



## South Granville Water and Sewer Authority

415 CENTRAL AVE, SUITE B BUTNER, NC 27509

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### Section 1 – High Priority/High Impact Projects

#### 1) PFAS Testing and Mitigation Strategies Program

- a) **Background:** The term PFAS describes a class of compounds commonly referred to as “forever chemicals” as they do not break down and remain constant in the environment through the water and land. PFAS can be found in products and materials used regularly by most citizens, such as lotion, wax paper, water bottles, cleaning products, non-stick cookware, dental floss, and more. See the latest information about PFAS from the US EPA at <https://www.epa.gov/pfas>

On June 15, 2022, the US EPA announced the new Interim Health Advisory Levels (HAL’s) for PFOA and PFOS. Water utilities, such as SGWASA, are “passive receivers” of PFAS. SGWASA does not produce or manufacture PFAS. Instead, the PFAS chemicals are present in source waters that are treated to produce drinking water.

Following the June 15, 2022, announcement by the US EPA regarding the HAL’s for PFOA and PFOS, SGWASA hired engineering consultant Hazen & Sawyer (“Hazen”) to assist SGWASA with PFAS/PFOS compliance, communications, testing, and mitigation strategies. At September 13, 2022, Board of Directors meeting, representatives David Briley, PE, and Alex Domrzalski, PE, from Hazen provided a presentation entitled: *PFAS, What is it?* The presentation provided the Board members and the public the opportunity to gain experience more about PFAS. The presentation is available at the following link: <https://www.youtube.com/watch?v=PvAOCzimPIU>

## Section 1 – High Priority/High Impact Projects (cont.)

Traditional PFAS reduction technologies include Granulated Activated Carbon (GAC), Reverse Osmosis (RO), and Ion Exchange (IX). Both public and private entities are developing new PFAS removal/reduction technologies. Costs associated with the traditional PFAS reduction technologies range from \$1.50-\$3.00 per gallon of finished water from a water plant. SGWASA's water plant is permitted to treat 7.5 Million Gallons per Day (MGD) yet currently produces an average of 3.5 MGD. The cost for treating 7.5 MGD of water for PFAS reduction equals an investment range of \$11.25M-\$22.5M depending on the type(s) of technology used.

In the fall of 2022, the Department of Environmental Quality (DEQ) collected water samples at SGWASA's water treatment plant to analyze PFAS levels. The testing and analysis effort by the DEQ was part of a state-wide program to assess water utilities.

In early March 2023, SGWASA received the fall 2022 DEQ PFAS test results. At the 3/14/23 Board of Directors meeting, the Board of Directors approved a unit price contract with ECS Southeast, LLP., for the PFAS Sampling and Analysis Project, for the not-to-exceed amount of \$41,300.00. From April 2023 through June 2023, ECS Southeast, LLP., performed PFAS water quality testing at Lake Holt (SGWASA's drinking water source) to determine the upstream sources of PFAS coming into Lake Holt. The Technical Report of findings from this study are found on SGWASA's website at: <https://www.sgwasa.org/media/Reports/SGWASA%20PFAS%20Technical%20Memo%20from%20Hazen%20and%20Sawyer.pdf>

In July 2023, following the work with Hazen & Sawyer, SGWASA hired engineering consultant CDM-Smith to assist SGWASA with its PFAS/PFOS compliance. CDM-Smith was tasked with two items: 1.) creating a PFAS Pilot Testing Program, and 2.) submitting on SGWASA's behalf, two (2) NCDEQ State Revolving Fund (SRF) financing/grant applications. One NCDEQ SRF application was for the maximum grant amount of \$500,000 for the PFAS pilot testing, and the second NCDEQ grant was in the amount of \$22,000,000 for PFAS mitigation engineering design and construction. The two NCDEQ applications were submitted in early October 2023. The Pilot Testing project is associated to the SGWASA FY23-33 CIP ID# 101-07 at an estimated cost of \$500,000.

