

**EASTOVER SANITARY DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
Tuesday, October 24, 2017 – 5:30 P.M.  
EASTOVER COMMUNITY CENTER**

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**AGENDA**

**CALL TO ORDER  
INVOCATION  
PLEDGE OF ALLEGIANCE**

**1. APPROVAL OF AGENDA – ADDITIONS OR DELETIONS**

**2. PUBLIC FORUM**

- a. Each speaker is asked to limit comments to three (3) minutes, and the total comment period will be 15 minutes or less. Citizens should sign up with the Secretary to speak prior to the start of the meeting.*

**3. APPROVAL OF CONSENT AGENDA**

- a. Minutes of the September 26, 2017 Board Meeting (TAB 1)**  
**b. Approval of the Financial Statement ending September 30, 2017 (TAB 2)**

**4. NEW BUSINESS/DISCUSSION ITEMS**

- a. Bad Debts – Write Off (TAB 3)**  
**b. Manager’s Report (TAB 4)**  
**c. Envirolink’s Report**

**5. CLOSED SESSION – *If one is called the General Statute(s) allowing the Closed Session will be cited in the motion.***

**6. ADJOURNMENT**

TAB 1

**EASTOVER SANITARY DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
Tuesday, September 26, 2017**

Chairman Morgan Johnson called the regular meeting of the Eastover Sanitary District to order on Tuesday, September 26, 2017 at 5:30 p.m.

**BOARD MEMBERS PRESENT**

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

**STAFF PRESENT**

District Manager Connie Spell, Bob Tucker County Finance, Tracy Miller Envirolink, Neil Yarborough Attorney, Lisa Lloyd Clerk to the Board.

**INVOCATION AND PLEDGE OF ALLEGIANCE**

The invocation was rendered by Bob Tucker, followed by the Pledge of Allegiance.

**1. APPROVAL OF AGENDA – ADDITIONS OR DELETIONS**

*Motion was made by Johnson seconded by Reeser and carried unanimously to approve the agenda.*

**3. PUBLIC FORUM - None**

**3. APPROVAL OF CONSENT AGENDA**

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

- a. Minutes of the August 22, 2017 Regular Meeting.
- b. Approval of the Financial Statement ending August 31, 2017.

**4. NEW BUSINESS/DISCUSSION ITEMS**

**a. Consider Adoption of Resolution Approving 2016 Local Water Supply Plan – Resolution No. 2017-02**

District Manager introduced the Resolution and explained that the board must adopt the Resolution.

*Motion was made by Johnson, seconded by Crumpler and carried unanimously to adopt Resolution Approving 2016 Local Water Supply Plan –Resolution No. 2017-02.*

(A copy of the Resolution – Approving 2016 Local Water Supply Plan – Resolution No. 2017-02 is hereby attached as Exhibit “A” and part of the official minutes).

**b. Manager's Report**

**1. Purchase of Land**

The Board of Directors approved to enter into an Offer to Purchase with Culbreth Investments, LLC for the purchase of two properties – Dunn Road Pin# 0469-50-2864 and Culbreth Drive Pin # 0469-50-4710. The sale was contingent on Culbreth Drive being rezoned from residential to commercial. The purchase price agreed upon for both properties was \$108,705.00. The total cost with closing expense is \$109,799.48.

The rezoning of the property was approved by Cumberland County Planning Board and the Town of Eastover.

The closing is scheduled for Friday, September 29<sup>th</sup>.

**2. Update on Delinquent Availability Fee Collection**

To date 30 delinquent customers have been submitted to Attorney Yarborough for collection.

- 13 customers have paid in full and 9 customers have made pay arrangements.
- \$17,922.00 has been received from delinquent customers as of September 25<sup>th</sup>.
- ESD has paid \$14,588.84 in legal fees as of August 31, 2017.

**3. Emergency Disaster Response Plan**

ESD staff has updated the Emergency Disaster Response Plan.

**4. Water/Sewer usage report – attached.**

*(A copy of the Water/Sewer usage report and the Work Order report is hereby attached as Exhibit "B" and part of the official minutes).*

**5. CLOSED SESSION**

**6. ADJOURNMENT**

With no further business, the meeting was adjourned at 5:45 p.m.

