued on the market rates in the downtown area.

Office Market Update - Fayetteville

- Market Avg. Rent/SF \$18.63
- Vacancy Rate 6.2%
- Vacant SF 479,000
- Availability Rate 8.9%
- Available SF 701,000
- Sublet SF 9,600
- Months on Market 20.9
- 12 Month Net Absorb. 40,600
- 6 Month Lease Prob. 32.4%

Office Market Update – Downtown Submarket

- Market Avg. Rent/SF \$19.17
- Vacancy Rate 11.2%
- Vacant SF 176,000
- Availability Rate 17.7%
- Available SF 296,000
- Sublet SF 0
- Months on Market 22.2
- 12 Month Net Absorb. (4,000)
- 6 Month Lease Prob. 27.6%

Office Market Update – Sales

- 12 Months Properties Sold: 44
- Market Sale Price/SF: \$158
- Average Market Sale Price: \$1.2M
- 12 Month Sales Volume: \$23.6M
- Market Cap Rate: 8.4%
- Significant Sales in 2020:
 - 3401 Village Dr; 6.5% cap rate: \$336/SF

- 324 Person St; 9.7% cap rate; \$145/SF
- 934 Cambridge St; \$166/SF
- 3419 Melrose Rd; \$110/SF

Commission and staff discussed the long-term impacts of COVID to office space.

Mr. Murray discussed a migration study which shows there is a growth in North Carolina and the positive trends driving the growth. He also discussed the office market nationwide.

Mr. Murray discussed the strengths, weaknesses, opportunities, and threats to selling the building. He noted the strikeouts are the differences based on two years ago, when he presented this information.

Considerations for the sale of RCWBC

Strengths

- Limited Class-A office space within the Fayetteville market
- Iconic “trophy property”
- Noticeable uptick in tenant interest and showings
- ~~Development of the baseball stadium, hotel, condos etc. show emerging market strength~~

Weakness

- ~~Higher than average vacancy~~
- High operating expenses per SF
- Inefficient building layout (i.e. high core factor)
- Expiration of the parking deck agreement with the COF and long-term uncertainty

Opportunities

- Reduce operating budget
- Renegotiate parking deck agreement with the COF for longer term
- Leasing remaining vacancy and increase average rental rate

Threats

- ~~150,000+ SF new space coming on the market over next two years to include office tower next to the baseball stadium~~
- Possibility of a recession within the next 12-24 months
- Cap rates are bottoming out and will begin to rise again
- Federal Reserve interest rate hike

Commission and staff discussed the ‘weaknesses of the expiration of the parking deck agreement’. Staff is in the process of beginning discussions with City.

STRATEGIC PLANNING UPDATE

Presented by: Elaina Ball, CEO/General Manager

Ms. Ball stated during this presentation we will:

- Review Progress to Date
- Review and discuss Vision, Mission and Values
- Discuss Updated Strategic Priorities
- Finalize Strategic Priorities
- Next Steps

Progress to Date:

(The italicized items in gray were previously discussed)

1. *Established the organization's Vision statement*
2. *Updated the organization's Mission statement*
3. *Worked collaboratively with employees to select the organization's key Values*
4. *Segmented customers*
5. *Obtained Community Advisory Group input*
6. *Conducted business unit SWOT analyses*
7. Reviewed & obtained feedback on Vision, Mission, Values at Commission Meeting– January 27, 2021

Over the next quarter, the PWC and Commission need to:

1. Affirm the work to date
2. Define our Values – Ms. Ball would like to have a working group of employees to help define values with feedback and adjustments from Commission and Officers.
3. Select and Define Strategic Priorities
4. Identify Goals (Key Performance Indicators) for the Strategic Priorities – The Officers are in the process of developing the KPIs.
5. Identify Initiatives to accomplish the Goals
6. Implement, monitor progress periodically (suggest quarterly)

Vision, Mission and Values

(Previously discussed are in gray. Updated are in blue)

- **Vision**

To continually be recognized by our community and the nation as the best municipal utility in the country.

We aspire to be recognized as the best public power, water & wastewater utility in the United States.

- **Mission**

PWC, Fayetteville's Hometown Utility, provides industry leading essential services to our communities with a team of dedicated, innovative employees, focused on our customers.

We deliver safe, reliable, and affordable electricity, water and wastewater services to our customers that reside in Fayetteville and many surrounding areas in Cumberland County, North Carolina.

