



SOUTH GRANVILLE WATER AND SEWER AUTHORITY

BOARD OF DIRECTORS MEETING

March 10, 2026

MEETING START TIME: 6:00 P.M.

LOCATION: Butner Town Hall Council Chambers

**THIS PUBLIC MEETING IS NOT AVAILABLE REMOTELY.
THE MEETING WILL BE RECORDED AND MADE AVAILABLE
TO THE PUBLIC ON THE SGWASA WEBSITE WITHIN
SEVERAL DAYS FOLLOWING THE MEETING.**



**Board of Directors Meeting – March 10, 2026 6:00 p.m.
Meeting Agenda**

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2.	Roll Call Krystle Lee, Board Secretary/PIO	
3.	Invocation Kenneth McLamb, Town of Stem Commissioner	
4.	Pledge of Allegiance Robert Way, Creedmoor Commissioner	
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17.	Adjournment	49

Agenda Item-5 : Resolution Recognizing Water Professional’s Day



South Granville Water and Sewer Authority

RESOLUTION RECOGNIZING WATER PROFESSIONALS DAY

WHEREAS, the Governor of North Carolina has formally proclaimed February 25, 2026 as Wastewater Professionals Appreciation Day, recognizing the essential contributions of wastewater professionals to public health and environmental protection;

WHEREAS, water professionals—including drinking water and wastewater operators, distribution and collection system crews, engineers, laboratory analysts, maintenance technicians, customer service representatives, administrative staff, pretreatment and compliance specialists, and others—play a vital role in ensuring safe, reliable water and wastewater services for all North Carolinians;

WHEREAS, these professionals work tirelessly to monitor, treat, and protect the state's water resources, operating water and wastewater systems that are essential to public health, economic prosperity, environmental stewardship, and quality of life;

WHEREAS, many of these essential services occur behind the scenes, and public awareness of the dedication and expertise of water professionals is vital to fostering appreciation of this critical workforce;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SOUTH GRANVILLE WATER AND SEWER AUTHORITY:

That while the State of North Carolina recognizes February 25 as Wastewater Professionals Appreciation Day, the South Granville Water and Sewer Authority hereby designates March 13, 2026 as SGWASA Water Professionals Day, in honor of the dedicated professionals who serve the SGWASA community;

That the South Granville Water and Sewer Authority encourages all residents, businesses, educational institutions, and community partners to recognize and express appreciation for the commitment, professionalism, and service of the water professionals who protect public health and support the well-being of our community.

Adopted on the 10th day of March 2026 at Butner, North Carolina.

Commissioner Kenneth McLamb - Chair Date Attest: Krystle Lee - Board Secretary Date

Agenda Item-6

Conflict of Interest Declarations

If any Board member has a direct or indirect interest in any matter that comes before the Board, the member shall disclose the nature of the interest to the other members on the record during the meeting, and the disclosure shall be entered into the minutes.

The member having such an interest shall not participate in any discussion, deliberation, or vote on the matter for which the conflict exists. If an objection is raised at or prior to the discussion, hearing, or vote concerning a member's participation and that member does not voluntarily recuse himself or herself, the remaining disinterested members of the Board shall, by majority vote, determine whether the member shall be excused from participation.

The decision of the remaining members shall be final and shall be recorded in the minutes.

Agenda Item-8

Review & Approval of Minutes



**South Granville Water and Sewer Authority
Regular Monthly Board of Directors Meeting
February 10, 2026 at 6:00 p.m.**

Meeting Minutes

1. Call to Order and Welcome

Commissioner Jimmy Gooch, SGWASA Chair, called the meeting into session at 6:04 pm.

2. Roll Call

Krystle Lee, Board Secretary/PIO

Board Members Present:

Granville County: Commissioner Jimmy Gooch, Chair, Commissioner Russ May
City of Creedmoor: Commissioner Robert Way, Commissioner Georgana Kicinski
Town of Butner: Councilperson Tom Lane, Councilperson Vicky Daniels
Town of Stem: Commissioner Kenneth McLamb

Officials Present:

Scott N. Schroyer, Executive Director
Chris Summerlin, Assistant Executive Director
Richard Balmer, Finance Director/Treasurer
Krystle Lee, Public Information Officer/Board Secretary/Webmaster
James Wrenn, Attorney

3. Invocation

Commissioner Russ May

4. Pledge of Allegiance

Commissioner Jimmy Gooch, Chair

5. Conflict of Interest Declarations

None.

6. Annual Meeting – Election of SGWASA Officers

Brief Description: Article III H of the SGWASA By-Laws requires that an annual Meeting be held on the second Tuesday of February. During the Meeting, SGWASA Officers will be elected by the Board members. The four Officers to be elected shall be Chair, Vice-Chair, Secretary, and Treasurer.

Election of Board Officer: Chair

Attorney Wrenn initiated the Board Chair election process, seeking a motion to nominate a Board Chair to serve until the next Annual Meeting. Commissioner Jimmy Gooch, Chair nominated Commissioner Kenneth McLamb for Board Chair. No additional nominations were received and a motion to close the nominations was offered by Councilperson Tom Lane and seconded by Commissioner Georgana Kicinski, Vice-Chair. The motion passed unanimously (7 votes in favor).

ROLL CALL VOTE:

- Commissioner Way — **Yes**
- Councilperson Daniels — **Yes**
- Councilperson Lane — **Yes**
- Commissioner McLamb — **Yes**
- Commissioner May — **Yes**
- Commissioner Kicinski — **Yes**
- Commissioner Gooch — **Yes**

RESULT: Motion carried unanimously (7–0)

The motion to elect Commissioner Kenneth McLamb as Board Chair passed unanimously (7 votes in favor).

Election of Board Officer: Vice-Chair

Commissioner Kenneth McLamb – Chair, initiated the Board Vice-Chair election process, seeking a motion to nominate a Board Vice-Chair to serve until the next Annual Meeting. Commissioner Robert Way nominated Commissioner Georgana Kicinski for Board Vice-Chair. A motion to close the nominations was offered by Commissioner Russ May and seconded by Commissioner Georgana Kicinski, Vice-Chair. The motion passed unanimously (7 votes in favor).

ROLL CALL VOTE:

- Councilperson Lane — **Yes**
- Councilperson Daniels — **Yes**
- Commissioner May — **Yes**
- Commissioner Gooch — **Yes**
- Commissioner Kicinski — **Yes**
- Commissioner McLamb — **Yes**
- Commissioner Way — **Yes**

RESULT: Motion carried unanimously (7–0)

The motion to elect Commissioner Georgana Kicinski as Board Vice-Chair passed unanimously (7 votes in favor).

Election of Board Officer: Secretary

Commissioner Kenneth McLamb, Chair, initiated the Board Secretary and Board Treasurer election process, seeking a motion nominating a Secretary and Treasurer to serve until the next Annual Meeting. Commissioner Jimmy Gooch nominated Richard Balmer for Board Treasurer and Krystle Lee for Board Secretary. The nomination was seconded by Commissioner Georgana Kicinski, Vice-Chair.

ROLL CALL VOTE:

- Councilperson Lane — **Yes**
- Councilperson Daniels — **Yes**
- Commissioner May — **Yes**
- Commissioner Gooch — **Yes**
- Commissioner Kicinski — **Yes**
- Commissioner McLamb — **Yes**
- Commissioner Way — **Yes**

RESULT: Motion carried unanimously (7–0)

The motion to elect Richard Balmer as Treasurer and Krystle Lee as Board Secretary passed unanimously (7 votes in favor).

7. Adjustments/Approval of the Meeting Agenda

Brief Description: Commissioner Kenneth McLamb, Chair, asked the Board members if there were any adjustments to the Meeting Agenda as presented. Commissioner Robert Way submitted a request to remove Agenda Item 13.

Commissioner Robert Way: Mr. Chair, at the request of the Executive Director, can we move item number 13 to a later date when he has further information that he is waiting on?

Commissioner Kenneth McLamb, Chair: Yes, sir.

Board Action: A motion to remove Item #13 from the agenda was made by Commissioner Robert Way and seconded by Commissioner Jimmy Gooch. The motion to amend the [February 10, 2026 Board of Directors Meeting Agenda](#) passed unanimously (7 votes in favor).

8. Review & Approval of Minutes

Brief Description: Commissioner Kenneth McLamb, Chair asked Board members if there were any adjustments to the [January 2026 Meeting Minutes](#), as presented. No adjustments were made.

Board Action: A motion to approve the January 2026 Regular Board Meeting Minutes was made by Commissioner Robert Way and seconded by Commissioner Georgana Kicinski, Vice-Chair. The motion passed unanimously (7 votes in favor).

9. Public Comments

Ed Gleason, Butner, NC: Thanked the Board for their work and dedication, expressing appreciation for the information provided by SGWASA. He ended stating that he would appreciate it if he could receive more information, faster.

Lynn Bailey, Creedmoor, NC: Expressed worries surrounding potential I-85 SSI Project property damage and insurance coverage. Bailey stated it is difficult to prove time and date information from photos taken on a mobile device and expressed that information should be made available to guide residents through such processes.

She requested more details from contractors on the project path and construction impacts.

(Contractors followed-up on the resident concern and met with Ms. Bailey, at her residence, to provide project information tailored specifically to her home within the project corridor.)

10. Board Discussion Items

Brief Description: Prior to each month's regularly scheduled Board meeting, the Board Secretary surveys the Board members to inquire if they have any discussion topics for the upcoming Board meeting. The following are the responses received for discussion items.

Councilperson Tom Lane: None.

Commissioner Georgana Kicinski, Vice-Chair: None.

Commissioner Jimmy Gooch: None.

Commissioner Robert Way: None.

Commissioner Kenneth McLamb, Chair: None.

Councilperson Vicky Daniels: None.

Commissioner Russ May: During the January 13, 2026 Board of Directors meeting, Commissioner May referred to page 39, Bonds Outstanding, in the Auditor's Presentation and asked what utility projects were related to the outstanding USDA bonds in the City of Creedmoor.

Discussion: Why were we financing a loan to the City of Creedmoor?

Mr. Schroyer has answered all my questions. It appears, through the memorandum provided, that the work was done. Without reading the memos: A project was done, after reviewing the available contracts, the City of Creedmoor received a USDA loan, and announced almost \$5 million for installation of new replacement water and sewer lines, a new sewer pump station, a new water booster station, and a 500,000 gallon water tank.

