



# AGENDA

Regular Meeting – August 21, 2014  
Board Room – 12:00 noon

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## Call to Order - Ascertain Quorum

12:00

*[Chair John Minges]*

1. Approval of Minutes  
*[Chair John Minges]*

Regular Meeting: July 17, 2014

## Acceptance of the Agenda

*[Chair John Minges]*

## Introduction of New Commissioner – Joel Butler

*[Chair John Minges]*

**Recognition** - North Carolina Association of Municipal Electric System (NCAMES) Rodeo Winners: Joey Dash, Brandon Butler, David Guy, Matt McLawhorn, Justin McLawhorn Daniel Dilda, and Connie McGowan.

2. Review of Monthly Financial Statement – July 31, 2014 Preliminary  
*[Jeff McCauley]*
3. Consideration of Designating First Tennessee Bank as an Official Banking Depository for Greenville Utilities Commission  
*[Jeff McCauley]*
4. Consideration of New Water Purchase Agreement with the Town of Winterville  
*[Randy Emory]*
5. Recommended Award of Contract for Construction Services for the Liquefied Natural Gas (LNG) Facility Phase IIB Expansion Project  
*[Anthony Miller]*
6. Consideration of the Purchase of Real Property for Utilization at the Compressed Natural Gas (CNG) Refueling Facility Site  
*[Anthony Miller]*
7. Consideration of Amendment to Bylaws  
*[Phil Dixon]*

### **Information Items**

8. Update on Other Post Employment Benefits (OPEB) Unfunded Liability  
*[Jeff McCauley]*
9. North Carolina's Eastern Alliance Presentation – John Chaffee  
*[Tony Cannon]*
10. General Manager's Report  
*[Tony Cannon]*
11. Board Chair's Remarks/Report  
*[Chair John Minges]*
12. Board Members' Remarks  
*[Board]*

### **Notice of Upcoming Meetings/Functions:**

*[Chair John Minges]*

GUC Workshop, Tuesday, September 12, 2014, 5:30 p.m., Board Room

GUC Regular Meeting, Thursday, September 18, 2014, 12 noon, Board Room

Joint GUC/COG Meeting, Monday, September 22, 2014, 6:00 p.m., Board Room

### **Closed Session**

N.C.G.S. Section 143-318.11(a)(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney – client privilege between the attorney and the public body, which privilege is hereby acknowledged.

### **Adjournment**

*[Chair John Minges]*

1:15



# Agenda Item # 1

Meeting Date: August 21, 2014

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<b>Item:</b>	<b>Approval of Minutes</b>
<b>Contact:</b>	Amy Quinn
<b>Explanation:</b>	Regular Meeting: July 17, 2014
<b>Previous Board Actions:</b>	N/A
<b>Fiscal Note:</b>	N/A
<b>Recommended Action(s):</b>	Approval of minutes as presented or amended

GREENVILLE UTILITIES COMMISSION

GREENVILLE, NORTH CAROLINA

Thursday, July 17, 2014

The Board of Commissioners of the Greenville Utilities Commission met in the Greenville Utilities Board Room in regular session at 12:00 noon with the following members, and others present, and Secretary John Minges presiding.

Commission Members Present:

John Minges, Secretary	Don Mills (via phone)
Barbara Lipscomb	Chip Little
Rebecca Blount	Dennis Mitchell

Commission Staff Present:

Tony Cannon, General Manager/CEO	Keith Jones
Todd Rouse	Amy Quinn
Jeff McCauley	Scott Mullis
George Reel	Lou Norris
Roger Jones	Sue Hatch
Sandy Barnes	Tony Godwin
Randy Emory	
Anthony Miller	
Richie Shreves	

Others Present:

Phil Dixon, Commission Attorney; Richard Croskery, GUC Liaison; Rick Smiley and Kandie Smith, City Council Members and Ginger Livingston and Aileen Devlin, The Daily Reflector. Other guests included Don Cavellini and Ben Johnson.

Chair Virginia Hardy and Commissioner Joel Butler had an excused absence.

Secretary Minges called the meeting to order and ascertained that a quorum was present.

