

DARSWEIL L. ROGERS, COMMISSIONER
WADE R. FOWLER, JR., COMMISSIONER
EVELYN O. SHAW, COMMISSIONER
RONNA ROWE GARRETT, COMMISSIONER
ELAINA L. BALL, CEO/GENERAL MANAGER



FAYETTEVILLE PUBLIC WORKS COMMISSION
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PUBLIC WORKS COMMISSION
MEETING OF WEDNESDAY, MAY 26, 2021
8:30 A.M.

AGENDA

I. REGULAR BUSINESS

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

II. CONSENT ITEMS

(See Tab 1)

- A. Approve Minutes of meeting of May 12, 2021
- B. Approve Special Meeting for June 16, 2021, in lieu of Cancellation of June 23rd Commission Meeting
- C. Approve to Set Public Hearing on Water/Wastewater Rates and Fees for June 9, 2021
- D. Approve PWC Resolution # PWC2021.18 – Resolution amending and rescinding policies from the PWC Policy and Procedure Manual.

PWC is currently undertaking a comprehensive review of the entire Policy and Procedure Manual, engaging many employees from across all divisions. Additional resolutions and information will be shared as the effort progresses.

END OF CONSENT

III. FY2022 RECOMMENDED BUDGET SUMMARY

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

Brief summary of the recommended FY2022 PWC Operating Budget and Capital Improvement Plan (CIP) as presented to the Commission on May 12, 2021, and made available for public inspection in compliance with North Carolina General Statute 159-12.

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IV. PUBLIC HEARING ON THE PWC FY2022 OPERATING BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)

V. 3 MONTH (JANUARY - MARCH 2021) FINANCIAL RECAP – (Goal #1)
Presented by: Rhonda Haskins, Chief Financial Officer

VI. GENERAL MANAGER REPORT *(See Tab 2)*

A. Open Commission Requests

VII. COMMISSIONER/LIAISON COMMENTS

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

- A. Monthly Cash Flow Report - April 2021
- B. Payment Analysis – April 2021
- C. Recap of Uncollectible Accounts – April 2021
- D. Investment Report – April 2021
- E. Purchase Order Report – April 2021
- F. Position Vacancies
- G. Financial Statement Recaps
 - Electric – April 2021
 - Water/Wastewater – April 2021
- H. Approved N.C. Department of Transportation Encroachment Agreement(s):
 - Encr. #18795 – Install of 8” RJDIP Sewer & Water Main; 2-16” Steel Casings, 6” RJDIP Force Main and 12” Steel Casing @U-2519 (I-295)
 - Encr. #18823 – Install of 8” C-900 Water Main & 2-1” PE Water Service @ SR2212 (Doc Bennet Rd.) & I-95 Bus.
 - Encr. #19173 – soil borings @ SR1102 (Gillis Hill Rd)
- I. Actions by City Council during the meeting of May 10, 2021, related to PWC:
 - Approved Bid Recommendation – Buckhead Creek Sewer Relocation NCDOT Project U-4405C
 - Approved Adoption of a Resolution; Bond Order Compliance for Load Banking and Service Area Agreements

IX. ADJOURN

D R A F T

PUBLIC WORKS COMMISSION
MEETING OF WEDNESDAY MAY 12, 2021
8:30 AM

Present: Wade R. Fowler, Jr., Chairman (VIA WEBEX)
Evelyn O. Shaw, Vice Chairwoman
Darsweil L. Rogers, Secretary
Ronna Rowe Garrett, Treasurer

Others Present: Elaina L. Ball, CEO/General Manager
Telly Whitfield, Assistant City Manager (VIA WEBEX)
Chris Davis, City Council Liaison

Absent: Michael Boose, Cumberland County Commissioner, Liaison
Bill Zell, Interim Hope Mills Town Manager/Liaison
Media

REGULAR BUSINESS

Vice Chairwoman Evelyn Shaw called the meeting of Wednesday, May 12, 2021, to order.

APPROVAL OF AGENDA

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

CONSENT ITEMS

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

- A. Approve Minutes of meeting of April 28, 2021
- B. Approve to Set the Public Hearing for the FY2022 Budget for May 26, 2021
- C. Approve Cancellation of June 23, 2021 Commission Meeting due to National APPA Conference in Orlando, FL
- D. Approve PB Mares Audit Contract and Supporting Arrangement Letter

The Finance Division Fiscal Management Section of the NC Department of State Treasurer and Local Government requires the Governing Board of each Local Government Unit approve the audit contract as defined in NCGS 159-34 prior to approval by the LGC. The auditor may not engage in audit services before approval by the LGC.

E. Approve PWC Resolution – PWC2021.16 – Resolution Rescinding Policies

Staff recommends the Commissioners adopt a resolution rescinding additional policies from the PWC Policy and Procedure Manual. PWC is currently undertaking a comprehensive review of the entire Policy and Procedure Manual, engaging many employees from across all divisions. Additional resolutions and information will be shared as the effort progresses.

F. Approve PWC Resolution – PWC2021.17 – Resolution Approving Coverage

Staff believes the adoption of the Resolution Approving Coverage is reasonably necessary and appropriate and consistent with applicable law and recommends adoption of the Resolution Approving Coverage for the additional reasons set forth in the Resolution enclosed herewith.

G. Approve CPF Ordinances - PWCORD2021-08 thru PWCORD2021-15

Below is an explanation of each.

- PWCORD2021-08 creates the Annexation Phase V, Asphalt Overlay CPF to fund the asphalt overlay in Annexation Phase V areas.
- PWCORD2021-09 amends the Annexation Phase V Reserve to cover increased costs for the Annexation Phase V, Areas 22-23 CPF and to fund the establishment of the Asphalt Overlay CPF as well as Annexation Phase V, Areas 28 & 29 CPF.
- PWCORD2021-10 amends the Annexation Phase V, Areas 22 & 23 CPF to account for increased construction costs for these areas and the removal of the asphalt overlay costs which will now be accounted for in a separate CPF.
- PWCORD2021-11 amends the Annexation Phase V, Areas 24 & 25 CPF to account for revised construction estimates for these areas and the removal of the asphalt overlay costs which will now be accounted for in a separate CPF.
- PWCORD2021-12 amends the Annexation Phase V, Areas 26 & 27 CPF to account for revised construction estimates for these areas and the removal of the asphalt overlay costs which will now be accounted for in a separate CPF.
- PWCORD2021-13 creates the Annexation Phase V, Areas 28 & 29 CPF to fund the water and sewer installations in these areas. This fund needs to be established now because engineering will be starting soon.
- PWCORD2021-14 amends the Annexation Phase V, Areas 32-34 CPF to account for revised construction estimates for these areas and the removal of the asphalt overlay costs which will now be accounted for in a separate CPF.
- PWCORD2021-15 amends the Big Rockfish Sanitary Sewer Outfall CPF to revise the construction costs which will be financed with additional state loan proceeds. PWC previously applied for additional funding and received notification of the approval of the additional loan proceeds on March 1, 2021.

The above ordinances will be effective upon adoption.

END OF CONSENT

REVIEW PROPOSED CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET AND OPERATING BUDGET FOR FISCAL YEAR 2021-2022

Presented by: Elaina L. Ball, CEO/General Manager
Rhonda Haskins, Chief Financial Officer
Chief Operating Officers &
PWC Staff

Ms. Elaina Ball stated today will be the first of three discussions related to the FY2022 budget. She stated today Commissioners will receive a presentation of the proposed 2022 budget related to PWC, including the fund summaries for Electric Systems and Water Resources, as well as a breakdown of the Operating and Capital budget. On May 26th, we ask the Commission to conduct a public hearing for the FY2022 Budget and present a budget ordinance for adoption with the objective of finalizing and adopting the budget on June 9, 2021.

Ms. Ball stated staff plans to summarize a snapshot of the utility; walk thru key budget assumptions; and share some detailed information on the 2022 budget, including some key trends, forecasts, and information on the budget proposal.



Key Assumptions in Budget Development:

Ms. Ball discussed the following key budget development assumptions.

- Electric system growth – assumed .7% customer electric growth, with a decrease in volume metric sales of 1.3%
- Water/wastewater system growth – assumed .2% growth rate, with a decrease in volume metric sales of 2.5%. We have continued to see the reduction in volume metric sales. Discussion ensued.
- Material & contractual escalations
- Cost of service/rate support
- Compensation & Benefits – staff is proposing a 2% average increase for employees for FY22. Benefits are largely remaining flat. We are not reducing any benefits. We have had discussions with our providers around some potential changes, and they were able to extend us some continuation of benefits that we currently have. We have a proposal for five new FTE. Medical expenses are projected at \$7.6M, which is about \$962,000 less than FY21 for active employees.
- Financing timelines
- Normalized weather
- No major system/equipment unplanned failures
- Amendments for unplanned events
- Contingency – Ms. Ball stated she carries corporate contingency. When we see overruns or unplanned events, that is how we address contingency, rather than baking it in at the individual project or division level. Corporate contingency for electric is set at \$1.4M for the coming year. The basis of that is 1.5% of non-power supply revenue. On the water side we take 1.5% of total revenue, which \$1.75M contingency for water. Discussion ensued.

Commissioner Garrett asked how the departments develop the budget. Ms. Haskins responded, every department has access to our budgeting software. They see the prior information, current budget information and where they are today. The departments key-in what they believe they need for FY22 based on what is going in their areas. Once the departmental budget entry is closed it rolls up to where the budget team takes it, puts it into this format and they feed it back to the officers in the departments so they can review it. Elaina then reviews it; and she as well as Finance meet with all the Officers individually. Finance takes on high level organization issues. Electric (Jon) works with the Rates team on the purchased power side, with Duke and their pricing. Everyone has input. It is not top down as this time.

Ms. Ball reiterated it is not top down. The purpose of more of this preamble is to begin a discussion about the financial forecast. She is more accustomed to setting up a five year forecast with markers. Then building a business/strategic plan in the budgets to support the five year forecast. She stated we have not had those discussion in the budget process.

Ms. Ball stated next year she would like to see in the budget identifying the primary and secondary drivers. We do not do it now, but that is the intent to see what percentage of our capital is going to specific strategic initiatives and we can get a sense of we are effectuating the desire of the Commissioners to focus in these areas. She stated, speaking candidly, most of our spend will go into Operational Excellence and Customers. That is just the nature of who we are, but we have not approached it in that manner. Ms. Ball stated staff very much welcomes suggestions.

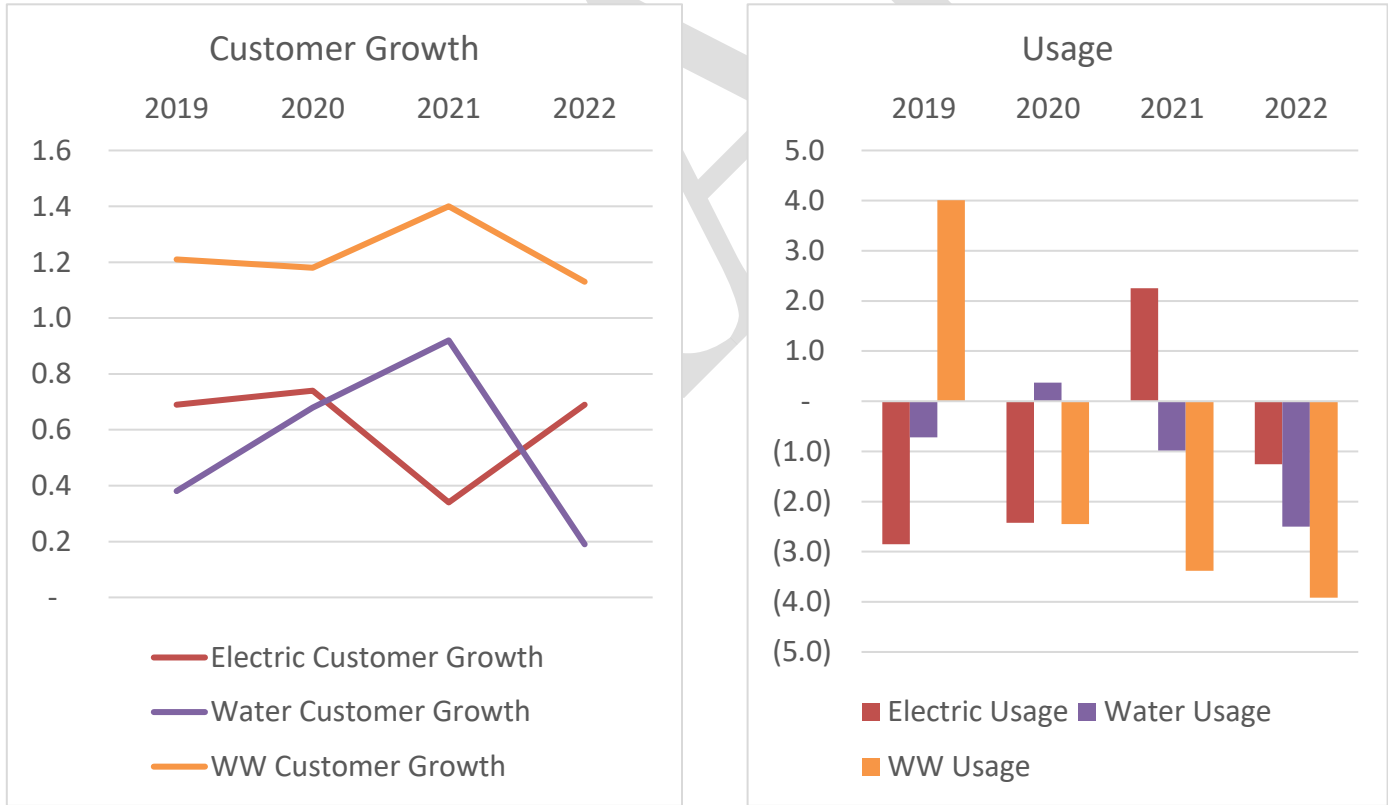
Commissioner Garrett stated you are hitting it on the head from a strategic point of view. We have gone through strategic priorities and it would be nice to see that next year linked to what projects you will do for

customer engagement and defend it, and metrics to see if it was worthy off the resource. Additional discussion ensued.

Ms. Ball stated we are recommending a \$405.3M overall budget for FY22 (Electric Fund - \$264.7M and Water fund - \$140.6M)

Ms. Ball stated like any business when you begin to set your budget you want to know what your revenue will look like. We’ve used the three year averaging mechanism to establish this year’s upcoming forecast for usage. It is also important to note that for water/wastewater, customer growth was established in October 2020 as part of our cost of service study. This is important because we are seeing modest customer growth across all three of our services. We are not seeing bullish customer growth. Since the usage is trending down and has been year over year, we need to be mindful of this. She went on to state, it is most pronounced on the water/wastewater side. This is important because costs are already outpacing revenues. When you look at the revenue growth it is only .5% per year, but costs with basic salaries increasing 2% are outpacing them. Couple it with declining usage, it is important we think about these things in concert. Though our discussion is not about rates you will see in our recommendation on rate design to continue to move costs to a fixed recovery mechanism as opposed to the volume metric recovery.

Ms. Ball, Ms. Haskins and Commissioner Rogers discussed Customer Growth for FY2021. Additional discussion ensued regarding customer growth as well as customer usage.



Below is a five year forecast for Electric Systems and Water Resources.

	FY21	FY22	FY23	FY24	FY25
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Electric Sales Revenue	\$201.0	\$200.9	\$201.4	\$202.1	\$203.4
Operating Revenues	\$27.2	\$27.9	\$26.0	\$26.2	\$15.5
Operating Expenses	(\$199.4)	(\$200.5)	(\$195.4)	(\$198.5)	(\$161.7)
PILOT	(\$11.5)	(\$11.9)	(\$11.8)	(\$11.8)	(\$11.6)
Capital	(\$43.0)	(\$42.3)	(\$45.3)	(\$22.7)	(\$31.6)
Transfer to Annexation Reserve Fund	(\$4.1)	(\$4.9)	(\$5.2)	(\$5.6)	(\$5.9)
Draw from Reserves	(\$17.6)	(\$10.3)	(\$4.3)	\$1.4	\$10.2

Ms. Ball and Mr. Noland noted we continue to bring down the Annexation Reserve Fund. Ms. Ball asked when will the fund come down to \$00.00. Ms. Haskins responded in 2025-2026. Additional discussed ensued regarding the Annexation Reserve Fund.

	FY21	FY22	FY23	FY24	FY25
Water & Wastewater Sales Revenue	\$103.5	\$109.1	\$115.6	\$122.3	\$129.5
Operating Revenues	\$7.3	\$7.4	\$7.6	\$7.6	\$7.7
Contributions/Intergovernmental Rev	\$6.8	\$5.1	\$5.3	\$5.4	\$5.1
Operating Expenses	(\$66.3)	(\$72.0)	(\$70.0)	(\$72.0)	(\$74.1)
Debt Related Payments	(\$24.9)	(\$23.7)	(\$23.9)	(\$25.3)	(\$29.2)
Capital	(\$97.4)	(\$107.4)	(\$102.9)	(\$134.7)	(\$116.9)
Transfer to Annexation Reserve Fund	(\$4.5)	(\$4.6)	(\$5.5)	(\$5.7)	(\$5.4)
Draw from Reserves	(\$19.3)	(\$5.5)	\$5.5	\$3.5	\$1.6

Key Financial Metrics

Below are several of the metrics we monitor. Ms. Haskins discussed the below ratings. She stated we have had an AA Bond Rating for some time. We are rated by Fitch, S&P and Moody's. Our target Days Cash is 120, per the Charter.

	2019	2020	2021	2022	Target
Bond Rating	AA	AA	AA	AA	AA
Liquidity (DCOH)	143	130	125	115	120
Debt Service Coverage	3.15	3.42	3.00	2.96	2.50
Debt to Capitalization	25%	23%	23%	28%	<40%

Staff discussed the sources of revenue as well as the application of the revenue for FY22 for Electric Systems and Water Resources

Electric Sources of Revenue

	FY19	FY20	FY21	FY22	% Change
Electric Sales	\$213.7	\$202.5	\$201.6	\$200.9	(0.3%)
Other Op Rev	\$25.2	\$24.6	\$27.2	\$27.9	2.6%
Reserves	\$28.1	\$23.9	\$36.9	\$31.2	(15.5%)
All Other Rev	\$5.4	\$6.8	\$6.9	\$4.7	(32.9%)
Total	\$272.4	\$257.9	\$272.6	\$264.7	(2.9%)

Electric Uses of Revenue

	FY19	FY20	FY21	FY22
Operating Expenses	\$75.7	\$ 87.6	\$109.2	\$112.4
Power Supply Expenses	\$158.7	\$144.6	\$141.9	\$136.6
Debt Service	\$2.1	\$2.7	\$2.1	\$1.9
Reserves	\$35.9	\$23.0	\$19.4	\$13.8
Total	\$272.4	\$257.9	\$272.6	\$264.7

Water Sources of Revenue

	FY19	FY20	FY21	FY22	% Change
Water Sales	\$44.7	\$48.3	\$51.3	\$52.1	1.6%
Sewer Sales	\$49.0	\$50.5	\$52.1	\$57.0	9.3%
Fees/Misc.	\$4.6	\$7.2	\$7.3	\$7.4	1.7%
All Other Rev	\$25.2	\$19.1	\$32.4	\$24.1	(25.6%)
Total	\$123.5	\$125.1	\$143.1	\$140.6	(1.8%)

Water Uses of Revenue

	FY19	FY20	FY21	FY22
Operating Expenses	\$70.3	\$87.8	\$110.5	\$106.3
Debt Service	\$27.0	\$27.0	\$22.4	\$23.4
Reserves	\$26.2	\$10.3	\$10.2	\$10.9
Total	\$123.5	\$125.1	\$143.1	\$140.6

Key Fund Drivers – Electric

Ms. Ball discussed the following.

- Power Supply (-3.7%)
- PSCA amendment
- DEP regulatory settlements
- Non-Power Supply Expenses (-2.7%)
 - G&A
 - Electric Distribution (pole attachment expenses)
 - Depreciation
- Capital Outlay (-0.2%)
- Reserves
- Payment in Lieu of Taxes (+3.5%)
 - Increase in Net Position
 - 24.9% increase from 2016 Charter Change)

Ms. Ball stated staff expects the Payment in Lieu of Taxes to increase by 3.5% in the FY22 Proposed Budget. We are continuing to see an increase in Net Position which is the basis for the transfer. She went on to state since 2016 the Payment in Lieu of Taxes has increased 24.9%.

She discussed an ElectriCities Comparison Report of its member utilities, which is based on the EIA 861 Report. She pulled out the electric utilities that had electric operating revenues in excess of \$75M. We are by far the largest municipal utility in ElectriCities with electric operating revenues just below \$240M in 2019. She stated the purpose of sharing this information is inform a discussion around the PILOT.

2019 ElectriCities Performance Indicators												
	Financial Statistical Information FY Ending 2019 (State and Local Government Finance Division) EIA-861					System Energy Data Calendar Year 2019 (EIA-861)			System Performance Indicators			
	Operating Revenues (000's)	Power cost percentage	Power Cost (000's)	Transfer to General Fund (% of Fixed Assets)	Days Sales in Receivables	Customers	Purchased (MWh)	Sold (MWh)	Gross Distribution Cost (cent/kWh)	CP (NCEMPA) OP (NCMPA1) NCP (Non-PA) Load Factor (%)	Annual Avg. kW CP (NCEMPA) OP (NCMPA1)	Annual Peak NCP kW EC Data
NCEMPA Participants												
Rocky Mount	\$76,876	69.3%	\$53,275	2.6%	45.3	28,331	724,671	699,987	3.26	76.4%	108,986	153,988
Wilson	\$126,910	66.1%	\$83,888	1.3%	40.1	34,908	1,305,132	1,243,394	3.30	97.3%	154,779	244,685
GUC	\$177,934	72.8%	\$129,536	1.6%	44.0	68,815	1,826,943	1,776,178	2.65	74.6%	280,898	376,855
NCMPA1 Participants												
Gastonia	\$78,949	71.1%	\$56,133	1.8%	48.6	28,220	749,785	719,019	3.04	69.4%	125,273	158,676
High Point	\$130,559	70.0%	\$91,392	1.4%	44.0	43,251	1,187,781	1,165,307	3.30	65.9%	207,262	250,132
Non-PA Participants												
Concord	\$85,832	50.5%	\$43,345	0.4%	84.6	31,957	970,686	925,514	4.38	-		
Fayetteville PWC	\$239,785	68.1%	\$163,294	-	59.9	85,342	2,095,399	1,993,902	3.65	-		
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Sales: Sales may include energy consumed or furnished without charge for some cities.
 Losses: Energy losses percentages may also include energy consumed or furnished without charge for some cities.

She stated the second largest utility is GUC, with \$178M in Operating Revenues within this period. She pointed out the “Transfer to General Fund”, which is their transfer to their cities. With these comparators you see that the utilities are transferring anywhere from .4% to 2.6%, but please note the transfer is based on

fixed assets, and not on position. Ms. Ball stated we back enveloped it and we believe if you would take our 2.45% of net position and apply it based on fixed assets, we would be around 2%. So, we are in the pack, and at the upper end of the pack relative to the amount of funds we transfer to the City of Fayetteville compared to these Electricities NC Utilities. Additional discussion ensued on why PWC uses net position.

Ms. Ball stated we estimate we will have an \$11.8M PILOT in FY2022. Below are additional items PWC customers help to fund. Commission and staff discussed sharing this information with the City Council.

	FY22
Annexation (Trf. From Annex Reserve to GF)	\$ 4,777,500
Metronet (Non Reimb. Expenditures)	\$ 1,000,000
Inside Street Lighting	\$ 4,050,200
Street and Pedestrian Lighting Improvements	\$ 2,750,000
Underground Conversions and Gateway Improvements	\$ 650,000
City of Fayetteville Storm Drainage Improvement	\$ 520,000
Community Economic Development Support	\$ 325,000
City of Fayetteville Public Access Television Channel	\$ 85,000
Parking Deck (Shared Costs – Operating and Capital Reserve)	\$ 64,000
Total	\$14,221,700

Key Fund Drivers – Water/Wastewater

Ms. Ball discussed the following.

- Expenses (+5.6%)
 - G&A
 - Water Resources Division
- Reserves
- Capital Outlay (-19.7%)
- Debt Service \$22.9M
- Annexation Summary
 - \$28.2M for FY22
 - Down \$5.6m from FY21
 - 61% Complete

Regarding Annexation we are seeing bids come in considerably higher than we have budgeted for Annexation. Ms. Ball stated we held a meeting with the LGC around some dispensation for bids which are causing a blip because of the supply chain disruptions and our ability to submit those for bonding purposes. We received word yesterday they will not allow that. We are going to have a decision point on timing related to some of the projects that have commercially unreasonable escalations due to these supply chain issues. Commissioner Rogers stated we normally go to market twice, every other year. Is it just a situation we will have to go this year and again next year? Ms. Ball confirmed.

Reserves – ERSF & Coal Ash

Ms. Haskins discussed PWC's Electric Rate Stabilization Fund, and Coal Ash.

	FY21	FY22	FY23	FY24	FY25
Elec Rate Stabilization Fund*	\$28.0	\$20.7	\$11.0	\$0.0	\$3.1
*Amt over 10% Purch Pwr Reserve					
Coal Ash Deficit (to C.A. Rider)	(\$5.6)	(\$4.3)	(\$4.2)	(\$2.6)	(\$0.6)

She also discussed the target days published by the ratings agencies of where they see AA rated entities. Ms. Haskins stated this is not the only indicator that will get you to an AA rating. She discussed the differing indicators.

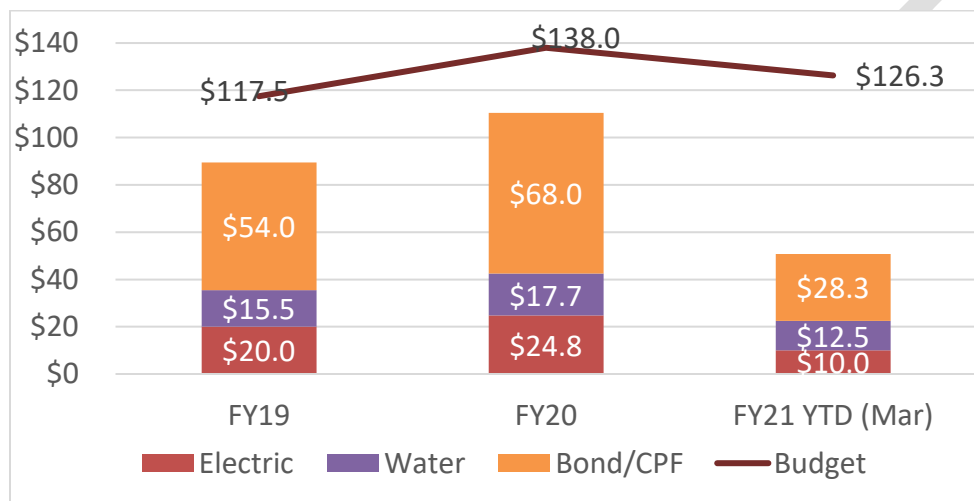
AA Bond Rating (Scorecard Implied Rating)	Target
Moody's (Adjusted Days Liquidity on Hand)	150-250 Days
Standard and Poor's (Liquidity and Reserves)	150-270 Days
Fitch (DCOH; Minimum Non-Adverse)	120+ Days

Overview – Operating Budget

Division	FY19	FY20	FY21	FY22	% Change
Management	\$5.1	\$6.3	\$6.2	\$6.8	8.5%
Communications	\$1.5	\$1.5	\$1.5	\$1.5	1.8%
Legal	\$0	\$0	\$0	\$0.3	100%
Human Resources	\$1.8	\$1.9	\$2.0	\$2.2	11.4%
Customer Programs	\$3.8	\$4.2	\$4.1	\$5.8	40.5%
Corporate Services	\$7.0	\$12.9	\$16.6	\$19.1	15.3%
Information Technology	\$12.0	\$12.4	\$13.7	\$13.5	(1.6%)
Finance	\$11.0	\$13.3	\$12.8	\$13.3	4.2%
Water/Wastewater	\$39.7	\$43.7	\$44.5	\$47.6	6.9%
Elec Non-Power Supply	\$25.3	\$27.7	\$32.9	\$35.4	7.6%
Total PWC w/o Power Supply	\$107.2	\$123.9	\$134.3	\$145.5	8.3%
Electric Power Supply	\$163.8	\$150.3	\$141.9	\$136.6	(3.7%)
Total PWC	\$271.0	\$274.2	\$276.3	\$282.1	2.1%

Mr. Noland discussed the Glenville Water Plant. When the original water plant was built it was a part of the Glenville Lake Dam. The water plant has been abandoned for decades. It needs to be properly abandoned so that it will not present a problem to the stability of the dam due to leaks, pipes corroding, etc. We need to take the building down. It is filled with asbestos, and lead paint. Storm drainage around the site needs to be fixed so it does not compromise the dam. There are electrical transformers that need to be moved. There is an intake structure that needs to be modified. There are multiple things that need to be done and it is a sizeable cost that will be spread over two years to bring the dam up to the point that there is no longer a threat to the dam's stability.

FY2022 Capital Improvement Budget Overview



Ms. Ball stated you will see in our corporate dashboard, both Operating and Capital Plan to Actuals. This is part of the reset with our strategic plan. She stated timing is tough in our industry, but we have traditionally not spent what we have requested from a capital perspective. For 2021, that has not included encumbrances. We have a number of projects that have encumbrances but still there is a gap. We recognize improving our ability to forecast capital is an area we want to work on. We have external forces such as DOT and other types of entities, that we plan for, and sometimes they show up and sometimes they do not. Developers are the same.

Commissioner Rogers stated the whole question of looking at actuals real time is valuable. He stated this year's estimate/actual to next year's budget is what matters to him. Additional discussion ensued.

Capital Overview by Division

Division	FY19	FY20	FY21	FY22	% Change
Customer Programs	\$0.5	\$0.9	\$0.5	\$1.5	199.6%
Corporate Services	\$3.2	\$10.8	\$1.1	\$0.2	(83.2%)
Water Resources	\$84.6	\$89.6	\$89.0	\$97.9	10.0%
Electric Systems	\$29.9	\$40.8	\$36.6	\$38.5	5.4%
Total	\$118.2	\$142.1	\$127.2	\$138.1	8.6%

Key Capital Projects FY22 (10 yr.)

Ms. Ball highlighted some of the Key Capital Projects

Water Resources

Rehabilitation (WS5, WS52)

- water distribution system reline & replacements - \$6.0M (\$105.8M)
- sanitary sewer main rehabilitation - \$6.0M (\$105.6M)

Phase V Annexation (WS7, WS63)

- water main extensions - \$3.8M (\$19.3M)
- sewer main extensions - \$24.3M (\$145.9M)

Rockfish Creek Basin Peak Flow (WS61) – \$9.09M

Big Rockfish Sanitary Sewer Outfall (WS83) - \$14.9M (\$26.9M)

Replace Standby Generators (WS87, WS95)

- Cross Creek (\$3.3M)
- Rockfish (\$3.04M)
- *Note: Hoffer (FY2023 - \$2.6M)*

West Fayetteville Pressure Zone Improvements (WS10) - \$596K (\$10.9M)

Hoffer WTF Expansion Residuals Facility Expansion- (WS25) - \$505K (\$17.3M)

Hoffer/Glenville Lake Reliability Improvements (reliability upgrades, chemical feed, and filter control improvements) (WS 27) - \$170K (\$10.6M)

Electric

- Underground Infrastructure Replacements - Residential (EL6) - \$2.5M (\$39.3M)
- Renewable Resource Development (EL 47) - \$1.3M (\$20.5M)
- BWGP HRSG Tube Replacement (EL44) - \$9.2M (\$10M)
- Battery Storage (EL 46)- \$2.6M (\$3.6M)
- Cumberland Rd 66-12kV Substation Rebuild (EL 29)- \$2.0M – (\$2.4M)

All Other Areas

- Electric Meters (CP1) - \$0.5M (\$6.4M)
- Water Meters (CP2) - \$1.0M (\$13.2M)
- R.C. Williams Business Center Upfit (CS1) - \$.06M (\$1.03M)
- Upgrade Interior Finishes – Operating Bldg (CS3) - \$120k

Commissioner Shaw asked if the generators are still operational when we remove them. She wanted to know if there was any useful life in them. Are there some charitable organization where they can be donated to? She stated there are some organizations that collect and refurbish and donate, even to some third world countries, and to utilities that are rural and are strapped. Staff will research.

Capital Financing Plan

- PWC anticipates issuing Series 2021 Bonds in support of its CIP projects
- State Revolving Fund loans for several projects are in various stages of loan process with favorable rates
- Remaining Capital projects are funded through revenues and reserves

Each Chief (Senior) Officer provided an Overview/Summary of Budget Changes, Key Projects/Initiatives, and Risks/Challenges/Mitigations. Discussion ensued with each Officer regarding their budget, major drivers, trends, and assumptions as well as risks to their budget and plans to mitigate.

Commissioner Shaw asked what happens to the poles when they are disposed. She also inquired about PWC's participation in FayTV. Commission and staff discussed Phase V Annexation.

GENERAL MANAGER REPORT

2020 Water Quality Report

2020 Water Quality Report has been released. It is online and customers can request a copy of the report.

State PFAS Report

The State PFAS Report has been presented to the Legislature. The report is part of the Legislature's attempt to manage and address public concerns relative to PFAS and health effects. It includes recommendations on more monitoring, research, and regulations. The report highlighted the fact that some of the highest PFAS concentrations were in the Cape Fear River Basin, in particular GenX and 1,4 Dioxane. Carolyn Hinson's team is working with Mick's team on talking point regarding the report's findings. Mick Noland continues to be very active in all these topics, both on behalf of PWC, but also with all the entities throughout the basin; as well as our state delegation to help shape as much as we can policy makers' decisions or recommendations around management of these compounds. Additional discussion ensued.

Colonial Pipeline Attack

We are monitoring the news coverage of the hack at the Colonial Pipeline. We do not have a lot of details of the cyber-attack vector. Ms. Fritzen was quick to help us take steps to help preserve fuel. We will also take other steps to help us respond to outages and any events on our water and electric systems.

RC Williams Building

The RC Williams Building went on the market this week. We will keep the Commission up to speed on that process.

Upcoming Topics/Actions

Upcoming topics and actions for the Commission are:

- May 26 – Conduct Public Hearing on FY22 Proposed Budget; Present the Budget Ordinance; set a Public Hearing for Water/Wastewater Rates
- June 9 – Request Adoption for FY22 Budget; Receive the Water/Wastewater Rates Presentation; Conduct Public Hearing for Water/Wastewater Rates.
- June 16 – Seek Approval of Water/Wastewater Rates and Fees to effective August 1st, or as the Commission desires.

Open Commissioner Requests

Ms. Ball stated an item on the Open Commission Requests was to respond to one of the historical requests, which is basically how the customers contact us. She stated, the Commissioners have the data now, and hopefully it is responsive to your request.

COMMISSIONER/LIAISON COMMENTS

Commissioner Wade Fowler

Commissioner Fowler thanked Mr. Noland for protecting our water supply. He stated not only for looking at the PFAS but also looking at the volume and protecting our watershed.

He also thanked Ms. Ball for a great budget meeting.

Commissioner Darsweil Rogers

Commissioner Rogers stated the idea of back-casting versus forecasting, it has been easy to back-cast in this industry for the last 50, 60, or 70 years. It is just not doable going forward. It is critical that everyone gets on board with understanding we must figure out what the future holds and anticipate it.

It seems to me if Amazon showed up and said they want electric vehicles. We can go virtually to every other industrial customer in town and ask if they wanted electrical vehicles and ask what is it, we can do to make it happen? And we will have incremental revenue streams. We are flat to down. We need to think proactively. As an industry it is not an option.

Commissioner Rogers also requested to know what we are going to do with 'Prepay'. He wants to know what we plan to do with staff continuing to WFH, post COVID. He stated clearly there will be a demand to do so. He also wants to know more about succession, upscaling, and cross-scaling employees. We need to be more focused and proactive. He also commented on training, and expending dollars to train employees to help them to excel.

He also commented one of the first things Ms. Ball stated when she walked into her interview was, she did not see safety information or safety data. Commissioner Rogers said the board is now focused in getting it done.

He asked about the dams. Mr. Noland replied the issue is on hold.

Commissioner Rogers thanked staff for the budget presentation. He stated one of his greatest frustrations since he came is the budget. He believes numbers should tell a story. And they just have never spoken to him the way he would like. They have gotten better. He stated looking three years back and five years forward is so he can see everything in context is the way to do it if we were a traditional business.

Commissioner Ronna Garrett

Commissioner Garrett stated the last point Commissioner Rogers commented on is the subject she began with, which is strategy. She stated she believes we are getting there. She doesn't know the past, but it is not bad, it looks good to her and that we can hone-in more. She stated she tried not to be too verbose in asking questions. She appreciates the value of the time put in to preparing the budget, and she will continue to educate herself. She also believes staff is well on their way in looking back and looking forward.

Council Member Chris Davis

Council Member Davis stated the Mayor sent several questions. Ms. Ball replied the Finance team is working on the replies. We will get the answers to him. We have been in the throws of budget preparation. She also stated she sent correspondence to the City Manager on Monday.

Commissioner Evelyn Shaw

Commissioner Shaw thanked staff for the presentation and thanked the staff for addressing her written questions in their presentations.

She reminded the Commissioners they have a communication that came to them from the Café Fear River Theater (CFRT). She asked them to take the time to review it and consider it. She stated we will ask the Chairman for an opportunity to address it as appropriately.

REPORTS AND INFORMATION

Commission acknowledges receipt of the following reports and information.

- A. Payment Analysis – April 2021
- B. Personnel Report – April 2021
- C. Position Vacancies
- D. Actions by City Council during the meeting of April 26, 2021, related to PWC:
 - Approved Resolution Authorizing Phase 5 Annexation Area 26 & Area 27 Preliminary Assessment and Setting the Public Hearing
 - Approved Bid Recommendation – Rockfish Creek Water Reclamation Facility Screening Improvements
 - Approved Recommendation for Contract Award Disparity Study for the City of Fayetteville and the PWC for the Contracting and Procurement Procedures

ADJOURNMENT

There being no further business, upon motion by Commissioner Rogers, seconded by Commissioner Garrett, and unanimously approved, the meeting was adjourned at 11:07 a.m.

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



FAYETTEVILLE PUBLIC WORKS COMMISSION
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FAYETTEVILLE, NORTH CAROLINA 28302-1089
TELEPHONE (910) 483-1401
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May 19, 2021

MEMO TO: Elaina L. Ball, CEO/General Manager

FROM: Paula Shambach, Corporate Development Manager

SUBJECT: Recommendation to Adopt Resolution Rescinding and Amending Policies

Staff recommends that the Commissioners adopt a resolution amending and rescinding policies from the PWC Policy and Procedure Manual. PWC is currently undertaking a comprehensive review of the entire Policy and Procedure Manual, engaging many employees from across all divisions. Additional resolutions and information will be shared as the effort progresses.

Thank you.

ps

RESOLUTION AMENDING AND RESCINDING POLICIES

WHEREAS, the Fayetteville Public Works Commission (PWC) has encouraged its staff to streamline and update the existing Policy and Procedure Manual and related documents in order to ensure that employees have access to information that is appropriately structured, up-to-date, and easy to read and understand; and

WHEREAS, the Commissioners support the comprehensive review process that is currently underway and accept staff's recommendations for changes to PWC's policies; and

WHEREAS, the Commissioners acknowledge receipt for informational purposes of staff determinations, as part of their comprehensive review process, to amend and rescind certain published procedures specified in Exhibits attached hereto.

THEREFORE, LET IT BE RESOLVED BY THE COMMISSIONERS OF THE FAYETTEVILLE PUBLIC WORKS COMMISSION THAT:

1. The following Policies, as more completely set forth in Exhibit A attached hereto, are hereby amended effective July 1, 2021:

- a) Substance Abuse
- b) Safety
- c) Investment of Public Funds

2. The following Policies, as more completely set forth in Exhibit B attached hereto, are hereby rescinded effective July 1, 2021:

- a) Educational Assistance Program
- b) Professional License/Certification/ Designation
- c) Water and Sanitary Sewer Main - Extension and Service
- d) Electric System Extensions
- e) Business Use of Personal Vehicle
- f) Vacation Leave
- g) Main, Lateral, and Facility Investment Fee
- h) Purchasing Card
- i) Fuel Supply Response
- j) Travel
- k) Public Records Request
- l) IS User Requirements
- m) IS Equipment
- n) Telecommunication Device Usage
- o) Uniforms
- p) Promotion
- q) Demotion
- r) Transfer

- s) Functional Employment Testing
- t) Time Entry Program
- u) Accounts Payable
- v) Budget Option
- w) Waste Water Only Accounts – Cut off
- x) Confirming Purchase Orders
- y) Material Deficiency
- z) Receipt and Inspection of Materials, Supplies, Equipment
- aa) Use of Wellness Center
- bb) Bereavement Leave and Sentiment Guidelines
- cc) Material Review Committee
- dd) Service Awards
- ee) Reduction in Workforce
- ff) Employee Separations
- gg) Testing Materials, Supplies, Equipment
- hh) Alarm Monitoring
- ii) Consumptive Water Loss Credit
- jj) Sanitary Sewer Surcharge
- kk) Pump and Haul Waste Disposal
- ll) Septage Disposal
- mm) Bulk Water Delivery
- nn) Facilities Investment Fee Procedure
- oo) Pretreatment Enforcement Response Plan
- pp) Economic Development Incentive Plan

ADOPTED this ____ day of May, 2021.

FAYETTEVILLE PUBLIC WORKS COMMISSION

Wade R. Fowler, Jr., Chairman

ATTEST:

Darsweil Rogers, Secretary

EXHIBIT A – Amendments to Policies

Policy and Procedure Manual (PPM) Recommendations for Commission Review/Approval May 26, 2021

Purple Shading indicates Policy Statement previously approved by Commission.

Policy/Procedure Name	ID#	Recommendation	Notes/Major Changes
Substance Abuse	2.C.21	Keep with Edits	Removed Appendix A (list of Safety Sensitive positions); this list will be moved to HR Manual. Section V.I.e. updated to include reference to adhering to recommendations from Substance Abuse Professional.
Safety Policy	2.G.10	Keep with Edits	Updated wording in policy statement from "reduce human suffering" to "reduce workplace injury". Removed Applicability section.
Investment of Public Funds	3.A.2	Keep with Edits	Sections on Internal Control and Ethics removed; this information is covered in Internal Control and Code of Conduct policies. Attachment removed (most definitions not referenced in policy). Minor changes made in sections V, VI, and IX.

EXHIBIT A – Proposed Amendments

PROCEDURE: —SUBSTANCE ABUSE	SECTION NUMBER: TBD 2.C.21
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SUBSTANCE ABUSE POLICY —P2.C.21

It shall be the policy of the Public Works Commission (PWC) that the manufacture, distribution, possession, or use of any illegal drugs or controlled substance by PWC employees is prohibited and the possession, distribution or use of alcohol in the workplace is prohibited. PWC prohibits employees from coming to work or being at work under the influence of alcohol or controlled substances. Any employee who violates this policy is subject to disciplinary action.

I. PURPOSE

The purpose of this document is to promote a drug-free and alcohol-free environment. Drug and alcohol use among PWC employees could have a negative impact on fitness and performance, thereby threatening the safety and health of the public and/or other employees. PWC is committed to safeguarding the health of its employees, providing a safe place for its employees to work, and supplying its customers with the highest quality service possible.

II. DEFINITIONS

- A. **Controlled Substance** – For purposes of this policy, the terms drug(s), illegal drug(s) and controlled substances shall mean those substances listed in Schedule I-IV of the United States or North Carolina Controlled Substances Act, as well as those listed by the Department of Transportation regulations on controlled substance testing, which are not lawfully prescribed to the individual in question. Controlled substances include, but are not limited to, cocaine, marijuana, LSD, amphetamines, barbiturates, opioids and PCP.
- B. **Drug Test** – A urinalysis screen to determine whether an individual has used controlled substances.
- C. **Alcohol Test** – An evidential breath test to determine the level of alcohol in a volume of breath in terms of grams of alcohol per 210 liters of breath.
- D. **Safety Sensitive Position** – Those jobs with PWC which involve functions that, if performed improperly while under the influence of alcohol or drugs,

Commented [P51]: New footer format for first page.

APPROVAL DATE: ###/###/#### Resolution #:	MANAGING DIVISION/DEPARTMENT: Human Resources	PAGE 1 OF 11
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☒ ORIGINAL ☐ REVISION No. _____

APPROVED: OCTOBER 7, 2020 APPROVED BY: _____ GENERAL MANAGER

EXHIBIT A – Proposed Amendments

SUBSTANCE ABUSE	SECTION NUMBER: TBD
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could pose a severe and immediate risk to the health or safety of the employee holding the job, other employees, or members of the general public. ~~Positions deemed to be "safety sensitive" are listed in Appendix A.~~ Safety sensitive positions covered by DOT drug and alcohol testing regulations are also subject to testing requirements under this policy.

Commented [PS2]: Added to HR Manual.

- E. **Substance Abuse Professional** – A licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission), with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol-related disorders.
- F. **Medical Review Officer (MRO)** – A licensed physician (medical doctor or doctor of osteopathy), responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test results together with his or her medical history and any other relevant biomedical information.
- G. **Specimen Sample Defined** – A specimen sample is a sample of urine or breath.

III. RESPONSIBILITY

- A. **Division Officers, Department Managers, and Supervisors:** Ensure that the provisions of this procedure are complied with within their respective Division, Departments, and Sections.
- B. **Human Resources Department:** Responsible for fair and equitable treatment of all employees regarding disciplinary actions and second chance program eligibility for violations of this policy.
- C. **Medical Department:** Responsible for administering the testing and notifying the Human Resources Officer and Division HR Advisor of a positive test result for disciplinary action to be determined.

IV. GUIDELINES

- A. **Prescription and OTC Drug Use**

EXHIBIT A – Proposed Amendments

SUBSTANCE ABUSE	SECTION NUMBER: TBD
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Employees who are prescribed medication or use “over the counter” medication must obtain medical advice on whether such medication could impact their ability to safely perform their job. If so, the employee must report the prescription or OTC medication use to the PWC Medical Department, so that a determination can be made whether the employee can safely perform their job. The condition causing the need for such medication need not be reported, and the kind of medication need only be reported when such information is necessary for safety evaluation.

B. Prohibited Conduct

A violation of this Policy occurs when an employee or applicant:

1. Unlawfully possesses, manufactures, distributes, dispenses, sells, purchases, or uses any illegal drugs or alcohol while on PWC property; while in a PWC owned, rented, or leased vehicle; while at work; during working hours or while engaged in PWC business.
2. Reports to work, either during regular or on call hours, under the influence of illegal drugs or alcohol; or is under the influence of illegal drugs or alcohol while on PWC property, while at work, during working hours or while engaged in PWC business. “Under the influence of illegal drugs” includes testing positive for any controlled substance. “Under the influence of alcohol” includes a breath alcohol result of .02 or greater as measured by a breath alcohol test for employees in safety sensitive positions, and .04 or greater for all other employees.
3. Manufactures, distributes, dispenses, possesses, sells, purchases, or uses illegal drugs off PWC property and/or adversely affects the employee's work performance, his/her or other's safety at work, or PWC's standing in the community.
4. Fails a drug or alcohol test. The positive threshold for drug tests will be those limits set under the DOT testing program. The positive threshold for alcohol tests is .04 or more on a breath alcohol test, or the equivalent on a blood alcohol test.
5. Fails to report a conviction under any Federal or State criminal drug statute to PWC within five (5) calendar days of such conviction.
6. Fails to notify the supervisor of the use of any prescribed medication(s) which could interfere with the safe performance of the employee's normal job duties.

EXHIBIT A – Proposed Amendments

SUBSTANCE ABUSE	SECTION NUMBER: TBD
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7. Refuses to sign a written consent form prior to a drug and/or alcohol test pursuant to this Policy.
8. Refuses to submit a breath or urine specimen for drug and/or alcohol testing requested pursuant to this Policy, or switches or adulterates any specimen sample submitted for testing, fails to immediately report for testing, delays the testing or refuses to cooperate in a timely manner with testing.
9. Fails to satisfactorily complete the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled as a condition of continuing employment with PWC.
10. Refuses to sign the Acknowledgment and Agreement with Testing Policy Form agreeing to abide by the terms of this Policy.
11. Drives a PWC vehicle within four hours after using alcohol or uses alcohol after an accident before post-accident testing has been completed.
12. Violates any other requirement of this Policy.

C. Circumstances for Testing

1. Applicants for Employment

All applicants for employment must pass a drug test before working.

2. Employees

All Employees are subject to the testing listed below. When an employee is required to have a Commercial Driver's License as part of his/her job, a completed, comparable test under the DOT Driver Drug and Alcohol policy can, in PWC's discretion, substitute for a test under this policy. In most instances, employees subject to the Department of Transportation's Drug and Alcohol testing program will not be tested under this policy; however, PWC reserves the right to conduct such tests if it determines that to be appropriate.

- a. **Reasonable Suspicion:** Any employee may be required to undergo a drug and alcohol test when there is reasonable suspicion, based on objective facts and reasonable judgment from those facts in light of experience, that the employee is under the influence of alcohol or controlled substances at work, or is using controlled substances in violation of this policy. Reasonable suspicion will normally exist when:

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- (1) There is evidence that an employee is performing in an impaired manner or incapable of performing assigned duties.
 - (2) PWC receives a report of illegal drug or alcohol use by an employee while at work, provided by a reliable and credible source.
 - (3) PWC receives credible information that an employee is involved in the unauthorized possession, sale, solicitation or transfer of alcohol or illegal drugs while working, or conviction of a drug possession crime.
 - (4) The employee exhibits a pattern of excessive absenteeism, tardiness, deterioration in work performance, abnormal conduct or erratic behavior at work which would cause a prudent person to believe that the employee was under the influence of alcohol or under the influence of controlled substances.
 - (5) The facts or information on which the test will be documented in writing. If possible, more than one person will observe and document the behavior. Managers must obtain approval for a reasonable cause test from the Human Resources Department.
- b. **Post-accident:** All employees shall be required to take a drug and alcohol test when the following criteria are met: (Additionally, CDL drivers will follow DOT guidelines)
- (1) The employee is involved in a vehicular accident while operating a PWC owned vehicle, motorized equipment or any vehicle while on PWC business or is involved in a work-related accident and the accident causes property damage of at least \$10,000 or injury requiring a physician's care.
 - (2) The employee is involved in a vehicular accident while operating a PWC owned vehicle, motorized equipment or any vehicle while on PWC business or is involved in a work-related accident and there is a reasonable basis for PWC to believe that the employee's drug or alcohol use caused or contributed to the accident.

Note: For purposes of this Policy, "property damage" means damage to property owned by PWC or the general public. Following any accident, the employee must immediately contact

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the PWC Nurse so that arrangements can be made for testing. Failure to immediately contact the PWC Nurse and/or take other steps to ensure that testing can occur in a timely manner may be construed as a refusal to test. If the Nurse is not available, the employee shall contact or report to the PWC off-site medical care provider for testing. If the employee is unable to consent to the test due to injuries or loss of consciousness, he/she shall authorize release of records from post-accident medical treatment which reveal the presence or absence illegal drugs and/or alcohol in his/her system at the time of the accident.

- c. **Return to Duty and Follow up:** If an employee who tested positive is not dismissed, then that employee must be immediately removed from any safety sensitive function, is not allowed to operate a vehicle while conducting PWC business, and cannot operate a vehicle while conducting PWC business or perform safety sensitive functions until:
- (1) He/she undergoes evaluation by a Substance Abuse Professional.
 - (2) A Substance Abuse Professional verifies the employee's compliance with and completion of any recommended treatment.
 - (3) A Substance Abuse Professional certifies in writing that the employee is fit to return to normal duties.
 - (4) The employee passes a return-to-duty alcohol and drug test.

Note: In order to assure that the employee remains free of substance abuse, PWC reserves the right to require up to twelve (12) unannounced specimen samples for drug and/or alcohol testing during a period of one year after the employee has returned to work.

- d. **Safety Sensitive Positions:** Employees in safety sensitive positions will be subject to random drug testing. The selection of safety sensitive employees for random testing will be made by a fair and equitable, scientifically valid method, such as a random number table or a computer based random number generator matched with social security numbers, payroll identification numbers or other comparable identifying numbers. Under the selection process, each employee shall have an equal chance of being tested. Employees in safety sensitive positions which require possession of a Commercial Driver License will be included in the DOT Random testing program, and based upon that testing, will ordinarily not be tested under the

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Random program of this policy. However, PWC reserves the right to test any employee in a safety sensitive position under this policy if it deems such testing appropriate. When an employee is selected for random testing, he/she shall promptly report to provide the appropriate sample accompanied by their Manager or Supervisor.

V. PROCEDURES

A. Specimen Sample Collection

1. PWC's on-site nurse shall generally supervise collection of specimen sample(s).
2. If PWC's nurse is unable to collect a specimen sample, the employee will be taken by their supervisor or crew leader to an approved outpatient facility.
3. A specimen sample shall be taken by a qualified person at an outpatient facility designated by PWC.

B. Refusal to Submit Specimen Sample

1. An employee who refuses to submit a specimen sample required within the parameters of this Policy shall be subject to immediate dismissal for willful misconduct.
2. Conduct that constitutes a refusal shall include: refusal to take the test, inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation after said employee has received notice of the requirement for testing, tampering with or attempting to adulterate the specimen or collection procedure, not reporting to the collection site promptly, leaving the scene of an accident without a valid reason before tests have been conducted, or conduct that clearly obstructs the testing process.

C. Test Procedures

1. Controlled substance screening shall be conducted by an outside, qualified independent testing laboratory certified by SAMSHA, HHS, or CAP, and selected and approved by PWC. Alcohol screening shall be conducted by breathalyzer performed by a qualified person as designated by PWC.

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2. If the MRO directs that a re-collection take place due to a negative dilute result, PWC will do so immediately.
3. If the MRO does not give an instruction for immediate sample re-collection on a negative dilute result, PWC will require the employee or applicant to re-test within 24 hours and provide instruction on how to avoid a dilute specimen.

D. Confirmation Procedure

1. In the event the employee tests positive on the initial controlled substance screening, PWC shall require the same testing laboratory to conduct a second test of the same specimen sample.
2. The second test shall be the Gas Chromatography/Mass Spectrometry (GCMS) test, or other equivalent test procedures.

E. Chain of Custody Procedures

1. Custody and security of specimen samples will be thoroughly documented.

F. Confidentiality of Results

1. Results of drug tests and alcohol tests will be handled in a confidential manner.
2. Test results will be received by the PWC's Human Resources Department and will become a part of the employee's confidential file and may be shared with managers and supervisors within the employee's chain of command as well as the PWC's Risk Management Department.
3. The test results may be maintained by the lab and the MRO.
4. PWC may release the results of drug and/or alcohol tests to its worker's compensation carrier, other insurance carriers, the Industrial Commission, the division of the NC Department of Commerce responsible for unemployment claims, and/or in the event of litigation brought by the employee or based on his/her conduct.
5. The results will not be released to law enforcement authorities unless PWC is compelled by law to do so.

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G. Right to Re-Test

1. Any employee who tests positive for illegal drugs pursuant to this Policy has the right to have a second test run on the specimen which produced the positive result, at their own expense, and at a laboratory certified by HHS, SAMSHA or CAP.
2. Employees should notify PWC's Human Resources Department in writing of their desire for a second test, and PWC will help them contact the laboratory that conducted the first test.
3. PWC retains full discretion to use the results of the first test in making employment decisions.

H. Consequences of Violations

1. Any employee who violates the terms, or spirit of this Policy will be subject to disciplinary action, up to and including immediate termination of employment.
2. A positive drug or alcohol test creates a presumption, for unemployment purposes, that the employee was impaired by drugs or alcohol during work hours in violation of this Policy.
3. Any employee who refuses to submit a test, has a verified positive drug or alcohol test result or, if in a safety sensitive position, has an alcohol test of 0.02 or greater, shall be removed immediately from any safety sensitive function and will be required to leave the workplace immediately.
4. Time away from work as a result of these acts shall be without pay pending further disciplinary action.
5. Any employee in a safety sensitive function who has an alcohol test of .02 or greater, but less than .04 shall not be permitted to return to work until 24 hours have passed since the administration of the test.
6. In lieu of or in addition to taking disciplinary action against an employee, PWC may require the employee to satisfactorily participate in the Second Chance Program, described below. This privilege will not be granted to job applicants.
7. Violations of this policy may also prompt violations in other PWC Policies and Code of Conduct, thus producing collective disciplinary action(s).

EXHIBIT A – Proposed Amendments

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I. Second Chance Program

1. An employee who has been employed for more than 180 days in a full-time position prior to taking a drug or alcohol test may avoid termination of employment following a positive test result when all of the following conditions are met:
 - a. PWC determines that the employee should be offered a Second Chance. This decision will be entirely within PWC's discretion, based upon the circumstances surrounding the failed test and other relevant factors, including but not limited to, employment history and performance.
 - b. The employee must go to a health care professional who is experienced in treating substance abuse ("Substance Abuse Professional") for an evaluation and must follow all recommendations of that substance abuse professional, including without limitation, rehabilitation, counseling, or participating in therapy. All charges and expenses are the employee's responsibility, if not covered by the employee's insurance. A leave of absence in accordance with PWC policies may be granted for reasonable periods when an employee is unable to work due to treatment for substance abuse (alcohol or drugs).
 - c. The employee must consent to the Substance Abuse Professional advising PWC concerning the employee's compliance with the recommendations made by that substance abuse professional, on a weekly basis.
 - d. The Substance Abuse Professional must certify to PWC that the employee can return to work within a reasonable period of time. PWC will make reasonable efforts to return the employee to his/her job prior to the alcohol/drug test, but cannot make any guarantees, and reserves full discretion to assign the employee to a different job, at the commensurate, regular pay for that job. If the employee's job involved operation of a motor vehicle or heavy machinery, PWC may decline to return the employee to that position until it has adequate assurance that the likelihood of drug or alcohol abuse on the job is negligible. An employee who is absent under the Family and Medical Leave Act ("FMLA") leave policy will be returned to work in the same or similar position.
 - e. In addition to adhering to recommendations for the Substance Abuse Professional, the employee must agree to "follow-up" drug and alcohol testing on randomly selected dates, at least six times in the year following his/her return to work. These follow-up

Commented [PS3]: Added per Bobby Russell, 5/19/21.

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tests are in addition to any other test authorized under this policy. A positive result on any drug or alcohol test following return to work will result in termination. The Second Change program may only be used once by an employee.

VI. EFFECTIVE DATE

This procedure will become effective on ~~the date of approval~~ July 1, 2021.

Exhibit A

Safety-Sensitive Positions

E/S DISPATCHER
E/S PROJECT COORDINATOR
E/S SR PROJECT COORDINATOR
E/S SUPPORT SERVICES MANAGER
ELEC OPERATIONS MGR
ELEC SCADA SYSTEM SPECIALIST
FIBER OPTICS TECH
FLEET SHIFT LEAD
INVENTORY STOREKEEPER IN FLEET & WAREHOUSE
INVENTORY SUPERVISOR
EAD STORE KEEPER IN FLEET
OCC HEALTH NURSE
P/P APPRENTICE CONTROL OPERATOR
P/P AUXILIARY OPERATOR
P/P CHIEF OPERATOR
P/P CONTROL OPERATOR
POWERLINE FIELD SUPVR
SR PROJECT COORD IN W/R FACILITIES MAINTENANCE
STOCK CLERK IN WAREHOUSE
SUBSTATION FIELD SUPERVISOR
T/D DISPATCH SUPERVISOR
URBAN LINE CLEARANCE COORDINATOR
UTILITY LOCATOR
SR UTILITY LOCATOR
W/R CHEMIST
W/R CONTROL SYSTEMS ANALYST
W/R ENVIR SYSTEM PROT SUPERVISOR
W/R ENVIR SYSTEMS PROTECTION SPECIALIST
W/R FAC MECH TECH
W/R FAC OPER SUPVR
W/R FACILITY MAINT COORDINATOR
W/R FIELD SUPERVISOR
W/R IE & C TECH
W/R LAB ANALYST
W/R LAB TECHNICIAN
W/R LAND APPLICATION SPEC
W/R LAND APPLICATION SUPERVISOR
W/R SCADA SYSTEM SPECIALIST
W/R SR FAC IE & C TECH

Commented [EF4]: Moved to HR Manual

EXHIBIT A – Proposed Amendments

SUBSTANCE ABUSE	SECTION NUMBER: TBD
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W/R-SR-FAC-MECH-TECH
W/R-SR-FAC-WORKER
W/R-SR-TREAT-PLANT-OPERATOR
W/R-TREAT-FAC-MANAGER
W/R-TREAT-PLANT-OPERATOR
W/R-WTRSHED-ENVIR-SPECIALIST

EXHIBIT A – Proposed Amendments

PROCEDURE: SAFETY POLICY	SECTION NUMBER: <u>TBD</u> <u>2.G.10</u>
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SAFETY POLICY	P2.G.10
The enactment of a safety policy is designed to reduce <u>workplace injury-human suffering</u> , minimize financial loss, and to provide the safest possible working environment with appropriate safety equipment and procedures.	
<u>Reference PWC Resolution 2018-09 adopted July 25, 2018.</u>	

I. PURPOSE

The Public Works Commission (PWC) is committed to providing a healthy and safe work environment for its employees to prevent occupational illness and injury. PWC will comply with all applicable safety laws, regulations and standards including, but not limited to, Occupational Safety and Health Administration (OSHA) Act of 1970.

~~II. APPLICABILITY~~

Commented [PS1]: Removed, unnecessary content.

~~This policy applies to all PWC employees, contractors and subcontractors of PWC.~~

III. RESPONSIBILITIES

A. **PWC Commissioners:** Responsible for general oversight and approval of PWC's Safety Policy.

B. **CEO/General Manager:** Responsible for the safety of PWC workers; making every effort to provide a safe work environment and eliminating the possibility of injury and illness; enforcing this policy and the approval of programs, plans, and procedures to support the policy.

C. **Officers, Managers, Supervisors:** Responsible for ensuring that workers, under their supervision, follow this policy; ensuring that workers use safe work practices and receive training to protect their safety; identifying hazards and

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APPROVAL DATE: ###/###/#### Resolution #:	MANAGING DIVISION/DEPARTMENT: Human Resources/Safety Department	PAGE 1 OF 1
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☒ ORIGINAL ☐ REVISION No. _____

APPROVED: OCTOBER 28 2020 APPROVED BY: _____ GENERAL MANAGER

EXHIBIT A – Proposed Amendments

<u>PROCEDURE</u> <u>POLICY: SAFETY</u>	SECTION NUMBER: <u>TBD</u>
<u>SAFETY POLICY</u>	<u>2.G.10</u>

encouraging workers to play an active role in hazard elimination; enforcing this policy, that includes programs, plans, and procedures to support the policy.