I feel confident, based on my discussion with Mr. Schroyer and what I have read here, that the work was completed.

And that was the question, was the work completed? Why? Why did we assume a loan? I would not want us to be assuming a loan for something that was not completed. And so that was my question. It has been answered, on my side.

The Executive Director responded that he would need to research the topic and provide the information to the Board members at the next Board meeting. Information related to this topic is found below.

Information Related to Commissioner May's Discussion Item

Reference Information: January 13, 2026 Auditor's Presentation – Bonds Outstanding (page 39)



Bonds Outstanding

	Balance at June 30
Truist	\$ 882,127
USDA (assumed from Creedmoor)	4,019,000
USDA (to acquire Creedmoor)	5,253,000
BB&T (to acquire Creedmoor)	<u>771,035</u>
Total Outstanding Bonds	\$10,925,162

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MEMORANDUM

To: SGWASA Board of Directors

From: Scott N. Schroyer, Executive Director *SNS*

Date: February 4, 2026

Subject: Summary of USDA Revenue Bond Transfer from City of Creedmoor

Summary

This memo provides a brief overview of the accompanying analysis regarding the \$4.965 million USDA Revenue Bond transferred to SGWASA during the 2015 acquisition of the City of Creedmoor's utility system.

Review of the original USDA loan documents shows the funding was intended for water and sewer line replacements, a new sewer pump station, a new water booster station, and a 500,000-gallon water tank.

SGWASA staff also reviewed 2014 engineering drawings from The Wooten Company reflecting these same improvements. The Engineer of Record confirmed that these projects were funded through a USDA program, though he could not verify the specific bond instrument.

Conclusion

Based on documentation and engineering confirmation, SGWASA is confident that the USDA Revenue Bond transferred from the City of Creedmoor was associated with these infrastructure improvements.

To: Scott N. Schroyer, Executive Director of SGWASA

From: Chris Summerlin, Assistant Executive Director of SGWASA

Date: January 30, 2026

Subject: \$4 million Revenue Bond transfer from City of Creedmoor to SGWASA for Infrastructure Upgrades

Background

As requested, please find the information you asked me to research based on SGWASA Board member Russ May, Granville County Commissioner, concerning a United States Department of Agriculture (USDA) Revenue Bond from the City of Creedmoor to SGWASA during the 2015 utility acquisition.

After reviewing the available contract documents, the City of Creedmoor received a USDA loan in the amount of \$4,965,000; the language for this bond included installation of new or replacement water and sewer lines, a new sewer pump station, a new water booster station and a 500,000-gallon water tank. See below for this exact language:

WHEREAS, the City of Creedmoor, North Carolina (the "City") has applied to the North Carolina Local Government Commission (the "Commission"), pursuant to The State and Local Government Revenue Bond Act, as amended, for approval of the issuance by the City of not to exceed \$4,965,000 Water and Sanitary Sewer System Revenue Bonds (the "Initial Bonds") for the purpose of providing funds, together with any other available funds, (a) to finance various improvements to the City's water system and sanitary sewer system, including, without limitation, installation of new or replacement water and sewer lines, a new sewer pump station, a new water booster station and a 500,000 gallon water tank (collectively, the "Project") and (b) to pay certain other costs associated with the issuance of the Initial Bonds and the hereinafter mentioned Initial Note; and

This revenue bond document did not stipulate a project number, engineering firm or details about the project other than what is listed above.

SGWASA staff are aware that the City of Creedmoor used The Wooten Company as its engineering firm for water and sewer projects, and SGWASA has several drawings from that firm. Staff have also reviewed a set of 2014 upgrade drawings that include improvements such as the Lake Road water booster station, water and sewer line replacements, the Robertson Creek sewer pump station, and a 500,000-gallon water tank. SGWASA staff contacted the Engineer of Record at The Wooten Company. The Engineer of Record confirmed the projects mentioned were funded through a USDA program.

Conclusion

SGWASA feels confident that the \$4,965,000 USDA bond that the City of Creedmoor transferred to SGWASA was relate to the infrastructure upgrades and new infrastructure.

11. FY25-26 2nd Quarter Financial Review - Presentation

SGWASA is providing quarterly financial reporting to strengthen Board visibility and financial awareness across the organization throughout FY25–26. Finance Director Richard Balmer delivered the FY25-26 2nd Quarter Financial Review Presentation.

Financial results indicate cumulative billing revenue is trending as expected for the fiscal year, while total non-billing revenue (fees) is tracking to budget, with some fee line items exceeding projections

and engineering fee revenue trending below expectations. Interest income is slightly above expectations because interest rates have not declined as quickly as projected. Cash balances allocated for I-85 project expenses are being drawn down at a slower pace than projected.

Staff will continue monitoring financial activity through the remainder of the fiscal year.

Executive Director's Recommendation: Information only, no Board action required.

12. Falls Lake Industrial Park Project Water and Sewer Extensions in Butner, NC

SGWASA requested Board approval for public water and sewer extensions to serve the Falls Lake Industrial Park in Butner, North Carolina, a commercial development planned for five large buildings to be constructed over the next several years.

Chris Summerlin, Assistant Executive Director, presented the request. The proposed developer-funded infrastructure includes 10,738 feet of waterline, 12,410 feet of sewer infrastructure, and one sewer pump station. The utility design has been developed in coordination with the Town of Butner over approximately one year and has completed multiple review cycles. The property has been rezoned from Rural Residential (RR) to Planned Unit Development (PUD) and annexed into the Town of Butner, and the Town is nearing permit issuance pending remaining stormwater items. Consistent with SGWASA's Water and Sewer Specifications, Board approval is required for system extensions prior to finalizing state permitting.

The design also includes water and sewer easements intended to support future waterline looping and planned sewer expansion in the Cozart area; the Executive Director will review and approve those future-extension easements as applicable without additional Board action required.

Following NCDEQ approval, construction will be authorized, and SGWASA staff will inspect installation to confirm compliance with Authority specifications. Staff recommends Board approval of the extensions as presented, notes there is no SGWASA funding requirement because the project is fully developer-funded.

Executive Director's Recommendation: The Board members approve the water and sewer extension requests of 12,410 feet of sewer, 10,738 feet of waterline and one sewer pump station for Falls Lake Industrial Park in the Town of Butner, NC to SGWASA's system.

Board Action: A motion to approve the water and sewer extension requests of 12,410 feet of sewer, 10,738 feet of waterline and one sewer pump station for Falls Lake Industrial Park in the Town of Butner, NC to SGWASA's system was made by Commissioner Jimmy Gooch and seconded by Councilperson Tom Lane. The motion passed unanimously (6 votes in favor, 1 Vote Opposed). Commissioner Georgana Kicinski, Vice Chair Voted 'No'.

13. Request to purchase one new generator from Atlantic Power for SGWASA sewer pump station located at Little School Street in Stem, NC

Item deferred to allow additional information to be gathered for a future discussion.

14. Comments from the Executive Director

Executive Director Scott N Schroyer: If the Board Chair would like, I could have Chris just give us a sixty second update on that project.

Assistant Executive Director Chris Summerlin: So, we have five filter basins inside of our water treatment plant. We have five filter basins that house all the filter material, all the nozzles, all the concrete, and everything that is needed. In the beginning of December, we pulled filter one offline for excavation of the material and replacement of the nozzles. We did find some concrete needed to be repaired. I am happy to report that everything went smoothly, with that. Filter one is back online. So, filter one has been done. Filter two, they started excavating the material today. So as of right now, the project is on-schedule and on-budget as needed. So, if everything goes smoothly, (knock on wood) we anticipate we will be complete with this project sometime early to mid-April timeframe. Hopefully.

Executive Director Scott N Schroyer: Well, thank you, Mr. Chair. First, this evening. Thank you, Richard, and Chris for your presentations this evening; and the information found in the agenda. I really appreciate it. Congratulations to Commissioner McLamb and Commissioner Kicinski for your appointments to Chair and Vice Chair, respectively. Look forward to working with you; and Commissioner Gooch, it has been a pleasure working with you as the Board Chair. I am glad that you are still serving on this Board.

Commissioner Jimmy Gooch: Thank you.

Executive Director Scott N Schroyer: On the most recent project reports that I provide to the Board members last Friday. If you have any questions on anything specific, Chris and I will be happy to answer any questions on that report. I just wanted to note to the Board and the public that the Water Filter Media Replacement project is going quite well, even in lieu of the subfreezing weather that we received recently, the last couple of weeks, that kind of froze some of the sand that we used in those filters on the project.

But we are back in phase, there. Just a reminder, we have five filters that are being replaced at the water plant. Filter number one has been replaced already, is back in service, and doing well. Filter number two should be back in service by the end of this week. We plan to take filter number three out of service, probably in the next 10 days or so; and the goal would be to once we have three filters reestablished- basically, we are hoping that we can take out filters four and five and do them concurrently instead of consecutively.

Just to remind the Board, we plan to finish this project around the first of May. I think we are going to beat that schedule. Quite honestly, it is looking pretty good. So, I just want to highlight that project for the Board. I would be happy to answer any questions you have on any projects that we have out there in [that report](#). There are quite a few on which we are working.

Commissioner Robert Way: While you are on that topic.

Executive Director Scott N Schroyer: Yes, sir.

Commissioner Robert Way: The filter media for basin two. Did they find any issues with the concrete in that basin and the nozzles as well?

Executive Director Scott N Schroyer: May I ask Chris to come up? Chris, you want to just speak to filter basin number two please.

Assistant Executive Director Chris Summerlin: So, just like with filter one, they did find some very minor concrete things. So, they addressed that. They were able to repair it within, I think, two days. And as far as nozzles, I would have to check on that, but I have not heard of any red flags. With the first one, I think that there were five or six nozzles that were not working, and our approach with this

was to replace all the nozzles; because once you put that media in there, you must extract it. So, going that far, you might as well just replace them. They are not very expensive.

15. Comments from the Attorney

None.

16. Comments from our Board Members

Councilperson Tom Lane: I just really appreciate that Finance Report. I am still catching up on things, that helped quite a bit. Nothing major. It appears that everything is moving along well with the projects. I am happy with what is taking place.