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Morgan Johnson, Chairman

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Lisa W. Lloyd, Clerk to the Board

EASTOVER SANITARY DISTRICT  
GENERAL FUND 620  
CASH ACTIVITY REPORT  
SEPTEMBER 30, 2017

TAB 2

(Unaudited - For Internal Use Only)

	<u>Current Period Sep-17</u>	<u>Fiscal Year to Date 9/30/2017</u>
<b>Beginning Cash</b> [Adjusted -\$287.48 for transactions posted after July Reports issued]	1,605,185.35	1,517,356.20
<b>Cash Inflows</b>		
Application / Transfer Fees (net of refunds)	2,020.00	9,185.00
Tap Fees (net of refunds)	750.00	18,245.00
Facility Investment Fee		954.00
Approach Main Fees		691.00
Miscellaneous Fees		2,070.72
Water Sales	70,002.09	219,867.90
Water Availability Fees	57,183.08	174,262.41
Sewer Sales	19,620.07	66,446.34
Sewer Availability Fees	7,314.30	22,050.24
Late / Reconnect / Return Check Fees	3,425.68	12,359.51
Interest Income: \$605.23 (Aug) and \$918.68 (Sept) PNC; \$8.53 NCCMT Debt Setoff	1,532.44	1,570.57
Customer Prepayments (Net of refunds of \$0.00)	6,863.55	21,510.38
NSF Returned Items	(390.76)	(1,482.02)
NSF Collections	381.71	1,494.14
Cash Over (Short)	-	-
<b>Total Cash Inflows</b>	<u>168,702.16</u>	<u>549,225.19</u>
<b>Cash Outflows</b>		
Board Members' Per Diem & FICA Match	(430.60)	(1,291.80)
District Manager & Staff - Salary & Benefits & Taxes	(11,258.22)	(34,995.57)
Employee Health & Life Insurance	(662.61)	(1,987.83)
Fuel Vehicles	-	-
Department Supplies (Sept: Expenditure reduced \$19.39 for prior sales tax posted to expense)	(88.76)	(170.96)
Miscellaneous Furniture & Equipment	-	-
Computer Software	-	-
Department Materials	(2,809.01)	(3,466.69)
Postage	-	-
Telephone & Internet	(220.85)	(662.72)
Copier	-	(70.71)
Procurement Card Purchases	-	(416.82)
Professional Services Legal	(2,272.00)	(3,157.60)
Professional Services - Engineer	-	(4,907.00)
Contracted Services (Sept: \$1,688.86 Arista; \$179.00 Nobles Security)	(1,867.86)	(43,905.41)
Other Services (Sept: \$3,980.00 Haddock Enterprises)	(3,980.00)	(9,179.44)
Advertising	-	-
Miscellaneous	-	-
NC 811	(60.02)	(180.06)
Insurance & Bonds	-	(1,461.25)
Licenses & Permits	-	-
Maintenance & Repair (Sept: \$1,634.70 National Power)	(2,239.78)	(2,957.28)
Maintenance Building	(396.50)	(1,189.50)

EASTOVER SANITARY DISTRICT  
GENERAL FUND 620  
CASH ACTIVITY REPORT  
SEPTEMBER 30, 2017

<u>(Unaudited - For Internal Use Only)</u>	<u>Current Period Sep-17</u>	<u>Fiscal Year to Date 9/30/2017</u>
Maintenance & Repair Contract	-	-
Approach Main Reimbursement to County	-	(691.00)
Rent Building	(1,800.00)	(7,200.00)
Board of Elections	-	-
Travel	-	(199.02)
Utilities	(1,278.43)	(3,811.46)
SCADA	-	-
Capital Outlay Land	(109,799.48)	(109,799.48)
Bulk Water (City of Dunn)	(26,318.00)	(83,070.00)
Bulk Water (\$782.00 PWC - Basic Facility Charge for the Interconnect)	(782.00)	(2,346.00)
Bulk Sewer (PWC)	(7,766.54)	(18,759.50)
Transfer to ESD Debt Service Fund	(65,423.72)	(196,271.16)
<b>Total Cash Outflows</b>	<u>(239,454.38)</u>	<u>(532,148.26)</u>
<b>Ending Cash - September 30, 2017</b>	<u>1,534,433.13</u>	<u>1,534,433.13</u>