- **Values**

<i>Customer Focus</i>	<i>Dedicated Workforce</i>	<i>Caring Excellence</i>	
<i>Sustainable</i>	<i>Fiscal Responsibility</i>	<i>Safety</i>	<i>Transparent</i>
<i>Customer Focused</i>	<i>Dedicated to Service</i>	<i>Caring & Inclusive</i>	<i>Safety Focused</i>
<i>Innovative</i>	<i>Fiscally Responsibility</i>	<i>Committed to Excellence</i>	<i>Transparent</i>

Strategic Priority Descriptions

Ms. Ball stated Officers began discussions on the priorities below. She wants to ensure these are the priorities PWC should focus on, and if there are any categories that should be added. Commission and staff discussed each priority.

Community Engagement

We aspire to be exceptional corporate citizens. We are active civically and support causes that lift up the citizens and important causes to our region. We seek opportunities to have the greatest impact to our region to grow the vibrancy and livability of our community.

Economic Development

We encourage growth of economic opportunities for our region and actively participate in recruiting new businesses to our region. We maintain competitive and attractive utility services to encourage economic investment in our region. We actively seek out opportunities to partner with regional suppliers to accomplish the work of the utility.

Customer Satisfaction

We have our customers at the heart of our decision making and our service delivery. We aspire to achieve industry leading performance in customer experience. We meet our customers where they want to be served. Our goal is to deliver products, options and services to our customers that are offered in retail competitive regions.

Operational Excellence

Our utility services deliver safe and reliable electricity, water, and waste-water supply. We strive to have top quartile safety, quality, and reliability metrics for our utility services.

Conservation

We understand the impact of our operations and the consumption of utilities have on our region's natural resources. We seek to continually improve our operations to minimize waste and deliver programs to help customers conserve as well as programs that enable us to preserve resources and habitat in the region in which we operate and serve.

Financial Health

Maintaining a financially healthy utility is essential to keeping our cost of borrowing low and keeping our customers' bills affordable. Our financial health is also key to supporting the City of Fayetteville through our transfer which goes to support important city services such as fire and police. We strive to maintain investment grade bond ratings, sufficient reserves to weather downturns and to maintain safe and reliable utility service delivery.

Engaged Employees

Our strategic plan and the excellent service we aspire to deliver are accomplished solely through the dedicated service by our employees. We seek to attract, retain, and grow an engaged workforce that is equipped with the capabilities to deliver excellence.

Commission and staff discussed the definition of engaged employees, and how to determine employees' level of engagement; the causes of non-engaged employees; and how to effectively increase their capabilities.

Ms. Ball stated staff is working on alignment to the "Can Do" regional branding campaign, so some descriptions may be updated with this focus.

She also provided a sample Strategy Priority Plan, with the Vision, Mission, Strategic Priorities, Key Performance Indicators, and Initiatives.

Next Steps

- Strategic Priority finalization/verbiage update (Can Do)
- Define Values
- Establish Goals (Key Performance Indicators) for each Strategic Priority
- Baseline KPIs and establish stretch goals (benchmark where possible)
- Identify Strategic Initiatives to achieve goals
- Resource Strategic Initiatives (budgeting process)
- Written Strategic Plan development

- Communicate to organization and stakeholders
- Implement and monitor progress quarterly
- Review and adjust as needed

Staff thanked Ms. Ball for quickly moving forward with the Strategic Plan. Commission also discussed their views on the ‘Can Do’ regional branding.

GENERAL MANAGER REPORT

NCORR Hope

Ms. Ball stated staff continues to work with funds through the NCORR Hope Grant, which will aid a section of our customers. We received \$567,000.00. We are coming to end of our payment arrangements for COVID matters. As of this week, we have approximately 13,500 customers on payment arrangements with an outstanding balance of about \$1.1M. Additionally, the City has been granted funds from the State for rental and utility assistance. The City is currently going through an RFP process for an administrator for the funds and plans to have that person on board by mid-March. Carolyn and the team are preparing communications and the customer teams are working on a plan to best help customers.

Metronet

Metronet has commenced since our last Commission meeting. As of last week, we received over 900 applications. We are working through a few beginning hiccups. When we hit the hiccups, we will work with the City and Metronet’s identified government and public affairs contact.

Public Power Awards of Excellence

We have been notified we have received four Public Power Awards of Excellence. Roy Jones of ElectriCities will attend (virtually) on March 10th to present PWC with the awards.

United Way

We have been notified we have been awarded the Spirit of North Carolina Award from the United Way of NC for the 15th year. We will be recognized March 3rd through a virtual ceremony.

Mutual Assistance to High Point

Ms. Ball recognized the six employees who provided mutual aid to High Point. They were: Cameron Bass, Steve Rivers, Marshall Jackson, Nick Graham, Lee Heflin, and Andrew Albertson. We really appreciate them for weathering the conditions, leaving their homes and families, and aiding our neighbors during an ice storm.

Coal Combustion Residuals Settlement Agreement

The settlement agreement has been reached. The details are not public, but we believe it will be advantageous to our customers in the coming months.