Councilperson Vicki Daniels: I, too, appreciate the report presentation you gave, Richard. It was very thorough, well-presented, and answered some of my questions, also. So, I appreciate all the hard work you put into it.

I appreciate the Board for passing the recommendation for the sewer extension for the Falls Lake Industrial Park, I appreciate it. I think it is a win-win. SGWASA is not investing anything and it is helping the Town of Butner. So, I appreciate the yeses. Thank you.

Commissioner Robert Way: Scott and Chris, if you will just relay to your staff with those very, very cold temperatures that we experienced from the middle of January... until basically a few days ago- we have had several water main breaks in Butner and ended up having one in Creedmoor. I believe it was yesterday.

These guys have been out in this cold weather with these water leaks, mud, and muck; and it is not an easy task or an easy job for these gentlemen out here to do that. And I am very grateful for them to be out there doing this type of work.

So, if you will pass that along- if you will. Thank you.

Executive Director Scott N Schroyer: Sure will, thank you.

Commissioner Russ May: I would like to congratulate the Town of Butner for the Falls Lake Industrial Park Project. This is not the first meeting me and Commissioner Gooch have been in, today. We have been in meetings for most of the day, and one of the meetings we were in today was with the School Board, on the importance of having parallel growth versus having residential growth alone.

And so, I am pleased to see this growth in a positive manner bring additional revenue, both to the Town of Butner and the County; and ultimately that nets out to hopefully improving the services that we can provide to citizens.

So, thank you.

Commissioner Jimmy Gooch: Thank you, and congratulations to our new Chair, Kenneth McLamb, Commissioner from Stem, and congratulations on being reappointed as the Vice Chair to Commissioner Kicinski of Creedmoor. We thank you, both. Look forward to your service; and it will get better. The first night, it is like you are being thrown in the pond. You are struggling to get your head above water, but it will all come together shortly, and you will do great.

I am looking forward to that.

Saturday morning, Scott and I attended the Creedmoor Annual Strategic Planning Meeting, and we did not make a slide presentation, because everything that we would have put on the slide presentation is on the SGWASA website. It is there to view any time you want to- any day or night. It is there. The public can view it. Commissioners can view it. It is there for everyone to see.

I was a bit taken back when I asked a question for a show of hands on who had visited the SGWASA website; and all the commissioners, except one, were affirmative. I do not know if the other ones did not hear my question or were distracted or something; or maybe just indicated they had not been to the SGWASA website.

I encourage everyone to go there, spend time, and look at it. There is a wealth of information there. Some people preach transparency, but if you look at our website, you will see the transparency from SGWASA.

I want to just thank the continued service from our Executive Director and staff. We appreciate you, so much. You continue to excel and our Finance Director, Richard Balmer, thank you for your presentation. I know you have received awards over the years for finance and keeping everything straight, and we just appreciate your service to SGWASA. And that ends my comments. Thank you.

Commissioner Georgana Kicinski, Vice-Chair: Thank you, Mr. Chair. Thank you, to the Board, for appointing me back to Vice Chair. I appreciate that. Richard, your finance reports- I love them. They are clear as a bell for me, and God knows I need it.

Commissioner Kenneth McLamb, Chair: You said that. We did not say it.

Commissioner Georgana Kicinski, Vice-Chair: That is okay. I will be the first to admit to it. I want to make sure I got all my I's dotted and T's crossed.

At the strategic planning meeting, I wanted SGWASA members to know that we approved a water quality policy, and I do not have a final version of it. There was an amendment that was made to it, but I would be glad to provide it to all the Board members, the Executive Director, and the attorney, because it is a matter of public record, now.

We look forward to working with SGWASA to provide informational, educational resources on water quality issues going forward. Congratulations.

Commissioner Kenneth McLamb, Chair: Thank you, and thank you to those who come to our meetings every single month. I appreciate it so much that you care enough to be educated. Ms. Bailey, I hope that there are no problems with this blasting near your house.

Commissioner Kenneth McLamb, Chair: I had Granville County Commissioner wanted to say one more thing- Russ May?

Commissioner Russ May: So, you know, this is a unique board. It is not a popular board. You know, when you get appointed this board, you know that you are going to face certain criticism that you did not face before, and then you are going to make decisions that sometime are going to disappoint some and please others.

But I have watched this board now, for several months. When I was thinking about the changing of the chairmanship, I thought about this. It is a famous saying from President Theodore Roosevelt; but I think sometimes it is worth reminding all of us of it.

And I know when I say this, I will meet some criticism which is inevitable, but sometimes, some things are worth saying.

And so, from Theodore Roosevelt:

It's not the critic who counts, not the man who points out the strong man stumbles, or where the doer of the deeds could have done better. The credit belongs to the man who is actually in the arena, whose face is marred by dust, sweat, and blood. Who strives by valiantly. Who errs. Who comes short again and again, because there is no effort without error and shortcoming; but who does actually strive to do the deeds. Who knows great enthusiasm- the great devotion. Who spends himself in a worthy cause. Who, at the best, knows in the end the triumph of high achievement; and who, at the worst, if he fails, at least he fails while daring greatly.

So, that- his place shall never be with those cold and timid souls who neither know victory nor defeat.

Commissioner Gooch, thank you for sharing being a chair in a most difficult position.

That is what came to my mind today, and I welcome anyone that would like to further their county or further their city or further SGWASA to enter the arena. Thank you.

Commissioner Kenneth McLamb, Chair: Thank you. And I will say thank you to Mr. Balmer, Mr. Summerlin, Mr. Schroyer. And let everyone know, yes, I know how cold it has been outside, because I have been outside with them. I work outside every day myself, so I know how cold it has been.

Thank you all for electing me to the Chair. I appreciate that very much. And thank you for everyone that came, good to see everybody again. Everybody have a safe drive home. Thank you.

Commissioner Georgana Kicinski, Vice-Chair: I had requested a closed session when I spoke to Mr. Schroyer yesterday; and forgot to amend the agenda when we went through it. So, if everybody does not mind, it is not going to be long, just a short one- attorney client privilege.

17. Closed Session

A motion to exit Open Session and enter Closed Session, following a five-minute recess, was made by Councilperson Tom Lane and seconded by Commissioner Russ May. Closed session was opened at 7:30 pm.

The Board held attorney client protected discussions surrounding legal interpretation of how federal grant money can be used for personal water filters by a water authority and the legal liability of such.

18. Adjournment

Commissioner Kenneth McLamb, Chair asked the Board if there were any other discussion topics to be raised. With none provided, the Chair entertained a motion to return to Open Session and adjourn the meeting.

Board Action: A motion to adjourn the February 10, 2026, Board Meeting was made by Commissioner Jimmy Gooch and seconded by Commissioner Georgana Kicinski, Vice-Chair. The motion passed unanimously (7 votes in favor). The meeting officially ended at 7:50 pm.

Respectfully Submitted by: Krystle Lee, Board Secretary / Public Information Officer

Approved by the Board at the 3/10/26 Board Meeting

Commissioner Kenneth McLamb - Chairman

Date

Agenda Item-9

Public Comments



South Granville Water and Sewer Authority (SGWASA)

Public Comment Procedures

The members of the South Granville Water and Sewer Authority (SGWASA) are committed to allowing members of the public an opportunity to offer comments and suggestions regarding efficient and effective administration of the regional utility. In addition to public hearings, a special time is set aside for the purpose of receiving such comments and suggestions. All comments addressed to the SGWASA members (the "Board") during the Public Comment period shall be subject to the following procedures:

1. Public Comments - General:

- a. The Public Comment period will be held at the beginning of the Board meeting. The comment period will be limited to a maximum of thirty (30) minutes. Based on the total number of Public Comments - Request to Speak Information Cards submitted, the Board may agree by majority vote to extend the Public Comment period or hold an additional Public Comment period at the end of the Board meeting.
- b. Public Comment speakers should not expect Board action, deliberation, and/or comment on subject matter brought up during the Public Comment section unless and until it has been scheduled as an item on a future meeting Agenda.
- c. Public Comment is not intended to require the Board to answer any impromptu questions. Speakers will address all comments to the Board as a whole.
- d. Discussions between speaker and members of the audience are not allowed.
- e. Action on items brought up during the Public Comment period will be at the discretion of the Board.
- f. Speakers must be respectful and courteous in their remarks and must refrain from personal attacks or accusations, the use of profanity, and inappropriate gestures.
- g. Only one speaker will be acknowledged at a time. If the time runs out before all persons who have signed up have an opportunity speak, those names will be carried over to the next Public Comment period.
- h. Any applause will be held until the end of the Public Comment period.
- i. Speakers who have prepared written remarks or supporting documents shall leave a copy of such remarks and documents with the Board Secretary.
- j. Speakers shall not discuss matters concerning the candidacy of any person seeking public office, including the candidacy of the person addressing the Board, except to the extent that the comments directly address issues pertinent to SGWASA.
- k. Comments must relate to matters that are within the authority or jurisdiction of the Board.
- l. Topics requiring further investigation will be referred to the appropriate SGWASA official, Board Committee or agency, and may, if in order, be scheduled for a future meeting Agenda.

1. Approved 2-14-23

Public Comments (cont.)

South Granville Water and Sewer Authority (SGWASA)

Public Comment Procedures

- m. The Board requests that complaints relative to specific SGWASA employees be directed to the Executive Director, other than at a Board meeting. Individual personnel issues are confidential by law and will not be discussed by the Board in open session.

2. Public Comments - Procedures:

- a. Persons who wish to address the Board during the Public Comment period shall complete a Public Comments-Request to Speak Information Card prior to the start of the Board Meeting. Public Comments – Request to Speak Information cards will be available thirty minutes before the start of the meeting.
- b. On the Public Comments – Request to Speak Information card, speaker shall provide their contact information (full name, full address, email, and telephone number) and the topic of their comments.
- c. Speakers will be called to the podium by the Board Chair when it is their turn to speak. Speakers will address the Board from the podium at the front of the room and begin their remarks by stating their full name and address for the record.
- d. Each speaker will have **three (3) minutes** to make remarks and will only be entitled to the time allotted.
- e. Those persons who desire to submit their public comments to the Board without directly addressing the Board during the Public Comment period may do so, yet they shall provide a legible document to the Board Secretary by 3:00 pm on the day of the Board Meeting. The legible document shall include their contact information (full name, full address, email, and telephone number) and the topic of their comments. The public comments will not be read aloud during the Board Meeting, yet they will be attached to the record copy of the meeting minutes.