FUND: 620 EASTOVER SANITARY DIST FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>			
620	100020		
620	111013	-71,357.45	1,534,433.13
620	111014	-229.31	276.35
620	111018	-196.86	-135,113.55
620	111024	.00	336,966.30
620	170012	8,068.32	4,626,432.24
620	170013	.00	-499,417.52
620	170014	.00	23,874.00
620	170015	.00	-15,347.57
	<b>TOTAL ASSETS</b>	<b>-63,715.30</b>	<b>5,872,103.38</b>
<b>LIABILITIES</b>			
620	201002	-22,620.54	-24,929.98
620	240016	94.41	-8,920.12
	<b>TOTAL LIABILITIES</b>	<b>-22,526.13</b>	<b>-33,850.10</b>
<b>FUND BALANCE</b>			
620	280228	.00	-110,000.00
620	280231	.00	-39,114.00
620	299600	.00	-4,247,217.94
620	328100	-175,958.49	-548,866.01
620	329200	262,199.92	476,899.95
620	329400	.00	-2,102,343.00
620	329500	.00	2,102,343.00
620	329600	-51,516.96	616,696.24
620	329700	51,516.96	-616,696.24
620	329990	.00	-1,369,955.28
	<b>TOTAL FUND BALANCE</b>	<b>86,241.43</b>	<b>-5,838,253.28</b>
<b>TOTAL LIABILITIES + FUND BALANCE</b>		<b>63,715.30</b>	<b>-5,872,103.38</b>



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Cumberland County, NC  
YTD BUDGET REPORT

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FOR 2018 03

ACCOUNTS FOR: 6204517 EASTOVER SANITARY DISTRICT  
ORIGINAL APPROP REVISED BUDGET

	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
433795 FACILITY INVESTMENT FEE (FIF)	-954.00	0.00	0.00	-8,586.00	10.0%
444122 MISCELLANEOUS	-2,070.72	0.00	0.00	1,070.72	207.1%
455200 WATER SALES	-226,450.85	-75,440.22	0.00	-618,549.15	26.8%
455201 WATER AVAILABILITY FEE	-184,780.00	-61,820.00	0.00	-487,220.00	27.5%
455202 SEWER SALES	-68,415.37	-23,000.34	0.00	-181,584.63	27.4%
455203 SEWER AVAILABILITY FEE	-24,264.00	-8,155.40	0.00	-65,736.00	27.0%
455204 SEWER APPROACH MAIN FEE	-2,706.00	0.00	0.00	-4,204.00	39.2%
455207 TAP FEES	-16,230.00	-750.00	0.00	-23,770.00	40.6%
455210 APPLICATION/TRANSFER FEE	-9,185.00	-2,145.00	0.00	-19,115.00	32.5%
455211 LATE/RECONNECT FEE	-12,501.07	-3,960.63	0.00	-32,498.93	27.8%
488000 INTEREST INCOME	-1,320.00	-697.90	0.00	-1,680.00	44.0%
488400 MISCELLANEOUS	11.00	11.00	0.00	-11.00	100.0%
499901 FUND BALANCE APPROPRIATED	0.00	0.00	0.00	-111,593.00	.0%
501311 BOARD MEMBERS PER DIEM	1,200.00	400.00	0.00	3,600.00	25.0%
501335 CONTRACTED SVCS - PERSONNEL	28,380.03	10,075.37	0.00	108,500.97	20.7%
511610 SOCIAL SECURITY CONTRIBUTION	2,262.90	801.37	0.00	8,576.10	20.9%
511720 MEDICAL INSURANCE EXPENSE	1,987.83	662.61	0.00	6,039.17	24.8%
522140 FUEL VEHICLES	650.00	0.00	0.00	650.00	.0%
522210 DEPT SUPPLIES & MATERIALS	268.52	148.07	0.00	3,731.48	6.7%
522220 SUPPLIES & MATERIALS	80,000.00	3,632.36	29,837.00	45,852.26	42.7%
522230 MISC FURNITURE & EQUIPMENT	1,000.00	0.00	0.00	1,000.00	.0%
522501 COMPUTER SOFTWARE	1,000.00	55.00	0.00	945.00	5.5%



