



**CAMDENCOUNTY**

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# **SOUTH CAMDEN WATER & SEWER DISTRICT**

**October 03, 2016**

**7:00 PM**

**Regular Meeting**

**Historic Courtroom  
Courthouse Complex**

*This agenda is only a tentative schedule of matters the Commissioners may address at their meeting and all items found on it may be deleted, amended or deferred. The Commissioners may also, in their absolute discretion, consider matters not shown on this agenda.*

*Special accommodations for the disabled who attend public meetings can be made by contacting the Clerk to the Board 24 hours in advance at 252-338-6363, Ext. 100.*

**Please turn Cell Phone ringers off during the meeting.**

## **Agenda**

**Camden County Board of Commissioners  
SCWSD - Regular Meeting  
October 03, 2016  
7:00 PM  
Historic Courtroom, Courthouse Complex**

### **CALL TO ORDER**

**ITEM 1. PRESENTATIONS (For discussion and possible action)**

None

**ITEM 2. PUBLIC COMMENTS**

It is requested that comments be limited to (2-3) minutes. The length and number of comments may be limited upon the Chairman's discretion due to scheduling and other issues.

**ITEM 3. CONSIDERATION OF THE AGENDA**

Agenda Approval

**ITEM 4. OLD BUSINESS (For discussion and possible action)**

None

**ITEM 5. NEW BUSINESS (For discussion and possible action)**

A. Monthly Update

**ITEM 6.        CONSENT AGENDA**

- A. SCWSD - Regular Meeting - Jul 18, 2016 7:00 PM
- B. SCWSD - Regular Meeting - Aug 1, 2016 7:00 PM
- C. SCWSD - Regular Meeting - Sep 19, 2016 7:00 PM

**ITEM 7.        INFORMATION**

None

**ITEM 8.        OTHER**

**ITEM 9.        ADJOURN**



**South Camden Water & Sewer District Board of Directors  
AGENDA ITEM SUMMARY SHEET**

**New Business**

**Item Number:** 5.A  
**Meeting Date:** October 03, 2016  
**Submitted By:** David Credle, Public Works Director  
Public Works  
Prepared by: David Credle

**Item Title** Monthly Update

**Attachments:** Sept 2016 (DOCX)

**Summary:** Monthly work order update.

**Recommendation:**

Review and Approve

**South Camden Water & Sewer Board**  
**Monthly Work Order Statistics Report**  
**Period: September 2016**

|                                      | <b>Submitted Work Orders</b> | <b>Completed Work Orders</b> | <b>Percentage Completed</b> | <b>Status of Uncompleted Work Orders</b> |
|--------------------------------------|------------------------------|------------------------------|-----------------------------|--|
| <b>Water Collection/Distribution</b> | <b>79</b>                    | <b>79</b>                    | <b>100%</b>                 | <b>0</b>                                 |
| <b>Sewer</b>                         | <b>3</b>                     | <b>3</b>                     | <b>100%</b>                 | <b>0</b>                                 |

**Locates:**

**Water Line: 34**

**Sewer Line: 6**

**Water & Sewer, same ticket: 12**

**Public Works Director Notes/Comments:**

Ten work orders have been reviewed for accuracy this month.

The water pump on the emergency power generator has been replaced and generator is now operational.

The pump and motor at the well site #2 SW have been replaced, chlorinated and tested for bacteria.

Attachment: Sept 2016 (1385 : Monthly Update)



## CAMDEN COUNTY BOARD OF COMMISSIONERS

SCWSD - Regular Meeting – July 18, 2016

**Camden County Board of Commissioners**

SCWSD - Regular Meeting

July 18, 2016

7:00 PM

Historic Courtroom, Courthouse Complex  
Camden, North Carolina

**MINUTES**

*The regular meeting of the Camden County Board of Commissioners was held on July 18, 2016 in the Historic Courtroom, Camden, North Carolina. The following Commissioners' were present:*

**CALL TO ORDER**

Chairman Michael McLain called the meeting to order at 7:22 PM.