Agenda Item-10

Board Discussion Items

Brief Explanation: Prior to each month's regularly scheduled Board meeting, the Board Secretary surveys the South Granville Water and Sewer Authority (SGWASA) Board members to see if they have any discussion topics for the upcoming Board meeting. The following are the responses received regarding discussion items for this Board meeting.

Thomas Lane, Butner Council Person: None.

Vicky Daniels, Butner Councilperson: An update on the Water Treatment Plant Media Replacement Project including any notable difference in water quality.

Robert Way, Creedmoor Commissioner: None.

Jimmy Gooch, Granville County Commissioner: None.

Russ May, Granville County Commissioner: None.

Georgana Kicinski, Creedmoor Commissioner/SGWASA Vice Chair:

- I would like to discuss the issues on Church Street in Creedmoor and let the residents of that street know why there is unending construction work being done.

Kenneth McLamb, Town of Stem Commissioner/SGWASA Board Chair: None.

(Responses to the Discussion Item topics are found below.)

Staff has provided the following memo related to Council Person Daniels' Discussion Item topic.



TO: SGWASA Board Members
FROM: Scott N. Schroyer, Executive Director *SNS*
TOPIC: Water Treatment Plant (WTP) Filter Media Replacement Project Update
DATE: March 5, 2026

Executive Summary

The WTP Filter Media Replacement Project remains on schedule for spring 2026 completion. Work completed to date has already improved plant performance, increasing production capacity and water quality, especially through enhanced manganese removal.

Background

Between May and September 2024, SGWASA experienced significant production limitations when all five filters struggled to maintain normal output during high-temperature periods. Hazen, our on-call engineering firm, investigated the issue and recommended replacing the filter media and upgrading the filter nozzles. SGWASA subsequently issued an RFP for the work.

In August 2025, the Board awarded the construction contract to State Utility Contractor, the lowest responsive, responsible bidder. The total bid amount was \$897,753, consisting of a base bid of \$797,753 and a \$100,000 General Allowance intended for potential concrete repairs in the filter basins.

Status (In Progress)

Construction began in November 2025. To date, progress has remained on schedule:

- Basin 1: Completed in December 2025.
- Basin 2: Completed mid-February 2026 after minor weather delays.
- Basin 3: Taken offline in late February 2026; expected back online in March.
- Basins 4 and 5: Will proceed next, potentially concurrently, supporting timely completion in spring 2026.

Performance Improvements to Date

- Rehabilitation of Filters 1 and 2 has already produced measurable operational benefits:
 - Increased daily water production capacity due to restored filtration efficiency.
 - Reduced head loss across the filter beds.
 - Improved water quality, most notably through enhanced manganese removal.

Next Steps

- Complete rehabilitation of Basins 3, 4, and 5 by spring 2026.
- Provide a final project summary and performance report upon completion.
- Report on any utilization of the General Allowance for concrete repairs (if required).

Staff has provided the following memo related to Commissioner Kicinski's Discussion Item topic.

To: Scott Schroyer, Executive Director of SGWASA

From: Chris Summerlin, Assistant Executive Director of SGWASA

Date: March 5, 2026

Subject: Church Street Utility Construction and Abandonments

Background

The South Granville Water and Sewer Authority operates and maintains water and sewer lines within the Town limits of Butner, City limits of Creedmoor, Town of Stem and unincorporated areas of Granville County.

On East Church Street, between North Street and Hunters Ridge Dr. in the City of Creedmoor, there are 3 separate waterlines; a 2" waterline that was shown in previous records to have been abandoned, a 4" waterline and a 6" waterline. Both the 2" and 4" waterlines have had continued waterline breaks in the past 11 years that SGWASA has owned the system.

SGWASA has been working to develop a plan to abandon the existing 2" and 4" waterlines and transfer all water services to the 6" waterline. In order to abandon these waterlines, valves must be inserted to determine which services lines are hooked to the 2" and 4" lines.

SGWASA does not have record (as-built) drawings for these waterlines, as the City of Creedmoor did not keep the records. Based on not having the record drawings for this, SGWASA has to determine where the lines are connected and cut valves in, so we can ultimately abandon these old waterlines.

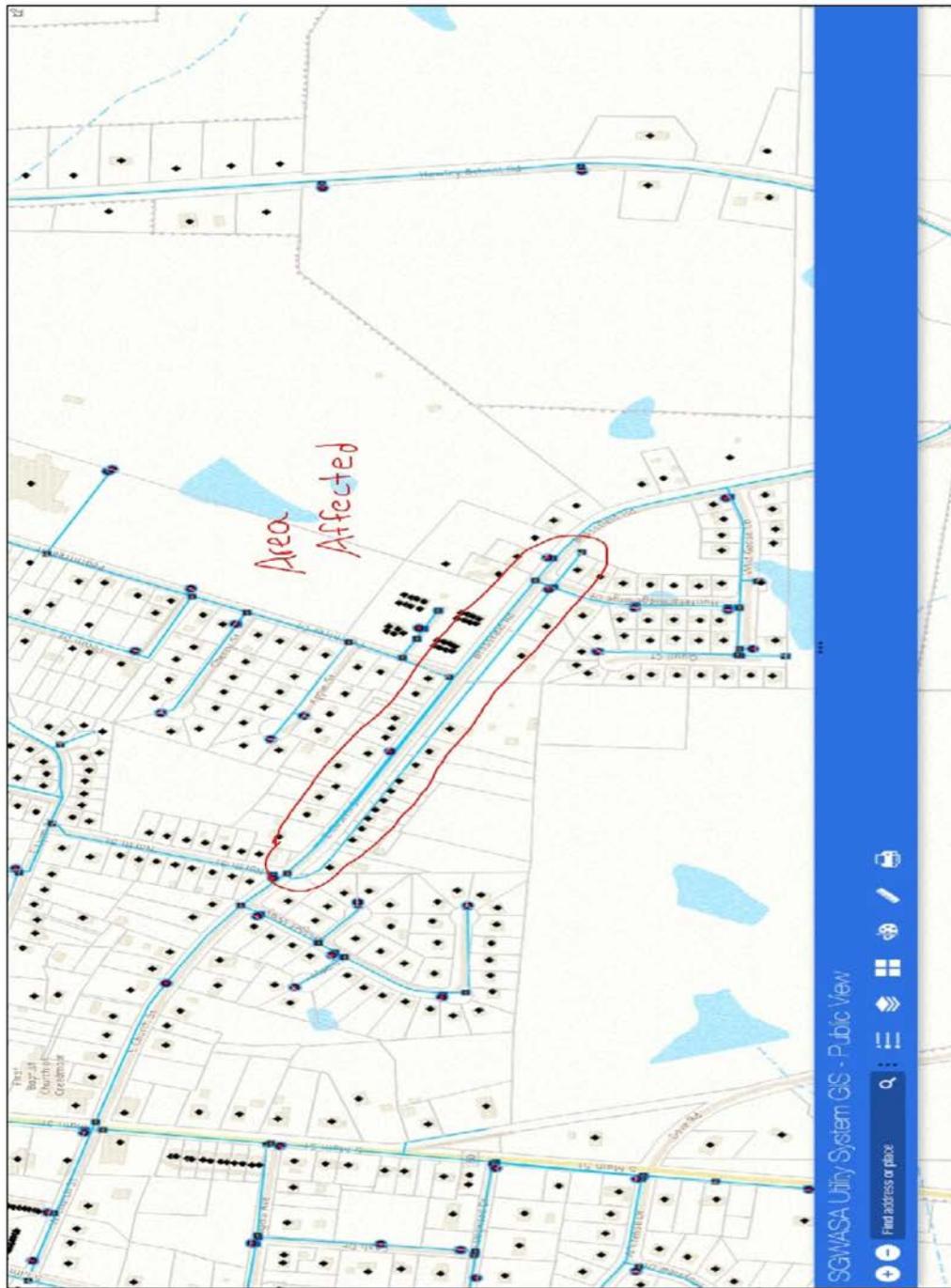
SGWASA has been and will continue to work in the next couple of weeks to abandon the waterlines and move all water services to the 6" waterline. Please see the attached map for the specific area of construction.

Customers in the area may experience loss of pressure or times of no water, due to moving services, but the end result will be better flow and less chance of utility issues long term in this area.

Thank you and please let me know if you have any questions.

Chris Summerlin

Assistant Executive Director- SGWASA



Agenda Item-11

Topic: Bio-Solids Management: Award of Contract

Requested Action: SGWASA seeks Board Approval for a Contract Extension for Bio-Solids Management with Granville Farms Inc.

Presenter: Chris Summerlin, Assistant Executive Director

Executive Summary:

SGWASA seeks Board approval to extend its bio-solids management contract with Granville Farms, Inc. for three additional years, based on the contractor's strong performance and proposed CPI-U-adjusted pricing, which staff find reasonable for continued service. The utility produces significant biosolids volumes at both treatment plants, and the projected annual program cost of \$275,000–\$300,000 is already included in the FY25–26 budget.

Background:

The FY25–26 Budget includes \$275,000 for biosolids management. SGWASA's WWTP produces an average of 434 dry tons of biosolids annually (2,219,000 gallons of liquid sludge and 796 wet tons of cake), and the WTP produces 141.61 dry tons (1,337,000 gallons). The WTP also requires a dump trailer for on-site staging and operates a belt press that processes approximately 30 dry tons every two weeks.

SGWASA contracts out biosolids hauling services. Granville Farms, Inc. has provided these services under the current 3-year contract, and SGWASA is seeking Board approval to extend the contract for an additional 3-year term beginning in 2026.

Analysis:

In October 2022, SGWASA issued an RFP for the biosolids management program. Granville Farms, Inc. was the low bidder, and the Board approved a 3-year contract with the company at its January 10, 2023 meeting.

