

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



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

PUBLIC WORKS COMMISSION
MEETING OF WEDNESDAY, MAY 11, 2022
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 April 27, 2022
- B. Approve to Set the Public Hearing for the FY2023 Budget for May 25, 2022
- C. Adopt PWC Resolution # PWC2022.15 – Resolution Rejecting All Bids for PWC2122028 – Cable Conductor Contract

On February 1, 2022, the Fayetteville Public Works Commission (“PWC”) advertised for sealed bids to purchase inventory estimated to cost more than ninety thousand dollars (\$90,000) for the PWC2122028—Cable Conductor Contract. Bids were received and opened on February 24, 2022, at PWC’s Administration building from the following four bidders: Borderstate Electric, American Wire Group, Wesco, and City Electric.

Staff believes that all four bids are nonresponsive and therefore recommends that the Commission reject all bids received for PWC2122028—Cable Conductor Contract and authorize staff to readvertise said purchase for bids. If all bids are to be rejected, the rejection must be formally approved by PWC’s governing board in accordance with G.S. 143-129 (unless such authority is specifically delegated to PWC staff).

Comments: Staff believes that all bids received for PWC2122028—Cable Conductor Contract are nonresponsive and requests that the Commission reject said bids in accordance with G.S. 143-129.

END OF CONSENT

III. REVIEW PROPOSED CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET AND OPERATING BUDGET FOR FISCAL YEAR 2022-2023

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

IV. GENERAL MANAGER REPORT *(See Tab 2)*
A. Open Commission Requests

V. COMMISSIONER/LIAISON COMMENTS

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

- A. Personnel Report – April 2022
- B. Position Vacancies
- C. Approved N.C. Department of Transportation Encroachment Agreement(s):
 - Encr. # 18799 – install 8” fusible PVD & RJDI sewer main at SR2311 (Gillespie St.) & SR2299 (Russell St.)
 - Encr. #19535 – install 6” ductile iron pipe for hydrant and fire sprinkler line & Hwy 24/Hwy87 (Bragg Blvd)
- D. Actions by City Council during the meeting of April 25, 2022, related to PWC:
 - Approved Bid Recommendation – Annual Materials Contract for Construction Operations
 - Approved Bid Recommendation – Wood Pole Contract

VII. ADJOURN

PUBLIC WORKS COMMISSION
MEETING OF WEDNESDAY APRIL 27, 2022
8:30 AM

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

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

Absent: Jimmy Keefe, Cumberland County Liaison
Scott Meszaros, Hope Mills Town Manager

REGULAR BUSINESS

Chairwoman Evelyn Shaw called the meeting of April 27, 2022, to order.

APPROVAL OF AGENDA

Upon motion by Commissioner Donald Porter, seconded by Commissioner Ronna Garrett, the agenda was unanimously approved.

CONSENT ITEMS

- A. Approve Minutes of meeting of April 13, 2022
- B. Approve bid recommendation to award bid for the purchase of Miscellaneous Electric Inventory to WESCO Distribution Inc., Clayton, NC, the lowest, responsive, responsible bidder, in the total amount of \$322,329.70, and forward to City Council for approval.

The Miscellaneous Electric Inventory is budgeted in Warehouse Inventory.

Bids were received April 7, 2022, as follows:

<u>Bidders</u>	<u>Manufacturer</u>	<u>Total Cost</u>
WESCO Distribution, Clayton, NC	Various Manufacturers Per Specification	\$322,329.70
Border States Greenville, SC	Various Manufacturers Per Specification	\$49,562.15 *

* The Border States total bid is lower than WESCO's because they did not include pricing for six items within the bid documents. Border States only bid on one item, and they were higher in price than WESCO for the same item.

COMMENTS: Notice of bid was advertised through our normal channels on March 22, 2022, with a bid opening date of April 7, 2022. Bids were solicited from three (3) vendors and two (2) bids were received. The bid consisted of various quantities of seven critical items: bushings, elbows, pedestals, two types of enclosures, load break switch and concrete pads. Due to supply chain disruptions, and long lead times, procuring these items in the quantities should help to prevent potential sock outs of these critical items. **SDBE/Local Participation:** WESCO Distribution, Clayton, NC is not a local business and is not classified as a SDBE, Minority or Woman-Owned Business.