APPROVAL OF MINUTES (Agenda Item 1)

A motion was made by Ms. Blount, seconded by Mr. Little, to approve the April 21, 2014 Joint Meeting minutes and the June 12, 2014 Regular Meeting minutes as presented and the June 18, 2014 Special Meeting minutes as amended, whereby Ms. Lipscomb asked for correction of the spelling of the word dissenting on page 2. The motion carried unanimously.

Acceptance of the Agenda

A motion was made by Mr. Little, seconded by Ms. Lipscomb, to accept the agenda as presented. The motion carried unanimously.

Introduction of New Commissioner

Mr. Minges introduced and welcomed our new commissioner, Dennis Mitchell. Mr. Mitchell was a former city councilman involved in economic development and a great volunteer.

Recognition of Service as Commissioner

Mr. Minges thanked Dr. Stan Eakins for his many years of service and presented him with a plaque. Dr. Eakins thanked the Board of Commissioners for their friendship and support.

REVIEW OF MONTHLY FINANCIAL STATEMENT JUNE 30, 2014 (PRELIMINARY)  
(Agenda Item 2)

Key financial metrics for the combined funds for the period ending June 30:

Operating Cash	\$75,135,467	Days of Cash on Hand	114
Less Current Liabilities	(\$22,908,450)		
Appropriations for FY 2014 Budget	<u>(\$4,000,000)</u>		
Fund Balance	\$48,227,017	Days of Cash on Hand After Liabilities	79

Fund Balance Available for Appropriation: 17.4%

Average Investment Yield: .31%

	Current Month			Year to Date		
	Actual	Budget	Last Year	Actual	Budget	Last Year
<b>Electric</b>	\$4,096	\$975,069	(\$1,368,583)	\$724,993	\$451,063	\$414,973
<b>Water</b>	(139,172)	(128,412)	(582,402)	58,151	29,579	113,209
<b>Sewer</b>	46,428	53,704	(647,775)	19,851	3,136	300,232
<b>Gas</b>	(1,208,900)	(1,985,900)	(4,056,332)	629,949	660,977	354,872
<b>Combined</b>	<b>(\$1,297,548)</b>	<b>(\$1,085,539)</b>	<b>(\$6,655,092)</b>	<b>\$1,432,944</b>	<b>\$1,144,755</b>	<b>\$1,183,286</b>

Mr. Jeff McCauley provided a presentation on the Financial Statement for June 2014 (Preliminary).

Cooling Degree Days were 5% warmer than in June 2013. The rainfall was approximately 4 inches which is 50% less than June 2013.

In summary, overall year to date results through the end of June are positive and the days of cash on hand and fund balance remain stable.

A motion was made by Ms. Lipscomb seconded by Mr. Little, to accept the Financial Statement for June 30, 2014 (Preliminary). The motion carried unanimously.

CONSIDERATION OF REIMBURSEMENT RESOLUTION FOR CAPITAL PROJECTS  
(Agenda Item 3)

Mr. McCauley stated that a Reimbursement Resolution is necessary to allow funding for the projects listed below to be included in future debt financing.

- Greenville 230 kV South POD Substation
- Electric Bells Fork to Hollywood Substation Upgrade Project
- Water Treatment Plant Sedimentation Basin Upgrade Project

At the May 15, 2014 Board of Commissioners meeting, the Board approved amending the capital projects budgets. Staff requested that the Board approve the reimbursement resolution to borrow funds at a later date if necessary. This does not obligate GUC to borrow; it is a tool to allow GUC to reimburse itself if there is a need in the future.

A motion was made by Mr. Little and seconded by Ms. Blount to adopt the Reimbursement Resolution and recommend similar action by the City Council. The motion carried unanimously

**RESOLUTION RECOMMENDING TO THE CITY COUNCIL  
ADOPTION OF A RESOLUTION PROVIDING FOR THE  
REIMBURSEMENT TO THE GREENVILLE UTILITIES COMMISSION,  
OF THE CITY OF GREENVILLE, NORTH CAROLINA, A BODY POLITIC  
DULY CHARTERED BY THE STATE OF NORTH CAROLINA FROM THE  
PROCEEDS OF ONE OR MORE TAX EXEMPT FINANCING FOR THE  
EXPENDITURE OF FUNDS FOR CERTAIN CAPITAL IMPROVEMENTS TO THE  
GREENVILLE UTILITIES SYSTEM**