- D. Safety Department:** Responsible for the safety of PWC workers; monitoring and reporting, to the Commission and CEO/GM, on PWC's compliance with all applicable safety laws, regulations and standards; making every effort to provide a safe work environment and eliminating the possibility of injury and illness; developing and updating programs, plans, and procedures for review and approval consistent with this policy; and revision of this policy to align with new or updated federal, state, local safety laws. The Safety Department shall develop, coordinate, administer and track safety training.
- E. Safety Committee:** Responsible for supporting this policy through all levels of leadership, creating a safe work environment; playing an active role in hazard elimination or mitigation to improve the Safety Program and policy and the welfare of employees.
- F. Employees:** It is the responsibility of each employee to report to their Supervisor or Manager, as soon as possible, any hazardous conditions, injury, incidents, or illness related to the workplace. Workers must protect their safety by complying with applicable federal, state, and local laws. Employees shall comply with this policy and the programs, plans, and procedures developed in support of this policy.

III.V. GUIDELINES

1. The Safety Department will implement the Safety Policy in order to:
 - a. Develop, approve, and implement programs, plans, and procedures required to comply with this policy and all applicable safety laws, regulations, and standards.
 - b. Develop and maintain a PWC Safety Program Manual and distribute to each employee.
 - c. Measure PWC's safety performance and communicate that performance on a monthly basis to the Commission and all employees.
 - d. Have a PWC Employee Safety Committee that supports leadership by playing an active role in hazard elimination or mitigation to improve the safety program and policy.
 - e. Develop effective positive safety culture.

EXHIBIT A – Proposed Amendments

PROCEDURE <u>POLICY: SAFETY</u> SAFETY POLICY	SECTION NUMBER: <u>TBD</u> <u>2.G.10</u>
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- f. Eliminate or mitigate hazards.
- g. Support seven core elements that further support our Safety Program:
 - i. Management Leadership
 - ii. Worker Participation
 - iii. Hazard Identification and Assessment
 - iv. Hazard Prevention and Control
 - v. Education and Training
 - vi. Program Evaluation and Improvement
 - vii. Communication and Coordination with Contractors

IV. EFFECTIVE DATE

~~This procedure replaces all previous procedures and is effective with the current fiscal year.~~This policy will become effective on July 1, 2021.

Previous PWC Resolution: 2018.09 (July 25, 2018)

EXHIBIT A – Proposed Amendments

PROCEDURE: — INVESTMENT OF PUBLIC FUNDS	SECTION NUMBER: <u>3.A.2TBD</u>
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P3.A.2

INVESTMENT OF PUBLIC FUNDS POLICY

It is the policy of the Fayetteville Public Works Commission (PWC) to invest public funds in a manner which will provide the highest return with the maximum security while meeting the daily cash flow demands of the PWC and conforming to all state and local statutes governing the investment of public funds.

I. SCOPE

This investment procedure applies to all cash-related assets included within the scope of the PWC's audited financial statements and held directly by the PWC. Funds of the PWC will be invested in compliance with the provision of North Carolina General Statutes 159-30.

II. ~~DEFINITIONS~~

~~See Glossary (Attachment A).~~

Commented [PS1]: Attachment removed, not necessary per Director of Financial Planning.

II. ~~III.~~ RESPONSIBILITY

Chief Executive Officer (CEO): Responsible for overseeing the activities of the Chief Financial Officer.

Chief Financial Officer (CFO): Responsible for investing the funds of the PWC; holds the authority for placement of purchase and sell orders with dealers and financial institutions.

Controller: Responsible for the day-to-day operations of the PWC's investment portfolio.

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APPROVAL DATE: <u>##/##/####</u>	MANAGING DIVISION/DEPARTMENT: <u>Finance/Financial Planning</u>	PAGE 1 OF 5
RESOLUTION #: <u>##/##/####</u>		

☐ ORIGINAL ☒ REVISION No. 2

APPROVED: OCTOBER 1, 2012 **APPROVED BY:** _____ **GENERAL MANAGER**

EXHIBIT A – Proposed Amendments

INVESTMENT OF PUBLIC FUNDS	SECTION NUMBER: TBD
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IVIII. OBJECTIVES

The PWC's investment objectives, in priority order, are safety, liquidity, and yield:

- A. Safety: Safety of principal is the foremost objective of the investment program. Investments of the PWC shall be undertaken in a manner that seeks to ensure the preservation of capital in the total portfolio. The objective will be to mitigate credit risk and interest rate risk.

1. Credit Risk

The PWC will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- a. Limiting investments to the types of securities listed in Section VI of this Procedure.
- b. Pre-qualifying the financial institutions and broker/dealers with which the PWC will do business in accordance with Section VIII.
- c. Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

2. Interest Rate Risk

The PWC will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- a. Structuring the investment portfolio so that securities mature to meet cash requirements for the ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- b. Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this procedure (see Section VII).

- B. Liquidity: The PWC Chief Financial Officer (CFO) shall assure that funds are constantly available to meet immediate payment requirements including payroll, accounts payable and debt service.

- C. Yield: The investment portfolio shall be designed with the objective of regularly exceeding the average return on 90 day U.S. Treasury Bills. (The

EXHIBIT A – Proposed Amendments

INVESTMENT OF PUBLIC FUNDS	SECTION NUMBER: TBD
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90-day T-bill is considered a benchmark for risk-free investment transactions and therefore represents a minimum standard for the portfolio's rate of return.)

VIV. PRUDENCE

- A. Investments shall be made with judgement and care under circumstances then prevailing which persons of prudence, discretion, and intelligence exercise, in the management of their own affairs, not for speculation, considering safety of capital as well as the probable income to be received.
- B. The standard of prudence to be used by investment officials shall be the "prudent person" described above, and shall be applied in the context of managing an overall portfolio. The CFO, acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk and performance provided that deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments. (This is a realistic standard of knowledge and professional expertise to expect from a reasonably well-informed person who will be responsible for managing the PWC's investments.)

VIV. INVESTMENT DIVERSIFICATION

- A. The investments shall be diversified by:
 - 1. limiting investments to avoid over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities),
 - 2. limiting investments in securities that have higher credit risks,
 - 3. investing in securities with varying maturities, and
 - 4. continuously investing a portion of the portfolio in readily available funds such as local government investment pools, money market funds or overnight agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.
- B. Relative safety and liquidity of each investment type determine the appropriate percentage of the portfolio. Investments are arranged approximately by level of risk, with the safest investments first.

EXHIBIT A – Proposed Amendments

INVESTMENT OF PUBLIC FUNDS	SECTION NUMBER: TBD
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Investments denominated in foreign currency are not allowable investments under NCGS 159.30.

- C. The funds of the PWC may be invested in the following instruments, as allowed by North Carolina General Statutes 159-30 (see Figure 1).

FIGURE 1

INSTRUMENT	MAXIMUM % OF PORTFOLIO
U.S. Treasury Obligations (Bills, Notes, Bonds)	100%
U.S. Government Agency Securities (Allowed by State Statutes)	80%
North Carolina Capital Management Trust (Local Government Pool)	100%
State of North Carolina, NC Local Government and NC Public Authority (Securities with AAA Rating or Better)	60%
Certificates of Deposit (Banks and Savings and Loan Associations)	50%
Banker's Acceptances (BA'S)	40%
Commercial Paper (CP) (Rates in the A1/P1 Tier by a nationally recognized rating agency)	50%
Other Classes of Securities Allowed Under NCGS 159.30	30%

VIII. DIVERSIFICATION BY MATURITY

- A. ~~Recognizing the PWC's need for funds is not constant, the CFO shall schedule investments in coordination with all funds such that there is as little idle cash as practical. Investments shall be limited to maturities not exceeding ten years.~~ Maturities should be selected in consideration of the PWC's cash flow requirements and not to exceed 10 years.
- B. Investments in Treasuries and Agencies may be purchased with maturities exceeding three (3) years. All others (with maturities greater than 3 years) are prohibited.
- C. Length of Maturity is calculated to be the number of days from the date of the purchase of the investment to the maturity date of the investment.

Commented [PS3]: Updated per Chief Auditor.

VIII. QUALIFIED INSTITUTIONS

- A. The PWC shall maintain a listing of all authorized broker/dealers and financial institutions, which are approved for investment purposes. Every dealer and financial institution is required to complete and sign an Investment Trading Relationship Agreement. Any firm is eligible to apply to provide investment services to the PWC and will be added to the list upon execution of the Investment Trading Relationship Agreement by the CFO who. ~~The CFO~~ will make additions or deletions to the list.

EXHIBIT A – Proposed Amendments

INVESTMENT OF PUBLIC FUNDS	SECTION NUMBER: TBD
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- B. All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following:

- ~~1.~~ Audited financial statements demonstrating ~~compliance with state and federal~~ capital adequacy ~~guidelines~~
- ~~2.1.~~
- ~~3.~~ Proof of Financial Industry Regulatory Authority (FINRA) membership ~~National Association of Securities Dealers (NASD) certification~~ (not applicable to Certificate of Deposit counterparties)
- ~~4.2.~~
- ~~5.~~ Proof of state registration
- ~~6.3.~~
- ~~7.~~ Completed broker/dealer Investment Trading Relationship Agreement (ITRA)
- ~~8.4.~~
- ~~9.~~ Certification via ITRA of having read and understood and agreeing to comply with the PWC's Investment of Public Funds Procedure.
- ~~10.5.~~
- ~~11.~~ ~~Evidence of adequate insurance coverage~~

An annual review of the financial condition and registration of all qualified financial institutions and broker/dealers will be conducted by the CFO.

IXVII. INVESTMENT POOLS/MUTUAL FUNDS

- A. A thorough investigation of the pool/fund is required prior to investing, and on a continual basis. The following information should be available to the CFO.
1. A description of eligible investment securities, and a written statement of investment policies and objectives.
 2. A description of interest calculations and how it is distributed, and how gains and losses are treated.
 3. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
 4. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
 5. A fee schedule, and when and how is it assessed.
 6. Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

EXHIBIT A – Proposed Amendments

INVESTMENT OF PUBLIC FUNDS	SECTION NUMBER: TBD
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VIII. SAFEKEEPING AND COLLATERALIZATION

- A. Investment securities purchased by the PWC shall be in the name of the PWC and delivered by either book entry or physical delivery, and held in third party safekeeping by a bank designated as primary agent. The trust department of the bank designated as primary agent may be considered to be a third party for the purposes of safekeeping of securities purchased from that bank. The purchase and sale of all securities will be on a delivery versus payment basis. The primary agent shall issue a safekeeping receipt to the CFO listing the specific instrument, rate, maturity, and other pertinent information.
- B. Deposit-type securities (i.e. certificates of deposit and checking accounts) shall be 100% collateralized as required by North Carolina General Statutes.

IX. REPORTING REQUIREMENTS

- A. The CFO shall provide the Board of Commissioners with a monthly investment report, which will provide, at a minimum, the following information:
 - 1. CUSIP/Account Number
 - 2. Issuer/Financial Institution or Broker/Dealer (Financial Institution)
 - 3. Type of Investment
 - 4. Effective Yield to Maturity
 - 5. Effective Rate of Return
 - 6. Purchase Date
 - 7. Maturity Date
 - 8. Cost/Book Value
 - 9. Par Value
 - 10. Each investment Type percent Percent of total portfolioPortfolio

The monthly investment report shall include all investments held in the PWC's portfolio as of the end of the month. Market values shall be reported semi-annually.

XII. INTERNAL CONTROLS

EXHIBIT A – Proposed Amendments

INVESTMENT OF PUBLIC FUNDS	SECTION NUMBER: TBD
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~~The CFO shall maintain documentation of a system of written internal controls, which shall be reviewed by the Board of Commissioners. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions.~~

~~XIII. ETHICS AND CONFLICTS OF INTEREST~~

~~Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the General Manager any material financial interests in financial institutions that conduct business within their jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the PWC.~~

Commented [PS4]: Remove - This is covered in Internal Control Policy.

Commented [PS5]: Remove - This is covered by Code of Conduct Policy.

XIV. REVIEW AND ADOPTION

This procedure may be reviewed and amended by the Board of Commissioners of the PWC at any time.

XV. EFFECTIVE DATE

This procedure will become effective ~~upon approval~~ July 1, 2021.

EXHIBIT A – Proposed Amendments

INVESTMENT OF PUBLIC FUNDS– ATTACHMENT A

GLOSSARY

Commented [PS1]: Remove – This attachment will be removed. Not required per Director of Financial Planning.

AGENCIES: Federal agency securities and/or Government-sponsored enterprises.

ASKED: The price at which securities are offered.

BANKERS' ACCEPTANCE (BA): A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

BID: The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

BROKER: A broker brings buyers and sellers together for a commission.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

COLLATERAL: Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COUPON: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DELIVERY VERSUS PAYMENT: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

DISCOUNT: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g. U.S. Treasury Bills.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to \$250,000 per official custodian.

EXHIBIT A – Proposed Amendments

INVESTMENT OF PUBLIC FUNDS— ATTACHMENT A

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANKS (FHLB): Government sponsored wholesale banks (12 regional banks) which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks and about 5700 commercial banks that are members of the system.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are back by the FHA, VA or FmHA mortgages. The term "pass-throughs" is often used to describe Ginnie Maes.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and a reasonable size can be traded at those quotes.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

EXHIBIT A – Proposed Amendments

INVESTMENT OF PUBLIC FUNDS— ATTACHMENT A

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

OFFER: The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

PORTFOLIO: Collection of securities held by an investor.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES & EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SEC RULE 15C3-1: See Uniform Net Capital Rule.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BONDS: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

TREASURY NOTES: Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to ten years.

EXHIBIT A – Proposed Amendments

INVESTMENT OF PUBLIC FUNDS– ATTACHMENT A

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

YIELD: The rate of annual income return on an investment, expressed as a percentage. (a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD** or **YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

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EXHIBIT A – Proposed Amendments

INVESTMENT OF PUBLIC FUNDS– ATTACHMENT A

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MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

OFFER: The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

PORTFOLIO: Collection of securities held by an investor.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES & EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SEC RULE 15C3-1: See Uniform Net Capital Rule.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BONDS: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

TREASURY NOTES: Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to ten years.

EXHIBIT A – Proposed Amendments

INVESTMENT OF PUBLIC FUNDS– ATTACHMENT A

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

YIELD: The rate of annual income return on an investment, expressed as a percentage. (a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD** or **YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

EXHIBIT B - Policies recommended for removal

Policy and Procedure Manual (PPM) Recommendations for Commission Review/Approval May 26, 2021

Purple Shading indicates Policy Statement previously approved by Commission.

Policy/Procedure Name	ID#	Recommendation	Notes/Major Changes
Educational Assistance Program	2.D.1	Remove	Content added to HR Manual ¹ and Employee Handbook
Professional License/ Certification/ Designation	2.D.2	Remove	Content added to HR Manual and Employee Handbook
Water and Sanitary Sewer Main - Extension and Service	5.A.5	Remove	Content will be moved to Service Regulations
Electric System Extensions	5.A.12	Remove	Content will be moved to Rates Manual ²
Business Use of Personal Vehicle	3.A.9	Remove	Relevant content will be added to Finance Manual ³ , Employee Handbook and HR Manual
Vacation Leave	2.E.2	Remove	Relevant content included in the Employee Handbook
Main, Lateral, and Facility Investment Fee	3.B.3	Remove	Content will be added to Rates Manual.
Purchasing Card	3.C.6	Remove	Content added to Finance Manual
Fuel Supply Response	4.B.3	Remove	Fleet will send email to employees when situation occurs.
Travel	3.A.8	Remove	Relevant content will be added to HR Manual, Employee Handbook and Finance Manual
Public Records Request	1.B.5	Remove	Relevant content will be moved to HR Manual and Employee Handbook
IS User Requirements	1.C.1	Remove	Relevant content added to Employee Handbook
IS Equipment	1.C.2	Remove	Will move procurement guidelines to Procurement Policy/Procedure
Telecommunication Device Usage	1.C.3	Remove	Relevant content will be included in Safety Manual and Employee Handbook
Uniforms	2.C.12	Remove	Relevant content added to HR Manual
Promotion	2.C.15	Remove	Relevant content added to HR Manual
Demotion	2.C.16	Remove	Relevant content added to HR Manual
Transfer	2.C.17	Remove	Relevant content added to HR Manual
Functional Employment Testing	2.C.2	Remove	Relevant content added to HR Manual

EXHIBIT B - Policies recommended for removal

Policy/Procedure Name	ID#	Recommendation	Notes/Major Changes
Time Entry Program	2.C.5	Remove	Content added to Employee Handbook and HR Manual
Accounts Payable	3.A.7	Remove	Removed unnecessary content and added to Rates Manual
Budget Option	3.B.1	Remove	Information already covered in CS Manual
Waste Water Only Accounts – Cut off	3.B.2	Remove	SOP already exists
Confirming Purchase Orders	3.C.5	Remove	Procedure no longer applicable
Material Deficiency	4.C.4	Remove	Content added to Finance Manual
Receipt and Inspection of Materials, Supplies, Equipment	4.C.5	Remove	Content added to Finance Manual
Use of Wellness Center	4.A.4	Remove	Content on Intranet
Bereavement Leave and Sentiment Guidelines	2.E.7	Remove	Relevant content added to HR Manual
Material Review Committee	4.C.1	Remove	Function of the Material Review Comm.
Service Awards	2.E.9	Remove	Relevant content added to HR Manual
Reduction in Workforce	2.F.1	Remove	Relevant content added to HR Manual
Employee Separations	2.F.3	Remove	Relevant content added to HR Manual
Testing Materials, Supplies, Equipment	4.C.6	Remove	Function of the Material Review Comm.
Alarm Monitoring	4.A.2	Remove	Content will be moved to Facilities docs
Consumptive Water Loss Credit	5.B.1	Remove	Content added to Rates Manual
Sanitary Sewer Surcharge	5.B.2	Remove	Content added to Rates Manual
Pump and Haul Waste Disposal	5.B.3	Remove	Content added to Rates Manual
Septage Disposal	5.B.4	Remove	Content added to Rates Manual
Bulk Water Delivery	5.B.5	Remove	Content added to Rates Manual
Facilities Investment Fee Procedure	5.A.1	Remove	Relevant content will be moved to Rates Manual and Service Regulations
Pretreatment Enforcement Response Plan	5.A.13	Remove	Relevant content will be moved to Rates Manual and Service Regulations
Economic Development Incentive Plan	5.A.2	Remove	Relevant content will be moved to Rates Manual and Service Regulations

¹HR Manual will be a new document to capture guidelines and procedures

²Rates Manual will be a new document to capture guidelines and procedures

³Finance Manual will be a new document to capture guidelines and procedures

EXHIBIT B - Policies recommended for removal

PROCEDURE: EDUCATIONAL ASSISTANCE PROGRAM	SECTION NUMBER: 2.D.1
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P2.D.1

EDUCATIONAL ASSISTANCE PROGRAM POLICY

It is the policy of the Public Works Commission to provide reimbursement of educational costs for approved courses of study taken on the employee's own time through accredited learning institutions.

I. PURPOSE

The purpose of this procedure is to establish uniform standards for an Educational Assistance Program to serve regular, full-time employees of the PWC who independently pursue and successfully complete a course of study which directly relates to current job duties or will help prepare the employee for a position at PWC requiring a higher level of responsibility and/or skill.

Full-time employees will receive reimbursement for successfully completing courses that help them to learn new skills or update their present skills. Supporting a highly skilled workforce will enable the PWC to maintain a competitive edge in the face of economic and technological change.

II. RESPONSIBILITIES

- A. **Officers, Directors, Managers, Supervisors:** Review and approve employee's Application to ensure coursework is relevant and the schedule does not interfere with employee's PWC work schedule; review and approve employee's forms and documentation as required.
- B. **Human Resources Department:** Approve and retain copies of relevant forms and documentation; return appropriate copies to employees as needed; review and approve requests; track Educational Assistance Program activities for all employees, to include courses completed and amounts reimbursed on a fiscal year basis; and ensure all documentation is complete and filed appropriately.
- C. **Employees:** Complete required documentation and apply for and receive approval for educational assistance prior to beginning course work; submit receipts and proof of a passing course grade within the timeframe required for reimbursement.

☐ ORIGINAL ☒ REVISION No. 2

APPROVED: MAY 19, 2015

APPROVED BY:  GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE: EDUCATIONAL ASSISTANCE PROGRAM	SECTION NUMBER: 2.D.1
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III. GUIDELINES

A. Employee Eligibility

1. Educational Assistance benefits under this program apply to all regular, full-time employees normally scheduled to work at least 40 hours per week. Part-time, probationary, and temporary employees are not eligible for educational reimbursement.
2. This program does not apply to employees attending technical or equipment schools, seminars, workshops, or other training or educational programs taken at PWC's request and expense.

B. Course Eligibility

Reimbursement shall be made for courses completed through accredited colleges, universities, technical schools, or approved online schools approved by PWC.

C. Course Participation

1. All participation associated with a class, including travel, classroom time, computer use, study time, and homework assignments, must be scheduled outside normal scheduled work hours and must be scheduled in a manner not to conflict with the employee's regular work hours.
2. Exception to the above requirement (Item C.1.) is discouraged and must be approved in advance by the Departmental Manager.

D. Tuition & Expense Eligibility

1. A passing grade of "C" or better (or equivalent numerical grade) is considered "successful completion" and required for reimbursement.
2. Reimbursements made through this program may supplement but not duplicate or supplant funds the employee may receive from other grants or scholarships.
3. Educational Assistance does not include reimbursement for travel time, meals, expenses to and from school, or parking permits.

EXHIBIT B - Policies recommended for removal

PROCEDURE: EDUCATIONAL ASSISTANCE PROGRAM	SECTION NUMBER: 2.D.1
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4. Upon successful completion of an approved course(s), the cost of tuition, laboratory fees, books (including shipping and handling for books) and other required instructional materials in paper or electronic format will be reimbursed up to a maximum of \$2,000 per fiscal year.
5. The applicable fiscal year for reimbursement requests is determined by the course ending date.
6. The employee will agree to remain in the employment of PWC for a minimum of twelve (12) months after receiving educational assistance or will reimburse the PWC for any educational assistance funds received if they leave employment before this 12 month period. This does not apply to an employee that is terminated by the PWC.

IV. PROCEDURE

A. Application

1. Any employee requesting tuition reimbursement must submit an Educational Assistance Program Pre-Approval Application (Form #1) and an Educational Assistance Reimbursement Agreement (Form #2) for approval *prior to the course's beginning date*. The employee shall submit the forms to his/her supervisor for approval; the forms will then be routed to the Department Manager and appropriate Officer for signature prior to submission to Human Resources.
2. If approved, the signed forms will be returned to the employee. The employee is required to maintain copies of these forms for reimbursement purposes.

B. Reimbursement

1. Upon successful completion of the course, reimbursement is secured by the employee upon submitting the following documents to the Human Resources Department:
 - a. The signed/approved Pre-Approval Application
 - b. The signed/approved Reimbursement Agreement

EXHIBIT B - Policies recommended for removal

PROCEDURE: EDUCATIONAL ASSISTANCE PROGRAM	SECTION NUMBER: 2.D.1
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- c. An Educational Assistance Program Request for Reimbursement
 - d. A copy of the official grade transcript
 - e. An original itemized receipt of tuition and expense payments
 - f. Once all documentation is approved, employee will submit their request for reimbursement with all appropriate documentation through the iExpense process.
2. All costs to be considered for reimbursement must be submitted within 60 days of course completion. Failure to do so will disqualify the amount for reimbursement, unless a written extension is granted by the Human Resources Department.
3. Employees who voluntarily resign from PWC (including retirement) within a 12-month period after receiving educational assistance will be required to repay 100% of the amount reimbursed through this program.
4. At the time of reimbursement, the recipient must be a current employee of PWC with “regular” job status. Terminated employees are not eligible for reimbursement.
5. Reimbursement is made through direct deposit. The employee will be notified by an email from Accounts Payable of funds that will be deposited.

V. EFFECTIVE DATE

This procedure replaces all previous procedures on the Educational Assistance Program and becomes effective upon approval.

EXHIBIT B - Policies recommended for removal

PROCEDURE: PROFESSIONAL LICENSE/CERTIFICATION/DESIGNATION	SECTION NUMBER: 2.D.2
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P2.D.2

PROFESSIONAL LICENSE/CERTIFICATION/DESIGNATION POLICY

It is the policy of the Public Works Commission to provide financial assistance to employees for study materials, preparatory classes and exam fees for professional licensure, certification or designations associated with their career path at PWC.

I. PURPOSE

The purpose of this procedure is to establish uniform guidelines for providing financial assistance to regular, full-time employees of the Public Works Commission who independently pursue and successfully earn a professional license/certification/designation that will enable PWC to maintain a competitive edge in the face of economic and technological change.

II. RESPONSIBILITIES

- A. **Officers/Directors/Managers/Supervisors:** Review and approve employee's forms and other documentation to ensure the professional license/certification/designation is relevant and the schedule does not interfere with the employee's work schedule and obligations.
- B. **Human Resources Department:** Approve and retain a copy of relevant forms and documentation; return appropriate approved/signed copies to employees; and enforce reimbursement obligations for employees.
- C. **Employees:** Complete required documentation and apply for financial assistance, if needed; submit receipts and documentation from the appropriate authority awarding the license/certification/professional designation; remain aware of the length of service obligation associated with the financial assistance; and ensure the program does not interfere with work schedules, assignments, or obligations.

III. GUIDELINES

A. **Employee Eligibility**

1. Benefits under this plan apply to all regular, full-time employees normally scheduled to work at least 40 hours per week. Part-time,

☐ ORIGINAL ☒ REVISION No. 2

APPROVED: MAY 19, 2015

APPROVED BY:  GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE: PROFESSIONAL LICENSE/CERTIFICATION/DESIGNATION	SECTION NUMBER: 2.D.2
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- probationary, and temporary employees are not eligible for reimbursement.
2. Employees hired with the requirement of obtaining a license/certification/designation within a specific time period as a condition of his/her job will be eligible for reimbursement for that particular certification. With the exception of Commercial Driver's Licenses (CDLs), employees who fail to obtain a required certification as part of their employment obligation agreed to at the time of hire are subject to disciplinary action, including possible termination.
 3. The proposed professional license or certification program must be in alignment with the employee's current work responsibilities or future career path, PWC's succession planning efforts, or other factors that offer benefits to the employee and PWC.
 4. PWC will only provide assistance one time for any tuition or associated costs for a specific license, certification, or designation that an employee pursues. Any cost associated with multiple attempts to pass a course or exam, or portions of a course or exam, shall be the responsibility of the employee.
 5. In the case where exams are only given on workdays, employees will be allowed to charge their time towards training for the specific day(s) they sit for the exam. Should an employee need subsequent days to study or to retake the exam, he/she may use vacation time or take time off without pay.
 6. Employees will be limited to the amount of certifications they can obtain in their tenure at PWC; decisions will be made based on the discretion of the appropriate Division Officer and the Human Resources Department.
 7. A list of licenses, certifications, and designations recognized and approved by the PWC are detailed in Rider #1. Approval to pursue a license, certification, or other designation not provided on the list may be approved at the discretion of the appropriate Division Officer as long as all other eligibility criteria are met.

B. Financial Assistance and Agreement to Reimburse

1. The following signed forms must be approved by the Supervisor, Department Manager, and Division Officer prior to submission to the Human Resources Department:

EXHIBIT B - Policies recommended for removal

PROCEDURE: PROFESSIONAL LICENSE/CERTIFICATION/DESIGNATION	SECTION NUMBER: 2.D.2
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- a. Financial Assistance for Professional License/Certification/ Designation Application (Form #1)
 - b. Agreement to Reimburse for Professional License/Certification/ Designation Expense (Form #2)
 - c. Professional License/Certification/Designation Request for Financial Assistance Reimbursement (Form #3)
2. The employee agrees, upon receiving financial assistance, to remain in the employment of PWC for a minimum of three (3) years after the completion of the program. If employment is terminated, either voluntarily or involuntarily, before the end of the three (3) year period, the financial assistance received by the employee shall be refunded to PWC in accordance with the terms of the signed agreement. PWC will be allowed to deduct repayment owed from an employee's final paycheck, accrued unused vacation, or bonus, due to employee upon termination of employment.
3. In the event an employee cannot complete a program, practice period, or apprenticeship required for licensure or certification due to circumstances beyond their control (i.e., military deployment, serious medical condition, major family crisis, etc.), the reimbursement requirement may be waived with the approval of the appropriate Division Officer, Human Resources Officer, and Chief Executive Officer, providing the employee remains a permanent employee. Such situations will be reviewed on a case-by-case basis.

C. Eligible Reimbursements

1. Upon being awarded the professional license/certification/ designation, the cost of study materials, preparatory classes, and exam fees are reimbursed up to a maximum of \$5,000 per certification. Study materials will include standard office supplies and will not include items such as calculators, computers, and other expensive equipment. Only the cost for original expenses will be reimbursed. PWC will not reimburse expenses for preparatory classes or exam fees more than once per professional license/certification/designation.
2. Incidental costs associated with professional licensure/certification/ designation such as transportation, mileage, meals, lodging,

EXHIBIT B - Policies recommended for removal

PROCEDURE: PROFESSIONAL LICENSE/CERTIFICATION/DESIGNATION	SECTION NUMBER: 2.D.2
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expenses incurred to and from school, parking permits, miscellaneous fees, or other expenses shall be reimbursed in accordance with PWC's travel procedure.

3. Reimbursements made through this procedure may supplement, but not supplant or duplicate, funds the employee may receive from other grants and scholarships.
4. This procedure does not apply to employees sent to technical or equipment schools, seminars, workshops, or other training or educational programs at the PWC's request and expense to further their knowledge, skills, and abilities for their assigned job duties.
5. Dues or registration fees required to maintain a license/certificate/designation shall be paid by PWC only when said license/certification/designation is required for the job duties and/or shall benefit PWC.
6. Financial assistance will not be paid in advance unless an employee can demonstrate an exceptional circumstance which creates a hardship. Approval of the appropriate Division Officer and the Human Resource Officer will be required.

IV. PROCEDURE

A. Application

1. Any employee wanting financial assistance for a professional license/certification/designation must submit and have approved an Application (Form #1) and Reimbursement Agreement (Form #2) prior to the start date of the program. The employee shall submit the application and agreement to his/her Supervisor for signature, and then route for approval by the Department Manager and Division Officer prior to submission to the Human Resources Department.
2. If approved, the original application and agreement will be returned to the employee with the required approval signatures.

B. Reimbursement

1. Upon successful completion of the licensure/certification/designation, the employee will submit a copy of the Application

EXHIBIT B - Policies recommended for removal

PROCEDURE: PROFESSIONAL LICENSE/CERTIFICATION/DESIGNATION	SECTION NUMBER: 2.D.2
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(Form #1) and the Reimbursement Agreement (Form #2) along with the Request for Reimbursement (Form #3) to the Human Resources Department. Supporting documents should also include receipts for study materials, preparatory classes, exam fees, etc., and a copy of the award letter or official certificate for the license/certification/designation.

2. If the applicant is required to complete a practice period before the license/certification/designation is awarded, the applicant will not be required to complete the practice period prior to reimbursement of approved costs.
3. All costs to be considered for reimbursement should be submitted within two (2) months of receipt of licensure/certification/designation. Failure to do so will disqualify the request for reimbursement, unless a written extension is granted by the Human Resources Officer.
4. Reimbursement will be made once the employee submits the request for reimbursement with all appropriate documentation through the iExpense process.

V. EFFECTIVE DATE

This procedure replaces all previous procedures and will become effective upon approval.

EXHIBIT B - Policies recommended for removal

PROCEDURE: PROFESSIONAL LICENSE/CERTIFICATION/DESIGNATION	SECTION NUMBER: 2.D.2
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RIDER # 1 - PROFESSIONAL LICENSE/CERTIFICATION/DESIGNATION

The following is a list of licenses, certifications, and designations recognized and approved by the PWC. Additions or exceptions must be approved by the appropriate Division Officer.

(* Required for a Specific Job Description; + Desired for a Specific Job Description)

ACCOUNTING/ FINANCE

- Certified Government Financial Manager (CGFM)
- + Certified Management Accountant (CMA)
- + Certified Public Accountant (CPA)
- + Certified Public Finance Officer (CPFO)

ADMINISTRATIVE/MANAGEMENT

- Certified Local Government Purchasing Officer (CLGPO)
- Certified Public Manager (CPM)
- + * Notary Public
- Project Management Professional (PMP)

AUDIT

- Certification in Control Self Assessment (CCSA)
- Certified Fraud Examiner (CFE)
- Certified Government Auditing Professional (CGAP)
- Certified Information System Auditor (CISA)
- + Certified Internal Auditor (CIA)

AUTOMOTIVE/FLEET

- Automotive Service Excellence Certification(s) (ASE)
- * CDL with tanker endorsement
- Certified Automotive Fleet Manager (CAFM)
- Certified Automotive Fleet Supervisor (CAFS)
- Certified Public Fleet Professional (CPFP)
- * Commercial Driver's License (CDL)
- * Commercial Tire Tech Certification
- * Emergency Vehicle Technician Certification

CHEMISTRY/LABORATORY

- + Class I Wastewater Lab Analyst Certification
- + Class II Wastewater Lab Analyst Certification
- + Class III Wastewater Lab Analyst Certification
- + Class IV Wastewater Lab Analyst Certification
- * Microbiology & Chemistry Certification for Drinking Water

EXHIBIT B - Policies recommended for removal

PROCEDURE: PROFESSIONAL LICENSE/CERTIFICATION/DESIGNATION	SECTION NUMBER: 2.D.2
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- * NC Bacteriology Certification

ENGINEERING/SURVEYING

- Certified Professional for Erosion and Sediment Control
- Certified Training in Asset Management (CTAM)
- * Engineering Intern (EI)/Engineer in Training (EIT)
- * Professional Engineer (PE)
- * Professional Land Surveyor (PLS)
- Survey Intern (SI)
- Traffic Control Certification

ENVIRONMENTAL

- * Land Application of Residual Operator
- * NC Pesticide license, subclass
- * Public Operator Pesticide Applicator license – subclass Agricultural Pest Plant
- Stream Restoration Certification

FACILITIES

- Certified Facility Manager (CFM)
- Facilities Management Administrator (FMA)
- Facility Management Professional (FMP)
- Leadership in Energy and Environmental Design Accredited Professional (LEED AP)

HUMAN RESOURCES

- Certified Benefits Professional (CBP)
- Certified Compensation Professional (CCP)
- Certified Employee Benefits Specialist (CEBS)
- Professional in Human Resources (PHR)
- Senior Professional in Human Resources (SPHR)

INFORMATION TECHNOLOGY

- Certified Ethical Hacker (CEH)
- Certified Information Systems Security Professional (CISSP)
- * Cisco Certified Internet Engineer (CCIE)
- * Cisco Certified Network Administrator (CCNA)
- * Cisco Certified Network Professional (CCNP)
- Cisco Certified Security Professional (CCSP)
- Cisco Wireless LAN Support Specialist (CWLSS)
- Client-Side Web Programming Certification
- COMPTIA certifications: A+, Network+, Security+, MCP
- Geographic Information System Professional (GISP)
- Helpdesk certification

EXHIBIT B - Policies recommended for removal

PROCEDURE:	SECTION NUMBER:
PROFESSIONAL LICENSE/CERTIFICATION/DESIGNATION	2.D.2

- HP-UX Certified System Administrator
- IBM Certified Application Developer - WebSphere MQ
- IBM Certified System Administrator - WebSphere MQ
- * Infusion Splicing Certification
- Java Programming Certification
- Microsoft Certified Applications Developer (MCAD)
- Microsoft Certified Database Administrator (MCDBA)
- Microsoft Certified Professional Developer (MCPD)
- Microsoft Certified Systems Administrator (MCSA)
- * Microsoft Certified System Engineer (MCSE)
- Microsoft Office Applications-Word, Excel, Outlook
- * Microsoft SAN Certified System Engineer (SCSE)
- Microsoft Visual Studio .NET and Web services
- Open.NET Certification
- * Oracle Certified Database Administrator Certification
- PHP/SQL Programming Certification
- * Progress DBA
- Source Programming Certification
- Track-It Administration
- Web Programming Certification
- WebSphere MQ
- Windows XP professional

LEGAL SERVICES

- Associate in Claims (AIC)
- Associate in Loss Control Management (ALCM)
- Associate in Management (AIM)
- Associate in Risk Management (ARM)
- Associate in Risk Management Public Entity Concentration (ARM-P)
- Business Continuity Certification
- Certified Safety Professional (CSP)
- Certified Utility Safety Professional (CUSA)
- Insurance Adjusters License (General Liability or Workers Comp)
- Manager of Environmental Safety and Health (MESH Certification)
- Right of Way Professionals Certification

REAL ESTATE

- * NC Real Estate Appraisers License
- * NC Real Estate Broker's License

WATER TREATMENT, OPERATIONS & SYSTEM PROTECTION

- * AWWA Grade A Meter Certification
- * AWWA Grade C Meter Certification
- * AWWA Level A Meter Repair Certification

EXHIBIT B - Policies recommended for removal

PROCEDURE: PROFESSIONAL LICENSE/CERTIFICATION/DESIGNATION	SECTION NUMBER: 2.D.2
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- * AWWA Grade A Water Distribution Certification
- * AWWA Grade C Water Distribution Certification
- * Backflow Prevention Assembly Tech Certification
- * Backflow Troubleshooting and Repair Certification
- * Class C Surface Water Certification
- * Cross Connection Control Lead Instructor Certification
- * Cross Connection Control System Operator Certification
- * NC Cross Connection ORC license
- * NC Grade C Distribution System Certification
- * NC Grade C Distribution Operator Certification
- * NC Grade B Water Distribution Certification
- * NC Grade A Water Treatment Certification
- * NC Grade C Water Treatment Certification
- * NC Grade A Water Treatment Facility Operator Certification
- * NC Grade B Water Treatment Facility Operator Certification
- * NC Grade C Water Treatment Facility Operator Certification

WASTEWATER TREATMENT, OPERATIONS & SYSTEM PROTECTION

- * Class I Wastewater Analyst Certification
- * Grade I Biological Water Pollution Control System Operator
- * Grade II Biological Water Pollution Control System Operator
- * Grade III Biological Water Pollution Control System Operator
- * Grade IV Biological Water Pollution Control System Operator
- * NC Wastewater Collection System Grade I Certification
- * NC Wastewater Collection System Grade II Certification
- * NC Wastewater Collection System Grade III Certification
- * NC Wastewater Collection System Grade IV Certification
- * Pretreatment Inspector Certification
- + Pretreatment Grade I Certification
- + Pretreatment Grade II Certification
- + Pretreatment Grade III Certification
- Public Health Pesticide License

EXHIBIT B - Policies recommended for removal

PROCEDURE: WATER AND SANITARY SEWER MAIN – EXTENSION AND SERVICE	SECTION NUMBER: 5.A.5
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P5.A.5

WATER AND SANITARY SEWER MAIN – EXTENSION AND SERVICE POLICY

It shall be the policy of the Fayetteville Public Works Commission (FPWC) to extend water and/or sanitary utility services and water and/or sanitary sewer mains of a size it deems necessary upon request of an applicant/developer or upon order by the City Council when funds are available.

I. DEFINITIONS

In the context of areas or property, the following definitions will apply:

- A. **City of Fayetteville** – Area within the corporate boundaries of the City of Fayetteville.
- B. **City of Fayetteville Municipal Influence Area (FMIA)** – Area as defined by an interlocal agreement between the City of Fayetteville and Cumberland County executed on June 9, 2008, and as amended by the City of Fayetteville's Annexation Agreement with the Town of Hope Mills adopted August 23, 2010.
- C. **FPWC Sewer Service Area** – Area between the City of Fayetteville's Municipal Influence Area and Cumberland County Rural Water Districts, as defined by an interlocal agreement between the City of Fayetteville and Cumberland County executed on June 9, 2008, and as amended by the City of Fayetteville's Annexation Agreement with the Town of Hope Mills adopted August 23, 2010, in which FPWC has sufficient sanitary sewer and water mains in place to serve the area.
- D. **Rural Water Districts** – Areas outside the FPWC Sewer Service Area, but within Cumberland County, which have been defined by an interlocal agreement between the City of Fayetteville and Cumberland County executed on June 9, 2008, and as amended by the City of Fayetteville's Annexation Agreement with the Town of Hope Mills adopted August 23, 2010, where drinking water service can be provided to rural development standards.

☐ ORIGINAL ☒ REVISION No. 9

APPROVED: JULY 13, 2016

APPROVED BY: D. W. Trip GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE: WATER AND SANITARY SEWER MAIN – EXTENSION AND SERVICE	SECTION NUMBER: 5.A.5
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II. GUIDELINES

A. New Development (requiring main extensions)

1. Service Requests

- a. FPWC will only allow main line connections to the FPWC water and/or sanitary sewer system when the systems are installed to FPWC standards and turned over to FPWC to own and operate. Once inspection is complete and all permit requirements have been met, FPWC will accept the new installation as part of its utility system to own and operate from that day forward.
- b. Applicants for utility services must submit a formal request through the FPWC Customer Programs Division and follow all the procedures as required, such as applying for an appropriate permit for utility installation through the FPWC Water Resources Engineering Department. A formal contract will be developed based on the service request for execution by the developer and FPWC.
- c. For new development where water and sanitary sewer main line infrastructure is reasonably available to be extended to the new development, both water and sanitary sewer mains must be extended to the new development.
- d. Main line connections will be allowed for new development in the City of Fayetteville. A formal request must be submitted through the FPWC Customer Programs Division, and all the procedures must be followed as required, such as applying for an appropriate permit for utility installation through the FPWC Water Resources Engineering Department. A formal contract will be developed based on the service request for execution by the developer and FPWC. (Items (a) and (b) above would apply.)
- e. For new development in the FMIA, the FPWC will make available sanitary sewer service after the Fayetteville City Council has approved an annexation petition, for the property or area seeking service, for annexation into the City of Fayetteville. The FPWC will also make available such

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sanitary sewer service in the FMIA when the Fayetteville City Council has waived the above annexation requirement. The FPWC will make such sanitary sewer service available pursuant to its policies and in accordance with site plans and subdivisions approved by the City of Fayetteville as being consistent with the City's development regulations, policies and ordinances.

- f. Main line water and/or sanitary sewer connections will be allowed for new development in the FPWC Sewer Service Area by making a formal request through the FPWC Customer Programs Division and following all the procedures as required, such as applying for an appropriate permit for utility installation through the FPWC Water Resources Engineering Department. A formal contract will be developed based on the service request for execution by the developer and FPWC. (Items (a), (b), and (c) above would apply.)
- g. Main line water connections will be allowed for Rural Water Districts with an appropriate wholesale meter installation, including backflow prevention device, separating the FPWC utility system from the Rural Water District System. FPWC would not typically take ownership of the infrastructure in the Rural Water District, but may own main line extensions within the district to serve the district or for backup to the FPWC system. If a rural water district has not installed infrastructure, FPWC may, upon request, extend its' water system into the district and serve the individual customers in a specified area. The extension to serve individual customers within the rural water district would be designed to meet rural water standards and would be owned by FPWC. Rural water standards are not designed to provide fire protection.
- h. In all instances, mains shall be placed within or along "publicly maintained" street rights-of-way or permanent easements such that FPWC has unrestricted access to the main and all appurtenances thereto. "Publicly maintained" shall be defined as NCDOT SR numbered roads, NC or US numbered highways, or city streets which are eligible for Powell Bill Funds. Main extensions will also be allowed in and along private streets which are maintained by an

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established Home Owners Association (or other similar organization) where appropriate easements have been granted. Exceptions can only be granted by the FPWC General Manager or his designated representative.

- i. The developer shall engage, at their expense, a Professional Engineer, registered in the State of North Carolina and competent in this field of practice, to oversee field surveys and prepare plans and specifications for each utility in accordance with rules, regulations, and specifications of the State of North Carolina and FPWC.
- j. Fire hydrants in single family residential developments in the City of Fayetteville, in the FMIA, and in the FPWC Sewer Service Area shall be a maximum of 500' from any residence unless otherwise approved by the FPWC Water Resources Division. Fire hydrant spacing for non-single family residential areas in the City of Fayetteville, in the FMIA, and in the FPWC Sewer Service Area, shall be established on a case-by-case basis.
- k. In instances where water mains are not available, FPWC may consider installation and operation of a well system or other alternative means to serve the new development.

2. Payment for Utility Extension

- a. Developer shall pay one-hundred percent (100%) of the cost of water and sanitary sewer main extensions (labor and materials), including fire hydrants and valves, based on the size of the main extension required to serve the new development (FPWC standards define an 8-inch water main and an 8-inch sanitary sewer main as the approved minimum size).
- b. If FPWC determines there is a need to increase the size of the water and/or sanitary sewer mains to a size larger than that required to serve the new development, FPWC may require the larger mains to be installed. In this situation, FPWC will bear 100% of the incremental cost of such mains larger than the size defined in item (a) above.

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- c. If gravity sewer is not reasonably available to the new development, the Developer shall pay one-hundred percent (100%) of the cost of a sanitary sewage lift station and force main, if such is required, plus the land or cost of the real estate required for the lift station. The lift station must be built to FPWC standards. FPWC will take ownership of all such related equipment, real estate, easements, etc., upon final acceptance and be responsible for all future maintenance of the lift station. If FPWC determines there is a need to increase the size of the lift station and/or force main to a size larger than that required to serve the new development, FPWC may require the larger lift station to be installed. In this situation, FPWC will bear 100% of the incremental cost to increase the size of the lift station.
- d. Parallel water and/or sanitary sewer mains may be required to be installed along multi-lane highways when deemed necessary by the FPWC Water Resources Engineering Department and approved by the FPWC General Manager. FPWC will reimburse the developer all the additional construction costs associated with the required parallel mains to be installed by FPWC.
- e. When the developer pays for water and/or sanitary sewer main extensions, “main charges” will be waived for all individual connections within the developer’s project.
- f. Lateral charges shall apply only if individual lateral connections to the main lines are made by FPWC.

B. Existing Development or Service Connections

1. Service Connection Requests

- a. To request new utility service connections, a formal request must be made through the FPWC Customer Programs Division and all required procedures must be followed. A formal contract/agreement may be developed based on the service request for execution by the applicant and FPWC.
- b. Service connections will be allowed for existing development in the City of Fayetteville. A formal contract may be

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developed based on the service request for execution by the applicant and FPWC. (Item (a) above would apply.)

- c. For existing development with new or expanded service in the FMIA, the FPWC will make available sanitary sewer service after the Fayetteville City Council has approved an annexation petition, for the existing development seeking new or expanded service, for annexation into the City of Fayetteville. The FPWC will also make available such new or expanded sanitary sewer service in the FMIA when the Fayetteville City Council has waived the above annexation requirement. The FPWC will make such sanitary sewer service available pursuant to its Policies and in accordance with site plans and subdivision approved by the City of Fayetteville as being consistent with the City's development regulations, policies and ordinances. The above annexation requirement does not apply to a single-family homeowner who requests service from an existing sanitary sewer main when the homeowner's lot is not contiguous to a corporate boundary of the City of Fayetteville. In such case, the FPWC will make available sanitary sewer service to such homeowner without the requirement of annexation or waiver thereof.
- d. Requests for service connections and main line water and/or sanitary sewer connections for existing development in the FPWC Sewer Service Area must be made by submitting a formal request through the FPWC Customer Programs Division and following all the procedures as required. A formal contract/agreement may be developed based on the service request for execution by the applicant and FPWC. (Items (a) and (b) above would apply.)
- e. For existing buildings that have an existing well and septic tank system, a request may be made and granted to extend only one utility service to the property, if that property is experiencing a problem with only a single system failure.

2. Payment for Utility Service Extension

- a. Applicant is responsible to pay applicable main and lateral charges, plus any other standard fees associated with

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establishing a new service connection to the FPWC utility system.

- b. When a developer pays for water and/or sanitary sewer main extensions, main charges will be waived for all individual connections within the developer's project.
- c. Lateral charges shall apply only if individual lateral connections to the main lines are made by FPWC.

C. Other Water and Sanitary Sewer Extensions

1. Petition or Order to Extend Water and Sanitary Sewer Mains

- a. Water and sanitary sewer main extensions in the City of Fayetteville, in the FMIA, and in the FPWC Sewer Service Area areas, not to include new subdivisions, may be installed, either upon petition to the City Council for such improvements, or upon order by the City Council when funds are available, in accordance with city or applicable state law.
- b. One-hundred percent (100%) of the cost of water and sanitary sewer extensions, including fire hydrants and valves, based on 8-inch water mains and 8-inch sanitary sewer mains (the minimum approved sizes) must be paid to recover one-hundred percent (100%) of the cost stated above. This would typically be handled through an assessment on the benefited property ordered by the Fayetteville City Council.

2. Payment by Applicants in Lieu of Petition or City Council Order

- a. In the event that applicants for water and/or sanitary sewer main extensions in areas other than new subdivisions do not elect to petition for such extension, and/or the City Council does not order said extensions completed, applicants may pay one-hundred percent (100%) of the cost of water and sanitary sewer extensions, including fire hydrants and valves, based on 8-inch water mains and 8-inch sanitary sewer mains (the minimum approved sizes). The FPWC will require installation of water and sanitary sewer mains of a size it deems necessary and, subject to availability of funds,

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FPWC will bear 100% of the incremental cost of such mains larger than the size defined above.

- b. If gravity sewer is not reasonably available, the applicant shall pay one-hundred percent (100%) of the cost of a sanitary sewage lift station and force main, if such is required, plus the land or cost of the real estate required for the lift station. The lift station must be built to FPWC standards. FPWC will take ownership of all such related equipment, real estate, easements, etc., upon final acceptance and be responsible for all future maintenance of the lift station.

D. Requirements for Water or Sewer Service

1. The provision of water and sanitary sewer utilities by the FPWC is based on the following criteria:
 - a. As a condition of acceptance prior to dedication to FPWC for ownership and maintenance, all water and sewer utility services shall be built to FPWC Standards.
 - b. All plans and specifications shall be approved by FPWC Water Resources Engineering staff, and permitted through FPWC according to the North Carolina Department of Environment and Natural Resources requirements.
 - c. No construction will commence until requisite contracts have been executed.
 - d. FPWC requires compliance with approved plans and specifications, and reserves the right to inspect all construction.
 - e. All utilities will be dedicated to FPWC by contract for ownership and maintenance, provided those utilities are in accordance with item (d) above.
 - f. FPWC requires all main extensions be installed the entire width of applicant/developer's property, if such utilities are capable of serving properties of others as may be deemed necessary by FPWC. The existence of an available sewer manhole or water and/or sewer main stub-out shall not

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preclude the requirement to extend the main across the width of the property.

- g. Master water metering may be allowed of multiple occupancy structures provided that meter locations are approved by the FPWC Water Resources Engineering Department. Master metering will not be permitted where location and size of water mains interferes with provision of adequate fire protection, nor will private water or sanitary sewer services be allowed to cross under public streets.
- h. A minimum of 20 feet of road frontage (where water or sanitary sewer mains exist) is required to qualify for a FPWC connection. This provision shall not apply to mobile home parks where master metering is utilized, and spaces and/or mobile homes are rented on a monthly basis.

E. Requirement to Petition for Annexation

1. City of Fayetteville

- a. For new development in the FMIA, the FPWC will make available sanitary sewer service after the Fayetteville City Council has approved an annexation petition, for the property or area seeking service, for annexation into the City of Fayetteville. The FPWC will also make available such sanitary sewer service in the FMIA when the Fayetteville City Council has waived the above annexation requirement. The FPWC will make such sanitary sewer service available pursuant to its policies and in accordance with site plans and subdivisions approved by the City of Fayetteville as being consistent with the City's development regulations, policies and ordinances.
- b. The FMIA is as defined by an interlocal agreement between the City of Fayetteville and Cumberland County executed on June 9, 2008, and as amended by the City of Fayetteville's Annexation Agreement with the Town of Hope Mills adopted August 23, 2010.
- c. This requirement for annexation does not apply to a single-family residential homeowner requesting service from an

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existing sanitary sewer main when their lot is not contiguous to a corporate boundary of the City of Fayetteville.

2. Town of Hope Mills

- a. For development of properties that are contiguous with the corporate limits of the Town of Hope Mills, or non-contiguous but within the Hope Mills MIA, a request for the extension of water mains and/or sanitary sewer mains to serve such areas may be approved once the extender furnishes proof that a petition for annexation has been filed or that an annexation agreement for said property has been filed with the City Clerk of the Town of Hope Mills.
- b. The Hope Mills MIA is as defined by an interlocal agreement between the City of Fayetteville and Cumberland County executed on June 9, 2008, and as amended by the City of Fayetteville's Annexation Agreement with the Town of Hope Mills adopted August 23, 2010.

III. FACILITIES INVESTMENT FEES (FIFs) CREDIT

FIFs will be assessed to new system users to recover the cost of system capacity constructed for their eventual use. However, PWC will provide a FIF credit to developers, based on FPWC's Facilities Investment Fees Procedure, for the cost of the extension of water mains and sewer collections mains extended from FPWC's existing system to the property to be developed.

IV. EFFECTIVE DATE

This procedure shall be effective on the date of approval.

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P5.A.12

ELECTRIC SYSTEM EXTENSIONS POLICY

It shall be the policy of the Public Works Commission (PWC) of Fayetteville, North Carolina, to extend electric service, upon request of a customer, under the terms and conditions outlined in the Electric System Extensions Procedure.

I. APPLICABILITY

This procedure for electric system extensions will apply to all overhead and underground service extensions built to serve all retail customers of PWC.

II. DEFINITIONS

- A. Construction Cost:** The Construction Cost is the estimated cost of PWC's facilities to the point(s) of delivery, including the cost of materials, labor, equipment use, stores expense, engineering, and general and administrative expenses, for the construction, relocation, and removal of all temporary and permanent electric facilities.
- B. Electric System Improvement:** Construction which enhances the capacity, reliability, and/or flexibility of the electric system to serve existing and/or future loads.
- C. Residential Revenue Credit:** A residential Revenue Credit, where applicable, will be equal to the estimated energy revenue less the estimated cost of energy over the first five (5) years of service. The estimated revenue will be computed by PWC using either the typical values of Rider #1, or a computation based on histories of comparable homes, whichever is more applicable. (All Riders are included in the PWC Rates Manual.)
- D. Commercial/Industrial Revenue Credit:** A commercial/industrial Revenue Credit will consist of a Demand Credit plus an Energy Credit. The Demand Credit will be calculated by multiplying the initial contract demand by the commercial/industrial Demand Credit Factor. The energy Credit will be calculated by multiplying the initial contract demand by the commercial/industrial Energy Credit Factor. The Demand and Energy Credit Factors are provided in Rider #2.

☐ ORIGINAL ☒ REVISION No. 9

APPROVED: SEPTEMBER 21, 2015

APPROVED BY: D. W. Tupper GENERAL MANAGER

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- E. Normal Point of Delivery:** The Normal Point of Delivery for residential overhead or underground service will be on the outside wall of the end of the building nearest to the source of PWC's facilities. Any exceptions to the normal point of delivery will require the approval of PWC's Chief Electrical Engineer. The Normal Point of Delivery for non-residential customers, both overhead and underground, will be designated by PWC.
- F. Temporary Service:** Temporary Service is provided to a customer or developer whose needs are generally less than twelve (12) months for construction of buildings or other establishments which will receive, upon completion, permanent electric service from PWC. The expenses involved in providing temporary service will be included in the Construction Cost.
- G. Special Facilities:** Special Facilities are permanently installed circuits and/or devices which are located on the customer's premises to enhance the customer's service beyond the minimum which is required for adequate capacity, regulation, and quality. The most common examples of Special Facilities are multiple service totalized metering systems, non-standard service transformers, special equipment purchased and held in spares for the customer's potential use, and redundant or reserved alternate source automatic transfer configurations.

III. GUIDELINES

A. Permanent Extensions to Individual Customers

- 1. PWC will construct, own, operate and maintain an overhead or underground service extension to the nominal point of delivery at its expense up to the point where its Construction Cost (less the cost of Electric System Improvement) exceeds the customers' Revenue Credit.
- 2. In the instance where the individual customer elects service through overhead facilities at the normal point of delivery, the construction of a span of primary distribution conductor and a service drop of 400 feet total or less will be allowed for each residential service. If a customer elects underground service at the normal point of delivery, a service lateral of 200 feet or less will be allowed for each residential service.
- 3. For overhead and underground points of delivery requiring extensions in excess of those described above, or for extensions beyond the normal point of delivery, the customer will be required

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to make a one-time, non-refundable contribution in aid of construction to cover the estimated costs involved with such additional construction.

4. Where underground distribution construction is requested by the customer and where, due to rock formations, fill areas with buried obstacles, and other soil conditions, trenching work cannot be accomplished using standard trenching machines, any excess trenching costs incurred by PWC will be charged to the customer. Where there are other unusual conditions, such as high water table, requiring unusual installation procedures by PWC, the excess cost of such procedures will be charged to the customer.
5. The customer will furnish, cut, and clear, without cost to PWC, all necessary easements and rights-of-way. For underground service installations, the customer will also be required to have the rights-of-way graded to within six inches (6") of final grade. The customer will be required to pay all costs incurred in boring under or cutting through and replacing pavement on the property.
6. Details regarding the construction and location of facilities, including poles, padmounted transformers, and protective/sectionalizing equipment, will be determined by PWC. Any excess construction costs resulting from changes to the construction specifications and/or location of facilities requested by the customer will be paid by the customer in advance of construction.

B. Permanent Extensions to New Developments

1. Residential Developments

- a. PWC will construct, own, operate and maintain overhead and/or underground distribution facilities to provide a basic distribution system within a residential development (individual residences, mobile homes, apartments, and/or condominiums) in which it is expected that the properties will be sold or leased within a reasonable amount of time. The developer requesting an underground distribution system will make a contribution, if any, to PWC based on the degree to which the Construction Cost (less the cost for Electric System Improvement) exceeds the Revenue Credit.

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- b. The developer will furnish, cut, and clear, without cost to PWC, all necessary easements and rights-of-way. All lot lines must be accurately established before electric system construction is begun. The developer requesting underground service will also be required to have the rights-of-way and all streets, alleys, sidewalks, and driveway entrances graded to within six inches (6") of final grade. The developer will be required to pay all costs incurred in cutting through and replacing pavement within the development.
- c. In the event the developer should re-subdivide or combine lots on the property prior to the construction of homes, but after the installation of the electric facilities, the total cost of relocation of such facilities shall be borne by the developer.
- d. Details regarding the construction and location of facilities, including poles, padmounted transformers, and protective/sectionalizing equipment, will be determined by PWC on the basis of economics consistent with sound engineering and operating practices. Any excess construction costs resulting from changes to construction specifications and/or location of facilities requested by the developer will be paid by the developer in advance of construction.
- e. Underground electric service to new mobile home parks shall be limited to those developments which have six (6) or more homesites with permanent water and sanitary sewer connections. The developer must provide, at his expense, a mobile home pedestal with the necessary breakers for each homesite. Where unusual local wiring or electrical code requirements result in excess costs in providing service, such excess costs will be paid by the developer in advance of construction.

2. Commercial/Industrial Developments

- a. PWC will construct, own, operate, and maintain overhead and/or underground distribution facilities to provide a basic distribution system to a commercial and/or industrial (non-residential) development in which it is expected that the properties will be sold or leased within a reasonable amount of time. The developer requesting an underground distribution system will make a contribution, if any, to PWC

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based on the degree to which the Construction Cost (less the cost for Electric System Improvement) exceeds the Revenue Credit.

- b. Where underground distribution construction is requested by the developer and where, due to rock formations, fill areas with buried obstacles, or other soil conditions, trenching work cannot be accomplished using standard trenching machines, any excess trenching costs incurred by PWC will be charged to the developer. Where there are other unusual conditions, such as high water table, requiring unusual installation procedures by PWC, the excess cost of such procedures will be charged to the developer.
- c. The developer will furnish, cut, and clear, without cost to PWC, all necessary easements and rights-of-way. All lot lines must be accurately established before electric system construction is begun. The developer requesting underground service will also be required to have the rights-of-way graded to within six inches (6") of final grade. The developer will be required to pay all costs incurred in cutting through and replacing pavement within the development.
- d. Details regarding the construction and location of facilities, including poles, transformers, and protective/sectionalizing equipment, will be determined by PWC on the basis of economics consistent with sound engineering and operating practices. Any excess construction costs resulting from changes to construction specifications and/or location of facilities requested by the developer will be paid by the developer in advance of construction.

C. Temporary Service

In situations where a customer or developer requires temporary (up and down) electric service for construction purposes, PWC will estimate its temporary service expenses and will include them as part of the overall construction cost for the service.

D. Residential Areas with Existing Overhead Service

- 1. At the request of an individual residential customer or residential developer, PWC will construct, own, operate, and maintain an underground service lateral to the normal point of delivery in areas

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served by existing overhead primary lines. The customer or developer contribution, if any, will be the Construction Cost less the Revenue Credit.

2. Where rock formations, fill areas with buried obstacles, or other soil conditions are encountered and trenching work cannot be accomplished using standard trenching machines, or where there are other unusual conditions, such as high water table, requiring unusual installation procedures by PWC, the excess cost of such procedures will be charged to the customer or developer.
3. The customer or developer will hold PWC harmless for damage to other underground utility lines, shrubs, trees, grass, etc., and will be responsible for restoration of same upon completion of the construction work performed by PWC.

E. Conversion of Overhead Services to Underground

1. General Overhead Distribution Facilities

- a. PWC may replace general overhead distribution facilities with underground facilities at the request of a developer, property owner, or government agency. This conversion may of technical necessity extend beyond the requestor's property to provide proper transition from the overhead to underground systems. The entire cost of this conversion will be paid by the requestor, including charges for material, labor, equipment use, right-of-way clearing, overheads, and removals.
- b. In addition, all existing overhead services and metering in the conversion area will be modified to underground configuration at the owner/customer's expense, and inspected as may be required.

2. Individual Services

- a. PWC will replace an existing overhead electric service with an underground electric service at the request of an individual residential customer. The customer will be required to contribute a non-refundable overhead service removal payment, plus excess underground construction costs, if applicable. Excess construction costs will be computed based on the per linear foot of underground

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conductor in excess of 100 feet, and/or a charge per linear foot for boring. If the customer is adding load to the point where replacement of the existing overhead service is necessary, there will be no removal charge and the underground service will be evaluated as a new service. Refer to the PWC Schedule of Deposits, Fees and Charges.