Under the terms of the contract, SGWASA requested updated pricing from Granville Farms Inc., for consideration of a 3-year renewal. The contract allows a 3-year extension and requires that renewed pricing be adjusted based on the CPI-U over the initial term. The contract terms and conditions included the following provisions:

Term: At the end of this term, this agreement may be extended for an additional three-year term (renewal term) upon the agreement in writing by both parties to extend the term.

Price: CPI-U Adjustment. If the parties mutually agree to renew this agreement, then on the effective date of the renewal term, all fees charged by the contractor hereunder shall be adjusted by a percentage equal to the increase or decrease in the Consumer Price Index-All Urban Workers (CPI-U) over the initial term.

SGWASA staff compared the proposed 2026–2029 unit costs with the current contract and CPI-U. The comparison data is found below in Table 1. In summary, SGWASA finds the while certain line items

are slightly above CPI-U inflation since 2023, the proposed pricing is reasonable and in the public interest given market conditions, service continuity, and cost-risk tradeoffs, staff recommends the Board approve the proposed 2026–2029 unit pricing for liquid sludge hauling and related services.

Table 1

Item	2023-26 Contract Unit Cost	2026-2029 Proposed Contract Unit Cost
Land Application Charges		
Hauling Rates		
per gallon (0-15 Miles)	\$ 0.0475	\$ 0.0530
per gallon (16-30 Miles)	\$ 0.0475	\$ 0.0530
Biosolids Cake		
per ton	\$ 36.00	\$ 36.00
Mobilization per event	\$ -	\$ -
Large Loader Rental		
per hour of machine use	\$ 100.00	\$ 100.00
Trailer Rental Fee		
per trailer per month	\$ 2,000.00	\$ 2,000.00
Annual Permit Fees		
WWTP	\$ 2,000.00	\$ 2,200.00
WTP	\$ 1,500.00	\$ 1,650.00
Annual EPA Report		
WWTP Only	\$ 500.00	\$ 600.00
Laboratory Charges		
Analytical Sample (Nutrients & Metals)		
per sample	\$ 575.00	\$ 675.00
Pathogen Sample (Fecal Coliform)		
per sample	\$ 450.00	\$ 650.00
Vector Attraction Reduction Sample (30-Day Scale Bench Test)		
per sample	\$ 425.00	\$ 625.00
TCLP plus ICR		
per sample	\$ 1,350.00	\$ 1,550.00

Staff Recommendation:

SGWASA staff recommends extending the bio-solids management contract with Granville Farms, Inc. for an additional three years based on their strong performance during the current term.

Schedule:

Following Board approval, a contract extension will be executed between SGWASA and Granville Farms, Inc.

Financial:

The bio-solids management contract is based on unit pricing. Using the proposed rates from Granville Farms, Inc., SGWASA estimates the annual program cost at \$275,000–\$300,000, which is already allocated in the annual budget.

Attachments:

Exhibit A.: Granville Farms, Inc. Unit Cost Proposal

Exhibit B.: Laboratory Tests for Biosolids Compliance

Exhibit C.: Initial 3-year Contract for Biosolids Hauling with Granville Farms, Inc.

Strategic Plan Alignment:

Focus Area #2 – Reliable and Sustainable Sanitary Sewer System

Executive Director’s Recommendation:

The SGWASA Board of Directors approve the unit-price contract extension for a 3-year term with Granville Farms, Inc. for the bio-solids management program, based on the 12/17/25 proposal shown in Exhibit A.

P.O. Box 1396
Oxford, NC 27565
(919) 690-8000 Office
(919) 690-1157 Fax



December 17, 2025

“Attachment A”

South Granville Water and Sewer Authority
Attn: Scott N. Schroyer, Executive Director
415 Central Avenue, Suite B
Butner, North Carolina 27509

Reference: Proposal for Management of Residual Bio-solids' Program
SGWASA WWTP and WTP
Butner, North Carolina

Upon completion of The Contract's initial term of three (3) years, SGWASA has requested to renew the Contract on the same terms and conditions for a total of three (3) additional one-year terms. Granville Farms, Inc agrees to this amendment of three additional one-year terms, to begin on February 06, 2026 and end on February 05, 2029.

Estimated Costs for the management of the land application program listed in the above scenario:

Land Application

- Hauling Rates
 - \$0.0530 per gallon (0-15 Miles)
 - \$0.0530 per gallon (16-30 Miles)
- Biosolids Cake
 - \$36.00 per ton
- Mobilization
 - \$0.00 per event
- Large Loader Rental
 - \$100.00 per hour of machine use
- Trailer Rental Fee
 - \$2,000.00 per trailer per month
- Annual Permit Fee
 - \$2,200.00 for WWTP
 - \$1,650.00 for WTP
- Annual EPA Report
 - \$600.00 for WWTP Only

Laboratory Charges

- Analytical Sample (Nutrients & Metals)
 - \$675.00 per sample
- Pathogen Sample (Fecal Coliform)
 - \$650.00 per sample
- Vector Attraction Reduction Sample (30-Day Scale Bench Test)
 - \$625.00 per sample
- TCLP plus ICR
 - \$1,550.00 per sample

Authorized Signature: 
Granville Farms, Inc.

The above prices, specifications, and conditions are satisfactory and are hereby accepted.

Acceptance of Proposal: _____ Date: _____

Laboratory Tests for Biosolids Compliance

- 1. Nutrients & Metals Analysis:** Measures nutrient levels and regulated metals to confirm compliance with EPA and state pollutant limits.
- 2. Pathogen Test (Fecal Coliform):** Evaluates microbial safety and ensures biosolids meet Class B pathogen reduction requirements.
- 3. Vector Attraction Reduction (VAR) – 30-Day Bench Test:** Determines the level of stabilization to verify biosolids will not attract rodents, flies, or other vectors.
- 4. TCLP + ICR Testing:** TCLP simulates landfill leaching to verify biosolids do not exhibit hazardous waste characteristics. ICR provides a broader inorganic constituent analysis for compliance

BIOSOLIDS MANAGEMENT SERVICE AGREEMENT

This SERVICE AGREEMENT (hereinafter called the AGREEMENT) made and entered into this 6th day of Feb. 2023 EFFECTIVE DATE) by and between **SOUTH GRANVILLE WATER AND SEWER AUTHORITY**, a water and sewer authority organized pursuant to Article 1, Chapter 162A of the North Carolina General Statutes (hereinafter called SGWASA), and **GRANVILLE FARMS, INC.**, a North Carolina corporation (hereinafter called CONTRACTOR which term shall include its successors and assigns).

WITNESSETH:

In consideration of the following covenants and AGREEMENTS, SGWASA and the CONTRACTOR hereby mutually agree as follows:

1. SCOPE

1.1. The CONTRACTOR shall provide biosolids management services that include removal, transportation, and land application or other beneficial reuse in accordance with the terms of this AGREEMENT and the Request for Proposal South Granville Water and Sewer Authority Treatment Plant Bio-solids Management Program (RFP) and CONTRACTOR'S Proposal attached herein as Exhibit A (hereinafter called SERVICES) of SGWASA'S biosolids which constitute primarily liquid residue generated during the treatment of domestic sewage in a treatment works (hereinafter called BIOSOLIDS) generated by SGWASA'S Wastewater Treatment PLANT (the PLANT). Each reference to this AGREEMENT shall be deemed to include all Exhibits. Any conflict between language in the RFP or other Exhibits and language in the main body of this AGREEMENT shall be resolved in favor of the main body of this AGREEMENT.

2. CONTRACTOR OBLIGATIONS

The CONTRACTOR shall:

- 2.1. Subject to Section 3.1, cause the loading and removal, transportation, and land application of SGWASA'S BIOSOLIDS and, in connection with such activities, maintain AUTHORIZATIONS and landowner AGREEMENTS required of CONTRACTOR for agricultural land application and/or disturbed land reclamation in accordance with all applicable LEGAL REQUIREMENTS which are currently in effect, or which take effect during the term of this AGREEMENT. For the avoidance of doubt, CONTRACTOR understands and agrees that it is the permit holder pursuant to 15A NCAC 2T.1100 et seq. SGWASA shall have no responsibility for disposal of any bio-solids from and after the time that such bio-solids are loaded onto or into CONTRACTOR'S vehicle.
- 2.2. At the written request of SGWASA, and as applicable, provide (i) any AUTHORIZATIONS which are issued by applicable GOVERNMENTAL AUTHORITIES for all land approved for RESIDUAL land application, or (ii) any landowner AGREEMENTS for agricultural land application or disturbed land reclamation.
- 2.3. Comply in all material respects with all LEGAL REQUIREMENTS applicable to CONTRACTOR'S provision of the SERVICES.
- 2.4. For BIOSOLIDS which are land applied, employ land application methods approved or allowed by applicable GOVERNMENTAL AUTHORITIES.

2.5. Develop and implement monitoring, record keeping, and reporting programs as required by applicable LEGAL REQUIREMENTS, and as set forth in Section 6 of this AGREEMENT.

2.6. Provide proof of liability insurance, as set forth in Section 4 of this AGREEMENT.

2.7 Notify SGWASA of any notice of violation, action, suit, claim, or legal proceeding against CONTRACTOR relating to any aspect of SGWASA'S BIOSOLIDS managed pursuant to this AGREEMENT.

2.8 CONTRACTOR shall protect, defend, indemnify, and hold harmless SGWASA and its officers, directors, employees, agents, affiliates, and successors (collectively, INDEMNIFIED PARTY) against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including reasonable attorneys' fees, that are incurred by INDEMNIFIED PARTY (collectively, LOSSES), arising out of or related to any:

(a) breach or non-fulfillment of any provision of this AGREEMENT by CONTRACTOR or CONTRACTOR's employees, agents, sub-contractors and anyone else working for or on behalf of CONTRACTOR (CONTRACTOR'S PERSONNEL);

(b) negligent acts or omissions of CONTRACTOR or CONTRACTOR'S PERSONNEL (including any reckless or willful misconduct) in connection with the performance of its obligations under this AGREEMENT;

(c) bodily injury, death of any person, or damage to real or tangible personal property (including without limitation contamination of the environment) caused by the negligent acts or omissions of CONTRACTOR or CONTRACTOR'S PERSONNEL (including any reckless or willful misconduct); or

(d) failure by CONTRACTOR or CONTRACTOR'S PERSONNEL to comply with (i) any applicable federal, state, or local laws, regulations, or codes, or (ii) any landowner AGREEMENTS, in the performance of its obligations under this AGREEMENT.