WHEREAS, the Greenville Utilities Commission, of the City of Greenville, North Carolina, a body politic duly chartered by the State of North Carolina, (the "Commission") has identified certain capital improvements to its electric, gas, sanitary sewer and water systems (collectively, the "System", all as more fully described in Exhibit A attached to the form of the resolution to be presented to the City Council of the City of Greenville, North Carolina) that have been and must be funded from available funds pending reimbursement from the proceeds of debt to be issued for such purposes (the "Debt"); now, therefore,

BE IT RESOLVED BY THE GREENVILLE UTILITIES COMMISSION as follows;

1. The City Council is hereby requested to give favorable consideration to and pass the proposed resolution, which resolution (the "Reimbursement Resolution") effectively would

provide for the reimbursement to the Commission from the proceeds of Tax Exempt Financing (estimated to be \$9,340,000) for certain expenditures made not more than 60 days prior to the adoption of the Reimbursement Resolution, the Commission having determined that such adoption will be in the best interests of the System.

2. This resolution shall take effect immediately upon its passage, and a certified copy thereof shall be provided to the City Clerk for presentation to the City Council at its next regularly scheduled meeting.

Adopted this the 17th day of July, 2014.

\_\_\_\_\_  
/s/ Chair

ATTEST:

\_\_\_\_\_  
/s/ Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
/s/ Phillip R. Dixon  
Commission Attorney

**RESOLUTION NO. 14-\_\_**  
**RESOLUTION DECLARING THE INTENTION OF THE**  
**CITY COUNCIL OF THE CITY OF GREENVILLE TO REIMBURSE THE**  
**GREENVILLE UTILITIES COMMISSION, OF THE CITY OF GREENVILLE, NORTH**  
**CAROLINA, A BODY POLITIC DULY CHARTERED BY THE STATE OF NORTH**  
**CAROLINA, FROM THE PROCEEDS OF ONE OR MORE TAX EXEMPT**  
**FINANCING FOR CERTAIN EXPENDITURES MADE AND TO BE MADE IN**  
**CONNECTION WITH THE ACQUISITION AND CONSTRUCTION OF CERTAIN**  
**CAPITAL IMPROVEMENTS**

WHEREAS, the Greenville Utilities Commission of the City of Greenville, North Carolina, a body politic duly chartered by the State of North Carolina, (the Commission) has determined to pay certain expenditures (the “Expenditures”) incurred no more than 60 days prior to the date hereof and thereafter relating to the acquisition and construction of certain improvements (collectively, the “Project”) more fully described in Exhibit A attached hereto, consisting of improvements to its electric, gas, sanitary sewer and water systems (collectively, the “System”); and

WHEREAS, the City Council of the City of Greenville, North Carolina (the “City Council”) has determined that those moneys previously advanced by the Commission no more than 60 days prior to the date hereof to pay such Expenditures are available only on a temporary

period and that it is necessary to reimburse the Commission for the Expenditures from the proceeds of one or more issues of tax-exempt obligations (the "Debt");

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL as follows:

Section 1. The City Council hereby declares concurrence with the Commission's intent to reimburse the Commission from the proceeds of the Debt for the Expenditures made with respect to the Project no more than 60 days prior to the date hereof and thereafter. The City Council reasonably expects on the date hereof that it will reimburse the Commission for the Expenditures from the proceeds of a like amount of the Debt.

Section 2. Each Expenditure was or will be either (a) of a type chargeable to capital account under general federal income tax principles (determined as of the date of the Expenditures), (b) the cost of issuance with respect to the Debt, (c) a non-recurring item that is not customarily payable from current revenues of the System, or (d) a grant to a party that is not related to or an agent of the Commission or City of Greenville, North Carolina (the "City") so long as such grant does not impose any obligation or condition (directly or indirectly) to repay any amount to or for the benefit of the Commission or City.

Section 3. The principal amount of the Tax Exempt Financing estimated to be issued to reimburse the Commission for Expenditures for the Improvements is estimated to be not more than \$9,340,000.

