

MINUTES OF THE EASTOVER SANITARY DISTRICT
Tuesday, October 25, 2011
Regular Meeting

Chairman Johnson called the regular meeting of the Eastover Sanitary District to order on Tuesday, October, 25, 2011 at 6:00 p.m.

BOARD MEMBERS PRESENT

Chairman Morgan Johnson, Vice Chairman Liz Reeser, Secretary Helen Crumpler

STAFF PRESENT

District Manager Connie Spell, Attorney John Jackson

INVOCATION AND PLEDGE OF ALLEGIANCE

The invocation was rendered by Mrs. Marilyn Johnson, followed by the Pledge of Allegiance.

APPROVAL OF AGENDA

The Chairman presented for consideration the following additions to the agenda:

8. ESD Office Update
 - a. Consider Lease Agreement for office – Johnnie & Linda Sanderson
 - b. Consider Time Warner Cable Business Class Service Agreement
 - c. Consider Star Wireless proposal for phone system
 - d. Consider High Country Computers proposal for computers

10. Other Business
 - a. Consider Budget Ordinance Amendment amending the fee schedule to include ESD II Water Availability Fee.
 - b. Consider adoption of Resolution – purchases and authorization of signature.

Motion was made by Reeser, seconded by Crumpler and carried unanimously to approve the agenda with the additions as presented.

PUBLIC FORUM - None

CONSENT AGENDA

Motion was made by Reeser, seconded by Crumpler and carried unanimously to approve the consent agenda as presented.

The following actions were affected:

a. Minutes of the September 27, 2011 Meeting

The board approved the Minutes of the September 27, 2011 Regular Meeting.

b. Financial Statement as of September 30, 2011

The board approved the Financial Statement ending September 30, 2011 as submitted.

CONFIRMATION OF INVOICES PAID

Motion was made by Reeser, seconded by Crumpler and carried unanimously to confirm the following invoices paid:

- a. The Yarborough Law Firm, September 26, 2011, \$1,766.93.
- b. Hobbs-Upchurch, September 28, 2011, \$8,240.00.
- c. Hobbs-Upchurch, October 4, 2011, \$5,797.30
- d. PilaNet LLC, October 3, 2011, \$135.00

PRESENTATION OF NEW INVOICES FOR PAYMENT

Chairman Johnson presented one additional invoice for approval – Yarborough Law Firm, October 20, 2011 in the amount of \$2,225.00.

Motion was made by Chairman Johnson, seconded by Reeser and carried unanimously to approve the payment of the invoice.

ENGINEER UPDATE OF ESD II WATER

Chairman Johnson reported that as of October 13, 2011 water was available for customers within the ESD II area. He stated customers were already beginning to connect.

ESD OFFICE UPDATE

a. Consider Lease Agreement for office – Johnnie & Linda Sanderson

The Manager presented the Lease Agreement for the ESD office as submitted by Johnnie & Linda Sanderson. The lease is for a three year term, \$1500.00 per month.

Motion was made by Reeser, seconded by Crumpler and carried unanimously to approve the Lease Agreement as presented.

b. Consider Time Warner Cable Business Class Service Agreement

The Manager reported that quotes had been received from Century Link and Time Warner to provide the monthly service for phone and internet service for the ESD office. The quotes include 2 lines with additional designated fax line, high speed internet service, and unlimited long distance.

The quotes received:

Time Warner Cable Business Class - \$216.85 per month plus tax

Century Link - \$230.40 per month plus tax

Motion was made by Reeser, seconded by Crumpler and carried unanimously to approve the Time Warner Cable Business Class Service Agreement.

c. Consider Star Wireless proposal for phone system

The Manager reported the following quotes had been received for a phone system for the ESD Office:

One Call Communications, \$3,705.29 plus tax
 Star Wireless, \$3,684.83 plus tax.