FOR 2018 03

ACCOUNTS FOR: 6204517 EASTOVER SANITARY DISTRICT  
ORIGINAL APPROP REVISED BUDGET

	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
533115 PROFESSIONAL SERVICES					
35,000.00	7,009.93	6,409.93	1,593.00	27,990.07	23.5%
533301 CONTRACTED SERVICES					
258,116.00	62,682.17	21,210.86	194,657.83	776.00	99.7%
533302 CONTRACTED SERVICES OTHER					
25,000.00	3,980.00	3,980.00	0.00	21,020.00	15.9%
533308 COMPUTER SOFTWARE CONTRACT					
0.00	0.00	0.00	1,288.00	-1,288.00	100.0%
533401 MAINT. REPAIR BUILDINGS					
5,600.00	1,223.50	495.50	0.00	4,376.50	21.8%
533406 MAINT. REPAIR OTHER					
28,000.00	2,957.28	1,634.70	3,000.00	22,042.72	21.3%
533410 MAINT. BLDG SRV CONTRACT					
1,288.00	0.00	0.00	0.00	1,288.00	.0%
533430 MAINT. REPAIR RESERVE					
72,000.00	0.00	0.00	0.00	72,000.00	.0%
533501 ADVERTISING					
250.00	0.00	0.00	0.00	250.00	.0%
533510 MISCELLANEOUS					
1,000.00	0.00	0.00	0.00	1,000.00	.0%
533515 INSURANCE AND BONDS					
6,300.00	1,461.25	0.00	4,838.75	0.00	100.0%
533520 POSTAGE					
700.00	115.84	115.84	0.00	584.16	16.5%
533530 TELEPHONE					
2,800.00	662.72	220.85	0.00	2,137.28	23.7%
533535 UTILITIES					
19,200.00	2,941.63	407.70	0.00	16,258.37	15.3%
533540 PHOTOCOPIER CHARGES					
350.00	0.00	0.00	350.00	0.00	100.0%
533560 TRAVEL - EMPLOYEES					
2,500.00	0.00	0.00	0.00	2,500.00	.0%
533575 NC 811					
1,000.00	120.04	60.02	0.00	879.96	12.0%
533587 LICENSE & PERMITS					
2,000.00	0.00	0.00	0.00	2,000.00	.0%
533590 PROCUREMENT CARD PURCHASES					
0.00	0.00	0.00	17,250.07	-17,250.07	100.0%
533801 RENT BUILDINGS					
21,600.00	7,200.00	1,800.00	0.00	14,400.00	33.3%
533903 CONTINGENCY OPERATING					
26,344.00	0.00	0.00	0.00	26,344.00	.0%
544962 SEWER AM REIMBURSEMENT					
18,910.00	691.00	0.00	0.00	18,219.00	3.7%



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Cumberland County, NC  
YTD BUDGET REPORT



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FOR 2018 03

ACCOUNTS FOR: 6204517 EASTOVER SANITARY DISTRICT  
ORIGINAL APPROP REVISED BUDGET

	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
544972 MUNICIPAL ELECTION EXPENSES	0.00	0.00	0.00	4,200.00	.0%
544975 SCADA CERTIFICATION	0.00	0.00	0.00	2,000.00	.0%
544976 BULK WATER PURCHASE	27,967.52	27,185.52	291,800.48	0.00	100.0%
544977 BULK SEWER TREATMENT	13,351.41	7,681.02	71,880.59	9,768.00	89.7%
577010 C.O. LAND	109,799.48	109,799.48	200.52	0.00	100.0%
578025 FACILITY INVESTMENT FEE (FIF)	0.00	0.00	0.00	9,540.00	.0%
599621 TRANSFER TO FUND 621	196,271.16	65,423.72	0.00	588,815.84	25.0%
TOTAL EASTOVER SANITARY DISTRICT	-71,966.06	86,241.43	616,696.24	-544,730.18	100.0%
TOTAL REVENUES	-548,866.01	-175,958.49	0.00	-1,553,476.99	
TOTAL EXPENSES	476,899.95	262,199.92	616,696.24	1,008,746.81	