- b. PWC will not undertake a service conversion project unless the customer has modified their electric facilities, as needed, to accommodate the conversion.
- c. Where rock formations, fill areas with buried obstacles, or other soil conditions are encountered and trenching work cannot be accomplished using standard trenching machines, or where there are other unusual conditions, such as high water table, requiring unusual installation procedures by PWC, the excess cost of such procedures will be charged to the customer.
- d. The customer will hold PWC harmless for damage to other underground utility lines, shrubs, trees, grass, etc., and will be responsible for restoration of same upon completion of the construction work performed by PWC.

F. Relocation of Distribution Facilities

1. Residential or Commercial/Industrial Developments

- a. To accommodate new construction or substantial modification of buildings or other facilities having electric service, PWC will relocate existing distribution facilities, overhead or underground, and the cost of such relocation(s) will be added to the cost to extend service to the development. The requesting party will pay for those costs which are in excess of the Revenue Credit.
- b. Other relocations in existing or new developments, including adjustment of roadside facilities for access roads, driveways, and turning lanes will be performed at the requestor's expense.

2. Individual Properties

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On individual residential or commercial/industrial properties with existing electric services, PWC will relocate distribution facilities at its expense to accommodate the reasonable use or modification of the property and its improvements. This includes relocations for building additions, substantial grade changes, driveway installations or relocations, etc.

H. Other Provisions

1. The location of PWC's transmission lines and rights-of-way for existing or future transmission lines will not be affected by this procedure or any contract executed hereunder.
2. PWC will provide service, overhead or underground, at a single point of delivery, at the standard available voltages available in the area and as shown on Rider #3. The type and specific location of facilities will be in accordance with sound engineering and operating practices as determined by the PWC Electrical Engineering Department.
3. PWC will provide, at the direction of a statutory authority, or at the request of the customer, Special Facilities as defined in in this procedure. These facilities may be located on the customer's premises or at other places on the electric system which may affect the customer's services. Charges for these facilities are shown on Rider #4.
4. PWC will provide multiple points of delivery or metering to an individual customer at a single premise in special cases where premise size or load characteristics require it. These multiple points of delivery will be totalized, where requested by the customer, and a single bill, with totalized demand and energy charges, will be rendered. The cost of additional metering equipment to enable totalization shall be considered as Special Facilities as described above. The additional costs of meter reading, interpretation and billing necessary for totalization are shown on Rider #4.
5. If a customer installs electrical equipment or facilities at their location that has a negative impact on the nature of service provided by the PWC electrical distribution system or interferes with the delivery, quality or availability of electric service provided to other PWC customers; customers must install, at their own expense, equipment or controls to correct or compensate for the identified condition. PWC shall have the right to inspect customer

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premise and determine the cause of such condition and also approve of the corrective action. Customer shall be given reasonable time to take corrective action; however, failure to take corrective action may result in discontinuance of service to the equipment causing the condition.

V. EFFECTIVE DATE

This procedure will become effective upon approval.

EXHIBIT B - Policies recommended for removal

PROCEDURE: BUSINESS USE OF PERSONAL VEHICLE	SECTION NUMBER: 3.A.9
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P3.A.9

BUSINESS USE OF PERSONAL VEHICLE POLICY

It shall be the policy of the Fayetteville Public Works Commission (PWC) to allow certain employees to use personal vehicles for business purposes during and after normal business hours, in emergency situations, or for travel purposes. Employees shall be compensated depending on the type of use.

I. PURPOSE

The purpose of this procedure is to minimize the PWC fleet and subsequent transportation costs in areas where operations are least affected.

II. APPLICABILITY

The procedure applies only to PWC part-time and full-time employees. It does not apply to temporary employees, employment agency employees, consultants, contractors, etc. This procedure shall not be used to justify payment of expenses for any other contracts PWC may execute.

III. RESPONSIBILITY

- A. Department Managers, Supervisors:** Responsible for verifying and processing all claims for payment under this procedure.
- B. General Manager, Division Officers, and Directors:** Responsible for ensuring that the provisions of this procedure are enforced.

IV. GUIDELINES

A. During and After Normal Business Hours

1. The General Manager may allow employees within certain job classifications to use their personal vehicle for business purposes in lieu of a PWC vehicle.
2. Employees that use their personal vehicle for business purposes will be reimbursed for actual mileage at a rate comprised of the

☐ ORIGINAL ☒ REVISION No. 3

APPROVED: MAY 19, 2015

APPROVED BY:  GENERAL MANAGER

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- prevailing IRS standard mileage rate for business miles plus \$0.13 per mile.
3. Employees who elect to use their personal vehicle for business should have access to transportation during and after business hours.
 4. Employees who fall under this guideline shall submit their request for mileage reimbursement by attaching the Business Use of Personal Vehicle for Travel Inside Cumberland County form through EBS iExpense on a monthly basis. Monthly requests for reimbursement should be forwarded for approval during the next month following the end of the reporting month. Monthly reimbursement requests that are not filed within two months following the end of the reporting month will expire for reimbursement purposes.

B. Emergency Callouts

1. Employees that are called out to work after normal working hours, without an assigned PWC vehicle, are eligible for a transportation allowance of ten (10) miles at a rate comprised of the prevailing IRS standard mileage rate for business miles plus \$0.13 per mile if they commute to their normal reporting location in their personal vehicle.
2. An employee receiving multiple callouts will receive payment for each callout only if the employee has left their normal reporting location for at least 15 minutes between callouts.
3. To receive pay for the callout allowance, each callout must be recorded (under the "VC" code) along with the hours worked (recorded under the appropriate account code) on the time sheet.
4. Payment will be included in each pay period that the callout was reported.

C. Out-of-Town Travel

1. Employees will be reimbursed for use of their personal vehicle for out-of-town travel based on information provided in Section IV.A.2 of this procedure only if it is the least costly method of travel. If an employee wishes to use their personal vehicle when another method of travel is less expensive (such as assigned company vehicle or air travel), they must submit a written request with their travel request form showing justification for approval.

EXHIBIT B - Policies recommended for removal

PROCEDURE: BUSINESS USE OF PERSONAL VEHICLE	SECTION NUMBER: 3.A.9
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2. An employee assigned a company vehicle suitable for out-of-town travel shall use that vehicle rather than their personal vehicle. Exceptions must be approved using a travel request form.
3. Employees requesting reimbursement shall submit their request for mileage reimbursement by attaching the Business Use of Personal Vehicle for Travel Outside Cumberland County form through EBS iExpense within the next month following the use of a personal vehicle. Reimbursement requests that are not filed within two (2) months following the use of a personal vehicle will expire for reimbursement.

D. Vehicle Allowance

1. The Commission established a vehicle allowance for the CEO/General Manager with a CPI adjustment each budget year.
2. The General Manager may allow employees within certain job classifications to use their personal vehicle for in-town business purposes in lieu of assigning a PWC vehicle. The vehicle allowance will be set by the General Manager at a rate appropriate for the job classification.
3. An employee receiving an allowance shall be compensated for out-of-town travel (beyond Cumberland County) according to Section IV.A.2. of this procedure, and it will be in addition to any vehicle allowance. Out-of-town travel does not apply to commuting back and forth from home to an employee's normal reporting location.
4. The allowance amount shall be divided by 24 and the resulting amount will be included in the first two (2) pay checks issued each month.

E. Taxable and Non-Taxable Reimbursement

1. The prevailing IRS standard mileage rate for business miles is non-taxable to the employee in most circumstances.
2. The \$0.13 per mile additional PWC rate is taxable and will be paid through the payroll system.
3. Callout transportation allowance, as stated in Section IV.B of this procedure, is considered to be commuter miles, and is a taxable payment.

EXHIBIT B - Policies recommended for removal

PROCEDURE: BUSINESS USE OF PERSONAL VEHICLE	SECTION NUMBER: 3.A.9
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F. Insurance Requirements

1. When an employee uses their personal vehicle on company business, the individual's personal insurance is primary. In the event the individual's insurance limits are exhausted, PWC's Auto Liability Insurance may serve as excess.
2. For employees to qualify for an allowance (Section IV.D.), they shall carry limits of at least \$100,000 per person, \$300,000 per occurrence, and \$100,000 for property damage.
3. For employees that regularly use their personal vehicle for company business, it is highly recommended that they carry limits of at least \$50,000 per person, \$100,000 per occurrence, and \$50,000 for property damage.
4. Failure to maintain at least the minimum state insurance requirements while knowingly driving a personal vehicle on PWC business may result in disciplinary actions, up to and including termination.
5. PWC will not pay for damages to repair an employee's personal vehicle driven on PWC business. However, an employee's deductible of up to \$500 will be reimbursed if the resulting damages are not the fault of the employee and the party causing the damage is not insured and fails to pay the claim.
6. PWC reserves the right to request proof of insurance from any employee using their personal vehicle on company business.

V. EFFECTIVE DATE

This procedure shall become effective upon approval.

EXHIBIT B - Policies recommended for removal

PROCEDURE:

VACATION LEAVE

SECTION NUMBER:

2.E.2

P2.E.2

VACATION LEAVE POLICY

It shall be the policy of the Public Works Commission (PWC) that regular, full-time employees shall earn paid vacation according to their length of service as follows:

<u>Code</u>	<u>Length of Service</u>	<u>Vacation Leave Equivalent</u>
V1	Under 5 years	10 days (80 hours)
V2	5 or more and less than 10 years	12 days (96 hours)
V3	10 or more and less than 15 years	15 days (120 hours)
V4	15 or more and less than 20 years	18 days (144 hours)
V5	20 years or more	21 days (168 hours)

Note: For pay purposes, a vacation day is equal to a regular work day (8 hours).

- A. The maximum number of unused vacation hours that may be carried over from one calendar year to the next is 240. All vacation hours above 240 on December 31st each year will be transferred to the employee's sick leave balance.
- B. Persons who are hired on or before the 15th of the month earn 6 2/3 hours vacation time for that month; and those hired after the 15th of the month begin earning vacation on the first day of the following month. A new employee will work and accrue vacation for 90 days before he or she is eligible to take paid vacation.
- C. Employees continue to accumulate vacation while on vacation or paid sick leave; an employee must be on pay status more than 15 days of the month in order to earn vacation for that month.
- D. Employees shall not work for the PWC at the same time that they are on paid vacation.
- E. An employee who leaves PWC is entitled to be paid for accrued vacation as of the date of their departure.
- F. Vacation time may be taken as earned by employees when mutually convenient for the PWC and the employee; therefore, vacation requests and scheduling are subject to approval by the supervisor/manager or designee.
- G. The General Manager may approve a higher level Vacation Code based on the following criteria for the purpose of hiring and retaining experienced employees:
 - 1. Specialized technical positions
 - 2. Pay grade positions of 416 or higher

☐ ORIGINAL ☒ REVISION No. 2APPROVED: JANUARY 1, 2014APPROVED BY:  GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE: VACATION LEAVE	SECTION NUMBER: 2.E.2
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3. Positions requiring a minimum of 10 years' experience

I. PURPOSE

The purpose of this procedure is to establish vacation as an earned benefit based on tenure for PWC employees who attain regular employment status and to establish standards for approval and denial of the vacation leave benefit.

II. RESPONSIBILITIES

- A. **Officers, Directors, Managers, and Supervisors:** Review requests for vacation leave from employees; review leave accrual records to make sure the employee has adequate leave to cover the request; evaluate the scheduling, workload, and need for coverage to ensure that delivery of services will not be at risk; based on review and evaluation, approve or deny requests for vacation leave at the earliest convenient date prior to the vacation time.
- B. **Human Resources Department:** Compile any analyses, as needed, to verify proper use of the vacation leave benefit.
- C. **Employees:** Submit a leave request in advance of the dates requested. The request will be forwarded to the immediate supervisor for approval.

III. PROCEDURES

A. **Requesting Leave**

- 1. An employee may request leave for future dates if they will have the time accrued by the dates requested. **Vacation leave shall not be advanced.**
- 2. An employee shall submit the leave request electronically in EBS in advance of the date(s) requested for leave. The request should state the exact date(s) and amount of time in days (or hours if appropriate) being requested.
- 3. The leave request will be forwarded for the direct supervisor's approval through EBS.
- 4. The immediate Supervisor may approve leave if the request does not cause an undue hardship on the scheduled delivery of services.

EXHIBIT B - Policies recommended for removal

PROCEDURE: VACATION LEAVE	SECTION NUMBER: 2.E.2
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B. General Information Regarding Vacation Leave

1. If an employee is on approved vacation and becomes hurt or ill, that person may exercise the option to use sick time; the Supervisor may request medical verification.
2. An employee who resigns from the PWC cannot take vacation leave in lieu of working through the notice of resignation without the approval of the General Manager/Chief Executive Officer.
3. Vacation leave for regular, full-time employees may not be taken in units of less than one (1) hour.
4. An employee may elect to use earned vacation days for illness after exhausting accrued sick leave.

C. Accrual of Vacation Leave

1. Employees transferring between departments do not have their accrual rates or accrued vacation time altered.
2. Part-time and temporary employees do not accrue vacation leave benefits. Part-time and temporary employees who must request leave will have it approved as leave without pay.
3. Employees shall earn paid vacation based on the Vacation Codes outlined on the previous page.
 - a) When a person is hired, they will be given a Vacation Code based on the amount of vacation time they have been granted.
 - b) After every 5 years of service completed, the system advances the employees vacation code to the next level, until they have reached the maximum amount allowed.
 - c) An email and signed employment agreement is used as authorization for payroll to accrue vacation.

IV. EFFECTIVE DATE

This procedure replaces all previous procedures and shall become effective upon approval.

EXHIBIT B - Policies recommended for removal

PROCEDURE:

**MAIN, LATERAL, AND FACILITY INVESTMENT FEE
PAYMENT OPTIONS**

SECTION NUMBER:

3.B.3

P3.B.3

MAIN, LATERAL, AND FACILITY INVESTMENT FEE PAYMENT OPTIONS POLICY

It shall be the policy of the Public Works Commission (PWC) to allow extended payment options to its customers for main, lateral, and facility investment fees. These options shall recover carrying charges and administrative fees as appropriate.

I. PURPOSE

The purpose of this document is to establish uniform procedures for water and wastewater main, lateral, and/or facility investment fee (FIF) payment options while ensuring compliance with the Fair Debt Collection Practice Act (FDCPA), which is Title VIII of the Consumer Credit Protection Act.

II. APPLICABILITY

These payment options will be available to residential property owners who exhibit a hardship preventing a lump sum payment, provide sufficient evidence of cash flows to meet monthly payment terms, and use water and/or wastewater for domestic purposes while living in a single-family structure.

III. RESPONSIBILITY

- A. Legal Services Department:** Responsible for approving, administering, and securing short-term or long-term payment plan agreements.
- B. Customer Programs Division:** Responsible for collecting down payments and establishing new services.
- C. Accounting Department:** Responsible for entering and monitoring payment plans.

IV. GUIDELINES

A. Facility Investment Fee Payment Option – For Assessed Owners

1. For assessed owners, PWC will require:

☐ ORIGINAL ☒ REVISION NO. 1

APPROVED: OCTOBER 1, 2012

APPROVED BY:



GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE:	SECTION NUMBER:
MAIN, LATERAL, AND FACILITY INVESTMENT FEE PAYMENT OPTIONS	3.B.3

- a. A payment term of no more than six (6) months for one utility and no more than twelve (12) months for two (2) utilities.
- b. The monthly payment to be added to the property owner's utility bill, which will be due on the date stated on the monthly statement.
- c. A carrying charge of one (1) percent per month to be billed (1/12th per month).
- d. A witnessed payment plan agreement that states, "in the event of default, all utility services being provided to the property can be discontinued."

B. Water and/or Wastewater Fee Payment Option - For Non-Assessed Owners

1. If paying the fee for a term of no more than six (6) months or less (short-term), PWC will require all of the following:
 - a. A carrying charge of one (1) percent per month to be billed (1/12th per month).
 - b. A down payment in the amount of the lateral charge listed or referenced on the Water/Sewer quote provided by the Water Resources Engineering Department.
 - c. A witnessed payment plan agreement that states, "in the event of default, all utility services being provided to the property can be discontinued."
2. If payment arrangements require a period of more than six (6) months, but will be paid within five (5) years or term of no more than 60 payments (long-term), PWC will require all of the following:
 - a. A minimum down payment of ten percent (10%) and a minimum monthly payment of \$50.00. In the event the customer pays a substantial down payment, the length of the arrangement period will be adjusted to reflect the lower principal amount due.

EXHIBIT B - Policies recommended for removal

PROCEDURE:

**MAIN, LATERAL, AND FACILITY INVESTMENT FEE
PAYMENT OPTIONS**

SECTION NUMBER:

3.B.3

- b. A signed promissory note, deed of trust and witnessed payment plan agreement.
- c. The property owner to assume all costs including a \$100.00 administrative charge and all applicable filing fees.
- d. A carrying charge of two (2) percent above prime to be billed (1/12th per month). The carrying charge will be established every six (6) months, on the last business day of June and December, for each payment arrangement processed during subsequent six (6) month period. (Prime shall be defined as "The Prime Interest Rate as Published in the Eastern Edition of the Wall Street Journal.")

V. EFFECTIVE DATE

This proposal shall be effective upon approval.

EXHIBIT B - Policies recommended for removal

PROCEDURE: PROCUREMENT CARD	SECTION NUMBER: 3.C.6
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P3.C.6

PROCUREMENT CARD POLICY

It shall be the policy of the Public Works Commission to use procurement cards as an approved method to secure specific items identified by purchasing and procurement procedures for official PWC use.

I. PURPOSE

The purpose of the Procurement Card (P-Card) Program is to operate more efficiently by reducing transaction costs in the acquisition of materials and supplies necessary for the operation of the utility and paying for travel costs.

II. RESPONSIBILITIES

A. Chief Financial Officer

1. Serves as the Program Card Administrator (PCA) or assigns designee.
2. Manages the Procurement Card (P-Card) Program, to include the issuance and revocation of cards, changes and determination of financial limits.
3. Ensures the provisions of this procedure are enforced.

B. Officers

1. Notifies, or delegates notification to, employees selected for the program and explains the program.
2. Approves card requests for employees who indicate that they fully understand and accept card responsibilities by signing a P-Card Program application.
3. Notifies the PCA immediately if a P-card holder's privileges are being revoked.

C. Human Resources

1. Notifies the PCA immediately of any change in employee status that impacts P-Card Status.

☐ ORIGINAL ☒ REVISION No. 4

APPROVED: JUNE 2, 2017

APPROVED BY: D. W. Trip GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE: PROCUREMENT CARD	SECTION NUMBER: 3.C.6
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2. Collects the P-Card and delivers it to the PCA for any terminated employee card holder.

D. Individual Cardholders

1. Accepts responsibility by signing a P-Card Program application.
2. Ensures proper use of the card and assignment of correct general ledger account numbers.
3. Activates P-Card and establishes a Personal Identification Number (PIN).
4. Establishes a Verification Code, if used for online purchases (combination of 8 characters and numbers).
5. Notifies the card issuer and the PCA or designee immediately if card is lost, stolen, or misplaced, or if any unauthorized use occurs.
6. Maintains copies of source documentation (receipts) related to card transactions.
7. Reconciles source documents (receipts) generated with the transaction listing in EBS on a weekly basis. The closing cycle is approximately the 20th of each month.
8. Forwards reconciliation information, including original documentation (receipts) to Accounting for verification and posting.

III. PROCEDURES

A. Application

1. To request a P-Card for an employee, the appropriate Officer submits a request for a P-Card, with monthly and single transaction limits, to the PCA. (The request can be made and forwarded through the email system by Supervisor, Manager, and appropriate Officer.)
2. Upon approval, the PCA sends an application to the employee. The application is signed and dated by the employee. The application must be completed in full.

EXHIBIT B - Policies recommended for removal

PROCEDURE: PROCUREMENT CARD	SECTION NUMBER: 3.C.6
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3. The application documents the employee's signed pledge to follow the Public Works Commission's P-Card Policies and Procedures. The PCA keeps the applications on file for one (1) year after card is terminated.
4. Each P-Card is issued to the Public Works Commission and the individual employee named on the card. **NO ONE ELSE IS AUTHORIZED TO USE THIS CARD UNLESS THERE IS A DIRECT DELEGATION FROM CARDHOLDER -- EVEN IN AN EMERGENCY SITUATION.** (See B.4. below for exceptions.)
5. When cardholders receive their cards, they must sign an acknowledgment to document receipt of the P-Card.
6. Personal purchases are prohibited.

B. Using the P-Card

1. The P-Card Program is designed to let end users of goods, services, and travel expenses purchase directly from vendors, thus increasing efficiency and decreasing cycle time.
2. Public Works Commission's general criteria for using a P-Card are:
 - a. An eligible item must cost less than the single transaction limit (including tax and freight). Goods or services that cost more than this may not be broken into smaller purchases (parceling) to meet the single transaction dollar limit.
 - b. Items in the following categories are considered ineligible regardless of how much they cost: capital goods, computer hardware (CPUs, monitors, printers, hard drives, etc.), software, tools, inventory or stock items, furniture, office equipment, cash advances, and any item for the cardholder's personal use or the personal use of another party (including gifts to departing employees).
 - c. P-Cards may be used by the Procurement Department staff instead of issuing a Purchase Order for items (listed in b. above) that are ineligible to others; however, there must be an approved requisition and the amount must be within their authorized transaction limits. P-Cards shall not be used for cash advances, any item for personal use or the personal use of another party.

EXHIBIT B - Policies recommended for removal

PROCEDURE: PROCUREMENT CARD	SECTION NUMBER: 3.C.6
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- d. P-Cards for Accounts Payable purchases may only be used as a method of payment to approved vendors for pre-audited expenditures (instead of issuing a check or ACH payment).
 - e. A cardholder may use a P-Card for expenses incurred on business trips such as food, lodging, transportation expenses, etc. Alcoholic beverages and entertainment are considered ineligible for purchase using a P-Card.
 - f. Cardholders may not have transactions that exceed the cumulative total of the monthly limit assigned.
 - g. Cardholders cannot give vendors their P-Card number to use for mass purchases (like a blanket PO).
 - h. An itemized receipt is required. If one is unavailable, a written itemized signed receipt must be submitted. In such cases, note on the receipt the reason for the transaction, where it took place, the date of the transaction (where and when are usually on the receipt). Additionally, if a meal is purchased, the names and business affiliation(s) must be listed. This information must also be recorded in EBS by uploading the receipt.
3. Some merchants are excluded from the P-Card Program. If the card is presented to an excluded merchant, the transaction will be declined. If a cardholder believes a vendor who declines a transaction should fall within an approved category, he/she should contact the bank customer service number on the card to determine if the transaction was declined because of merchant exclusion or for another reason. (For example, a transaction may have been declined because it exceeds the cardholder's single transaction or monthly limit.)

When a cardholder is declined at a point-of-sale terminal, bank card customer service will not authorize the transaction but will identify the reason for the decline. If a merchant has been improperly excluded, the cardholder can contact the PCA to change the blocking procedure that is in place. If a dollar limit has been exceeded, the cardholder should contact his or her Manager to determine if the card limit should be increased.

4. Delegation of authority is only permitted in regard to card transactions in certain situations. Delegation must be first-hand (cardholder gives card directly to designee) and the cardholder

EXHIBIT B - Policies recommended for removal

PROCEDURE: PROCUREMENT CARD	SECTION NUMBER: 3.C.6
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must have access to their card at all times. Examples of approved delegation would be when an office assistant orders supplies, makes travel reservations on behalf of the cardholder, or in an emergency, orders goods or services from the office per instructions of the card holder.

5. After making a purchase, the cardholder or his designee retains a copy of the receipt for processing. Cardholders should check EBS weekly for transaction listings and process receipts according to iExpense procedures. The complete account string is entered in EBS as part of the weekly reconciliation.
6. For telephone orders, the cardholder must request a receipt from the vendor specifically identifying the transaction total, i.e., shipping, tax, etc.
7. If any item purchased with the P-Card is returned, the merchant must credit the card account. When the credit appears on the statement from the bank, the cardholder should enter the transaction information through EBS iExpense and include the credit receipt with other receipts sent to Accounting.
8. The PCA is responsible for all card maintenance, and must be notified of any updates or changes that are needed, such as a cardholder's change of name or address, or a change in transaction authorization limits. Managers may request these changes by email through their Division Officer.

C. Weekly Reconciliation

1. P-Card charges will be uploaded in EBS weekly. This information should be used to reconcile the purchases and serve as back up for your purchases. A consolidated statement (master) is available upon request from the PCA. Charges are sent to Accounting by the PCA for payment.
2. Each employee who has been entrusted with a P-Card is responsible for verifying the accuracy of charges by performing the following reconciliation steps:
 - a. First, the cardholder verifies that all items in EBS are correct. Second, the cardholder immediately notifies the PCA of any unauthorized charges. Timeliness in uncovering unauthorized use is critical. Disputed charges must be handled immediately.

EXHIBIT B - Policies recommended for removal

PROCEDURE: PROCUREMENT CARD	SECTION NUMBER: 3.C.6
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- b. The cardholder or his/her designee processes receipts according to iExpense procedures and submits the charges for approval. A copy of the confirmation page, along with receipts, invoices and credits, are sent to Accounting for audit and processing.
- c. The approving Supervisor and/or Manager are responsible for reviewing the transactions in EBS and submitting for approval to the appropriate Division Officer. The Officer also reviews the charges and approves or declines expenses. If declined, the card holder is notified and must correct the items identified. If approved, Accounting processes the transaction. By his or her approval, the Supervisor, Manager, and Officer indicate that all charges for the cardholder have been reviewed and approved as expenditures made in compliance with approved PWC policies and procedures.

IV. EFFECTIVE DATE

This procedure shall be effective on the date of approval.

PROCEDURE:

EXHIBIT B - Policies recommended for removal**FUEL SUPPLY RESPONSE**

SECTION NUMBER:

4.B.3**FUEL SUPPLY RESPONSE POLICY****P4.B.3**

It shall be the policy of the Public Works Commission (PWC) for all departments to evaluate and modify daily operations to maximize PWC fuel efficiency while extending the ability to maintain operations during local fuel supply difficulties.

I. PURPOSE

The purpose of this procedure is to maintain effective operations while maximizing fuel efficiencies of PWC vehicles and equipment.

II. RESPONSIBILITIES

- A. **Fleet Department:** Responsible for maintaining communications with suppliers and securing fuel deliveries.
- B. **Supervisors, Managers, Division Officers:** Responsible for enforcing the provisions of this procedure.
- C. **Vehicle Operators:** Responsible for effectively utilizing PWC vehicles and equipment.

III. PROCEDURES

The following shall be implemented immediately upon notification of fuel supply shortages:

- A. All idling of PWC vehicles and equipment shall cease, with the exception of units requiring the engine to run auxiliary equipment. Auxiliary equipment must be in use during all idle times.
- B. Department Management Teams shall evaluate daily workloads to determine the number of vehicles and equipment required to perform the work and reduce the number of units dispatched.
- C. Vehicles used for transporting employees to and from the work site, providing no functional requirements for the work, shall be minimized. Vehicles carrying a single employee shall be eliminated if at all possible.

☐ ORIGINAL ☒ REVISION NO. 1APPROVED: OCTOBER 1, 2012APPROVED BY: Steven R. Blanchard

GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE: FUEL SUPPLY RESPONSE	SECTION NUMBER: 4.B.3
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- D. All travel that can be delayed shall be delayed until fuel supplies become available.
- E. All driver training shall be suspended until fuel deliveries are back on schedule.
- F. Additional restrictions may be issued as required.

IV. EFFECTIVE DATE

This procedure will become effective upon approval.

EXHIBIT B - Policies recommended for removal

PROCEDURE: TRAVEL	SECTION NUMBER: 3.A.8
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TRAVEL POLICY

P3.A.8

It shall be the policy of the Public Works Commission (PWC) to reimburse employees and Commissioners for reasonable Commission related travel expenses.

I. PURPOSE

The purpose of this procedure is to serve as a comprehensive resource and provide uniform guidelines and procedures for each employee's and Commissioner's business-related travel expenses, payments, and reimbursements.

II. DEFINITIONS

- A. **Travel** – Transportation to and from a destination to conduct PWC Business, whether from the normal job location or home, excluding the employee's normal commute to his or her employment with PWC.
- B. **Employee** – For purposes of this procedure, employee refers to both PWC employees and Commissioners.
- C. **Transportation** – Commuting by means of airline, auto, taxi, shuttle, limousine, bus, rail or other mode of transportation.
- D. **No-show Fees** – Expenses incurred for lodging, registration, or transportation that are either caused by or could not be avoided despite an employee's lack of attendance/participation at PWC Business.
- E. **Allowable Expenses** – Ordinary, reasonable, and necessary expenses of traveling away from home for your job.
- F. **PWC Business** – PWC Business means the activity(ies) that are away from an employee's normal job site and are associated with and within the scope of an employee's responsibilities at PWC, including, but not limited to, participation in meetings, projects, community relations, industrial/professional organizations, seminars, conferences, workshops, forums, site visits, and other events related to PWC's operations.
- G. **Qualifying Fare** – An air travel ticket that is available at the lowest reasonable cost and provides for travel that is 1) appropriate for the location and time constraints of the PWC Business, 2) guarantees a

☐ ORIGINAL ☒ REVISION No. 4

APPROVED: JUNE 25, 2019

APPROVED BY: D. W. Tray GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE: TRAVEL	SECTION NUMBER: 3.A.8
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seating assignment, and 3) includes an allowance for at least one (1) carry-on bag and one (1) personal item.

H. Eligible Overnight Travel – Eligible Overnight Travel means Pre-Event Overnight Travel, Event Overnight Travel, or Post-Event Overnight Travel or a combination of more than one.

I. Pre-Event Overnight Travel –

1) If an employee is traveling by motor vehicle, Pre-Event Overnight Travel means travel to the location of the PWC Business on the day before the start of PWC Business and staying overnight, and will be approved if:

- a) the distance to the location of the PWC Business from either the main PWC campus or the employee's home, whichever is closer, is at least 60 miles OR the one-way commuting time under reasonably anticipated traffic would be longer than 90 minutes, AND
- b) the PWC Business starts at or before 8:00 a.m., or requires the employee to leave prior to 6:30 a.m.

2) If an employee is traveling by airplane or train or similar means, Pre-Event Overnight Travel means the travel required the day before PWC Business begins because reasonably convenient and cost-effective travel is unavailable to reach the location of the PWC Business Event on the date and prior to the time that the PWC Business is scheduled to begin.

3) The time and distance requirements listed above may be reduced when a PWC employee is required to attend a hearing or trial before a court or agency as a lawyer, paralegal, or witness.

J. Event Overnight Travel – Event Overnight Travel means the lodging that is reasonably necessary to stay at or near the PWC Business during each night between the start of the PWC Business and the conclusion of the PWC Business and will be approved if:

- 1) the PWC Business lasts longer than one uninterrupted calendar day AND
- 2) the location of the PWC Business from either the main PWC campus or the employee's home, whichever is closer, is at least 60 miles, or the one-way commuting time via motor vehicle under reasonably anticipated traffic would be longer than 90 minutes.

EXHIBIT B - Policies recommended for removal

PROCEDURE: TRAVEL	SECTION NUMBER: 3.A.8
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- K. Post-Event Overnight Travel** – Post-Event Overnight Travel means lodging that is reasonably necessary if an employee's return travel from the PWC Business will result in the employee's arrival at either the main PWC campus or the employee's home, whichever is closer, after 9:00 p.m., taking into account reasonably anticipated traffic. In the event the employee cannot return by 9:00 p.m., he or she may stay an additional night immediately following the conclusion of the PWC Business and return on the next calendar day.
- 1) An exception to the 9:00 p.m. arrival limitation may be granted if there are net savings greater than \$300 resulting from travel back to PWC the next day. The net savings are determined by subtracting the additional costs of one days lodging, meals, and other expenses (i.e., parking, rental, Uber, etc.).
 - 2) The above exception may only be granted when the needs of the business are not adversely impacted by the employee not being at work during the extended post-event travel. If the needs of the business require the employee to be at work the additional travel expense is deemed justified and reasonable. The Manager is required to note this justification and approval for the additional expense on the Travel Planning Spreadsheet.

III. RESPONSIBILITIES

- A. Chief Executive Officer/General Manager:** Responsible for approving all out-of-country travel requests and all Executive Division travel.
- B. Officers:** Responsible for approving employee Travel Request Forms for the assigned Division. The HR Officer receives, maintains and shares employee records as required.
- C. Directors, Managers, Supervisors:** Responsible for reviewing training needs in accordance with annual performance appraisal of each assigned employee, working with Human Resources (HR) to develop a list of seminars/conferences/training for employees as needed, and reviewing/processing employee Travel Request Forms. Also responsible for reviewing and ensuring that each supervised employee's individual and aggregate travel expenses are reasonable and appropriate for the PWC Business.

EXHIBIT B - Policies recommended for removal

PROCEDURE: TRAVEL	SECTION NUMBER: 3.A.8
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- D. **Accounting Department:** Will audit the expense reports for proper backup and documentation.
- E. **Employees:** Responsible for preparing and submitting all required forms and documents in accordance with approved procedures, to include maintaining records, collecting receipts, submitting course documentation to HR, completing Program Evaluation Forms, and sharing course information with fellow employees. Also responsible for refraining from incurring unreasonable or inappropriate individual and aggregate travel expenses for the PWC Business, and responsible for bearing the cost of or repaying PWC the amount of the travel expense(s) in excess of reasonable and appropriate levels.

IV. GUIDELINES

A. **General Requirements**

1. All travel expenditures and requests for payment must be made in alignment with the Accounts Payable and Internal Control policies and procedures in addition to the Travel procedure.
2. A Travel Planning Spreadsheet and Travel Request Form are required for any overnight travel, or for any multi-day conference that satisfies the overnight eligibility, for all modes of transportation, even if the employee elects to drive. The forms must be approved by the employee's Division Officer prior to the trip and before any expenses are incurred.
3. Room reservation deposits for Eligible Overnight Travel and prepaid expenses (registrations) may be paid in advance with a PWC procurement card or through Accounts Payable.
 - a. Department Managers or Office Assistants may use procurement cards issued to them to make hotel reservations, pay room deposits, pay registration fees, and purchase airline tickets for employees without a company-issued procurement card or credit limits that would allow such charges to be made.
 - b. Any approved expenses paid by the employee prior to travel will be reimbursed; all required documentation must accompany the iExpense report. Such expenses are considered prepaid items and must be shown in the "Prior

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Paid Expenses” column of the Travel Expense Statement to be filed at the end of travel.

4. Procurement cards are the preferred payment method for travel expenses. Employees may request a procurement card for travel up to fifteen (15) days prior to departure. Cards will be loaded with funds that are required (requested) for travel. Cards and loaded amounts must be approved by the employee’s supervisor, manager and Division Officer.
5. Non-exempt employees will be paid for travel time as follows:
 - a. Travel time will be paid for those hours spent driving to and from the approved event or activity.
 - b. Passengers will be paid for travel time only if either: (i) the travel occurs within the standard working hours of the employee, to include corresponding hours on non-working days (e.g., If an employee’s normal working hours are 8 a.m. to 5 p.m. Monday – Friday, travel time is paid any day of the week during the hours of 8 a.m. to 5 p.m.); or (ii) the passenger employee is working while traveling, provided that the requirement that the employee first obtain supervisor authorization for overtime remains applicable to travel time. This applies to riding in a vehicle driven by another PWC employee, flying in a plane, riding in a cab, or being transported through any other means of transportation.
 - c. The manager/supervisor of the employee may choose to alter the employee’s schedule to avoid or minimize overtime expenses.
6. Reasonable and customary tips (\$2/bag, not to exceed 20% for paid services) will be reimbursed to employees.
7. It is the employee's responsibility to obtain receipts to file with Travel Expense Statements. Any expense of more than \$25 will not be allowed unless a receipt is provided. Exceptions will be made for expenses where receipts are not easily obtained, such as tips, or public transportation, etc., as long as the cost is less than \$25.
8. Non-allowable personal expenses include, but are not limited to, the following:

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- a. Alcoholic beverages, in-room movies, mini-bar, theater tickets, golf fees, laundry, dry cleaning, haircuts, shoe shines, spa treatments, personal clothing, hygiene items and medications.
 - b. Costs of spouse, family members or personal guests. This includes, but is not limited to, expenses for travel, incremental lodging expense, meals or participation in guest activities offered at conferences. Any expenses incurred for a spouse, family member or guest cannot be charged to the PWC procurement card.
 - c. Parking and traffic tickets, and other fines and penalties.
9. It is grounds for disciplinary action, including possible termination, to knowingly file or approve a fraudulent travel report.
10. All travel is contingent upon the availability of budgeted funds.
11. While traveling or attending seminars, events, or standard business functions as a representative of PWC, employees are expected to conduct themselves in an appropriate and professional manner. Any employee in violation of PWC policies/procedures regarding code of conduct will face disciplinary action, up to and including possible termination.
12. Any employee(s) presenting at a conference or seminar is required to consult the Communications & Community Relations Department (CCR) to gain input and approval for presentation materials and handouts.
 - a. Employees shall submit presentations/materials to CCR for review as soon as possible in advance of the conference. No response from CCR after seven (7) working days from submitting the information will constitute an approval.
 - b. Presentations shall be prepared in accordance with written PWC guidelines and templates available through the CCR Department.
13. Employees are expected to exercise the same care in incurring business travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs; circuitous routes; avoidable delays; or luxury

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accommodations and services unnecessary, unjustified, or for the convenience or personal preference of the employee; are not acceptable. Employees will be responsible for unreasonable or inappropriate individual and aggregate expenses, unauthorized costs, and any additional expenses incurred for personal preference or convenience. (For example, if an approved daily meal expense estimate for the PWC Business is \$80 (comprised of \$16 for breakfast, \$24 for lunch, and \$40 for dinner, based upon a GSA guideline allocation or a pro rata allocation) and an employee spends a small amount or nothing on breakfast and lunch and then purchases a dinner for \$75, the employee will be reimbursed by PWC only \$40 based on the reasonable cost of dinner for the PWC Business. If the dinner is charged to a PWC procurement card, the employee would be required to reimburse PWC \$35 immediately. For further clarification, spending \$41 or more on a dinner would not be inherently unreasonable and will not automatically result in the employee bearing the cost of the meal in excess of \$40. Instead, PWC will assess whether the cost of the meal is reasonable and appropriate for the PWC Business, based in part on the Employee's written justification for the exceedance.)

B. Business Travel vs. Education-Related Travel

1. For accounting purposes, employees are to distinguish between normal business travel and education/training-related travel when preparing travel request forms, expense statements and weekly time sheets. Managers will be responsible for verifying this information is charged correctly.
2. Business travel is defined as meetings attended by employees in association with routine activities, projects, community relations, industrial/professional organizational support or other matters related to the daily operations of PWC.
3. Educational travel is charged for the purpose of further developing the knowledge and/or skills of employees for the betterment of the PWC. Educational travel includes seminars, workshops, forums and conferences.
4. Time and expenses for employees who independently pursue study in accordance with PWC's Educational Assistance Program are not eligible for compensation through this procedure.

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C. Modes of Transportation

Many factors, including time and cost, shall be considered when selecting the mode of travel for employees. Prior to submitting a Travel Request Form to his/her Manager for approval, employees will be required to have a travel analysis completed in accordance with this procedure.

If the drive time is greater than five (5) hours, flying shall be evaluated; however, the employee's time away from work should be considered in the decision whether to drive a personal vehicle or fly commercial airline. Whenever the distance is greater than 500 miles and the airline ticket is less than the mileage reimbursement, the employee will be directed to fly rather than drive. In the event flying is the cheaper alternative, but an employee is unable to fly for substantiated medical or personal reasons, every alternative will be considered, including car, bus, and train travel. PWC will reimburse the lesser of the mileage at the applicable rate or 120% of the lowest cost of an airline ticket. Trip miles and airline ticket cost must be documented and mode of travel approved by the Division Officer on the Travel Request Form prior to travel.

1. Automobile Travel

- a. Employees should use the PWC Fleet motor pool vehicles whenever possible.
- b. Personal vehicle use for travel within Cumberland County will be paid according to the federal allowance for personal vehicle use, plus \$0.13 per mile. Personal vehicle use for travel to destinations outside of Cumberland County will be paid the federal allowance for personal vehicle use. Mileage will not be paid for commuting from an employee's home to the Fayetteville Regional Airport or a conference/seminar in Cumberland County. When attending a conference/seminar outside of Cumberland County, reimbursement will be made from an employee's home to the conference location OR the distance from PWC to the conference location, whichever is less.
- c. When more than one employee is traveling to and from the same destination for daytrips, only one is eligible for mileage reimbursement unless work-related circumstances require more than one vehicle be driven and prior approval is obtained from the Division Officer.

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- d. Rental cars may be used when they are the most economical and practical form of transportation. Car size shall be based on the number of employees traveling together. Preauthorization is required on the Travel Request Form by the Division Officer. Minimal incidental personal use is permitted. Employees should use a procurement card for car rental and decline insurance. Employees must submit the car rental charge receipts with the Travel Expense Statement. Submitting car rental charges not pre-approved will require clear justification and approval of the Division Officer.

2. Airline Travel

- a. Air travel arrangements should be made at Qualifying Fares. All options should be explored in order to identify the appropriate Qualifying Fare(s), including airline websites, internet comparison sites, government employee discounts, conference specials, travel agencies, etc. Websites such as kayak.com or expedia.com offer good comparison information. Airline pricing can fluctuate widely. Air travel arrangements should be made as soon as feasible and at least 14 days prior to departure to avoid excessive pricing.
- b. An employee may upgrade his or her travel class as long as the employee is personally responsible for the increased cost between the Qualifying Fare and the upgraded travel class ticket. Seat selection or boarding position charges are allowable when reasonable and preapproved by the Division Officer.
- c. An employee will be personally responsible for any additional costs incurred for missed flights due to the fault of the employee, unless approved by the Division Officer.
- d. Permissible grounds for missed flights include, but are not limited to, family emergencies, illness of the employee, business-related reasons and schedule changes or delays by the airline which result in missing connecting flights.
- e. PWC generally pays invoices directly for airline tickets booked by a travel agency arranging the ticket. The cost of direct paid airfares must be included as Prior Paid Expenses

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on the Travel Expense Statement. The cost should include cancellation penalties or nonrefundable tickets not used.

3. Other Travel Expenses

- a. Public transportation costs will be allowed for necessary business travel.
- b. Charges for hotel parking or public parking where the destination does not provide free parking will be reimbursed. Valet parking will not be reimbursed by PWC, unless it is the only parking available.
- c. Airport parking will be allowed for actual cost when a receipt is submitted with expense report.
- d. Checked bag fees are an allowed expense when it is a standard charge by the airline; no more than two (2) checked bags are allowed and a receipt is required. Extra fees charged because of oversized or overweight bags shall be the responsibility of the employee.

D. Lodging

1. Each employee is responsible for making his/her lodging reservation in accordance with this Procedure.
2. The cost of lodging is of considerable importance and will be weighed to compare actual cost versus distance from business location. Employees should research all possible discount rates (governmental rate, corporate rate, AAA, AARP, etc.) to obtain the lowest price for lodging that is appropriate for the PWC Business, and the monthly lodging rates for cities published at <http://www.gsa.gov/perdiem> should be consulted for guidance; provided, however, that the employee may stay at a conference's or meeting's designated hotel(s) when the employee is attending the conference or meeting.
3. Lodging will be prepaid or reimbursed only for Eligible Overnight Travel.
4. Employees wishing to extend stays before or after a conference or seminar for non-business related activities will be personally responsible for additional expenses and those expenses shall not

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be charged to the PWC procurement card. Employees who choose to extend their stay at their expense during PWC work days will be required to obtain prior approval from their Supervisors/Manager to use vacation time. In addition, if travel and/or lodging dates vary from the approved travel dates for PWC Business, an explanation must be provided on the Travel Planning Form.

5. Allowable charges for lodging will be for the actual room expense, resort/hotel fees and applicable taxes. A receipt is required.
6. No-show fees are the responsibility of the individual employee unless the cause is sickness, an emergency, business or other reason approved by the Division Officer. All unapproved no-show related costs will be borne by the employee.

E. Meals

1. While traveling, employees have two meal options: Actual Expenses or Per Diem Expenses. The employee must select which option they intend on using on the Travel Request Approval Form. If no option is selected, the Actual Expense option will be the default.
 - A. Actual Expense Option is used when the employee uses actual meal expenses to be processed through EBS iExpense. Actual reasonable expenses for meals including tip (not to exceed 20%) are allowable and itemized receipts are **required**. Reasonable estimates of daily meal expenses must be included in the employee's completed Travel Request Approval Form to be reviewed and approved by the employee's supervisor. Any aggregate meal expenses that exceed the approved estimate and each individual meal that exceeds a reasonable and appropriate amount must be accompanied by a written justification from the employee to the supervisor and included in the Travel Expense Statement. A guide to consult for reasonableness can be found at:

<http://www.gsa.gov/perdiem>
 - B. The Per Diem Expense Option is used when the employee elects to be reimbursed for all meals at the per diem rate guidelines listed at the link below. The employee will need to complete the PWC Per Diem Calculator Form to be used

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as support when completing the Travel Planning and Travel Request Approval Forms. When using per diem, any meals provided by the conference, included in the registration, or not allowable due to travel day restrictions, must be deducted from the daily amount. Dietary restrictions will be taken into consideration on a case by case basis. When electing meal per diems, the employee will be reimbursed as any other out of pocket expense. All standard travel forms are still required and must be submitted through iExpense; however, the meal receipts will not be required.

<http://www.gsa.gov/perdiem>

2. An expense claim shall not be made for any meal served where the cost is included in the cost of the event or otherwise provided by a third party (in accordance with applicable laws and policies), except for continental breakfast.
3. **Meals for day trips are not allowable per IRS.** However, meals for documented business purposes (discussing PWC business with another person, such as vendor, consultant, employee, etc.) may be allowable. To document the business purpose, an itemized receipt is required, along with a description of the business purpose/topic discussed and name, title, and business name of person(s) attending. This supporting information must be written on the receipt and/or included within the iExpense filing.
4. On the first day of Eligible Overnight Travel, breakfast expenditures are not allowable unless travel begins before 7:00 a.m. On the last day of Eligible Overnight Travel, dinner is not allowable unless the employee returns home after 7:00 p.m.

F. Out-of-Country Travel

1. All out-of-country travel must be authorized by the CEO/General Manager.
2. When traveling out of the country, the employee must utilize a PWC procurement card or their personal credit card. A PWC procurement card may be obtained through the CFO's office at least fifteen (15) days prior to departure. Employees should use their PWC procurement card or their personal credit card whenever possible. This will ensure that any currency conversion issues will be kept to a minimum.

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3. When foreign currency is required, the employee is advised to convert currency at a financial institution well in advance of departure due to high fees at other conversion centers. Foreign currency can be obtained from most US banking institutions if ordered in advance.

V. PROCEDURES

A. Travel Request

1. Each Department Manager shall designate a person to perform a travel analysis for every overnight or multi-day trip an employee of that department wishes to take. That person is responsible for evaluating various options of transportation and accommodations, completing the Travel Planning Spreadsheet, and advising the employee of the lowest cost options. Should the employee desire to deviate from the allowed lowest cost alternative, they will be required to pay the cost differential (payments can be made to the Accounting Department in advance, receipt will be provided).
2. Employees shall submit a Travel Request Form to the designated person in the department for their travel cost analysis to be performed.
3. The employee shall submit the Travel Request Form and the completed Travel Planning Spreadsheet to the appropriate Manager and Division Officer prior to expending funds and/or the actual travel occurs.
4. Employees may make necessary arrangements as stated on the Travel Request Form only after the appropriate approvals have been granted. Approved payment methods are outlined in this procedure.

B. Travel Expense Filing

1. Employees must submit (attach) through EBS iExpense a Travel Expense Statement within two (2) weeks from the date of the last expense. In addition to all receipts, the Travel Expense Statement, approved Travel Request Form, Program Evaluation Form, event program, brochures, fee schedules, other materials itemizing the

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cost included in the registration, and other expenses must be attached to all iExpense statements related to this travel.

2. Employees may fill out and attach to the EBS iExpense request the Business Use of Personal Vehicle Form (available on the PWC intranet) for day trips when the only expense reportable is mileage. A map from start destination to end destination is required for out of county trip documentation. Maps can be generated through online sites that provide driving directions, such as MapQuest or Google Maps.

C. Reporting

1. After attending a seminar, conference or educational program, employees are required to provide HR with copies of certificates obtained and the Program Evaluation Form. In instances where certificates are not provided, employees are to forward documentation regarding the seminar, conference or program to HR within 10 days of the event so it can be incorporated into their personnel file.
2. Employees are encouraged to share materials and/or knowledge obtained at all conferences or seminars with coworkers through distribution of materials, discussions, presentations, website postings or other avenues.

VI. EFFECTIVE DATE

This procedure replaces all previous procedures and will be effective upon approval.

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PROCEDURE: PUBLIC RECORDS REQUESTS	SECTION NUMBER: 1.B.5
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I. PURPOSE

The purpose of this document is to establish uniform procedures for responding to public records requests according to Chapter 132 of the North Carolina General Statutes.

II. RESPONSIBILITIES

- A. **Legal Services Department** – Responsible for receiving and processing public records requests, to include coordinating efforts with appropriate department/division staff and PWC Attorney as needed.
- B. **Officers, Managers, Supervisors** – Responsible for collecting, compiling and sharing information with the Legal Services Department and/or records requestor in a timely manner.

III. GUIDELINES

- A. All employees shall follow the guidelines and requirements as set forth in this procedure and the Public Records Law as defined in North Carolina General Statutes, Chapter 132.
- B. The term "public record" refers to all documents, papers, letters, maps, books, photographs, films, sound recordings, tapes, or electronic data made or received in connection with the transaction of public business by any agency of North Carolina.

IV. PROCEDURES

- A. Any PWC staff member that receives a request related to public records must direct the requestor to the Legal Services Department.
- B. The requestor will be asked to complete the Public Records Request Form (Form #1).
- C. Once the form is received by the Legal Services Department, the request will be reviewed to determine if external legal advice is required. If so, the Legal Services Department will submit the form to the PWC attorney for guidance.

☐ ORIGINAL ☒ REVISION No. 1

APPROVED: OCTOBER 1, 2012

APPROVED BY:  GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE: PUBLIC RECORDS REQUESTS	SECTION NUMBER: 1.B.5
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- D. After any legal issues are resolved and the request is approved, the Legal Services Department will determine which department(s) are best suited to research and prepare the information for release to the requestor. The form, along with any pertinent notes from the Legal Services Department and/or PWC Attorney and instructions for release of information, will be forwarded to the designated Officer or designee.
- E. The appropriate Officer or designee will research, compile and prepare for distribution the requested information in a timely manner. The timeframe will be mutually agreed upon by the Legal Services Department and designated Officer.
- F. Once the information is ready for release, the Officer or designee will notify the Legal Services Department and share information related to the quantity of materials to be delivered.
- G. In accordance with the provisions described in NC General Statue 132, Legal Services may require fees from the requestor before completing the request.
- H. If fees are required, the Accounts Payable Department will submit an invoice to the requestor. The requestor must submit proof of payment to the Legal Services Department before any materials are released.
- I. The requested information may be provided directly to the requestor by the PWC designee or through the Legal Services Department, depending upon the type of information to be shared and direction provided by the designated Officer and/or the PWC Attorney.
- J. When the request has been fulfilled, the Legal Services Department and/or Officer shall be notified. The Legal Services Department will keep records on the request and fulfillment date.
- K. If at any point in the process the requestor fails to meet requirements or the request is cancelled, the Legal Services Department will notify all parties of the updated status.

IV. EFFECTIVE DATE

This procedure will be effective upon approval.

PROCEDURE: INFORMATION SYSTEMS USER REQUIREMENTS	SECTION NUMBER: 1.C.1
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I. PURPOSE

The purpose of this procedure is to educate employees about Information Systems (IS) user requirements and how to protect IS infrastructure and data.

II. RESPONSIBILITY

- A. Officers, Directors, Managers, Supervisors:** Responsible for communicating employee requirements to IS Department; reviewing/approving employee requests for equipment, software or data access; and enforcing the provisions of this procedure.
- B. Information Systems (IS) Department:** Responsible for communicating requirements and requests to staff; providing support to employees; responding to requests for assistance in an appropriate manner; and supporting compliance efforts.
- C. Employees:** Responsible for complying with procedures, notifying IS staff of any non-compliance issues, and communicating requests in a timely manner.

III. GUIDELINES

- A.** Internet access, email accounts, and data sent or received using any PWC system, network, hardware, equipment or device is the property of the PWC. The PWC reserves the right to restrict, inspect, copy, store and disclose the contents of email messages and website visits. This will be done only when appropriate to prevent or correct improper use, satisfy a legal obligation, or ensure proper operation of the email and Internet facilities.
- B.** Privacy or confidentiality of any email message or data received via the Internet or email cannot be guaranteed. All correspondence is considered a public record according to the North Carolina Public Records Act.
- C.** All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.
- D.** The confidentiality and integrity of data stored on PWC computers and other equipment must be protected at all times.

☒ ORIGINAL ☐ REVISION NO. _____

APPROVED: OCTOBER 1, 2012

BY:  GENERAL MANAGER

PROCEDURE:	SECTION NUMBER:
INFORMATION SYSTEMS USER REQUIREMENTS	1.C.1

- E. Only authorized employees have access to the PWC network. Access shall be restricted to only those systems that have been approved for the employee and are appropriate for their position.
- F. Other PWC policies and procedures governing ethical guidelines or oral/written communications shall also pertain to email and Internet access.

IV. PROCEDURES

A. New Users

- 1. To request new hardware or software for a new employee, the appropriate Supervisor must complete the IS Justification Form (available on the IS Intranet page).
 - a. IS Department staff will work with the Supervisor to ensure that the appropriate hardware and software are ordered to meet the employee's needs.
 - b. The IS Justification Form should be submitted at least two (2) weeks prior to the employee's first day of work to allow time for ordering and preparing the computer and software for use.
- 2. To establish a new user on the PWC network (to include telephones and other telecom needs), a request must be submitted by the appropriate Supervisor using the Information Services Request Form located on the IS Intranet page at least two (2) weeks prior to the employee's first day.
 - a. If the new user requires an email account, authorization will be required from the appropriate Division Officer.
 - b. Access to specific applications/databases may require approval from the designated Cost Center representative.
 - c. IS staff will obtain and document the appropriate approvals required to establish new users after the Information Services Request Form has been submitted.

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INFORMATION SYSTEMS USER REQUIREMENTS	1.C.1

3. For current employees needing new access privileges or transfers, the Information Services Request Form must be submitted two weeks prior to the requested move or start date.

B. Requesting Assistance

1. Employees have three ways to request assistance from the IS Department:

a. Email (Preferred Method)

- i. Submit a work order through the IS Work Order System by sending an email to isworkorder@faypwc.com.
- ii. When possible, include one of the following descriptive terms as the Subject for the email:

Cell Phone	Pager	Radio
Telephone	Logica	Printer
Monitor	Computer	Network
Programming	Application Review	Budgeting

- iii. The body of the email should contain a specific description of the issue, the level of urgency, and relevant identifying information, to include:

User name	Computer #	Barcode #
Phone #	Serial #	Product
Location		

- iv. Once the email has been submitted, the requestor will receive an email indicating that a work order has been created, along with the work order number assigned to the issue. Status of work orders can be monitored using the following intranet link: <http://isprod/TrackitWEB70/scripts/trackit.asp>.

b. Call

- i. Call the Help Desk at extension 4317 for computer and related peripheral assistance.

- ii. Call extension 4300 for communications equipment (telephones, pagers, cell phones, radios) assistance.

c. Create a Work Order

- i. Employees can choose to enter a work order directly into the Track-It system by using the following intranet link:
<http://isprod/TrackitWEB70/scripts/trackit.asp>.
- ii. For detailed instructions on creating a work order, visit the IS Intranet site at:
<http://intranet.pwc.is/default.htm>.

C. User IDs and Passwords

- 1. IS will assign User IDs and passwords to all employees. User IDs and passwords will be required for access to the network and all applications.
- 2. To protect their passwords and User IDs, employees must:
 - a. Record passwords where they cannot be easily obtained by others.
 - b. Never disclose their User ID or password to others.
 - c. Change passwords at required intervals.
 - d. Use complex passwords that will not be easily guessed by others.
 - e. Never disable the automated screen lock without direct permission from the IS Department. (Exceptions are granted on a limited basis, and only when computers are located in a secured area.)
 - f. Log out when leaving a workstation for an extended period of time.
 - g. Change the password immediately if it may have become known to others.

INFORMATION SYSTEMS USER REQUIREMENTS**1.C.1**

3. Employees will be responsible for all computer transactions that are made with their User ID and password.
4. To request access to the network outside of PWC, employees must obtain an authorized VPN connection through the IS Department.

D. Electronic Data Access

1. The IS Department will work with the appropriate Officers, Managers and Supervisors to assign electronic data access privileges for employees.
2. When an employee needs to access electronic data outside of their assigned applications, the following procedures will be followed:
 - a. The employee must make a formal request to their Supervisor. If approved, the Supervisor will then submit the request in writing to the appropriate Department Manager.
 - b. At the Department Manager's discretion, the written request may also be forwarded to the appropriate Officer for approval.
 - c. Approved requests will be forwarded to the Director of Information Systems. If the request involves access to personnel data, the IS Director will require written verification from the Human Resource Officer that the request is in compliance with any legal requirements.
 - d. After development of necessary programs and security clearances, IS will make the appropriate levels of access available to the employee. The appropriate department Manager and Supervisor will be notified of actions taken.
 - e. Every individual accessing PWC data shall be responsible for adhering to the N.C. Public Records Statute 132. A copy of this Statute is available on the PWC Intranet Site.

E. Electronic Mail and Internet Access

1. PWC provides email and Internet access to employees as tools to help facilitate daily operations.

PROCEDURE:	SECTION NUMBER:
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2. Requests for email and Internet access must be approved by the appropriate Officer and then forwarded to the Information Systems Department (via the electronic Information Services Request Form located on the IS Intranet page).
3. Employees with email and Internet access are held accountable for the following usage requirements:
 - a. Employees will use email and Internet access as a method of communication, sharing information, and meeting obligations pertaining to the operations of the PWC.
 - b. Every individual with an email account is responsible for monitoring his/her email as often as is required for his/her particular job.
 - c. Employees will use MS Exchange and MS Outlook for e-mail applications.
 - d. Employees will use MS Internet Explorer as the standard web browser.
 - e. Every individual with an email account shall be responsible for adhering to the N.C. Public Records Statute 132 and the Municipal Records Retention and Disposition schedule. A copy of this statute is available on the PWC Intranet Site.
 - f. For more information on formatting and other usage requirements related to electronic correspondence, please refer to the PWC Communications Procedure.
4. Employees may not abuse or misuse email or Internet access, to include:
 - a. Activities and functions that interfere with the operations of the PWC or do not respect the image and reputation of the PWC.
 - b. Concealment or misrepresentation of names in email messages.
 - c. Use for personal or private business purposes.

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- d. Use that unreasonably interferes with or threatens other individuals.
 - e. Transmitting any content that is offensive, harassing or fraudulent.
 - f. Sending spam (unsolicited, non-PWC related email sent to multiple email addresses).
 - g. Transmitting copyrighted materials without permission.
 - h. Transmitting nonpublic customer or proprietary information. If it is necessary to transmit nonpublic or proprietary information, employees are required to take steps reasonably intended to ensure that information is delivered only to the proper person who is authorized to receive such information for a legitimate use.
5. Employees who abuse or misuse email or Internet access may be subject to appropriate disciplinary action, up to and including termination.

F. Computers and Equipment

- 1. Computers, equipment and peripherals will be allocated to employees based on approval from the IS Department and appropriate Supervisor, Manager and/or Officer. For more information on the request process and/or usage requirements for computers and equipment, please refer to the PWC Information Systems Equipment Procedure.
- 2. Employees are responsible for protecting all PWC resources, to include computers, equipment, peripherals and other materials. Any misuse or negligence resulting in damage or loss of any item may result in disciplinary action and/or requirement to reimburse the PWC for the cost of replacement or repair of the item.

G. Computer Virus Protection

- 1. Computer viruses are programs designed to make unauthorized changes to programs and data. Malicious viruses can cause destruction of PWC resources and create major disruptions to operations.

INFORMATION SYSTEMS USER REQUIREMENTS**1.C.1**

2. The IS Department is responsible for reducing computer virus hazards by implementing enterprise-wide virus protection and intrusion detection software in addition to other precautionary measures.
3. Computer viruses are much easier to prevent than cure. Therefore, to support computer virus protection efforts, employees will:
 - a. Never disable or interrupt the memory resident antivirus program in any way.
 - b. Never knowingly introduce a computer virus into PWC computers.
 - c. Never use CDs, flash drives or other devices of unknown origin.
 - d. Ask the IS Department to scan CDs, flash drives and other devices for viruses before they are used.
 - e. Immediately power off the workstation and contact the IS Help Desk if symptoms of a virus are evident.
 - f. Contact the IS Help Desk for assistance if a specific program will not run while the antivirus program is running.
 - g. Contact the IS Help Desk about any unusual problems with your system, such as scrambled print or displays, noise from your monitor, strange displays, disk access problems, or anything that is out of the ordinary.

H. Copyrights

1. Employees must comply with all laws regarding intellectual property.
2. Employees are not permitted to copy, transfer, rename, add or delete information or programs belonging to others unless given express permission to do so by the owner.
3. Employees are legally bound to comply with the Federal Copyright Act (Title 17 of the U.S. Code) and all proprietary software license agreements.

4. Failure to observe copyright or license agreements/laws may result in disciplinary action by the PWC and/or legal action by the copyright owner.

I. Software

1. Requests for software must be forwarded to the IS Department. The IS Department will review the request, and based on user needs and technical specifications, make appropriate recommendations as needed.
2. If approved, the IS Department will work with the individual or department to obtain the necessary approvals and place the order.
3. Only members of the IS Department will install software, to include upgrades. Employees outside of the IS Department should not install any software or upgrades without IS support and approval. Anyone found to install unauthorized software or upgrades to any software system or computer is subject to disciplinary action, up to and including termination.
4. Employees must use software in accordance with the manufacturer's license agreement.
 - a. Employees shall not make copies of commercial software in order to use that software on machines other than the one it was originally purchased for, unless permitted by the license agreement.
 - b. IS employees shall not install software purchased for a single machine on other machines unless permitted by the license agreement.
 - c. Employees found violating the license agreements of commercial software, or installing software or software updates without IS approval, will be subject to disciplinary action, up to and including termination.

J. Security

1. The IS Department will take steps to protect computer hardware, software, data, and documentation from misuse, theft, unauthorized access, and environmental hazards as needed.