On April 10, 2024, the U.S. Environmental Protection Agency (EPA) announced the final National Primary Drinking Water Regulation (NPDWR) for six PFAS. The NPDWR establishes legally enforceable PFAS levels, called Maximum Contaminant Levels (MCLs), for six PFAS in drinking water. PFOA, PFOS, PFHxS, PFNA, and HFPO-DA as contaminants with individual MCLs, and PFAS mixtures containing at least two or more of PFHxS, PFNA, HFPO-DA, and PFBS using a Hazard Index MCL to account for the combined and co-occurring levels of these PFAS in drinking water. The EPA also finalized health-based, non-enforceable Maximum Contaminant Level Goals (MCLGs) for these PFAS. These values are shown in the following table.

## Section 1 – High Priority/High Impact Projects (cont.)

| Compound  | Final MCLG                   | Final MCL (enforceable levels)                           |
|---|------------------------------|--|
| PFOA  | Zero                         | 4.0 parts per trillion (ppt)<br>(also expressed as ng/L) |
| PFOS  | Zero                         | 4.0 ppt  |
| PFHxS   | 10 ppt                       | 10 ppt   |
| PFNA  | 10 ppt                       | 10 ppt   |
| HFPO-DA (commonly known as GenX Chemicals)                        | 10 ppt                       | 10 ppt   |
| Mixtures containing two or more of PFHxS, PFNA, HFPO-DA, and PFBS | 1 (unitless)<br>Hazard Index | 1 (unitless)<br>Hazard Index                             |

### The Final Rule Requires:

- Public water systems must monitor for these PFAS, and they have three years to complete initial monitoring (by 2027), followed by ongoing compliance monitoring. Water systems must also provide the public with information on the levels of these PFAS in their drinking water beginning in 2027.
- Public water systems have five years (by 2029) to implement solutions that reduce these PFAS if monitoring shows that drinking water levels exceed the MCLs.
- Beginning in five years (2029), public water systems that have PFAS in drinking water which violates one or more of these MCLs must take action to reduce levels of these PFAS in their drinking water and must provide notification to the public of the violation.

### b) What are SGWASA’s next steps in moving to compliance with the new NPDWR Rule?

SGWASA has prepared the following approach to meet the 5-year compliance deadline, as shown in the following steps:

- Design a PFAS Pilot Testing Program to determine the most cost-effective PFAS removal techniques for SGWASA’s water system.
  - The design was initiated and completed in late 2023.
- Conduct PFAS Pilot Testing beginning in mid-2024 through early 2025.
  - The results of the PFAS Pilot Testing program will evaluate PFAS removal technologies. The results of these tests will provide the criteria for engineering design.
    - SGWASA was notified by NCDEQ that it received a \$500,000 grant to perform the PFAS Pilot Testing program.

## Section 1 – High Priority/High Impact Projects (cont.)

- The SGWASA Board of Directors approved the NCDEQ Resolution of Acceptance for the grant funding at the September 10, 2024, Regular Monthly Meeting.
  - Following Board approval, CDM-Smith started the work.
    - The work is in progress and will be completed in August 2025.
  - Design the PFAS removal process equipment to coincide with the existing piping/systems within the SGWASA water treatment plant.
    - SGWASA is currently working with CDM-Smith on a draft contract scope of engineering design & bidding services. This contract will be provided to the Board of Directors in FY24-25.
  - Design and Construct the PFAS removal process equipment.
  - Start up the new PFAS removal process equipment.
- c) **Status** (■ In Progress/On Schedule): CDM-Smith completed the PFAS Pilot Testing Program Report in December 2023. In March 2024, the NCDEQ notified SGWASA regarding the status of the two (2) State Revolving Fund (SRF) PFAS funding applications that were submitted in October 2023. In summary, the NCDEQ approved the \$500K grant for the PFAS pilot testing program, yet the NCDEQ did not approve funding for the \$22M grant request.

In the Fall of 2023, SGWASA received a \$5M appropriation (grant) from the state budget for infrastructure upgrades. The grant is being administered by the NCDEQ. Based on the recent information presented by the USEPA regarding the PFAS compliance deadlines, the \$5M grant could be allocated to the PFAS compliance program (engineering/construction), thus allowing SGWASA to keep the PFAS removal project compliance schedule on track with the USEPA requirements. The topic of dedicating this grant to the PFAS reduction project will be discussed by the Board of Directors at a future Board meeting. Like other NCDEQ grants, NCDEQ will require certain documents to be completed prior to SGWASA moving forward with this project funding.