Big Rockfish Outfall Loan

PWC received notice from the DEQ that the State Water Infrastructure Authority has approved our Big Rockfish Outfall Loan for an additional \$10M. This is important to us, as this outfall supports annexation efforts.

iSupplier

Our new electronic supplier system is now live (iSupplier). We are working with a few suppliers to pilot the system to work out any kinks. This system will eliminate a lot of the manual paper-based processes we have with invoicing, as well as just communications with suppliers. We are excited this will become our single place to engage with our supplier base.

Policy and Procedures Team

Paula Shambach is our lead and has done a terrific job in kicking off this team. We have 131 policies and procedures, in a 616 page document. 86% of them have not been touched in 4 years; 56% have not been touched in over 8 years. Paula Shambach also analyzed them using the Flesh Kincaid Grade Level Analysis. She ran all our policies through them, and they scored 13.6 level, which is equivalent to reading Stephen Hawking, A Brief History of Time. This project strikes at the culture of our organization. It comes down to we have ‘proceduralized’ basic judgement. We do not want to do that. We want our people to think.

The goal of this team is to have fewer policies and to push decision making to the lowest level in the organization and to challenge management to not hold on to the past, just because we are familiar with it. In the next few months, the Commission will see updated policies come through for their approval, and a request to eliminate policies.

Annual Water Treatment Change Over

The change over will take place March 1st thru March 31st. Communications to customers will begin this week.

COMMISSIONER/LIAISON COMMENTS

Commissioner Fowler

Commissioner Fowler stated Kingdom Community Development Center has funds to assist citizens within Cumberland County.

He also commented on the Policy and Procedures Team, and the advantages of empowering employees to make decisions, which can have a positive effect in increasing employee engagement.

Commissioner Shaw

Commissioner Shaw inquired about the new iSupplier application. She asked if this is part of the Oracle System. Ms. Ball replied it connects into Oracle. Any decision we are making or looking at for technology we are by default having the Oracle solution as a part of the evaluation. We are doing the same now with WAM and HCM. Ms. Fritzen stated this is something that was available to us when we originally put in the Oracle System, but it was one of the many things people stated “we can’t do this now”.

Council Member Davis

Council Member Davis stated we had a meeting with our legislative representatives. Several of them made comments about water east of I-95 (Grays Creek), he would like to receive an update. Ms. Ball stated she met with Amy Cannon about a week ago. They visited about the history, and how we got to where we are. Ms. Ball stated the team is re-evaluating the costs around two scenarios for Grays Creek. Once they are accomplished, she intends to discuss it with Ms. Cannon. She understands there is a desire to service the entire area, and that will be a nine figure proposition. So, we are looking at a possible phased approach. She stated staff would be happy to visit with Council Member Davis regarding it.

Ms. Ball stated she understands TEXFI was also discussed. Mick Noland's team is in the process of getting updated quotes on a pilot to look at a different way to remediate. Though the property does not belong to PWC, but to the City, we want to be partners and identify technologies that are less costly than thermal oxidation to address the trichloroethylene. We are updating the quote and will be presenting it with the City. Ideally, we have tried and will continue to try to get help from the State on the pilot, but we have an agreement with the City to split the cost of the pilot. The full remediation, the utility can't bear, it is not our property, but she does see it as risk remediation. Additional discussion ensued.

REPORTS AND INFORMATION

Commission acknowledges receipt of the following reports and information.

- A. Monthly Cash Flow Report - January 2021
- B. Payment Analysis – January 2021
- C. Recap of Uncollectible Accounts – January 2021
- D. Investment Report – January 2021
- E. Position Vacancies
- F. Approved Utility Extension Agreement(s):
 - Encr. #19162 – Install. of 17 LF of 8” D.I. Water Main SR1109 (Dundle Road)
- G. Actions by City Council during the meeting of February 8, 2021, related to PWC:
 - Approved Resolution Accepting a State Loan Offer Under the NC Water Revolving Loan and Grant Act of 1987
 - Approved Bid Recommendation – Purchase of One (1) Forestry Track Cutter
 - Approved Bid Recommendation – Purchase of Eighteen (18) 27kV Class 1200 Amp Vacuum Circuit Breakers Magnetically Operated
 - Approved Bid Recommendation – Annual Transmission Construction Contract
 - Approved Bid Recommendation – Bid Rockfish Creek Outfall – Contract 1 and Resolution

CLOSED SESSION PURSUANT TO NORTH CAROLINA GENERAL STATUTES 143-318.1(A)(6) FOR PERSONNEL MATTERS

Commissioner Rogers motioned to go into closed session pursuant to North Carolina General Statutes 143-3118.1(A)(6) for Personnel Matters. Motion was seconded by Commissioner Shaw, and unanimously approved at 10:48 a.m.