PROCEDURE:	SECTION NUMBER:
INFORMATION SYSTEMS USER REQUIREMENTS	1.C.1

2. To help ensure that PWC procedures are followed, all computers are subject to unannounced audits to be conducted by the IS Department. Audits will be designed to capture the following information:
 - a. Hardware: Asset tags and serial numbers of all hardware, including peripherals, will be checked and compared to asset records. The condition of the equipment will be noted.
 - b. Software: Installed software will be checked to see if it is licensed; non-PWC issued software, as well as presence of manuals and media, will be noted. If non-PWC issued or unauthorized software has been installed, it will be removed.
 - c. Virus: IS will also verify that the required virus protection software is installed on the computer.
3. All employees must comply with audit requirements and all other security requirements outlined in this procedure, the IS Equipment Procedure, and other policies and procedures related to safeguarding PWC assets.
4. For more information on employee responsibilities related to the protection of IS equipment, please refer to the IS Equipment Procedure.

V. EFFECTIVE DATE

This procedure will become effective on the date of approval.

EXHIBIT B - Policies recommended for removal

PROCEDURE: IS EQUIPMENT	SECTION NUMBER: 1.C.2
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I. PURPOSE

The purpose of this procedure is to establish formal guidelines governing the procurement, maintenance, repair, and security of Information Systems (IS) equipment.

II. APPLICABILITY

This procedure applies to all PWC employees.

III. RESPONSIBILITY

- A. **Officers, Directors, Managers, Supervisors:** Responsible for enforcing the provisions outlined in this procedure, communicating needs to IS staff, and coordinating approval processes.
- B. **Information Systems Department:** Responsible for issuing and maintaining IS equipment, facilitating appropriate approval and allocation processes, and responding to employee requests for assistance in a timely manner.
- C. **Employees:** Responsible for providing appropriate care of IS equipment, following requisition and maintenance procedures, and notifying IS of any issues related to IS equipment in a timely manner.

IV. GUIDELINES

- A. IS staff will review requests for IS equipment and consult with other staff members as needed to ensure that the requested purchase is appropriate for the intended User based on job responsibilities and recommendations from the appropriate Supervisor, Manager, and/or Officer.
- B. IS equipment purchases will be made according to guidelines and procedures detailed in this document unless exceptions are approved by the CEO/General Manager.
- C. Only IS staff members are authorized to perform equipment installations, disconnections, and modifications.

☒ ORIGINAL ☐ REVISION No. _____

APPROVED: OCTOBER 15, 2012

APPROVED BY:  GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE: IS EQUIPMENT	SECTION NUMBER: 1.C.2
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- D. Employees are expected to maintain all items issued by IS in good working conditions at all times and comply with all PWC procedures related to security, care, and usage.
- E. Employees who do not comply with all aspects of this procedure are subject to disciplinary measures up to and including termination.

V. PROCEDURES

A. Procurement System (Department Level)

1. Upgrade/Replacement (Computers and Software)

- a. The IS Department will maintain and adhere to a Computer Replacement Plan, which will include detailed purchase and deployment schedules.
- b. Based on the Computer Replacement Plan, IS staff members will recommend computer upgrades/replacements to the individual departments during the annual budget process.
- c. Recommendations are adjusted, if needed, based on any changes that may have taken place after the budget process is complete.
- d. The IS Department will initiate orders at the beginning of the following fiscal year. Requisitions are prepared by IS staff based upon approved recommendations.
- e. Orders will be placed based on the timeline included in the Computer Replacement Plan. The timeline will be designed to allow adequate time for processing the equipment, to include asset management tasks and installation.
- f. Computer replacements/upgrades will be ordered and installed based on priority. Priority is determined by at least two factors: 1) computers/programs with known issues and 2) quantity of systems to be installed.
- g. If a computer or software program needs replacing outside of the standard upgrade/replacement cycle, replacements will be ordered once it is determined that the unit cannot be

EXHIBIT B - Policies recommended for removal

PROCEDURE: IS EQUIPMENT	SECTION NUMBER: 1.C.2
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repaired or the program is no longer meeting the needs of the designated Users. In this case, designated Users will follow the Request Management Process defined in the following section.

B. Request Management Process - General

1. To request equipment for a new employee, the appropriate Supervisor must complete the IS Justification Form (available on the IS Intranet page).
 - a. IS Department staff will work with the Supervisor or Manager to ensure that the appropriate equipment is ordered to meet the employee's needs.
 - b. The IS Justification Form should be submitted at least two (2) weeks prior to the employee's first day of work to allow time for ordering and preparing the equipment for use.
 - c. Refer to the Information Systems User Requirements Procedure for more information on how new employees receive access to PWC networks and applications.
2. Individual requests for IS purchases usually fall into three broad categories, as outlined in the IS Equipment Matrix (see Attachment #1). The matrix serves as a guideline, but individual cases may vary based on the priority level and needs of the intended User(s).
3. In the event a Justification Form is required, the appropriate Supervisor will complete and submit the IS Justification Form.
4. In the event a Purchase Order (PO) is necessary, IS staff will initiate the process by entering a Purchase Requisition. Based on hierarchy designated within the purchasing system, the individual items must receive approvals from designated Supervisors, Managers, Directors, and/or Officers before a PO can be issued.
5. Purchased items will be processed by the IS Department.
 - a. IS staff members will notify the appropriate Users of the planned delivery/installation date at least one (1) week in advance in order to minimize interruptions to the work being completed.

EXHIBIT B - Policies recommended for removal

PROCEDURE: IS EQUIPMENT	SECTION NUMBER: 1.C.2
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- b. The IS Department will take and maintain inventory controls upon delivery of any piece of equipment.
 - i. If the purchased item requires a barcode, IS will update inventory records and apply the barcode prior to delivering the item to the User Department.
 - ii. If the purchased item requires a fixed asset tag, IS will share information with the Capital Projects Department. The Capital Projects Department will update inventory records and send the asset tag to the designated User for application to the item.
 - iii. Upon receipt or return of any communications equipment, the designated User will be required to sign and submit a Communications Equipment Form that will be provided by the IS Department.
 - iv. Items being replaced must be transferred to the IS Department for entry into the redistribution process. All hardware and software transferred to IS must be accompanied by all applicable documentation and peripherals.

C. Category A (Items \$2,500 or More)

1. General

- a. Non-Network Equipment can include copiers, radio equipment, computers, laptops, and other hardware costing \$2,500 or more.
- b. Software purchases of \$2,500 or more will also fall into this category.
- c. The purchase of items in this category must be supported by a line item entry in the current year capital budget. Estimates can be made using information provided in the PWC Budget Manual.
- d. To make a purchase request in this category, the appropriate Supervisor must submit a Justification Form to IS for review.

EXHIBIT B - Policies recommended for removal

PROCEDURE: IS EQUIPMENT	SECTION NUMBER: 1.C.2
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- e. Upon receipt of the Justification Form, IS staff will review the request, consult with the intended Users as needed, and forward a recommendation to the appropriate Manager and Officer.
- f. If approved by the Manager and Officer, IS staff will issue a Purchase Requisition for the item(s).
- g. Requests for replacements or repairs should be made via the IS Work Order System. Emergency replacement or unusual situations will be reviewed by the employee's Manager, Director or Division Officer.
 - i. An exception to this guideline is made for copiers. Requests for repairs and/or maintenance of copiers are coordinated through the Purchasing Department.
 - ii. The IS Department is responsible for initial setup of copiers and maintaining copier settings.

2. Radios

- a. IS will be responsible for programming the radio (through the City of Fayetteville). This will be accomplished as a part of the purchase transaction.
- b. IS will be responsible for coordinating mobile installations. This will be accomplished as a part of the purchase transaction.
- c. Repair of radios (through the City of Fayetteville) will be coordinated by the IS Department. Employees must submit a work order through the IS Work Order System.
- d. Batteries should be requested through the IS Department through the IS Work Order System.

D. Category B (Items \$250 - \$2,499)

1. General

- a. Non-Network Equipment can include cell phones, monitors, smart devices, telephones and fax machines costing between \$250 and \$2,499.

EXHIBIT B - Policies recommended for removal

PROCEDURE: IS EQUIPMENT	SECTION NUMBER: 1.C.2
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- b. Software purchases of \$250 to \$2,499 will fall into this category.
- c. To make a purchase request in this category, the appropriate Supervisor must submit a Justification Form to the IS Department for review.
- d. Upon receipt of the Justification Form, IS staff will review the request and consult with other staff members as needed to ensure that the requested purchase is appropriate for the intended User based on job responsibilities and recommendations from the appropriate Supervisor.
- e. If approved by the designated Supervisor, Manager and/or Officer, IS staff will issue a Purchase Requisition for the item(s).
- f. Most requests for replacements or repairs should be made using the IS Work Order System.
 - i. An exception to this guideline is made for fax machines. Repair and maintenance of fax machines is the responsibility of the User Department.
 - ii. IS will be responsible for the establishing and/or maintaining telephone line services.
- g. Emergency replacement or unusual situations will be reviewed by the employee's Manager, Director or Division Officer.

2. Telephones

- a. Requests for telephone replacements and repairs, moves, changes or deletions should be made through the IS Work Order System.
- b. Users and/or their Supervisor may be asked to complete an IS Services Request Form or provide additional information as needed.

EXHIBIT B - Policies recommended for removal

PROCEDURE: IS EQUIPMENT	SECTION NUMBER: 1.C.2
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3. Cell Phones (Group Plan)

- a. Cell phones and accessories will be issued to employees who are required to have a cell phone to perform duties associated with their jobs under the PWC Group Calling Plan.
- b. Employees are not allowed to conduct personal business using their PWC cell phone. See Telecommunication Device Usage procedure for more information.

4. Smart Devices

- a. A Smart Device is a mobile device offering advanced capabilities. This may include, but is not limited to, Blackberries, Windows Mobile Phones, iPad, iPhone, and other such devices.
- b. IS staff will ensure that the requested purchase is appropriate for the intended User based on job responsibilities and recommendations/approvals from the designated Supervisor and/or Manager.
- c. IS will ensure that appropriate approvals are obtained before issuing a Purchase Requisition for a Smart Device. iPads and other tablet PCs will require approval of the direct Supervisor, appropriate Officer, and the Chief Corporate Services Officer.
- d. All employees issued a Smart Device will be held accountable for the following responsibilities:
 - i. Employees are required to maintain the Smart Device in good working condition.
 - ii. Employees are not allowed to conduct personal business using their Smart Device. See Telecommunication Device Usage procedure for more information.
 - iii. Requests for replacement or repair of the Smart Device should be made via the IS Work Order System.

EXHIBIT B - Policies recommended for removal

PROCEDURE: IS EQUIPMENT	SECTION NUMBER: 1.C.2
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- iv. Emergency replacement or unusual situations will be reviewed by the employee's Supervisor or Officer.
- v. Employees must abide by applicable existing PWC Policies and Procedures.
- vi. Employees must not disable any controls set by the IS Security Specialist.
- vii. Employees must not delete any applications installed by the IS Security Specialist.
- viii. Only PWC standard Apps installed by IS will be supported.
- ix. It is the employee's responsibility to back up the Smart Device.

E. Category C (Items \$249 or less)

1. General

- a. IS related purchases of \$249 or less fall into Category C. Items include keyboards, pagers, computer peripherals, phone accessories, etc.
- b. To make a purchase request in this category, the designated User will obtain the appropriate Supervisor's approval and then submit a work order to the IS Department.
- c. Upon receipt of the Work Order, IS staff will review the request, consult with the User, and process the request as needed.
- d. Requests for replacements or repairs should be made using the IS Work Order System. Emergency replacement or unusual situations will be reviewed by the employee's Manager, Director or Division Officer.

2. Pagers

- 1. Employees who are required to have a pager to meet the needs of their position will be issued a pager through the IS

EXHIBIT B - Policies recommended for removal

PROCEDURE: IS EQUIPMENT	SECTION NUMBER: 1.C.2
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Department. Department pagers will be issued on an as needed basis for on-call purposes.

2. Pagers may be issued to departments for use by on-call employees.

F. Physical Security of IS Assets

1. IS Responsibilities

The IS Department is responsible for protecting computer hardware, software, and data from misuse, theft, unauthorized access and environmental hazards. IS staff will:

- a. Install tracking software on portable computers such as laptops and iPads.
- b. Install encryption software on all laptops.
- c. Encrypt enterprise offsite backups.
- d. Encrypt data on mobile data devices.
- e. Provide a locking cable for all laptops.
- f. Keep all server and telecom rooms secured outside of normal working hours.
- g. Secure all laptops and small devices in the repair area outside of normal working hours.
- h. Keep all original copies of enterprise software secured.
- i. Set applicable permissions on all enterprise storage.
- h. Force desktops and laptops connected on the network to log out after a pre-determined time of no activity.

2. Employee Responsibilities

In addition to the IS Department, each PWC employee has a responsibility to protect computer hardware, software, and data from misuse, theft, unauthorized access and environmental hazards. The directives below apply to all employees:

EXHIBIT B - Policies recommended for removal

PROCEDURE: IS EQUIPMENT	SECTION NUMBER: 1.C.2
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- a. CDs, flash drives and other devices should be stored out of sight when not in use. If they contain highly sensitive or confidential data, they must be secured.
- b. Hardware, CDs, flash drives and other devices shall be kept away from environmental hazards such as magnets and magnetic fields, food, smoke, liquids, high or low humidity, direct sunlight, and extreme heat or cold.
- c. Critical computer equipment (e.g., file servers) must be protected by an uninterruptible power supply (UPS). Other computer equipment should be protected by a surge suppressor.
- d. Only IS staff members are authorized to perform equipment installations, disconnections, modifications, and relocations. This does not apply to temporary moves of portable computers for which an initial connection has been set up by IS.
- e. Employees shall not take portable equipment such as laptop computers out of the office without the consent of their Supervisor. Consent means that the Supervisor knows what equipment is leaving, what data is on it, and for what purpose it will be used.
- f. Employees should exercise care to safeguard the valuable electronic equipment and data assigned to them. Employees who neglect this duty may be accountable for any loss or damage that may result.

V. EFFECTIVE DATE

This procedure will become effective on the date of approval.

TELECOMMUNICATION DEVICE USAGE

1.C.3

I. PURPOSE

The purpose of this procedure is to outline the use of personal and business telecommunication devices during work or while operating a PWC vehicle or equipment.

II. RESPONSIBILITIES

- A. **Chief Executive Officer:** Responsible for serving as the final approval for all disciplinary action taken as a result of procedure violations.
- B. **Department Directors, Managers, and Supervisors:** Responsible for taking appropriate actions when an employee fails to comply with the procedure as outlined.
- C. **Human Resource Officer:** Responsible for ensuring consistency in the application of this procedure.
- D. **Employees:** Responsible for adhering to guidelines outlined in this procedure, to include exercising discretion when using telecommunication devices and ensuring that the use of any telecommunication device takes place in a safe environment.

III. GUIDELINESA. **Personal Telecommunication Device**

Employees are expected to exercise discretion in using personal telecommunication devices. Excessive personal calls/texts occurring during the workday can interfere with employee productivity and be distracting to others. Employees are to conduct personal calls/texts on non-work time only (scheduled break time, lunch time). Exceptions are limited to emergencies only. Misuse or abuse of these devices will be subject to disciplinary actions up to and including termination.

B. **Company-Provided Device**

Telecommunication devices provided by the company (including landline phones) should be used for business purposes only. Minimal personal use is allowed for emergencies. Random audits of calls made and received will be conducted periodically. Misuse or abuse of these devices will be subject to disciplinary actions up to and including termination.

☐ ORIGINAL ☒ REVISION NO. 1

APPROVED: OCTOBER 1, 2012

APPROVED BY: Steven Blanchard GENERAL MANAGER

PROCEDURE: EXHIBIT B - Policies recommended for removal TELECOMMUNICATION DEVICE USAGE	SECTION NUMBER: 1.C.3
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C. Safety Issues for Telecommunication Devices

Employees are expected to use telecommunication devices in a safe manner and put themselves in a safe working environment prior to using a device to make/receive a call/text. Employees whose job responsibilities include regular or occasional driving and/or maintenance/construction duties are expected to put safety before all other concerns. For additional information, please consult the PWC Safety Manual.

Employees must follow all North Carolina driving laws while operating a PWC vehicle. Text messaging or e-mailing while operating a motor vehicle is strictly prohibited by North Carolina law. Employees retain primary responsibility for all traffic violations. PWC may seek financial reimbursement for all vehicle and/or equipment damage, property damage, and all other liabilities that result from negligent use of a telecommunication device while operating a motor vehicle or other equipment.

D. Inclement Weather

Exceptions can be made to this procedure when there is a state of emergency.

IV. EFFECTIVE DATE

This procedure replaces all previous procedures and will become effective upon approval.

EXHIBIT B - Policies recommended for removal

PROCEDURE: UNIFORMS	SECTION NUMBER: 2.C.12
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I. PURPOSE

The purpose of this procedure is to outline guidelines related to PWC uniforms.

II. RESPONSIBILITIES

- A. **Directors, Managers, Supervisors:** Responsible for enforcing the provisions of this procedure and monitoring uniform distributions and payments.
- B. **Employees:** Responsible for adhering to the provisions of this procedure and coordinating uniform issues with designated department contact.

III. GUIDELINES

- A. The PWC will lease and furnish standardized uniforms to employee groups based on work responsibilities.
- B. Directors, Managers and Supervisors are responsible for ensuring that employees who are issued uniforms wear those uniforms during working hours.
- C. Uniforms must meet the standards set by the Occupational Safety & Health Act (OSHA), and the American National Standards Institute (ANSI).
- D. All new employees required to wear uniforms will be issued uniforms and will sign an agreement stating that should they leave the employ of PWC for any reason and fail to return all uniforms prior to exit interview, the total cost less depreciation of the uniforms will be deducted from their final paycheck (see Attachment #1).
- E. Uniforms will be replaced by the uniform company as they wear out. Any lost, stolen or abused uniforms will be replaced at the employee's expense.
- F. Uniform cleaning services and change orders must be coordinated with the appropriate department contact.
- G. All employees are expected to keep uniforms as neat and clean as their job requirements permit.

IV. EFFECTIVE DATE

This procedure will become effective on the date of approval.

☐ ORIGINAL ☒ REVISION No. 1

APPROVED: OCTOBER 1, 2012

APPROVED BY:  GENERAL MANAGER

UNIFORM LEASE AGREEMENT

This is to certify that on this date I was issued uniforms as a part of the Lease Agreement between PWC and the uniform service provider. I understand that I am responsible for all uniforms issued to me and that failure to return all uniforms prior to leaving the employment of PWC will result in a deduction from my final pay check. The amount of deduction will be based on the original cost of the uniform less depreciation, as calculated by the uniform service provider.

Date: _____

Employee Name: _____

Employee Signature: _____

Employee Number: _____

Department: _____

EXHIBIT B - Policies recommended for removal

PROCEDURE: PROMOTION	SECTION NUMBER: 2.C.15
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I. PURPOSE

The purpose of this procedure is to provide a method to fill vacancies that supports advancing qualified employees in their careers with the PWC.

II. DEFINITION

Promotion – A move from one position to another at a higher salary grade.

III. RESPONSIBILITIES

- A. **Chief Executive Officer:** Reviews and approves all appropriately justified recommendations for promotion of employees.
- B. **Officers, Directors, Managers, and Supervisors:** Select and/or review recommendations from supervisors for employee promotions; support and advocate the advancement of qualified employees.
- C. **Human Resources Department:** Ensures that all vacancies are posted in each department to give all employees an equal opportunity to apply; obtains the necessary approvals for all promotions; ensures agreement of the effective date of employee's transfer from one department to another as a result of a promotion; notifies the employee of the promotion.
- D. **Employees:** Seek career development advice from Supervisors and/or the Human Resources and/or Training and Development Departments; apply for positions in order to be considered for selection.

IV. GUIDELINES

PWC will seek qualified employees for all vacant positions, giving first consideration to promoting from among those already employed by the PWC and across departmental lines. In the absence of current employees as qualified candidates for promotion, vacancies shall be filled by recruiting from outside the PWC workforce.

- A. Employees shall be considered for promotion on the basis of job related experience, skill, knowledge, and ability, and on the basis of a review of the quality of past performance and general suitability for the higher level position. Factors that are not job related, such as political preference,

☐ ORIGINAL ☒ REVISION No. 1

APPROVED: MAY 19, 2015

APPROVED BY:  GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE: PROMOTION	SECTION NUMBER: 2.C.15
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religion, age, sex, color, and race, shall not be considered in judging eligibility for promotion.

- B. When the promotional qualifications of two or more employees are judged to be equal, the one with the longest service with the PWC shall be promoted. However, an employee is normally expected to have served at least six (6) months in his or her current position before being considered for promotion.
- C. An Officer, Director, Manager, and/or Supervisor's recommendation to promote an employee shall be reviewed by the Human Resources Department and approved by the Chief Executive Officer.
- D. Upon promotion, an employee shall be moved within the new salary grade.

V. PROCEDURES

A. Internal Job Posting and Selection

- 1. All PWC vacancies will be posted internally to provide all employees with information on available opportunities.
- 2. To be considered for a new position, employees must apply for an internal vacancy through the Human Resources Department by the established closing date.
- 3. All qualified internal applicants will be forwarded to the Department Supervisors for review and promotional consideration of the employee.
- 4. Supervisors will review all internal applications, conduct interviews, and contact references before selecting a candidate for the open position.
- 5. Directors or designee(s), with guidance from their HR Advisor, will submit documentation to the Human Resources Department clearly specifying their selection, salary calculation, and effective date of promotion. Any promotion which results in an employee leaving one department for employment in another department will require that both departments agree on an appropriate effective date, not to exceed two weeks from the date of selection.

EXHIBIT B - Policies recommended for removal

PROCEDURE: PROMOTION	SECTION NUMBER: 2.C.15
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6. The Human Resources Department will review the selection and obtain the Chief Executive Officer's approval prior to notifying the applicant of the decision, the effective date of the promotion, and the actual salary increase.

B. Interim Promotions

1. An interim promotion occurs when an employee is assigned the duties of a position having a higher salary grade for a specified period of time. During the interim assignment, the employee will receive a promotional increase of at least 5% or an amount equal to the minimum salary grade of the newly assigned position, whichever is greatest.
2. If an employee's regular performance appraisal becomes due while they are temporarily promoted, the evaluation will be administered as scheduled. Pay will be increased as evaluation dictates. When the employee is returned to their regular position, the salary will be adjusted back to its previous level plus the performance appraisal pay based upon the previous salary.
3. Should a temporary promotion become regular, eligibility for a merit increase will be effective on the one (1) year anniversary of being made regular in the position.

VI. EFFECTIVE DATE

This procedure replaces all previous procedures and becomes effective upon approval.

EXHIBIT B - Policies recommended for removal

PROCEDURE: DEMOTION	SECTION NUMBER: 2.C.16
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I. PURPOSE

The purpose of this procedure is to provide alternative employment when it is an appropriate solution for employees who are unable to satisfactorily perform the duties in their current position.

II. DEFINITION

Demotion – A move from one position class to another in an authorized vacancy that is assigned to a lower salary grade.

III. RESPONSIBILITIES

- A. Officers, Directors, Managers, and Supervisors:** Review circumstances and facts concerning employee's ability to perform their current job duties and responsibilities; recommend demotions to the Chief Executive Officer through the Human Resources Department; and advise employees on the impact of demotions.
- B. Human Resources Department:** Receive documentation for voluntary and involuntary demotions; and review documentation for compliance with established policies and procedures.
- C. Employees:** Apply for a vacant position following the established recruitment procedures if requesting a voluntary demotion.

IV. GUIDELINES

The PWC may demote an employee when a vacant position is available as a result of circumstances that include, but are not limited to, the following:

- A.** When an employee is not able to meet the essential requirements of their position.
- B.** When an employee requests the demotion through the existing job selection process.

☐ ORIGINAL ☒ REVISION No. 1

APPROVED: MAY 28, 2015

APPROVED BY: Steven Blanchard GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE: DEMOTION	SECTION NUMBER: 2.C.16
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V. PROCEDURES

A. Documentation of Demotions

1. The Department Manager will document recommendations for demotions and submit them to the Division Officer and the Human Resources Department.
2. The Human Resources Department will review all documentation required to demote the employee.
3. The Human Resources Department will obtain the Chief Executive Officer's approval and place the documentation in the employee's official personnel file.
4. Any employee who is recommended for an involuntary demotion has the right of appeal through the Grievance Procedure.

B. Salary Adjustments

1. The Division Officer and the Human Resources Department will recommend an appropriate salary for the employee based on the qualifications of the employee to perform the duties of the position for which the employee is being demoted to.
2. Unless deemed inappropriate by the Chief Executive Officer, all employees being demoted will receive a minimum 5% reduction in salary.
3. The Human Resources Department will submit the completed Personnel Action Form to the appropriate Division Officer and the Chief Executive Officer for final approval.
4. The Human Resources Department will communicate the required change and implementation date to the appropriate departments and impacted employees as necessary.

VI. EFFECTIVE DATE

This procedure replaces all previous procedures and is effective upon approval.

EXHIBIT B - Policies recommended for removal

PROCEDURE: TRANSFER	SECTION NUMBER: 2.C.17
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I. PURPOSE

The purpose of this procedure is to establish guidelines related to employee transfers within and between departments, divisions, or work units in order to maximize the utilization of human capital.

II. DEFINITION

Transfer – A lateral move from one department, division, or work unit to another without change in salary grade.

III. RESPONSIBILITIES

- A. **Chief Executive Officer:** Reviews recommendations for transfers and approves or denies the request as appropriate.
- B. **Officers, Directors, Managers and Supervisors:** Reviews staffing levels and service delivery indicators; notifies the Chief Executive Officer of any potential need for transferring employees to meet changes in workloads or emergencies which require temporary or permanent transferring of resources; encourages and counsels employees who have an interest in pursuing other career opportunities with PWC.
- C. **Human Resources Department:** Distributes all PWC vacancies to departments for posting; reviews all employment selections to ensure that the transfer will be in the best interest of the PWC; and counsels employees requesting transfers to clarify career interests and job satisfaction as needed.
- D. **Employees:** Keeps supervisor informed of any interest in potential mobility, increased career development, and/or improved job satisfaction.

IV. PROCEDURES

A. **Lateral Transfer As a Result of a Vacancy**

1. When an employment selection results in a voluntary internal transfer, the Director or designee will prepare the Personnel Action Form (available on the Human Resources' intranet site) requesting the transfer of the employee to vacant position.

☐ ORIGINAL ☒ REVISION No. 1

APPROVED: MAY 19, 2015

APPROVED BY:  GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE: TRANSFER	SECTION NUMBER: 2.C.17
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2. The Director or designee will then forward the Personnel Action Form to the Human Resources Department for review.
3. After establishing a mutually acceptable effective date of transfer, the Human Resources Department will forward the Personnel Action Form to the appropriate Division Officer for approval.
4. The Chief Executive Officer will provide the final approval.
5. The Human Resources Department will notify the Director or designee of the final approval date and any other actions necessary to implement the transfer.
6. The Department Manager or designee is responsible for ensuring all assets assigned to the employee (to include keys, badges, equipment, etc.) are returned or transferred to the appropriate departments.

B. Transfers as a Result of Emergency or Shift in Peak Workload Cycles

1. As a result of unanticipated emergencies or shifts in peak work cycles of a temporary nature, the Department Manager will reassign work duties as needed.
2. The Department Manager will notify affected employees of the new work duties and expected timeframe for the temporary assignment.
3. The Department Manager will notify affected employees that salaries will not be adversely impacted by the temporary transfer.
4. Employees are expected to fully cooperate and provide the best service possible in times that temporary transfers are needed.
5. Once the temporary situation is resolved, the employee will resume normal work duties.

C. Transfers as a Result of Changes in Organizational Needs/Priorities

1. As a result of changes in organizational priorities, programs, and/or service delivery, employee transfers may be required to meet the needs of the PWC.

EXHIBIT B - Policies recommended for removal

PROCEDURE: TRANSFER	SECTION NUMBER: 2.C.17
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2. For departments impacted by this type of change, the appropriate Department Manager will review current staffing and prepare a recommendation for transfers required to meet new requirements.
3. The Department Manager will submit all recommendations for changes that affect reassigning personnel to the Division Officer and the Human Resources Department for review and approval.
4. The Human Resources Department will complete the Personnel Action Form(s) for impacted employee(s) and submit for approvals with the Chief Executive Officer having final approval
5. All affected employees will be informed at least two (2) weeks prior to any transfers of the conditions of the transfer (permanent, temporary, change in duties, etc.).
6. The Department Manager or designee is responsible for ensuring all assets assigned to the employee (to include keys, badges, equipment, etc.) are returned or transferred to the appropriate departments.

V. EFFECTIVE DATE

This procedure will become effective upon approval.

EXHIBIT B - Policies recommended for removal

PROCEDURE:

FUNCTIONAL EMPLOYMENT TESTING PROGRAM

SECTION NUMBER:

2.C.2

I. PURPOSE

The purpose of this procedure is to establish a program designed to avoid placing an employee, or potential employee, in a position that requires performing tasks that are beyond their physical or medical capabilities.

II. APPLICABILITY

This procedure will apply to individuals who are applying for or have the Job Titles identified in Attachment A of this document.

III. DEFINITIONS

- A. **Essential Functions** – The fundamental job duties of the employment Job Title.
- B. **Functional Employment Testing (FET)** – A measure of a person's physical capabilities when compared to the physical requirements for a specific job.
- C. **Job Analysis** – The on-site evaluation, with recorded measures and validation of the physical exertion, duration, etc., of specific job duties required to perform all of the basic physical functions required of the job title.
- D. **Job Title** – Position titles as listed on Attachment A of this document.
- E. **Transfer** – The movement of an employee within the PWC to another Job Title.

IV. RESPONSIBILITIES

- A. **Human Resource Department:** Coordinate scheduling for FET and Job Analysis evaluations; make employment decisions and/or recommendations concerning any candidate for employment or current employee's suitability for employment; maintain records; and communicate with appropriate department managers and other staff as appropriate.
- B. **Directors/Managers/Supervisors:** Coordinate FET, Job Analysis, and other hiring or transfer processes with the Human Resource Department.

☐ ORIGINAL ☒ REVISION No. 1

APPROVED: OCTOBER 1, 2012

APPROVED BY:



GENERAL MANAGER

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EXHIBIT B - Policies recommended for removal

PROCEDURE: FUNCTIONAL EMPLOYMENT TESTING PROGRAM	SECTION NUMBER: 2.C.2
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V. GUIDELINES

- A. The Functional Employment Testing (FET) Program is a system of ADA, EEOC, FMLA, and HIPPA compliant employment tests that are both scientific and objective. These tests establish baseline information on pre-hires and transferring employees and help ensure that employees are appropriately matched to the physical demands of their jobs.
- B. The implementation of the FET program is intended to reduce workplace injury incidence, reduce both workplace injury costs and health insurance costs, reduce lost time, and create accountability for employees and health care providers performing assessments.
- C. FET shall be performed for those jobs with a high amount of physically demanding tasks at the pre-hire point and prior to a transfer of an existing employee to a new job title. This testing will identify individuals who are at high risk for physical injury before potential and/or existing employees are placed in job titles that they may not be physically capable of performing.
- D. For current employees, all costs and time spent associated with the Job Analysis and FET will be the responsibility of PWC.
- E. For candidates of employment, the time spent for pre-employment, post-offer testing, and any costs (except testing fees) associated with FET will be the responsibility of the candidate for employment.
- F. Any medical condition "discovered" during testing will be the responsibility of the candidate for employment or employee to seek further medical attention, care, and treatment. PWC will not be responsible for any medical conditions or costs.
- G. All test result records will be maintained and secured in the PWC Medical Office and be made available only to those persons allowed by law.

VI. PROCEDURES

- A. All Job Analysis evaluations and FET will be coordinated by the Human Resources Department with the appropriate Department Manager and the Employment Testing Agency.
- B. All testing results, comments, etc. from the testing agency shall be received by the Human Resources Department.

EXHIBIT B - Policies recommended for removal

PROCEDURE:	SECTION NUMBER:
FUNCTIONAL EMPLOYMENT TESTING PROGRAM	2.C.2

- C. Any test results that involve a Worker's Compensation claim will be made available to the PWC Worker's Compensation Coordinator by the Human Resources Department.
- D. The Human Resource Officer will be responsible for making employment decisions and/or recommendations concerning any candidate for employment or current employee's suitability for employment and for making decisions concerning ADA compliance.
- E. A separate Job Analysis must be completed for each Job Title for which PWC desires to utilize employment testing. The Job Analysis will include filming/video recording, weighing, measuring, etc. tasks for each function of the job requirements. Current Job Descriptions will be reviewed, employees currently in identified positions will be interviewed, and job specific tasks will be reviewed to assist in providing accurate physical demands of the job.
- F. All Job Analysis evaluations must be developed by trained personnel, in a standardized format, for describing each unique job function for each Job Title listed on Attachment A of this document.
- G. Whenever a new Job Analysis is performed, the Job Description will contain the following statement: Physical Requirements: "As described in the Job Analysis."
- H. For new hire candidates, all FET will be conducted on a post-offer, pre-placement basis that is contingent on the candidates' capabilities of performing the physical job functions.
- I. For additional information, please refer to the PWC Human Resources Department.

VII. EFFECTIVE DATE

This procedure will replace previous procedures and will become effective upon approval.

EXHIBIT B - Policies recommended for removal

Functional Employment Testing Program

The employees and potential employees applying for the following Job Titles shall be subject to the procedures and guidelines described in this FET program. Implementation of this program will occur in phases.

FET will not occur until after a detailed Job Analysis is completed for each additional Job Description.

Water/Resources Construction

W/R Utility Worker
W/R Sr. Utility Worker
W/R Equipment Operator
W/R Crewleader
Collections System Inspector
Distribution System Tech

Electric Construction

Groundworker
Powerline Technician 3rd Class
Powerline Technician 2nd Class
Powerline Technician 1st Class
Powerline Crewleader
E/S Line Clearance Tree Trimmer
E/S Line Clearance Crewleader

Fleet Maintenance

Auto Tech
Sr. Auto Tech
Machinist
Sr. Machinist
Fleet Services Tech
Welder
Fleet Paint/Body Tech
Emergency Vehicle Tech
Fleet Field Tech

W/W Facilities Maintenance

W/R Facility Worker
W/R Sr. Facility Worker
W/R Facility Mechanical Tech
W/R Sr. Facility Mechanical Tech
W/R SCADA System Specialist
W/R Sr. Facility IE&C Tech
W/R Facility IE&C Tech
W/R Facilities Maintenance Coordinator

EXHIBIT B - Policies recommended for removal

Functional Employment Testing Program

Residuals Management

W/R Land Application Supervisor
W/R Farm Assistant
Farm Summer Co-op

Generation Plant

P/P Inventory Tech
P/P Mechanic
Facility Maintenance Worker
Stock Clerk
P/P I & C Coordinator
P/P Chief Operator
P/P Control Systems Analyst
P/P Operations Supervisor
P/P Control Operator
P/P Maintenance Supervisor
P/P I & C Tech

Warehouse

Inventory Storekeeper
Stock Clerk
Materials Reclaim Handler

Apparatus Repair Shop

Apparatus Test Specialist
Apparatus Repair Tech
Sr. Apparatus Repair Tech

Additional Job Titles may be added for Job Analysis and FET at the request of the appropriate Division Officer, Human Resource Officer, Department Manager, and the Legal Services Manager. Future additions will consider the amount of physical activity required to perform the functions of the job as well as past injury history of the Job Title.

EXHIBIT B - Policies recommended for removal

PROCEDURE: TIME ENTRY	SECTION NUMBER: 2.C.5
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I. PURPOSE

The purpose of this procedure is to establish a fair and uniform procedure for the handling of employee time and attendance records to ensure accountability in alignment with established PWC policies and procedures.

II. RESPONSIBILITIES

- A. **Officers:** Ensure that all employees follow established guidelines for entries into the time entry systems.
- B. **Directors, Managers, and Supervisors:** Ensure that accurate attendance records for each employee are maintained; ensure that absences are correctly coded for all employees not reporting at their scheduled time or leaving prior to the end of the scheduled shift; report any violations to the Human Resources Department; and ensure employees are aware of the procedure.
- C. **Human Resources Department:** Ensure that procedures are covered with new employees through the employee orientation process; make sure new employees sign an electronic timekeeping acknowledgement form; and ensure time/leave entry is consistent across the organization.
- D. **Employees:** Make accurate entries into WAM and leave requests through EBS.

III. GUIDELINES

- A. No employee shall approve their own time. Exceptions must be approved by an Officer or the GM/CEO.
- B. Supervisors are responsible for monitoring and approving time of all direct reports.
- C. Employees shall report any violations of the Time Entry Procedure to the appropriate director, manager, or supervisor.

IV. PROCEDURES

☐ ORIGINAL ☒ REVISION No. 4

APPROVED: NOVEMBER 30, 2017

APPROVED BY: D. W. Trip GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE: TIME ENTRY	SECTION NUMBER: 2.C.5
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- A. Employees should enter time daily into the electronic system based on direction provided by the appropriate director, manager, or supervisor.
- B. Employees should submit their timesheets for approval no later than 12:00 p.m. on Monday for the prior work week, or sign a timesheet for verification/approval of hours worked if time is entered by someone else.
- C. Supervisors will verify time worked and approve timesheets no later than 2:00 p.m. on Monday for the prior work week. The supervisor should enter any time and/or leave for employees absent and not able to enter their own time to meet this deadline.
- D. In the event that it is necessary to delegate the authority to approve timesheets, that authority must be delegated to the approver's immediate Supervisor, or a Director, Manager or Supervisor with a WAM approval level that is equal to or greater than that of the approver.
- E. If any employee approves their own time by mistake, they must immediately notify their supervisor. If the mistake is caught before time is posted for that pay period, either the employee or supervisor should notify the appropriate Application Specialist and request that the time be taken back to 'created' status. In the event that the Application Specialist is not available, Payroll should be notified directly. Once time is posted, the approver cannot be changed in the system.
- F. If an employee intentionally approves their own time, or has multiple instances of approving their time by mistake, the supervisor shall discuss the issue with Human Resources to determine the appropriate disciplinary action.

V. EFFECTIVE DATE

This procedure replaces all previous procedures and shall become effective upon approval.

EXHIBIT B - Policies recommended for removal

PROCEDURE: ACCOUNTS PAYABLE	SECTION NUMBER: 3.A.7
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I. PURPOSE

To establish uniform procedures for processing invoices and payment requests.

II. RESPONSIBILITY

- A. **Chief Executive Officer, Division Officers, and Department Managers/Directors:** Responsible for enforcing provisions in this procedure.
- B. **Accounts Payable Department:** Responsible for processing invoices and other payments, and ensuring proper approvals have been obtained.

III. PROCEDURES

A. **Approval of Invoices**

- 1. All invoices for purchase order items are received in the electronic Accounting System. Invoices are sent to Accounts Payable for processing. The Receipt Number and PO Line Number must be included on the face of the invoice.
- 2. All invoices for non-purchase order items must be approved by the appropriate Officer or staff designated by the Officer.
- 3. All procurement card transactions, Expense Reports and Business Use of a Personal Vehicle Forms must be approved by the Department Manager/Director *and* the Division Officer.
- 4. Invoices must be coded with the appropriate Account Codes (Fund, Cost Center, Cost Type, Work Order/Task Number if applicable, Activity, and Budget Code) before being submitted to Accounts Payable for payment.

B. **Payment of Invoices**

- 1. Accounts Payable will issue payments, at a minimum, each week.
- 2. The cut-off for items to be paid in the same week will be noon each Tuesday.

☐ ORIGINAL ☒ REVISION No. 3

APPROVED: MAY 19, 2015

APPROVED BY:  GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE: ACCOUNTS PAYABLE	SECTION NUMBER: 3.A.7
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C. Requests for Payments

1. All payment requests (other than invoices) are processed electronically in EBS. Employees need to complete a paper "Check Request Form" and attach any related backup documents and submit directly to Accounts Payable for processing. The request is entered in EBS and it is routed to the appropriate Department Supervisor/Manager and/or Officer, who will approve it electronically.
2. All payment requests should be coded with the appropriate Account Codes (Fund, Cost Center, Cost Type, Work Order/Task if applicable, Activity, and Budget Code) before being submitted to Accounts Payable.

IV. EFFECTIVE DATE

This procedure shall become effective upon approval and will supersede any other Accounts Payable procedures previously identified.

EXHIBIT B - Policies recommended for removal

PROCEDURE: BUDGET OPTION	SECTION NUMBER: 3.B.1
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I. PURPOSE

The purpose of this procedure is to establish guidelines for requests made by residential customers to have their accounts set up on the Budget Option.

II. DEFINITION

Budget Option – Residential customers pay a set amount each month based on 12 months of billed history.

III. GUIDELINES

A. Establishing a Budget Account

1. Customers should be encouraged to have a zero account balance. No customer with an overdue balance shall be placed on this plan.
2. The service location must have at least six (6) months of billed history.
3. All metered services will be required to be placed on this plan (including multiple locations).
4. Customers should be encouraged to have their account set up on Auto Pay as a payment option.

B. Determining Monthly Budget Payments

1. To estimate the customer's usage, the system calculates the Budget amount based on 6 to 12 months of billing history.
2. Budget accounts will be reviewed monthly by a designated Customer Service Representative to determine if amounts are out of range. If there is a change in the Budget amount a notification letter will be sent to the customers.
3. Miscellaneous Charges such as service charges, connect fees, billed deposit, or any other miscellaneous charges, are not a part of the Budget calculation.

☐ ORIGINAL ☒ REVISION No. 2

APPROVED: MAY 19, 2015

APPROVED BY:  GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE: BUDGET OPTION	SECTION NUMBER: 3.B.1
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4. The total amount due on the customer's statement will reflect the Budget amount plus any charges that are applicable.

C. Credit Balances

1. If a customer requests to be removed from the plan and has a credit balance, PWC will apply the credit to the account.
2. Refund checks will be issued if requested.

D. Final Bills

1. For final bills, the actual charges are billed instead of the monthly Budget amount.
2. If a Budget account has a credit balance, the credit balance will be first applied to the final bill. The remaining balance will be refunded to the customer.

E. Delinquent Budget Option

1. Customer Service Representatives should avoid granting extensions.
2. The following events will occur once an account becomes delinquent:
 - a. An electronic notification will be generated of delinquent Budget accounts with overdue balances greater than 50 days. A designated Customer Service Representative will take appropriate action with the customer which may or may not include mailing a warning letter.
 - b. Generally, a customer will not be allowed to rejoin the Budget Plan for 12 months from the date the customer is removed from the Plan.

F. Severance Process

1. Budget Plan will be canceled at the time of the severance process. (Non-payment)
2. A CSR will notify the customer by letter when they are removed from the Budget Plan.

EXHIBIT B - Policies recommended for removal

PROCEDURE: BUDGET OPTION	SECTION NUMBER: 3.B.1
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G. Budget Annual Review

PWC will recalculate after 12 months of billing and annually thereafter. During the review, the system recalculates the monthly Budget amount by the same method used for calculating the initial Budget amount.

1. The Budget amount will change if the difference between the old Budget amount and the new calculated Budget amount (including the account balance) is plus or minus 30%.
2. Debit or Credit amounts are automatically included in the next year's Budget monthly amount calculation.
3. Once the recalculation process has been completed, the customer will be notified by a letter.
4. Reports will be generated monthly to monitor all Budget accounts.

IV. EFFECTIVE DATE

This procedure shall be effective on the date of approval.

EXHIBIT B - Policies recommended for removal

PROCEDURE: WASTE WATER ONLY ACCOUNTS – CUT OFF	SECTION NUMBER: 3.B.2
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I. PURPOSE

The purpose of this procedure is to define procedures to cut off a waste water only account.

II. APPLICABILITY

This procedure applies to delinquent waste water only account customers of the PWC.

III. RESPONSIBILITY

- A. **Customer Service:** Responsible for maintaining and documenting relevant facts and data; coordinating communications efforts with the Water/Sewer Construction Department and external agencies; and processing customer payments.
- B. **Water/Sewer Construction Department:** Responsible for coordinating efforts with Customer Service and external agencies as needed; and disconnecting waste water services when necessary.

IV. PROCEDURES

A. **Payment of Delinquent Accounts**

- 1. If the customer wishes to pay after disconnection of the waste water service, the account must be paid in full, plus applicable fees based on the current Rate Schedule, before service is reinstated.
- 2. Payments must be made by cash, credit card, certified check or money order.

B. **Disconnection of Service**

- 1. Customer Service Administration will request a smoke test on the address to be cut off.
- 2. Customer Service Administration will search the County database to verify property owner.

☐ ORIGINAL ☒ REVISION No. 2

APPROVED: MAY 28, 2015

APPROVED BY:  GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE: WASTE WATER ONLY ACCOUNTS – CUT OFF	SECTION NUMBER: 3.B.2
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3. Customer Service Administration will contact Aqua Water Company to verify current customer at the premise.
4. Customer Service Administration will email the Water/Sewer Construction Department a list of the delinquent customers to be disconnected.
5. Water/Sewer Construction will notify a third party to locate the buried lines and then add an elder valve in the sewer line so the services can be stopped.
6. If payment has not been made within two working days from the disconnection date, Customer Service Administration will mail a letter to the Cumberland County Health Department to notify them.
7. If an unsafe environment exists, law enforcement presence may be requested for the PWC crew.

V. EFFECTIVE DATE

This procedure will become effective upon approval.

EXHIBIT B - Policies recommended for removal

PROCEDURE: CONFIRMING PURCHASE ORDERS	SECTION NUMBER: 3.C.5
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I. PURPOSE

The purpose of this procedure is to establish formal guidelines governing the use of Confirming Purchase Orders.

II. APPLICABILITY

These procedures apply to all user departments who requisition materials, supplies, services or equipment.

III. DEFINITIONS

Confirming Purchase Orders – Purchase orders issued for repair parts or services in the event of emergency situations which threaten the health and safety of people and their property or inhibit essential functions of operating departments within PWC.

IV. RESPONSIBILITY

- A. **Division Officers, Directors, Department Managers and Supervisors:** Responsible for enforcing the provisions of this procedure.
- B. **Purchasing Department:** Responsible for facilitating purchase order process as outlined in this procedure; monitoring and enforcing requirements; and assisting employees as needed.

V. GUIDELINES

- A. All Confirming Purchase Order purchases are reviewed by Purchasing for conformance to purchasing policies.
- B. Confirming Purchase Orders shall be issued only for:
 - 1. Emergency situations where vital equipment or plant (electric or water/sewer) systems are malfunctioning and in urgent need of repair, or
 - 2. Other situations in which the ability to provide services is significantly impacted (as determined by the appropriate Officer,

☐ ORIGINAL ☒ REVISION No. 2

APPROVED: MAY 28, 2015

APPROVED BY: Steven Blanchard GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE: CONFIRMING PURCHASE ORDERS	SECTION NUMBER: 3.C.5
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- Director, Supervisor, or Manager).
- C. Directors, Supervisors, and Department Managers should use sound judgment in determining whether a situation is classified as an emergency and warrants the use of a Confirming Purchase Order.
- D. The following items are **not** to be purchased using a confirming order (unless a bona fide emergency exists):
1. Inventory items (electric, water/sewer, fleet maintenance, and generation spare parts inventory systems)
 2. Small capital equipment (lawn mowers, chain saws, calculators, pipe and cable locators, radios, vacuum cleaners, etc.)
 3. Office supplies, janitorial supplies, office furniture and equipment
 4. Tools
 5. Chemicals (except for those bulk chemicals used in the treatment of water and/or wastewater)
 6. Automotive or equipment repairs or parts, except for special situations upon approval of the Fleet Maintenance Manager.
 7. Building supplies
 8. Planned (budgeted) purchases (i.e., computers, vehicles, equipment)

VI. PROCEDURES

A. **During Normal Business Hours (8:00 a.m. – 5:00 p.m.)**

1. Emergency situation occurs.
2. Supervisor or employee contacts Purchasing representative to obtain Confirming Purchase Order number. Supervisor or employee contact shall provide information to the Purchasing representative as to the reason the Confirming Purchase Order is needed.
3. User department employee obtains needed repair part(s) or services and invoice.
4. Supervisor or employee submits purchase requisition through the

EXHIBIT B - Policies recommended for removal

PROCEDURE: CONFIRMING PURCHASE ORDERS	SECTION NUMBER: 3.C.5
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electronic purchase requisition system, to include backup information (invoice, sales ticket, etc.) to Purchasing to support the purchase within one business day.

5. The appropriate Division Officer, Director, Department Manager, or Supervisor will approve the purchase requisition electronically in the Financial System within one business day.

B. After Normal Business Hours

1. Emergency situation occurs.
2. User Department Supervisor or employee goes to vendor location and obtains needed repair part(s) and invoice.
3. Supervisor or employee contacts Purchasing the next working day and obtains Confirming Purchase Order number.
4. Supervisor or employee submits purchase requisition through the electronic purchase requisition system, to include backup information (invoice, sales ticket, etc.) to Purchasing to support the purchase within one business day.
5. The appropriate Division Officer, Director, Department Manager, or Supervisor will approve the purchase requisition electronically in the Financial System within one business day.

VII. EFFECTIVE DATE

This procedure will become effective on the date of approval.

EXHIBIT B - Policies recommended for removal

PROCEDURE: MATERIAL DEFICIENCY	SECTION NUMBER: 4.C.4
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I. PURPOSE

The purpose of this procedure is to establish guidelines for responding to lost, damaged, or erroneous shipments of materials, supplies and/or equipment.

II. APPLICABILITY

This procedure applies to all user departments who requisition materials, supplies or equipment.

III. RESPONSIBILITY

- A. **Division Officers, Department Managers, and Supervisors:** Responsible for enforcing the provisions of this procedure.
- B. **Warehouse, User Departments:** Responsible for identifying and documenting damage or discrepancies and sharing information with Purchasing.
- C. **Purchasing:** Responsible for coordinating efforts between the Warehouse, User Department, and vendor to resolve discrepancies and complete the Purchase Order process.

IV. GUIDELINES

- A. Material Deficiency (MD) Forms must be completed with the following information if items are lost, damaged, or need to be replaced; or if erroneous materials/supplies are received:
 - 1. Type of deficiency
 - 2. Vendor from which item(s) were purchased
 - 3. Purchase Order number
 - 4. Vendor address (off Purchase Order)
 - 5. Return authorization number (from vendor)
 - 6. Date item(s) were received
 - 7. Freight company that will transport returned items

☐ ORIGINAL ☒ REVISION No. 2

APPROVED: MAY 19, 2015

APPROVED BY:  GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE: MATERIAL DEFICIENCY	SECTION NUMBER: 4.C.4
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8. Freight charge responsibility
9. Vendor contact person
10. Brief explanation of situation
11. PWC Stock Number, if applicable
12. Quantity lost, damaged, to be replaced, or sent in error
13. Line number (from Purchase Order)
14. Description of item, including Catalog Number
15. Disposition of invoice
16. Status of returned material
17. Comments
18. Date of return
19. PWC representative responsible for return

V. PROCEDURES

A. Damaged Materials/Supplies

1. Once the Warehouse or User Department staff discovers that received materials/supplies are damaged or need to be replaced, the appropriate representative will:
 - a. Notify Purchasing of discrepancy and action taken (reject shipment, accept partial shipment, accept whole shipment with intention of returning damaged goods as per vendor instruction).
 - b. Document damaged material on Bill of Lading, Shipping Manifest and/or Packing Slip (if damage was identified upon receipt).
 - c. Fill in appropriate information on the Materials Deficiency (MD) Form (see Attachment A).

EXHIBIT B - Policies recommended for removal

PROCEDURE: MATERIAL DEFICIENCY	SECTION NUMBER: 4.C.4
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2. Upon notification of the material discrepancy from Warehouse or User Department staff, Purchasing will:
 - a. Notify vendor and reach an agreement as to status of Purchase Order (open or closed).
 - b. Advise User Department or Warehouse staff of resolution reached with vendor.
 - c. Completed MD Forms will be maintained by the Warehouse or User Department.

B. Erroneous Shipments of Materials/Supplies

1. Once the Warehouse or User Department staff discovers that the wrong materials/supplies were shipped, or the quantities do not match the Bill of Lading, Shipping Manifest and/or Packing Slip, the appropriate representative will:
 - a. Notify Purchasing of discrepancy and action taken (accept shipment under protest, reject shipment).
 - b. Document erroneous material on Bill of Lading, Shipping Manifest and/or Packing Slip.
 - c. Fill in appropriate information on the Materials Deficiency (MD) Form.
2. Upon notification of the material discrepancy from Warehouse or User Department staff, Purchasing will:
 - a. Notify vendor and reach an agreement as to status of Purchase Order (open or closed).
 - b. Advise User Department or Warehouse staff of resolution reached with vendor.
 - c. Completed MD Forms will be maintained by the Warehouse or User Department.

VI. EFFECTIVE DATE

This procedure will become effective on the date of approval.

PROCEDURE:

EXHIBIT B - Policies recommended for removal

SECTION NUMBER:

**RECEIPT AND INSPECTION OF MATERIALS, SUPPLIES,
AND EQUIPMENT****4.C.5****I. PURPOSE**

The purpose of this procedure is to establish formal guidelines governing receipt and inspection of materials, supplies, and equipment.

II. APPLICABILITY

This procedure applies to all user departments who requisition materials, supplies, services, or equipment.

III. RESPONSIBILITY

- A. Division Officers, Department Managers, Supervisors:** Responsible for enforcing the provisions of this procedure.
- B. Warehouse:** Responsible for communicating procedures to the user departments and providing assistance as needed.

IV. GUIDELINES

- A.** An integral part of the procurement process is the proper receipt and inspection of materials and supplies by PWC departments. As a prerequisite for this process, Purchase Orders and bid specifications must contain delivery instructions that are both clear and concise.
- B.** Employees should be aware of and take steps to avoid problems arising with the receipt of materials and supplies, to include:
1. Damaged items that get reported months later.
 2. Quantities that are never counted and shortage determined after it is too late.
 3. Deliveries addressed to one location and delivered to another.
 4. Wrong items are shipped.
 5. Wrong items are purchased.

☐ ORIGINAL ☒ REVISION No. 1APPROVED: OCTOBER 1, 2012

APPROVED BY:



GENERAL MANAGER

PROCEDURE: EXHIBIT B - Policies recommended for removal	SECTION NUMBER:
RECEIPT AND INSPECTION OF MATERIALS, SUPPLIES, AND EQUIPMENT	4.C.5

V. PROCEDURES

- A. To ensure proper receipt and inspection of materials and supplies, the following procedures must be adhered to by all departments:
 1. Verify the delivery address and route to proper location for delivery, if necessary.
 2. Locate Purchase Order, Bill of Lading, Shipping Manifest, and/or Packing Slip at time of receipt of shipment.
 3. Compare Catalog Number or description on Purchase Order to materials and supplies received.
 4. Compare quantities on Bill of Lading, Shipping Manifest, and/or Packing Slip to actual quantities of materials and supplies received.
 5. Inspect materials and supplies and check for rough packaging or signs of damage.
 6. If there is a loss of, damage of, or erroneous shipment of materials and supplies, refer to the Material Deficiency Procedure.
- B. For inventory items delivered to the Warehouse, the Warehouse staff will transcribe actual quantities delivered onto Purchase Order for documentation purposes.
- C. For non-inventory items delivered to the Warehouse, the Warehouse staff will notify the ordering department of all materials/supplies and equipment received. The appropriate department representative will be responsible for receipting the items as outlined above.

V. EFFECTIVE DATE

These procedures will become effective on the date of approval.

EXHIBIT B - Policies recommended for removal

PROCEDURE:

USE OF WELLNESS CENTER

SECTION NUMBER:

4.A.4

I. PURPOSE

The purpose of this document is to outline guidelines regarding use of the Wellness Center which provides PWC employees a place to voluntarily participate in physical training for the personal development of their health.

II. APPLICABILITY

This procedure applies to all PWC employees utilizing the Wellness Center.

III. RESPONSIBILITY

- A. **Legal Services Department:** Responsible for overseeing the operation of the Wellness Center and for enforcing the provisions of these guidelines.
- B. **Employees:** Responsible for adhering to all provisions of this procedure and applicable safety considerations.

IV. GUIDELINES

- A. Only PWC employees are allowed to use the Wellness Center. Use of this fitness area and equipment is at the **USER'S OWN RISK**.
- B. Hours of operation are 24 hours a day, 7 days a week.
- C. PWC employees will gain access to the Wellness Center with PWC ID badges. This is to monitor the utilization of the facility and account for users during an emergency.
- D. The Wellness Center will be monitored by PWC security personnel. Lockers are available for temporary use during the workout period only. Users must furnish their own locks. Any locks left on lockers outside of the workout period will be subject to removal by PWC. PWC will not be responsible for theft or loss of personal property.
- E. PWC will not conduct any physical examinations. All applicable users will be responsible for evaluating their own health status. We strongly recommend that all users have some type of physical screen conducted prior to using these facilities.

☐ ORIGINAL ☒ REVISION NO. 2

APPROVED: OCTOBER 1, 2012

APPROVED BY:

 GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE: USE OF WELLNESS CENTER	SECTION NUMBER: 4.A.4
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- F. Prior to using the Wellness Center, users must attend a scheduled orientation session and complete a PWC waiver of liability form. The Legal Services Department will coordinate orientation, training, and waiver administration.
- G. Appropriate fitness wear and athletic footwear must be worn while utilizing the Wellness Center, and is restricted to this area only. Employees should not wear fitness attire in areas where business is normally conducted.
- H. Failure to comply with the approved procedures for the Wellness Center will result in privileges being suspended and/or revoked.
- I. An employee suggestion box will be located in the Wellness Center to collect comments.

V. EFFECTIVE DATE

This procedure will become effective upon approval.

EXHIBIT B - Policies recommended for removal

PROCEDURE: BEREAVEMENT LEAVE AND SENTIMENT GUIDELINES	SECTION NUMBER: 2.E.7
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I. PURPOSE

The purpose of this procedure is to ensure compassion, consistency, and equality in recognizing the death of an active or retired employee or the immediate family member of an employee.

II. DEFINITIONS

- A. **Bereavement Leave** – Employee time away from work due to the death of an immediate family member as defined in this procedure.
- B. **Immediate Family Member** – Includes spouse, child, parent, sister, brother, grandparent, grandchild, and in-laws of the employee.

III. RESPONSIBILITIES

- A. **Chief Executive Officer:** Review and process leave requests for Officers and ensure that bereavement guidelines are implemented according to the established procedures.
- B. **Officers, Directors, Managers, Supervisors:** Explain bereavement leave procedures and sentiment guidelines to employees, review requests for leave, review leave accrual records to ensure the employee has adequate leave to cover the request, ensure accurate documentation of leave requests are sent to the Human Resources Department, and share information about the death of an employee/retiree or an immediate family member of an employee with Human Resources as needed.
- C. **Human Resource Officer:** Review and process leave requests, coordinate employee notification procedures, arrange for purchase and delivery of condolence flowers/cards to employees and/or families, and coordinate lowering of the flag in the event of the death of a current employee.
- D. **Communications and Community Relations Division:** Publish notifications in the employee newsletter and provide assistance to the Human Resources Department as needed to facilitate the employee notification process.
- E. **Employees:** Adhere to guidelines and processes documented in this procedure.

☐ ORIGINAL ☒ REVISION NO. 2

APPROVED: OCTOBER 1, 2012

APPROVED BY:  GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE: BEREAVEMENT LEAVE AND SENTIMENT GUIDELINES	SECTION NUMBER: 2.E.7
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IV. GUIDELINES

- A. A maximum of three (3) days sick leave may be taken for bereavement. Should additional days become necessary, the employee has the option of taking vacation leave or excused leave without pay.
- B. PWC funds cannot be used for donations to medical societies, scholarship funds, or any other foundation that is specified "in lieu of flowers."

V. PROCEDURES

- A. In the event of the death of an immediate family member, current employees should notify their supervisor and indicate how much time off will be needed.
- B. Upon learning of the death of an employee/retiree or the immediate family member of an employee, employees are asked to contact their supervisor. The supervisor will contact Human Resources.
- C. Employees are asked to refrain from sending out companywide notices. A formal announcement will be sent to all PWC employees through the Human Resources Department. The Communications and Community Relations Division will publish notifications in the employee newsletter and provide assistance to the Human Resources Department as needed to facilitate the employee notification process.
- D. The Human Resources Department will send a sympathy card to the employee, employee's family (spouse, child, parent, sister, and brother), or retiree's family as appropriate.
- E. Upon the death of a PWC employee, the Human Resources Department will send a floral arrangement to the designated funeral home or other address. The cost for the arrangement will be charged to the department in which the employee worked. As this is a companywide sentiment, it is not necessary for a department to send any other PWC specific gift or condolences.
- F. The PWC flag will be lowered to half-staff in accordance with PWC Procedure "Flags Flown at Half-Staff" to recognize and honor the death of an active PWC employee.

EXHIBIT B - Policies recommended for removal

PROCEDURE: BEREAVEMENT LEAVE AND SENTIMENT GUIDELINES	SECTION NUMBER: 2.E.7
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VI. EFFECTIVE DATE

This procedure replaces all previous procedures and will become effective upon approval.

EXHIBIT B - Policies recommended for removal

PROCEDURE:

MATERIAL REVIEW COMMITTEE

SECTION NUMBER:

4.C.1**I. PURPOSE**

The purpose of this procedure is to establish formal guidelines related to the duties of the Material Review Committee.

II. APPLICABILITY

This procedure applies to members of the Material Review Committee.

III. RESPONSIBILITY

- A. Division Officers:** Responsible for enforcing the provisions of this procedure.
- B. Material Review Committee:** Responsible for making recommendations that impact the Inventory System; and complying with the provisions of this procedure.

IV. GUIDELINES

- A.** The Material Review Committee is responsible for making recommendations on changes to the Inventory System.
- B.** The Committee will meet on a periodic basis as appropriate.
- C.** The Committee exists to address issues related to the following inventory classifications and shall have representation from the following departments:

CLASSIFICATION**REPRESENTATIVES**

Electric Inventory

Electric Engineering, Construction,
Warehouse, Purchasing, WMIS,
Finance, Substations

Water/Sewer Inventory

Water/Sewer Engineering, Construction,
Plants, Warehouse, Purchasing, WMIS,
Finance

Non-Department Inventory

Facilities Construction and Maintenance,
Safety, Warehouse, Purchasing☐ ORIGINAL ☒ REVISION NO. 1APPROVED: OCTOBER 1, 2012

APPROVED BY:



GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE: MATERIAL REVIEW COMMITTEE	SECTION NUMBER: 4.C.1
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D. The Committee will:

1. Review re-order points and maximum quantity on-hand for inventory items.
2. Review/recommend items to be added, modified, and/or deleted from inventory.
3. Review descriptions for inventory items.
4. Serve as a focal point for inventory decisions and for the dissemination of information to affected parties.

