

**Cabot Water & Wastewater Commission Meeting
January 27, 2011 AT 6:00 P.M.
Cabot Waterworks Administrative Office
#1 City Plaza, Suite B**

Attendees: Gary Walker, Bert Mayer, Cary Hobbs, Tim Joyner, Bruce Brown, Karen Ballard, and Erin Brogdon.

**Gary Walker called the meeting to order at 6:00 P.M.
Bert Mayer led the opening prayer.**

J.M. Park was absent from the meeting.

Bert Mayer made a motion to approve the minutes of the meetings held on December 16, 2010, 2ND by Cary Hobbs, Motion Carried Unanimously.

GENERAL MANAGER'S REPORT:

The Northbelt Transmission Line from Cabot to Gravel Ridge is progressing well. The meter station is still working towards completion. The final project cost will be under the original bid.

The stucco finish on the sign at the WWTP has started to peel. The sign was refurbished with a new rock finish.

Funds for Water and Wastewater are on track with internal projects. Staff is now working on the schedule of internal projects for the year.

A Quiet Title Action will be filed in Lenoke County Courts tomorrow regarding the land of the old WWTP. An update will be given at the February meeting.

FINANCIAL REPORT:

Bruce Brown delivered the December Financial Report. The December Financial Report is temporary until the Audit is completed.

BUSINESS ITEMS:

The city wants to turn a vacant lot by the recycling center into a parking lot. The Mayor has asked CWW to locate & move any pipes, if necessary. Staff inspected the lot and CWW will need to raise valves.

CWW met with representatives of NPWW regarding negotiations of the Highway 5 area system for CWW procurement. NPWW was to present the offer to their commission and decided a formal offer was necessary. Tim Joyner has been

instructed by the Commission to draft a letter. An update will be given at the February meeting.

Since ANRC will not fund the Highway 5 water line loop, the engineering agreement was modified to accommodate the changes. A new construction schedule has been drafted and easements are ready. Cary Hobbs made a motion to approve the new Agreement for Engineering Services, 2nd by Bert Mayer, Motion Carried Unanimously.

An Invitation to Bid will soon be published regarding the purchase of 50 water meters. Bert Mayer made a motion to approve the bid package for water meter acquisition, 2nd by Cary Hobbs, Motion Carried Unanimously.

CWW made annual revisions to the Personnel Policy Manual. The clarifications reference standby, overtime & Personal Appearance Policy. Bert Mayer made a motion to approve & accept the new Personnel Policy Manual as presented, 2nd by Cary Hobbs, Motion Carried Unanimously.


Cary Hobbs made a motion to approve Bert Mayer as the new CWW Commission Secretary, 2nd Gary Walker, Motion Carried Unanimously.

NON AGENDA ITEMS:

None.

Bert Mayer made a motion to adjourn at 6:50 p.m., 2nd by Cary Hobbs, Motion Carried Unanimously.

Minutes prepared by Tiffany Brockinton.



COMMISSION SECRETARY
BERT MAYER