**EASTOVER SANITARY DISTRICT**  
**DEBT SERVICE FUND 621**  
**CASH ACTIVITY REPORT**  
**SEPTEMBER 30, 2017**

(Unaudited - For Internal Use Only)

	<b>Current Period Sep-17</b>	<b>Fiscal Year to Date 30-Sep-17</b>
<b>Beginning Cash</b>	267,022.38	190,242.00
<b>Cash Inflows</b>		
Transfer from ESD General Fund	65,423.72	196,271.16
<b>Total Cash Inflows</b>	<b>65,423.72</b>	<b>196,271.16</b>
<b>Cash Outflows</b>		
Debt Service - County Sewer Loan (Final Payment Aug 1, 2017)	-	(22,067.06)
Debt Service - 2002 USDA G.O. Bonds (payable June 1)	-	-
Debt Service - 2011 USDA Revenue Bonds (payable June 1)	-	-
Debt Service - Dunn Water Line (payable monthly on the 8th)	(16,000.00)	(48,000.00)
<b>Total Cash Outflows</b>	<b>(16,000.00)</b>	<b>(70,067.06)</b>
<b>Ending Cash - September 30, 2017</b>	<b>316,446.10</b>	<b>316,446.10</b>

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Cumberland County, NC  
BALANCE SHEET FOR 2018 3

FUND: 621 EASTOVER SANITARY DIST DEBT FD



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			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS	621	100020	49,423.72	316,446.10
		CASH & INVEST CENTRAL DEPOSIT		
		TOTAL ASSETS	49,423.72	316,446.10
LIABILITIES	621	201004	.00	-37,598.82
	621	210021	.00	-2,202,908.83
	621	230006	.00	-7,837.60
	621	240002	.00	-3,180,500.00
	621	240007	.00	-5,874,000.00
	621	250001	.00	-294,207.72
	621	250003	.00	294,207.72
		TOTAL LIABILITIES	.00	-11,302,845.25
FUND BALANCE	621	280202	.00	-190,242.00
	621	329100	-65,423.72	-196,271.16
	621	329200	16,000.00	70,067.06
	621	329400	.00	-785,087.00
	621	329500	.00	785,087.00
	621	329990	.00	11,302,845.25
		TOTAL FUND BALANCE	-49,423.72	10,986,399.15
TOTAL LIABILITIES + FUND BALANCE			-49,423.72	-316,446.10

\*\* END OF REPORT - Generated by Bob Tucker \*\*

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Cumberland County, NC  
YTD BUDGET REPORT

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FOR 2018 03

ACCOUNTS FOR: 6214521 EASTOVER SANITARY DIST DEBT  
ORIGINAL APPROP REVISED BUDGET

	YTD ACTUAL	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
499620 TRANSFER FROM FUND 620	-196,271.16	-65,423.72	0.00	-588,815.84	25.0%
588030 DEBT SERVICE RESERVE	0.00	0.00	0.00	31,707.00	.0%
588301 PRIN 2002 USDA GO	0.00	0.00	0.00	74,500.00	.0%
588302 INT 2002 USDA GO	0.00	0.00	0.00	142,526.00	.0%
588311 PRIN 2011 USDA REVENUE	0.00	0.00	0.00	84,000.00	.0%
588312 INT 2011 USDA REVENUE	0.00	0.00	0.00	238,285.00	.0%
588321 PRIN 2008 ESD CUMBE	21,574.00	0.00	0.00	238,285.00	.0%
588322 INT 2008 ESD CUMBE	21,573.56	0.00	0.00	0.44	100.0%
588323 PRIN DUNN WATER LINE	493.50	0.00	0.00	0.50	99.9%
588324 INT DUNN WATER LINE	26,274.03	8,787.17	0.00	80,414.97	24.6%
TOTAL EASTOVER SANITARY DIST DEBT	21,725.97	7,212.83	0.00	63,586.03	25.5%
0.00	-126,204.10	-49,423.72	0.00	126,204.10	100.0%
TOTAL REVENUES	-196,271.16	-65,423.72	0.00	-588,815.84	
TOTAL EXPENSES	70,067.06	16,000.00	0.00	715,019.94	