| <b>Commissioners</b> | <b>Title</b>           | <b>Status</b> |
|----------------------|------------------------|---------------|
| P. Michael McLain    | Chairman               | Present       |
| Sandra Duckwall      | Commissioner           | Present       |
| Garry Meiggs         | Vice Chairman          | Present       |
| Clayton Riggs        | Commissioner           | Absent        |
| Tom White            | Commissioner           | Present       |
|                      |                        |               |
| <b>Staff</b>         | <b>Title</b>           | <b>Status</b> |
| Stephanie Humphries  | Interim County Manager | Present       |
| Angela Wooten        | Clerk to the Board     | Present       |
| John Morrison        | County Attorney        | Present       |
| David Credle         | Public Works Director  | Present       |

**1. PUBLIC COMMENTS**

None

**2. CONSIDERATION OF THE AGENDA**

Vice Chairman Garry Meiggs made a motion to approve the agenda as presented.

|                |                                 |
|----------------|---------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>       |
| <b>MOVER:</b>  | Garry Meiggs, Vice Chairman     |
| <b>AYES:</b>   | McLain, Duckwall, Meiggs, White |
| <b>ABSENT:</b> | Riggs                           |

**3. NEW BUSINESS****A. Monthly Update**

Minutes Acceptance: Minutes of Jul 18, 2016 7:00 PM (CONSENT AGENDA)

## CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – July 18, 2016

*South Camden Water & Sewer Board  
Monthly Work Order Statistics Report  
Period: June 2016*

|                                      | Submitted Work Orders | Completed Work Orders | Percentage Completed | Status of Uncompleted Work Orders |
|--------------------------------------|-----------------------|-----------------------|----------------------|-----------------------------------|
| <b>Water Collection/Distribution</b> | 102                   | 102                   | 100%                 | 0                                 |
| <b>Sewer</b>                         | 5                     | 5                     | 100%                 | 0                                 |

**Locates:***Water Line: 47**Sewer Line: 5**Water & Sewer, same ticket: 1***Public Works Director Notes/Comments:***Ten work orders have been reviewed for accuracy.**The raw water main to connect the new Seymour Well to the Water Treatment Plant has been installed and is currently being tested. The new well is under construction.*

|                |  |
|----------------|--|
| <b>RESULT:</b> | <b>APPROVED AS PRESENTED [UNANIMOUS]</b> |
| <b>AYES:</b>   | McLain, Duckwall, Meiggs, White          |
| <b>ABSENT:</b> | Riggs                                    |

#### 4. CONSENT AGENDA

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Commissioner Tom White moved to approve the consent agenda as presented.

|                |                                 |
|----------------|---------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>       |
| <b>MOVER:</b>  | Tom White, Commissioner         |
| <b>AYES:</b>   | McLain, Duckwall, Meiggs, White |
| <b>ABSENT:</b> | Riggs                           |

##### A. 2016-06-06 SCWSD Minutes

Minutes Acceptance: Minutes of Jul 18, 2016 7:00 PM (CONSENT AGENDA)



## CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting - July 18, 2016

**CAMDEN COUNTY BOARD OF COMMISSIONERS**  
**SCWSD - Regular Meeting - June 06, 2016**

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**Camden County Board of Commissioners**  
**SCWSD - Regular Meeting**  
**June 6, 2016**  
**7:00 PM**  
**Historic Courtroom, Courthouse Complex**  
**Camden, North Carolina**

**MINUTES**

*The regular meeting of the Camden County Board of Commissioners was held on June 06, 2016 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:*

**CALL TO ORDER**

The South Camden Water and Sewer District meeting was called to order at 7:22 PM.