2.9. CONTRACTOR'S obligations to take, receive or beneficially reuse BIOSOLIDS shall be suspended during a FORCE MAJEURE EVENT as defined below.

2.10 Additional obligations of the parties are set out in Exhibit B.

3. SGWASA OBLIGATIONS

SGWASA shall:

3.1. Provide to CONTRACTOR for off-site beneficial reuse 100% of the annual volume of BIOSOLIDS generated at the PLANT.

3.2. Provide CONTRACTOR with reasonable access to SGWASA'S RESIDUAL delivery system, except as reasonably required for safety or emergency considerations, or planned shutdown of the PLANT. It is agreed that when safety, emergency or shutdown conditions prevent access, that both parties will attempt to resolve such conditions as expeditiously as possible.

- 3.3. Provide CONTRACTOR information reasonably and readily available information regarding BIOSOLIDS composition (e.g. 40 CFR Part 503 regulated metals data and pathogen and vector attraction reduction method certification at the biosolids testing frequency in 40 CFR 503.16, or more stringent state required frequency). In accordance with the Schedule of Fees listed in Section 10.1 of this AGREEMENT, CONTRACTOR will provide BIOSOLIDS sampling and analytical services for SGWASA. CONTRACTOR will provide SGWASA with copies of analytical results upon request. SGWASA may also utilize BIOSOLIDS stabilization data from PLANT records, where applicable, for completing records for reporting.
- 3.4. Not knowingly provide to CONTRACTOR any BIOSOLIDS which contain HAZARDOUS MATERIAL or are hazardous in accordance with 40 C.F.R. Part 261, other federal law, state law, or which contains a concentration of polychlorinated biphenyls equal to or greater than 50 milligrams per kilogram of total solids (on a dry weight basis).
- 3.5. Provide CONTRACTOR with at least one (1) week advance notice of when SGWASA desires for CONTRACTOR to remove BIOSOLIDS from the PLANT.
- 3.7. From time to time, SGWASA may, in its discretion, review a list of proposed land application sites at which BIOSOLIDS from the PLANT may be applied.
- 3.8. Notify the CONTRACTOR of operating changes or any other conditions that would reasonably be expected to affect the BIOSOLIDS handled by CONTRACTOR under this AGREEMENT.

4. INSURANCE

The CONTRACTOR shall maintain and provide SGWASA evidence of insurance as follows:

- 4.1 Automobile Liability. Bodily injury and property damage liability insurance covering all owned, non-owned, and hired automobiles for limits for bodily injury of not less than \$1,000,000 per person/\$2,000,000 per accident, and property damage limits of not less than \$1,000,000 per accident. The automobile liability insurance coverage amounts may be satisfied with a combination of primary and excess/umbrella coverage.
- 4.2 Commercial General Liability. Bodily injury and property damage liability shall protect the CONTRACTOR, and any subcontractor performing work under the AGREEMENT, from claims of bodily injury or property damage which arise from operation of this AGREEMENT, whether such operations are performed by CONTRACTOR, any subcontractor, or anyone directly or indirectly employed by either. The amounts of such insurance shall not be less than \$2,000,000 bodily injury each occurrence/\$4,000,000 aggregate and \$2,000,000 property damage each occurrence/\$4,000,000 aggregate. This insurance shall include coverage for products/completed operations, personal and advertising injury liability and contractual liability in an amount not less than \$2,000,000 each occurrence/\$4,000,000 aggregate. The liability insurance coverage amounts may be satisfied with a combination of primary and excess/umbrella coverage.
- 4.3 Worker's Compensation. Meeting the statutory requirements of the State of North Carolina, even if not required by law to maintain such insurance. Said Workers'

Compensation insurance shall have at least the following limits: Employers Liability - \$100,000 per accident limit, \$500,000 disease per policy limit, \$100,000 disease each employee limit.

4.4 Professional Liability. Insuring against professional negligence/ errors and omissions on an occurrence or claims-made basis with policy limits of \$2,000,000 per claim/\$4,000,000 annual aggregate. If insurance is provided on a claims-made basis, "Tail" coverage will be required at the completion of this AGREEMENT for duration of thirty-six months, or the maximum time available in the marketplace. CONTRACTOR shall furnish certification of "tail" coverage as described or continuous "claims made" liability coverage for thirty-six months following completion of its services under this AGREEMENT. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage provided its retroactive date is on or before the effective date of this AGREEMENT. If Continuous "claims made" coverage is used, CONTRACTOR shall be required to keep the coverage in effect for duration of not less than thirty-six months from the end of this AGREEMENT. This will be a condition of the final acceptance of work or services.

4.5 Pollution Liability/Pollution Legal Insurance. Insuring against liability from damages or injury caused by the transportation, land application, release, or other disposal of sludge, biosolids, and/or other residuals under this AGREEMENT in the amount of \$5,000,000/\$5,000,000 each occurrence and aggregate.

Certificates of such insurance will be furnished upon execution of this AGREEMENT and from time to time within fifteen (15) days of request and shall contain the provision that SGWASA will be given 30 days written notice of any intent to amend or terminate by either the consultant or the insuring company. In addition, SGWASA shall be named an additional insured under all policies referenced above.

5 PAYMENT

The CONTRACTOR shall provide SGWASA with an accounting of the gallons of BIOSOLIDS removed from SGWASA'S PLANT. CONTRACTOR will utilize a measurement method based on the number of tanker loads of BIOSOLIDS removed from SGWASA'S PLANT and the capacity, in gallons, of the tankers. SGWASA will be provided with manifests for all loads removed by the CONTRACTOR.

- 5.1. The CONTRACTOR shall submit invoices once each month for SERVICES provided by CONTRACTOR, using the rates and the amounts agreed in Section 10 of this AGREEMENT.
- 5.2. It is agreed that in the event of any dispute concerning invoice amount, SGWASA will pay undisputed invoice amounts within 30 days after receipt of the invoice.

6 RECORD KEEPING

The CONTRACTOR shall maintain records and submit summary reports to SGWASA after each hauling event, monthly and on an annual, cumulative basis. Reports shall include information regarding, but not be limited to:

- 6.1. Number of loads transported and applied with identification of utilization site(s).

- 6.2. Cumulative dry tons applied at each utilization site.
- 6.2. Such other information as will reasonably allow SGWASA to fulfill its recordkeeping and reporting requirements under applicable LEGAL REQUIREMENTS.

7. NOTICES

Any notice or other communication required or permitted under this Agreement shall be in writing and shall be deemed given as of (a) the date it is delivered by hand to the parties listed below; (b) the date three days following the date it is deposited in the mail, postage prepaid, return receipt requested, addressed to the parties listed below; or (c) the date three days following the date it is sent, shipping prepaid, return receipt requested, by a national courier service, addressed to the parties listed below:

SGWASA: South Granville Water and Sewer Authority
Attn: Scott N. Schroyer, Executive Director
415 Central Ave., Ste. B
Butner, NC 27509

With a copy to:

James C. Wrenn, Jr.
Smith, Anderson, Blount, Dorsett, Mitchell & Jernigan, LLP
150 Fayetteville Street, Ste. 2300
Raleigh, NC 27601 (delivery)
P.O. Box 2611
Raleigh, NC 27602 (mail)

CONTRACTOR: Granville Farms, Inc.
Attn: Bryan A. Smith, President
P.O. Box 1396 (mail)
1111 Martin Luther King, Jr. Avenue (delivery)
Oxford, NC 27565

8. FORCE MAJEURE

No party shall be liable or responsible to the other party, or be deemed to have defaulted under or breached this AGREEMENT, for any failure or delay in fulfilling or performing any term of this AGREEMENT, when and to the extent such failure or delay is caused by or results from acts beyond the impacted party's (IMPACTED PARTY) reasonable control, including, without limitation, the following force majeure events (FORCE MAJEURE EVENT(S)): (a) acts of God; (b) flood, fire, earthquake, or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest; (d) government order, law, or actions; (e) embargoes or blockades in effect on or after the date of this AGREEMENT; (f) national or regional emergency; (g) strikes, labor stoppages or slowdowns, or other industrial disturbances; and (i) other similar events beyond the reasonable control of the IMPACTED PARTY.

9. TERM

9.1. This AGREEMENT shall be effective from the EFFECTIVE DATE until the date that is three years after the EFFECTIVE DATE (the INITIAL TERM). At the end of this term, this AGREEMENT may be extended for an additional three-year term (RENEWAL TERM) upon the agreement in writing by both parties to extend the TERM. Either party may terminate this AGREEMENT and shall have no further obligations to other under this AGREEMENT if (i) the other party fails to observe or perform any material covenant or agreement contained in this agreement for fifteen (15) days after written notice thereof has been given to such other party or (ii) at any time upon the insolvency of the other party, or the institution by or against the other party of any proceeding in bankruptcy or insolvency or for the appointment of a receiver or trustee or for an assignment for the benefit of creditors.

9.3 In addition to the termination rights set out above, SGWASA may, by written notice of termination to CONTRACTOR, terminate this AGREEMENT immediately if SGWASA determines in its reasonable discretion that CONTRACTOR has failed to comply with any LEGAL REQUIREMENTS and the environment or public health, safety, or welfare is or may be harmed or remediation may be required by a GOVERNMENTAL AUTHORITY.

10. PRICE

10.1. FEES. Except as otherwise provided in this AGREEMENT, SGWASA will pay the following fixed prices for CONTRACTOR'S SERVICES hereunder for the duration of the INITIAL TERM of this Agreement:

a. Hauling Rates

- i. Cost per gallon of Liquid Sludge
 - 1. \$0.0475 per gallon (0-15 Miles)
 - 2. \$0.0475 per gallon (16-30 Miles)
- ii. Cost per ton of Biosolids Cake -- \$36 per ton

b. Mobilization Fees

- i. Cost per Event--\$0.00

c. Loader Rental

- i. Cost per hour--\$100.00

d. Monthly Trailer Rental Fee -- \$2,000.00 per trailer month

e. Annual Permit Fee

- i. Cost for WWTP -- \$2,000.00
- ii. Cost for WTP -- \$1,500.00

f. Annual EPA Report Preparation & Submittal

- i. Cost for WWTP Only -- \$500.00

g. Laboratory Charges

- i. Analytical Sample (Nutrients and Metals) -- \$575.00 per sample
- ii. Pathogen Sample (Fecal Coliform) -- \$450.00 per sample
- iii. Vector Attraction Reduction Sample (30-Day Scale Bench Test) -- \$425.00 per sample
- iv. TCLP plus ICR -- \$1,350.00 per sample

10.2. CPI-U ADJUSTMENT. If the parties mutually agree to renew this AGREEMENT, then on the EFFECTIVE DATE of the RENEWAL TERM, all fees charged by CONTRACTOR hereunder shall be adjusted by a percentage equal to the increase or decrease in the Consumer Price Index-All Urban Workers (CPI-U) over the INITIAL

TERM, provided that in no event shall any such price adjustment decrease any fees charged below those set out above.