Section 4. The Commission and the City will make a reimbursement allocation, which is a written allocation by the Commission and the City that evidences the Commission's use of proceeds of the Debt to reimburse an Expenditure no later than 18 months after the later of the date on which such Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The City Council recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, certain de minimis amounts, (expenditures by "small issuers" based on the year of issuance and not the year of expenditure), and expenditures for construction projects of at least 5 years.

Section 5. The resolution shall take effect immediately upon its passage.

Adopted this the \_\_\_\_ day of \_\_\_\_\_, 2014.

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/s/ Allen M. Thomas, Mayor

ATTEST:

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/s/ Carol L. Barwick, City Clerk



**THE IMPROVEMENTS**

The Improvements referenced in the resolution include, but are not limited to, all operating and capital expenditures associated with the purchase, design, and construction of:

Greenville 230 kV South POD Substation	\$4,500,000
Electric Bells Fork to Hollywood Substation Upgrade Project	4,240,000
WTP Sedimentation Basin Upgrade Project	600,000
Total	<u>\$9,340,000</u>

ELECTION OF OFFICERS (Agenda Item 4)

Mr. Cannon announced that a review of GUC’s Charter and Bylaws indicates that the election of officers is to be conducted on the first regular meeting after July 1 of each year. Mr. Cannon presided and opened the floor for nominations for Chair.

Ms. Lipscomb nominated Chip Little as Chair. Mr. Little declined and nominated John Minges as Chair.

A motion was made by Mr. Little, seconded by Mr. Mills, to close the nominations for Chair and to elect John Minges as Chair by acclamation. The motion carried unanimously.

Mr. Cannon passed the gavel to Chair Minges to conduct the remainder of the meeting.

Chair Minges nominated Chip Little as Vice-Chair. A motion was made by Chair Minges, seconded by Mr. Mills, to close the nomination for Vice-Chair and to elect Chip Little as Vice-Chair by acclamation. The motion carried unanimously.

Chair Minges nominated Don Mills as Secretary. A motion was made by Mr. Little, seconded by Chair Minges, to close the nomination for Secretary and to elect Don Mills as Secretary by acclamation. The motion carried unanimously.

A motion was made by Chair Minges, seconded by Ms. Blount, to nominate for appointment Amy Quinn as Executive Secretary and Keith Jones as Assistant Executive Secretary. A motion was made by Mr. Little, seconded by Chair Minges to close the nominations and to reappoint Amy Quinn as Executive Secretary and Keith Jones as Assistant Executive Secretary by acclamation. The motion carried unanimously.

CONSIDERATION OF GRANTING OF ACCESS EASEMENTS ON THE WASTEWATER TREATMENT PLANT PROPERTY TO PIEDMONT NATURAL GAS (Agenda Item 5)

Mr. Randy Emory, Director of Water Resources, stated that Piedmont Natural Gas (PNG) is replacing the main gas line between Greenville and Washington. PNG has requested an easement across the Wastewater Treatment Plant (WWTP) property which will give them access to the portion of the new pipeline which will be installed on the WWTP property.

Mr. Emory indicated that there is already a pipeline easement across the WWTP property which accommodates the natural gas line that already exists. The area of the access easement being requested includes a portion of the entrance road to the WWTP and an existing farm path.

PNG has offered a total of \$12,440 for the access easement. GUC's appraiser has reviewed this offer and determined that the offer price is within a reasonable range based upon other prices paid in the area.

A motion was made by Ms. Blount, seconded by Mr. Little, to approve granting of access easement to PNG for a price of \$12,440 and recommend similar action by City Council. The motion carried unanimously.

CONSIDERATION OF AMENDMENT TO THE AGREEMENT WITH CELLCO PARTNERSHIP D/B/A VERIZON WIRELESS – EAST SIDE ELEVATED WATER TANK CELL ANTENNA (Agenda Item 6)

Mr. Randy Emory, Director of Water Resources, reminded the board that Greenville Utilities and Cellco Partnership, (d.b.a. Verizon Wireless) entered into a licensing agreement in August 2006 to allow installation of telecommunication equipment on GUC's East Side Elevated Water Tank.

Cellco Partnership has requested an amendment to the existing agreement as well as to add an Exhibit C to the existing agreement. The agreement describes the terms and fee of the lease and Exhibit C particularly describes the equipment which is allowed to be installed.