V. EFFECTIVE DATE

This procedure will become effective on the date of approval.

EXHIBIT B - Policies recommended for removal

PROCEDURE: SERVICE AWARDS	SECTION NUMBER: 2.E.9
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I. PURPOSE

The purpose of this procedure is to recognize and reward full-time employees based on their length of service at PWC.

II. APPLICABILITY

This procedure applies to all active, full-time employees of PWC. Employees are eligible for service awards based on 5-year increments, or milestones, beginning with year five (5) and continuing until the employee is no longer an active, full-time employee.

III. RESPONSIBILITY

- A. **Officers, Directors, Managers, and Supervisors:** Ensure enforcement of procedures, share information with employees, and coordinate activities with the Human Resources Department.
- B. **Human Resources Department:** Identify employees eligible for service awards based on years of service, share information with the service award vendor, provide assistance to employees, facilitate receipt and distribution of awards, and coordinate semi-annual service award function.

IV. GUIDELINES

- A. Full-time employees will be recognized at each 5-year increment of continuous service as an employee at PWC.
- B. At each 5-year increment, each employee will receive a service award. Service awards (or gifts) are tangible in nature. The gift's value will increase as the number of years increase.
- C. Eligible employees will be recognized at the semi-annual service award function.

V. PROCEDURES

- A. The Human Resources Department will identify eligible employees and notify them of eligibility for service awards.

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APPROVED: OCTOBER 1, 2012

APPROVED BY:  GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE: SERVICE AWARDS	SECTION NUMBER: 2.E.9
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- B. At each milestone (e.g., 5, 10, 15, 20, 25, 30, 35, 40, 45, 50 years), employees will be allowed to select one gift from a catalog provided by the service award vendor. Gifts will be assigned a value based on the years of service.
- C. The Human Resources Department will coordinate efforts with the service award vendor to place gift orders. All awards will be delivered to the Human Resources Department.
- D. Service awards will be presented to employees by an Officer, Director, Manager, or Supervisor as near as possible to the employee's milestone date. If possible, the award should be presented in the presence of work colleagues in an official setting, e.g., staff meeting or safety meeting. Accommodations will be made for shift operations or scheduling constraints.
- E. The Human Resources Department will schedule and coordinate the semi-annual service award function.
 - 1. Upon receiving information from the Human Resources Department, Officers will share details with all eligible employees and the assigned Director, Manager, and/or Supervisor.
 - 2. All employees reaching a milestone in the last designated six-month period will be recognized at the service award function.
 - 3. If possible, the CEO/General Manager will present formal service awards (certificate, pen) along with the appropriate Officer.

VI. EFFECTIVE DATE

This procedure becomes effective upon approval.

EXHIBIT B - Policies recommended for removal

PROCEDURE: REDUCTION IN WORKFORCE	SECTION NUMBER: 2.F.1
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I. PURPOSE

The purpose of this procedure is to standardize proper processes to follow in the event of a reduction in workforce.

II. DEFINITION

Reduction in Workforce – A separation from employment because of an organizational change, lack of work, lack of funds, or other reasons that reflect no discredit upon the employee.

III. RESPONSIBILITIES

- A. **Chief Executive Officer/General Manager:** Approves all reduction in workforce separations as deemed necessary.
- B. **Human Resource Officer:** Informs the Chief Executive Officer of all requests for workforce reduction; and provides the Chief Executive Officer with information justifying the reduction in workforce.
- C. **Officers, Directors, Managers:** Submits requests for workforce reductions along with documentation justifying request.

IV. GUIDELINES

- A. The Chief Executive Officer shall make decisions related to reductions as necessary based on the critical needs of the PWC.
- B. No regular, full-time employee shall be separated while there are temporary part-time or probationary employees serving in the same class in the division unless the regular, full-time employee is not willing to transfer to the position held by the non-regular employee.
- C. Employees terminated as a result of the approved reduction in workforce actions may be eligible to receive a severance package. Details of any such package will be shared with the affected employees before the date of separation.

☒ ORIGINAL ☐ REVISION No. _____

APPROVED: OCTOBER 1, 2012

APPROVED BY: _____

Steven R. Bonchard
GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE: REDUCTION IN WORKFORCE	SECTION NUMBER: 2.F.1
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V. PROCEDURES

- A. Upon notification from the Chief Executive Officer that reduction in workforce actions are necessary, the Division Officers will develop recommendations for the impacted departments based on employee job performance, seniority, and other criteria as appropriate.
- B. The Human Resource Officer will review division recommendations and complete the Personnel Action Form for each position impacted.
- C. The Human Resource Officer will submit the completed Personnel Action Forms to the appropriate Division Officer and Chief Executive Officer for final approval.
- D. The Human Resource Officer and Department Manager will notify impacted employees of the anticipated separation date along with other information related to the severance procedures and benefits.

VI. EFFECTIVE DATE

This procedure replaces all previous procedures and becomes effective upon approval.

PROCEDURE:

EMPLOYEE SEPARATIONS

SECTION NUMBER:

2.F.3

I. PURPOSE

The purpose of this procedure is to establish uniform guidelines for employee separations regarding proper notifications and actions to be taken, the retrieval of PWC assets, the collection of personal belongings of the employee, and separation payments.

II. RESPONSIBILITIES

- A. Chief Executive Officer/General Manager:** Responsible for acting as the final authority in all separation and dismissal issues.
- B. Officers, Directors, Managers, and Supervisors:** Responsible for enforcing the provisions of this procedure when an employee is leaving the employment of PWC.
- C. Human Resources Department:** Responsible for notifying the appropriate parties of employee separations; taking appropriate action during employee separation events; and providing information in a timely manner to appropriate Department leads.
- D. Employee:** Notify his/her immediate supervisor of intent to separate from service; return all PWC assets; and remove all of personal belongings from PWC property.

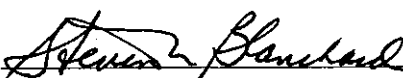
III. DEFINITIONS

- A. Resignation with Notice –** The instance of an employee providing advance notice that he/she will be leaving the employment of PWC. This category includes retirement, long-term disability, and military leave (call to duty).
- B. Resignation without Notice –** The instance of an employee leaving the employment of PWC with no advance notice. An employee that does not show up for three (3) consecutive days, and does not notify his/her immediate supervisor during this period, will be consider resigned from employment.
- C. Involuntary Dismissal –** The instance of an employee being immediately relieved of all duties and discharged from employment.

☐ ORIGINAL ☒ REVISION NO. 1

APPROVED: OCTOBER 1, 2012

APPROVED BY:



GENERAL MANAGER

PROCEDURE:	SECTION NUMBER:
EMPLOYEE SEPARATIONS	2.F.3

- D. **Short-Term Separations** – The instance of an employee taking extended leave time due to suspensions pending termination, FMLA, Worker's Compensation, or participation in the Employee Assistance Program.

IV. **GUIDELINES**

- A. Prior to separating employment from PWC, any employee who perceives that unlawful or intolerable employment practices or conditions exist within a department may exercise their right to present their concerns in accordance with the PWC Grievance Procedure.
- B. Employees who voluntarily resign from employment have no appeal rights.
- C. Employees who leave employment of the PWC are responsible for returning all assets issued to them.
- D. The Human Resources Department will distribute an electronic announcement identifying the employee that is leaving, along with a picture and effective date, to all PWC employees with e-mail access.
- E. The Facilities and Construction Maintenance Department will share the name and a picture for each employee leaving the employment of PWC, along with the effective date of the separation, with on-site Security personnel.

V. **PROCEDURES**

A. **Notifications**

- 1. **Voluntary Separations:** To include resignations with notice, resignations without notice, retirement, long-term disability, military call to duty, FMLA, Worker's Compensation and Employee Assistance Program.
 - a. The employee should notify his/her immediate supervisor of the intent to leave employment of the PWC in writing, including the intended last day of employment.
 - i. Notice of separation should be submitted two (2) weeks before the effective date to allow time to plan for a replacement.

PROCEDURE: EMPLOYEE SEPARATIONS	SECTION NUMBER: 2.F.3
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- ii. Accrued vacation leave may not be used to fulfill the notification requirement.
 - iii. The termination date for the employee will be the last day the employee works.
 - iv. Failure to comply with this requirement may also be cause for denying future re-employment with PWC.
 - b. If an employee is absent for three (3) consecutive work days without notification, the employee will be deemed to have voluntarily resigned his/her position because they are unavailable for continued employment. However, if there are extenuating circumstances beyond the control of the employee and they are unable to notify their immediate supervisor, re-instatement may be considered after the facts are objectively evaluated.
 - c. The employee's immediate supervisor shall notify the Human Resources Department of the separation event by completing and submitting a Personnel Action Form. In the case of a long-term disability, the Human Resources Department will notify the supervisor.
 - d. The Human Resources Department will submit the Personnel Action Form to the appropriate Division Officer for review/approval before forwarding to the Chief Executive Office for final review and approval.
 - e. Once all approvals are obtained, the Human Resources Department will create an electronic payroll action with the effective date of the event, notifying appropriate PWC personnel. This notification triggers deactivation of building access, procurement card, and IS lockout for network access, to include VPN. If the last day of work is different from the effective date, Human Resources will send additional e-mail notifications to appropriate PWC personnel.
 - f. Human Resources will distribute an electronic announcement identifying the employee that is leaving, along with a picture and effective date, to all PWC employees with email access.
2. **Involuntary Dismissal:** To include termination of employment and suspension pending termination.

PROCEDURE:

SECTION NUMBER:

EMPLOYEE SEPARATIONS**2.F.3**

- a. The Department Supervisor/Manager documents the severity of the infraction committed after a review with the employee.
- b. The documented evidence of violations will be submitted to the Human Resources Department through the appropriate Division Officer with a recommendation for dismissal.
- c. The Human Resource Office will forward the recommendation for dismissal to the Chief Executive Officer. The Chief Executive Office will act as the final authority in all dismissals and will determine whether the departmental recommendation for dismissal is justified or if an alternative action is needed.
- d. In some cases, the Department Supervisor/Manager may provide the employee the opportunity to resign in lieu of dismissal. This action will be effective immediately. Documentation must indicate resignation in lieu of dismissal.
- e. Once the final decision is made and approved, the Human Resources Department will notify the employee's immediate supervisor.
- f. The employee will be escorted from the premises by the immediate supervisor.
- g. The Human Resources Department will create an electronic payroll action with the effective date of the event, notifying appropriate PWC personnel. This notification triggers deactivation of building access, procurement card, and IS lockout for network access, to include VPN. If the last day of work is different from the effective date, Human Resources will send an additional e-mail to appropriate PWC personnel.
- h. If the separation event appears to create a hostile or potentially critical situation, Human Resources and the assigned Supervisor will notify all appropriate personnel, to include Security.
- i. Human Resources will distribute an electronic announcement identifying the employee that is leaving, along with a picture and effective date, to all PWC employees with email access.

PROCEDURE: EMPLOYEE SEPARATIONS	SECTION NUMBER: 2.F.3
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B. Return of Assets

1. **Voluntary and Involuntary Separations:** To include resignations with notice, resignations without notice, retirement, termination, and military call to duty.
 - a. The employee is responsible for returning all PWC assets to the appropriate supervisor on or before the employee's last day of work. Assets include items issued or purchased by PWC, to include:
 - i. Uniforms
 - ii. ID Card/Badge
 - iii. Keys
 - iv. Tools
 - v. Credit Cards
 - vi. Cell phone, Radio, Laptop
 - vii. Safety Equipment
 - b. The employee's supervisor is responsible for inventorying and recovering all PWC assets assigned to employee before or by the employee's last day of work.
 - i. If the last day of work is before the effective date of resignation, all PWC assets shall still be recovered before by the last day of work. For example, if an employee is retiring on January 1, but is taking vacation leave for the month of December, assets must be recovered by November 30.
 - c. The supervisor will return assets to the appropriate department(s) from which they were issued.
 - i. Keys and ID cards/badges should be returned to the Facilities Construction Maintenance Department.
 - ii. Vehicles, keys and other equipment should be returned to the Fleet Department.
 - iii. Technology/communications equipment (phones, radios, laptops, etc.) should be returned to the Information Systems Department.
 - iv. Safety equipment/tools should be maintained in the department's inventory or returned to the Warehouse.

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- v. Uniforms should be returned to the department designee responsible for coordinating delivery and return of uniforms.
 - d. The supervisor will notify the Human Resource Department of any assets not returned by the employee.
 - e. In the event that assets are not returned before the last day of work, other collection or law enforcement measures may be instituted.
 - f. The Human Resource Department will notify the Payroll Department of deductions.
- 2. **Short-term Separations:** To include long-term disability, FMLA, Worker's Compensation and Employee Assistance Program.
 - a. When an employee will be removed from duty for an extended period of time, the employee's supervisor is responsible for knowing the status of PWC assets.
 - b. If the separation period is greater than two (2) weeks, the supervisor shall collect the assets and hold them in a secure location or return to inventory as appropriate.
 - c. The Human Resources Department shall notify the Facilities Construction Maintenance Department and Information Services Department of the separation period so that access requirements are disabled and reinstated as appropriate.

C. **Return of Personal Belongings**

- 1. Upon separation or termination, the employee will be allowed to collect personal belongings on PWC premises. Arrangements should be coordinated with the appropriate supervisor within two (2) weeks of the last day of work. PWC shall not assume responsibility for personal belongings after this period.
- 2. Based upon request(s) of Human Resources staff or Manager/Supervisor, personal belongings of a dismissed employee may be brought to the front security desk for pick up, or a security escort may be provided for the employee.

PROCEDURE: EMPLOYEE SEPARATIONS	SECTION NUMBER: 2.F.3
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3. In the event of an employee death, the immediate supervisor shall make arrangements for the family to pick-up any personal belongings of the employee.

D. Exit Interview

1. Human Resources shall conduct an exit interview with all employees that are separating employment.
2. The interview will cover the following topics:
 - a. Return of all PWC assets assigned to employee (to include consequences of not returning the assets).
 - b. Arrangements for the collection of personal belongings (if necessary).
 - c. Access restrictions and non-employee requirements for future visits to PWC properties.
 - d. Final pay and benefit options.
 - e. Any OSHA required testing, if applicable.
 - f. Reason(s) for leaving.
 - g. Job satisfaction ratings.

E. Access Privileges

1. Based on the electronic payroll action completed by the Human Resources Department, building access and network access will be deactivated immediately following the employee's last day of work or other date indicated by the Human Resources Department.
2. Immediately upon deactivation of building access codes, former employees will be expected to adhere to visitor requirements as defined in the PWC General and Administrative Facilities Security procedure when visiting any PWC facility.
3. In order to gain access to a separated employee's voicemail, email or computer, a request must be made to the IS Department by the appropriate department supervisor. The request must include a start and end date for the access period.

F. Payments

1. **Voluntary Separations:** To include resignations with notice, resignations without notice, retirement, long-term disability, military

call to duty, FMLA, Worker's Compensation and Employee Assistance Program.

- a. The Human Resources Department will furnish information to the Payroll Section of the Accounting Department defining all benefits that are eligible for payment at the time of an employee's termination from employment at PWC.
- b. Employees will be paid for all accrued time worked, including overtime, and all accrued vacation time.
- c. Employees will not be paid for accrued sick time, except as allowed where termination is due to retirement.
- d. Employees must apply to the appropriate agency for benefits independent of PWC, such as 401K, 457, etc.
- e. The Payroll Section of the Accounting Department will process payments to the employee's normal direct deposit account in the next payroll run following notification from the Human Resources Department.
- f. If assets are not returned before the last day of work, collection or law enforcement measures may be instituted.

2. Involuntary Separations: To include termination of employment and suspension pending termination.

- a. The Human Resources Department will furnish information to the Payroll Section of the Accounting Department defining all benefits that are eligible for payment at the time of an employee's termination from employment at PWC.
- b. Employees will be paid for all accrued time worked, including overtime, and all accrued vacation time.
- c. Employees will only be paid for any accrued vacation time, not sick time.
- d. Employees must apply to the appropriate agency for benefits independent of PWC, such as 401K, 457, etc.
- e. The Payroll Section of the Accounting Department will process payments to the terminated employee's normal

PROCEDURE: EMPLOYEE SEPARATIONS	SECTION NUMBER: 2.F.3
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direct deposit account in the next payroll run following notification from the Human Resources Department.

- f. If assets are not returned before the last day of work, collection or law enforcement measures may be instituted.

3. **Employee Death:** In the event of an employee's death, the following procedures will be followed:

- a. The Human Resources Department will notify the Payroll Section of the Accounting Department and process the required documentation.
- b. The Payroll Section will disburse final accrued wages and vacation pay to the Human Resources Department.
- c. The Human Resources Department will forward the final paycheck to the estate of the deceased.

VI. EFFECTIVE DATE

This procedure replaces all previous procedures regarding employee transitions and separations and shall be effective upon approval.

EXHIBIT B - Policies recommended for removal

PROCEDURE:

TESTING MATERIALS/SUPPLIES/EQUIPMENT

SECTION NUMBER:

4.C.6

I. PURPOSE

The purpose of this procedure is to establish formal guidelines as it relates to testing materials/supplies/equipment.

II. APPLICABILITY

This procedure applies to user departments who are required to test materials/supplies/equipment.

III. RESPONSIBILITY

Division Officers, Department Managers, Supervisors: Responsible for enforcing the provisions of this procedure.

IV. GUIDELINES

While it is economically unfeasible to set up a formal testing department, the following alternatives are available for testing of materials, supplies, and equipment:

- A. The State of North Carolina tests many of the products available under state contract. Results of these tests can be made available by contacting the Purchasing Agent handling the commodity in question. This can be coordinated through the PWC Purchasing Department.
- B. Independent Testing Laboratories can be commissioned to test products such as rubber gloves, poles, transformers, cable, conductor, manhole rings and covers, etc. This determination shall be made by the Engineering Department and will be included in the bid specifications, as appropriate. Certified test results shall be secured before acceptance of the product and subsequent payment.

V. EFFECTIVE DATE

This procedure will become effective on the date of approval.

☐ ORIGINAL ☒ REVISION NO. 1

APPROVED: OCTOBER 1, 2012

APPROVED BY:



GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE:

ALARM MONITORING

SECTION NUMBER:

4.A.2

I. PURPOSE

The purpose of this procedure is to advise PWC employees of the process for responding to fire and security alarms at PWC buildings.

II. APPLICABILITY

This procedure applies to PWC Operations Complex and Robert C. Williams Business Center buildings equipped with security and/or fire alarms.

III. RESPONSIBILITY

- A. **PWC Dispatcher:** Responsible for receiving calls from the alarm monitoring service provider and notifying the appropriate PWC personnel.
- B. **Facilities Construction and Maintenance Department:** Responsible for responding to all alarms.

IV. PROCEDURES

A. **Fire Alarms**

1. When a fire alarm activates, the alarm monitoring service provider will call the appropriate authorities and will then notify PWC Dispatch. The PWC Dispatcher will immediately notify and provide detailed incident information to the Facilities Construction and Maintenance Department, Legal Services Department, and the on-site Security Officer.
2. On-site Security shall assist the Fire Department with access requirements and PWC personnel as stated in their Emergency Evacuation Procedures.
3. The Facilities Construction and Maintenance Department will respond to alarm, communicate with responding authority and alarm monitoring service provider as required, reestablish system stability, and notify appropriate Division Officer(s) and Legal Services staff of any property damage or loss.

☐ ORIGINAL ☒ REVISION NO. 2

APPROVED: OCTOBER 1, 2012

APPROVED BY:  GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE:

ALARM MONITORING

SECTION NUMBER:

4.A.2

B. Security Alarms

1. When a security alarm activates, the alarm monitoring service provider will attempt to call the appropriate building representative to confirm that the alarm is not accidental. If there is no one available to confirm, they will call the authorities and will then notify PWC Dispatch. The PWC Dispatcher will immediately notify and provide detailed incident information to Facilities Construction and Maintenance Department and the on-site Security Officer.
2. If the alarm is for the Customer Service Center Safe, Facilities Management will also contact the Customer Service Center Supervisor.
3. Building representatives shall contact alarm monitoring service provider to cancel action if the alarm is known to be accidental/false.
4. On-site Security shall assist the responding authority with access requirements.
5. The Facilities Construction and Maintenance Department will respond to alarm, communicate with responding authority and alarm monitoring service provider as required, and reestablish system stability.

V. EFFECTIVE DATE

This procedure will become effective upon approval.

EXHIBIT B - Policies recommended for removal

PROCEDURE:

CONSUMPTIVE WATER LOSS CREDIT

SECTION NUMBER:

5.B.1

I. PURPOSE

The purpose of this procedure is to provide customers an opportunity to reduce sewer service costs by allowing sewer billing to be based on the volume of water actually discharged.

II. RESPONSIBILITIES

- A. **System Protection Department:** Responsible for ensuring that effluent flow meters, when used for sewer billing purposes, meet the standards and specifications required for compliance with PWC's Industrial Pretreatment Program, for receiving flow data from industrial customers, and for transferring that data to PWC's billing department for use in calculating sewer charges. This applies to facilities where the total facility sewer flow is being measured for billing purposes as described in Section IV.B. of this procedure.
- B. **Customer Programs Division:** Responsible for processing and monitoring consumptive loss credit applications, coordinating the development of installation costs for each site/applicant, and establishing accounts for new customers. This applies where consumptive loss is metered by measuring incoming and outgoing water for a process as described in Section IV.A. of this procedure.
- C. **Utility Field Service Group:** Responsible for installation and maintenance of consumptive loss metering and for obtaining meter readings for use in calculation of consumptive loss credits. This applies where consumptive loss is metered by measuring incoming and outgoing water for a process as described in Section IV. A. of this procedure.

III. APPLICABILITY

All customers who receive PWC water and sewer services and who meet the criterion under Section IV of this procedure are eligible to apply for a consumptive water loss credit.

Consumptive loss agreements based on a percent reduction, which are in place prior to May 19, 2011, shall be grandfathered for five (5) years from the effective date of this procedure or until such time ownership of the facility changes, whichever comes first. After five (5) years or when ownership of the facility changes, all facilities shall conform to the conditions specified in this procedure.

☐ ORIGINAL ☒ REVISION NO. 2

APPROVED: OCTOBER 1, 2012

APPROVED BY:

 GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE:

CONSUMPTIVE WATER LOSS CREDIT

SECTION NUMBER:

5.B.1

IV. GUIDELINES

Billing for a Consumptive Water Loss Credit may occur as follows:

A. Meter Loss through Individual Process

PWC may consent to billing for sewer if monthly water consumption exceeds 250,000 at least three (3) times during a 12-month consecutive billing period and the customer will allow PWC to install incoming and outgoing flow meters on the process where water is being lost. If a customer chooses to allow PWC to install process flow meters, the customer must agree to the following:

1. The volume of consumptive loss through a process must be measured by installation of incoming and outgoing process meters. The difference between the incoming and outgoing process meters shall be the "consumptive loss" and shall be credited accordingly toward the customer's sewer volume for that billing cycle.
2. The customer shall pay the application fee, be billed the cost of installing all incoming and outgoing process meters, and pay a monthly basic facilities charge as applicable for each meter installed at the site. Installation costs shall include labor and materials to include the current cost of the meter(s) based on current market value.
3. PWC shall retain ownership of these incoming and outgoing process meters and shall assume responsibility for ensuring their accuracy and reliability in perpetuity once the meters are installed.
4. PWC reserves the right to revert to estimated sewer billing based on historical data in the event of meter failure.

B. Total Facility Sewer Flow Measurement

If a customer chooses to meter the total volume of water discharged to the sanitary sewer system, PWC will consent to bill sewer based on the actual total volume of water discharged to the sewer system. If a customer chooses this approach, they must agree to the following:

1. Install, at their expense, a sewer flow meter in a location that all water discharged to the sanitary sewer flows through the metered location.

EXHIBIT B - Policies recommended for removal

PROCEDURE: CONSUMPTIVE WATER LOSS CREDIT	SECTION NUMBER: 5.B.1
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2. Install the sewer flow meter in a location that is accessible to PWC employees.
3. Have the meter calibrated by an independent contractor a minimum of once per year. Documentation of this calibration is to be submitted to the PWC System Protection Department.
4. Have the meter re-calibrated at the request of PWC in the event of questions concerning the accuracy of the meter, including but not limited to:
 - a. Increase or decrease in sewer flow greater than 25 percent in two consecutive months.
 - b. Increase or decrease in "sewer flow to water consumption" ratio greater than 10 percent in two (2) consecutive months.
5. Notify PWC within 24 hours of any malfunction, damage, or repairs to the flow meter.
6. PWC reserves the right to revert to sewer billing from the incoming water meter or an estimated volume in the event of the failure of the flow meter's proper performance or the failure of the customer to properly maintain and submit required documentation within the specified time-frame.
7. Associated sewer surcharges will be based upon the metered volume.

V. PROCEDURE

- A. Customer Programs shall collect consumptive loss credit applications and application fees. Applications will be processed within 30 business days of receipt. Approval shall be based on meeting the minimum criterion set forth in Section IV of this procedure and the feasibility of meter installation that ensures meter accuracy and meter readability. Customer Programs shall develop an estimated cost for meter installation based on current labor, material, and meter costs as part of the application approval process.
- B. Customer Programs shall notify the customer in writing of the decision on the application to include the cost of installation and the ongoing monthly basic facilities charges.

EXHIBIT B - Policies recommended for removal

PROCEDURE: CONSUMPTIVE WATER LOSS CREDIT	SECTION NUMBER: 5.B.1
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- C. The customer will pay the installation fee.
- D. When the installation fee is paid, Customer Programs will notify Utility Field Services to install the meter(s).
- E. Customer Programs will inform the customer of meter installation and notify the Accounting Department to establish customer billing.

VI. EFFECTIVE DATE

This procedure shall become effective upon approval.

EXHIBIT B - Policies recommended for removal

I. PURPOSE

The purpose of this procedure is to appropriately distribute the costs of treating sewer wastes to those industries discharging high strength wastes as defined by the Sewer Use Ordinance (SUO) of the City of Fayetteville.

II. APPLICABILITY

This procedure shall apply to those who receive sewer services from the Public Works Commission and who are identified, by PWC's Pretreatment Program, as discharging high strength wastes.

III. DEFINITIONS

- A. **Biochemical Oxygen Demand (BOD)** - the quantity of oxygen, expressed in milligrams per liter (mg/l), utilized in the biochemical oxidation of organic matter under standard laboratory procedures in five (5) days at 20 degrees Celsius.
- B. **Carbonaceous Biochemical Demand (CBOD)** - the quantity of oxygen, expressed in milligrams per liter (mg/l), utilized in the biochemical oxidation of organic matter under standard laboratory procedures in five (5) days at 20 degrees Celsius, minus the nitrogenous oxygen demand fraction.
- C. **High strength/non-domestic waste** - waste having a BOD or CBOD greater than 300 mg/l and/or a TSS greater than 300 mg/l and/or Ammonia Nitrogen content greater than 50 mg/l.
- D. **Pollutant of Concern (POC)** - any pollutant which might reasonably be expected to be discharged to the sanitary sewer in quantities which could pass through or interfere with the waste treatment process, contaminate the sludge, or jeopardize PWC worker safety and health.
- E. **Total Suspended Solids (TSS)** - total suspended matter that either floats on the surface of, or is in suspension with, water, wastewater, or other liquids and is removable by laboratory filtration as prescribed in "Standard Methods."
- F. **User** - any person who contributes, causes, or permits the contribution of wastewater into the sanitary sewer, including persons who contribute such wastes from mobile sources, and is a source of indirect discharge.

EXHIBIT B - Policies recommended for removal

G. **Total Kjeldhal Nitrogen (TKN)** – the sum of organic nitrogen, ammonia (NH₃), and ammonium (NH₄).

IV. GUIDELINES

A. General

1. Users who discharge high strength/non-domestic waste shall be monitored by PWC at least once during a six (6) month period.
2. The PWC shall collect representative samples of the waste and shall analyze its properties to determine if surcharges shall be applied to the waste stream.
3. The monthly surcharge bill shall be based on a rolling 12-month average, with data collected by PWC as well as data submitted to PWC by the user.
4. Surcharges will be billed monthly utilizing the user's current sanitary sewer flow as applied to their monthly sewer bill and the current average pollutant concentrations.

B. Surcharge Rates

1. The surcharge rate shall be applied as stated in the current Rate Schedule.
2. The surcharge shall be mathematically calculated by:

$$[(C \times V \times 8.34)/1000] \times R = \text{monthly surcharge fee}$$

Where:

C = 12-month average of pollutant concentration that exceeds 300 mg/l

V = monthly volume of sewer discharge in million gallons

R = surcharge rate in dollars

3. Surcharge rates will be revised periodically to reflect the actual cost of treating pollutants of concern.

EXHIBIT B - Policies recommended for removal

V. ENFORCEMENT

Users that fail to pay their surcharge bill will be subject to all remedies established by PWC for the collection of fees and dues including, but not limited to, late notices, late fees, and termination of service.

V. EFFECTIVE DATE

This procedure will be effective upon approval.

EXHIBIT B - Policies recommended for removal

PROCEDURE:

PUMP AND HAUL WASTE DISPOSAL

SECTION NUMBER:

5.B.3

I. PURPOSE

The purpose of this procedure is to establish formal guidelines related to accepting commercial and industrial waste delivered by tank trucks for treatment and ultimate disposal at the Cross Creek Water Reclamation Facility.

II. RESPONSIBILITY

- A. **Water Resources Chief Operations Officer:** Responsible for overseeing the Environmental and Compliance Department and ensuring that procedure provisions are implemented.
- B. **Water Resources Environmental Program Manager:** Responsible for implementing the procedure as written; has signatory authority for permit issuance; maintains/updates this procedure as necessary; and approves enforcement actions.
- C. **System Protection Supervisor:** Responsible for processing applications; inspecting tank trucks; interacting with permittees; collecting samples; development of permits; calculating and processing invoices; compliance judgment; and recommending enforcement actions.
- D. **General Manager:** Authority for issuance of permits shall ultimately reside with the PWC General Manager or his designee. For the purpose of issuing Pump and Haul waste permits, signatory authority shall be delegated to the PWC Environmental & Compliance Department Manager, or in their absence, the Water Resources Chief Operations Officer.

III. GUIDELINES

- A. Any person or business participating in activities authorized by this procedure and the Sewer Use Ordinance for the City of Fayetteville shall be referred to as Liquid Waste Haulers (herein referred to as LWH). LWH shall be permitted by the Public Works Commission (herein referred to as PWC) to discharge commercial and industrial waste into the designated structure at the Cross Creek Water Reclamation Facility (herein referred to as treatment facility).
- B. The LWH must apply for and receive an Indirect Discharge Permit from PWC. All applicants for permits shall complete such forms and applications as may be required by PWC, pay any applicable fees, and agree in writing to abide by the provisions outlined in this procedure, the

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APPROVED: OCTOBER 1, 2012

APPROVED BY:



GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE: PUMP AND HAUL WASTE DISPOSAL	SECTION NUMBER: 5.B.3
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Sewer Use Ordinance, and any special conditions or regulations established by PWC.

- C. LWH shall be limited to the discharge of industrial or commercial wastes that have been approved through the permitting process. Wastes prohibited from discharge into the treatment facility include, but are not limited to, the following:
 - 1. Grease from commercial or institutional food service grease traps
 - 2. Pumpings from sand/oil/water separators
 - 3. Toxic or hazardous wastes
- D. Each LWH will have an account established for billing when an Indirect Discharge Permit is received. The LWH will receive a bill each month for the previous month's activities. If the LWH's account is not paid in full within 20 days, the permit shall be revoked. To re-establish the cancelled permit, a new permit application will have to be submitted and a new permit issued.
- E. The volume of the vehicle will be determined from the:
 - 1. Tank size (tank data plate or tank volume as measured by PWC)
 - 2. Proper documentation (vehicle registration and public weigh master certificate, or other approved means) that must accompany the permit application.
- F. Upon request, the LWH must provide accurate and complete information as to the origin of each load of waste discharged into the treatment facility.
- G. The LWH will provide a manifest for each load of waste delivered to the facility.
- H. The LWH will be required to collect samples as dictated in their Indirect Discharge Permit. Results must be submitted as stated in the permit.
- I. The LWH shall notify a plant employee prior to discharge and must discharge at the point designated in their Indirect Discharge Permit or as otherwise directed by treatment facility staff.
- J. Any designated employee at the treatment facility has the authority to deny or order discontinuation of waste discharge into the treatment facility

EXHIBIT B - Policies recommended for removal

PROCEDURE: PUMP AND HAUL WASTE DISPOSAL	SECTION NUMBER: 5.B.3
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if it is judged that the discharge is in violation of any applicable permit condition or the Sewer Use Ordinance, or is otherwise deleterious or detrimental to the operation of the treatment facility or the safety of its workers.

- K. The area surrounding the point of discharge shall be kept maintained and clean at all times (i.e., each LWH is responsible for properly disposing of any debris prior to departure from the treatment facility).
- L. Special handling and high strength wastewater may justify an additional fee for each truckload discharged to the treatment facility. Additional fees shall be levied at the prevailing surcharge rate.
- M. A copy of the Indirect Discharge Permit must be kept by the permittee at all times. PWC has authority to require proof of permit.
- N. Liquid waste may be discharged at the treatment facility from sunrise to sunset. Any other arrangement must be authorized by PWC.
- O. Violations of this procedure, Indirect Discharge Permit requirements, or the Sewer Use Ordinance may result in:
 - 1. Civil penalties of up to \$25,000 per day per violation as provided by federal law.
 - 2. Permanent revocation of permission to discharge liquid waste into the treatment facility.

IV. EFFECTIVE DATE

This procedure will become effective upon approval.

EXHIBIT B - Policies recommended for removal

PROCEDURE: SEPTAGE DISPOSAL	SECTION NUMBER: 5.B.4
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I. PURPOSE

The purpose of this procedure is to establish formal guidelines governing acceptance and disposal of hauled waste from residential septic tanks and chemical/portable toilets for treatment and ultimate disposal at the Cross Creek Water Reclamation Facility.

II. RESPONSIBILITY

- A. **Water Resources Chief Operations Officer:** Responsible for enforcing the provisions of this procedure and serving as the signatory authority in absence of the Water Resources Treatment Facilities Manager.
- B. **Water Resources Treatment Facilities Manager:** Responsible for enforcing the provisions of this procedure; facilitating and administering application and usage processes; monitoring usage by Septage Haulers; and processing data for customer billing.
- C. **Water Resources Environmental Programs Manager:** Responsible for enforcing the provisions of this procedure; measuring tanks of Septage Haulers; and serving as the signatory authority in absence of the Water Resources Treatment Facilities Manager and/or Water Resources Chief Operations Officer.


III. GUIDELINES

- A. Any person or business participating in activities authorized by this procedure and the Sewer Use Ordinance for the City of Fayetteville shall be referred to as Septage Haulers. Septage Haulers shall be authorized by the PWC to discharge residential septic tank wastes or wastes from chemical/portable toilets into the designated structure at the Cross Creek Water Reclamation Facility (herein referred to as treatment facility).
- B. Septage Haulers must submit and have approved an "Application for Septage Hauler Waste Services" through the Water Resources Treatment Facilities Manager's Office. Once approved, this form is valid for one year.
- C. Septage Haulers must also provide PWC a NCS Permit # and have on file with PWC a current North Carolina "Authorization to Discharge Septage to a Wastewater Treatment Facility" form before discharging. The Water Resources Treatment Facilities Manager will verify this information.

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APPROVED: OCTOBER 1, 2012

APPROVED BY:



GENERAL MANAGER

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EXHIBIT B - Policies recommended for removal

PROCEDURE: SEPTAGE DISPOSAL	SECTION NUMBER: 5.B.4
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- D. All Septage Haulers shall complete required forms and applications, pay any applicable fees, and agree in writing to abide by the provisions outlined in this procedure, the Sewer Use Ordinance, and any special conditions or regulations established by PWC.
- E. Upon approval, the Septage Hauler will be issued computerized gate access cards from the PWC for each service truck. This card shall be used to record access time, date, truck identification, and billable volumes. All Septage Haulers must use the card reader before releasing waste into the designated structure.
- F. Monthly access card reports are provided by the Building and Grounds Department. The Water Reclamation Section Office Assistant compiles data and submits a monthly report to the Water Resources Treatment Facilities Manager. Once approved, this information is provided to the Accounting Department for customer billing.
- G. Each Septage Hauler will have an account established for billing after required forms are approved and processed by PWC. The Septage Hauler will receive a bill each month for the previous month's activities. If the Septage Hauler's account is not paid in full by the due date, the Septage Hauler's access cards shall be deactivated. To re-establish the deactivated access cards, a late fee and a reactivation fee will be assessed in addition to the past due amount. The fees will be based on current rate schedules. PWC reserves the right to increase or decrease charges for receiving septage at any time.
- H. Special handling or high strength wastewater may justify an additional fee for each truckload discharged to the treatment facility. Additional fees shall be levied at the prevailing rate.
- I. Septage Haulers shall be permitted and limited to the discharge of domestic septage containing no industrial or commercial wastes. Wastes prohibited from discharge into the treatment facility include, but are not limited to, the following:
 - 1. Grease from commercial or institutional food service grease traps
 - 2. Pumpings from sand/oil/water separators
 - 3. Toxic or hazardous wastes
- J. The maximum volume of the vehicle shall be determined from the:

EXHIBIT B - Policies recommended for removal

PROCEDURE: SEPTAGE DISPOSAL	SECTION NUMBER: 5.B.4
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1. Tank Data Plate or the tank volume as measured by PWC. The minimum volume for Septage Haulers shall be 1,000 gallons, excluding the chemical/portable toilet haulers.
 2. Proper documentation (vehicle registration and public weigh master certificate, or other approved means) may be required to accompany the Septage Hauler Waste Services application.
- K. Septage waste shall be accepted from Cumberland County and surrounding counties.
- L. Upon request, the Septage Hauler must provide accurate and complete information as to the origin of each load of septic tank waste discharged into the treatment facility.
- M. Any PWC employee designated by the Water Resources Treatment Facilities Manager has the authority to deny or order discontinuation of a septage waste discharge if it is judged that the discharge is in violation of any applicable condition or the Sewer Use Ordinance, or is otherwise deleterious or detrimental to the operation of the treatment facility or the safety of its workers.
- N. The area surrounding the point of discharge shall be kept maintained and clean at all times. Each Septage Hauler is responsible for washing down the area with water and properly disposing of any debris prior to departure from the treatment facility.
- O. Septage waste may be discharged at the treatment facility from sunrise to sunset. Any other arrangement must be authorized by PWC.
- P. Violations of this procedure or the Sewer Use Ordinance may result in:
1. Civil penalties of up to \$25,000 per day per violation as provided by federal law.
 2. Permanent revocation of permission to discharge septage into the treatment facility.

IV. EFFECTIVE DATE

This procedure will become effective upon approval.

EXHIBIT B - Policies recommended for removal

PROCEDURE: BULK WATER DELIVERY	SECTION NUMBER: 5.B.5
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I. PURPOSE

The purpose of this procedure is to establish formal guidelines governing delivery of bulk water from fire hydrants on PWC's distribution system.

II. APPLICABILITY

This procedure shall apply to water delivered to tank trucks from fire hydrants on PWC's distribution system. This procedure is not applicable to fire trucks.

III. RESPONSIBILITY

- A. **Water Resources Chief Operations Officer:** Responsible for ensuring the Water Resources Environmental and Compliance Department is implementing the procedure as written; and serves as signatory authority for permit issuance in the absence of System Protection staff.
- B. **Water Resources Environmental Programs Manager:** Responsible for ensuring the System Protection Department is implementing the procedure as written; has signatory authority for permit issuance in the absence of System Protection staff; maintains/updates this procedure as necessary; and approves enforcement actions.
- C. **System Protection Supervisor:** Responsible for implementing the procedure as written through inspection of trucks, development and issuance of permits, and recommending enforcement of the provisions of this procedure.
- D. **General Manager:** Responsible for serving as an authority for issuance of permits or assigning designees to manage the process. For the purpose of issuing hydrant use permits, signatory authority shall be delegated to the PWC System Protection Supervisor, or in their absence, the System Protection Technician, the Water Resources Environmental Programs Manager, or the Water Resources Chief Operations Officer.

IV. GUIDELINES

Any person or business engaged in the filling of tank trucks from PWC's potable water distribution system shall be referred to as Bulk Water Haulers (herein referred to as BWH). BWHs shall be permitted by the PWC to discharge water from designated fire hydrants into a tank with an Approved Air Gap (AAG).

☐ ORIGINAL ☒ REVISION NO. 1

APPROVED: OCTOBER 1, 2012

APPROVED BY:



GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE: BULK WATER DELIVERY	SECTION NUMBER: 5.B.5
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- A. The BWH must apply for and receive a Bulk Water Permit (herein referred to as BWP) from PWC's System Protection Section and establish an account through PWC's Customer Service Department.
- B. The BWH will pay an annual fee for use of water from PWC fire hydrants. The amount of the annual fee shall be stated in Rate Schedule BWD.
- C. The BWH will obtain a BWP from the PWC for each truck. This permit shall be used for truck identification. All BWHs must have a copy of the valid permit on the truck at all times. When applicable, at the time of permit issuance PWC will provide an approval sticker for each permitted truck to be displayed in a visible location on the vehicle.
- D. Any designated employee of the PWC has the authority to deny or order discontinuation of the filling of a truck if it is judged that the filling is in violation of any applicable permit condition.
- E. Violations of the conditions outlined in this procedure or conditions in the BWP may result in enforcement actions to include notices of violation, civil penalties, and suspension or revocation of service as outlined in Section 28-242 of the City of Fayetteville's Cross Connection Control Ordinance.
- F. BWPs are valid for the period stated in the permit (January 1–December 31). When the permit expires, the current fee must be paid and a new permit obtained. Fees will not be prorated.
- G. If a BWH is from out-of-town (more than 50 miles away), a temporary BWP may be granted for 30 calendar days. Partial months will not be permitted. BWH may receive only three (3) temporary permits per calendar year. If the user requires more than three permits, they must apply for a regular BWP.
- H. If a BWH is found to be using PWC's system without the proper permit and sticker, the BWH will be subject to fines and civil penalties.

V. EFFECTIVE DATE

This procedure will become effective on approval.

EXHIBIT B - Policies recommended for removal

PROCEDURE: FACILITIES INVESTMENT FEES	SECTION NUMBER: 5.A.1
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I. PURPOSE

The purpose of this procedure is to guide consistent application of water and sewer Facility Investment Fees (FIFs). FIFs were established to ensure that rate payers share in the additional cost of water and sewer services attributable to the increased demand additional connections create upon the systems.

II. APPLICABILITY

This procedure will apply to all PWC Departments responsible for managing activities related to new connections on the PWC system that will be owned, operated and maintained by PWC.

III. DEFINITIONS

- A. **Approach Main** – A main extension that is made to serve a development from existing offsite water and/or sewer utilities and passes through or abuts other parcels and provides the availability of water and sewer service to these parcels that did not previously have such service available.
- B. **Facility Investment Fee (FIF)** – A fee imposed on potential new customers of the water and sewer systems that represents the pro rata share of system costs which is attributable to the increased demand the additional connection creates on the system.
- C. **Facility Investment Fee (FIF) Credits** – Credits offered by PWC for application towards applicable FIF charges on a project when an approved approach main is constructed.
- D. **Non-single Family** – All land uses excluding single family units, to include duplex units, triplex units, mobile home parks, apartment complexes, commercial developments, churches, etc.
- E. **Single Family** – A single dwelling unit on a parcel solely for habitation by a single family.
- F. **Utility Extension Contract** – A legally binding agreement between PWC and a second party whereby the second party wishes to extend existing PWC utilities at their expense to serve a proposed development and PWC agrees to accept the utilities for perpetual operation and maintenance

☐ ORIGINAL ☒ REVISION No. 6

APPROVED: JUNE 3, 2014

APPROVED BY:  GENERAL MANAGER

EXHIBIT B - Policies recommended for removal

PROCEDURE: FACILITIES INVESTMENT FEES	SECTION NUMBER: 5.A.1
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once the conditions of the contract have been met. This contract will further define all fees and other conditions of acceptance that may be applicable to the project.

IV. RESPONSIBILITY

- A. **Water Resources Chief Operations Officer:** Responsible for ensuring that all provisions of the FIF procedure are implemented and ensuring accurate information needed to calculate fees is supplied to Finance Division.
- B. **Chief Financial Officer:** Responsible for establishing FIF rates; providing documentation to PWC Commission and General Manager related to FIF rates; facilitating appropriate approval of FIF rates; and maintaining and accounting for FIF fees and credits.
- C. **Water Resources Engineering Department:** Responsible for ensuring staff members are familiar with the FIF procedures and rates; applying rates consistently; reviewing contract estimates to ensure fees are applied appropriately; preparing quotes and estimates; and documenting applicable FIFs and credits.
- D. **Customer Programs Department:** Responsible for ensuring procedures are in place to withhold services until proof that applicable PWC fees are paid or waived.

V. GUIDELINES

A. **General**

- 1. A FIF shall be appropriately applied to all connections. FIFs are in addition to the Main Charge and Service Lateral Charge. FIFs are subject to change at any time. For current rates, refer to the Schedule of Deposits, Fees and Charges available on the intranet.
- 2. For a property with a water meter sized up to 2", the FIF will be based on current applicable rates detailed in the Schedule of Water and Sanitary Sewer Deposits, Fees and Charges.
- 3. For a property with a water meter sized greater than 2", the FIF will be based on the estimated GPD (gallons per day) as approved by PWC's Water Resources Engineering Department. After 12 months

EXHIBIT B - Policies recommended for removal

PROCEDURE: FACILITIES INVESTMENT FEES	SECTION NUMBER: 5.A.1
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of actual usage, a second engineering analysis may be conducted. If the actual usage is more or less than 5% of the original engineer's estimate, an adjustment will be made to the FIF due.

4. The General Manager has the discretion to waive the FIF for up to six (6) months to encourage connection to newly installed water and/or sewer infrastructure funded through PWC sources (such as annexation areas).
5. Existing customers connected to both water and sanitary sewer, and needing additional connections to the system, will pay the appropriate water and sewer FIFs.
6. Existing customers needing to up-size the current meter will pay the difference between the FIFs (water and sewer) for the existing meter and the larger meter.
7. All applicable FIFs must be paid before the new connection is installed, prior to the meter installation or in the case of an existing meter, prior to connection to the service lateral by the applicant. Any deviations from this procedure will be deemed a violation and addressed in accordance with theft of service requirements.
8. No FIF will be collected for fire protection laterals.
9. There are currently no FIF charges for new PWC electrical connections.
10. FIFs for development in the Development Incentive Zones must be determined in accordance with PWC Incentive Plan Procedure.
11. PWC will provide the applicant with a receipt of payment or other documentation if the FIF is not applicable.
12. If a parcel is being developed for multi-family units or requires multiple water meters (such as shopping centers), customers shall refer to the Schedule of Deposits, Fees and Charges for current rates.
13. The equivalent meter size is determined as if the entire parcel was to be served by a master meter. The Water Resources Engineering Department can make the equivalent meter size determination if needed. Small individual parcels that are closely grouped together,

EXHIBIT B - Policies recommended for removal

PROCEDURE: FACILITIES INVESTMENT FEES	SECTION NUMBER: 5.A.1
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such as condominiums and zero lot line parcels, cannot utilize the equivalent meter option.

14. Separate irrigation taps to serve non-single family residential parcels will require payment of the appropriate water FIF; however, a sewer FIF is not applicable.

B. FIF Credits

1. FIF credit may be given for offsite water and/or sewer approach main extensions that meet the definition of Approach Mains. Credits may also be given for upsizing for future needs or for providing additional capacity in a lift station for serving other areas or for future demands. Credits will not be granted if PWC provided participation in the project or for upgrades if the upgrades are funded by PWC.
2. FIF credits are intended for use on the project in which they are earned; however, if not used, the unused amount will be credited to the appropriate party and available for use by that party on future PWC projects. This FIF credit will remain in effect for a maximum of ten (10) years from the start date of the contract unless an extension is approved (see item 5a below). If unused, they then expire and are no longer available for use. These credits shall not be sold or transferred to other parties for use on other PWC projects.
3. FIF credits applied via contract or other method may not be transferred to other properties or refunded for any reason. FIFs that have been paid in cash may not be refunded by applying FIF credits.
4. The party earning the FIF credit may request such credit be prorated between both water and sanitary sewer utilities. Request for this prorating must be made in writing to the Water Resources Engineering Department responsible for reviewing the plans and approved by the Water Resources Engineer Manager. This concurrence must be included in the Utility Extension Contract between PWC and the Developer.
5. FIF extension requests will be considered on a case-by-case basis using the following guidelines:

EXHIBIT B - Policies recommended for removal

PROCEDURE: FACILITIES INVESTMENT FEES	SECTION NUMBER: 5.A.1
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- a. Current contracts, those not expired as of March 13, 2013, will have FIF credits extended for an additional five (5) years from the original expiration date.
- b. For contracts that have expired since March 13, 2008, FIF credits will be added back to the developer's account for use for an additional five (5) years from the original expiration date.
- c. For new developer contracts, submitted after March 13, 2013 and approved prior to December 29, 2015, FIF credits will be extended for a ten (10) year period contingent on the construction being completed based on the buildout schedule, but not later than 10 years following execution of the agreement unless otherwise approved in the buildout schedule.
- d. Extended credits, as described above, cannot be used to offset previous payments of FIF charges.

C. Sewer FIFs

1. For customers with sewer only service, no water FIF is charged. Sewer FIF will be based on the following:
 - a. If the property is designated for a single-family residential customer, FIF will be based on 5/8" water meter.
 - b. If the property is served by a private water company, FIF is based on water meter size provided by the company (e.g., Aqua Water Company).

VI. PROCEDURES

A. New Service Connections By Quote

1. The quote process for new service connections shall be as defined in the PWC Water Resources Engineering Quote Manual.
2. Applicable FIF for the service location should be applied in accordance with the guidelines outlined in this document and current rates provided in the Schedule of Deposits, Fees and Charges. In the event of any inconsistencies, information in the

EXHIBIT B - Policies recommended for removal

PROCEDURE: FACILITIES INVESTMENT FEES	SECTION NUMBER: 5.A.1
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Schedule of Deposits, Fees and Charges document will take precedence.

3. Applicable FIF charges for individual connections will be clearly indicated on the formal quote prepared by the Water Resources Engineering Department.
4. All applicable fees must be paid prior to the connection being made.

B. New Development Connections

1. New development connections shall follow the plan review/permitting process.
2. The Water Resources Engineering Department will prepare a Project Estimate which identifies the utilities that are to be installed and assumed for maintenance by PWC in accordance with PWC standards and specifications. This Project Estimate will also document the applicable FIF charges, as well as any credits earned. Detailed explanations and any supporting documentation must be attached to the Project Estimate.
3. Upon completion of the Project Estimate and approval by the Water Resources Engineering Department, the Project Estimate will be forwarded to Customer Programs for inclusion in the Utility Extension Contract.
4. The Utility Extension Contract will be assembled by the Customer Programs Department. The FIF charges for new developments will be specifically identified in the Contract or by formal quote if the Contract is not applicable. Specific dollar amounts will be indicated as well as any credits that are to be granted.
5. All applicable FIFs must be paid prior to installation of meters.

VII. EFFECTIVE DATE

This procedure will become effective upon approval.

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PRETREATMENT ENFORCEMENT RESPONSE PLAN

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I. PURPOSE

The purpose of this procedure is to provide for fair and equitable treatment of all Users for anticipated enforcement situations.

II. APPLICABILITY

The Public Works Commission (PWC) will enforce all applicable Federal, State, and local pretreatment regulations outlined in Federal regulation 40 CFR 403 and State regulation 15A NCAC 2H.0900, and the City of Fayetteville Sewer Use Ordinance (SUO). This Enforcement Response Plan (ERP) has been established as an element of PWC's pretreatment program. The purpose of the ERP is to provide for fair and equitable treatment of all Users for anticipated enforcement situations. In general, enforcement actions will be taken in accordance with this ERP. However, the enforcement actions available are not exclusive as discussed in SUO Division 8 Section 28-163. Therefore, any combination of the enforcement actions can be taken against any non-compliant User.

III. RESPONSIBILITIES

- A. **Chief Operations Officer - Water Resources, Water Resources Environmental Manager, Pretreatment Coordinator:** Responsible for enforcing the guidelines established within this procedure.

IV. GUIDELINES

A. Enforcement Actions Available to PWC

1. PWC is empowered through North Carolina General Statute (NCGS) 143-215.6A and the City of Fayetteville's Sewer Use Ordinance (SUO) to take a wide variety of enforcement actions. The following is a list of those actions and the corresponding section of the SUO that describes each:

<u>Action</u>	<u>SUO Section</u>
Notice of Violation (NOV)	28-160 (a)
Consent Orders	28-160 (b)
Show Cause Hearing	28-160 (c)
Administrative Orders	28-160 (d)
Emergency Suspensions	28-160 (e)
Termination of Permit	28-160 (f)
Civil Penalties	28-161
Other Enforcement Remedies	28-162

☒ ORIGINAL (Transferred from PWC Ordinance Manual) ☐ REVISION No. _____

APPROVED: 3-5-2020

APPROVED BY: D.W.Ty GENERAL MANAGER

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2. In addition to the actions listed above, a User who violates the provisions of NCGS 143-215.6B may be referred by PWC to the District Attorney for possible criminal prosecution.
3. PWC has elected to assess points to each violation of the SUO or Indirect Discharge Permit in accordance with the severity and number of the violations. These point assessments will be managed in accordance with the Point Assessment Criteria and the Point Assessment Guide. A Penalty Schedule has been created to use as guidance in determining the amount of civil penalty assessed to the violators.
4. In determining the amount of civil penalty for each penalty range, PWC has considered the following factors:
 - a. The degree and extent of the harm to the natural resources, to the public health, or to public or private property resulting from the violation;
 - b. The duration and gravity of the violation;
 - c. The effect on ground or surface water quantity or quality or on air quality;
 - d. The cost of rectifying the damage;
 - e. The amount of money saved by non-compliance;
 - f. Whether the violation was committed willfully or intentionally;
 - g. The prior record of the violator in complying or failing to comply with the pretreatment program; and
 - h. The costs of enforcement to PWC.
5. Adjudicatory hearing procedures regarding permit decisions, civil penalties, and administrative orders may be found in the SUO Section 28-113 (h).
6. Enforcement actions taken in response to the requirements of 40 CFR Part 441 will be taken/decided on a case-by-case basis.

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B. Investigation of Noncompliance

1. PWC will generally investigate User compliance with permits or the provisions of the SUO in three ways:
 - a. on-site inspections of the User to include scheduled and unscheduled visits;
 - b. scheduled and unscheduled sampling of the Users effluent; and
 - c. review of self-monitoring data, if required, from the User.
2. The compliance status of Significant Industrial Users (SIU) will be evaluated at a minimum of once every 6 months.

C. Types of Violations

1. The following is a list of different types of violations, by category. This list is not inclusive, but serves as a general list of anticipated types of noncompliance. The Indirect Discharge Permit, the City of Fayetteville SUO, and State and Federal regulations serve as additional references for pretreatment requirements.
 - a. Unpermitted Discharges. Users are responsible for obtaining and renewing permits, if required.
 - b. Permit Limits. Users are responsible for maintaining compliance with all effluent limits. PWC will evaluate the extent of the limits violation(s). In determining the extent of violation(s), Significant Non-Compliance (SNC) as defined by State and EPA regulations will be determined.
 - c. Self-Monitoring Violations. A User who fails to adequately conduct all the monitoring required in the permit, including monitoring frequencies and sampling methods specified, is in violation. This includes a User who does not resample per their permit when a limit violation occurs.
 - d. Reporting Violations. A User who fails to provide information (e.g., self-monitoring reports) required in their Permit or the SUO in the required time frame is in violation. Late or incomplete reports will also be considered violations. A SIU who submits a report more than 30 days late is considered in SNC.

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- e. Permit Conditions. Failure to apply or reapply for a permit is considered a violation. Users who violate the general or other conditions (e.g., slug loading, dilution prohibition) outlined in their permits or the SUO shall be considered to be in violation.
- f. Enforceable Orders. Failure to meet the requirements of an order (e.g., interim limits, milestone dates), whether the order was entered into voluntarily or mandated by PWC, shall be considered a violation. Missing a scheduled compliance milestone by more than 90 days is considered SNC.

D. Responses: Time Frames, Responsible Officials, Escalated Actions.

1. The Violation Enforcement Chart further outlines types of violations and specifies PWC actions (initial and escalated), time frames, and the officials responsible for completing the actions. This chart shall be considered a part of the Enforcement Response Plan.
2. Responses to violations affecting PWC operations, resulting in National Pollutant Discharge Elimination System (NPDES) violations, or resulting in environmental harm or endangerment to human health, will be taken immediately or as soon as possible following discovery.
3. A User may be sent a Notice of Violation (NOV) for each individual violation. In general, NOV's in response to violations of permit limits will be issued within 30 days after all data is received for the quarter during which the violation occurred. Users found to be in SNC for the same parameter for two (2) consecutive 6-month periods will be issued an administrative order to return to compliance. In all cases, escalated or continuing enforcement action will be taken against Users who do not return to compliance in a timely manner.
4. Cases of falsifying reports, tampering with monitoring or sampling equipment, or otherwise preventing the collection of representative data may be referred to the District Attorney for possible criminal investigation.
5. Show Cause Hearings may be held at PWC's discretion prior to taking any enforcement action.

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E. Point Assessment Criteria

1. For the purpose of managing point assessments, the following shall apply:
 - a. Points shall be accumulated on a 180-day (semi-annual) basis. (January 1 - June 30; July 1 - December 31).
 - b. Point assessments shall be determined by the Pretreatment Coordinator.
 - c. Penalties shall be assessed after six (6) points are accumulated during a 180-day period. Costs of Show Cause Hearings shall be paid regardless of accumulated points.
 - d. Any expenses shall be in addition to penalties, fines, etc., and shall be determined after Show Cause Hearing.
 - e. When a permit is modified to reflect a change in ownership, all accumulated points are automatically voided. However, this voidance of points shall not apply if the modifications only reflect a name change or an attempt to evade the Indirect Discharge Permit requirements or other enforcement actions. Determination of the suitability of point voidance shall be at the sole discretion of PWC.
 - f. Deficiencies or violations occurring as a result of circumstances beyond the Permittee's reasonable control as determined by PWC will not be assessed points.
 - g. Chronic and significant violations shall be as defined by the City of Fayetteville Sewer Use Ordinance.
 - h. The term "day" or "days" shall be defined as the "due date" and shall be a business day. If the "due date" falls on a weekend or legal holiday, the next business day becomes the legal "due date."
 - i. The term "report" shall be defined as any required submission as specified in the Sewer Use Ordinance or in the Indirect Discharge Permit.
 - j. Points shall be assessed in accordance with the Point Assessment Guide.

F. Penalty Schedule

1. Penalties shall be assessed in accordance with the Penalty Schedule.

V. EFFECTIVE DATE

This procedure will become effective upon approval.

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VIOLATION ENFORCEMENT CHART

Type of Violation	PWC Action	Time Frame	Responsible Official	Expected Action from User	Escalated PWC Action, if Needed
Unpermitted Discharges					
Unaware of Requirement	Notice of Violation (NOV)	Within 30 Days of Discovery of Discharge	Pretreatment Coordinator	File Permit Application	Suspend Service Until Permit Is Issued
Aware of Requirement	NOV	Within 30 Days of Discovery of Discharge	Pretreatment Coordinator	File Permit Application	Suspend Service Until Permit Is Issued
Results in NPDES violation	Notice of Significant Non-Compliance (NOSNC) to Cease	Immediately upon Discovery of Discharge	General Manager	Resolve Pollutant Issues and File Permit Application	Suspend Service Until Permit Is Issued
Results in Endangerment	NOSNC and Suspend Service	Suspend Service Immediately NOSNC within 30 days	General Manager	Resolve Pollutant Issues and File Permit Application	Suspend Service Until Permit Is Issued
Permit Limits Violations					
Limits Violations (isolated, no harm caused)	If Control Authority Monitoring, NOV; if self-monitoring, CA notification and submittal of Self-Monitoring Compliance Certification Form	Within 30 days of the end of the quarter during which the violation occurred	Pretreatment Coordinator	Return to Compliance and Conduct additional monitoring	Second NOV

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VIOLATION ENFORCEMENT CHART

Type of Violation	PWC Action	Time Frame	Responsible Official	Expected Action from User	Escalated PWC Action, if Needed
Permit Limits Violations (con't)					
Limits Violations (isolated, harm caused)	NOSNC to Cease Process	Immediately upon Discovery of Discharge	Pretreatment Coordinator	Return to Compliance, Conduct additional monitoring AND Report cause of non-compliance	Suspend Service
Limits Violations (TRC, no harm caused)	If Control Authority Monitoring, NOV; if self-monitoring, CA notification and submittal of Self-Monitoring Compliance Certification Form	Within 30 days of the end of the quarter during which the violation occurred	Pretreatment Coordinator	Return to Compliance and Conduct additional monitoring	Second NOV
Limits Violations (TRC, harm caused)	NOSNC to Cease Process	Immediately	Pretreatment Coordinator	Return to Compliance, Conduct additional monitoring AND Report cause of non-compliance	Suspend Service

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VIOLATION ENFORCEMENT CHART

Type of Violation	PWC Action	Time Frame	Responsible Official	Expected Action from User	Escalated PWC Action, if Needed
Other Permit Limits Violations					
Significant Non-Compliance, no harm caused	NOSNC	Within 30 days of end 6-month reporting period	Pretreatment Coordinator	Report cause of Non-Compliance and Steps taken to prevent recurrent violations	If not resolved by the end of 2nd 6-month period, Issue Enforceable Order (EO)
Significant Non-Compliance causes NPDES violation	NOSNC to Cease Process	NOSNC Immediately upon Discovery of Discharge	General Manager	Report cause of Non-Compliance and Steps taken to prevent recurrent violations.	Suspend Service Until Resolved
Significant Non-Compliance, causes Endangerment	Suspend Service and NOSNC to revoke permit	Suspend Service Immediately NOSN within 30 days	General Manager	Resolve Pollutant Issues and File for Reissuance of Permit	Suspend Service Until Permit Is Reissued
Other Violations					
Self - Monitoring Violations	NOV	Within 30 days of Report Due Date	Pretreatment Coordinator	Conduct Missed Sampling	Second NOV
Late Report	NOV	Within 30 days of the Report Due Date or Report Submission	Pretreatment Coordinator	Submit Report	Second NOV or NOSNC if over 30 days

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VIOLATION ENFORCEMENT CHART

Type of Violation	PWC Action	Time Frame	Responsible Official	Expected Action from User	Escalated PWC Action, if Needed
Other Violations (con't)					
Incomplete or Inaccurate Reports	NOV	Within 30 days of Report Submission	Pretreatment Coordinator	Submit Revised Report	Second NOV
Intentional Falsification	Refer to District Attorney	As soon as suspected	General Manager		
Violation of Permit Conditions	NOV	Within 30 days of Discovery	Pretreatment Coordinator	Varies	Second NOV
Violation of Permit Conditions Causing Endangerment	Suspend Service NOSNC	Suspend Service Immediately NOSNC Within 30 days	General Manager	File for Reissuance of Permit	Suspend Service Until Permit Is Reissued
Violations of EO Conditions or Limits	As listed in EO or similar violation listed in ERP	As listed in EO or similar violation listed in ERP	General Manager	As listed in EO or similar violation listed in ERP	As listed in EO or similar violation listed in ERP Possible Revocation of Order
Failure to Meet a Milestone Date in an EO (Does not Affect Other Dates)	NOV as Stipulated in EO	Within 30 days of Discovery	Pretreatment Coordinator	Submit a schedule to complete the Requirement	Show Cause Hearing
Failure to Meet a Milestone Date in an EO (Affects Other Dates)	Show Cause Hearing as Stipulated in EO	Within 30 days of Discovery	General Manager	Negotiate new EO and Abide by New Conditions	Possible Termination of Service

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VIOLATION ENFORCEMENT CHART

Type of Violation	PWC Action	Time Frame	Responsible Official	Expected Action from User	Escalated PWC Action, if Needed
Other Violations (con't)					
Failure to Meet Final Compliance Date	NOV as Stipulated in EO	Within 30 days of Discovery	General Manager	Document Compliance	Possible Termination of Service

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5.A.13**PENALTY SCHEDULE**

1. The following is a penalty schedule PWC will follow when judging compliance at the end of the 180-day period. Penalty assessment will begin once six (6) points have been accrued during the 180-day period. This schedule assesses penalties based upon the various types of administrative and technical violations in accordance with the Enforcement Response Plan. Penalty amounts are based upon whether or not a User is considered to be a "Significant Industrial User" (SIU) as defined by the City of Fayetteville Sewer Use Ordinance.
2. The ranges listed below are merely guidelines. Under the authority of NCGS 160A-175(C) and City of Fayetteville SUO Section 28-161, any User who is found to have failed to comply with any provision of the ordinance, orders, rules, regulations, and permits issued under the SUO may be assessed in the form of a civil penalty up to \$25,000 per day per violation.