There being no further discussion, upon motion by Commissioner Rogers, seconded by Commissioner Shaw, the meeting returned to open session at approximately 11:15 a.m.

ADJOURNMENT

There being no further business, upon motion by Commissioner Rogers, seconded by Commissioner Shaw, and unanimously approved, the meeting was adjourned at approximately 11:16 a.m.

DRAFT

**PUBLIC WORKS COMMISSION
ACTION REQUEST FORM**

TO: Elaina L. Ball, CEO/General Manager

DATE: March 3, 2021

FROM: Trent K. Ensley, Procurement Manager

.....
ACTION REQUESTED: Approve award for the purchase and delivery of three (3) constructed Substation Concrete Based Cable Trench Systems.

BID/PROJECT NAME: Three (3) Substation Concrete Based Cable Trench Systems

BID DATE: February 2, 2021

DEPARTMENT: Electric Support Services

.....
BUDGET INFORMATION: Funding for this project is from EL-26 T/D Sub 66kV Power Transformer Protection Equipment Upgrades, CPR1000218 for the following locations: College Lakes, Hogan St. Substation, and Railroad St. Substation.

BIDDERS	TOTAL COST
Concast Inc., Zumbrota, MN	\$168,888.27
Old Castle Infrastructure, Atlanta, GA	\$181,867.68

.....
AWARD RECOMMENDED TO: Concast, Inc., Zumbrota, MN

BASIS OF AWARD: In accordance with N.C.G.S 143-129 purchase of apparatus, supplies, materials, or equipment, no minimum number of bids are required, and recommendation of award is to Concast, Inc., Zumbrota, MN, as the lowest responsive, responsible bidder.

.....
COMMENTS: The Commission is asked to approve award for the purchase of three (3) Substation Concrete Based Cable Trench Systems. Award is recommended to the lowest, responsive, responsible bidder, Concast, Inc., Zumbrota, MN. Notice of the bid was advertised through our normal channels on January 15, 2021 with a bid opening date February 2, 2021. Addendum No. 1 was issued on January 26, 2021 to provide clarification to the bid drawings. Two (2) bids were received during the bid process. The bids were evaluated by Electric Support Services, Substations to ensure compliance with PWC Specifications. The award is recommended to the lowest responsive, responsible bidder, Concast, Inc., Zumbrota, MN. PWC shall issue one purchase order for the total of \$168,888.27 upon approval of Commission and City Council.

ACTION BY COMMISSION

APPROVED _____ REJECTED _____

DATE _____

ACTION BY COUNCIL

APPROVED _____ REJECTED _____

DATE _____

BID HISTORY
THREE (3) SUBSTATION CONCRETE BASED CABLE TRENCH SYSTEMS
BID DATE: FEBRUARY 2, 2021, AT 2:00PM

Consulting Engineer

N/A

Advertisement

- | | | |
|----|-------------------------------|--|
| 1. | PWC Website
Addendum No. 1 | 01/15/2021 through 02/02/2021
01/26/2021 through 02/02/2021 |
| 2. | The Fayetteville Press | General Monthly Ad |

List of Prospective Bidders

1. Concast, Inc., Zumbrota, MN
2. Atlantic Power Sales, Mt. Holly, NC
3. Old Castle Infrastructure, Atlanta, GA
4. GHMR Company, Inc., Charlotte, NC

PWC Procurement Mailing List- Registered vendors via the PWC website and BBR registrants. (approximately 1000+ contacts)

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)
FSU Career Pathways Initiative
NAACP, Fayetteville Branch
FTCC Small Business Center (SBC)
Greater Fayetteville Chamber
Hope Mills Chamber
Spring Lake Chamber
Hoke Chamber
Fayetteville Business & Professional League (FBPL)
Latinos United for Progress
Latino Community Connects
The Center for Emerging Business
Fayetteville Black Business Website

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
International Women in Transportation- Triangle Chapter
International Erosion Control Association (IECA)

Media

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

SDBE/Local Participation

SDBE/Local: Concast Inc., Zumbrota, MN is not a local firm or classified as a SDBE, minority or women-owned business.