Cellco Partnership desires to amend the terms of the annual fee adjustment and also install three (3) additional antennas, for a total of nine (9) antennas.

The licensing fee is based on the number of antennas and linear feet of cable installed on the elevated tank. The current agreement adjusts the annual fee based on the CPI-U (Consumer Price Index for Urban Consumers). The finance department has completed an analysis which indicates the average CPI-U increase since the original agreement was signed has been 2.28%. The proposed amendment will modify the annual adjustment to a fixed 3.00% increase per year.

With the addition of the 3 new antennas, Cellco Partnership's fee payment to GUC will increase from \$26,378.20 to \$40,754.28 for the first year, with an increase of 3.00% each year.

A motion was made by Mr. Little, seconded by Ms. Blount, to approve the Amendment to the License Agreement between Cellco Partnership and the Greenville Utilities Commission and recommend similar action by the City Council. The motion carried unanimously.

#### NOTICE OF INTENT TO AMEND GUC BYLAWS (Agenda Item 7)

Mr. Phil Dixon, Commission Attorney, informed the Board that this item is for information only and not an action item. Article IX of the GUC Bylaws provides that the Bylaws may be amended from time to time. The procedure for amending the Bylaws is for notice to be provided at a regularly scheduled Board meeting, with the amendments being considered at the next regularly scheduled Board meeting. The amendments must be approved by the majority of the Board. Since 1996 the Board of Commissioners has amended the Bylaws nine times.

Mr. Dixon stated that in this day and age of substantial advances in technology, it is essential that public bodies use technology in order to ensure that the business of the public can be conducted in a timely manner with input from as many members of the Board of Commissioners as possible. The law recognizes that a public body may conduct “electronic” meetings, which has been the common custom and practice of the Commission.

Additionally, in order to educate new Commissioners, it is recommended that the orientation sessions delivered by the General Manager/CEO and key staff be required of each Commissioner. The last key amendments to the GUC Bylaws are to replace the office of Vice-Chair with Chair-Elect and to include the Past-Chair (when continuing to serve on the Board) as a member of the Executive Committee.

Mr. Dixon announced that these proposed amendments to GUC’s Bylaws were provided for consideration and serve as notice to the Board. No action is requested at this time to allow sufficient review of the proposed amendments. The Board will be asked to take action to amend the Bylaws at the August regular meeting.

City Liaison Richard Croskery stated that it has been brought to his attention that some community citizens are present who would like to make comments to the Board of Commissioners. As there is no provision in the agenda today for a public comment period, he asked the Board if they would object to holding a public comment period at this time. Chair Minges asked the Board if there were any objections. Without objection, Chair Minges asked the guests to state their name and address and that they would have no more than five minutes to speak. Executive Secretary Amy Quinn timed each speaker.

First to speak was Mr. Ben Johnson of 4418 Frog Level Road, Winterville, North Carolina. Mr. Johnson stated he is the son of a sharecropper from the Evans and Forbes Plantation and lives between Greenville and Winterville. He has been keeping up with different things in the community, more specifically about salaries. Mr. Johnson is concerned about where we are heading and knows of people in the community working two jobs trying to survive. Mr. Johnson wanted to know what we are doing for increase in salaries for minimum wage workers.

Mr. Don Cavellini of 101 Lancaster Drive, Greenville, spoke next during the public comment period. Mr. Cavellini stated he is currently on the Board of the Housing Authority of City of Greenville. He asked about the Special Meeting that was held on June 18. He felt this meeting was not handled appropriately in closed session especially as citizens do not have an opportunity to participate.

Chair Minges thanked each for their comments and closed the public comment period.

#### ANNUAL STATEMENT OF COMPLIANCE WITH INVESTMENT POLICY (Agenda Item 8)

Mr. Jeff McCauley, Chief Financial Officer, announced that in accordance with Section XIII, Reporting Requirements of Greenville Utilities' Investment Policy, an annual written statement shall be submitted to the Board. In accordance, Mr. McCauley provided the Board with a signed statement stating that the Commission was in full compliance with all provisions during fiscal year beginning July 1, 2013 and ending June 30, 2014 except during the months of September, October and November when the percent of investments in any one Bank was greater than 50% of the total deposit. These exceptions were reported to the Board in a timely manner and appropriate actions were taken to cure the exceptions and to mitigate the issue from recurring in the future.