- C. Approve bid recommendation to award bid for the purchase of Conductor and Conduit Inventory to WESCO Distribution Inc., Clayton, NC, the lowest, responsive, responsible bidder, in the total amount of \$247,459.99, and forward to City Council for approval.

The Conductor & Conduit Inventory is budgeted in Warehouse Inventory.

Bids were received April 7, 2022, as follows:

<u>Bidders</u>	<u>Manufacturer</u>	<u>Total Cost</u>
WESCO Distribution, Clayton, NC	Various Manufacturers Per Specification	\$247,459.90
Border States Greenville, SC	Various Manufacturers Per Specification	\$354,349.30

COMMENTS: Notice of bid was advertised through our normal channels on March 21, 2022, with a bid opening date of April 7, 2022. Bids were solicited from three (3) vendors and two (2) bids were received. The bid consisted of eight (8) separate items of various quantities. **SDBE/Local Participation:** WESCO Distribution, Clayton, NC is not a local business and is not classified as a SDBE, Minority or Woman-Owned Business.

- D. Approve PBMares 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.

COMMENTS: Staff recommends the Commission approve the attached audit contract and supporting arrangement letter.

END OF CONSENT

STRATEGIC PRIORITIES UPDATE – COMMUNITY ENGAGEMENT

Presented by: Carolyn Justice-Hinson, Community/Community Relations Officer

Ms. Justice-Hinson introduced her team: Lamont Hinson, Nicole Stiff, Lexi Hasapis, Katie Mehan and Courtney Lucas.

Community Engagement of Objectives:

She stated PWC and our employees will be active in civic, philanthropic, and community engagement activities to showcase the value of PWC.

- Increase employee community engagement & support, and showcase the value of PWC to the Community
- Increase PWC’s accessibility and recognition through representation with community stakeholders and as community leadership
- Increase customer/citizen stakeholder knowledge of PWC services and showcase the value of PWC and our employees to the community
- Ability to monitor real-time community/customer sentiment, identify opportunities to engage, to strength community sentiment, and or mitigate negative impact to PWC brand
- Establish PWC contributions to community Can-Do branding to support overall community brand

Community Engagement

Key Initiatives

- Create Defined Employee Engagement Program
- Identify New Community Engagement Opportunities
- Implement Social Listening Tool
- Leverage Earned Media to Increase Community Knowledge of PWC Services
- Incorporate Can-Do Branding in PWC Brand
- Continue Existing Stakeholder Engagement
- Continue Existing Community Support Activities

Ms. Justice-Hinson highlighted some of the many awards PWC has received.

American Public Power Association - Sue Kelly Community Service Award
1994, 2005, 2014,2021

United Way of NC-Spirit of NC Award
16 times since 2003

Existing Stakeholder Engagement



PWC also participates in Career Fairs; Facility Tours; and Truck Days. We also provide speakers at various events.

Existing Community Support Activities

- United Way
- Sponsorships
- Bottled Water
- Day of Caring

- Day of Giving
- JayWalker Golf Tournament
- Woodpeckers
- Concession Stand

Employee Community Engagement Program

- Defined Community Engagement in 4 areas & tracking for annual hours
- Coordinated opportunities & look for new opportunities to engage more employees
- Created On-Line resource- Board, general volunteering

Community Engagement - FY22 thru March

Ms. Justice-Hinson stated the annual engagement hours' goal is 1,300 hours for FY22. Thru March, we have achieved 991 hours, with approximately 181 employees participating, which is 28% of the workforce. She stated we are considering if employees will have individual goals.

Other Key Initiatives

- Implement Social Listening Tool
- Leverage Earned Media to Increase Community Knowledge of PWC Services
- Incorporate "Can-Do" Branding in PWC Brand & Messaging

The Commissioners thanked and commended Ms. Justice-Hinson on the Community Engagement presentation.

GENERAL MANAGER REPORT

Budget

Ms. Ball stated we are in the process of finalizing the 2021-2022 Budget. The Commission will receive the full budget and transmittal memo next week. The team is making final trims to help with objectives we have over the next several years from a forecast perspective.

PWC/County

Ms. Ball stated we continue to work with the County on three chief matters, including the Wholesale Water Agreement for Grays Creek. We held our quarterly County/PWC coordination meeting and discussed next steps regarding the Wholesale Water Agreement. The technical teams will meet next to iron out a number of issues.