Open Commission Requests

As of 3-10-21

<u>Commission Meeting Date</u>	<u>Presentation/Discussion Item</u>	<u>Presenter (Staff)</u>
To be Determined	Action Items as a result of the 2019 budget discussions: Provide cost analysis of the Wellness Program - Completed Ridership of the Faster Bus versus cost Requested by: Commissioner Rogers 5-8-19	R. Haskins R. Haskins
To be Determined	Report Key Ratios Across all Reporting Agencies Requested by: Commissioner Rogers 10/9/19	R. Haskins
To be Completed with Strategic Planning	Clarify Key Performance Indicators – Requested by: 10/9/19	R. Haskins
To Be Determined	Provide Update on Strategic Planning Throughout the Commission Requested by: D. Rogers 5-13-20	D. Trego B. Russell
To Be Determined	Provide a presentation on the process to be followed in the event of a Contamination Event (corrected 11-9-20) Requested by: D. Rogers 10-14-20	M. Noland
To Be Determined	Provide explanation on the options customers have when online without speaking to a customer representative. (11-11-20)	D. Trego R. Haskins

PREVIOUSLY CLOSED COMMISSION REQUESTS HAVE BEEN ARCHIVED

February 2021 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>TEMP STAFF</i>
<i>MANAGEMENT</i>						
Executive	6	4			2	
Legal Administration	1	1				
Customer Programs Admin	1	1				
Human Resources Admin	1	1				
Communications/Comm Rel	1	1				
Corporate Services Admin	1	1				
Information Tech Admin	1	1				
Financial Administration	1	1				
Water Administration	1	1				
Electric Administration	1	1				
Total	15	13	0	0	2	
<i>LEGAL</i>						
Legal	1	0			1	
Total	1	0	0	0	1	
<i>COMM/COMM REL</i>						
Communications/Comm Relations	4	4				
Total	4	4	0	0	0	
<i>HUMAN RESOURCES</i>						
Human Resources	7	7				
Medical	1	1				
Safety	1	1				
Total	9	9	0	0	0	
<i>CUSTOMER PROGRAMS</i>						
Programs Call Center	11	11				2
Development & Marketing	5	5				
Water Meter Shop	2	2				
Electric Meter Shop	2	2				
Utility Field Services	17	16			1	
Meter Data Management	7	7				
Total	44	43	0	0	1	2
<i>CORPORATE SERVICES</i>						
Project Management	19	19				
Warehouse	13	12			1	
Fleet Maintenance	31	29			2	
Facilities Maintenance	7	7				
Total	70	67			3	
<i>INFORMATION TECHNOLOGY</i>						
IT Admin	5	5				
IT Infrastructure & Support	12	12				
IT Applications	8	8				
IT DevOps	8	8				1
Total	33	33	0	0	0	1

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<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>FINANCIAL</i>						<i>or Part-time</i>
Accounting	17	15			2	
Payroll	2	2				
Accounts Receivable	3	1			2	
Customer Accts Call Center	33	*33			*2	
Customer Service Center	15	15				
Cust Billing & Collection	14	14				2
Risk Management	4	4				
Environmental Compl	1	1				
Property & ROW Mgmt	5	5				2
Internal Auditing	1	1				
Budget	2	2				
Rates & Planning	2	2				
Financial Planning Admin	5	5				
Purchasing	7	6			1	
Total	111	106	0	0	5	4
<i>WATER RESOURCES</i>						
W/R Engineering	37	35			2	1
W/R Construction	107	103			4	
P.O. Hoffer Plant	10	10				
Glenville Lake Plant	7	7				2
W/WW Facilities Maint.	25	25				
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	2	2				
Total	220	214	0	0	6	3
<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	21			2	
Fiber	2	2				
Electric Construction	86	78			8	
Substation	14	13			1	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	*29				
Total	163	152		0	11	1
<i>TOTAL</i>	670	641	0	0	29	11

*2 temporary overstaff in Customer Service

*3 temporary overstaff in Generation



DARSWEIL L. ROGERS, COMMISSIONER
WADE R. FOWLER, JR., COMMISSIONER
EVELYN O. SHAW, COMMISSIONER
D. RALPH HUFF, III, COMMISSIONER
ELAINA L. BALL, 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

February 23, 2021

MEMO TO: ALL PWC EMPLOYEES

FROM: Brittany Sisco
Brittany.Sisco@faypwc.com

SUBJECT: Job Vacancy

POSITION: W/R CREWLEADER

DEPARTMENT: Water Resources Construction

HOURS: MONDAY-FRIDAY 7:30AM-4:00PM
(On Call and Overtime as Required)

GRADE LEVEL: 407X; \$27.30- \$34.12/ 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 no later than 5pm, March 5th, 2021.