Mr. McCauley noted that the finance department is expanding banking relationships and the Finance Committee will review the Investment Policy this fall.

#### ANNUAL REVIEW OF THE COMBINED ENTERPRISE SYSTEM AS REQUIRED BY SECTION 504 OF THE REVENUE BOND ORDER (Agenda Item 9)

Mr. Keith Jones, Director of Finance and Accounting, stated that in Section 504 of the Revenue Bond Order, titled "Annual Review of Combined Enterprise System" requires that every 5 years a professional engineer, who is registered with the State (can be an employee) make a review of the Combined Enterprise System and submit to the Commission a report setting forth his or her findings as to whether the Combined Enterprise System has been maintained in good repair, working order and condition. Such report must also contain the recommendations of such professional engineer as to the following:

1. the proper maintenance, repair and operation of the Combined Enterprise System during the ensuing five Fiscal Years and an estimate of the amount of money necessary for such purposes,
2. the additions, improvements, renewals and replacements which should be made during the ensuing five Fiscal Years and an estimate of the amount of moneys necessary for such purposes, and
3. any necessary or advisable revisions of the rates, fees and charges referred to in Section 501 of this Article or as the same may have been previously revised.

Section 501 requires us to send this report to the Trustee (Bank of New York) and any bondholder who has indicated that they want such report (none at this time). If the report of the engineer reports that the Commission has not maintained the Combined Enterprise System, it

will be required of the Commission to promptly cause needed repairs with all expedition practicable.

Mr. Jones informed the Board that the Systems Review was performed by the following professional engineers: Electric Department, Roger G. Jones, P.E.; Water Resources Department, Randall D. Emory, P.E. and Gas Department, Jonathan N. Britt, P.E. All Systems were found to be in good shape for ongoing projects.

GENERAL MANAGER’S REPORT (Agenda Item 10)

1. Informational Reading

Bids, Statistical Data Report, Sewer Spill Tracking Report, and Load Management Report were provided.

The following bids were awarded by the General Manager/CEO during the past month and were reported for information:

**GREENVILLE UTILITIES COMMISSION**  
**TABULATION OF BIDS RECEIVED**

**FOR COPIER**  
**NOVEMBER 26, 2013**

<b>VENDORS</b>
Coeco Office Systems*
Systel Business Equipment
Canon Solutions America, Inc.
Xerox
Toshiba Business Solutions

\*Indicates recommended award based on vendor’s submitted proposal.

**AMR WATER METERS**  
**MAY 28, 2014**

<b>VENDORS</b>	<b>DELIVERY TIME</b>	<b>TOTAL ITEMS I-V</b>
Carolina Meter and Supply	4 Weeks	\$72,600.00*
Water Works, Inc.	4-6 Weeks	117,745.25
Miller Supply Company		Letter of No Bid

\*Indicates recommended award based on the lowest responsible, responsive bid.

**FOR 41,600 LBS. OF MCM ACSR "MERLIN" (GUC STK # 204580)  
AND 99,000' OF 1/0 UG PRIMARY CABLE (GUC STK # 201360)  
JUNE 12, 2014  
2:00 PM (EDST)**

VENDORS	336.4 MCM ACSR "MERLIN" CABLE	DELIVERY WEEKS	PRICE	1/0 UG PRIMARY CABLE	DELIVERY WEEKS	PRICE
Wesco Distribution Inc.		7-8	*\$62,608.00		7-8	*\$184,239.00
HD Supply Power Solutions		6	63,564.80		7-10 days	187,209.00
Shealy Electrical Wholesalers		4-5	76,313.00		8	220,770.00
Stuart C.Irby		7-9	65,312.00		8-10	223,740.00

\*Indicates recommended award based on the lowest responsible, responsive bid.