| <b>Commissioners Present</b> | <b>Title</b>          | <b>Status</b> |
|------------------------------|-----------------------|---------------|
| P. Michael McLain            | Chairman              | Present       |
| Sandra Duckwall              | Commissioner          | Present       |
| Garry Meiggs                 | Vice Chairman         | Present       |
| Clayton Riggs                | Commissioner          | Present       |
| Tom White                    | Commissioner          | Present       |
|                              |                       |               |
| <b>Staff Present</b>         | <b>Title</b>          | <b>Status</b> |
| Michael Brillhart            | County Manager        | Present       |
| Angela Wooten                | Clerk                 | Present       |
| Stephanie Humphries          | Finance Director      | Present       |
| David Credle                 | Public Works Director | Present       |

**I. PUBLIC COMMENTS**

None

**II. CONSIDERATION OF THE AGENDA**

Commissioner Sandra Duckwall made a motion to accept the agenda as presented.

|                |  |
|----------------|--|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>              |
| <b>MOVER:</b>  | Sandra Duckwall, Commissioner          |
| <b>AYES:</b>   | McLain, Duckwall, Meiggs, Riggs, White |

**III. NEW BUSINESS**

**A. Monthly Update - May 2016**

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Minutes Acceptance: Minutes of Jul 18, 2016 7:00 PM (CONSENT AGENDA)

**CAMDEN COUNTY BOARD OF COMMISSIONERS**

Regular Meeting – July 18, 2016

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**5. OTHER**

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None

**6. ADJOURN**

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The meeting adjourned at 7:40 PM.

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*Chairman Michael McLain  
Camden County Board of Commissioners*

*ATTEST:*

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*Angela L. Wooten  
Clerk to the Board*

Minutes Acceptance: Minutes of Jul 18, 2016 7:00 PM (CONSENT AGENDA)

## CAMDEN COUNTY BOARD OF COMMISSIONERS

SCWSD - Regular Meeting – August 01, 2016

**Camden County Board of Commissioners**

SCWSD - Regular Meeting

August 1, 2016

7:00 PM

Historic Courtroom, Courthouse Complex  
Camden, North Carolina**MINUTES**

*The regular meeting of the Camden County Board of Commissioners was held on August 01, 2016 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:*

**CALL TO ORDER**

Chairman McLain called the meeting of the South Camden Water and Sewer District to order at 7:33 PM.

| Attendee Name     | Title                 | Status  |
|-------------------|-----------------------|---------|
| P. Michael McLain | Chairman              | Present |
| Sandra Duckwall   | Commissioner          | Present |
| Garry Meiggs      | Vice Chairman         | Present |
| Clayton Riggs     | Commissioner          | Absent  |
| Tom White         | Commissioner          | Present |
|                   |                       |         |
| Staff Name        | Title                 | Status  |
| Michael Brillhart | County Manager        | Present |
| Angela Wooten     | Clerk to the Board    | Present |
| John Morrison     | County Attorney       | Present |
| David Credle      | Public Works Director | Present |

**1. PUBLIC COMMENTS**

None

**2. CONSIDERATION OF THE AGENDA**

Vice Chairman Garry Meiggs made a motion to approve the agenda as presented.

|                |                                 |
|----------------|---------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>       |
| <b>MOVER:</b>  | Garry Meiggs, Vice Chairman     |
| <b>AYES:</b>   | McLain, Duckwall, Meiggs, White |
| <b>ABSENT:</b> | Riggs                           |

**3. NEW BUSINESS****A. Monthly Update - July 2016**

Minutes Acceptance: Minutes of Aug 1, 2016 7:00 PM (CONSENT AGENDA)

## CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – August 01, 2016

*South Camden Water & Sewer Board  
Monthly Work Order Statistics Report  
Period: July 2016*

|  | <b>Submitted<br/>Work<br/>Orders</b> | <b>Completed<br/>Work<br/>Orders</b> | <b>Percentage<br/>Completed</b> | <b>Status of<br/>Uncompleted<br/>Work Orders</b> |
|--|--------------------------------------|--------------------------------------|---------------------------------|--|
| <b>Water<br/>Collection/Distribution</b> | <b>100</b>                           | <b>100</b>                           | <b>100%</b>                     | <b>0</b>   |
| <b>Sewer</b>                             | <b>3</b>                             | <b>3</b>                             | <b>100%</b>                     | <b>0</b>   |