SUPERVISORS, PLEASE POST ON BULLETIN BOARD

BUILDING COMMUNITY CONNECTIONS SINCE 1905

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

**PUBLIC WORKS COMMISSION
 RECAP OF REVENUES AND EXPENDITURES
 ELECTRIC
 FOR THE PERIOD ENDING JANUARY 31, 2020
 UNAUDITED - SUBJECT TO CHANGE**

ROUNDED TO NEAREST HUNDRED		Current Month Budget	Current Month Actual	Current Month Actual Last Year	Budget To Actual Variance Current	Current Actual Difference	Year To Date Budget	Year To Date Current Year	Year To Date Last Year	Year To Date Budget To Actual Variance	Year To Date Difference	% Change Current Year Prior Year	Annual Budget
Description													
Operating Revenues	Residential, Commercial, and Industrial Sales	16,797,800	16,352,400	15,984,500	(445,400)	367,900	113,877,400	111,882,600	119,793,100	(1,994,800)	(7,910,500)	-6.60%	188,323,100
	Wholesale Power Cost Adjustment	0	0	-	0	0	0	0	(100)	0	100	-100.00%	0
	Other Sales of Electricity	962,400	980,500	963,900	18,100	16,600	6,900,600	6,877,700	6,811,600	(22,900)	66,100	0.97%	11,871,900
	Butler Warner Generation Plant Lease	1,062,800	1,062,800	1,053,000	0	9,800	9,472,300	9,372,300	9,405,000	(100,000)	(32,700)	-0.35%	13,078,400
	Other Operating Revenues	1,244,700	1,077,200	1,194,400	(167,500)	(117,200)	8,046,200	7,107,700	8,868,800	(938,500)	(1,761,100)	-19.86%	14,122,500
	Other Revenues	120,800	69,100	(10,500)	(51,700)	79,600	845,300	24,500	570,600	(820,800)	(546,100)	-95.71%	3,499,000
Operating Revenues Total		20,188,500	19,542,000	19,185,300	(646,500)	356,700	139,141,800	135,264,800	145,449,000	(3,877,000)	(10,184,200)	-7.00%	230,894,900
Power Supply and Maintenance	Power Supply	11,752,200	11,103,100	11,446,200	649,100	(343,100)	81,023,700	80,899,900	82,614,300	123,800	(1,714,400)	-2.08%	132,139,200
	Coal Ash	555,300	576,000	1,079,000	(20,700)	(503,000)	7,028,500	7,054,400	11,952,900	(25,900)	(4,898,500)	-40.98%	9,788,700
	Maintenance of Generation Plant	677,800	379,800	512,900	298,000	(133,100)	4,627,100	5,942,100	2,898,000	(1,315,000)	3,044,100	105.04%	8,337,500
Power Supply and Maintenance Total		12,985,300	12,058,900	13,038,100	926,400	(979,200)	92,679,300	93,896,400	97,465,200	(1,217,100)	(3,568,800)	-3.66%	150,265,400
Operating Revenues Available For Operating Expenses Total		7,203,200	7,483,100	6,147,200	279,900	1,335,900	46,462,500	41,368,400	47,983,800	(5,094,100)	(6,615,400)	-13.79%	80,629,500
Operating Expenses	Trans. and Distr. Expenses	1,626,600	1,531,400	1,726,500	95,200	(195,100)	12,332,700	11,259,100	11,552,000	1,073,600	(292,900)	-2.54%	23,675,600
	G & A Expenses	2,243,400	1,875,900	1,548,900	367,500	327,000	15,041,600	11,254,800	11,313,800	3,786,800	(59,000)	-0.52%	25,483,400
	Debt Interest Expense	76,100	67,700	62,000	8,400	5,700	496,900	495,000	447,100	1,900	47,900	10.71%	817,800