### 2) I-85 Sanitary Sewer System Improvement Project

- a) **Background:** SGWASA serves the southern portions of Granville County North Carolina, including the towns of Creedmoor, Butner, and Stem. As development continues to expand north of the Raleigh-Durham area, SGWASA continues to receive significant interest from commercial and residential developers. Currently, portions of the existing wastewater collection system is at its maximum capacity to reliably convey the flow to the SGWASA Wastewater Treatment Plant (WWTP). Due to this issue, SGWASA has instituted a moratorium on additional development in the area surrounding Creedmoor and portions of Butner, until additional collection system capacity is provided.

In 2019 SGWASA commissioned a comprehensive sanitary sewer system evaluation, commonly referred to as the I-85 Sewer Study. The I-85 Sewer Study evaluated the major sanitary sewer trunk lines and pump stations throughout certain sewer-sheds to

## Section 1 – High Priority/High Impact Projects (cont.)

identify the improvements required to meet both the short-term and long-term needs of the sanitary sewer system. The I-85 Sewer Study concluded by identifying four priority project areas, with an estimated design and construction cost of \$50+ million.

Beginning in 2021, SGWASA started working with professional engineering design consultant CDM-Smith on the I-85 Sanitary Sewer System Improvement Project. CDM-Smith is providing engineering design, financial application assistance, and bidding services for the I-85 Sanitary Sewer System Improvement Project. The current approved contract with CDM-Smith is \$5,896,600.

In the fall of 2021, the State of North Carolina granted \$35 million in American Rescue and Recovery Act (ARPA) funds to the South Granville Water and Sewer Authority for water and wastewater infrastructure improvements. In early 2022, the SGWASA Board of Directors agreed to dedicate the grant money toward the I-85 Sanitary Sewer System Improvement Project.

In 2022, the Board of Directors authorized the Executive Director to apply for a \$35 million low-interest loan with the United States Department of Agriculture (USDA).

On March 12, 2024, CDM-Smith provided the SGWASA Board of Directors with an update on the I-85 Sanitary Sewer Improvement Project. The presentation was well received and provided the Board of Directors, and the public, with the opportunity to gain more experience about the complex sanitary sewer improvement project.

On April 18, 2024, CDM-Smith & SGWASA held a public information open house to allow the public an opportunity to review the project in more detail. The public open house was a great success.

**Status of Engineering Design & Project Bidding Tasks** (■ In Progress/On Schedule): CDM-Smith completed the engineering design plans and created two construction packages to align with the various funding packages associated with the entire project. The two construction packages, known as Construction Package #1 (CP#1) and Construction Package #2 (CP#2) will be advertised for public bidding in 2024 and in 2025. The estimated cost of the project is \$70 million.

CP#1 was publicly bid in late July 2024, and the bids were opened in October 2024. SGWASA received two bids for CP#1. Staff will prepare legislation for a contract award to be presented at the December 10, 2024, Board of Directors meeting.

CP#2 is scheduled for public bidding in early 2025.

## Section 1 – High Priority/High Impact Projects (cont.)

- b) **Status of USDA Loan Tasks:** (■ In Progress/On Schedule): CDM-Smith and SGWASA worked with the USDA on a \$35M loan package application for 2 years. At the 2/13/24 SGWASA Board of Directors regular monthly meeting, Julia Johnson, Water/Environmental Programs Specialist with the USDA provided the Board of Directors with an overview of the Letter of Conditions for the \$35M USDA loan. Following the presentation, the Board of Directors approved (by motion) to accept the conditions set forth in a Letter of Conditions dated 2/13/2024; the associated Loan Resolution; and authorized the Chairman and Secretary to the Board to execute all forms necessary to obtain a loan and grant from the USDA. During FY24-25 SGWASA and the USDA will prepare and complete the necessary loan closing forms for the project.