10.3. **FUEL SURCHARGE.** A fuel surcharge will be applied based on a set 40-mile round trip per load. The fuel surcharge will vary based on the current fuel cost as published by the U.S. Energy Information Administration (EIA) Lower Atlantic monthly Diesel Fuel Cost, with a base rate of \$3.00 per gallon.

https://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_r1z_w.htm

The fuel surcharge will be calculated as follows”

Diesel Fuel Cost-Fuel Base Rate/ 5 miles per gallon = Per Mile Round Trip

Per Mile Round Trip Charge x 40-miles Round Trip = Fuel Surcharge per load

11. MISCELLANEOUS PROVISIONS.

11.1. **Assignment.** This Agreement may not be assigned without the prior written consent of the other party.

11.2. **Governing Law; Jurisdiction; Venue.** The construction and performance of this AGREEMENT shall be governed by and construed pursuant to the laws of the State of North Carolina. Venue for any legal actions initiated concerning this AGREEMENT or arising in any way from and out of this AGREEMENT shall be brought in the appropriate state court sitting in Granville County, North Carolina, having jurisdiction over said claim. The parties submit to the jurisdiction of said court and waive any right they may have to venue in any other jurisdiction.

11.3. **Consent to Breach Not Waiver.** No term or provision hereof shall be deemed waived and no breach excused, unless such waiver or consent be in writing and signed by the party claimed to have waived or consented. No consent by any party to, or waiver of, a breach by the other party shall constitute consent to, waiver of, or excuse of any other different or subsequent breach.

11.4. **Severability.** If any term or provision of this AGREEMENT should be declared invalid by a court of competent jurisdiction, (i) the remaining terms and provisions of this AGREEMENT shall be unimpaired, and (ii) the invalid term or provision shall be replaced by such valid term or provision as comes closest to the intention underlying the invalid term or provision.

11.5. **Amendments.** This AGREEMENT may be amended from time to time only by an instrument in writing signed by the parties to this AGREEMENT.

11.6. **Counterparts.** This AGREEMENT may be executed in counterparts, which together shall constitute one and the same contract. The parties may execute more than one copy of this AGREEMENT, each of which shall constitute an original. To facilitate execution, this AGREEMENT may be executed by handwritten signing or by electronically transmitted facsimile of such signing, either of which shall create a validly executed document, in as many counterparts as may be required.

12. DEFINITIONS

12.1. **"AUTHORIZATIONS"** means all authorizations, permits, applications, notices of intent, registrations, variances, and exemptions, required for the removal;

transportation and land application of BIOSOLIDS in compliance with all applicable LEGAL REQUIREMENTS.

- 12.2. "BIOSOLIDS" means properly stabilized sewage sludge meeting a minimum of Class B pathogen treatment and vector attraction reduction treatment and the metals and other pollutant quality standards for land application as defined by 40 CFR Part 503 and State of North Carolina requirements. Biosolids do not include any hazardous materials or substance and must be suitable for land application under the applicable law.
- 12.3. "ENVIRONMENTAL LAWS" means any AUTHORIZATION and any applicable federal, state, or local law, rule, regulation, ordinance, order, decision, principle of common law, consent decree or order, of any GOVERNMENTAL AUTHORITY, now or hereafter in effect relating to HAZARDOUS MATERIALS, BIOSOLIDS, or the protection of the environment, health and safety, or a community's right to know, including without limitation, the Comprehensive Environmental Response, Compensation, and Liability Act, the Resource Conservation and Recovery Act, the Safe Drinking Water Act, the Clean Water Act, the Clean Air Act, the Emergency Planning and Community Right to Know Act, the Hazardous Materials Transportation Act, the Occupational Safety and Health Act, and any analogous state or local law.
- 12.4. "GOVERNMENTAL AUTHORITY" means any foreign governmental authority, the United States of America, any State of the United States of America, any local authority, and any political subdivision of any of the foregoing, and any agency, department, commission, board, bureau, court, tribunal or any other governmental authority having jurisdiction over this AGREEMENT, BIOSOLIDS, or COMPANY, HAULER, or any of their respective assets, properties, sites, facilities or operations.
- 12.5. "HAZARDOUS MATERIALS" means any "petroleum," "oil," "hazardous waste," "hazardous substance," "toxic substance," and "extremely hazardous substance" as such terms are defined, listed, or regulated under ENVIRONMENTAL LAWS, or as they become defined, listed, or regulated under ENVIRONMENTAL LAWS.
- 12.6. "LEGAL REQUIREMENT" means any AUTHORIZATION and any applicable federal, state, or local law, rule, regulation, ordinance, order, decision, principle of common law, consent decree or order, of any GOVERNMENTAL AUTHORITY, now or hereafter in effect, including without limitation, ENVIRONMENTAL LAWS.
- 12.7. "REMEDIAL WORK" means investigation, monitoring, clean-up, containment, removal, storage, remedial or restoration work associated with HAZARDOUS MATERIALS or BIOSOLIDS.

IN WITNESS WHEREOF, the parties of this AGREEMENT have hereunto set their hands and seals, dated as of the day and year first herein written.

IN WITNESS WHEREOF, the parties have entered into this Agreement the day and year first above written.

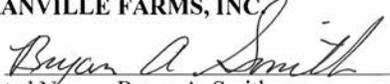
**SOUTH GRANVILLE WATER AND SEWER
AUTHORITY**

Digitally signed by Scott N. Schroyer, Executive Director
DN: cn=Scott N. Schroyer, Executive Director, c=US,
o=South Granville Water and Sewer Authority,
ou=Administration, email=schroyer@sgwasa.org
Reason: I am approving this document
Date: 2023.02.06 16:46:09 -05'00'

By: Scott N. Schroyer, Executive Director

Date: 2/6/2023

GRANVILLE FARMS, INC

By: 
Printed Name: Bryan A. Smith
Title: President

Date: 02/02/2023

PRE-AUDIT CERTIFICATION

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Richard Balmer
cn=Richard Balmer, c=US, o=SGWASA, ou=Finance,
email=rbalmer@sgwasa.org
I am the author of this document
2023.02.06 16:48:46 -05'00'

Richard Balmer
Finance Director, SGWASA

Agenda Item-12

Topic: Generator Preventative Maintenance – Contract Award

Requested Action: Approval of Contract for Generator Preventative Maintenance

Presenter: Chris Summerlin, Assistant Executive Director

Executive Summary:

SGWASA seeks Board approval to award a three-year Generator Preventative Maintenance contract to Clark Power Inc., the lowest responsive bidder following SGWASA’s informal procurement process. The contract provides annual maintenance, repairs, and emergency response services for the Authority’s forty-seven generators, with all work billed at unit prices and funded within the already-approved budget.

Background:

SGWASA requires programmed maintenance, inspection, and 24-hour emergency service on SGWASA’s emergency generators. The existing system currently consists of forty-seven (47) emergency generators.

Analysis:

Given current staffing capacity, the Executive Director determined that SGWASA’s annual generator preventative maintenance program should be delivered through contractual services. The selected contractor will be responsible for providing all required permits, labor, materials, tools, and equipment needed to perform a comprehensive yearly service for each generator. The contract also covers emergency and planned repairs, load bank testing, and access to specialized expertise related to SGWASA’s generator fleet.

Procurement:

In accordance with N.C. General Statute 143-131 and the SGWASA Policy pertaining to contracting and bidding, informal bidding procurement methods are permissible for purchases with estimated expenditures between \$30,000-\$90,000. When procuring items using the informal bidding procedures, SGWASA’s Policy requires three competitive quotes on vendor letterhead or other acceptable written form.

A Request for Proposals (RFP) was issued by SGWASA on October 10, 2025, with a proposal due date of November 20, 2025. Only 2 bids were received initially, so this RFP was rebid. The RFP was issued on December 1, 2025, with a proposal due date of December 16, 2025. Complete bids were received by 2 contractors. These include:

- National Power
- Clark Power

A Proposal Pricing Sheet was included in the RFP for completion by the contractor. This pricing sheet included nine (9) items in which unit prices or responses were required. The lowest overall prices submitted by a contractor was Clark Power. Their proposed costs are found in Attachment 1.

Contract Award:

As provided by Statute, award will be based on the best proposal, most advantageous to SGWASA as determined by consideration of:

1. Price
2. General reputation and performance capabilities of Contractor
3. Conformity with intent of specifications

Cost Comparison between Previous 3-year Contract and the Proposed 3-year Contract.