EASTOVER SANITARY DISTRICT  
CAPITAL PROJECTS FUND 490  
CASH ACTIVITY REPORT  
SEPTEMBER 30, 2017

(Unaudited - For Internal Use Only)

	Sewer Phase II		Sewer Phase I (Completed)
	Current Period Sep-17	Inception thru 30-Sep-17	Inception thru 30-Sep-17
<b>Beginning Cash</b>	17,926.40	0.00	0.00
<b>Cash Inflows</b>			
NC Rural Center Grant			2,525,285.69
Clean Water Management Trust Fund Grant			1,402,735.60
Capital Investment Fee (PWC)			67,441.02
Community Development			300,000.00
Tap Fees (EAM customers remitted by PWC), net of refunds			69,976.00
Advance from ESD General Fund 620 (Previously Fund 252)			34,500.00
Transfer (Loan) from County Water & Sewer Fund			250,000.00
Transfer from ESD General Fund 620 (Previously Fund 252)		50,000.00	
ESD Capacity Fee (subsequently reimbursed to Mr. Wright)			8,175.00
Contractor Sales Tax Refund			6,512.29
EAM Allocation Fee			153,886.40
<b>Total Cash Inflows</b>	<u>0.00</u>	<u>50,000.00</u>	<u>4,818,512.00</u>
<b>Cash Outflows</b>			
Legal			(3,865.00)
Capital Outlay (Land Easements)			(4,500.00)
Miscellaneous (includes \$8,175 reimbursement to Mr. Wright)			(94,210.70)
Capacity Fee			(216,000.00)
Transfer to ESD General Fund (Phase I residual cash balance moved to ESD General Fund on 2/19/2010)			(299,603.86)
Reimburse Cash Advance from Admin (General) Fund			(34,500.00)
Engineering		(32,073.60)	(379,692.69)
Construction			(3,786,139.75)
<b>Total Cash Outflows</b>	<u>0.00</u>	<u>(32,073.60)</u>	<u>(4,818,512.00)</u>
<b>Ending Cash - September 30, 2017</b>	<u>17,926.40</u>	<u>17,926.40</u>	<u>0.00</u>



Cumberland County, NC  
BALANCE SHEET FOR 2018 3

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FUND: 490 EASTOVER SANITARY CAPITAL PROJ		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
490	100020	.00	17,926.40
490	170012	.00	19,213,089.59
490	170013	.00	-4,605,799.92
	TOTAL ASSETS	.00	14,625,216.07
FUND BALANCE			
490	299600	.00	-15,080,186.57
490	329400	.00	-50,000.00
490	329500	.00	50,000.00
490	329990	.00	454,970.50
	TOTAL FUND BALANCE	.00	-14,625,216.07
	TOTAL LIABILITIES + FUND BALANCE	.00	14,625,216.07

\*\* END OF REPORT - Generated by Bob Tucker \*\*



FOR 2018 03

ACCOUNTS FOR: 490450H EASTOVER SANITARY DISTRICT SWR  
ORIGINAL APPROP REVISED BUDGET

	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
499620 TRANSFER FROM FUND 620	-50,000.00	0.00	0.00	0.00	100.0%
533510 MISCELLANEOUS	10,000.00	0.00	0.00	10,000.00	.0%
533743 DEPRECIATION EXPENSE	0.00	0.00	0.00	-120,493.03	100.0%
578020 ENGINEERING FEES	40,000.00	0.00	0.00	7,926.40	80.2%
TOTAL EASTOVER SANITARY DISTRICT	0.00	0.00	0.00	-102,566.63	100.0%
TOTAL REVENUES	-50,000.00	0.00	0.00	0.00	
TOTAL EXPENSES	50,000.00	0.00	0.00	-102,566.63	