### 3) USEPA Lead & Copper Program Update Creates Mandatory Compliance Activities for All Water Service Providers.

- a) **Background:** The U.S. Environmental Protection Agency's (EPA's) Lead and Copper [Rule Revisions](#) went into effect December 16, 2021. The EPA's new Lead and Copper Rule better protects children and communities from the risks of lead exposure by better protecting children at schools and childcare facilities, getting the lead out of our nation's drinking water, and empowering communities through information. Please read more about this program below by clicking on the Fact Sheet.

#### **EPA Lead & Copper Program [Fact Sheet](#)**

By the compliance date of October 16, 2024, all water systems must submit an inventory of service lines to their state review agency. All water systems with inventory that includes lead service lines, and galvanized lines that are or ever were downstream of a lead service line, or lead status unknown service lines, must also provide a lead service line replacement plan.

**Status** (■ In Progress/On Schedule): Following the issuance in 2022 of a Request for Qualifications (RFQ) for professional engineering services for the lead & copper program management, SGWASA selected Hazen & Sawyer as the best qualified firm to assist SGWASA in the management of the Lead & Copper Program. Hazen & Sawyer was awarded a contract in the amount of \$336,133.00 for program management to meet the compliance requirements. Staff continue to meet bi-monthly with the Hazen & Sawyer project team to ensure the project remains on schedule. Hazen & Sawyer/SGWASA met the EPA's 10/16/24 compliance deadline to submit the service line inventory.

On 10/8/24, Hazen & Sawyer provided the SGWASA Board of Directors with a Lead and Copper Program status update presentation. The presentation begins around the 7-minute mark in the meeting video. The YouTube video link is found below.

<https://www.youtube.com/watch?v=F1aXIKAAebQ>

## Section 1 – High Priority/High Impact Projects (cont.)

Furthermore, the South Granville Water & Sewer Authority (SGWASA) is asking customers with unknown service line materials to submit information using this survey. A letter was mailed in mid-November 2024 to specific SGWASA customers outlining that SGWASA was unable to determine the composition of their water service line. The specific set of customers who received the letter are asked to identify the service line material. The responses will be used for the sole purpose of verifying water service line material as required by the U.S. Environmental Protection Agency's Safe Drinking Water Act, 2021 Lead and Copper Rule Revision.

A service line is the water pipe that connects your home to the public water main. The service line conveys water from the main to the faucets, toilets, and other fixtures within your house and can typically be seen where it enters your home in the basement.

To complete this short 5-minute survey, please have the following available:

- Magnet (a refrigerator magnet works well)
- Penny or a key
- Smart phone or digital camera
- Internet access to upload information

[Click here to take the personal reporting survey.](#)

### 4) **City of Creedmoor Service Area - Water Distribution System Improvements: Lake Rogers Booster Pump Improvements - This project is identified in the SGWASA FY23-33 CIP as PID# 101-09**

- a) **Background:** During 2022, the SGWASA/City of Creedmoor service area was analyzed in the newly created water distribution system hydraulic model. At the conclusion of the hydraulic analysis performed on the SGWASA-City of Creedmoor service area several tasks were identified to improve water quality issues. One of the primary tasks identified included further analysis and the possible rehabilitation/replacement of critical infrastructure within the Lake Rogers booster pump station. In summary, the Lake Rogers booster pump station is also an injection point for chemicals, such as chlorine and ammonia. Through an inspection, it was discovered that the chemical injection equipment was not working properly, and a new system needed to be designed to replace the non-functioning equipment.

McGill Associates, SGWASA's on-call engineering services provider, completed the design work and bidding specifications for this project. This project is identified in the SGWASA FY23-33 CIP as PID# 101-09. H. G. Reynolds Company, Inc., of Henderson, North Carolina, was the lowest responsive, responsible bidder with a total bid amount of \$261,650.00. In February 2024, the Board of Directors approved the contract with H.G. Reynolds ("Contractor") for the upgrade project.



## Section 1 – High Priority/High Impact Projects (cont.)

The Contractor's team started this project in the spring by initiating the kickoff meeting and submitting the required documents for review and approval by McGill Associates prior to ordering the equipment. Upon the ordering of the pump equipment skids and associated components for the project, the Contractor was informed by the vendors that supply chain issues could cause a 6-week delay in the delivery of the equipment. Due to the supply chain delivery issues, the Contractor, who originally anticipated completion of the project by the end of August, determined that the project could be delayed into

September. Additional delays in shipping of a few critical components caused the project completion date to slip into September 2024.