	Depreciation Expenses	1,421,900	1,521,200	1,554,100	(99,300)	(32,900)	9,953,200	8,747,200	10,136,500	1,206,000	(1,389,300)	-13.71%	17,062,600
Operating Expenses Total		5,368,000	4,996,200	4,891,500	371,800	104,700	37,824,400	31,756,100	33,449,400	6,068,300	(1,693,300)	-5.06%	67,039,400
Operating Results Total		1,835,200	2,486,900	1,255,700	651,700	1,231,200	8,638,100	9,612,300	14,534,400	974,200	(4,922,100)	-33.87%	13,590,100
	Aid to Construction and Grants	400,300	1,937,100	-	1,536,800	1,937,100	2,801,800	2,779,400	618,200	(22,400)	2,161,200	349.60%	4,804,300
	Payment In Lieu of Taxes (PILOT)	(954,200)	(954,200)	(924,800)	-	(29,400)	(6,679,400)	(6,679,700)	(6,473,900)	(300)	(205,800)	3.18%	(11,450,900)
	Intergovernmental Revenues (Expenses)	(350,000)	(350,000)	(100,000)	-	(250,000)	(2,450,000)	(2,450,000)	(700,000)	-	(1,750,000)	250.00%	(4,200,000)
Change in Net Assets before Appropriations Total		931,300	3,119,800	230,900	2,188,500	2,888,900	2,310,500	3,262,000	7,978,700	951,500	(4,716,700)	-59.12%	2,743,500
	Appropriations from/(to) Other Funds	-	-	-	-	-	-	-	-	-	-	100.00%	0
Change in Net Assets after Appropriations Total		931,300	3,119,800	230,900	2,188,500	2,888,900	2,310,500	3,262,000	7,978,700	951,500	(4,716,700)	-59.12%	2,743,500
Revenues and Budgetary Appr.	Total Revenues	20,588,800	21,479,100	19,185,300	890,300	2,293,800	141,943,600	138,044,200	146,067,200	(3,899,400)	(8,023,000)	-5.49%	235,699,200
	Budgetary Appropriations	3,673,000	1,330,500	3,096,100	(2,342,500)	(1,765,600)	14,692,400	10,011,000	11,351,600	(4,681,400)	(1,340,600)	-11.81%	36,893,400
Revenues and Budgetary Appr. Total		24,261,800	22,809,600	22,281,400	(1,452,200)	528,200	156,636,000	148,055,200	157,418,800	(8,580,800)	(9,363,600)	-5.95%	272,592,600
Expenditures	Total Operating Expenses	19,657,500	18,359,300	18,954,400	1,298,200	(595,100)	139,633,100	134,782,200	138,088,500	4,850,900	(3,306,300)	-2.39%	232,955,700
	Depreciation/Amortization Adjustment	(1,414,500)	(1,513,900)	(1,533,500)	99,400	19,600	(9,901,600)	(8,695,500)	(9,992,900)	(1,206,100)	1,297,400	-12.98%	(16,973,800)
	Other Deductions	-	(35,200)	466,400	35,200	(501,600)	-	270,640	188,000	(270,640)	82,640	43.96%	-
	Capital Expenditures	2,044,200	1,235,700	1,661,300	808,500	(425,600)	24,106,700	8,987,600	14,625,200	15,119,100	(5,637,600)	-38.55%	36,012,500
	Debt Principal Payments	-	-	-	-	-	-	-	-	-	-	100.00%	1,221,000
	Appropriations to Other Funds	1,351,800	1,114,600	1,166,900	237,200	(52,300)	11,862,800	12,712,000	14,252,300	(849,200)	(1,540,300)	-10.81%	19,377,200
Expenditures Total		21,639,000	19,160,500	20,715,500	2,478,500	(1,555,000)	165,701,000	148,056,940	157,161,100	17,644,060	(9,104,160)	-5.79%	272,592,600