TAB 3

**MEETING DATE: October 24, 2017**

**AGENDA ITEM**

**TO:** Board of Directors  
**FROM:** Connie F. Spell, District Manager  
**SUBJECT: Bad Debts – Write Off**

**BACKGROUND**

The Board of Directors has approved a Write-Off Policy for bad debts. Attached is the recommended write off list as of December 31, 2016. ESD has used all reasonable collection efforts to collect the accounts. The accounts will remain in our system and the customer would be required to pay the bad debt to establish service in the future. All the accounts with a balance over \$50.00 and a SSN was available has been submitted to the North Carolina Debt Setoff Program. So basically, we could still collect the unpaid balance over the next 10 years.

The total Bad Debts write off - \$9,424.23.

**RECOMMENDATION**

Motion to approve the recommended write off list for bad debts as presented.

**ATTACHMENTS**

Unpaid Bad Debt Write Off List as of December 31, 2016.



WRITE OFF BAD DEBTS AS OF 12/31/2016

Account Num	Service Addr	Full Name	Total Bal
100-0090251-2	CLOVELLY ST 2263	FEDERAL NATIONAL MORTGAGE	\$355.00
100-0098051-3	J HERBERT RD 2527	CARL BAGGETT-deceased	\$308.86
100-0074601-1	GILBERT MCLAURIN RD 2720	SANDRA BAREFOOT	\$168.85
100-0140501-3	SWINDON DR 4321	MELINDA BLACK	\$20.85
100-0050651-2	LIMESTONE ST 4038 -owner deceased	LORRIE E CASEY	\$434.80
100-0011901-1	DUNN RD 2967-off	HOPE REST HOME FACILITY	\$1,144.60
100-0136151-2	WADE STEDMAN RD 6412 - PULLED METER	WARREN OIL COMPANY INC	\$278.86
100-0142751-2	WADE STEDMAN RD 2673	SARA ELIZABETH DAMBROWSKI	\$84.05
100-0075251-3	EASTGATE ST 3312 - VACANT	DAVID DENICOLA	\$215.26
100-0038151-7	OAK HILL DR 3429	SHELBY L. GARRIS	\$281.83
100-0147251-4	J HERBERT RD 2614	HERBERT JEDEDIAH JOHNSON	\$457.63
100-0020675-1	ROYAL AVE 3004 -OFF NP	SHIRLEY JOHNSON	\$503.03
100-0088501-3	SANDPIPER RD 3436	TWYLA DANIELLE JOHNSON	\$232.10
100-0122101-1	S RIVER SCHOOL RD 3640	BRYAN KUNZ	\$180.00
100-0096451-2	GEORGE BAIN LN 4455	BENEATRICE DIANA MARTEMUS	\$229.81
100-0121801-1	S RIVER SCHOOL RD 3496	HARMON MCKEE	\$189.88
100-0088951-1	SANDPIPER RD 3512	CHRISTOPHER J NEWMAN	\$20.00
100-0142001-1	BAYWOOD RD 2107	JUANITA F NORRIS	\$438.98
100-0131101-4	BETHANY DR 6110	DIANA POTTS	\$103.59
100-0114340-2	SCOTTIE GODWIN RD 5317	JASON T RAINWATER	\$163.70
100-0089901-2	BRIDLE RIDGE LN 5690	MICHAEL & AMY ROGERS	\$520.00
100-0080901-1	LIMESTONE ST 4044 - off Foreclosure/deceased	DONALD R ROWE-deceased	\$1,068.59
100-0125001-1	TOBACCO RD 4122	KIMBERLY RYPDAHL	\$93.02
100-0039851-4	DUNN RD 4053	MARIE SANDRA SMITH	\$98.50
100-0051051-1	LIMESTONE ST 4025 - foreclosed	ELIZABETH STIFLER -deceased	\$1,573.56
100-0070281-1	CHIPPER ST 2002 -vac	MARCUS UNDERWOOD (deceased)	\$258.88
			\$9,424.23

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**TO: ESD Board of Directors**  
**FROM: Connie Spell, District Manager**  
**RE: Managers Update – October 24, 2017**

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- 1. **NC Local Government Debt Setoff Workshop**  
I attended the Debt Setoff Clearing House 2017 Training Workshop October 5<sup>th</sup> in Raleigh.
  