<u>Point Value</u>	<u>Industrial/Commercial User</u>	<u>Significant Industrial User</u>
6.0 – 6.9	\$100 - \$500	\$500 - \$1,000
7.0 – 7.9	\$500 - \$1,000	\$1,000 - \$2,000
8.0 - 8.9	\$1,000 - \$1,500	\$2,000 - \$3,000
9.0 - 9.9	\$1,500 - \$2,000	\$3,000 - \$4,000
10.0 – 10.9	\$2,000 - \$2,500	\$4,000 - \$8,000
11.0 - 11.9	\$2,500 - \$3,000	\$5,000 - \$16,000
12.0 and over	\$3,000 - \$25,000	\$6,000 - \$25,000

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POINT ASSESSMENT GUIDE

#	Type of Violation	Points
<i>Unpermitted/Illegal Discharges</i>		
1	Illegal Discharge (Permitted Facilities)	
	• No harm caused and no intent	1.0
	• Harm caused, no intent	6.0
	• No harm caused, evidence of intent	7.0
	• Harm caused, evidence of intent	12.0
2	Illegal Discharge (Non-Permitted Facilities)	
	• IU unaware of requirement, no harm caused	0.5
	• IU aware of requirement, no harm caused	3.0
	• IU unaware of requirement, harm caused	6.0
	• IU aware of requirement (evidence of intent) and harm caused	12.0
	• IU fails to apply for permit after receiving notice	2.0
3	Non-Permitted Discharge (Permitted Facilities)	
	• IU has not submitted permit application or reapplication within required timeframe	1.0
	• IU fails to apply for permit modification after receiving notice	3.0
4	SUO Local Limits violations	
	• Isolated, no harm caused	0.25
	• Isolated, harm caused	6.0
	• Chronic, no harm caused	0.5
	• Chronic, harm caused	8.0
5	Permit Limits violations	
	• Isolated, no harm caused	0.25
	• Isolated, harm caused	6.0
	• TRC, no harm caused	0.5
	• TRC, harm caused	8.0
<i>Other Violations</i>		
6	Failure to analyze or reanalyze (per test method) all required parameters; failure to sample or resample (per sample type) all required parameters	
	• Initial	0.5
	• After NOV	2.0

EXHIBIT B - Policies recommended for removal

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POINT ASSESSMENT GUIDE

#	Type of Violation	Points
<i>Other Violations (con't)</i>		
7	Late submittal of required reports (calibration, self-monitoring, etc.)	
	<ul style="list-style-type: none"> Less than 30 days 	0.25
	<ul style="list-style-type: none"> More than 30 days 	1.0
8	Similar reports (as #7 above) are repeatedly (third occurrence in 180-day period) late or not received	3.0
9	Similar reports (as #7 above) submitted incomplete (without required signatures, chain-of-custodies, etc.)	1.0
	Repeated occurrence (third occurrence in 180-day period)	3.0
10	Falsification of required report(s); dependent upon actions taken by IU	3.0 - 8.0
11	Failure to adhere to permit conditions	
	<ul style="list-style-type: none"> General conditions, initial 	0.5
	<ul style="list-style-type: none"> General conditions, after notification 	1.0
	<ul style="list-style-type: none"> Special conditions, initial 	1.0
	<ul style="list-style-type: none"> Special conditions, after notification 	2.0
12	Inadequate recordkeeping	
	<ul style="list-style-type: none"> Failure to maintain logs, inspections or other reports as required 	0.5
	<ul style="list-style-type: none"> Failure to maintain records for 3 years 	0.5
13	Failure to report spill or new/changed discharge	
	<ul style="list-style-type: none"> No harm or evidence of intent 	1.0
	<ul style="list-style-type: none"> Results in harm, no evidence of intent 	6.0
	<ul style="list-style-type: none"> Evidence of intent (with or without harm) or repeated occurrence (third occurrence within 180-day period) 	8.0
14	Late response to NOV, NOSC or other official notification within required time frame	1.0
	<ul style="list-style-type: none"> Repeated occurrence (third occurrence within 180-day period) 	2.0
15	Failure to correct deficiency within required time frame	
	<ul style="list-style-type: none"> No Harm 	1.0
	<ul style="list-style-type: none"> Harm caused 	6.0
16	Failure to mitigate noncompliance or halt production	
	<ul style="list-style-type: none"> No harm 	1.0
	<ul style="list-style-type: none"> Harm caused 	6.0

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POINT ASSESSMENT GUIDE

#	Type of Violation	Points
<i>Other Violations (con't)</i>		
17	Failure to install or properly maintain sampling point, monitoring and/or metering equipment	
	• Isolated	0.5
	• Repeated occurrence (third occurrence within 180-day period)	2.0
18	Late submittal of enforceable order updates	
	• Less than 30 days	1.0
	• More than 30 days	2.0
19	Enforceable order milestones	
	• Less than 30 days delayed without sufficient cause	1.5
	• More than 30 days delayed without sufficient cause	3.0
	• Final milestone delayed without sufficient cause	6.0
20	Failure to maintain grease trap/interceptor in accordance with SUO requirements, after notification	6.0

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PROCEDURE: ECONOMIC DEVELOPMENT INCENTIVE PLAN	SECTION NUMBER: 5.A.2
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P5.A.2

ECONOMIC DEVELOPMENT INCENTIVE PLAN POLICY

It shall be the policy of the Public Works Commission to promote and encourage in-fill development and maximize the use of existing utility infrastructure by providing Facility Investment Fee waivers for new commercial and high density construction within the corporate boundary of the City of Fayetteville.

I. PURPOSE

The purpose of this procedure is to define the Economic Development Incentive Plan which is designed to promote and encourage in-fill development within the City of Fayetteville. A major benefit of the program is to spur economic growth while increasing the PWC customer base and the City of Fayetteville tax base in areas of the City where infrastructure is already in place.

II. APPLICABILITY

The provisions of this procedure apply to incentives in the form of Facility Investment Fee (FIF) waivers for new commercial and high density construction as defined in this document. Decisions related to individual eligibility criteria exceptions will be considered on a case-by-case basis, and must be approved by the Senior Customer Programs Division Officer and General Manager.

III. DEFINITIONS

- A. **Tier One** – Properties located in the downtown area identified as the core of the City (see Attachment A).
- B. **Tier Two** – Properties located in the City of Fayetteville incorporated area (city limits) but outside of Tier One areas (see Attachment A).

IV. RESPONSIBILITIES

- A. **Senior Customer Programs Officer** – Responsible for implementing and monitoring activities described within this procedure.

☐ ORIGINAL ☒ REVISION No. 7

APPROVED: JUNE 3, 2014

APPROVED BY:  GENERAL MANAGER

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- B. Marketing Manager** – Responsible for processing requests for waivers and coordinating efforts with other departments to ensure timely responses for customers.
- C. Project Analysts** – Responsible for verifying eligibility, preparing forms, communicating information to customers, and updating account information.

V. GUIDELINES

A. Eligibility Criteria (Tier One and Tier Two)

1. Water and sewer FIF waivers will be provided when all of the following eligibility criteria are met:
 - a. The site is located within a designated Tier One or Tier Two area as defined in Section III of this procedure and depicted on Attachment A.
 - b. The site will consist of new commercial or high density residential construction. High density construction must consist of four or more units per acre.
 - c. The customer provides a buildout schedule for the project that is acceptable to PWC.
 - (1) The buildout schedule will be included in the contractual agreement.
 - (2) The agreement must be executed by all parties prior to expiration of this incentive plan procedure.
 - (3) For all Developer Agreements executed after March 13, 2013, construction must be completed based on the buildout schedule, but not later than five (5) years following execution of the agreement unless otherwise approved in the buildout schedule.
 - (4) In the event construction does not proceed as set forth in the approved buildout schedule, PWC may require payment of FIF for those structures where building permits have expired or have not been issued.

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- d. Based on the anticipated water and sanitary sewer utility sales and buildout rate, the project should, through the value added for new customers, provide over a ten (10) year time frame from issuance of the building permit, an amount equal to or greater than the estimated value of the FIF waiver.
- e. The project will promote quality growth and increased customer/tax base within the City of Fayetteville.
- f. Water service meters for the project will be 2" or smaller.
- g. The site is served by PWC electric, water, and sanitary sewer utility services.
- h. There is no FIF credit or carryover for the value of on-site infrastructure that exceeds FIF for the project.

B. Additional Eligibility Criteria for Tier Two

- 1. For new development occurring within Tier Two, FIF waivers do not apply where building improvements are connecting to existing water and sanitary sewer mains.
- 2. The FIF waiver for Tier Two will apply to new construction where the developer is installing water and sanitary sewer mains in accordance with PWC approved plans and specifications under contract with PWC.
- 3. The value of the utility infrastructure as determined by PWC (which does not include engineering, contingency or right-of-way acquisition expenses), should equal or exceed the FIF amount projected by PWC for the project.

C. Extension Requests

- 1. Extension requests will be considered on a case-by-case basis using the following guidelines:
 - a. Current contracts, those not expired as of March 13, 2013, will have FIF credits extended for an additional five (5) years from the original expiration date.
 - b. For contracts that have expired since March 13, 2008, FIF credits will be added back to the developer's account for use

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for an additional five (5) years from the original expiration date.

- c. For new developer contracts, submitted after March 13, 2013 and approved prior to December 29, 2015, FIF credits will be extended for a ten (10) year period contingent on the construction being completed based on the buildout schedule, but not later than 10 years following execution of the agreement unless otherwise approved in the buildout schedule.
- d. Extended credits, as described above, cannot be used to offset previous payments of FIF charges.

VI. PROCEDURES

- A. To request a FIF waiver under the Economic Development Incentive Plan, the customer will submit a completed Waiver Eligibility Form (see Attachment B) with their permit packet.
- B. Upon receipt of the Economic Development Waiver Eligibility Form, Project Analysts in the Customer Programs Division will verify eligibility of the property according to the criteria outlined in the guidelines above. To verify eligibility, PWC's Project Analysts will:
 - 1. Confer with PWC Water Resources Engineering and Electric Engineering Departments.
 - 2. Contact the City of Fayetteville when necessary to clarify boundary issues.
 - 3. Research information through GIS, online databases, and other sources as needed.
- C. The Project Analysts will submit the Economic Development Waiver Eligibility Form for approval by the Marketing Manager and Senior Customer Programs Officer.
- D. Once the form is approved, Project Analysts will notify the Water Resources Engineering Department of the approval or disapproval of the waiver request.

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- E. Project Analysts will also share information with appropriate internal departments to ensure contracts are updated, key dates are monitored, and billing information is established as needed.

VII. EFFECTIVE DATE

This procedure shall become effective 30 days after approval.

Open Commission Requests

As of 5-26-21

<u>Commission Meeting Date</u>	<u>Presentation/Discussion Item</u>	<u>Presenter (Staff)</u>
To be Determined	Report Key Ratios Across all Reporting Agencies Requested by: Commissioner Rogers 10/9/19	R. Haskins
In Progress – Presentation in June	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

PREVIOUSLY CLOSED COMMISSION REQUESTS HAVE BEEN ARCHIVED

Fayetteville Public Works Commission

Cash Flow Statement for April 2021

General Fund Bank Account

Beginning Balance as of 4/1/2021		\$	38,649,085.93
	Number of Transactions		
Utility Receipts:			
Customer Service Business Center	5,656	\$	2,952,592.47
WF Lockbox	18,516	\$	4,959,501.36
Kiosk Checks / Cash	916	\$	97,587.98
Drafts	19,676	\$	3,638,116.79
Bill2Pay	57,402	\$	10,139,242.75
AdComp (Kiosk Credit Cards)	914	\$	100,915.45
Western Union	2,837	\$	494,194.53
E-Box	10,338	\$	2,021,850.18
Receivables via ACH Wire	144	\$	2,819,296.17
Miscellaneous Receipts	53	\$	2,951,492.82
Total Utility & Miscellaneous Receipts		\$	30,174,790.50
Investments:			
Investments Matured: GF		\$	-
Investments Matured: Rate Stabilization - Electric	1	\$	2,700,000.00
Investments Matured: Annex	2	\$	6,000,000.00
Investments Matured: NCDOT		\$	-
Investment Interest Receipts: GF	1	\$	1,406.26
Investment Interest Receipts: ERSF		\$	-
Investment Interest Receipts: NCDOT		\$	-
Total Investment Receipts		\$	8,701,406.26
Grand Total of Receipts		\$	38,876,196.76
Vendor ACH Payments Issued	311	\$	(18,811,143.82)
Employee Reimbursements	9	\$	(3,061.08)
Accounts Payable Checks Issued	511	\$	(2,561,694.66)
Commercial Credit Card Payments	70	\$	(131,730.24)
Investments Purchased: GF	1	\$	(2,000,000.00)
Investments Purchased: ERSF	0	\$	-
Investments Purchased: Annex Reserve	0	\$	-
Investments Purchased: Debt Service	0	\$	-
Investments Purchased: NCDOT	0	\$	-
Vendor Services Wired Payments	41	\$	(2,971,168.12)
Transfers: NCCMT GF	0	\$	-
Transfers: WF TPA Health Account	3	\$	(1,250,000.00)
Transfers: JP Morgan Chase	0	\$	-
Returned Checks	10	\$	(2,532.31)
Returned Drafts	12	\$	(13,409.69)
Returned Bill2Pay	364	\$	(106,671.03)
Returned E-Box	3	\$	(5,054.84)
Returned Western Union	0	\$	-
Returned AdComp	0	\$	-
Payroll	1330	\$	(2,431,568.27)
Total Disbursements		\$	(30,288,034.06)
Ending Balance 04/30/2021		\$	47,237,248.63

Fayetteville Public Works Commission

Cash Flow Statement for April 2021

General Fund Bank Account

Checks Over \$25,000.00:

Cape Fear Water Solutions, Inc	CHECK	\$	(48,246.06)
Circle K Stores, Inc	CHECK	\$	(80,330.00)
D.H. Griffin Wrecking Co, Inc	CHECK	\$	(65,000.00)
Fallon L & Kenya L Proctor	CHECK	\$	(35,000.00)
Innovative Emergency Management, Inc	CHECK	\$	(42,458.75)
J. Cumby Construction, Inc	CHECK	\$	(166,725.00)
Michelle & Gilbert Torres	CHECK	\$	(32,500.00)
Muter Construction, LLC	CHECK	\$	(160,003.57)
NCDENR - Div of Water Infrastructure	CHECK	\$	(237,596.00)
Olde Fayetteville Insurance	CHECK	\$	(48,188.59)
SHI - Government Solutions	CHECK	\$	(66,120.12)
Terex Utilities South	CHECK	\$	(484,202.00)
The Right of Way Group, LLC	CHECK	\$	(93,125.00)
Utility Technology Corp Engineers	CHECK	\$	(36,859.48)
Verizon Wireless	CHECK	\$	(37,891.63)
Wacco, Inc	CHECK	\$	(54,537.00)
Yarborough Wintersap & Neville PA	CHECK	\$	(79,000.00)
Yarborough Wintersap & Neville PA	CHECK	\$	(63,101.60)
	CHECK	\$	-
	CHECK	\$	-
	CHECK	\$	-
	CHECK	\$	-
	CHECK	\$	-
	CHECK	\$	-
	CHECK	\$	-
	CHECK	\$	-

Wire Payments over \$25,000.00:

LEGERS	WIRE	\$	(759,711.03)
NCDOR Sales Tax	WIRE	\$	(500,000.00)
NCDOR Sales Tax	WIRE	\$	(55,844.32)
NCDOR Sales Tax	WIRE	\$	(350,000.00)
Payroll: IRS USA Tax Payment	WIRE	\$	(455,515.79)
Payroll: IRS USA Tax Payment	WIRE	\$	(445,822.13)
Payroll: NCDOR Tax Payment	WIRE	\$	(72,874.00)
Payroll: NCDOR Tax Payment	WIRE	\$	(71,864.00)
Payroll: Retirement Group Debit	WIRE	\$	(37,015.88)
Payroll: Retirement Group Debit	WIRE	\$	(37,285.68)
Procurement Card	WIRE	\$	(43,005.90)
Procurement Card	WIRE	\$	(27,670.43)
	WIRE	\$	-
	WIRE	\$	-
	WIRE	\$	-
	WIRE	\$	-

Total Checks \$ (1,830,884.80)

Vendor ACH Payments over \$25,000.00:

Anixter International, Inc	ACH	\$	(53,793.18)
Billy Bill Grading	ACH	\$	(348,815.04)
Carolina Power & Signalization, Inc	ACH	\$	(88,677.67)
CDM Smith	ACH	\$	(76,537.58)
Cintas Corporation	ACH	\$	(47,916.44)
City of Fayetteville	ACH	\$	(1,304,238.88)
Compliance IT Solutions, LLC	ACH	\$	(80,920.00)
County of Harnett	ACH	\$	(64,715.27)
Daparak, Inc	ACH	\$	(59,550.35)
Duke Energy	ACH	\$	(9,358,716.11)
Duke Energy	ACH	\$	(500,734.55)
Edwards, Inc	ACH	\$	(44,335.00)
ES&J Enterprises, Inc	ACH	\$	(175,147.70)
FCEDC	ACH	\$	(78,000.00)
Gardner Denver Nash, LLC	ACH	\$	(31,455.51)
Fleming & Associates	ACH	\$	(25,000.00)
Hazen & Sawyer, P.C.	ACH	\$	(25,108.71)
Highland Paving Co, LLC	ACH	\$	(96,556.39)
L&W Investigations/IDI Services, Inc	ACH	\$	(27,001.46)
Lee Electrical Construction	ACH	\$	(171,604.92)
Looks Great Services of MS, Inc	ACH	\$	(28,387.00)
Looks Great Services of MS, Inc	ACH	\$	(25,944.60)
McDonald Materials, Inc	ACH	\$	(42,061.81)
Mechanical Jobbers Marketing	ACH	\$	(329,081.72)
Moorman, Kizer, & Reitzel, Inc	ACH	\$	(103,567.50)
Moorman, Kizer, & Reitzel, Inc	ACH	\$	(59,776.57)
Mythics, Inc	ACH	\$	(392,144.24)
NC DEQ	ACH	\$	(222,393.94)
NC DEQ	ACH	\$	(129,020.23)
NC DEQ	ACH	\$	(265,217.81)
NC DEQ	ACH	\$	(794,527.05)
Oltrin Solutions, LLC	ACH	\$	(27,070.01)
Pencco, Inc	ACH	\$	(44,093.55)

Total Wires \$ (2,856,609.16)

Pike Electric LLC	ACH	\$	(46,255.81)
Pike Electric, LLC	ACH	\$	(292,170.77)
Powersecure Service Inc	ACH	\$	(39,145.95)
Prestage Agenergy Operations	ACH	\$	(25,707.00)
Public Works Commission	ACH	\$	(102,893.30)
Sensus USA Inc	ACH	\$	(25,356.95)
Sunbelt Rentals, Inc	ACH	\$	(59,762.27)
Sunbelt Rentals, Inc	ACH	\$	(50,508.71)
Sunstates Security, LLC	ACH	\$	(41,517.02)
Synagro Central, LLC	ACH	\$	(304,760.54)
T.A. Loving Co, Inc	ACH	\$	(709,868.38)
TMG Consulting, Inc	ACH	\$	(68,893.00)
TRC Engineers, Inc	ACH	\$	(73,025.00)
TRC Engineers, Inc	ACH	\$	(34,845.00)
Univar Sultions USA, Inc	ACH	\$	(35,526.40)
US Dept of Energy	ACH	\$	(48,047.98)
USIC Locating Services, LLC	ACH	\$	(38,035.00)
Utilitec	ACH	\$	(37,837.05)
Wesco Raleigh Utility	ACH	\$	(42,400.05)
Wesco Raleigh Utility	ACH	\$	(70,178.84)
WK Dickson & Co, Inc	ACH	\$	(148,546.81)
WK Dickson & Co, Inc	ACH	\$	(153,969.52)
Woolpert North Carolina PLLC	ACH	\$	(47,691.12)
	ACH	\$	-
	ACH	\$	-
	ACH	\$	-
	ACH	\$	-
	ACH	\$	-
	ACH	\$	-
	ACH	\$	-
	ACH	\$	-

Total ACH \$ (17,619,053.26)

Customer Utility Payments By Payment Type - FY20 and FY21

Payment Type	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21
Kiosk	562	592	585	679	632	713	944	976	1,073	1,019	890	948	916
Mail	14,778	21,571	24,388	18,333	20,323	21,219	17,438	20,557	18,575	18,353	20,301	20,859	18,047
Walk In	0	0	0	0	0	0	0	0	0	0	0	0	0
Drive Thru	4,432	5,789	5,768	5,747	5,247	5,850	6,653	6,012	6,548	6,349	5,732	6,193	5,656
Depository	500	560	695	563	834	519	468	580	439	571	466	488	469
Bank Draft	18,332	18,172	18,253	18,478	18,570	18,496	18,697	15,997	19,172	19,336	19,418	19,486	19,676
Bill2Pay IVR	15,384	16,853	15,336	16,277	13,936	16,534	19,727	19,039	20,480	21,538	18,654	21,356	20,224
Bill2Pay WEB	29,545	31,744	28,455	31,127	26,606	30,336	35,778	34,383	36,384	38,794	34,769	38,205	37,178
Western Union	2,639	3,120	2,852	3,018	2,654	2,949	3,341	3,009	3,319	3,239	2,886	2,891	2,837
E-Box	10,460	11,100	11,004	10,311	12,165	11,127	11,216	9,835	10,711	10,017	9,696	10,934	10,338
Totals	96,632	109,501	107,336	104,533	100,967	107,743	114,262	110,388	116,701	119,216	112,812	121,360	115,341

**Public Works Commission
Bad Debt Report**

Reporting Period: Apr-21

Dates Covered: Jan-21

Beginning Net YTD Bad Debt Writeoffs	1,072,314.84
Amount to Bad Debt this Period	159,042.85
Recovered this Period	(124,042.03)
Ending Net YTD Bad Debt Writeoffs	1,107,315.66
Total Accounts Written of this Period	382

ANALYSIS OF UNCOLLECTABLE ACCOUNTS:

Residential Accounts:

163	Accounts \$250.00 or less	18,836.46
121	Accounts \$250.01 to \$500.00	42,313.13
89	Accounts OVER \$500.00	92,664.40
373	TOTAL RESIDENTIAL:	153,813.99

NON RESIDENTIAL ACCOUNTS:

7	Accounts \$500.00 or less	1,170.66
2	Accounts over \$500.01	4,058.20
9	TOTAL NON RESIDENTIAL:	5,228.86

Approved to be placed in the uncollectibles:


RHONDA HASKINS (May 13, 2021 10:07 EDT)

Rhonda Haskins, CFO

**Public Works Commission
Bad Debt Report**

Reporting Period: Apr-21
Dates Covered: Jan-21

List of Residential Accounts over \$500.01

MARIA, JESSE	508.05	DIAZ, ROGER R	805.12
SMITH, STEVEN	509.66	RAY, QUENTIN	810.79
RIVERA-CRUZ, MELANIYS	509.71	LOVE, PAMMA A	821.84
HILL, DORIS P	509.79	BELL, SUSAN	849.78
HARRIS, DENISE	509.90	BRANNON, WILLIAM	880.80
HENDERSON, JOHN	523.22	BARRON, NATHANIEL	908.90
POWELL, DARRELL	527.31	ROSS, TOMEKIA	936.08
HAIN, BARBARA	552.26	MCEACHIN, MORGAN	942.31
WRIGHT, MIRIAM	554.92	GRICE, KIORI	946.34
IRVIN, TYKEISHA	555.34	RIVAS, BEATRICE	953.98
GALBERTH, ANTONIO D	564.61	RYALS, BRETTANY	992.97
STAGGERS, JESSICA D	568.56	MCNAIR, JEREMIAH A	1,029.98
LEE, TERRY	570.53	BENNETT, WILBERT	1,059.62
SENESSOURINH, SOMPHONGSAK	573.40	LOWERY, LATEISHA	1,077.12
PICKLE, VICTOR	577.54	PEELE, DUSTIN	1,112.82
SMITH, DEVIN	580.99	FISHER, SHAWN	1,154.51
WILSON, MONICA	584.94	RATLEFF, MARISSA	1,195.75
COLEY, KADIE-ANN	594.42	THELWELL, ZACCHERUS	1,198.44
EVANS, CARLOS S	594.78	HARRIS, CHIQUITTA	1,218.09
BELLE, LAVANDA	608.66	WILLIAMS, DILYS	1,232.30
BURNS, JAKAYLA	609.69	EVERY, MOSES	1,238.11
BRITTON, DAVID W	610.98	FELIX, JOVAN	1,242.12
BUCKNER, DANIEL	612.23	MUNDY, CAROLYN	1,247.70
CARTER, JERELENE	627.70	LIVINGS, MARQUIA	1,265.85
TURNAGE, CARL	634.10	ENGLAND, ASHLEY	1,284.11
LOCKLEAR, ALYSSA	634.96	CRUZ, BLANCA	1,289.69
PACE, LARRY	636.62	SPAULDING, OCTAVIA	1,347.93
WOMACK, ALEXIS	638.52	LAMBRIGHT, HEATHER N	1,389.16
LOUIS, RHONDA	646.57	MCLEAN, MASIE	1,390.03
COPELAND, ALVIN	662.33	KINARD, JOSEPH	1,391.90
ALLEN, TINEKA	674.39	BROWN, WILLIAM	1,487.79
BUIE, DEONNA	678.16	MCNEILL, WESLEY	1,509.11
JONES, LASHAREE	696.19	WHITE, ANTIVON	1,656.84
REED, ADAM	705.33	BANKS, JEANNINE J	1,665.79
PARKER, STARSHA	705.38	LEVI, TIA	1,675.53
ARTIS JR, JULIUS	722.41	PADRON, JUDITH	1,727.07
OWENS, NAOMI M	722.86	WILSON, MARCUS	1,754.73
JOHNSON, HERNANDEZ	724.96	PAYNE, HASSIN	1,901.20
TORO-JASHES, ANTHONY	735.58	WINSTON, LATOYA	2,115.72
WILLIAMS, DASHAWN	741.94	MCCALL, ANNAJALINIA	2,169.36
AMBROSE, SIERRA	747.92	WILLIAMS, SHAWN T	2,629.88
CLAYTON, CAMARA	758.28	BOYD, JOSILYN	3,489.66
MOORE, MADONNA	781.48	BURNETTE, DAVID	3,582.12
FISHER, JASON Z	784.71	BECK, BRYAN	3,716.06
MCCOY, IMANI	797.52		
			<hr/> 92,664.40

List of Non-Residential Accounts over \$500.01

BOBBY KIM'S TAE KWON DO	607.06
STRAIGHT DROP SEAFOOD	3,451.14
	<hr/>
	4,058.20



**Fayetteville PWC Investments
Portfolio Management
Portfolio Summary
April 30, 2021**

Fayetteville PWC
955 Old Wilmington Road
Fayetteville, NC 28301

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
Commercial Paper Disc. -Amortizing	47,300,000.00	47,276,840.70	47,261,790.35	22.31	282	101	0.322	0.326
Federal Agency Coupon Securities	99,655,000.00	99,548,838.52	99,923,111.95	47.16	2,090	1,804	0.969	0.982
Bank CD's	26,933,607.26	26,933,607.26	26,933,607.26	12.71	825	288	1.593	1.615
NCCMT Government	37,765,837.44	37,765,837.44	37,765,837.44	17.82	1	1	0.010	0.010
Investments	211,654,444.70	211,525,123.92	211,884,347.00	100.00%	1,153	910	0.733	0.743

Total Earnings	April 30 Month Ending	Fiscal Year To Date
Current Year	129,746.48	1,634,354.49
Average Daily Balance	215,513,610.71	237,326,628.02
Effective Rate of Return	0.73%	0.83%

R. Haskins
RHONDA HASKINS (May 17, 2021 14:25 EDT)

May 17, 2021

Rhonda Haskins, Chief Financial Officer

Reporting period 04/01/2021-04/30/2021

Run Date: 05/04/2021 - 12:41

Portfolio INVT
AP
PM (PRF_PM1) 7.3.0
Report Ver. 7.3.7

Fayetteville PWC Investments
Portfolio Management
Portfolio Details with Earnings - Investments
April 30, 2021

Page 1

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Current Rate	Days To Maturity	YTM	Accrued Interest	Unrealized Gain/Loss	Maturity Date
Commercial Paper Disc. -Amortizing													
05253AW22	210091	ANZ		03/04/2021	2,000,000.00	1,999,098.00	1,998,966.66	0.150	124	0.150	0.00	131.34	09/02/2021
19423JTR8	210089	CCPFLX		03/04/2021	3,000,000.00	2,999,313.00	2,999,450.00	0.120	55	0.120	0.00	-137.00	06/25/2021
2254EAU27	210045	CSFBNY		10/09/2020	3,000,000.00	2,999,208.00	2,998,760.00	0.240	62	0.243	0.00	448.00	07/02/2021
2254EAUT8	210055	CSFBNY		11/02/2020	3,000,000.00	2,998,833.00	2,998,187.50	0.250	87	0.253	0.00	645.50	07/27/2021
2254EAUT8	210056	CSFBNY		11/02/2020	2,000,000.00	1,999,222.00	1,998,791.67	0.250	87	0.253	0.00	430.33	07/27/2021
2254EAUT8	210057	CSFBNY		11/02/2020	2,000,000.00	1,999,222.00	1,998,791.67	0.250	87	0.253	0.00	430.33	07/27/2021
38150TZE7	210072	GSINAT		12/14/2020	5,000,000.00	4,992,620.00	4,990,856.94	0.294	227	0.294	0.00	1,763.06	12/14/2021
45685QWA3	210074	INGFDG		12/15/2020	5,000,000.00	4,997,375.00	4,995,416.67	0.250	132	0.253	0.00	1,958.33	09/10/2021
5006E2SU7	210036	KDBNY		09/11/2020	3,300,000.00	3,299,798.70	3,299,376.47	0.251	27	0.254	0.00	422.23	05/28/2021
53948AU25	210046	LBCMNY		10/15/2020	1,400,000.00	1,399,725.60	1,399,349.00	0.270	62	0.273	0.00	376.60	07/02/2021
53948AU25	210047	LBCMNY		10/15/2020	600,000.00	599,882.40	599,721.00	0.270	62	0.273	0.00	161.40	07/02/2021
53948AV65	210062	LBCMNY		11/12/2020	2,100,000.00	2,099,229.30	2,098,302.50	0.300	97	0.303	0.00	926.80	08/06/2021
53948AV65	210063	LBCMNY		11/12/2020	900,000.00	899,669.70	899,272.50	0.300	97	0.303	0.00	397.20	08/06/2021
62479LWT8	210082	MUFGBK		01/05/2021	2,000,000.00	1,998,584.00	1,998,261.66	0.210	149	0.212	0.00	322.34	09/27/2021
62479LYQ2	210090	MUFGBK		03/04/2021	2,000,000.00	1,997,620.00	1,998,275.00	0.150	207	0.152	0.00	-655.00	11/24/2021
05970RTU9	210008	SANTSA		07/08/2020	4,200,000.00	4,198,924.80	4,195,804.67	0.620	58	0.631	0.00	3,120.13	06/28/2021
05970RTU9	210009	SANTSA		07/08/2020	1,800,000.00	1,799,539.20	1,798,202.00	0.620	58	0.631	0.00	1,337.20	06/28/2021
05970RTU9	210010	SANTSA		07/08/2020	4,000,000.00	3,998,976.00	3,996,004.44	0.620	58	0.631	0.00	2,971.56	06/28/2021
Subtotal and Average			52,788,810.75		47,300,000.00	47,276,840.70	47,261,790.35	0.318	101	0.322	0.00	15,050.35	
Federal Agency Coupon Securities													
3133EKS3	190066	FFCB		06/28/2019	1,050,000.00	1,052,928.45	1,049,036.84	2.000	788	2.044	7,175.00	3,891.61	06/28/2023
3133EKS3	190067	FFCB		06/28/2019	450,000.00	451,255.05	449,587.22	2.000	788	2.044	3,075.00	1,667.83	06/28/2023
3133EKNY8	200015	FFCB		07/23/2019	2,100,000.00	2,104,315.50	2,106,241.07	2.300	767	2.151	19,320.00	-1,925.57	06/07/2023
3133EKNY8	200016	FFCB		07/23/2019	900,000.00	901,849.50	902,674.74	2.300	767	2.151	8,280.00	-825.24	06/07/2023
3133ELEH3	200114	FFCB		12/30/2019	1,400,000.00	1,467,695.60	1,394,043.06	2.000	2788	2.061	10,344.44	73,652.54	12/18/2028
3133ELEH3	200115	FFCB		12/30/2019	600,000.00	629,012.40	597,447.03	2.000	2788	2.061	4,433.33	31,565.37	12/18/2028
3133ELD84	200147	FFCB		06/03/2020	2,100,000.00	2,017,419.60	2,100,000.00	1.280	3320	1.280	11,050.67	-82,580.40	06/03/2030
3133ELD84	200148	FFCB		06/03/2020	900,000.00	864,608.40	900,000.00	1.280	3320	1.280	4,736.00	-35,391.60	06/03/2030
3133ELC28	200149	FFCB		06/08/2020	2,100,000.00	2,082,068.10	2,095,813.17	0.730	1487	0.780	6,557.83	-13,745.07	05/27/2025
3133ELC28	200150	FFCB		06/08/2020	900,000.00	892,314.90	898,205.65	0.730	1487	0.780	2,810.50	-5,890.75	05/27/2025
3133ELC85	200151	FFCB		06/08/2020	2,100,000.00	2,076,318.30	2,093,754.72	0.820	1852	0.880	7,366.33	-17,436.42	05/27/2026
3133ELC85	200152	FFCB		06/08/2020	900,000.00	889,850.70	897,323.45	0.820	1852	0.880	3,157.00	-7,472.75	05/27/2026
3133ELB86	200153	FFCB		06/08/2020	1,400,000.00	1,361,047.80	1,393,629.81	1.400	3314	1.454	8,330.00	-32,582.01	05/28/2030
3133ELB86	200154	FFCB		06/08/2020	600,000.00	583,306.20	597,269.92	1.400	3314	1.454	3,570.00	-13,963.72	05/28/2030
3133ELA20	200155	FFCB		06/08/2020	1,400,000.00	1,359,552.60	1,393,788.35	1.060	2582	1.125	6,389.44	-34,235.75	05/26/2028

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Federal Agency Coupon Securities													
3133ELA20	200156	FFCB		06/08/2020	600,000.00	582,665.40	597,337.87	1.060	2582	1.125	2,738.33	-14,672.47	05/26/2028
3133ELE67	200157	FFCB		06/10/2020	2,100,000.00	2,100,714.00	2,097,148.22	0.580	1129	0.624	5,007.33	3,565.78	06/03/2024
3133ELE67	200158	FFCB		06/10/2020	900,000.00	900,306.00	898,777.81	0.580	1129	0.624	2,146.00	1,528.19	06/03/2024
3133ELQ49	210000	FFCB		07/01/2020	2,100,000.00	2,101,495.20	2,098,425.18	0.700	1521	0.718	4,940.83	3,070.02	06/30/2025
3133ELQ49	210001	FFCB		07/01/2020	900,000.00	900,640.80	899,325.08	0.700	1521	0.718	2,117.50	1,315.72	06/30/2025
3133ELQ56	210002	FFCB		07/02/2020	2,100,000.00	2,101,287.30	2,098,668.83	0.570	1158	0.590	3,956.75	2,618.47	07/02/2024
3133ELQ56	210003	FFCB		07/02/2020	900,000.00	900,551.70	899,429.50	0.570	1158	0.590	1,695.75	1,122.20	07/02/2024
3133EL3Y8	210025	FFCB		08/26/2020	1,330,000.00	1,296,706.11	1,328,232.65	0.670	1930	0.695	1,930.72	-31,526.54	08/13/2026
3133EL3Y8	210026	FFCB		08/26/2020	570,000.00	555,731.19	569,242.57	0.670	1930	0.695	827.45	-13,511.38	08/13/2026
3133ELPV0	210048	FFCB		10/20/2020	1,193,500.00	1,228,099.57	1,246,451.62	1.530	2131	0.750	2,992.71	-18,352.05	03/02/2027
3133ELPV0	210049	FFCB		10/20/2020	511,500.00	526,328.39	534,193.55	1.530	2131	0.750	1,282.59	-7,865.16	03/02/2027
3133ELMB7	210066	FFCB		11/23/2020	1,750,000.00	1,775,256.00	1,844,208.13	2.120	3202	1.460	8,862.78	-68,952.13	02/05/2030
3133ELMB7	210067	FFCB		11/23/2020	750,000.00	760,824.00	790,374.91	2.120	3202	1.460	3,798.33	-29,550.91	02/05/2030
3133EMRD6	210087	FFCB		02/26/2021	1,050,000.00	1,020,964.35	1,029,475.61	1.140	2848	1.406	2,161.25	-8,511.26	02/16/2029
3133EMRD6	210088	FFCB		02/26/2021	450,000.00	437,556.15	441,203.83	1.140	2848	1.406	926.25	-3,647.68	02/16/2029
313381FD2	200006	FHLB		07/11/2019	3,500,000.00	3,766,717.50	3,541,811.18	2.500	2414	2.300	34,270.83	224,906.32	12/10/2027
313381FD2	200007	FHLB		07/11/2019	1,500,000.00	1,614,307.50	1,517,919.08	2.500	2414	2.300	14,687.50	96,388.42	12/10/2027
3130AGQR9	200011	FHLB		07/19/2019	3,500,000.00	3,519,292.00	3,500,000.00	2.780	3001	2.780	27,568.33	19,292.00	07/19/2029
3130AGQR9	200012	FHLB		07/19/2019	1,500,000.00	1,508,268.00	1,500,000.00	2.780	3001	2.780	11,815.00	8,268.00	07/19/2029
3130AJNT2	200159	FHLB		06/10/2020	2,100,000.00	2,078,829.90	2,093,222.11	1.070	2225	1.125	9,175.25	-14,392.21	06/04/2027
3130AJNT2	200160	FHLB		06/10/2020	900,000.00	890,927.10	897,095.19	1.070	2225	1.125	3,932.25	-6,168.09	06/04/2027
3130AJP45	200167	FHLB		06/22/2020	5,000,000.00	5,002,385.00	4,992,980.77	0.500	1045	0.549	3,472.22	9,404.23	03/11/2024
3130A2VE3	210019	FHLB		08/19/2020	735,000.00	813,262.07	824,201.59	3.000	1959	0.685	3,062.50	-10,939.52	09/11/2026
3130A2VE3	210020	FHLB		08/19/2020	315,000.00	348,540.89	353,229.25	3.000	1959	0.685	1,312.50	-4,688.36	09/11/2026
3130AJXH7	210027	FHLB		08/26/2020	2,100,000.00	2,055,862.20	2,094,504.21	0.825	2299	0.867	3,561.25	-38,642.01	08/17/2027
3130AJXH7	210028	FHLB		08/26/2020	900,000.00	881,083.80	897,644.66	0.825	2299	0.867	1,526.25	-16,560.86	08/17/2027
3130AK2B1	210034	FHLB		09/08/2020	1,400,000.00	1,373,612.80	1,398,424.25	0.800	2137	0.819	1,648.89	-24,811.45	03/08/2027
3130AK2B1	210035	FHLB		09/08/2020	600,000.00	588,691.20	599,324.68	0.800	2137	0.819	706.67	-10,633.48	03/08/2027
3130AHY49	210053	FHLB		11/02/2020	700,000.00	720,701.10	724,414.69	2.000	2097	1.363	3,655.56	-3,713.59	01/27/2027
3130AHY49	210054	FHLB		11/02/2020	300,000.00	308,871.90	310,463.44	2.000	2097	1.363	1,566.67	-1,591.54	01/27/2027
3130AKFA9	210068	FHLB		12/07/2020	2,100,000.00	2,061,236.10	2,088,051.99	0.375	1686	0.500	3,150.00	-26,815.89	12/12/2025
3130AKFA9	210069	FHLB		12/07/2020	900,000.00	883,386.90	894,879.43	0.375	1686	0.500	1,350.01	-11,492.53	12/12/2025
3130AKKP0	210076	FHLB		12/23/2020	6,000,000.00	5,983,770.00	5,991,538.83	0.190	965	0.243	4,053.33	-7,768.83	12/22/2023
3130AKKF2	210077	FHLB		01/05/2021	1,400,000.00	1,396,238.20	1,400,000.00	0.270	1062	0.270	346.50	-3,761.80	03/28/2024
3130AKKF2	210078	FHLB		01/05/2021	600,000.00	598,387.80	600,000.00	0.270	1062	0.270	148.50	-1,612.20	03/28/2024
3130AKKF2	210079	FHLB		01/05/2021	2,000,000.00	1,994,626.00	2,000,000.00	0.270	1062	0.270	495.00	-5,374.00	03/28/2024

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Federal Agency Coupon Securities													
3130AKKF2	210080	FHLB		01/05/2021	2,000,000.00	1,994,626.00	2,000,000.00	0.270	1062	0.270	495.00	-5,374.00	03/28/2024
3130AKNA0	210083	FHLB		01/26/2021	1,400,000.00	1,388,367.40	1,400,000.00	0.250	1731	0.622	923.61	-11,632.60	01/26/2026
3130AKNA0	210084	FHLB		01/26/2021	600,000.00	595,014.60	600,000.00	0.250	1731	0.622	395.83	-4,985.40	01/26/2026
3130ALER1	210085	FHLB		02/26/2021	1,050,000.00	1,027,921.65	1,037,191.09	1.125	2673	1.300	196.89	-9,269.44	08/25/2028
3130ALER1	210086	FHLB		02/26/2021	450,000.00	440,537.85	444,510.47	1.125	2673	1.300	84.39	-3,972.62	08/25/2028
3130ALZJ6	210093	FHLB		04/29/2021	1,400,000.00	1,398,859.00	1,400,000.00	0.600	1369	0.600	46.67	-1,141.00	01/29/2025
3130ALZJ6	210094	FHLB		04/29/2021	600,000.00	599,511.00	600,000.00	0.600	1369	0.600	20.00	-489.00	01/29/2025
3134GWC38	210032	FHLMC		09/02/2020	1,400,000.00	1,396,812.20	1,400,000.00	0.480	1311	0.480	1,101.33	-3,187.80	12/02/2024
3134GWC38	210033	FHLMC		09/02/2020	600,000.00	598,633.80	600,000.00	0.480	1311	0.480	472.00	-1,366.20	12/02/2024
3134GWC53	210040	FHLMC		09/15/2020	1,400,000.00	1,390,236.40	1,400,000.00	0.650	1598	0.650	1,162.78	-9,763.60	09/15/2025
3134GWC53	210041	FHLMC		09/15/2020	600,000.00	595,815.60	600,000.00	0.650	1598	0.650	498.33	-4,184.40	09/15/2025
3134GWUC8	210058	FHLMC		11/03/2020	2,660,000.00	2,602,549.32	2,649,177.37	0.500	1704	0.588	1,145.28	-46,628.05	12/30/2025
3134GWUC8	210059	FHLMC		11/03/2020	1,140,000.00	1,115,378.28	1,135,361.73	0.500	1704	0.588	490.83	-19,983.45	12/30/2025
3137EAEZ8	210060	FHLMC		11/12/2020	2,100,000.00	2,099,076.00	2,097,374.08	0.250	919	0.300	2,464.59	1,701.92	11/06/2023
3137EAEZ8	210061	FHLMC		11/12/2020	900,000.00	899,604.00	898,874.60	0.250	919	0.300	1,056.25	729.40	11/06/2023
3134GXFM1	210070	FHLMC		12/09/2020	2,100,000.00	2,051,889.00	2,100,000.00	0.650	1865	0.650	5,384.17	-48,111.00	06/09/2026
3134GXFM1	210071	FHLMC		12/09/2020	900,000.00	879,381.00	900,000.00	0.650	1865	0.650	2,307.50	-20,619.00	06/09/2026
3135GA4W8	210064	FNMA		11/18/2020	1,540,000.00	1,515,284.54	1,539,724.81	0.500	1389	0.504	1,561.39	-24,440.27	02/18/2025
3135GA4W8	210065	FNMA		11/18/2020	660,000.00	649,407.66	659,882.06	0.500	1389	0.504	669.17	-10,474.40	02/18/2025
3135GABU4	210075	FNMA		12/15/2020	2,000,000.00	1,998,266.00	2,000,000.00	0.350	1171	0.350	2,061.11	-1,734.00	07/15/2024
Subtotal and Average			98,057,956.77		99,655,000.00	99,548,838.52	99,923,111.95	1.020	1804	0.982	306,022.24	-374,273.43	
Bank CD's													
1942608	190002	BB&T		07/19/2018	3,844,576.17	3,844,576.17	3,844,576.17	2.730	79	2.730	82,232.46	0.00	07/19/2021
1942608	190003	BB&T		07/19/2018	1,647,673.79	1,647,673.79	1,647,673.79	2.730	79	2.730	35,242.45	0.00	07/19/2021
163574	200163	CB&T		06/26/2020	2,109,471.21	2,109,471.21	2,109,471.21	0.600	786	0.600	1,248.34	0.00	06/26/2023
163574	200164	CB&T		06/26/2020	904,059.09	904,059.09	904,059.09	0.600	786	0.600	520.14	0.00	06/26/2023
163568	200165	CB&T		06/26/2020	2,811,573.77	2,811,573.77	2,811,573.77	0.550	421	0.550	1,525.18	0.00	06/26/2022
163568	200166	CB&T		06/26/2020	1,204,960.18	1,204,960.18	1,204,960.18	0.550	421	0.550	653.65	0.00	06/26/2022
236818	210029	CB&T		08/14/2020	2,104,204.18	2,104,204.18	2,104,204.18	0.400	197	0.400	1,797.73	0.00	11/14/2021
236818	210030	CB&T		08/14/2020	901,801.79	901,801.79	901,801.79	0.400	197	0.400	770.46	0.00	11/14/2021
101729729	210021	FNB		08/14/2020	3,507,178.68	3,507,178.68	3,507,178.68	0.410	289	0.410	3,069.77	0.00	02/14/2022
101729729	210022	FNB		08/14/2020	1,503,076.57	1,503,076.57	1,503,076.57	0.410	289	0.410	1,315.61	0.00	02/14/2022
65813	190053	SB&T		05/10/2019	2,233,103.18	2,233,103.18	2,233,103.18	3.200	8	3.200	4,258.54	0.00	05/09/2021
65813	190054	SB&T		05/10/2019	957,044.24	957,044.24	957,044.24	3.200	8	3.200	1,825.09	0.00	05/09/2021
65821	190055	SB&T		05/10/2019	2,243,419.09	2,243,419.09	2,243,419.09	3.440	373	3.440	4,446.20	0.00	05/09/2022

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Bank CD's													
65821	190056	SB&T		05/10/2019	961,465.32	961,465.32	961,465.32	3.440	373	3.440	1,905.51	0.00	05/09/2022
Subtotal and Average			26,928,205.02		26,933,607.26	26,933,607.26	26,933,607.26	1.615	288	1.615	140,811.13	0.00	
NCCMT Government													
658191101	NC0000	NCCMT		05/01/2019	6.95	6.95	6.95	0.010	1	0.010	0.07	0.00	
658191101	NC0001	NCCMT		05/01/2019	6.90	6.90	6.90	0.010	1	0.010	0.00	0.00	
658191101	NC0002	NCCMT		05/01/2019	7.68	7.68	7.68	0.010	1	0.010	0.00	0.00	
658191101	NC0003	NCCMT		05/01/2019	8.28	8.28	8.28	0.010	1	0.010	4.59	0.00	
658191101	NC0004	NCCMT		05/01/2019	8.41	8.41	8.41	0.010	1	0.010	2.02	0.00	
658191101	NC0007	NCCMT		05/01/2019	3.98	3.98	3.98	0.010	1	0.010	0.00	0.00	
658191101	NC0008	NCCMT		05/01/2019	9.48	9.48	9.48	0.010	1	0.010	0.00	0.00	
658191101	NC0009	NCCMT		05/01/2019	5.82	5.82	5.82	0.010	1	0.010	0.00	0.00	
658191101	NC0010	NCCMT		05/01/2019	8.37	8.37	8.37	0.010	1	0.010	0.00	0.00	
658191101	NC0011	NCCMT		05/01/2019	7.23	7.23	7.23	0.010	1	0.010	0.00	0.00	
658191101	NC0012	NCCMT		05/01/2019	8,489,113.17	8,489,113.17	8,489,113.17	0.010	1	0.010	0.00	0.00	
658191101	NC0013	NCCMT		05/01/2019	8,006,554.83	8,006,554.83	8,006,554.83	0.010	1	0.010	0.00	0.00	
658191101	NC0014	NCCMT		05/01/2019	1,313,909.82	1,313,909.82	1,313,909.82	0.010	1	0.010	0.00	0.00	
658191101	NC0015	NCCMT		05/01/2019	5.33	5.33	5.33	0.010	1	0.010	0.00	0.00	
658191101	NC0016	NCCMT		05/01/2019	6.93	6.93	6.93	0.010	1	0.010	0.00	0.00	
658191101	NC0017	NCCMT		05/01/2019	9.25	9.25	9.25	0.010	1	0.010	1.54	0.00	
658191101	NC0023	NCCMT		05/01/2019	4,865,231.59	4,865,231.59	4,865,231.59	0.010	1	0.010	0.00	0.00	
658191101	NC0025	NCCMT		05/01/2019	7,543,080.41	7,543,080.41	7,543,080.41	0.010	1	0.010	0.00	0.00	
658191101	NC0026	NCCMT		05/01/2019	2,880,157.93	2,880,157.93	2,880,157.93	0.010	1	0.010	0.00	0.00	
658191101	NC0027	NCCMT		05/01/2019	4.95	4.95	4.95	0.010	1	0.010	-0.32	0.00	
658191101	NC0028	NCCMT		05/01/2019	2.75	2.75	2.75	0.010	1	0.010	0.00	0.00	
658191101	NC0029	NCCMT		02/25/2020	0.00	0.00	0.00	0.010	1	0.010	0.00	0.00	
658191101	NC0030	NCCMT		02/25/2020	0.00	0.00	0.00	0.010	1	0.010	0.00	0.00	
658191101	NC0031	NCCMT		10/30/2020	663,100.14	663,100.14	663,100.14	0.010	1	0.010	0.00	0.00	
658191101	NC0032	NCCMT		11/19/2020	4,004,587.24	4,004,587.24	4,004,587.24	0.010	1	0.010	0.00	0.00	
658191101	NC0033	NCCMT		11/19/2020	0.00	0.00	0.00	0.010	1	0.010	9.77	0.00	
Subtotal and Average			37,738,638.18		37,765,837.44	37,765,837.44	37,765,837.44	0.010	1	0.010	17.67	0.00	

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Current Rate	Days To Maturity	YTM	Accrued Interest	Unrealized Gain/Loss
Total and Average			215,513,610.71		211,854,444.70	211,525,123.92	211,884,347.00	0.759	910	0.742	446,851.04	-359,223.08

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Current Rate	Days To Maturity	YTM	Accrued Interest	Unrealized Gain/Loss
Average Balance			0.00									
Total Cash and Investments			215,513,810.71		211,654,444.70	211,525,123.92	211,884,347.00	0.759	910	0.742	446,851.04	-359,223.08

Purchase Order Detail Report

Month of 2021 / 04

Total Approved PO Count: 232 Amount: \$5,909,881.77

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
A & L CABLE SERVICES, INC.	31300026626	4/1/21				SERVICE AGREEMENT 31300026626 FOR MAKE READY WORK - SEPERATE LINE FOR NESC VIOLATION SERVICE FEES (FY21 FUNDS)	25,000.00	ELEC CONSTRUCTION & MAINT
						PO 31300026626 Total	25,000.00	
						A & L CABLE SERVICES, INC. Total	25,000.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
A-1 SUPPLY COMPANY	31300027215	4/7/21	31.00	9.85	EA	BROOM, PUSH, 16", ORANGE , POLYURETHANE	305.35	OTHER DEDUCTIONS
						PO 31300027215 Total	305.35	
						A-1 SUPPLY COMPANY Total	305.35	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
A. K. MCCALLUM CO.	31300027350	4/28/21	15.00	56.99	EA	PUMP, HAND-OPERATED BILGE	854.85	OTHER DEDUCTIONS
						PO 31300027350 Total	854.85	
						A. K. MCCALLUM CO. Total	854.85	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
ABC PLUMBING COMPANY	31300027206	4/6/21				TO REPLACE THE WATER COOLER AT ROCKFISH PLANT ADMIN BUILDING	1,618.50	ROCKFISH CK WTR RECLAM. FACIL.
						PO 31300027206 Total	1,618.50	
						ABC PLUMBING COMPANY Total	1,618.50	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
ACSE SOLUTIONS LLC	31300027283	4/19/21				SERVICE AGREEMENT TO PROVIDE A PROOF OF CONCEPT OF EBS SOURCING MODULE	12,500.00	PURCHASING
						PO 31300027283 Total	12,500.00	
						ACSE SOLUTIONS LLC Total	12,500.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
ALTEC INDUSTRIES INC	31300024817	4/26/21				BLANKET PO FOR PARTS FROM ALTEC0 152.640020 ADDITION	5,000.00	FLEET MAINTENANCE
						PO 31300024817 Total	5,000.00	
ALTEC INDUSTRIES INC	31300027282	4/16/21	3.00	187.69	EA	QTY 12 LITHIUM ION BATTERY, W/ CHARGE INDICATOR. P/N 970665587	563.07	ELEC CONSTRUCTION & MAINT
ALTEC INDUSTRIES INC		4/16/21	12.00	178.26	EA	QTY 3 LITHIUM ION CHARGER. P/N 970681824	2,139.12	ELEC CONSTRUCTION & MAINT
						PO 31300027282 Total	2,702.19	
						ALTEC INDUSTRIES INC Total	7,702.19	

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Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
AMAZON CAPITAL SERVICES, INC	31300025253	4/26/21				BLANKET PO FOR PARTS FROM AMAZON 0152.640020	5,000.00	FLEET MAINTENANCE
						PO 31300025253 Total	5,000.00	
						AMAZON CAPITAL SERVICES, INC Total	5,000.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
AMAZON WEB SERVICES	31300027203	4/6/21				BLANKET PURCHASE ORDER - AMAZON WEB SERVICES THRU REMAINDER FY 21	5,000.00	TELECOMMUNICATIONS
						PO 31300027203 Total	5,000.00	
						AMAZON WEB SERVICES Total	5,000.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
ARTS COUNCIL OF FAY./CUMB. CO.	31300027280	4/16/21				ARTS COUNCIL PUBLIC WORKS SPONSORSHIP	5,000.00	COMMUNICATIONS/COMMUNITY RELATIONS
						PO 31300027280 Total	5,000.00	
						ARTS COUNCIL OF FAY./CUMB. CO. Total	5,000.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
BATTERIES OF NC	31300024811	4/13/21				BLANKET PO FOR PARTS FROM BATTERIES OF NC 0152.640020	1,000.00	FLEET MAINTENANCE
						PO 31300024811 Total	1,000.00	
						BATTERIES OF NC Total	1,000.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
BEASLEY MEDIA GROUP LLC	31300025148	4/6/21				ADDITIONAL FUNDS FOR ADVERTISING THRU 6/30/2021	10,440.00	COMMUNICATIONS/COMMUNITY RELATIONS
						PO 31300025148 Total	10,440.00	
						BEASLEY MEDIA GROUP LLC Total	10,440.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
BFPE INTERNATIONAL	31300027287	4/19/21	5.00	439.00	EA	FIVE (5) HYDROTESTED , RECHARGED AND REBUILD KITS FOR CO2 TANKS, PLUS TWO (2) HOURS LABOR	2,195.00	OTHER DEDUCTIONS
						PO 31300027287 Total	2,195.00	
						BFPE INTERNATIONAL Total	2,195.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
BILL'S MOBILE CRANE SVC., INC.	31300027337	4/27/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATIONS UNDER PREVIOUSLY APPROVED BPA#31300025229 TO PROVIDE CRANE SERVICES PER REQUEST BY ELECTRICAL CONSTRUCTION DEPARTMENT FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	2,142.00	ELEC CONSTRUCTION & MAINT

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Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
						PO 31300027337 Total	2,142.00	
BILL'S MOBILE CRANE SVC., INC.	31300027235	4/12/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATIONS UNDER PREVIOUSLY APPROVED BPA#31300025229 TO PROVIDE CRANE SERVICES PER REQUEST BY ELECTRICAL CONSTRUCTION DEPARTMENT FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	1,071.00	ELEC CONSTRUCTION & MAINT
						PO 31300027235 Total	1,071.00	
						BILL'S MOBILE CRANE SVC., INC. Total	3,213.00	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
BOBBY TAYLOR OIL CO., INC.	31300025692	4/30/21				BLANKET PO FOR UNLEADED AND DIESEL FUEL FROM BOBBY TAYLOR	60,000.00	OTHER DEDUCTIONS
						PO 31300025692 Total	60,000.00	
						BOBBY TAYLOR OIL CO., INC. Total	60,000.00	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
BOBCAT OF FAYETTEVILLE	31300027322	4/23/21				BLANKET PO FOR OUTSOURCED MAINTENANCE FOR BOBCAT OF FAYETTEVILLE 0153	3,000.00	FLEET MAINTENANCE
						PO 31300027322 Total	3,000.00	
						BOBCAT OF FAYETTEVILLE Total	3,000.00	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
BRADY TRANE SERVICES, INC.	31300027246	4/13/21				TO REPLACE (4) HEATERS IN THE WAREHOUSE-(2) ON ELECTRIC AND (2) ON WATER SIDE	15,245.26	FACILITIES MAINTENANCE
						PO 31300027246 Total	15,245.26	
						BRADY TRANE SERVICES, INC. Total	15,245.26	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
BRAME SPECIALTY CO., INC.	31300027301	4/20/21	17.00	18.60	CS	TOWEL, PAPER, TRIFOLD, BROWN	316.20	OTHER DEDUCTIONS
						PO 31300027301 Total	316.20	
						BRAME SPECIALTY CO., INC. Total	316.20	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
BUSINESS NORTH CAROLINA	31300025690	4/6/21				ADD \$2900 IN FUNDING FOR ADDITIONAL ADVERTISING	2,900.00	COMMUNICATIONS/COMMUNITY RELATIONS
						PO 31300025690 Total	2,900.00	
						BUSINESS NORTH CAROLINA Total	2,900.00	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
C & M CONTRACTORS, INC.	31300027263	4/15/21				MATERIAL AND LABOR TO PLACE NEW CONCRETE PAD,	3,050.00	ELECTRIC ADMINISTRATION

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Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
						AT THE BUTLER-WARNER LOCATION, FOR NEW STEAM TURBINE BUILDING.		
						PO 31300027263 Total	3,050.00	
						C & M CONTRACTORS, INC. Total	3,050.00	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
CAMPBELL OIL & GAS CO., INC.	31300024807	4/20/21				BLANKET PO FOR SUPPLIES/PARTS FROM CAMPBELL OIL 0152.640020	4,000.00	FLEET MAINTENANCE
						PO 31300024807 Total	4,000.00	
						CAMPBELL OIL & GAS CO., INC. Total	4,000.00	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
CAROLINA MANAGEMENT TEAM, LLC	31300027241	4/13/21				SURFACE PREPARATION AND TNE MEC SERIES 282 APPLICATION FOR PCB CONTAINMENT AREA- APPARATUS REPAIR SHOP	23,509.00	APPARATUS REPAIR SHOP
						PO 31300027241 Total	23,509.00	
						CAROLINA MANAGEMENT TEAM, LLC Total	23,509.00	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
CAROLINA POWER AND SIGNALIZATION INC.	31300027378	4/30/21				PAY APPLICATIONS ASSOCIATED WITH PREVIOUSLY APPROVED BPA#31300027092 FOR INSTALLATION OF MISCELLANEOUS ELECTRICAL SUBSTATIONS FOR FY21	13,584.38	ELECTRIC ADMINISTRATION
						PO 31300027378 Total	13,584.38	
						CAROLINA POWER AND SIGNALIZATION INC. Total	13,584.38	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
CAROTEK, INC.	31300027360	4/29/21				ONE (1) 6" CAST IRON 1/16" SS WEDGE-WIRE (0.0625") BASKET, EPOZY COATED INTERIOR, MOTOR OPERATED AUTOMATIC STRAINER / ACS-3S CONTROL PANEL FOR 460/3/60 STRAINER MOTOR / FREIGHT	25,493.00	CROSS CK WTR RECLAMATION FACIL
						PO 31300027360 Total	25,493.00	
CAROTEK, INC.	31300027324	4/23/21				ONE (1) 18"X4", CARBON STEEL, EPOXY COATED TEE - AT \$5,066.00 ; FREIGHT AT \$250.00	5,316.00	ROCKFISH CK WTR RECLAM. FACIL.
						PO 31300027324 Total	5,316.00	
						CAROTEK, INC. Total	30,809.00	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
CDW GOVERNMENT LLC	31300027279	4/16/21				CDWG - HAVIS DS-DELL-416-3 DOCKING STATION - RAM TRUCK MOUNT FOR TRUCK #1512	770.00	WATER RESOURCES ENGINEERING
						PO 31300027279 Total	770.00	
						CDW GOVERNMENT LLC Total	770.00	