We also continue to work with them on the Landfill Gas Sales Agreement. We have an upcoming meeting with the County regarding Shaw Heights.

Alzheimer's Golf Tournament

Ms. Ball thanked the PWC team member who helped to plan, coordinate, execute and clean up after the Golf Tournament. She thanked Ms. Justice-Hinson and her entire team, Mr. Bobby Russell, Mr. Mark Brown, Mr. Britten O'Quinn, and Mr. Keith Reid. Ms. Ball stated they had a terrific day; had over 100 golfers; and raised over \$23,000. It was a great team effort.

Employee Picnic

Will be held at Paradise Acres on Saturday, May 7th.

PWC Day

Will be held on May 4th. If you know of anyone interested in attending, we would love to have them.

COMMISSIONER/LIAISON COMMENTS

No Commission/Liaison Comments

REPORTS AND INFORMATION

The Commission acknowledges receipt of the following reports and information.

- A. Monthly Cash Flow Report – March 2022
- B. Recap of Uncollectible Accounts – March 2022
- C. Investment Report - March 2022
- D. Purchase Orders – March 2022
- E. Payment by Payment Type – March 2022.
- F. Financial Statement Recaps
 - Electric – March 2022
 - Water/Wastewater – March 2022
- G. Position Vacancies
- H. Actions by City Council during the meeting of April 11, 2022, related to PWC:
 - Approved Bid Recommendation - Annual Contract for Commercial Underground Distribution Construction
 - Approved Bid Recommendation - 230/66kV Auto-Transformer

CLOSED SESSION PURSUANT TO N.C. GENERAL STATUTES 143-318.11 (A)(3) FOR LEGAL MATTERS

Commissioner Ronna Garrett motioned to enter Closed Session Pursuant to NC General Statutes 143-318.11 (a)(3) for Legal Matters. Motion was seconded by Commissioner Donald Porter, and unanimously approved @ 9:11 am.

There being no further business, upon motion by Commissioner Donald Porter, seconded by Commissioner Ronna Garrett, and unanimously approved, the Commission returned to open session at 9:20 a.m.

CLOSED SESSION PURSUANT TO N.C. GENERAL STATUTES 143-318.11(A)(6) FOR PERSONNEL MATTERS

Commissioner Ronna Garrett motioned to enter Closed Session Pursuant to Nc General Statutes 143-318.11 (a)(6) for Personnel Matters. Motion was seconded by Commissioner Donald Porters, and unanimously approved at 9:21 am.

There being no further business, upon motion by Commissioner Ronna Garrett, seconded by Commissioner Donald Porter, and unanimously approved, the Commission returned to open session at 11:20am.

ADJOURNMENT

There being no further business, upon motion by Commissioner Wade Fowler, seconded by Commissioner Donald Porter, the meeting adjourned at 11:20 am.

DRAFT



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

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

May 4, 2022

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

FROM: Morgan Hylton, Legal Fellow /s/ MEH

SUBJECT: Recommendation to Reject all Bids Received for PWC2122028—Cable Conductor Contract.

On February 1, 2022, the Fayetteville Public Works Commission (“PWC”) advertised for sealed bids to purchase inventory estimated to cost more than ninety thousand dollars (\$90,000) for the PWC2122028—Cable Conductor Contract. Bids were received and opened on February 24, 2022, at PWC’s Administration building from the following four bidders: Borderstate Electric, American Wire Group, Wesco, and City Electric.

Staff believes that all four bids are nonresponsive and therefore recommends that the Commission reject all bids received for PWC2122028—Cable Conductor Contract and authorize staff to readvertise said purchase for bids. If all bids are to be rejected, the rejection must be formally approved by PWC’s governing board in accordance with G.S. 143-129 (unless such authority is specifically delegated to PWC staff).

Comments: Staff believes that all bids received for PWC2122028—Cable Conductor Contract are nonresponsive and requests that the Commission reject said bids in accordance with G.S. 143-129.

**RESOLUTION REJECTING ALL BIDS FOR
PWC2122028—CABLE CONDUCTOR CONTRACT**

WHEREAS, on February 1, 2022, the Fayetteville Public Works Commission (“PWC”) advertised for sealed bids to purchase inventory estimated to cost more than ninety thousand dollars (\$90,000) for the PWC2122028—Cable Conductor Contract. Bids were received and opened at 3:00 p.m., on February 24, 2022, at PWC’s Administration building.

