

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 7<sup>th</sup>.

## **PWC Day**

Will be held on May 4<sup>th</sup>. 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.