**Locates:**

Water Line: 48

Sewer Line: 11

Water &amp; Sewer, same ticket: 9

**Public Works Director Notes/Comments:**

- Ten work orders have been reviewed for accuracy.

|                |  |
|----------------|--|
| <b>RESULT:</b> | <b>APPROVED AS PRESENTED [UNANIMOUS]</b> |
| <b>MOVER:</b>  | Garry Meiggs, Vice Chairman              |
| <b>AYES:</b>   | McLain, Duckwall, Meiggs, White          |
| <b>ABSENT:</b> | Riggs                                    |

#### 4. OTHER

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None

#### 5. ADJOURN

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Chairman McLain adjourned the South Camden Water and Sewer District meeting at 7:35 PM.

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*Chairman Michael McLain  
Camden County Board of Commissioners*

*ATTEST:*

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*Angela L. Wooten  
Clerk to the Board*

## Camden County Board of Commissioners

SCWSD - Regular Meeting

September 19, 2016

7:00 PM

Historic Courtroom, Camden, North Carolina

### MINUTES

The regular meeting of the Camden County Board of Commissioners was held on September 19, 2016 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

### CALL TO ORDER

Chairman McLain called the South Camden Water and Sewer District meeting to order at 7:13 PM.

| Members           | Title                 | Status  |
|-------------------|-----------------------|---------|
| P. Michael McLain | Chairman              | Present |
| Garry Meiggs      | Vice Chairman         | Absent  |
| Sandra Duckwall   | Commissioner          | Absent  |
| Clayton Riggs     | Commissioner          | Present |
| Tom White         | Commissioner          | Present |
|                   |                       |         |
| Staff             | Title                 | Status  |
| Michael Brillhart | County Manager        | Present |
| Angela Wooten     | Clerk to the Board    | Present |
| David Credle      | Public Works Director | Present |

### 1. PUBLIC COMMENTS

NONE

### 2. CONSIDERATION OF THE AGENDA

Commissioner Tom White made a motion to accept the agenda as presented.

|                |                           |
|----------------|---------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b> |
| <b>MOVER:</b>  | Tom White, Commissioner   |
| <b>AYES:</b>   | McLain, Riggs, White      |
| <b>ABSENT:</b> | Duckwall, Meiggs          |

### 3. NEW BUSINESS

#### A. Monthly Update - August

*South Camden Water & Sewer Board  
 Monthly Work Order Statistics Report  
 Period: August 2016*

## CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – September 19, 2016

|  | <i>Submitted<br/>Work Orders</i> | <i>Completed<br/>Work Orders</i> | <i>Percentage<br/>Completed</i> | <i>Status of<br/>Uncompleted<br/>Work Orders</i> |
|--|----------------------------------|----------------------------------|---------------------------------|--|
| <i>Water<br/>Collection/Distribution</i> | 116                              | 116                              | 100%                            | 0  |
| <i>Sewer</i>                             | 6                                | 6                                | 100%                            | 0  |

**Locates:**

Water Line: 62

Sewer Line: 11

Water &amp; Sewer, same ticket: 9

**Public Works Director Notes/Comments:**

- 16" water main leak on 8/27/16 at the intersection of Country Club and Seymour Drive. Leak has been repaired by Eastern Carolina Construction.
- 10 work orders have been reviewed for accuracy.

|                |  |
|----------------|--|
| <b>RESULT:</b> | <b>APPROVED AS PRESENTED [UNANIMOUS]</b> |
| <b>AYES:</b>   | McLain, Riggs, White                     |
| <b>ABSENT:</b> | Duckwall, Meiggs                         |

**4. CONSENT AGENDA**

NONE

**5. OTHER**

NONE

**6. ADJOURN**

Chairman McLain adjourned the South Camden Water and Sewer District meeting at 7:22 PM.

\_\_\_\_\_  
 Chairman Michael McLain  
 Camden County Board of Commissioners

ATTEST:

\_\_\_\_\_  
 Angela L. Wooten  
 Clerk to the Board