Before initiating the full startup of the new booster station equipment, SGWASA needed to complete the annual water distribution system-wide chlorine burn out program. Doing so ensured that starting up the new booster station would not interfere with its process, nor interfere with the chlorine burn out.

In summary, annually in October SGWASA performs a water distribution system-wide chlorine burn out. The chlorine burn out runs throughout the entire month of October. When the chlorine burn out is completed, the water system is slowly turned back over to a chloramine (a combination of chlorine and ammonia) system. Utilities perform a water distribution system chlorine burn out, also known as a free chlorine conversion, for the following reasons:

1. **Control Bacterial Growth:** Over time, nitrifying bacteria can proliferate in water systems that use chloramines for disinfection.
  2. **Maintain Disinfectant Residual:** A chlorine burn helps ensure that a satisfactory level of disinfectant is maintained throughout the distribution system.
  3. **Routine Maintenance:** The process is part of routine maintenance to keep the water distribution system clean and functioning efficiently
  4. **Improve Water Quality:** By temporarily switching to free chlorine, utilities can improve the overall water quality, reducing the presence of heterotrophic bacteria and other contaminants.
- b) **Status** ( ■Substantially Complete): The new booster pump station upgrade equipment is operational. The final billing for the project will occur in December 2024.



## Section 1 – High Priority/High Impact Projects (cont.)

### 5) Wastewater Treatment Plant – Chemical Storage System Replacement - SGWASA FY23-33 CIP as PID# 107-02

- a) **Background:** The SGWASA Wastewater Treatment Plant (“Plant”) utilizes chemicals for the treatment process to meet North Carolina Department of Environmental Quality (NCDEQ) discharge requirements. The Plant currently has five alum and four caustic bulk chemical storage tanks. The nine existing tanks are made of fiberglass and have been in use for over twenty years. Over time, due to a combination of factors, all the tanks deteriorated such that none were operating entirely as designed. Based on the current age and condition of the tanks and their associated components (plumbing, electrical, SCADA), SGWASA staff determined the best course of action was to replace the chemical storage tanks with new storage tanks of modern materials and design.

In 2022, McGill Associates, SGWASA’s on-call engineering consultant, was authorized to provide the necessary analysis, design, bidding, and construction administration for the chemical storage tank replacement project. The proposed cost for these services is \$146,500. This project is identified in the SGWASA FY23-33 CIP as PID# 107-02 at an estimated cost of \$800,000.

- b) **Status** (■ Substantially Complete): WGK Construction, LLC, of Wake Forest, North Carolina will be wrapping up this project in December 2024. However, all the new components are installed and operational.

### 9) SGWASA - City of Creedmoor Service Area Water Meter Replacement Program

- a) **Background:** SGWASA has approximately 6,600 water meters in its service area. The water meters are comprised of varying makes, models, ages, and reading types (manual and automatic). The conglomeration of non-standardized water meters across the SGWASA service area places SGWASA in a demanding situation when it comes to reading meters, updating meters, replacing meters, etc. SGWASA has fallen short in reaching its goal (established in 2009) of replacing/upgrading all the water meters on a 10-year cycle.

During the past 24 months, SGWASA removed 500+ manual read water meters and replaced them with new SGWASA standard (dual AMR/AMI capable) water meter in various areas throughout the SGWASA service area – including Creedmoor. The meters were installed by SGWASA crews.

The upgraded meters provide SGWASA with the ability to collect the meter information via a radio receiver versus a manual reading. This upgrade has provided SGWASA with a more accurate and efficient way of reading water meters. This project cost SGWASA \$222,453.00 for the meters.