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Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
CENTURION CARES, INC.	31300027330	4/26/21				SERVICE AGREEMENT FOR FUSION (C2M) PROJECT FOR MIGRATING CURRENT CCB CIS SOAP INTERFACE TO C2M INTEGRATION	7,000.00	PROJECT MANAGEMENT
						PO 31300027330 Total	7,000.00	
						CENTURION CARES, INC. Total	7,000.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
CHARLES R. UNDERWOOD INC	31300027224	4/8/21				TO PURCHASE TWO (2) 14" CLA-VAL PUMP CONTROL VAL VALVES AT SCHOOL ROAD BPS FOR PUMP 3 AND PUMP 4.	77,830.00	WATER CONST & MAINT
						PO 31300027224 Total	77,830.00	
CHARLES R. UNDERWOOD INC	31300027225	4/8/21				TO PURCHASE ONE (1) REPLACEMENT 24" CLA-VAL PUMP CONTROL VAL VALVE AT THE P.O. HOFFER WTP FOR PUMP #7.	71,640.00	PO HOFFER WATER TRMT FACILITY
						PO 31300027225 Total	71,640.00	
						CHARLES R. UNDERWOOD INC Total	149,470.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
CINTAS CORPORATION	31300025040	4/27/21				BLANKET PURCHASE ORDER FOR MATS, SOAP, SHOP TOWELS, ETC AT GLENNVILLE PLANT FOR PERIOD: JULY 1, 2020 TO JUNE 30,2021	30.00	GLENNVILLE LK WTR TRMT FACILITY
CINTAS CORPORATION		4/27/21				BLANKET PURCHASE ORDER FOR MATS, SOAP, SHOP TOWELS, ETC AT CROSS CREEK FOR PERIOD: JULY 1, 2020 TO JUNE 30,2021	60.00	CROSS CK WTR RECLAMATION FACIL
CINTAS CORPORATION		4/27/21				BLANKET PURCHASE ORDER FOR MATS, SOAP, SHOP TOWELS, ETC AT ELECTRIC METER SHOP FOR PERIOD: JULY 1, 2020 TO JUNE 30,2021	85.00	ELECTRIC METER SHOP
CINTAS CORPORATION		4/27/21				BLANKET PURCHASE ORDER FOR MATS, SOAP, SHOP TOWELS, ETC AT SUBSTATIONS FOR PERIOD: JULY 1, 2020 TO JUNE 30,2021	85.00	SUBSTATIONS
CINTAS CORPORATION		4/27/21				BLANKET PURCHASE ORDER FOR MATS, SOAP, SHOP TOWELS, ETC AT UTILITY FIELD SERVICE FOR PERIOD: JULY 1, 2020 TO JUNE 30,2021	85.00	UTILITY FIELD SERVICES
CINTAS CORPORATION		4/27/21				BLANKET PURCHASE ORDER FOR MATS, SOAP, SHOP TOWELS, ETC AT W/R FACILITIES MAINTENANCE FOR PERIOD: JULY 1, 2020 TO JUNE 30,2021	100.00	WATER/WASTEWATER FAC MNT
CINTAS CORPORATION		4/27/21				BLANKET PURCHASE ORDER FOR MATS, SOAP, SHOP TOWELS, ETC AT WATER METER SHOP FOR PERIOD: JULY 1, 2020 TO JUNE 30,2021	100.00	WATER METER SHOP
CINTAS CORPORATION		4/27/21				BLANKET PURCHASE ORDER FOR MATS, SOAP, SHOP TOWELS, ETC AT ROCKFISH PLANT FOR PERIOD: JULY 1, 2020 TO JUNE 30,2021	145.00	ROCKFISH CK WTR RECLAM. FACIL.
CINTAS CORPORATION		4/27/21				BLANKET PURCHASE ORDER FOR MATS, SOAP, SHOP TOWELS, ETC AT APPARATUS REPAIR SHOP FOR	180.00	APPARATUS REPAIR SHOP

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Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department	
	31300027275					PERIOD: JULY 1, 2020 TO JUNE 30,2021			
CINTAS CORPORATION		4/27/21				BLANKET PURCHASE ORDER FOR MATS, SOAP, SHOP TOWELS, ETC AT CUSTOMER SERVICE CENTER FOR PERIOD: JULY 1, 2020 TO JUNE 30,2021	310.00	GENERAL & ADMINISTRATIVE	
CINTAS CORPORATION		4/27/21				BLANKET PURCHASE ORDER FOR MATS, SOAP, SHOP TOWELS, ETC AT HOFFER PLANT FOR PERIOD: JULY 1, 2020 TO JUNE 30,2021	360.00	PO HOFFER WATER TRMT FACILITY	
CINTAS CORPORATION		4/27/21				BLANKET PURCHASE ORDER FOR MATS, SOAP, SHOP TOWELS, ETC AT BUTLER WARNER FOR PERIOD: JULY 1, 2020 TO JUNE 30,2021	510.00	OTHER PRODUCTION GENERATION	
CINTAS CORPORATION		4/27/21				BLANKET PURCHASE ORDER FOR MATS, SOAP, SHOP TOWELS, ETC AT OPERATIONS CENTER FOR PERIOD: JULY 1, 2020 TO JUNE 30,2021	700.00	GENERAL & ADMINISTRATIVE	
CINTAS CORPORATION		4/27/21				BLANKET PURCHASE ORDER FOR MATS, SOAP, SHOP TOWELS, ETC AT FLEET MAINTENANCE FOR PERIOD: JULY 1, 2020 TO JUNE 30,2021	1,235.00	FLEET MAINTENANCE	
							PO 31300025040 Total	3,985.00	
CINTAS CORPORATION	31300027275	4/16/21	55.00	53.55	CS	TOWEL, PAPER, 800' ROLL, WHITE	2,945.05	OTHER DEDUCTIONS	
							PO 31300027275 Total	2,945.05	
							CINTAS CORPORATION Total	6,930.05	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department	
CITY OF FAYETTEVILLE	31300027233	4/12/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICE TO BPA#31300024919 FOR COF EXCAVATION AND DEGRADATION FEES FOR AUGUST 2020 THROUGH JUNE 2021 (FOR FY21 FEES)	4,525.54	WATER CONST & MAINT	
CITY OF FAYETTEVILLE		4/12/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICE TO BPA#31300024919 FOR COF EXCAVATION AND DEGRADATION FEES FOR AUGUST 2020 THROUGH JUNE 2021 (FOR FY21 FEES)	4,868.33	WASTEWATER CONST. & MAINT.	
							PO 31300027233 Total	9,393.87	
							CITY OF FAYETTEVILLE Total	9,393.87	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department	
COLORID, LLC	31300027202	4/6/21				COLORID - SHIPPING FEE	30.00	WAREHOUSE	
COLORID, LLC		4/6/21				COLOR ID - SOFTWARE TRAINING	395.00	WAREHOUSE	
COLORID, LLC		4/6/21				COLOR ID - SOFTWARE	499.00	WAREHOUSE	
COLORID, LLC		4/6/21				COLORID - ZEBRA BAR CODE PRINTER INDUSTRIAL THERMAL TRANSFER PRINTER	1,702.00	WAREHOUSE	
							PO 31300027202 Total	2,626.00	
							COLORID, LLC Total	2,626.00	

Purchase Order Detail Report

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
CONCENTRA	31300025489	4/1/21				CONCENTRA ADDITIONAL FUNDS TO BE ADDED TO PO LINE 313.25489	22,000.00	MEDICAL
						PO 31300025489 Total	22,000.00	
						CONCENTRA Total	22,000.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
CONCRETE PIPE & PRECAST LLC	31300027252	4/14/21	4.00	5,665.00	EA	VAULT, LARGE, CONCRETE, PMH, 72 x 144 x 84 INSIDE	22,660.00	OTHER DEDUCTIONS
						PO 31300027252 Total	22,660.00	
CONCRETE PIPE & PRECAST LLC	31300027297	4/20/21				(QTY 1) 4 FT DIA MANHOLE "SANITARY",6" EXT.JOINT WRAP, NO INVERT, CON BLOCK ANTIMICROBIAL ADMI., REG-BASE, CONE (0-6FT)/ (QTY 2) 4 FT DIA MANHOLE "SANITARY", 6" EXT.JOINT WRAP, NO INVERT, CON BLOCK ANTIMICROBIAL ADMI., REG-BASE CONE (6-8FT)	3,480.00	WATER ADMINISTRATION
						PO 31300027297 Total	3,480.00	
						CONCRETE PIPE & PRECAST LLC Total	26,140.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
CONSOLIDATED ELECTRICAL DIST., INC.	31300027362	4/29/21				ONE (1) FLUKE 719 PRO 150 G - CALBTR	3,400.00	WATER/WASTEWATER FAC MNT
						PO 31300027362 Total	3,400.00	
						CONSOLIDATED ELECTRICAL DIST., INC. Total	3,400.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
CORE AND MAIN	31300027186	4/1/21	220.00	0.85	EA	BOLT, W/NUT, HEX, 5/8" X 2-1/2"	187.00	OTHER DEDUCTIONS
CORE AND MAIN		4/1/21	16.00	30.65	EA	ADAPTER, 1" METER SWIVEL NUT TO 1" PE PIPE, NO LEAD	490.40	OTHER DEDUCTIONS
CORE AND MAIN		4/1/21	2.00	466.85	EA	CLAMP, REPAIR 16" X 15", OD = 18.43 - 19.21	933.70	OTHER DEDUCTIONS
CORE AND MAIN		4/1/21	240.00	4.00	EA	COUPLING, PVC, 4", FERNCO	960.00	OTHER DEDUCTIONS
CORE AND MAIN		4/1/21	6600.00	5.00	FT	PIPE, 1", CU SOFT, TYPE K	33,000.00	OTHER DEDUCTIONS
						PO 31300027186 Total	35,571.10	
CORE AND MAIN	31300027230	4/9/21	176.00	184.00	EA	RING & COVER, MANHOLE (O.S.) W/PWC FAY NC LOGO	32,384.00	OTHER DEDUCTIONS
						PO 31300027230 Total	32,384.00	
CORE AND MAIN	31300027318	4/22/21	15.00	17.45	EA	ELL, BRASS, 2", 45, NO LEAD	261.75	OTHER DEDUCTIONS
CORE AND MAIN		4/22/21	60.00	6.10	EA	ELL, 1" X 3/4", 90 DEG., REDUCING, BRASS, NO LEAD	366.00	OTHER DEDUCTIONS
CORE AND MAIN		4/22/21	5.00	105.20	EA	CLAMP, REPAIR 6" X 12", OD = 7.05 - 7.45	526.00	OTHER DEDUCTIONS
CORE AND MAIN		4/22/21	25.00	210.00	EA	COUPLING, (HYMAX), 6", REPAIR, OD=6.42 - 7.68, LENGTH, 10.8	5,250.00	OTHER DEDUCTIONS
CORE AND MAIN		4/22/21	4.00	1,998.00	EA	HYDRANT, 4 1/2", 6', BURY	7,992.00	OTHER DEDUCTIONS
CORE AND MAIN		4/22/21	6.00	1,858.80	EA	HYDRANT, 4 1/2", 4', BURY	11,152.80	OTHER DEDUCTIONS
						PO 31300027318 Total	25,548.55	
CORE AND MAIN	31300027387	4/30/21	56.00	48.80	FT	PIPE, PVC, 18", SEWER, SDR 26, 14' LONG	2,732.80	OTHER DEDUCTIONS
CORE AND MAIN		4/30/21	56.00	72.55	FT	PIPE, PVC, 21", SEWER, SDR26, 14' LONG	4,062.80	OTHER DEDUCTIONS
CORE AND MAIN		4/30/21	150.00	45.00	EA	COUPLING, 8" CLAY TO PVC W/SHEAR RING	6,750.00	OTHER DEDUCTIONS

Purchase Order Detail Report

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
CORE AND MAIN		4/30/21	126.00	58.50	EA	COUPLING, 8" CONCRETE TO PVC W/SHEAR RING	7,371.00	OTHER DEDUCTIONS
PO 31300027387 Total							20,916.60	
CORE AND MAIN	31300027367	4/29/21	73.00	17.25	EA	BEND, PVC, 4"-22-1/2, SDR 26, EL SXG (STREET BEND)	1,259.25	OTHER DEDUCTIONS
CORE AND MAIN		4/29/21	10.00	1,893.10	EA	HYDRANT, 4 1/2", 4 1/2", BURY	18,931.00	OTHER DEDUCTIONS
PO 31300027367 Total							20,190.25	
CORE AND MAIN	31300027255	4/14/21	11.00	189.25	EA	KIT, REPAIR, SAFETY, 4-1/2"	2,081.75	OTHER DEDUCTIONS
CORE AND MAIN		4/14/21	114.00	18.90	EA	CLAMP, FULL CIRCLE, REPAIR 1/2" X 3"	2,154.60	OTHER DEDUCTIONS
CORE AND MAIN		4/14/21	5194.00	2.17	FT	PIPE, PVC, 4", SEWER, SDR 26, 14' SECTIONS	11,270.98	OTHER DEDUCTIONS
PO 31300027255 Total							15,507.33	
CORE AND MAIN	31300027219	4/8/21	4.00	82.50	EA	COUPLING,PACK JOINT,2"X2",MIP X PVC, NO LEAD	330.00	OTHER DEDUCTIONS
CORE AND MAIN		4/8/21	104.00	3.80	EA	ANCHOR,WEDGE, SS W/NUT & WASHER, 1/2"X7"	395.20	OTHER DEDUCTIONS
CORE AND MAIN		4/8/21	33.00	56.75	EA	LOCKVALVE, 1", COMPRESSION TYPE, NO LEAD	1,872.75	OTHER DEDUCTIONS
CORE AND MAIN		4/8/21	1120.00	7.06	FT	PIPE, PVC, 8", SEWER, SDR 26, 14' LONG	7,907.20	OTHER DEDUCTIONS
PO 31300027219 Total							10,505.15	
CORE AND MAIN	31300027251	4/14/21	40.00	14.50	EA	GASKET, WIPER, EJ 2027AVH LID	580.00	OTHER DEDUCTIONS
CORE AND MAIN		4/14/21	30.00	29.50	EA	GASKET, WIPER USF 725 LID	885.00	OTHER DEDUCTIONS
PO 31300027251 Total							1,465.00	
CORE AND MAIN Total							162,087.98	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
CORPORATE INTERIORS & SALES	31300027234	4/12/21				TO PURCHASE (1) RFM EVOLVE TASK CHAIR WITH NAVY FABRIC FOR LAWANNA CURRIE	334.08	ACCOUNTING
PO 31300027234 Total							334.08	
CORPORATE INTERIORS & SALES Total							334.08	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
CRUCO MILL & INDUSTRIAL SUPPLY, LLC	31300025232	4/20/21				BLANKET PURCHASE ORDER TO PROVIDE VARIOUS LUBRICATION PRODUCTS FOR EQUIPMENT AT BOTH WATER AND WASTEWATER FACILITIES FOR THE PERIOD APRIL 2021 THROUGH JUNE 2021.	5,300.00	WATER/WASTEWATER FAC MNT
PO 31300025232 Total							5,300.00	
CRUCO MILL & INDUSTRIAL SUPPLY, LLC Total							5,300.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
CUES, INC.	31300027239	4/12/21				BLANKET PURCHASE AGREEMENT TO PROCESS INVOICES UNDER PREVIOUSLY APPROVED BPA#31300024916 TO REPAIR CAMERA SYSTEM REPAIRS AND REPAIR PARTS FOR JULY 2020 THOUGH JUNE 2020 (FY21 REPAIRS TO VAC TRUCKS)	6,202.32	WASTEWATER CONST. & MAINT.
PO 31300027239 Total							6,202.32	
CUES, INC.	31300027375	4/30/21				BLANKET PURCHASE AGREEMENT TO PROCESS INVOICES UNDER PREVIOUSLY APPROVED BPA#31300024916 TO REPAIR CAMERA SYSTEM REPAIRS	3,178.76	WASTEWATER CONST. & MAINT.

Purchase Order Detail Report

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
						AND REPAIR PARTS FOR JULY 2020 THOUGH JUNE 2020 (FY21 REPAIRS TO VAC TRUCKS)		
						PO 31300027375 Total	3,178.76	
CUES, INC.	31300027372	4/29/21				BLANKET PURCHASE AGREEMENT TO PROCESS INVOICES UNDER PREVIOUSLY APPROVED BPA#31300024916 TO REPAIR CAMERA SYSTEM REPAIRS AND REPAIR PARTS FOR JULY 2020 THOUGH JUNE 2020 (FY21 REPAIRS TO VAC TRUCKS)	1,613.37	WASTEWATER CONST. & MAINT.
						PO 31300027372 Total	1,613.37	
						CUES, INC. Total	10,994.45	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
DAPARAK, INC.	31300027358	4/29/21				TWO (2) PIPELINER MODEL P315G50A WITH NOMINAL 15MM SHEARPLATE HOLES; MOTOR IS EXPLOSION-PROOF, SEVERE DUTY, 3/60/460V - AT \$13,198.00 EACH	26,896.00	CROSS CK WTR RECLAMATION FACIL
						PO 31300027358 Total	26,896.00	
						DAPARAK, INC. Total	26,896.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
DB NORTH CAROLINA HOLDINGS, INC. dba THE FAYETTEVILLE OBSERVER	31300027346	4/28/21				SPORTS AWARDS SPONSORSHIP 2021	5,000.00	COMMUNICATIONS/COMMUNITY RELATIONS
						PO 31300027346 Total	5,000.00	
						DB NORTH CAROLINA HOLDINGS, INC. dba THE FAYETTEVILLE OBSERVER Total	5,000.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
DELL MARKETING L.P.	31300027250	4/14/21				DELL.COM - (3) RUGGED TABLETS FOR KEVAN MELTZER	5,879.10	TELECOMMUNICATIONS
						PO 31300027250 Total	5,879.10	
DELL MARKETING L.P.	31300027188	4/1/21				DELL.COM - (9) THUNDERBOLT DOCKS FOR WATER RESOURCES	1,890.00	WATER RESOURCES ENGINEERING
						PO 31300027188 Total	1,890.00	
DELL MARKETING L.P.	31300027189	4/1/21				DELL.COM - LATITUDE 7420 FOR RICK ANDERSON	1,450.00	ELECTRICAL ENGINEERING
						PO 31300027189 Total	1,450.00	
						DELL MARKETING L.P. Total	9,219.10	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
DILLON SUPPLY COMPANY	31300027313	4/21/21	10.00	20.90	EA	STRAP, RATCHET, 2" X 30", HEAVY DUTY, BS=11000LBS	209.00	OTHER DEDUCTIONS
DILLON SUPPLY COMPANY		4/21/21	3.00	162.66	EA	LIGHT, RECHARGEABLE, HANDHELD	487.98	OTHER DEDUCTIONS
DILLON SUPPLY COMPANY		4/21/21	18.00	37.60	EA	BIT, WOOD, 15/16"	676.80	OTHER DEDUCTIONS
						PO 31300027313 Total	1,373.78	
DILLON SUPPLY COMPANY	31300027208	4/6/21	4.00	14.05	EA	WRENCH, COMBINATION, 3/4"	56.19	OTHER DEDUCTIONS

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Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
DILLON SUPPLY COMPANY		4/6/21	23.00	24.71	EA	PLIERS, DIAGONAL, 6"	568.24	OTHER DEDUCTIONS
DILLON SUPPLY COMPANY		4/6/21	21.00	31.75	EA	PLIERS, SIDE-CUTTING, LINEMANS, 9"	666.81	OTHER DEDUCTIONS
						PO 31300027208 Total	1,291.24	
DILLON SUPPLY COMPANY	31300027355	4/28/21	3.00	143.18	CS	COVERALLS, DISPOSABLE, SIZE XXXXXL	429.53	OTHER DEDUCTIONS
DILLON SUPPLY COMPANY		4/28/21	26.00	22.09	EA	PLIERS, ADJUSTABLE, 9-1/2"	574.34	OTHER DEDUCTIONS
						PO 31300027355 Total	1,003.86	
DILLON SUPPLY COMPANY	31300027269	4/15/21	4.00	9.98	EA	WRENCHES, ALLEN, SET OF 5, FLD HK	39.92	OTHER DEDUCTIONS
DILLON SUPPLY COMPANY		4/15/21	31.00	4.46	EA	SCREWDRIVER, 6"	138.26	OTHER DEDUCTIONS
						PO 31300027269 Total	178.18	
						DILLON SUPPLY COMPANY Total	3,847.06	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
DIRECTIONAL SERVICES, INC.	31300027342	4/27/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATIONS UNDER PREVIOUSLY APPROVED BPA#31300025234 FOR UNDERGROUND DISTRIBUTION SERVICES VALID FOR WORK PERFORMED FOR ELECTRIC CONSTRUCTION DEPT FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	12,059.67	ELEC CONSTRUCTION & MAINT
PO 31300027342 Total							12,059.67	
DIRECTIONAL SERVICES, INC.	31300027236	4/12/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATIONS UNDER PREVIOUSLY APPROVED BPA#31300025234 FOR UNDERGROUND DISTRIBUTION SERVICES VALID FOR WORK PERFORMED FOR ELECTRIC CONSTRUCTION DEPT FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	8,317.68	ELEC CONSTRUCTION & MAINT
PO 31300027236 Total							8,317.68	
DIRECTIONAL SERVICES, INC.	31300027316	4/22/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATIONS UNDER PREVIOUSLY APPROVED BPA#31300025234 FOR UNDERGROUND DISTRIBUTION SERVICES VALID FOR WORK PERFORMED FOR ELECTRIC CONSTRUCTION DEPT FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	996.41	ELEC CONSTRUCTION & MAINT
PO 31300027316 Total							996.41	
DIRECTIONAL SERVICES, INC. Total							21,373.76	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
ELECTROSWITCH CORP	31300027187	4/1/21				CANCELED LINE DUE TO RECEIVING ISSUE	1.00	SUBSTATIONS
PO 31300027187 Total							1.00	
ELECTROSWITCH CORP Total							1.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
ENGINEERED SYSTEMS CRANE AND HOIST SPECIALISTS	31300027218	4/7/21				TO PURCHASE ONE (1) REPLACEMENT 10-TON CRANE TO INCLUDE ALL LABOR AND MATERIALS FOR REMOVAL OF	46,600.00	PO HOFFER WATER TRMT FACILITY

Purchase Order Detail Report

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
						THE EXISTING BRIDGE CRANE AND INSTALLATION OF THE REPLACEMENT IN ACCORDANCE WITH QUOTES #20-4-174REV1 & #20-4-178		
						PO 31300027218 Total	46,600.00	
						ENGINEERED SYSTEMS CRANE AND HOIST SPECIALISTS Total	46,600.00	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
ENVIRONMENTAL PROTECTION SERVICES, INC	31300027393	4/30/21				BLANKET PURCHASE ORDER FOR DISPOSAL AND TRANSPORTATION OF TRANSFORMERS FOR THE PERIOD OF APRIL 2021 THROUGH JUNE 2021	4,000.00	APPARATUS REPAIR SHOP
						PO 31300027393 Total	4,000.00	
						ENVIRONMENTAL PROTECTION SERVICES, INC Total	4,000.00	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
ERMCO	31300027266	4/15/21	4.00	8,321.00	EA	TSFMR, PDMT, 3-PH, 300 KVA 24.94GRDY/14.4 X 12.47G	33,284.00	ELEC CONSTRUCTION & MAINT
						PO 31300027266 Total	33,284.00	
						ERMCO Total	33,284.00	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
FASTENAL COMPANY	31300024787	4/27/21				BLANKET PO FOR SHOP SUPPLIES FROM FASTENAL	2,000.00	FLEET MAINTENANCE
						PO 31300024787 Total	2,000.00	
						FASTENAL COMPANY Total	2,000.00	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
FAYETTEVILLE SYMPHONY ORCHESTRA, INC	31300027243	4/13/21				FAYETTEVILLE SYMPHONY ORCHESTRA SPONSORSHIP 2021	10,000.00	COMMUNICATIONS/COMMUNITY RELATIONS
						PO 31300027243 Total	10,000.00	
						FAYETTEVILLE SYMPHONY ORCHESTRA, INC Total	10,000.00	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
FAYETTEVILLE TECHNICAL COMM COLLEGE	31300026905	4/19/21				FTCC MULTIPLIERS AND TRUST FOUNDATIONS CLASS MATERIAL FOR THREE (3) ADDITIONAL PARTICIPANTS. ADD FUNDS TO THE PO 31300026905	1,556.60	HUMAN RESOURCES
						PO 31300026905 Total	1,556.60	
						FAYETTEVILLE TECHNICAL COMM COLLEGE Total	1,556.60	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
FERGUSON WATERWORKS	31300027319	4/22/21	6.00	6.95	EA	GASKET, 6", TRANSITION, SDR-35	41.70	OTHER DEDUCTIONS
FERGUSON WATERWORKS		4/22/21	8.00	11.95	EA	COUPLING, GALV, 1", THREADLESS	95.60	OTHER DEDUCTIONS
FERGUSON WATERWORKS		4/22/21	3.00	91.60	EA	PIPE, CI, FLANGE X SPIGOT, 4" X 14-1/2"	274.80	OTHER DEDUCTIONS

Purchase Order Detail Report

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
FERGUSON WATERWORKS		4/22/21	8.00	46.30	EA	COUPLING, 6" CLAY TO PVC, W/SHEAR RING	370.40	OTHER DEDUCTIONS
FERGUSON WATERWORKS		4/22/21	6.00	85.66	EA	SADDLE,SERV.,12"X1",CC,C-900,DI,AC, "OD 13.20-14.38"	513.95	OTHER DEDUCTIONS
FERGUSON WATERWORKS		4/22/21	3.00	217.60	EA	PIPE, CI, FLANGE X SPIGOT, 4" X 72"	652.80	OTHER DEDUCTIONS
FERGUSON WATERWORKS		4/22/21	540.00	16.98	EA	BOX & COVER, METER, STANDARD w/RECESSED HOLE	9,169.20	OTHER DEDUCTIONS
FERGUSON WATERWORKS		4/22/21	92.00	394.00	EA	RING & COVER, W/CAM LOCK & WIPER GASKET	36,248.00	OTHER DEDUCTIONS
						PO 31300027319 Total	47,366.45	
FERGUSON WATERWORKS	31300027200	4/6/21	6600.00	5.90	FT	PIPE, 1", CU SOFT, TYPE K	38,940.00	OTHER DEDUCTIONS
						PO 31300027200 Total	38,940.00	
FERGUSON WATERWORKS	31300027286	4/19/21				INSTALL OF R-100 ANTENNA AT THE BAYWOOD WATER TOWER IN EASTOVER	10,850.88	METER DATA MANAGEMENT - RNI
						PO 31300027286 Total	10,850.88	
FERGUSON WATERWORKS	31300027231	4/9/21	229.00	44.25	EA	VALVE BOX, TOP SECTION, W/O LID	10,133.25	OTHER DEDUCTIONS
						PO 31300027231 Total	10,133.25	
FERGUSON WATERWORKS	31300027359	4/29/21	17.00	3.88	EA	NIPPLE, BRASS, 1" X 3"	65.96	OTHER DEDUCTIONS
FERGUSON WATERWORKS		4/29/21	20.00	5.06	EA	NIPPLE, BRASS, 1" X 4"	101.20	OTHER DEDUCTIONS
FERGUSON WATERWORKS		4/29/21	64.00	2.50	EA	STRAP, STAINLESS STEEL FOR DFW RUBBER SERVICE SADDLE	160.00	OTHER DEDUCTIONS
FERGUSON WATERWORKS		4/29/21	3.00	70.70	EA	BEND, CI, 8" 22 1/2, MJ	212.10	OTHER DEDUCTIONS
FERGUSON WATERWORKS		4/29/21	84.00	2.65	EA	COUPLING, BRASS, 3/4", NO LEAD	222.60	OTHER DEDUCTIONS
FERGUSON WATERWORKS		4/29/21	1200.00	0.53	FT	PIPE, PVC, 1", PE 3406, 200 PSI, 300', SID R7	636.00	OTHER DEDUCTIONS
FERGUSON WATERWORKS		4/29/21	100.00	13.25	FT	PIPE, PVC, 8", C-900, CL-150	1,325.00	OTHER DEDUCTIONS
FERGUSON WATERWORKS		4/29/21	66.00	22.00	EA	SADDLE, SEWER, FLEXIBLE, 4"	1,452.00	OTHER DEDUCTIONS
FERGUSON WATERWORKS		4/29/21	70.00	53.54	EA	COUPLING, 3/4 METER, NO LEAD	3,747.80	OTHER DEDUCTIONS
						PO 31300027359 Total	7,922.66	
FERGUSON WATERWORKS	31300027247	4/13/21	15.00	489.95	EA	MANHOLE,30",CAST IRON H-20 "ELECTRIC", 6" RISER	7,349.25	OTHER DEDUCTIONS
						PO 31300027247 Total	7,349.25	
FERGUSON WATERWORKS	31300027221	4/8/21	164.00	13.68	EA	LID,VALVE BOX,STANDARD, W/2" SKIRT	2,243.52	OTHER DEDUCTIONS
						PO 31300027221 Total	2,243.52	
FERGUSON WATERWORKS	31300027185	4/1/21	7.00	7.78	EA	GASKET, 4", TRANSITION, SDR-35	54.46	OTHER DEDUCTIONS
FERGUSON WATERWORKS		4/1/21	42.00	4.65	EA	NIPPLE, BRASS, 3/4" X 6"	195.30	OTHER DEDUCTIONS
FERGUSON WATERWORKS		4/1/21	107.00	13.85	EA	BEND, PVC, 4"-45,SDR 26, EL SXG. (STREET BEND)	1,481.95	OTHER DEDUCTIONS
						PO 31300027185 Total	1,731.71	
FERGUSON WATERWORKS	31300027256	4/14/21	5.00	9.95	EA	COUPLING,GALV,3/4",THREADLESS	49.75	OTHER DEDUCTIONS
FERGUSON WATERWORKS		4/14/21	62.00	25.80	EA	COUPLING,PACK JOINT,1"X1",THREAD X CTS,NO LEAD	1,599.60	OTHER DEDUCTIONS
						PO 31300027256 Total	1,649.35	
FERGUSON WATERWORKS	31300027210	4/6/21	12.00	75.00	EA	ROD, 4FT MIGHTY PROBE	900.00	OTHER DEDUCTIONS
						PO 31300027210 Total	900.00	
FERGUSON WATERWORKS	31300027268	4/15/21	6.00	21.99	EA	HAMMER, DEAD BLOW, 3LB, RAPTOR	131.94	OTHER DEDUCTIONS
						PO 31300027268 Total	131.94	
						FERGUSON WATERWORKS Total	129,219.01	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
FORMS & SUPPLY, INC.	31300024945	4/19/21				BLANKET PURCHASE ORDER FOR MISC OFFICE	1,000.00	WATER RESOURCES

Purchase Order Detail Report

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
						SUPPLIES FOR THE WRE DRAFTING DEPT. FOR THE PERIOD OF APRIL 2021 THROUGH JUNE 2021.		ENGINEERING
FORMS & SUPPLY, INC.		4/19/21				BLANKET PURCHASE ORDER FOR MISC OFFICE SUPPLIES FOR THE WRE FRONT OFFICE FOR THE PERIOD OF APRIL 2021 THROUGH JUNE 2021.	1,200.00	WATER RESOURCES ENGINEERING
						PO 31300024945 Total	2,200.00	
						FORMS & SUPPLY, INC. Total	2,200.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
FROEHLING & ROBERTSON INC	31300027374	4/30/21				BLANKET PURCHASE AGREEMENT TO PROCESS INVOICES UNDER PREVIOUSLY APPROVED BPA#31300024917 FOR COMPACTION TESTING FOR EXCAVATIONS ON CITY STREETS FOR W/R DEPARTMENT FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	1,589.73	WATER CONST & MAINT
FROEHLING & ROBERTSON INC		4/30/21				BLANKET PURCHASE AGREEMENT TO PROCESS INVOICES UNDER PREVIOUSLY APPROVED BPA#31300024917 FOR COMPACTION TESTING FOR EXCAVATIONS ON CITY STREETS FOR W/R DEPARTMENT FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	2,593.77	WASTEWATER CONST. & MAINT.
						PO 31300027374 Total	4,183.50	
						FROEHLING & ROBERTSON INC Total	4,183.50	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
GALLAGHER BENEFIT SERVICES	31300025393	4/6/21				GALLAGHER SERVICE CONSULTING FEE. ADDITIONAL FUNDS TO BE ADDED TO THE PO LINE 313.25393	3,955.00	GENERAL & ADMINISTRATIVE
						PO 31300025393 Total	3,955.00	
						GALLAGHER BENEFIT SERVICES Total	3,955.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
GILBERT HORNER PAVING	31300027380	4/30/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATIONS FOR PAYMENT OF INVOICES (ASPHALT PATCHING) UNDER PREVIOUSLY APPROVED BPA# 31300024911 VALID FOR WORK PERFORMED FOR W/R CONSTRUCTION DEPARTMENT FOR JULY 2020 THROUGH JUNE 2021	1,320.00	WATER ADMINISTRATION
GILBERT HORNER PAVING		4/30/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATIONS FOR PAYMENT OF INVOICES (ASPHALT PATCHING) UNDER PREVIOUSLY APPROVED BPA# 31300024911 VALID FOR WORK PERFORMED FOR W/R CONSTRUCTION DEPARTMENT FOR JULY 2020 THROUGH JUNE 2021	4,108.00	WATER CONST & MAINT
						PO 31300027380 Total	5,428.00	
GILBERT HORNER PAVING	31300027212	4/6/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY	5,427.00	WATER CONST & MAINT

Purchase Order Detail Report

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
						APPLICATIONS FOR PAYMENT OF INVOICES (ASPHALT PATCHING) UNDER PREVIOUSLY APPROVED BPA# 31300024911 VALID FOR WORK PERFORMED FOR W/R CONSTRUCTION DEPARTMENT FOR JULY 2020 THROUGH JUNE 2021		
PO 31300027212 Total							5,427.00	
GILBERT HORNER PAVING	31300027383	4/30/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATIONS FOR PAYMENT OF INVOICES (ASPHALT PATCHING) UNDER PREVIOUSLY APPROVED BPA# 31300024911 VALID FOR WORK PERFORMED FOR W/R CONSTRUCTION DEPARTMENT FOR JULY 2020 THROUGH JUNE 2021	4,162.90	WATER ADMINISTRATION
PO 31300027383 Total							4,162.90	
GILBERT HORNER PAVING	31300027259	4/14/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATIONS FOR PAYMENT OF INVOICES (ASPHALT PATCHING) UNDER PREVIOUSLY APPROVED BPA# 31300024911 VALID FOR WORK PERFORMED FOR W/R CONSTRUCTION DEPARTMENT FOR JULY 2020 THROUGH JUNE 2021	3,764.10	WATER ADMINISTRATION
PO 31300027259 Total							3,764.10	
GILBERT HORNER PAVING	31300027211	4/6/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATIONS FOR PAYMENT OF INVOICES (ASPHALT PATCHING) UNDER PREVIOUSLY APPROVED BPA# 31300024911 VALID FOR WORK PERFORMED FOR W/R CONSTRUCTION DEPARTMENT FOR JULY 2020 THROUGH JUNE 2021	3,567.25	WATER CONST & MAINT
PO 31300027211 Total							3,567.25	
GILBERT HORNER PAVING	31300027232	4/12/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATIONS FOR PAYMENT OF INVOICES (ASPHALT PATCHING) UNDER PREVIOUSLY APPROVED BPA# 31300024911 VALID FOR WORK PERFORMED FOR W/R CONSTRUCTION DEPARTMENT FOR JULY 2020 THROUGH JUNE 2021	2,943.85	WATER CONST & MAINT
PO 31300027232 Total							2,943.85	
GILBERT HORNER PAVING	31300027338	4/27/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATIONS FOR PAYMENT OF INVOICES (ASPHALT PATCHING) UNDER PREVIOUSLY APPROVED BPA# 31300024911 VALID FOR WORK PERFORMED FOR W/R CONSTRUCTION DEPARTMENT FOR JULY 2020 THROUGH JUNE 2021	2,449.55	WATER ADMINISTRATION
PO 31300027338 Total							2,449.55	
GILBERT HORNER PAVING	31300027361	4/29/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATIONS FOR PAYMENT OF INVOICES (ASPHALT PATCHING) UNDER PREVIOUSLY APPROVED BPA# 31300024911 VALID FOR WORK PERFORMED FOR W/R	2,083.30	WATER ADMINISTRATION

Purchase Order Detail Report

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
						CONSTRUCTION DEPARTMENT FOR JULY 2020 THROUGH JUNE 2021		
						PO 31300027361 Total	2,083.30	
						GILBERT HORNER PAVING Total	29,825.95	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
GLOBAL RELAY COMMUNICATIONS INC.	31300027190	4/1/21				GLOBAL RELAY - ARCHIVE SETUP	9,800.00	TELECOMMUNICATIONS
						PO 31300027190 Total	9,800.00	
						GLOBAL RELAY COMMUNICATIONS INC. Total	9,800.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
GLOBAL SOFTWARE LLC	31300027290	4/19/21				MAINTENANCE SPREADSHEET SERVER	1,438.74	ACCOUNTING
GLOBAL SOFTWARE LLC		4/19/21				PLATINUM SPREADSHEET SERVER LICENSE	5,500.00	ACCOUNTING
						PO 31300027290 Total	6,938.74	
						GLOBAL SOFTWARE LLC Total	6,938.74	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
GRAINGER INDUSTRIAL SUPPLY	31300027376	4/30/21				TO PURCHASE TWO(2) HEAVY DUTY STORAGE CABINET, BLACK, 78X36X20 ASSEMBLED AND SHIPPED	1,849.90	WATER/WASTEWATER FAC MNT
						PO 31300027376 Total	1,849.90	
GRAINGER INDUSTRIAL SUPPLY	31300027309	4/21/21				BLANKET PO FOR CT CREWS FOR PURCHASING BATTERIES AND DRILL BITS FOR MAINTAINING METERING SERVICES	1,500.00	CT METERING CREWS
						PO 31300027309 Total	1,500.00	
						GRAINGER INDUSTRIAL SUPPLY Total	3,349.90	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
GREGORY POOLE EQUIPMENT CO.	31300027197	4/6/21				REPLACE BATTERIES AND CHECK STARTER NOISE IN EMERGENCY GENERATOR 3412	1,290.38	GENERAL & ADMINISTRATIVE
						PO 31300027197 Total	1,290.38	
						GREGORY POOLE EQUIPMENT CO. Total	1,290.38	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
HACH COMPANY	31300027295	4/20/21				ONE (1) EX3007.99C02202 - DD EX3007 FLUORIDE ANALYZER, 2 STREAMS, 2X MA OUTPUT. IN ACCORDANCE WITH QUOTE#100613933V3	19,321.97	GLENVILLE LK WTR TRMT FACILITY
						PO 31300027295 Total	19,321.97	
						HACH COMPANY Total	19,321.97	

Purchase Order Detail Report

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
HODGES ADVERTISING ASSOCIATES LLC	31300025032	4/30/21				Add to PO # 31300025032	99,000.00	COMMUNICATIONS/COMMUNITY RELATIONS
PO 31300025032 Total							99,000.00	
HODGES ADVERTISING ASSOCIATES LLC	31300025029	4/6/21				Add to PO # 31300025029	20,000.00	COMMUNICATIONS/COMMUNITY RELATIONS
PO 31300025029 Total							20,000.00	
HODGES ADVERTISING ASSOCIATES LLC Total							119,000.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
HOPE MILLS SAW AND MOWER, INC	31300027364	4/29/21				ONE (1) FS360 - STQW - 37CC ES BIKE BRUSHCUT	397.80	WASTEWATER CONST. & MAINT.
HOPE MILLS SAW AND MOWER, INC		4/29/21				ONE (1) FS360 - STQW - 37CC ES BIKE BRUSHCUT	397.80	WATER CONST & MAINT
						PO 31300027364 Total	795.59	
						HOPE MILLS SAW AND MOWER, INC Total	795.59	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
HUDSON BROTHERS TRAILER MFG, INC.	31300027229	4/9/21				BLANKET PO FOR HUDSON BROTHERS TRAILER PARTS 152.640020	3,000.00	FLEET MAINTENANCE
PO 31300027229 Total							3,000.00	
HUDSON BROTHERS TRAILER MFG, INC. Total							3,000.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
HYDROSTRUCTURES, P.A.	31300027381	4/30/21				TO PROCESS PAY APPLICATIONS FOR PAYMENT OF INVOICES TO BPA #313000 FOR CLEANING AND CCTV INSPECTIONS OF LARGE DIAMETER SEWER OUTFALLS FOR WRC FOR FY2021 WORK.	30,870.75	WASTEWATER CONST. & MAINT.
PO 31300027381 Total							30,870.75	
HYDROSTRUCTURES, P.A. Total							30,870.75	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
IDEXX LABORATORIES CORP.	31300027226	4/9/21				*WP200I COLILERT, GAMMA IRRAD 100ml 200PK (QUANTITY 4)*COLILERT-18 200-PACK 2K (QUANTITY 2)WP2001-18 GAMMA IRAD COLILERT-18 200 PACK (QUANTITY 2)WQT2K QUANTI-TRAY 2000 DISPOSABLE 100/BX (QUANTITY 4)	7,706.54	LABORATORY
PO 31300027226 Total							7,706.54	
IDEXX LABORATORIES CORP. Total							7,706.54	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
INDEED INC	31300027276	4/16/21				ANNUAL RENEWAL FOR ONLINE RECRUITING SERVICES FOR HR FOR THE PERIOD OF APRIL 2021 - APRIL 2022	24,000.00	HUMAN RESOURCES
PO 31300027276 Total							24,000.00	
INDEED INC Total							24,000.00	

Purchase Order Detail Report

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
INDUSTRIAL CONTROL PANEL	31300027335	4/26/21				SECOND AMENDMENT TO SERVICE AGREEMENT 31300023043 TO PROVIDE AUTOMATED SYSTEM FOR LIFT STATION PUMP CONTROLS IN ACCORDANCE WITH RFP PWC1920015.	134,880.00	WATER CONST & MAINT
						PO 31300027335 Total	134,880.00	
						INDUSTRIAL CONTROL PANEL Total	134,880.00	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
INSITUFORM TECHNOLOGIES, INC.	31300027382	4/30/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATIONS FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025045 FOR SANITARY SEWER MAIN REHABILITATION WORK FOR JULY 2020 THROUGH JUNE 2021	250,566.88	WATER ADMINISTRATION
INSITUFORM TECHNOLOGIES, INC.		4/30/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATIONS FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025045 FOR SANITARY SEWER MAIN REHABILITATION WORK FOR JULY 2020 THROUGH JUNE 2021	393,040.88	WATER ADMINISTRATION
						PO 31300027382 Total	643,607.76	
						INSITUFORM TECHNOLOGIES, INC. Total	643,607.76	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
INTRADO INTERACTIVE SERVICES CORP.	31300024969	4/13/21				INTRADO INTERACTIVE SERVICES CORPORATION HIGH VOLUME CALL ANSWERING SERVICE/MONTHLY RECURRING FEE	15,000.00	ELEC CONSTRUCTION & MAINT
						PO 31300024969 Total	15,000.00	
						INTRADO INTERACTIVE SERVICES CORP. Total	15,000.00	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
IPC OF FAYETTEVILLE, INC.	31300027281	4/16/21	210.00	6.71	EA	SOAP, LIQUID, DISPENSER, GREEN SEAL	1,409.10	OTHER DEDUCTIONS
IPC OF FAYETTEVILLE, INC.		4/16/21	60.00	26.94	CS	BAG, REFUSE,BLACK,30" X 36", MED., 1.0ML, (250/CS)	1,616.40	OTHER DEDUCTIONS
						PO 31300027281 Total	3,025.50	
						IPC OF FAYETTEVILLE, INC. Total	3,025.50	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
JEB DESIGNS, INC.	31300027311	4/21/21	75.00	6.25	EA	CAP, UNIFORM, ADJUSTABLE/FITS ALL, WHITE, PWC LOGO. #112 CHARCOAL WHITE	468.75	OTHER DEDUCTIONS
						PO 31300027311 Total	468.75	
						JEB DESIGNS, INC. Total	468.75	

Purchase Order Detail Report

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
JGH II, INC.	31300025675	4/20/21				BLANKET PURCHASE ORDER FOR CLEANING OF LIFT STATION WET WELLS FOR THE PERIOD OF APRIL 2021 THROUGH JUNE 2021.	25,000.00	WASTEWATER CONST. & MAINT.
						PO 31300025675 Total	25,000.00	
						JGH II, INC. Total	25,000.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
JOHNSON CONTROLS FIRE PROTECTION LP	31300027356	4/28/21				ESTIMATED COST FOR EMERGENCY REPAIRS TO THE FIRE SUPPRESSION SYSTEM IN OPS/ADMIN BLDG NOT TO EXCEED \$3500.00	3,500.00	GENERAL & ADMINISTRATIVE
						PO 31300027356 Total	3,500.00	
						JOHNSON CONTROLS FIRE PROTECTION LP Total	3,500.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
KAUFMAN TRAILERS OF NC, INC.	31300027237	4/12/21	1.00	8,337.00	EA	2021 KAUFMAN ENCLOSED TRAILER - ADDITION TO DEPARTMENT 0620 - APPROVED TO PURCHASE FY 2021 BUDGET.	8,337.00	WATER CONST & MAINT
						PO 31300027237 Total	8,337.00	
						KAUFMAN TRAILERS OF NC, INC. Total	8,337.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
KOPPERS UTILITY AND INDUSTRIAL PRODUCTS INC.	31300027204	4/6/21	36.00	248.00	EA	POLE, WOOD, 40' CLASS 4	8,928.00	OTHER DEDUCTIONS
						PO 31300027204 Total	8,928.00	
						KOPPERS UTILITY AND INDUSTRIAL PRODUCTS INC. Total	8,928.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
LAMBERTS CABLE SPLICING CO.	31300026655	4/1/21				SERVICE AGREEMENT 31300026655 FOR MAKE READY WORK - SEPERATE LINE FOR NESC VIOLATION SERVICE FEES (FY21 FUNDS)	25,000.00	ELEC CONSTRUCTION & MAINT
						PO 31300026655 Total	25,000.00	
						LAMBERTS CABLE SPLICING CO. Total	25,000.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
LEE ELECTRICAL CONSTRUCTION	31300027328	4/26/21				PAY APPLICATIONS FOR PREVIOUSLY APPROVED BPA#31300025228 FOR CONTRACT FOR THE RELOCATION OF ELECTRIC TRANSMISSION AND DISTRIBUTION FACILITIES ALONG US 401 FOR NCDOT PROJECT NO 39049.2.1 TIP ID U-4405.	3,000.00	NO SPECIFIC DEPARTMENT
LEE ELECTRICAL CONSTRUCTION		4/26/21				PAY APPLICATIONS FOR PREVIOUSLY APPROVED BPA#31300025228 FOR CONTRACT FOR THE	573,162.00	NO SPECIFIC DEPARTMENT

Purchase Order Detail Report

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
						RELOCATION OF ELECTRIC TRANSMISSION AND DISTRIBUTION FACILITIES ALONG US 401 FOR NCDOT PROJECT NO 39049.2.1 TIP ID U-4405.		
						PO 31300027328 Total	576,162.00	
LEE ELECTRICAL CONSTRUCTION	31300027213	4/6/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATIONS FOR INVOICE UNDER PREVIOUSLY APPROVED BPA#31300025224 (ELECTRIC TRANSMISSION SERVICES) VALID FOR WORK PERFORMED FOR ELECTRIC CONSTRUCTION FOR THE PERIOD OF JULY 2020 THROUGH DEC 2020.	80,281.80	ELEC CONSTRUCTION & MAINT
LEE ELECTRICAL CONSTRUCTION		4/6/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATIONS FOR INVOICE UNDER PREVIOUSLY APPROVED BPA#31300025224 (ELECTRIC TRANSMISSION SERVICES) VALID FOR WORK PERFORMED FOR ELECTRIC CONSTRUCTION FOR THE PERIOD OF JULY 2020 THROUGH DEC 2020.	91,323.12	ELEC CONSTRUCTION & MAINT
						PO 31300027213 Total	171,604.92	
						LEE ELECTRICAL CONSTRUCTION Total	747,766.92	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
LINE EQUIPMENT SALES CO., INC.	31300027299	4/20/21	34.00	112.00	EA	EXTENSION,4" COPPER BUS,12-HOLE	3,808.00	OTHER DEDUCTIONS
LINE EQUIPMENT SALES CO., INC.		4/20/21	30.00	241.20	EA	EXTENSION,OFFSET COPPER BUS,18-HOLE	7,236.00	OTHER DEDUCTIONS
						PO 31300027299 Total	11,044.00	
LINE EQUIPMENT SALES CO., INC.	31300027207	4/6/21	9.00	41.70	EA	WRENCH, ADJUSTABLE, 12"	375.30	OTHER DEDUCTIONS
						PO 31300027207 Total	375.30	
LINE EQUIPMENT SALES CO., INC.	31300027354	4/28/21	4.00	21.91	EA	AX	87.64	OTHER DEDUCTIONS
						PO 31300027354 Total	87.64	
						LINE EQUIPMENT SALES CO., INC. Total	11,506.94	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
LONNIE SMITH ELECTRIC	31300025760	4/13/21				FIRST AMENDMENT TO SERVICE AGREEMENT 31300025760 TO PROVIDE INSTALLATIONS FOR AUTOMATED SYSTEM FOR LIFT STATION PUMP CONTROLS.	20,000.00	WATER CONST & MAINT
PO 31300025760 Total							20,000.00	
LONNIE SMITH ELECTRIC Total							20,000.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
LOOKS GREAT SERVICES OF MS, INC.	31300024986	4/29/21				FY 2021: UNIT PRICING & LABOR MATERIALS + EQUIPMENT TO PROVIDE R/W LINE CLEARANCE SERVICES FOR PWC ELECTRIC SYSTEM	100,000.00	ELEC CONSTRUCTION & MAINT
PO 31300024986 Total							100,000.00	
LOOKS GREAT SERVICES OF MS, INC. Total							100,000.00	

Purchase Order Detail Report

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
MAINLINING AMERICA, LLC	31300027379	4/30/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATIONS FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300024923 FOR THE ANNUAL WATER MAIN REHABILITATION CONTRACT FOR JULY 2020 THROUGH JUNE 2020.	347,468.83	WATER ADMINISTRATION
						PO 31300027379 Total	347,468.83	
						MAINLINING AMERICA, LLC Total	347,468.83	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
MCDONALD LUMBER CO INC	31300027315	4/22/21	170.00	7.85	EA	MORTAR MIX, SAKRETE, 80 LB BAG, TYPE "S"	1,334.50	OTHER DEDUCTIONS
						PO 31300027315 Total	1,334.50	
						MCDONALD LUMBER CO INC Total	1,334.50	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
MCDONALD MATERIALS, INC.	31300025058	4/20/21				BLANKET PURCHASE ORDER ESTIMATED AMOUNT FOR SAND CLAY, STONE, TOPSOIL, ETC. NEEDED DURING WATER RESOURCE CONSTRUCTION OPERATIONS - FOR THE PERIOD APRIL 2021 THROUGH JUNE 2021.	30,000.00	WASTEWATER CONST. & MAINT.
MCDONALD MATERIALS, INC.		4/20/21				BLANKET PURCHASE ORDER ESTIMATED AMOUNT FOR SAND CLAY, STONE, TOPSOIL, ETC. NEEDED DURING WATER RESOURCE CONSTRUCTION OPERATIONS - FOR THE PERIOD APRIL 2021 THROUGH JUNE 2021.	30,000.00	WATER CONST & MAINT
						PO 31300025058 Total	60,000.00	
MCDONALD MATERIALS, INC.	31300024938	4/21/21				BLANKET PURCHASE ORDER FOR ROCK, SAND, AND OTHER MATERIALS FOR MAINTAINING SUBSTATIONS FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.ADDITIONAL \$6,500 FOR APRIL '21 - JUNE '21	6,500.00	SUBSTATIONS
						PO 31300024938 Total	6,500.00	
						MCDONALD MATERIALS, INC. Total	66,500.00	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
MCKESSON MEDICAL-SURGICAL	31300027321	4/23/21	2.00	117.94	EA	TWO EA, ITEM NUM. 852903 -CARRYING CASE F/FRX DEFIBRILLATOR PHLHCR	235.88	CT METERING CREWS
MCKESSON MEDICAL-SURGICAL		4/23/21	2.00	995.00	EA	FOUR EA, ITEM NUM. 861320 - DEFIBRILLATOR, AED HEARTSTART W/CO2 HS1 SLIM CARRY CASE	1,990.00	CT METERING CREWS
MCKESSON MEDICAL-SURGICAL		4/23/21	2.00	995.00	EA	FOUR EA, ITEM NUM. 861320 - DEFIBRILLATOR, AED HEARTSTART W/CO2 HS1 SLIM CARRY CASE	1,990.00	SUBSTATIONS
						PO 31300027321 Total	4,215.88	
						MCKESSON MEDICAL-SURGICAL Total	4,215.88	

Purchase Order Detail Report

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
MCKIM & CREED, P.A.	31300027390	4/30/21				SERVICE AGREEMENT FOR GREENSBORO ST. WATER MAIN REPLACEMENT	83,018.00	WATER ADMINISTRATION
						PO 31300027390 Total	83,018.00	
						MCKIM & CREED, P.A. Total	83,018.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
MCLAMB FARM SERVICES	31300027262	4/14/21				50 TONS OF POTOSH 0-0-60 @ \$398.65 PER TON.	19,932.50	RESIDUALS MANAGEMENT
						PO 31300027262 Total	19,932.50	
						MCLAMB FARM SERVICES Total	19,932.50	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
MED ONE CARE	31300027371	4/29/21				BLANKET PURCHASE ORDER FOR PWC EMPLOYEE COVID RAPID TEST SERVICES AT \$98 PER TEST FOR THE PERIOD OF APRIL 2021 THROUGH JUNE 2021	10,000.00	MEDICAL
						PO 31300027371 Total	10,000.00	
						MED ONE CARE Total	10,000.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
MILESTONE UTILITY SERVICES, INC	31300026066	4/9/21				FOURTH AMENDMENT TO SERVICE AGREEMENT 31300024718_31300026066 FOR PROFESSIONAL SERVICES RELATED TO THE IMPLEMENTATION OF ORACLE CUSTOMER TO METER (C2M) PROJECT (MANAGEMENT CONSULTING PART OF IMPLEMENTATION-ELECTRIC)	111,184.80	PROJECT MANAGEMENT
MILESTONE UTILITY SERVICES, INC		4/9/21				FOURTH AMENDMENT TO SERVICE AGREEMENT 31300024718_31300026066 FOR PROFESSIONAL SERVICES RELATED TO THE IMPLEMENTATION OF ORACLE CUSTOMER TO METER (C2M) PROJECT (MANAGEMENT CONSULTING PART OF IMPLEMENTATION-WATER)	111,184.80	PROJECT MANAGEMENT
						PO 31300026066 Total	222,369.60	
MILESTONE UTILITY SERVICES, INC	31300027365	4/29/21				MILESTONE UTILITY SERVICES INC - EPORTAL MAINTENANCE FOR APRIL 2021 THROUGH MARCH 2022	15,000.00	TELECOMMUNICATIONS
						PO 31300027365 Total	15,000.00	
						MILESTONE UTILITY SERVICES, INC Total	237,369.60	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
MSC INDUSTRIAL SUPPLY CO., INC	31300027288	4/19/21	100.00	23.75	PK	GLOVES, NITRILE, POWDER FREE, LARGE	2,375.00	OTHER DEDUCTIONS
						PO 31300027288 Total	2,375.00	
						MSC INDUSTRIAL SUPPLY CO., INC Total	2,375.00	

Purchase Order Detail Report

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
NCDEQ-DIVISION OF MITIGATION SERVICES	31300027298	4/20/21				ANNUAL PERMIT FEE - PERMIT #NC0023957 - CROSS CREEK WWTP - FOR THE PERIOD 05/01/2021 TO 04/20/2022	3,440.00	CROSS CK WTR RECLAMATION FACIL
						PO 31300027298 Total	3,440.00	
						NCDEQ-DIVISION OF MITIGATION SERVICES Total	3,440.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
NEWGEN STRATEGIES AND SOLUTIONS, LLC	31300027192	4/1/21				SERVICE AGREEMENT NEWGEN STRATEGIES LLC FOR PROFESSIONAL SERVICES RELATED TO WATER WHOLESALE RATES, INSIDE OUTSIDE RATES, AND WATER SYSTEM FEES THRU JUNE 30, 2021	43,200.00	RATES
						PO 31300027192 Total	43,200.00	
						NEWGEN STRATEGIES AND SOLUTIONS, LLC Total	43,200.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
OAKLEY COLLIER ARCHITECTS, PA	31300027201	4/6/21				ARCHITECTURAL-SPACE PLANNING AND UTILZATION STUDY FOR PWC	57,900.00	FACILITIES MAINTENANCE
						PO 31300027201 Total	57,900.00	
						OAKLEY COLLIER ARCHITECTS, PA Total	57,900.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
OLTRIN SOLUTIONS, LLC	31300024946	4/27/21				TO INCREASE BLANKET PURCHASE ORDER 31300024946 FOR SODIUM HYPOCHLORITE FOR THE ROCKFISH WRF FOR THE PERIOD OF APRIL 2021 THROUGH JUNE 2021.	6,500.00	ROCKFISH CK WTR RECLAM. FACIL.
						PO 31300024946 Total	6,500.00	
						OLTRIN SOLUTIONS, LLC Total	6,500.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
OMICRON ELECTRONICS CORP	31300027214	4/7/21				CMC 356 COMPLETE PACKAGE (TESTING UNITS AND ACCESSORIES) FOR RELAY TESTING A CALIBRATION OF ELECTRIC COMPONENTS.	83,743.00	SUBSTATIONS
						PO 31300027214 Total	83,743.00	
						OMICRON ELECTRONICS CORP Total	83,743.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
ONE WAY SOLUTIONS, LLC	31300027248	4/13/21				140 PALLETS TO RE-RACK DOCUMENT STORAGE BOXES	4,961.74	WAREHOUSE
						PO 31300027248 Total	4,961.74	
						ONE WAY SOLUTIONS, LLC Total	4,961.74	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
OPEN SYSTEMS INTERNATIONAL,	31300027223	4/8/21				APPA INTERFACE , PROJECT IMPLEMENTATION	48,640.00	ELECTRIC ADMINISTRATION

Purchase Order Detail Report

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
INC								
						PO 31300027223 Total	48,640.00	
OPEN SYSTEMS INTERNATIONAL, INC	31300027216	4/7/21				ENGINEERING SERVICES- SYMBOL UPDATES	18,240.00	ELECTRIC ADMINISTRATION
						PO 31300027216 Total	18,240.00	
						OPEN SYSTEMS INTERNATIONAL, INC Total	66,880.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
ORACLE AMERICA, INC.	31300027278	4/16/21				ORACLE - SaaS TRAINING (1 YEAR SUBSCRIPTION)	6,996.00	END USER COMPUTING
						PO 31300027278 Total	6,996.00	
						ORACLE AMERICA, INC. Total	6,996.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
PENCCO, INC.	31300025006	4/12/21				BLANKET PURCHASE ORDER FOR THE PURCHASE OF FERRIC SULFATE LIQUID FOR THE GLENNVILLE WTF FOR THE PERIOD APRIL 2021 THROUGH JUNE 2021.	11,000.00	GLENNVILLE LK WTR TRMT FACILITY
PENCCO, INC.		4/23/21				TO INCREASE BLANKET PURCHASE ORDER 31300025006 FOR THE PURCHASE OF FERRIC SULFATE LIQUID FOR THE PO HOFFER WTF FOR THE PERIOD APRIL 2021 THROUGH JUNE 2021	25,000.00	PO HOFFER WATER TRMT FACILITY
						PO 31300025006 Total	36,000.00	
						PENCCO, INC. Total	36,000.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
PIKE ELECTRIC, LLC	31300027191	4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	750.24	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	798.66	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	798.66	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF	1,152.08	ELEC CONSTRUCTION & MAINT

Purchase Order Detail Report

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
						JULY 2020 THROUGH JUNE 2021.		
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	1,425.69	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	1,621.60	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	2,500.80	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	2,546.10	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	2,925.50	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	4,666.20	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	5,531.55	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	5,837.76	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	5,842.14	ELEC CONSTRUCTION & MAINT

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Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	6,252.00	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	6,289.85	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	6,486.40	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	6,807.95	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	7,458.59	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	7,720.38	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	8,343.36	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	8,756.64	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	8,776.50	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY	8,879.64	ELEC CONSTRUCTION & MAINT

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Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
						APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.		
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	9,729.60	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	9,762.38	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	10,565.10	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	10,648.83	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	10,669.30	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	10,989.64	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	11,000.80	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	11,116.90	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER	12,459.40	ELEC CONSTRUCTION & MAINT

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Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
						PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.		
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	12,594.16	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	12,972.80	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	13,698.22	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	14,357.00	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	14,687.55	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/1/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	14,750.80	ELEC CONSTRUCTION & MAINT
						PO 31300027191 Total	292,170.77	
PIKE ELECTRIC, LLC	31300027260	4/14/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	877.60	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/14/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	3,243.20	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/14/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER	5,598.00	ELEC CONSTRUCTION & MAINT