- 2. **Reminder – ESD election will be held Tuesday, November 7<sup>th</sup>.** Please vote for Liz Reeser and Helen Crumpler.
  
- 3. **Update on Ballpark Road Project**  
The cost to replace the water lines with Ductile Iron is \$50,495.59. ESD will be contracting with Envirolink to do this work. A budget revision has been requested and ESD is waiting for a Purchase Order from the County. The Interlocal Agreement was approved by the Town of Eastover on September 12<sup>th</sup>. At the time the agreement was approved by the Town I informed Kim Nazarchyk to give us a 60 day advance notice of when the Town would be ready for ESD to begin construction.

The water tap for Donald Bullock will need to be relocated and a utility easement was obtained by the Town on September 28<sup>th</sup>. The relocation of this service is part of the scope of work and included in the price above.

This small project has been somewhat complicated. One issue is ESD obtained a 20' easement from Mr. Donald Bullock in 2000. The Town has since purchased 25' from Mr. Bullock for a road but ESD 20' easement is within the 25'. So basically the Town purchased 5' of land they could use free & clear of any encumbrances. ESD will be working within our 20' easement to replace the water line to DI pipe.

We are working diligently on this project but it is not a quick process. Once we obtain the PO we will authorize the contractor to begin.

- 4. **Water/Sewer usage report – attached.**
  
- 5. **Work Order report for the month of September – attached.**

EASTOVER SANITARY DISTRICT MONTHLY REPORT													
2017	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	YTD Total
<b>Billed to ESD Customers</b>													
Water Billed (gallons)	10,945,943	9,808,255	9,556,199	9,463,024	11,849,608	13,331,432	11,392,348	11,755,876	11,623,409				99,726,094
Sewer Billed (gallons)	2,698,856	2,253,867	2,188,862	2,254,948	2,722,406	2,970,233	2,629,420	2,431,920	2,534,310				22,684,822
<b>Water Purchased</b>													
City of Dunn/gallons	10,900,800	10,081,000	10,789,000	13,177,000	14,345,000	14,031,000	13,159,000	14,043,000					100,525,800
Average GPD	351,639	360,036	348,032	439,233	462,742	467,700	424,484	453,000					413,358 GPD average
<b>Wastewater Treated</b>													
Treated by PWC/gallons	2,326,617	2,568,529	2,549,418	2,382,596	2,537,834	1,637,261	1,744,252	2,389,043	2,457,023				20,602,573

	A	B
1		# OF WORK ORDERS
2	SEPTEMBER 2017 WORK ORDER DESCRIPTION	
3	BARREL LOCK	2
4	CHECK FOR CROSS CONNECTION	0
5	CHECK FOR LEAKS	9
6	CHECK/REPLACE METER BOX/DIG OUT	1
7	CHECK SEWER - BACKING UP	0
8	FLUSH - WATER QUALITY COMPLAINT	3
9	GET READING ONLY	13
10	INSTALL METER	8
11	INSTALL TAP	0
12	INSTALL SPLIT TAP	0
13	MINI INSPECTION	1
14	MISCELLANEOUS	1
15	PLUG SEWER - NON PMT	0
16	PULL METER	2
17	TURN WATER ON	16
18	TURN WATER OFF	9
19	VERIFY IF CONNECTED TO SEWER	0
20	VERIFY IF CUSTOMER STILL OFF (NP)	1
21	VERIFY IF WATER TAP INSTALLED	3
22	LOCATES	109
23	MANUAL READS	205
24	REPLACE ERT/VERIFY ERT #	0
25	REPLACE METER	1
26	CUT-OFFS FOR NON PAYMENT	27
27		
28	TOTALS	592
29		
30		