* Budget Variance Favorable (Unfavorable)

**PUBLIC WORKS COMMISSION
 RECAP OF REVENUES AND EXPENDITURES
 Water/Wastewater**

FOR THE PERIOD ENDING JANUARY 31, 2020

UNAUDITED - SUBJECT TO CHANGE

ROUNDED TO NEAREST HUNDRED		Current Month Budget	Current Month Actual	Current Month Actual Last Year	Budget To Actual Variance Current	Current Actual Difference	Year To Date Budget	Year To Date Current Year	Year To Date Last Year	Year To Date Budget To Actual Variance	Year To Date Difference	% Change Current Year Prior Year	Annual Budget
Description													
Operating Revenues	Residential, Commercial, and Industrial-Water	3,843,500	3,653,100	3,369,700	(190,400)	283,400	28,187,000	27,671,000	26,667,300	(516,000)	1,003,700	3.76%	47,709,300
	Other Sales of Water	306,500	367,300	271,600	60,800	95,700	2,159,100	2,122,700	1,918,400	(36,400)	204,300	10.65%	3,202,400
	Residential, Commercial, and Industrial- Wastewater	4,394,600	4,271,100	4,033,900	(123,500)	237,200	30,186,100	30,748,200	29,287,400	562,100	1,460,800	4.99%	51,575,900
	Other Sales of Wastewater	37,400	73,000	65,400	35,600	7,600	250,800	432,300	278,600	181,500	153,700	55.17%	431,200
	Other Operating Revenues	642,000	703,800	642,300	61,800	61,500	4,599,600	4,338,400	5,102,000	(261,200)	(763,600)	-14.97%	7,868,900
	Other Revenues	80,500	69,700	103,600	(10,800)	(33,900)	563,500	360,400	814,300	(203,100)	(453,900)	-55.74%	966,000
Operating Revenues Total		9,304,500	9,138,000	8,486,500	(166,500)	651,500	65,946,100	65,673,000	64,068,000	(273,100)	1,605,000	2.51%	111,753,700
Operating Expenses	Water Treatment Facilities	1,181,300	1,214,700	1,302,200	(33,400)	(87,500)	8,277,500	8,655,200	8,450,900	(377,700)	204,300	2.42%	15,796,200
	Water Distribution System	455,200	382,200	372,500	73,000	9,700	3,405,200	3,226,000	2,771,000	179,200	455,000	16.42%	6,077,100
	Wastewater Collection System	683,000	274,200	804,300	408,800	(530,100)	4,780,900	4,762,400	5,332,100	18,500	(569,700)	-10.68%	9,579,500
	Water Reclamation Facilities	907,100	618,000	531,300	289,100	86,700	4,875,600	4,786,800	4,063,700	88,800	723,100	17.79%	8,700,400
	Residuals Management	17,500	27,000	16,900	(9,500)	10,100	145,900	140,900	159,300	5,000	(18,400)	-11.55%	271,200
	G & A Expenses	2,138,400	1,531,800	1,521,300	606,600	10,500	15,183,700	10,953,200	10,608,100	4,230,500	345,100	3.25%	25,880,000
	Debt Interest Expense	790,900	781,200	801,600	9,700	(20,400)	6,304,900	5,783,200	5,626,300	521,700	156,900	2.79%	10,024,000
	Depreciation Expense	2,099,400	2,481,700	2,113,300	(382,300)	368,400	14,695,700	12,389,300	14,832,900	2,306,400	(2,443,600)	-16.47%	25,192,600
Operating Expenses Total		8,272,800	7,310,800	7,463,400	962,400	(152,600)	57,669,400	50,697,000	51,844,300	6,972,400	(1,147,300)	-2.21%	101,521,000
Operating Results Total		1,031,700	1,827,200	1,023,100	795,500	804,100	8,276,700	14,976,000	12,223,700	6,699,300	2,752,300	22.52%	10,232,700
	Aid to Construction, Grants, and FIF	329,900	333,300	107,000	3,400	226,300	2,309,300	8,221,600	2,283,500	5,912,300	5,938,100	260.04%	3,958,000
	Payment In Lieu of Taxes (PILOT)	-	-	0	-	-	-	-	0	-	-	100.00%	-
	Intergovernmental Revenues (Expenses)	240,900	22,500	40,500	(218,400)	(18,000)	1,686,300	197,300	258,700	(1,489,000)	(61,400)	-23.73%	2,891,200
Change in Net Assets before Appropriations Total		1,602,500	2,183,000	1,170,600	580,500	1,012,400	12,272,300	23,394,900	14,765,900	11,122,600	8,629,000	58.44%	17,081,900
	Appropriations from/(to) Other Funds	-	-	-	-	-	-	-	-	-	-	100.00%	-
Change in Net Assets after Appropriations Total		1,602,500	2,183,000	1,170,600	580,500	1,012,400	12,272,300	23,394,900	14,765,900	11,122,600	8,629,000	58.44%	17,081,900
Revenues and Budgetary Appr.	Total Revenues	9,875,300	9,493,800	8,634,000	(381,500)	859,800	69,941,700	74,091,900	66,610,200	4,150,200	7,481,700	11.23%	118,602,900
	Budgetary Appropriations	387,000	387,000	0	-	387,000	5,138,300	5,138,400	2,563,700	100	2,574,700	100.43%	24,545,400
Revenues and Budgetary Appr. Total		10,262,300	9,880,800	8,634,000	(381,500)	1,246,800	75,080,000	79,230,300	69,173,900	4,150,300	10,056,400	14.54%	143,148,300
Expenditures	Total Operating Expenses	8,272,800	7,310,800	7,463,400	962,000	(152,600)	57,669,400	50,697,000	51,844,300	6,972,400	(1,147,300)	-2.21%	101,521,000
	Depreciation/Amortization Adjustment	(2,029,600)	(2,412,000)	(2,001,500)	382,400	(410,500)	(14,207,300)	(11,900,900)	(14,050,600)	(2,306,400)	2,149,700	-15.30%	(24,359,100)
	Other Deductions	-	18,200	(45,600)	(18,200)	63,800	(580,400)	17,600	580,400	(598,000)	-3997.73%	-	
	Capital Expenditures	2,401,600	2,169,800	1,224,000	231,800	945,800	18,933,000	12,798,200	8,249,800	6,134,800	4,548,400	55.13%	41,757,500
	Debt Related Payments	-	-	-	-	-	-	-	-	-	-	100.00%	14,021,400
	Special Item	0	-	-	-	-	0	0	-	-	-	100.00%	0
	Appropriations to Other Funds	850,500	910,800	710,400	(60,300)	200,400	5,949,700	6,064,700	5,957,900	(115,000)	106,800	1.79%	10,207,500
Expenditures Total		9,495,300	7,997,600	7,350,700	1,497,700	646,900	68,344,800	57,078,600	52,019,000	11,266,200	5,059,600	9.73%	143,148,300

* Budget Variance Favorable (Unfavorable)