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Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
						PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.		
PIKE ELECTRIC, LLC		4/14/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	5,598.00	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/14/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	7,109.00	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/14/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	9,729.60	ELEC CONSTRUCTION & MAINT
PIKE ELECTRIC, LLC		4/14/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA#31300025365 FOR MISC. ELECTRICAL UTILITY SERVICES FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	14,100.41	ELEC CONSTRUCTION & MAINT
						PO 31300027260 Total	46,255.81	
						PIKE ELECTRIC, LLC Total	338,426.58	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
PITNEY BOWES	31300027265	4/15/21				Mail Postage	5,000.00	GENERAL & ADMINISTRATIVE
PO 31300027265 Total							5,000.00	
PITNEY BOWES Total							5,000.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
POWERS-SWAIN CHEVROLET, INC.	31300025041	4/13/21				BLANKET PO FOR PARTS/SUPPLIES FROM POWERS SWAIN 0152.640020	2,000.00	FLEET MAINTENANCE
PO 31300025041 Total							2,000.00	
POWERS-SWAIN CHEVROLET, INC. Total							2,000.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
PRECISION CONTRACTING SERVICES, INC	31300023623	4/1/21				CHANGE ORDER #2 TO ADD FUNDS TO THE OVERHEAD FIBER INSTALLATION PROJECT U-4405 RAEFORD RD-PHASE II TO COMPLETE THE PROJECT \$75,741.55 TO PO 31300023623	75,741.55	NO SPECIFIC DEPARTMENT
PO 31300023623 Total							75,741.55	

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Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
						PRECISION CONTRACTING SERVICES, INC Total	75,741.55	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
PREMIER MAGNESIA, LLC	31300024944	4/27/21				TO INCREASE BLANKET PURCHASE ORDER 31300024944 FOR MAGNESIUM HYDROXIDE FOR THE CROSS CREEK WRF FOR THE PERIOD OF APRIL 2021 THROUGH JUNE 2021.	9,000.00	CROSS CK WTR RECLAMATION FACIL
						PO 31300024944 Total	9,000.00	
						PREMIER MAGNESIA, LLC Total	9,000.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
PROFESSIONAL PROPERTY SERVICES INC	31300027341	4/27/21				BLANKET PURCHASE AGREEMENT # TO PROCESS PAY APPLICATIONS FOR SERVICE AGREEMENT FOR PHASE V PROJECT AREA 24 R/W - PREVIOUSLY USED PO 31300024150	1,875.00	NO SPECIFIC DEPARTMENT
						PO 31300027341 Total	1,875.00	
						PROFESSIONAL PROPERTY SERVICES INC Total	1,875.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
QUALITY CONCRETE CO.,INC.	31300027198	4/6/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PREVIOUSLY APPROVED BPA#31300025223 FOR WHOLESALE CONCRETE FOR ELECTRICAL CONSTRUCTION DEPARTMENT FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	520.00	ELEC CONSTRUCTION & MAINT
QUALITY CONCRETE CO.,INC.		4/6/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PREVIOUSLY APPROVED BPA#31300025223 FOR WHOLESALE CONCRETE FOR ELECTRICAL CONSTRUCTION DEPARTMENT FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	1,601.32	ELEC CONSTRUCTION & MAINT
QUALITY CONCRETE CO.,INC.		4/6/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PREVIOUSLY APPROVED BPA#31300025223 FOR WHOLESALE CONCRETE FOR ELECTRICAL CONSTRUCTION DEPARTMENT FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	2,811.32	ELEC CONSTRUCTION & MAINT
QUALITY CONCRETE CO.,INC.		4/6/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PREVIOUSLY APPROVED BPA#31300025223 FOR WHOLESALE CONCRETE FOR ELECTRICAL CONSTRUCTION DEPARTMENT FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	4,833.86	ELEC CONSTRUCTION & MAINT
						PO 31300027198 Total	9,766.50	
QUALITY CONCRETE CO.,INC.	31300027334	4/26/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PREVIOUSLY APPROVED BPA#31300025223 FOR WHOLESALE CONCRETE FOR	1,755.00	ELEC CONSTRUCTION & MAINT

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Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
						ELECTRICAL CONSTRUCTION DEPARTMENT FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.		
QUALITY CONCRETE CO.,INC.		4/26/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATION FOR PREVIOUSLY APPROVED BPA#31300025223 FOR WHOLESALE CONCRETE FOR ELECTRICAL CONSTRUCTION DEPARTMENT FOR THE PERIOD OF JULY 2020 THROUGH JUNE 2021.	3,379.48	ELEC CONSTRUCTION & MAINT
						PO 31300027334 Total	5,134.48	
						QUALITY CONCRETE CO.,INC. Total	14,900.98	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
RAYCO SAFETY INC.	31300027312	4/21/21	60.00	18.50	BX	GLOVES, POSI SHIELD HIGH RISK, 14 ML, X-LARGE	1,110.00	OTHER DEDUCTIONS
						PO 31300027312 Total	1,110.00	
RAYCO SAFETY INC.	31300027267	4/15/21	25.00	7.25	EA	KIT, SPILL CLEAN-UP	181.25	OTHER DEDUCTIONS
						PO 31300027267 Total	181.25	
RAYCO SAFETY INC.	31300027351	4/28/21	23.00	1.35	EA	BOOKLET, FIRST AID	31.05	OTHER DEDUCTIONS
RAYCO SAFETY INC.		4/28/21	30.00	1.60	EA	BANDAGE, COMPRESS, 4", NON-ADHERENT	48.00	OTHER DEDUCTIONS
						PO 31300027351 Total	79.05	
						RAYCO SAFETY INC. Total	1,370.30	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
RIGHT OF WAY CONSULTANTS, LLC	31300027340	4/27/21				PAY APPLICATION AGAINST BLANKET PURCHASE AGREEMENT # 31300027070 FOR SERVICE AGREEMENT - PROPERTY ACQ SERVICES FOR BIG ROCK FISH SS OUTFALL THRU DEC 31 2021 - PREVIOUSLY USED PO 31300022056	6,225.00	NO SPECIFIC DEPARTMENT
RIGHT OF WAY CONSULTANTS, LLC		4/27/21				BLANKET PURCHASE AGREEMENT # 31300027070 FOR SERVICE AGREEMENT - PROPERTY ACQ SERVICES FOR BIG ROCK FISH SS OUTFALL THRU DEC 31 2021 - PREVIOUSLY USED PO 31300022056	8,025.00	NO SPECIFIC DEPARTMENT
						PO 31300027340 Total	14,250.00	
						RIGHT OF WAY CONSULTANTS, LLC Total	14,250.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
RIVER CITY CONSTRUCTION INC	31300027329	4/26/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATIONS UNDER PREVIOUSLY APPROVED BPA#31300025221 FOR ANNUAL CONTRACT FOR OVERHEAD ELECTRIC DISTRIBUTION CONSTRUCTION SERVICES	14,427.05	ELEC CONSTRUCTION & MAINT
RIVER CITY CONSTRUCTION INC		4/26/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATIONS UNDER PREVIOUSLY APPROVED BPA#31300025221 FOR ANNUAL CONTRACT FOR OVERHEAD ELECTRIC DISTRIBUTION CONSTRUCTION	17,044.85	ELEC CONSTRUCTION & MAINT

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Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
						SERVICES		
						PO 31300027329 Total	31,471.90	
RIVER CITY CONSTRUCTION INC	31300027199	4/6/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATIONS UNDER PREVIOUSLY APPROVED BPA#31300025221 FOR ANNUAL CONTRACT FOR OVERHEAD ELECTRIC DISTRIBUTION CONSTRUCTION SERVICES	15,517.80	ELEC CONSTRUCTION & MAINT
						PO 31300027199 Total	15,517.80	
RIVER CITY CONSTRUCTION INC	31300027196	4/5/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATIONS UNDER PREVIOUSLY APPROVED BPA#31300025221 FOR ANNUAL CONTRACT FOR OVERHEAD ELECTRIC DISTRIBUTION CONSTRUCTION SERVICES	12,900.00	ELEC CONSTRUCTION & MAINT
						PO 31300027196 Total	12,900.00	
RIVER CITY CONSTRUCTION INC	31300026654	4/1/21				SERVICE AGREEMENT 31300026654 FOR MAKE READY WORK - SEPERATE LINE FOR NESC VIOLATION SERVICE FEES (FY21 FUNDS).	10,000.00	ELEC CONSTRUCTION & MAINT
						PO 31300026654 Total	10,000.00	
						RIVER CITY CONSTRUCTION INC Total	69,889.70	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
ROSEMOUNT INC.	31300027363	4/29/21				EIGHT (8) ROSEMOUNT COPLANER TRANSMITTER 3051CG4A22A1AB4M5 - AT \$1,505.36 EACH	12,042.88	WATER CONST & MAINT
						PO 31300027363 Total	12,042.88	
						ROSEMOUNT INC. Total	12,042.88	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
SAFETY PRODUCTS INC.	31300027352	4/28/21	127.00	17.50	EA	CONE, TRAFFIC, 36", W/PWC LOGO ON SIDE	2,222.50	OTHER DEDUCTIONS
						PO 31300027352 Total	2,222.50	
						SAFETY PRODUCTS INC. Total	2,222.50	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
SEALING SYSTEMS, INC.	31300027357	4/28/21	168.00	41.83	ST	CAULK TUBES, 600 ML	7,028.00	OTHER DEDUCTIONS
						PO 31300027357 Total	7,028.00	
						SEALING SYSTEMS, INC. Total	7,028.00	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
SELLERS CONCRETE FINISHING	31300027339	4/27/21				BLANKET PURCHASE AGREEMENT TO PROCESS PAY APPLICATIONS FOR PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED BPA #31300024914 FOR MISC CONCRETE WORK - W/R CONSTRUCTION FOR JULY 2020 THROUGH JUNE 2021	1,154.90	WATER ADMINISTRATION

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Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
						PO 31300027339 Total	1,154.90	
						SELLERS CONCRETE FINISHING Total	1,154.90	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
SENSUS USA INC.	31300027249	4/13/21	20.00	497.98	EA	COMMANDLINKS COMMUNICATES WITH HAND-HELD SCANNERS TO ALLOW CONTROL ACTIVATION, PROGRAMMING AND DIAGNOSTICS. SCANNERS PREVIOUSLY PURCHASED THROUGH REQUISITION 41300021004 (AMAZON ORDER)	9,959.60	UTILITY FIELD SERVICES
						PO 31300027249 Total	9,959.60	
SENSUS USA INC.	31300027348	4/28/21	200.00	4.99	EA	ERT, NUT, PIT LOCKING, SMART POINT, MODEL 520R/520M	998.00	OTHER DEDUCTIONS
						PO 31300027348 Total	998.00	
SENSUS USA INC.	31300027304	4/20/21	200.00	4.99	EA	ERT, NUT, PIT LOCKING, SMART POINT, MODEL 520R/520M	998.00	OTHER DEDUCTIONS
						PO 31300027304 Total	998.00	
						SENSUS USA INC. Total	11,955.60	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
SHEALY ELECTRICAL WHOLESALERS	31300027245	4/13/21	400.00	43.89	EA	ELBOW, 25 KV 200 A LB, 1/0 AL	17,556.00	OTHER DEDUCTIONS
						PO 31300027245 Total	17,556.00	
SHEALY ELECTRICAL WHOLESALERS	31300027385	4/30/21	1200.00	4.08	EA	TAPE, PLASTIC ELECTRICAL, 1.5" X 66'	4,896.00	OTHER DEDUCTIONS
						PO 31300027385 Total	4,896.00	
SHEALY ELECTRICAL WHOLESALERS	31300027291	4/20/21	25.00	8.88	EA	CONNECTOR, GND GRID, "C", 3/0-250 TO 6-2/0	222.00	OTHER DEDUCTIONS
SHEALY ELECTRICAL WHOLESALERS		4/20/21	59.00	7.36	EA	CONNECTOR, STEM, COMPRESSION, #1/0 SOLID AL	434.24	OTHER DEDUCTIONS
SHEALY ELECTRICAL WHOLESALERS		4/20/21	100.00	4.71	EA	FUSELINK, TYPE "S", 10 AMP	471.00	OTHER DEDUCTIONS
SHEALY ELECTRICAL WHOLESALERS		4/20/21	350.00	1.42	EA	CONNECTOR, PRL. GRVE. COMP, #1/0-#2 CU	497.00	OTHER DEDUCTIONS
SHEALY ELECTRICAL WHOLESALERS		4/20/21	100.00	5.73	EA	FUSELINK, TYPE "S", 25 AMP	573.00	OTHER DEDUCTIONS
SHEALY ELECTRICAL WHOLESALERS		4/20/21	15.00	78.50	EA	TRANSFORMER, CURRENT, SQUARE WINDOW, 200/5 AMP, 600V	1,177.50	OTHER DEDUCTIONS
						PO 31300027291 Total	3,374.74	
SHEALY ELECTRICAL WHOLESALERS	31300027193	4/5/21	150.00	2.25	EA	TAPE, PLASTIC ELECTRICAL, 3/4" X 66'	337.50	OTHER DEDUCTIONS
SHEALY ELECTRICAL WHOLESALERS		4/5/21	400.00	1.25	EA	CONNECTOR,PRL.GRVE.COMP., #1/0 - 1/0 CU	500.00	OTHER DEDUCTIONS
						PO 31300027193 Total	837.50	
						SHEALY ELECTRICAL WHOLESALERS Total	26,664.24	
Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
SHERWIN WILLIAMS #2918	31300027302	4/20/21	53.00	43.79	EA	PAINT, MEDIUM YELLOW, HYDRANT	2,320.87	OTHER DEDUCTIONS
						PO 31300027302 Total	2,320.87	
						SHERWIN WILLIAMS #2918 Total	2,320.87	

Purchase Order Detail Report

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
SHI- GOVERNMENT SOLUTIONS	31300027392	4/30/21				SHI - (3) EPSON OMNILINK TM-H6000V RECEIPT PRINTER FOR CASHIERS	2,472.00	TELECOMMUNICATIONS
SHI- GOVERNMENT SOLUTIONS		4/30/21				SHI - (6) EPSON OMNILINK TM-H6000V - RECEIPT PRINTER FOR CASHIERS	4,944.00	CUSTOMER SERVICE CENTER
						PO 31300027392 Total	7,416.00	
						SHI- GOVERNMENT SOLUTIONS Total	7,416.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
SLUDGE PROCESS ENHANCEMENT	31300027303	4/20/21	9200.00	1.62	LB	POLYMER,LIQUID SPEC 9454	14,904.00	OTHER DEDUCTIONS
						PO 31300027303 Total	14,904.00	
SLUDGE PROCESS ENHANCEMENT	31300027353	4/28/21	6900.00	1.62	LB	POLYMER,LIQUID SPEC 9454	11,178.00	OTHER DEDUCTIONS
						PO 31300027353 Total	11,178.00	
						SLUDGE PROCESS ENHANCEMENT Total	26,082.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
SOFTWARE ONE INC	31300027285	4/19/21				SOFTWAREONE - MICROSOFT ANNUAL SUBSCRIPTION	255,075.54	TELECOMMUNICATIONS
						PO 31300027285 Total	255,075.54	
						SOFTWARE ONE INC Total	255,075.54	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
SOUTHEAST VALVE INC	31300027217	4/7/21	3.00	777.00	EA	VALVE,RELIEF (CROSBY) H.P. DRUM, 1100#, BOILERS	2,331.00	OTHER DEDUCTIONS
SOUTHEAST VALVE INC		4/7/21	3.00	853.00	EA	VALVE,RELIEF (CROSBY) L/P DRUM, 90#, BOILERS	2,559.00	OTHER DEDUCTIONS
SOUTHEAST VALVE INC		4/7/21	3.00	853.00	EA	VALVE,RELIEF (CROSBY), H/P DRUM, 1190#, BOILERS	2,559.00	OTHER DEDUCTIONS
SOUTHEAST VALVE INC		4/7/21	3.00	853.00	EA	VALVE,RELIEF, H/P SUPER HEATER OUTLET 1180#	2,559.00	OTHER DEDUCTIONS
SOUTHEAST VALVE INC		4/7/21	3.00	1,217.00	EA	VALVE, RELIEF, CROSBY, L.P. DRUM 80#	3,651.00	OTHER DEDUCTIONS
						PO 31300027217 Total	13,659.00	
						SOUTHEAST VALVE INC Total	13,659.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
SPATCO ENERGY SOLUTIONS	31300027332	4/26/21				TO REMOVE AND REPLACE THE DIESEL FUEL TANK WITH A 20,000 GALLON TANK AND REPLACE PUMPS	210,786.00	CORPORATE SERVICES ADMIN.
						PO 31300027332 Total	210,786.00	
						SPATCO ENERGY SOLUTIONS Total	210,786.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
STUART C. IRBY COMPANY	31300027194	4/5/21	1000.00	0.49	EA	SCREW, LAG, GALV., 1/2" X 4"	490.00	OTHER DEDUCTIONS
STUART C. IRBY COMPANY		4/5/21	2600.00	0.57	EA	WASHER, SQUARE FLAT, 3"	1,482.00	OTHER DEDUCTIONS
STUART C. IRBY COMPANY		4/5/21	4000.00	2.45	FT	CABLE, URD QUADRAPLEX, 4/0 AL	9,800.00	OTHER DEDUCTIONS
STUART C. IRBY COMPANY		4/5/21	2932.00	5.15	FT	CABLE, URD QUADRAPLEX, 500 MCM AL	15,099.80	OTHER DEDUCTIONS
						PO 31300027194 Total	26,871.80	
STUART C. IRBY COMPANY	31300027331	4/26/21	17000.00	0.94	FT	CABLE, MULTI-USE, TRIPLEX, 10 CU	15,895.00	OTHER DEDUCTIONS

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Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
						PO 31300027331 Total	15,895.00	
STUART C. IRBY COMPANY	31300027345	4/28/21	17.00	757.00	EA	ARRESTER, 60KV, STATION CLASS	12,869.00	OTHER DEDUCTIONS
						PO 31300027345 Total	12,869.00	
STUART C. IRBY COMPANY	31300027294	4/20/21	40.00	2.55	EA	FUSELINK, TYPE "K", 15 AMP	102.00	OTHER DEDUCTIONS
STUART C. IRBY COMPANY		4/20/21	6.00	37.25	EA	U-GUARD, PE-ADAPT/VENT, 2-6" PE	223.50	OTHER DEDUCTIONS
STUART C. IRBY COMPANY		4/20/21	34.00	11.30	EA	BEND, 3" PVC, 24" R, 45 DEGREES	384.20	OTHER DEDUCTIONS
STUART C. IRBY COMPANY		4/20/21	8300.00	0.06	EA	CABLE TIES, NYLON, SELF-LOCKING 7.5" (100 per PK)	498.00	OTHER DEDUCTIONS
STUART C. IRBY COMPANY		4/20/21	2600.00	0.53	EA	CONNECTOR, PRL. GRVE. COMP, #2/7	1,378.00	OTHER DEDUCTIONS
STUART C. IRBY COMPANY		4/20/21	132.00	21.80	EA	BEND, 4" PVC, 36"R, 90 DEGREE	2,877.60	OTHER DEDUCTIONS
						PO 31300027294 Total	5,463.30	
STUART C. IRBY COMPANY	31300027227	4/9/21	40.00	2.95	EA	BOLT, DOUBLE ARMING, 5/8" X 26"	118.00	OTHER DEDUCTIONS
STUART C. IRBY COMPANY		4/9/21	60.00	3.25	EA	BOLT, MACHINE, 3/4" X 16"	195.00	OTHER DEDUCTIONS
STUART C. IRBY COMPANY		4/9/21	300.00	8.70	EA	CLAMP,HOT LINE,#8-2/0 CU	2,610.00	OTHER DEDUCTIONS
						PO 31300027227 Total	2,923.00	
STUART C. IRBY COMPANY	31300027306	4/21/21	800.00	0.09	EA	WASHER, FLAT ROUND, 1/2"	72.00	OTHER DEDUCTIONS
STUART C. IRBY COMPANY		4/21/21	50.00	4.60	EA	BOLT, EYE, GALV, 5/8" X 18", W/NUT	230.00	OTHER DEDUCTIONS
STUART C. IRBY COMPANY		4/21/21	60.00	3.90	EA	BOLT, MACHINE, 3/4" X 22"	234.00	OTHER DEDUCTIONS
STUART C. IRBY COMPANY		4/21/21	30.00	37.18	EA	RACK, UNDERGROUND CABLE, 55"	1,115.40	OTHER DEDUCTIONS
						PO 31300027306 Total	1,651.40	
STUART C. IRBY COMPANY	31300027253	4/14/21	100.00	3.25	EA	BOLT, MACHINE, 3/4" X 16"	325.00	OTHER DEDUCTIONS
STUART C. IRBY COMPANY		4/14/21	75.00	6.50	EA	BOLT, EYE, GALV, 5/8" X 18", W/NUT	487.50	OTHER DEDUCTIONS
						PO 31300027253 Total	812.50	
STUART C. IRBY COMPANY	31300027384	4/30/21	80.00	3.40	EA	GUY, ATTACHMENT, COMBINATION, 5/8"	272.00	OTHER DEDUCTIONS
						PO 31300027384 Total	272.00	
						STUART C. IRBY COMPANY Total	66,758.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
SUNBELT RENTALS, INC.	31300026819	4/8/21				INCREASE PO FUNDS FOR BLANKET PURCHASE ORDER FOR RENTAL FEES OF THE BYPAS SYSTEM AND PUMP WATCH PERSONNEL FOR THE DURATION OF THE BYPASS FOR THE CROSS CREEK 24" OUTFALL EMERGENCY BYPASS	120,000.00	WASTEWATER CONST. & MAINT.
						PO 31300026819 Total	120,000.00	
						SUNBELT RENTALS, INC. Total	120,000.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
TENCARVA MACHINERY CO.	31300027272	4/15/21				(TENCARVA) GORMAN PUMP MODEL: GHSGJ3-BPER QUOTE: 1070643	6,352.00	STEAM PRODUCTION GENERATION
						PO 31300027272 Total	6,352.00	
						TENCARVA MACHINERY CO. Total	6,352.00	

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Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
THE RIGHT OF WAY GROUP, LLC	31300027242	4/13/21				CREATE NEW PO BECAUSE ACCOUNT STRINGS HAVE CHANGED - LIFT STATION	2,750.00	NO SPECIFIC DEPARTMENT
THE RIGHT OF WAY GROUP, LLC		4/13/21				CREATE NEW PO BECAUSE ACCOUNT STRINGS HAVE CHANGED - OUTFALL	16,750.00	NO SPECIFIC DEPARTMENT
						PO 31300027242 Total	19,500.00	
						THE RIGHT OF WAY GROUP, LLC Total	19,500.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
THE SOUTHEASTERN PARTNERSHIP	31300027307	4/21/21				THE PARTNERSHIP FOR CONTRIBUTION 2020-2021 APPROVED BY E BALL ON 3-20-21	10,000.00	EXECUTIVE
						PO 31300027307 Total	10,000.00	
						THE SOUTHEASTERN PARTNERSHIP Total	10,000.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
THE TARHEEL ELECTRIC MEMBERSHIP ASSOCIATION, INC.	31300027310	4/21/21	50.00	4.87	EA	BOLT, OVAL EYE, 5/8" X 16"	243.50	OTHER DEDUCTIONS
THE TARHEEL ELECTRIC MEMBERSHIP ASSOCIATION, INC.		4/21/21	400.00	1.30	EA	BOLT, MACHINE, 5/8" X 16"	520.00	OTHER DEDUCTIONS
THE TARHEEL ELECTRIC MEMBERSHIP ASSOCIATION, INC.		4/21/21	510.00	1.53	EA	BOLT, MACHINE, 5/8" X 14"	780.30	OTHER DEDUCTIONS
THE TARHEEL ELECTRIC MEMBERSHIP ASSOCIATION, INC.		4/21/21	400.00	3.02	EA	BOLT, MACHINE, 5/8" X 18"	1,208.00	OTHER DEDUCTIONS
THE TARHEEL ELECTRIC MEMBERSHIP ASSOCIATION, INC.		4/21/21	300.00	4.76	EA	BOLT, MACHINE, 5/8" X 20"	1,428.00	OTHER DEDUCTIONS
THE TARHEEL ELECTRIC MEMBERSHIP ASSOCIATION, INC.		4/21/21	120.00	12.60	EA	CLAMP, AL. STRAIGHT D.E., 4/0 - 477	1,512.00	OTHER DEDUCTIONS
THE TARHEEL ELECTRIC MEMBERSHIP ASSOCIATION, INC.		4/21/21	400.00	4.15	EA	BOLT, OVAL EYE, 5/8" X 12"	1,660.00	OTHER DEDUCTIONS
						PO 31300027310 Total	7,351.80	
						THE TARHEEL ELECTRIC MEMBERSHIP ASSOCIATION, INC. Total	7,351.80	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
THE WOOTEN COMPANY	31300018439	4/20/21				SECOND AMENDMENT FOR SERVICE AGREEMENT 31300018439 FOR ENGINEERING SERVICES TO ASSIST PWC WITH A PROPOSED WATER LINE EXTENSION TO ADD A SECOND LOOP INTO THE BUCKHEAD SUBDIVISION	10,200.00	WATER ADMINISTRATION
						PO 31300018439 Total	10,200.00	
						THE WOOTEN COMPANY Total	10,200.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
TRANSAMERICAN POWER	31300027368	4/29/21	2.00	7,514.00	EA	POLE,TUBULAR GALVANIZED STEEL,90',S-04.9	15,028.00	OTHER DEDUCTIONS

Purchase Order Detail Report

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
PRODUCTS								
						PO 31300027368 Total	15,028.00	
						TRANSAMERICAN POWER PRODUCTS Total	15,028.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
UNITED RENTALS, INC.	31300027296	4/20/21				ONE (1) RAMMER LARGE 2900-3600 LBS/BLOW **MTX-70HD RAMMER**	1,397.81	WASTEWATER CONST. & MAINT.
UNITED RENTALS, INC.		4/20/21				ONE (1) RAMMER LARGE 2900-3600 LBS/BLOW **MTX-70HD RAMMER**	1,397.81	WATER CONST & MAINT
						PO 31300027296 Total	2,795.62	
						UNITED RENTALS, INC. Total	2,795.62	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
UNIVAR SOLUTIONS USA INC.	31300025007	4/23/21				TO INCREASE BLANKET PURCHASE ORDER 31300025007 FOR THE PURCHASE OF CAUSTIC SODA 50% FOR THE PO HOFFER WTF FOR THE PERIOD APRIL 2021 THROUGH JUNE 2021.	15,000.00	PO HOFFER WATER TRMT FACILITY
						PO 31300025007 Total	15,000.00	
						UNIVAR SOLUTIONS USA INC. Total	15,000.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
VALVE & ACTUATION SERVICES LLC	31300027258	4/14/21	1.00	3,320.00	EA	INVENTORY FOR PWC BUTLER WARNER GENERATION PLANT - QTY 1 DIGITAL POSITIONER, W/DISPLAY/POS TRANSMIT/LIMIT SWITCH, 055202773999 (MASONEILAN)	3,320.00	OTHER DEDUCTIONS
						PO 31300027258 Total	3,320.00	
						VALVE & ACTUATION SERVICES LLC Total	3,320.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
VERTEX, INC.	31300027277	4/16/21				VERTEX - PAYROLL TAX Q SERIES SOLUTION SERVICES RENEWAL- 6/20/21 THRU 6/27/2022	11,862.00	TELECOMMUNICATIONS
						PO 31300027277 Total	11,862.00	
						VERTEX, INC. Total	11,862.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
WADE HARDIN PLUMBING, INC.	31300027238	4/12/21				REPLACE WATER FOUNTAIN, REPLACE BROKEN TOILET, AND REPAIR FLOOR DRAIN AT BWGP	2,524.80	OTHER PRODUCTION GENERATION
						PO 31300027238 Total	2,524.80	
						WADE HARDIN PLUMBING, INC. Total	2,524.80	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
WASTE INDUSTRIES INC	31300025116	4/13/21				INCREASE EXISTING PO 31300025116 ESTIMATED	450.00	RESIDUALS MANAGEMENT

Purchase Order Detail Report

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
						DUMPSTER SERVICES AT THE FARM FOR PERIOD:MAY 1, 2021 TO JUNE 30, 2021		
						PO 31300025116 Total	450.00	
						WASTE INDUSTRIES INC Total	450.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
WATER WORKS SUPPLY OF NC,INC.	31300027386	4/30/21	30.00	157.15	EA	COUPLING, (HYMAX), 4", REPAIR, OD=4.25 - 5.63, LENGTH 8.7	4,714.50	OTHER DEDUCTIONS
WATER WORKS SUPPLY OF NC,INC.		4/30/21	34.00	234.98	EA	COUPLING, (HYMAX), 8", REPAIR, OD=8.54 - 9.84, LENGTH 10.8	7,989.32	OTHER DEDUCTIONS
WATER WORKS SUPPLY OF NC,INC.		4/30/21	44.00	208.13	EA	COUPLING, (HYMAX), 6", REPAIR, OD=6.42 - 7.68, LENGTH, 10.8	9,157.72	OTHER DEDUCTIONS
						PO 31300027386 Total	21,861.54	
WATER WORKS SUPPLY OF NC,INC.	31300027320	4/22/21	24.00	877.64	EA	VALVE, GATE, CI, 8", MJ	21,063.36	OTHER DEDUCTIONS
						PO 31300027320 Total	21,063.36	
WATER WORKS SUPPLY OF NC,INC.	31300027366	4/29/21	3.00	91.29	EA	COUPLING,PACK JOINT,2"X2",MIP X PVC, NO LEAD	273.87	OTHER DEDUCTIONS
WATER WORKS SUPPLY OF NC,INC.		4/29/21	3000.00	0.85	EA	CLAMP, PVC, 1", #6820051	2,550.00	OTHER DEDUCTIONS
WATER WORKS SUPPLY OF NC,INC.		4/29/21	63.00	65.82	EA	COUPLING, 1" x 12", METER, NO LEAD	4,146.66	OTHER DEDUCTIONS
						PO 31300027366 Total	6,970.53	
WATER WORKS SUPPLY OF NC,INC.	31300027317	4/22/21	18.00	102.66	EA	COUPLING,PACK JOINT,2"X2",FIP X PVC, NO LEAD	1,847.88	OTHER DEDUCTIONS
WATER WORKS SUPPLY OF NC,INC.		4/22/21	73.00	32.20	EA	NIPPLE, BRASS, 2" X 12"	2,350.60	OTHER DEDUCTIONS
						PO 31300027317 Total	4,198.48	
WATER WORKS SUPPLY OF NC,INC.	31300027391	4/30/21	980.00	2.17	FT	PIPE, PVC, 4", SEWER, SDR 26, 14' SECTIONS	2,126.60	OTHER DEDUCTIONS
						PO 31300027391 Total	2,126.60	
WATER WORKS SUPPLY OF NC,INC.	31300027257	4/14/21	4500.00	0.11	FT	WIRE, RED, 500' ROLL, 12 GUAGE	506.25	OTHER DEDUCTIONS
						PO 31300027257 Total	506.25	
						WATER WORKS SUPPLY OF NC,INC. Total	56,726.76	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
WESCO RALEIGH UTILITY	31300027289	4/19/21	35000.00	2.54	FT	CABLE, 1/0 ALCN EPR 25KV, 1/C	88,830.00	OTHER DEDUCTIONS
						PO 31300027289 Total	88,830.00	
WESCO RALEIGH UTILITY	31300027254	4/14/21	500.00	1.15	EA	BOLT, STAINLESS STEEL, 1/2" X 2"	575.00	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/14/21	225.00	2.84	EA	MARKER, PLASTIC GUY, 8' YELLOW	639.00	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/14/21	60.00	35.10	EA	INSULATOR, FIBERGLASS GUY STRAIN, 78"	2,106.00	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/14/21	75.00	59.85	EA	EXTENSION, PISA, 1.5" X 42"	4,488.75	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/14/21	210.00	135.90	EA	CROSSARM, 10 FOOT, TANGENT, FIBERGLASS	28,539.00	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/14/21	174.00	235.00	EA	PAD,CONCRETE,PRECAST,42"X48"X4"	40,890.00	OTHER DEDUCTIONS
						PO 31300027254 Total	77,237.75	
WESCO RALEIGH UTILITY	31300027389	4/30/21	100.00	741.00	EA	LUMINAIRE, LED, FLOODLIGHT, 7X6 DISTRIBUTION, LARGE, GRAY, LABELED AS LED 320 7X6	74,100.00	OTHER DEDUCTIONS
						PO 31300027389 Total	74,100.00	
WESCO RALEIGH UTILITY	31300027274	4/16/21	9.00	3,345.00	EA	SWITCH, GOAB, 25KV, RLB-600, HORIZONTAL	30,105.00	OTHER DEDUCTIONS
						PO 31300027274 Total	30,105.00	

Purchase Order Detail Report

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
WESCO RALEIGH UTILITY	31300027205	4/6/21	6.00	4,410.00	EA	SWITCH,GOAB,25 KV, RLB-600,HORIZ,NON-UNDERBUILD	26,460.00	OTHER DEDUCTIONS
						PO 31300027205 Total	26,460.00	
WESCO RALEIGH UTILITY	31300027377	4/30/21	60.00	0.30	EA	ADAPTER, MALE TERMINAL, 1" PVC	18.00	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/30/21	10.00	5.90	EA	TAPE, DUXSEAL	59.00	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/30/21	24.00	3.40	EA	ADAPTER, STUD, 5/8" TO 1"	81.60	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/30/21	1200.00	0.17	EA	CABLE TIES, NYLON, SELF-LOCKING 13"	204.00	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/30/21	25.00	9.72	EA	LUG, 2-HOLE COMP. TERMINAL, 500 AL	243.00	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/30/21	32.00	10.70	EA	CABLE PULLING LUBE	342.40	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/30/21	349.00	1.79	EA	CLAMP, ALUMINUM SERVICE WEDGE, #4-1/0	624.71	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/30/21	50.00	14.15	EA	TAPE, 1/8" THICK MASTIC, 10' ROLL	707.50	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/30/21	62.00	15.00	EA	INSULATOR, LINE POST, TIE-TOP, 35 KV	930.00	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/30/21	125.00	15.65	EA	SHACKLES, ANCHOR, 5/8"	1,956.25	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/30/21	171.00	96.40	EA	LINK, CLEVIS EYE EXTENSION, 3/4" X 12"	16,484.40	OTHER DEDUCTIONS
						PO 31300027377 Total	21,650.86	
WESCO RALEIGH UTILITY	31300027228	4/9/21	15.00	0.68	EA	ELBOW, 90 DEGREE, 1" SCH. 40 PVC, STD R	10.20	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/9/21	15.00	2.45	EA	PLATE, 2" BLANKING FOR SOCKET	36.75	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/9/21	400.00	0.25	EA	TERMINAL, RING, INSUL, SINGLE, #14-#16	100.00	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/9/21	100.00	1.07	EA	BOLT W/HEX NUT, SS, 1/2" X 3", FULL-THREADED	107.00	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/9/21	198.00	0.64	EA	LABEL, PRESSURE SENSITIVE, NO. "1"	126.72	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/9/21	150.00	0.86	EA	TERMINAL, RING, INSUL, SINGLE, #10-#12	129.00	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/9/21	350.00	0.38	EA	CONNECTOR, PRL. GRVE. COMP., #1/7	133.00	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/9/21	100.00	1.57	EA	STRAP, COPPER GROUND, 12"	157.00	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/9/21	25.00	6.85	EA	STUD, INSULATOR, EXTRA LONG	171.25	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/9/21	25.00	9.50	EA	Y-CLEVIS BALL, ANSI 52-5, 30000#	237.50	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/9/21	150.00	2.12	EA	CLAMP, ALUMINUM SERVICE WEDGE, 4/0 - 2/0	318.00	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/9/21	3900.00	0.11	FT	WIRE, TIE, #4 SOLID ALUMINUM	413.40	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/9/21	500.00	1.25	EA	SENTRY, METER SOCKET	625.00	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/9/21	1100.00	0.69	EA	CONN, PRL GRV, COMP, 2/0 AAAC	759.00	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/9/21	60.00	15.92	EA	SPLICE, FULL TENSION AUTOMATIC, 336 ACSR	955.20	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/9/21	280.00	4.15	EA	SPACER, DUCT, 6"	1,162.00	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/9/21	11.00	179.30	EA	SOCKET, METER, 8-TERMINAL CT-RATED	1,972.30	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/9/21	13.00	192.00	EA	BRACKET,CLUSTER MOUNT,WING-TYPE	2,496.00	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/9/21	460.00	12.00	EA	SEAL, COLD SHRK, 0.95 - 1.94"	5,520.00	OTHER DEDUCTIONS
						PO 31300027228 Total	15,429.32	
WESCO RALEIGH UTILITY	31300027292	4/20/21	7.00	1.05	EA	ADAPTER, MALE TERMINAL, 3" PVC	7.35	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/20/21	100.00	0.78	EA	STRAP, CONDUIT, H.D., 2"	78.00	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/20/21	7.00	12.45	EA	COUPLING, PVC CONDUIT EXP., 3"	87.15	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/20/21	100.00	1.30	EA	CLAMP, ALUMINUM SERVICE WEDGE #6 - #2	130.00	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/20/21	98.00	3.20	EA	CONN, GRD, XFMR, 8 CU SOL - 2/0 CU STR	313.60	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/20/21	100.00	21.90	EA	STIRRUP, BOLTED, 4/0 - 477 AL	2,190.00	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/20/21	13.00	304.00	EA	BAND, 1.25" X .04", STAINLESS	3,952.00	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/20/21	21.00	294.50	EA	FITTING, FUSE MOUNTING END ASSY., SML-20	6,184.50	OTHER DEDUCTIONS
						PO 31300027292 Total	12,942.60	
WESCO RALEIGH UTILITY	31300027305	4/21/21	34.00	119.75	EA	EXTENSION,4" COPPER BUS,12-HOLE	4,071.50	OTHER DEDUCTIONS

Purchase Order Detail Report

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department	
WESCO RALEIGH UTILITY		4/21/21	30.00	284.00	EA	EXTENSION,OFFSET COPPER BUS,18-HOLE	8,520.00	OTHER DEDUCTIONS	
						PO 31300027305 Total	12,591.50		
WESCO RALEIGH UTILITY	31300027308	4/21/21	6.00	4.65	EA	L.B. CONDUIT, PVC, 2"	27.90	OTHER DEDUCTIONS	
WESCO RALEIGH UTILITY		4/21/21	800.00	0.12	EA	WASHER, SPRING LOCK, 3/4"	96.00	OTHER DEDUCTIONS	
WESCO RALEIGH UTILITY		4/21/21	125.00	0.78	EA	COUPLING, 2" PVC, LONG	97.50	OTHER DEDUCTIONS	
WESCO RALEIGH UTILITY		4/21/21	500.00	0.22	EA	WASHER, FLAT ROUND, 5/8"	110.00	OTHER DEDUCTIONS	
WESCO RALEIGH UTILITY		4/21/21	80.00	3.10	EA	BOLT, DOUBLE ARMING, 5/8" X 28"	248.00	OTHER DEDUCTIONS	
WESCO RALEIGH UTILITY		4/21/21	100.00	3.70	EA	CLAMP, HY-GEAR, 24-1/4" DIAMETER, 9/16"WIDTH	370.00	OTHER DEDUCTIONS	
WESCO RALEIGH UTILITY		4/21/21	180.00	2.54	EA	BOLT, DOUBLE ARMING, 5/8" X 20"	457.20	OTHER DEDUCTIONS	
WESCO RALEIGH UTILITY		4/21/21	8.00	137.70	EA	FUSE, SMU-20 REFILL ELEMENT, 20-E	1,101.60	OTHER DEDUCTIONS	
WESCO RALEIGH UTILITY		4/21/21	40.00	28.70	EA	SLEEVE, JUMPER, 954 MCM	1,148.00	OTHER DEDUCTIONS	
WESCO RALEIGH UTILITY		4/21/21	63.00	18.97	EA	Y-CLEVIS EYE 90, 3/4", 30,000#	1,195.11	OTHER DEDUCTIONS	
WESCO RALEIGH UTILITY		4/21/21	312.00	10.38	EA	INSULATOR, 35 KV DEAD-END, SILICONE POLYMER	3,238.56	OTHER DEDUCTIONS	
WESCO RALEIGH UTILITY		4/21/21	3500.00	1.09	EA	WASHER, BELLEVILLE, 1/2", (100 PER PACK)	3,815.00	OTHER DEDUCTIONS	
						PO 31300027308 Total	11,904.87		
WESCO RALEIGH UTILITY	31300027195	4/5/21	250.00	0.38	EA	CONNECTOR, PRL. GRVE. COMP., #1/7	95.00	OTHER DEDUCTIONS	
WESCO RALEIGH UTILITY		4/5/21	178.00	0.62	EA	INSULATOR, SPOOL 53-2	110.36	OTHER DEDUCTIONS	
WESCO RALEIGH UTILITY		4/5/21	198.00	0.62	EA	LABEL, PRESSURE SENSITIVE, NO. "6"	122.76	OTHER DEDUCTIONS	
WESCO RALEIGH UTILITY		4/5/21	17.00	9.58	EA	INHIBITOR, GRIT BEARING TUBE	162.86	OTHER DEDUCTIONS	
WESCO RALEIGH UTILITY		4/5/21	570.00	0.45	FT	CONDUIT, RIGID,PVC,(POLYVINYLCHLORIDE, 1", PVC, SCH 40	256.50	OTHER DEDUCTIONS	
WESCO RALEIGH UTILITY		4/5/21	76.00	4.50	EA	CONNECTOR, COPPER UNICLAMP, 1/0-4/0	342.00	OTHER DEDUCTIONS	
WESCO RALEIGH UTILITY		4/5/21	425.00	0.87	EA	TAG, YELLOW, BLANK, SELF-LAMINATING, 1.5 X 4", (25/PK)	369.75	OTHER DEDUCTIONS	
WESCO RALEIGH UTILITY		4/5/21	150.00	3.65	EA	CLAMP, HY-GEAR, 24-1/4" DIAMETER, 9/16"WIDTH	547.50	OTHER DEDUCTIONS	
WESCO RALEIGH UTILITY		4/5/21	13.00	279.50	EA	SWITCH, LINE TAP DISC., 600 A 25 KV	3,633.50	OTHER DEDUCTIONS	
WESCO RALEIGH UTILITY		4/5/21	13.00	315.80	EA	ELBOW, REPAIR, 25 KV 200 A LB, 1/0 AL	4,105.40	OTHER DEDUCTIONS	
						PO 31300027195 Total	9,745.63		
WESCO RALEIGH UTILITY		31300027314	4/22/21	3000.00	2.10	FT	CABLE, CONTROL, 9 AWG, 4/C, PE/PVC	6,300.00	OTHER DEDUCTIONS
						PO 31300027314 Total	6,300.00		
WESCO RALEIGH UTILITY	31300027222	4/8/21	2000.00	0.45	FT	CONDUIT, RIGID,PVC,(POLYVINYLCHLORIDE, 1", PVC, SCH 40	900.00	OTHER DEDUCTIONS	
WESCO RALEIGH UTILITY		4/8/21	1000.00	1.15	FT	CABLE, APPARATUS, #4 CU	1,150.00	OTHER DEDUCTIONS	
WESCO RALEIGH UTILITY		4/8/21	10000.00	0.32	FT	CONDUCTOR, 1/0 AAAC 6201, HAND COIL	3,220.00	OTHER DEDUCTIONS	
						PO 31300027222 Total	5,270.00		
WESCO RALEIGH UTILITY	31300027344	4/28/21	30.00	16.00	PK	TIES,CABLE,BLACK,"8.25"	480.00	OTHER DEDUCTIONS	
WESCO RALEIGH UTILITY		4/28/21	1800.00	0.69	EA	NUMBER,POLE TAGS,"8" (100/PK)	1,242.00	OTHER DEDUCTIONS	
WESCO RALEIGH UTILITY		4/28/21	213.00	6.15	EA	TRANSFORMER, DANGER, LABEL, INSIDE	1,309.95	OTHER DEDUCTIONS	
						PO 31300027344 Total	3,031.95		
WESCO RALEIGH UTILITY	31300027333	4/26/21	64.00	44.90	EA	CONNECTOR, AL. PED.,2 - 750 +6 - 500 MCM	2,873.60	OTHER DEDUCTIONS	
						PO 31300027333 Total	2,873.60		
WESCO RALEIGH UTILITY	31300027261	4/14/21	30.00	67.28	EA	ARRESTER, 21 KV, RISER POLE	2,018.40	OTHER DEDUCTIONS	
						PO 31300027261 Total	2,018.40		
WESCO RALEIGH UTILITY	31300027220	4/8/21	180.00	10.85	EA	PLATE, 4 X 4, NEMA TRANSITION	1,953.00	OTHER DEDUCTIONS	
						PO 31300027220 Total	1,953.00		

Purchase Order Detail Report

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
WESCO RALEIGH UTILITY	31300027209	4/6/21	100.00	15.70	EA	CONNECTOR, BRONZE, DOUBLE TAP LUG, #6-250	1,570.00	OTHER DEDUCTIONS
						PO 31300027209 Total	1,570.00	
WESCO RALEIGH UTILITY	31300027244	4/13/21	15.00	8.75	PK	LABEL,PMT TAGS,"1"	131.25	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/13/21	16.00	8.75	PK	LABEL,PMT TAGS,"6"	140.00	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/13/21	24.00	8.75	PK	LABEL,PMT TAGS,"2"	210.00	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/13/21	300.00	3.24	EA	CONN, GRD, XFMER, 10 CU SOL - 1 CU STR	972.00	OTHER DEDUCTIONS
						PO 31300027244 Total	1,453.25	
WESCO RALEIGH UTILITY	31300027270	4/15/21	50.00	4.80	EA	COUPLING, 5" PVC	240.00	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/15/21	30.00	17.30	EA	ELBOW, 90 DEGREE, 5" SCH. 40 PVC, 24" R	519.00	OTHER DEDUCTIONS
						PO 31300027270 Total	759.00	
WESCO RALEIGH UTILITY	31300027347	4/28/21	50.00	1.72	EA	CHARACTER, 3", POLYPROPYLENE ("R")	86.00	OTHER DEDUCTIONS
WESCO RALEIGH UTILITY		4/28/21	200.00	1.72	EA	CHARACTER, 3", POLYPROPYLENE ("C")	344.00	OTHER DEDUCTIONS
						PO 31300027347 Total	430.00	
						WESCO RALEIGH UTILITY Total	406,656.73	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
WILLIAMS MULLEN	31300027325	4/23/21				SERVICE AGREEMENT WILLIAMS MULLEN FOR LEGAL SERVICES RELATED TO THE WTE PROJECT DEVELOPMNT - SECR. STATE CERTIFICATION - \$5000 THRU JUNE 30, 2022	5,000.00	ELECTRIC ADMINISTRATION
						PO 31300027325 Total	5,000.00	
WILLIAMS MULLEN	31300027264	4/15/21				SERVICE AGREEMEENT FOR LEGAL SERVICES RELATING TO WTE PROJECT DEVELOPMENT	5,000.00	ELECTRIC ADMINISTRATION
						PO 31300027264 Total	5,000.00	
						WILLIAMS MULLEN Total	10,000.00	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
WILLIAMS OFFICE ENVIRONMENTS	31300027370	4/29/21				TO PURCHASE (2) FREE STANDING LATERALS CABINETS FOR MISTY MANNINGS OFFICE	1,423.98	WATER RESOURCES ENGINEERING
						PO 31300027370 Total	1,423.98	
						WILLIAMS OFFICE ENVIRONMENTS Total	1,423.98	

Supplier Name	PO Number	PO Date	PO Qty	Avg Unit Price	UOM	Item Description	PO Amount	Department
WILLIAMS PRINTING & OFFICE	31300027369	4/29/21	83.00	31.32	PK	LETTERHEAD,PWC,GILBERT BOND	2,599.56	OTHER DEDUCTIONS
						PO 31300027369 Total	2,599.56	
WILLIAMS PRINTING & OFFICE	31300027349	4/28/21	41.00	28.95	BX	ENVELOPE, #10 WINDOW W/LOGO	1,186.95	OTHER DEDUCTIONS
						PO 31300027349 Total	1,186.95	
WILLIAMS PRINTING & OFFICE	31300027300	4/20/21	21.00	24.00	BX	ENVELOPE,#10 WITH LOGO	504.00	OTHER DEDUCTIONS
						PO 31300027300 Total	504.00	
						WILLIAMS PRINTING & OFFICE Total	4,290.51	

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

May 17, 2021

MEMO TO: ALL PWC EMPLOYEES

FROM: Adrian Clarke
Adrian.Clarke@faypwc.com

SUBJECT: Job Vacancy

POSITION: DATA ENGINEER

DEPARTMENT: Corporate Services

HOURS: MONDAY-FRIDAY 8AM TO 5PM

GRADE LEVEL: 413 - \$70,618.28 TO \$88,272.86

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, June 1, 2021.

SUPERVISORS, PLEASE POST ON BULLETIN BOARD

DARSWEIL L. ROGERS, COMMISSIONER
WADE R. FOWLER, JR., COMMISSIONER
EVELYN O. SHAW, COMMISSIONER
RONNA ROWE GARRETT, COMMISSIONER
ELAINA L. BALL, CEO/GENERAL MANAGER



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

May 19, 2021

MEMO TO: ALL PWC EMPLOYEES

FROM: Adrian Clarke
Adrian.Clarke@faypwc.com

SUBJECT: Job Vacancy

POSITION: FLEET SERVICE WRITER

DEPARTMENT: Fleet Maintenance

HOURS: MONDAY-FRIDAY 7AM TO 4PM

GRADE LEVEL: 407 - \$25.30 TO \$31.62 / 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, June 3rd, 2021.

SUPERVISORS, PLEASE POST ON BULLETIN BOARD

BUILDING COMMUNITY CONNECTIONS SINCE 1905

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

DARSWEIL L. ROGERS, COMMISSIONER
WADE R. FOWLER, JR., COMMISSIONER
EVELYN O. SHAW, COMMISSIONER
RONNA ROWE GARRETT, COMMISSIONER
ELAINA L. BALL, CEO/GENERAL MANAGER



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

May 21, 2021

MEMO TO: ALL PWC EMPLOYEES

FROM: Rhonda Fokes
rhonda.fokes@faypwc.com

SUBJECT: Job Vacancy

POSITION: Senior Customer Service Representative

DEPARTMENT: Customer Billing and Collections 0429

HOURS: Monday – Friday 9:00am – 6:00pm
Extended hours as required

GRADE LEVEL: 404 \$18.06 - \$22.58/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, June 4, 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 APRIL 30, 2021

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	14,155,800	13,257,400	13,881,200	(898,400)	(623,800)	157,948,400	156,929,100	164,036,100	(1,019,300)	(7,107,000)	-4.33%	188,323,100
	Wholesale Power Cost Adjustment	0	0	-	0	0	0	0	(100)	0	100	-100.00%	0
	Other Sales of Electricity	985,100	986,000	991,800	900	(5,800)	9,858,500	9,832,500	9,751,700	(26,000)	80,800	0.83%	11,871,900
	Butler Warner Generation Plant Lease	411,300	354,300	351,000	(57,000)	3,300	11,711,800	11,520,800	11,511,000	(191,000)	9,800	0.09%	13,078,400
	Other Operating Revenues	1,204,200	1,041,200	831,800	(163,000)	209,400	11,679,500	10,700,100	11,865,000	(979,400)	(1,164,900)	-9.82%	14,122,500
	Other Revenues	530,800	562,700	97,800	31,900	464,900	2,437,500	1,195,700	924,400	(1,241,800)	271,300	29.35%	3,499,000
Operating Revenues Total		17,287,200	16,201,600	16,153,600	(1,085,600)	48,000	193,635,700	190,178,200	198,088,100	(3,457,500)	(7,909,900)	-3.99%	230,894,900
Power Supply and Maintenance	Power Supply	8,261,800	8,528,800	8,224,200	(267,000)	304,600	108,402,500	109,359,800	111,740,100	(957,300)	(2,380,300)	-2.13%	132,139,200
	Coal Ash	549,300	567,500	1,070,000	(18,200)	(502,500)	8,679,800	8,764,200	15,174,100	(84,400)	(6,409,900)	-42.24%	9,788,700
	Maintenance of Generation Plant	688,300	472,400	462,900	215,900	9,500	6,977,400	7,379,100	4,052,500	(401,700)	3,326,600	82.09%	8,337,500
Power Supply and Maintenance Total		9,499,400	9,568,700	9,757,100	(69,300)	(188,400)	124,059,700	125,503,100	130,966,700	(1,443,400)	(5,463,600)	-4.17%	150,265,400
Operating Revenues Available For Operating Expenses Total		7,787,800	6,632,900	6,396,500	(1,154,900)	236,400	69,576,000	64,675,100	67,121,400	(4,900,900)	(2,446,300)	-3.64%	80,629,500
Operating Expenses	Trans. and Distr. Expenses	2,232,800	2,089,800	1,672,400	143,000	417,400	18,878,300	16,261,200	16,067,400	2,617,100	193,800	1.21%	23,576,400
	G & A Expenses	2,073,900	2,375,000	1,649,800	(301,100)	725,200	21,092,000	17,160,700	16,822,000	3,931,300	338,700	2.01%	25,582,600
	Debt Interest Expense	63,200	63,100	67,700	100	(4,600)	691,300	688,900	652,200	2,400	36,700	5.63%	817,800
	Depreciation Expenses	1,421,900	1,506,300	1,452,200	(84,400)	54,100	14,218,800	15,197,400	14,452,000	(978,600)	745,400	5.16%	17,062,600
Operating Expenses Total		5,791,800	6,034,200	4,842,100	(242,400)	1,192,100	54,880,400	49,308,200	47,993,600	5,572,200	1,314,600	2.74%	67,039,400
Operating Results Total		1,996,000	598,700	1,554,400	(1,397,300)	(955,700)	14,695,600	15,366,900	19,127,800	671,300	(3,760,900)	-19.66%	13,590,100
	Aid to Construction and Grants	400,300	0	50,700	(400,300)	(50,700)	4,002,500	2,785,500	1,032,400	(1,217,000)	1,753,100	169.81%	4,804,300
	Payment In Lieu of Taxes (PILOT)	(954,200)	(954,200)	(924,800)	-	(29,400)	(9,542,000)	(9,542,400)	(9,248,400)	(400)	(294,000)	3.18%	(11,450,900)
	Intergovernmental Revenues (Expenses)	(350,000)	(350,000)	(100,000)	-	(250,000)	(3,500,000)	(3,500,000)	(1,000,000)	-	(2,500,000)	250.00%	(4,200,000)
Change in Net Assets before Appropriations Total		1,092,100	(705,500)	580,300	(1,797,600)	(1,285,800)	5,656,100	5,110,000	9,911,800	(546,100)	(4,801,800)	-48.45%	2,743,500
Appropriations from/(to) Other Funds		-	-	-	-	-	-	-	-	-	-	100.00%	0
Change in Net Assets after Appropriations Total		1,092,100	(705,500)	580,300	(1,797,600)	(1,285,800)	5,656,100	5,110,000	9,911,800	(546,100)	(4,801,800)	-48.45%	2,743,500
Revenues and Budgetary Appr.	Total Revenues	17,687,500	16,201,600	16,204,300	(1,485,900)	(2,700)	197,638,200	192,963,700	199,120,500	(4,674,500)	(6,156,800)	-3.09%	235,699,200
	Budgetary Appropriations	917,000	819,000	1,074,600	(98,000)	(255,600)	17,446,800	12,982,300	18,813,000	(4,464,500)	(5,830,700)	-30.99%	36,893,400
Revenues and Budgetary Appr. Total		18,604,500	17,020,600	17,278,900	(1,583,900)	(258,300)	215,085,000	205,946,000	217,933,500	(9,139,000)	(11,987,500)	-5.50%	272,592,600
Expenditures	Total Operating Expenses	16,595,400	16,907,100	15,624,000	(311,700)	1,283,100	191,982,100	187,853,700	189,208,700	4,128,400	(1,355,000)	-0.72%	232,955,700
	Depreciation/Amortization Adjustment	(1,414,400)	(1,498,900)	(1,444,800)	84,500	(54,100)	(14,144,900)	(15,123,500)	(14,273,000)	978,600	(850,500)	5.96%	(16,973,800)
	Other Deductions	-	(79,900)	286,200	79,900	(366,100)	-	(157,600)	1,203,200	157,600	(1,360,800)	-113.10%	-
	Capital Expenditures	2,253,000	1,985,600	1,948,200	267,400	37,400	31,209,300	14,614,400	21,109,500	16,594,900	(6,495,100)	-30.77%	36,012,500
	Debt Principal Payments	-	-	-	-	-	1,221,100	1,220,900	1,764,900	200	(544,000)	-30.82%	1,221,000
	Appropriations to Other Funds	1,401,800	1,116,900	1,166,800	284,900	(49,900)	16,018,300	16,061,200	17,749,600	(42,900)	(1,688,400)	-9.51%	19,377,200
Expenditures Total		18,835,800	18,430,800	17,580,400	405,000	850,400	226,285,900	204,469,100	216,762,900	21,816,800	(12,293,800)	-5.67%	272,592,600

* Budget Variance Favorable (Unfavorable)

**PUBLIC WORKS COMMISSION
RECAP OF REVENUES AND EXPENDITURES
WATER/WASTEWATER**

FOR THE PERIOD ENDING APRIL 30, 2021

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	3,871,000	3,900,600	3,656,900	29,600	243,700	39,158,500	38,794,500	36,879,800	(364,000)	1,914,700	5.19%	47,709,300
	Other Sales of Water	170,800	329,700	295,100	158,900	34,600	2,757,800	3,063,600	2,760,500	305,800	303,100	10.98%	3,202,400
	Residential, Commercial, and Industrial- Wastewater	4,328,800	4,405,800	4,293,900	77,000	111,900	42,868,800	43,635,600	41,484,900	766,800	2,150,700	5.18%	51,575,900
	Other Sales of Wastewater	34,400	52,700	50,000	18,300	2,700	364,600	639,200	451,500	274,600	187,700	41.57%	431,200
	Other Operating Revenues	647,600	610,800	483,500	(36,800)	127,300	6,529,300	6,364,300	7,685,400	(165,000)	(1,321,100)	-17.19%	7,868,900
	Other Revenues	80,500	22,300	83,600	(58,200)	(61,300)	805,000	474,400	1,139,100	(330,600)	(664,700)	-58.35%	966,000
Operating Revenues Total		9,133,100	9,321,900	8,863,000	188,800	458,900	92,484,000	92,971,600	90,401,200	487,600	2,570,400	2.84%	111,753,700
Operating Expenses	Water Treatment Facilities	1,084,800	1,305,000	1,263,900	(220,200)	41,100	11,416,500	12,406,400	11,832,400	(989,900)	574,000	4.85%	15,651,300
	Water Distribution System	583,900	481,300	404,300	102,600	77,000	4,934,900	4,450,100	4,372,700	484,800	77,400	1.77%	6,178,100
	Wastewater Collection System	802,300	915,700	516,700	(113,400)	399,000	7,029,900	7,307,800	7,270,000	(277,900)	37,800	0.52%	9,669,500
	Water Reclamation Facilities	778,800	982,800	697,700	(204,000)	285,100	7,254,400	7,388,900	5,955,000	(134,500)	1,433,900	24.08%	9,012,900
	Residuals Management	28,900	37,500	21,000	(8,600)	16,500	224,300	225,700	244,300	(1,400)	(18,600)	-7.61%	278,800
	G & A Expenses	2,109,500	2,416,400	1,748,000	(306,900)	668,400	21,270,600	16,900,300	15,607,100	4,370,300	1,293,200	8.29%	25,513,800
	Debt Interest Expense	734,700	972,100	781,700	(237,400)	190,400	8,555,700	8,274,100	8,001,900	281,600	272,200	3.40%	10,024,000
	Depreciation Expense	2,099,400	2,405,200	2,149,100	(305,800)	256,100	20,993,800	22,626,700	21,235,700	(1,632,900)	1,391,000	6.55%	25,192,600
Operating Expenses Total		8,222,300	9,516,000	7,582,400	(1,293,700)	1,933,600	81,680,100	79,580,000	74,519,100	2,100,100	5,060,900	6.79%	101,521,000
Operating Results Total		910,800	(194,100)	1,280,600	(1,104,900)	(1,474,700)	10,803,900	13,391,600	15,882,100	2,587,700	(2,490,500)	-15.68%	10,232,700
Change in Net Assets before Appropriations	Aid to Construction, Grants, and FIF	329,900	1,772,500	202,800	1,442,600	1,569,700	3,299,000	12,610,200	3,131,700	9,311,200	9,478,500	302.66%	3,958,000
	Payment in Lieu of Taxes (PILOT)	-	-	0	-	-	-	-	0	-	-	100.00%	-
	Intergovernmental Revenues (Expenses)	240,900	42,400	35,900	(198,500)	6,500	2,409,000	273,500	344,700	(2,135,500)	(71,200)	-20.66%	2,891,200
Change in Net Assets before Appropriations Total		1,481,600	1,620,800	1,519,300	139,200	101,500	16,511,900	26,275,300	19,358,500	9,763,400	6,916,800	35.73%	17,081,900
Change in Net Assets after Appropriations	Appropriations from/(to) Other Funds	-	-	-	-	-	-	-	-	-	-	100.00%	-
	Change in Net Assets after Appropriations Total	1,481,600	1,620,800	1,519,300	139,200	101,500	16,511,900	26,275,300	19,358,500	9,763,400	6,916,800	35.73%	17,081,900
	Revenues and Budgetary Appr. Total	9,703,900	11,136,800	9,101,700	1,432,900	2,035,100	103,330,300	110,993,700	100,759,700	7,663,400	10,234,000	10.16%	143,148,300
Expenditures	Total Operating Expenses	8,222,300	9,516,000	7,582,400	(1,293,700)	1,933,600	81,680,100	79,580,000	74,519,100	2,100,100	5,060,900	6.79%	101,521,000
	Depreciation/Amortization Adjustment	(2,030,500)	(2,336,300)	(2,079,300)	305,800	(257,000)	(20,297,900)	(21,930,900)	(20,202,200)	1,633,000	(1,728,700)	8.56%	(24,359,100)
	Other Deductions	(24,200)	225,000	24,200	(249,200)	(585,100)	(585,100)	(585,100)	(585,100)	378,000	(963,100)	-254.79%	-
	Capital Expenditures	4,141,900	1,977,500	1,805,300	2,164,400	172,200	31,119,200	18,229,300	14,504,100	12,889,900	3,725,200	25.68%	41,757,500
	Debt Related Payments	1,386,200	1,386,200	1,386,200	-	-	14,021,400	14,021,100	16,262,200	300	(2,241,100)	-13.78%	14,021,400
	Special Item	0	-	-	-	-	0	0	0	-	-	100.00%	0
	Appropriations to Other Funds	851,700	887,500	810,600	(35,800)	76,900	8,503,600	8,719,400	8,214,500	(215,800)	504,900	6.15%	10,207,500
Expenditures Total		12,571,600	11,406,700	9,730,200	1,164,900	1,676,500	115,026,400	98,033,800	93,675,700	16,992,600	4,358,100	4.65%	143,148,300

* Budget Variance Favorable (Unfavorable)