## Section 1 – High Priority/High Impact Projects (cont.)

To further modernize SGWASA’s system-wide water meters, a water meter upgrade program is needed in the SGWASA/City of Creedmoor Service Area. The SGWASA/City of Creedmoor Service Area contains 2,200+ water meters. To date, only a few hundred of the City of Creedmoor water meters have been updated by SGWASA staff. With the remaining water meter replacement count to be around 2,000 meters, staff prepared a Request for Proposals (RFP) to collect proposals for water meter removal and installation. This project is identified in the SGWASA FY23-33 CIP as PID# 102-05 at a cost of \$1,000,000.

- b) **Status** ( ■ In Progress/On Schedule): At the November 12, 2024, Board of Directors meeting, the Board of Directors approved three legislative items to advance this project to completion. The three legislative items approved by the Board of Directors included: an award of contract with Vanguard Utility Services for the installation of the new water meters; approval to purchase new water meters from the Core & Main Company; and approval to purchase new water meter hardware from the Miller Supply Company.

Following the November 12, 2024, Board of Directors meeting, staff secured the required purchase orders to purchase the water meters and associated hardware. Furthermore, staff is completing the final contract with Vanguard Utility Services. During December SGWASA staff will meet with Vanguard Utility Services staff to discuss the schedule for meter replacement. The water meter replacement project schedule will be provided in future updates. Note: The contract provides Vanguard Utility Services with 18 months from the award of contract to complete the water meter upgrade. SGWASA staff will work with Vanguard Utility Services Company staff to complete the water meter upgrade project as quickly as practical, based on the constraints of other programs (financial software upgrade) in progress.

### 10) SGWASA – Financial Software Upgrade

- a) **Background:** SGWASA has been using Harris Computer’s ICS (“Harris ICS”) brand software as its primary financial, billing, and customer service technology system since 2006. Since 2006, SGWASA has applied upgrades and enhancements to the software. The Harris ICS platform does not meet SGWASA’s current/future needs, and it fails to provide important information to current utility customers. Because of these issues, SGWASA’s executive management team decided to solicit proposals for new financial software.

Staff issued a Request for Proposals (RFP) in August 2023. During November 2023, SGWASA staff performed an extensive 2-day evaluation of the selected vendor’s software to ensure it meets SGWASA’s requirements. The Board of Directors approved an award of contract to Tyler Technologies at the January 9, 2024, Board of Directors meeting.

- b) **Status** ( ■ In Progress/On Schedule): SGWASA’s staff and Tyler Technologies implementation team started the implementation process. The implementation process will take 12-18 months to complete. The scheduled completion date is 6/30/25.

## Section 2 –Board Meetings Topics Update - Past 90 days

| Board Meeting Month/Year | Topic  | Status   |
|--------------------------|--|--|
| <b>September 2024</b>    | System Development Fee Analysis Report - Adoption  | Approved by the Board of Directors.  |
| <b>September 2024</b>    | FY24-25 Annual Sewer Cleaning Contract Award   | Approved by the Board of Directors.  |
| <b>September 2024</b>    | Hazen & Sawyer CIP Task Orders for various water improvement projects  | Approved by the Board of Directors. In progress.   |
| <b>September 2024</b>    | McGill CIP Task Order for conceptual space planning  | Approved by the Board of Directors. In progress.   |
| <b>September 2024</b>    | CDM Smith PFAS Pilot Testing Program Task Order  | Approved by the Board of Directors. In progress.   |
| <b>September 2024</b>    | NCDEQ Grant for PFAS Pilot Program Resolution of Acceptance  | Approved by the Board of Directors.  |
| <b>September 2024</b>    | AIA Grant Application Resolution for Water Treatment Plant Master Plan   | Approved by the Board of Directors. Submitted to NCDEQ by deadline.  |
| <b>September 2024</b>    | Water Meters for New Construction-Sole Source Purchase   | Approved by the Board of Directors. Meters ordered and delivered.  |
| <b>September 2024</b>    | FY24-25 Budget Amendments #4 & #5  | Approved by the Board of Directors.  |
| <b>October 2024</b>      | Lead and Copper Rule Revision: Program Update  | Presentation only.   |
| <b>October 2024</b>      | SGWASA Board of Directors Meeting Schedule for 2025  | Approved by the Board of Directors.  |
| <b>October 2024</b>      | SGWASA 2025 Holiday Observance Schedule  | Information only.  |
| <b>October 2024</b>      | Amended FY24-25 Schedule of Rates, Fees, and Charges   | Approved by the Board of Directors.  |
| <b>October 2024</b>      | Grease Control Chemicals for Wastewater Collection System: Request for Sole Source Purchase of Chemicals                                   | Approved by the Board of Directors. Chemicals purchased and added where needed.                                      |
| <b>October 2024</b>      | Spectrum Enterprise Service Agreement  | Approved by the Board of Directors. Project started in late October. Anticipate completion by Feb. 1 <sup>st</sup> . |
| <b>November 2024</b>     | SGWASA Board Member oath of office ceremony performed for Stem Board Member Kenneth McLamb, and Town of Butner Councilperson Vicky Daniels | Completed.   |