The previous contract period (2022-2025) Generator Maintenance budget is reflected below:

Budget Year	\$ Amount Budgeted	\$ Amount Spent
FY2022-23	\$45,000	\$30,166.03
FY2023-24	\$45,000	\$35,151.70
FY2024-25	\$70,000	\$46,761.88

Price Comparison Per Item – Previous Contract vs. Proposed Contract

Item	Description	Unit Cost 2022-2025	Unit Cost Proposed 2025-2028	Difference in %
1	PLANNED SERVICE which includes labor, travel, mileage and any other incidental cost (not to include materials such as filters, oil etc. which will be billed separately)	\$275	\$125.00	54.5% decrease
2	MARK UP on materials such as oil and filters will be:	10%	20%	100% increase
3	LABOR for repairs planned and/or started between the hours of 8 am and 5 pm Monday through Friday excluding holidays regardless of duration of time needed to complete repairs.	\$105	\$125.00	19% increase
4	INITIAL CHARGE will be:	\$0 initial charge; \$156.25/hr after-hours	\$0 initial charge; \$187.50/hr after-hours; \$250/hr holidays/Sundays	\$31.25/hr increase (after-hours); \$93.75/hr increase (holidays/Sundays)
5	MILEAGE CHARGE will be:	\$1.75	\$2.00 per mile.	14.3% increase
6	LABOR for emergency repairs will be:	\$156.25	\$187.50 per hour for after hours; \$250 per hour for holidays and Sunday's	20% increase/60% increase

Item	Description	Unit Cost 2022-2025	Unit Cost Proposed 2025-2028	Difference in %
7	ESTIMATED EMERGENCY RESPONSE TIME to any given generator is:	2 hours	2 hours.	0%
8	Can you perform two-hour Load Bank testing on these generators?	Yes	Yes	N/A
9	If yes, what is the hourly rate for load banking?	\$125 per hour	\$250 per hour.	100%

Recommendation:

SGWASA staff recommends the Board approve the annual preventative maintenance contract with the rates provided by Clark Power for a 3-year term, effective February 1, 2026.

Schedule:

After board approval, the contract will be signed and executed.

Financial:

The approved SGWASA budget for fiscal year 2025-2026 includes \$70,000 for generator maintenance (\$35,000 for Preventative Maintenance and \$35,000 for repairs and maintenance related to Preventative Maintenance). For the current FY budget, this is not an additional expense; rather a continuation of the current budget with a different vendor for contract service.

Attachments:

- Attachment 1: Bid from Clark Power
- Attachment 2: Bid from National Power
- Attachment 3: Generator Scope of Services

Strategic Plan Alignment:

Focus Area #2 – Reliable and Sustainable Sanitary Sewer System

- **Objective #1:** Provide for upgrades and ongoing maintenance of the sewer system infrastructure through regular assessments of capital assets and the inclusion of needed projects in the Authority’s Capital Improvement Plan (CIP).

Executive Director’s Recommendation:

The SGWASA Board of Directors approve the Generator Preventative Maintenance contract with Clark Power, utilizing the unit pricing submitted in their proposal. All services performed under this contract will be paid from the funds already appropriated within the approved budget for the applicable fiscal year, and the Board authorizes the Executive Director to finalize and execute the contract.

**Annual Generator Preventative Maintenance and Repair Plan
RFP 2022-23 GM
Proposal Pricing Sheet**

PROPOSER NAME: Scott Eilers BUSINESS NAME: Clarke Power Services

Date: 11/13/23

To: South Granville Water and Sewer Authority 415 Central Ave. Suite B. Butner, NC 27509

Received Addendum # _____ ; # _____ ; # _____

Proposer proposes to perform the scheduled services described in the attached Annual Generator Preventative Maintenance and Repair Plan 2022-23 GM at the rates below:

Item #	Item	Cost Data
1.	PLANNED SERVICE which includes labor, travel, mileage and any other incidental cost (not to include materials such as filters, oil etc. which will be billed separately)	Per Unit \$ <u>125.00</u>
2.	MARK UP on materials such as oil and filters will be:	<u>20</u> % over cost for item. (A copy of providers invoices must accompany these charges.)
ADDITIONAL LABOR COSTS beyond the labor included in the planned preventative maintenance visit will be billed as follows:		
3.	LABOR for repairs planned and/or started between the hours of 8 am and 5 pm Monday through Friday excluding holidays regardless of duration of time needed to complete repairs.	\$ <u>125.00</u> per hour
EMERGENCY SERVICE CALLS are calls requiring same day service or occur on holidays, weekends or after 5 pm. These calls will be billed at the following rate:		
4.	INITIAL CHARGE will be:	\$ <u>*</u> per call
5.	MILEAGE CHARGE will be:	\$ <u>2.00</u> per mile from dispatch area of serviceman.
6.	LABOR for emergency repairs will be:	\$ <u>*</u> per hour, regardless of duration of time needed to complete repairs

* You will be charged \$125.00 per hour for normal business hours \$187.50 per hour after normal business hours and Sundays & holidays will be \$250.00 per hour

7.	ESTIMATED EMERGENCY RESPONSE TIME to any given generator is:	<u>2</u> hours
LOAD BANK TESTING		
8.	Can you perform two-hour Load Bank testing on these generators?	<input checked="" type="radio"/> YES <input type="radio"/> NO
9.	If yes, what is the hourly rate for load banking?	\$ <u>250</u> per hour <small>Load bank equipment rental costs and personnel costs shall be included in your hourly rate.</small>

**Annual Generator Preventative Maintenance and Repair Plan
RFP 2025-26 GM
Proposal Pricing Sheet**

PROPOSER NAME: Graves Leach BUSINESS NAME: National Power LLC

Date: 11/14/2025

To: South Granville Water and Sewer Authority 415 Central Ave. Suite B. Butner, NC 27509

Received Addendum # _____ ; # _____ ; # _____

Proposer proposes to perform the scheduled services described in the attached Annual Generator Preventative Maintenance and Repair Plan 2022-23 GM at the rates below:

Item #	Item	Cost Data
1.	PLANNED SERVICE which includes labor, travel, mileage and any other incidental cost (not to include materials such as filters, oil etc. which will be billed separately)	Per Unit \$ <u>395.05</u>
2.	MARK UP on materials such as oil and filters will be:	<u>20</u> % over cost for item. (A copy of providers invoices must accompany these charges.)
ADDITIONAL LABOR COSTS beyond the labor included in the planned preventative maintenance visit will be billed as follows:		
3.	LABOR for repairs planned and/or started between the hours of 8 am and 5 pm Monday through Friday excluding holidays regardless of duration of time needed to complete repairs.	\$ <u>165.00</u> per hour *No mileage will be charged*
EMERGENCY SERVICE CALLS are calls requiring same day service or occur on holidays, weekends or after 5 pm. These calls will be billed at the following rate:		
4.	INITIAL CHARGE will be:	\$ <u>0.00</u> per call
5.	MILEAGE CHARGE will be:	\$ <u>0.00</u> per mile from dispatch area of serviceman.
6.	LABOR for emergency repairs will be:	\$ <u>247.50</u> per hour, regardless of duration of time needed to complete repairs

7.	ESTIMATED EMERGENCY RESPONSE TIME to any given generator is:	_____ 4 or Less _____ hours
LOAD BANK TESTING		
8.	Can you perform two-hour Load Bank testing on these generators?	YES NO
9.	If yes, what is the hourly rate for load banking?	<p style="text-align: center;">\$ _____ 165.00 _____ per hour</p> <p>Load bank equipment rental costs and personnel costs shall be included in your hourly rate.</p>

**South Granville Water And Sewer Authority
Annual Generator Preventative Maintenance and Repair Plan
Scope of Services**

General Description:

SGWASA requires programmed maintenance, inspections and 24-hour emergency service on our emergency generator system. The work covered in this document includes the furnishing of all permits, labor, materials, tools and equipment necessary to perform all operations in connection with one yearly visit to service each of the generators noted on the Generator Data Sheet (Exhibit 3), as well as some emergency and planned repairs, load bank testing and some specialists' advice concerning our generators. SGWASA may elect to divide any resulting contract among two proposers. One for the general maintenance and repair and one for load bank testing only.

Listed below are some of the points that should be checked during a normal programmed maintenance visit.

1. Fuel System

- Change fuel filter elements according to manufacturer recommendations
- Check fuel tanks for water
- Inspect lube & adjust governor linkage
- Check day tank operation
- Check for fuel leaks

2. Lubricating System

- Change oil in engine according to manufacturer recommendations
- Change oil filter according to manufacturer recommendations
- Check and record engine oil pressure
- Check engine for oil leaks
- Take oil sample for analysis, if needed

3. Cooling System

- Check engine water pump
- Check all cooling system hoses and clamps
- Check and clean all louvers
- Check coolant level
- Check and record freeze protection and add if needed
- Check conditions of belts and adjust
- Check for adequate fresh air to engine
- Check condition of fan hub and lube as required
- Check operation of water jacket heater
- Check and record operating temperature
- Verify that operating temperature is in the correct range
- Check for leaks

4. Exhaust System

- Check condition of mufflers, exhaust lines, support and connections
- Check condition of turbocharger (if applicable)
- Check for exhaust leaks and report for repair
- Check for exhaust restriction

5. Air Intake System

- Check air inlet for restriction
- Clean crankcase breather pads (if applicable)
- Check all air system piping
- Checking condition of dry type air element, or service oil bath air cleaner

6. Control Systems

- Check operations of all gauges and meters
- Clean control cabinet
- Check operation of all controls
- Check shut down system for correct operation
- Check operating alarms
- Check safety devices

7. Engine Electrical Starting System

- Check condition of batteries
- Clean batteries and cables
- Add distilled water to maintain proper electrolyte level
- Check operation of float charger
- Check battery voltage
- Lubricate starter motor

8. Generator

- Check condition of bearing
- Check main breaker for operation
- Check cables from generator to transfer switch
- Check transfer switch for proper condition and operation
- Clean interior of transfer switch enclosure as necessary
- Check/clean vent screen
- Lube bearings according to manufacturer recommendations
- Check mounting bolts

9. General

- Check for any unusual condition, vibration, deterioration, leakage, high surface temperature or noise
- Run generator under emergency conditions
- Record all Readings and present to SGWASA
- Leave control panel in automatic mode
- Notify SGWASA of additional service work as required
- Provide periodic consulting services regarding sizing requirements of generators for new applications.

Agenda Item-13

Comments from the Executive Director

Scott N. Schroyer, Executive Director, will provide the Board with comments and any special items for the Board of Directors.

Agenda Item-14

Comments from the SGWASA Attorney

Attorney James Wrenn will provide the Board with comments and any special items for the Board of Directors.

Agenda Item-15

Comments from Board Members

Thomas Lane, Butner Council Person

Vicky Daniels, Butner Councilperson

Robert Way, Creedmoor Commissioner

Jimmy Gooch, Granville County Commissioner

Russ May, Granville County Commissioner

Georgana Kicinski, Creedmoor Commissioner/SGWASA Vice Chair

Kenneth McLamb, Town of Stem Commissioner/SGWASA Board Chair

Agenda Item - 16

Closed Session (as needed)

Agenda Item - 17

Adjournment