WHEREAS, four bids were received on February 24, 2022, from the following bidders: Borderstate Electric, American Wire Group, Wesco, and City Electric.

WHEREAS, upon evaluating the received bids, PWC determined the following:

1. Borderstate Electric did not provide pricing for thirteen (13) of the fifteen (15) items listed in the bid documents. Its bid is solely for CABLE, 1/0 AL, EPR, 25KV, 1/C, CN and CABLE, 750 MCM AL, EPR, 25KV, 1/C, CN.
2. American Wire Group did not provide pricing for two (2) of the fifteen (15) items listed in the bid documents. It failed to provide pricing for CABLE, 1/0 AL, EPR, 25KV, 1/C, CN and CABLE, 750 MCM AL, EPR, 25KV, 1/C, CN.
3. Wesco’s bid contained a nonwaivable material variance as it did not adhere to the variable pricing of goods requirement detailed in the bid documents.
4. City Electric’s bid purported to expire twenty-four (24) hours after bids were opened in contravention of the requirement in the bid documents that bids be held firm for acceptance for a period of ninety (90) days. City Electric has indicated it will not honor the prices set forth in its bid.

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

1. The Commission has determined that all four bids received for the Cable Conductor Contract are nonresponsive and therefore rejected.
2. The Commission authorizes staff to readvertise bids for the Cable Conductor Contract in accordance with G.S. 143-129.

ADOPTED this 11th day of May 2022

FAYETTEVILLE PUBLIC WORKS COMMISSION

Evelyn O. Shaw, Chair

ATTEST:

Donald L. Porter, Secretary

Open Commission Requests

As of 5-11-22

<u>Commission Meeting Date</u>	<u>Presentation/Discussion Item</u>	<u>Presenter (Staff)</u>
	NONE	

PREVIOUSLY CLOSED COMMISSION REQUESTS HAVE BEEN ARCHIVED

April 2022

Personnel Report

<i>DIVISION</i>	<i>AUTHORIZED POSITIONS</i>	<i>ACTUAL EMPLOYEES</i>	<i>Part -time Employees</i>	<i>CONTRACT POSITIONS</i>	<i>VACANT POSITIONS</i>	<i>Temp Staff</i>
MANAGEMENT						
Executive	4	4				
Legal Administration	1	1				
Customer Programs Admin	1	1				
Communications/Comm Rel	1	1				
Support Services Admin	1	1				
Financial Administration	1	1				
Water Administration	1	1				
Electric Administration	1	1				
Total	11	11	0	0	0	
LEGAL						
Legal	2	2				
Total	2	2	0	0	0	
COMM/COMM REL						
Communications/Comm Relatic	5	5				
Total	5	5	0	0	0	
CUSTOMER PROGRAMS						
Programs Call Center	8	7			1	1
Customer Accounts Call Center	32	*34				
Customer Service Center	15	15				
Customer Billing & Collections	14	13			1	1
Development & Marketing	5	5				
Water Meter Shop	2	1			1	
Electric Meter Shop	2	1			1	
Utility Field Services	17	15			2	1
Meter Data Management	7	7				
Total	102	96	0	0	6	3
ADMINISTRATION						
Human Resources	10	9			1	
Medical	1	1				1
Corporate Development	18	14			4	
Procurement	6	5			1	
Warehouse	13	12			1	
Fleet Maintenance	27	26			1	
Facilities Maintenance	7	7				
IT Admin & Support	6	5			1	
IT Infrastructure	12	9			3	
IT Applications	14	14				
IT DevOps	5	5				
Total	119	107			12	1