| Board Meeting<br>Month/Year | Topic   | Status                              |
|-----------------------------|---|-------------------------------------|
| <b>November<br/>2024</b>    | FY23-24 Audit Presentation provided by Carleen Evans of Winston, Williams, Creech, Evans, & Company, LLP                  | Information only.                   |
| <b>November<br/>2024</b>    | FY24-25 Financial Presentation Q1 presented by Richard Balmer, Finance Director   | Information only.                   |
| <b>November<br/>2024</b>    | Cash Policy Revisions   | Approved by the Board of Directors. |
| <b>November<br/>2024</b>    | Water Meter Replacement Program: Award of Contract for Vanguard Utility Services Company                                  | Approved by the Board of Directors. |
| <b>November<br/>2024</b>    | Water Meter Replacement Program: Water Meter Purchase from Core & Main Company  | Approved by the Board of Directors. |
| <b>November<br/>2024</b>    | Water Meter Replacement Program: Misc. hardware purchase from Miller Supply Company                                       | Approved by the Board of Directors. |
| <b>November<br/>2024</b>    | Budget Amendment #6 for Fiscal Year 2024-2025 appropriates budget for items associated to the water meter upgrade project | Approved by the Board of Directors. |
| <b>November<br/>2024</b>    | Budget Amendment #7 for Fiscal Year 2024-2025 appropriates additional budget for replacement of two (2) utility trucks    | Approved by the Board of Directors. |

### Section 3 - Utility Operations Highlights During the Reporting Period

- a) **Water Distribution System Topics**
  - i) Crews responded to several water main breaks in the Town of Butner area throughout the month of November. The water main breaks occurred following a drop in temperatures during the later part of the month. In general, all water main break repairs were completed in a timely manner with few customer service disruptions.
- b) **Wastewater Collection System Topics**
  - i) **Sanitary Sewer Overflows (SSO's):**
    - (1) None.
  - ii) **Other Topics:**
    - (1) None.
- c) **Water Treatment Plant Topics**
  - ii) None.
- d) **Wastewater Treatment Plant Topics**
  - i) None.
- e) **Utility Customer Service/Administration Topics**
  - i) None.

### Section 4 - Staffing Updates

The FY24-25 Budget authorized 49 full-time employees. The current staffing level is at 96%. The following is a breakdown of the status of several vacancies.

- 1) **Vacant Positions**
  - a) Utility Engineer (1) – Vacant since 8/1/23.
    - i) Due to the lack of success in filling this position since August 2023, staff is working to revise the position to fulfill other needs in the organization.
- 2) **Vacant Positions – Currently Advertising and/or Interviewing**
  - a) Water Treatment Plant Operator (1)
- 3) **Vacant Positions – Final Candidate Selected/Pending Background Checks**
  - a) None.
- 4) **Recent New Hires**
  - a) None.
- 5) **Recent Internal Promotions**
  - a) None.

## Section 5 - Executive Director – Activities Recently Completed

### Activities Recently Completed

- 1) **Project-Related Meetings:** I attended the following project-related meetings during the reporting period to ensure forward progress and schedule adherence.
  - a) UNRBA meetings.
  - b) Various customer relations meetings with SGWASA member communities.
  - c) Lead and Copper Program.
  - d) PFAS Reduction Program.
  - e) I-85 Sanitary Sewer System Improvement Project.

### Special Note(s) from the Executive Director

None.

### Attachments

- 1) None.