**ITEM I: (25) 50 KVA PADMOUNT TRANSFORMERS 240/120  
GUC STOCK # 205140  
JUNE 12, 2014 @ 2:00 PM**

VENDORS	DELIVERY TIME (WKS)	UNIT PRICE	OWNERSHIP COST/UNIT	TOTAL
HD Supply Power Solutions (GE)	14	\$1,231.00	\$2,365.00*	\$30,775.00
Richardson Associates of N.C., Inc.(Amorph)	10	1,686.00	3,011.10	42,150.00
National Transformers Sales (Ermco)	10	1,371.00	3,129.00	34,275.00
Richardson Associates of N.C., Inc.	8	1,375.00	3,202.00	34,375.00
Wesco Distribution, Inc.	10	1,770.00	3,377.10	44,250.00
Stuart C. Irby Co.	10	1,584.00	3,502.50	39,600.00
HD Supply Power Solutions (Cooper)	11	1,866.00	3,652.50	46,650.00
Shealy Electrical Wholesalers	10	1,740.00	3,658.50	43,500.00

\* Indicates recommended award based on the lowest total ownership cost.

**ITEM II: (25) 50 KVA CSP DISTRIBUTION TRANSFORMERS 120/240  
GUC STOCK # 205050  
JUNE 12, 2014 @ 2:00 PM**

<b>VENDORS</b>	<b>DELIVERY TIME (WKS)</b>	<b>UNIT PRICE</b>	<b>OWNERSHIP COST/UNIT</b>	<b>TOTAL</b>
HD Supply Power Solutions (GE)	18	\$953.00	\$2,027.90*	\$23,825.00
National Transformers Sales (Ermco)	10	1,165.00	3,007.00	29,125.00
Richardson Associates of N.C., Inc. (Amorph)	10	1,710.00	3,088.20	42,750.00
Richardson Associates of N.C., Inc.	8	1,323.00	3,220.50	33,075.00
HD Supply Power Solutions (Cooper)	8	1,394.00	3,231.20	34,850.00
Wesco Distribution, Inc.	8	1,259.00	3,240.80	31,475.00
Stuart C. Irby Co.	8	1,382.00	3,364.70	34,550.00
Shealy Electrical Wholesalers	8	1,525.00	3,507.70	38,125.00

\* Indicates recommended award based on the lowest total ownership cost.

**ITEM III: (10) 75 KVA THREE-PHASE PADMOUNT TRANSFORMERS 120/208  
GUC STOCK # 205160  
JUNE 12, 2014 @ 2:00 PM**

<b>VENDORS</b>	<b>DELIVERY TIME (WKS)</b>	<b>UNIT PRICE</b>	<b>OWNERSHIP COST/UNIT</b>	<b>TOTAL</b>
National Transformers Sales (Ermco)	10	\$4,189.00	\$7,467.10	\$41,890.00*
Richardson Associates of N.C., Inc. (Amorph)	10	4,769.00	7,383.20	47,690.00
Shealy Electrical Wholesales	8	4,447.00	7,441.00	44,470.00
Stuart C. Irby Co.	9	4,539.00	7,533.00	45,390.00
Richardson Associates of N.C., Inc.	8	4,253.00	7,614.20	42,530.00
HD Supply Power Solutions (GE)	12	4,335.00	7,670.10	43,350.00
Wesco Distribution, Inc.	11	5,040.00	7,923.00	50,400.00
HD Supply Power Solutions (Cooper)	11	7,934.00	11,447.90	79,340.00

\* Indicates recommended award based on 3% evaluation.

**FOR 9,200' OF 750 MCM UG PRIMARY CABLE (GUC STK # 201350)  
JUNE 25, 2014**

<b>VENDORS</b>	<b>MFG.</b>	<b>DELIVERY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
Wesco Distribution, Inc.	CME	6-8 weeks	\$5.49	\$50,508.00*
HD Supply Power Solutions	Okonite	1-2 weeks	5.828	53,617.60
Stuart C. Irby	Prysmiani	18-20 weeks	6.019	55,374.80
Shealy Electrical Wholesalers	Kerite	8 weeks	6.57	60,444.00

\*Indicates recommended award based on the lowest responsible, responsive bid.

Load Management Report

The Duke Energy Progress (DEP) monthly peak occurred on June 19, 2014, for the hour ending at 4:00 p.m. GUC's load management system was in full operation during this period. As a result, the estimated avoided demand costs amount to \$753,280.