The quotes include a turnkey job for new phone system installation, programming, employee training, phone and computer cabling. The phone system is a bundle package with 4 phones. Additional phones can be added as needed.

Motion was made by Reeser, seconded by Crumpler, and carried unanimously to approve the Star Wireless sales proposal for the phone system.

d. Consider High Country Computers proposal for computers

The Manager reported quotes had been received for computers and install from the following companies:

High Country Computer, LLC - \$5,066.94 plus tax
 Networking Concepts - \$5,872.48

The quote was for 4 computers with Microsoft Office software, (Word, Excel, PowerPoint, and Outlook), keyboard mouse and monitors. Each company stated ESD did not have to purchase all four computers to receive the price quoted on their estimate. The Manager recommended that since we do not know when the other employees will be coming on board that ESD purchase only one or two computers at this time. She stated High Country quote also included a laser printer and unlimited storage off-site backup with an annual fee of \$59.00.

Motion was made by Reeser, seconded by Crumpler and carried unanimously to approve the High Country Computers, LLC proposal and purchase one computer at this time, and to purchase other computers as needed.

DELINQUENT ACCOUNTS: Liz update

Liz stated she had not received any delinquent reports from PWC. Chairman Johnson stated he would call Bill Berry to see if he could check on the reports.

OTHER BUSINESS

a. Consider Budget Ordinance Amendment amending the fee schedule to include ESD II Water Availability Fee

The ESD II water project has been released by PWC for customers to connect. A Budget Ordinance Amendment amending the 2011-2012 fee schedule to include the ESD II Water Availability Fee of \$19.64 per month was presented.

Motion was made by Reeser, seconded by Crumpler and carried unanimously to approve the Budget Ordinance Amendment to add ESD II Water System Availability Fee of \$19.64.

b. Consider adoption of Resolution – purchases and authorization of signature

The Manager reported she had talked with County Finance and John Jackson and it was recommended that the ESD adopt a resolution authorizing approval process for purchases and

authorizing the Manager to sign documents. She reported John Jackson had reviewed the resolution and recommended approval.

After a brief discussion, motion was made by Reeser seconded by Crumpler and carried unanimously to approve the following resolution:

**RESOLUTION OF BOARD OF DIRECTORS
OF
EASTOVER SANITARY DISTRICT
Resolution No. 2011-**

WHEREAS, Eastover Sanitary District, a North Carolina corporate body politic is authorized to do business under the laws of the State of North Carolina;

WHEREAS, the Eastover Sanitary District has hired a District Manager and has established an office for the Sanitary District;

WHEREAS, it is important that the operation of the District be done in a professional and timely manner;

WHEREAS, the Board of Directors hereby authorizes Connie Spell, District Manager of Eastover Sanitary District, to sign time sheets, requisitions, invoices, personnel documents and all other business documents and/or papers required to perform the function of her job as District Manager.

WHEREAS, to expedite the purchasing process and payment of invoices the board hereby authorizes the District Manager and/or Chairman to approve purchases and enter into contracts in an amount not to exceed \$5,000.00 when funds are allocated in the approved budget.

WHEREAS, any purchase \$5,000.00 or greater shall require approval from the Board of Directors.

Adopted this the 25th day of October, 2011.

Morgan Johnson, Chairman

ATTEST:

Helen Crumpler, Secretary

CLOSED SESSION

Motion was made by Chairman Johnson seconded by Reeser and carried unanimously to go into Closed Session pursuant to NCGS 143-318.11 (a) (3) to consult with the attorney on matters within the attorney-client privilege.

The board took a ten minute recess.

At 7:15 p.m., upon a motion by Chairman Johnson, seconded by Crumpler and carried unanimously the board returned to regular session.

ADJOURN

With no further business, motion was made by Chairman Johnson, seconded by Reeser and carried unanimously to adjourn at 7:16 p.m.

Morgan Johnson, Chairman

ATTEST:

Helen Crumpler, Secretary