April 2022

Page 2

<i>DIVISION</i>	<i>AUTHORIZED POSITIONS</i>	<i>ACTUAL EMPLOYEES</i>	<i>Part -time Employees</i>	<i>CONTRACT POSITIONS</i>	<i>VACANT POSITIONS</i>	<i>Staff by Temp Agency or Part-time</i>
FINANCIAL						
Accounting	14	14				
Payroll	2	1			1	
Accounts Receivable	5	5				
Risk Management	5	5				
Property & ROW Mgmt	5	5				2
Safety	3	2			1	1
Internal Auditing	2	2				
Budget	2	2				
Rates & Planning	2	2				
Capital Projects Admin	5	5				
Total	45	43	0	0	2	3
WATER RESOURCES						
W/R Engineering	38	38				
W/R Construction	106	102			4	
P.O. Hoffer Plant	11	10			1	
Glenville Lake Plant	8	8				1
W/WW Facilities Maint.	26	24			2	
Cross Creek Plant	12	12				
Rockfish Plant	9	9				
Residuals Management	2	2				
Environmental Services	1	1				
Laboratory	6	6				
W/R Environ. Sys. Prot.	4	4				
Watersheds	2	2				
Total	225	218	0	0	7	1
ELECTRIC						
Electrical Engineering	24	21			3	
Fiber	2	2				
Electric Construction	88	77			11	
Substation	14	13			1	
Apparatus Repair Shop	5	4			1	
CT Metering Crews	4	4				
Compliance	3	2			1	
Power Supply SEPA	0	0				
Power Supply Progress Ener	0	0				
Generation	26	*27			*2	
Total	166	149		0	17	
TOTAL	675	631	0	0	44	8

*2 temporary overstaff in Customer Service

*3 temporary overstaff in Generation

PWC CAREER OPPORTUNITIES

FLEET MAINTENANCE TECHNICIAN

Job Info

Organization

Fayetteville Public Works Commission

Job Grade

405

Locations

Fayetteville, NC, United States | NC, United States

Work Locations

PWC OPERATIONS COMPLEX

Posting Date

5/4//22

Posting Expiration

5/6/22 5:00 PM

Posting Visibility

External

Full or Part Time

Full time

Schedule

Monday through Friday 7:00 a.m. to 4:00 p.m.

Salary Range

405 - \$20.18 to \$25.22 hourly

P/P CHIEF OPERATOR (10060)

Job Info

Organization

Fayetteville Public Works Commission

Job Grade

409

Locations

Fayetteville, NC, United States

Work Locations

PWC BUTLER-WARNER GENERATION PLANT

Posting Date

5/3/22

Apply Before

5/16/22 5:52 PM

Posting Visibility

Internal

Full or Part Time

Full time

Schedule

12 Rotating Shifts

Salary Range

409 \$32.44-\$40.54/hour

ELECTRIC SYSTEMS ANALYST (10059)

Job Info

Organization

Fayetteville Public Works Commission

Job Grade

406

Locations

Fayetteville, NC, United States

Work Locations

PWC OPERATIONS COMPLEX

Posting Date

5/2/22

Apply Before

5/13/22 8:48 AM

Posting Visibility

Internal

Full or Part Time

Full time

Schedule

Monday-Friday 8:00am-5:00pm On-call and overtime as required

Salary Range

406 \$22.44-\$28.05/hour

IT SHAREPOINT ADMINISTRATOR (10061)

Job Info

Organization

Fayetteville Public Works Commission

Job Grade

413X

Locations

Fayetteville, NC, United States

Work Locations

PWC OPERATIONS COMPLEX

Posting Date

5/2/22

Apply Before

5/16/22 5:00 PM

Posting Visibility

Internal and External

Full or Part Time

Full time

Schedule

Monday through Friday 8:00 a.m. to 5:00 p.m.

Salary Range

413X - \$76,267.55 to \$95,334.45

SMALL LOCAL SUPPLIER PROGRAM MANAGER (10053)

Job Info

Organization

Fayetteville Public Works Commission

Job Grade

413

Locations

Fayetteville, NC, United States

Work Locations

PWC OPERATIONS COMPLEX

Posting Date

5/2/22

Posting Expiration

5/16/22 2:39 PM

Posting Visibility

External

Full or Part Time

Full time

Schedule

Monday-Friday 8am-5pm extended hours as required

Salary Range

413 \$70,618.28 - \$88,272.86 annually

IT SYSTEMS ADMINISTRATOR (10058)

Job Info

Organization

Fayetteville Public Works Commission

Job Grade

413X

Locations

Fayetteville, NC, United States | NC, United States

Work Locations

PWC OPERATIONS COMPLEX

Posting Date

5/1/22

Apply Before

5/16/22 5:00 PM

Posting Visibility

Internal and External

Full or Part Time

Full time

Schedule

Monday through Friday 8:00 a.m. to 5:00 p.m.

Salary Range

413X - \$76,267.55 to \$95,334.45