Semi-Annual Report on Disposal of Surplus Property

**Greenville Utilities Commission, NC  
Semi-Annual Report on Disposal of Surplus Property  
Date range: 01/01/2014 - 06/30/2014**

Since 2008, Greenville Utilities has utilized GovDeals, which is an internet based government surplus sales auction web site to dispose of surplus property.

In accordance with G.S. 160A-268 ( c ), the property disposed of between January 1, 2014 and June 30, 2014 is listed below. No action is required by the Board.

<b>Number of Items Sold</b>	<b>ID</b>	<b>Inventory ID</b>	<b>Description</b>	<b>Category</b>	<b>Starting Bid</b>	<b>Sold Amount</b>	<b>Number of Bids Received</b>
0	0		No Items Sold				
			<b>Total</b>			<b>\$0.0</b>	

Revenue generated by utilizing GovDeals for the sale of surplus property is listed below:

<b>Calendar Year</b>	<b>Revenue Received</b>
Year 2008	\$ 85,972.26
Year 2009	\$ 90,001.15
Year 2010	\$ 83,292.38
Year 2011	\$ 106,297.20
Year 2012	\$ 106,881.46
Year 2013	\$ 84,360.99
Year 2014	\$ -
<b>Gov Deals Total</b>	<b>\$ 556,805.44</b>
<b>Sold to Greenville Pitt Airport 2012</b>	<b>\$ 6,500.00</b>
	<b>\$ 563,305.44</b>



## Report of Purchase of Fans for Distribution to Customers

On June 26, 2014, GUC purchased and delivered fans to the Council on Aging and to the Department of Social Services. GUC has been providing fans for distribution to the elderly, handicapped and qualifying families with small children for 21 years.

## Employee Computer Purchase Program Participant Report

An Employee Computer Purchase Program Participation Report was provided to the Board for review. There are currently 10 outstanding computer loans for 2013-14 with a balance of \$3,006.72.

### 2. Key Performance Indicators (KPIs)

The Board received a list of GUC's Tier 1 corporate Key Performance Indicators (KPIs).

The following KPIs highlighted for this month were provided in the dashboard format along with the corresponding scorecard:

- Capital Spending Ratio
- Response Time to Water Leaks/Break
- Frequency of Interruptions in Electric Service – SAIFI
- Customer Satisfaction

### 3. Commendations

The following are compliment records from customers:

A customer wrote the Daily Reflector and recognized GUC's linemen in the Bless Your Heart. The customer stated that during the recent storm they were having issues with their lights flickering. They were appreciative of the crew that braved the storm to get the lights back on for customers on Staton House Road. The crew included: Ken Wade, Allen Nethercutt, Mark Windham, Steve Turner, David Guy, Larry Chambliss, Stacy McCarter, Earl Harris, David Bunch, Jeffrey Williams, Robert Carter, Kevin Willoughby, James Forrest, Tracy Elks, Brian Baker, Lee Earwood and Russ Carson.

Lee Eakes, Customer Contact Representative I, received a compliment from customer Theresa Poffenberger. Ms. Poffenberger called his supervisor and stated that Lee was very nice to talk with. She said that Lee explained her bill.

The Laurels in the June 21 Daily Reflector read as follows:

To John Bullard, Greenville Utilities Communications Specialist, and his photo of local crews working in the dead of night on a downtown Greenville project. The striking picture was chosen for the cover of the American Public Power Association's 2014-15 Annual Directory and Statistical Report. The group, representing utilities that serve more than 47 million Americans, said the photo was chosen because it "really shows how challenging utility work can be."

Chris Rouse, Gas Systems Crew Leader I, was recognized by customer David Parke. Mr. Parke emailed GUC to give thanks for prompt and courteous service during the replacement of his meter.

Dan Oglesby, Energy Services Officer, received an email from customer Lynn McCord. Ms. McCord wrote to thank Dan for explaining the different options to use to replace her unit.

Leanne Wetherington, Main Office Receptionist, received a thank you card from Days Inn of Greenville with sincere appreciation.

Customer Jennifer Stanley emailed GUC to thank the crew that came out at night to restore power after an afternoon storm. Ms. Stanley wrote that she appreciated the outstanding job and the courteous customer service. She even said that her boys loved watching the crew work. The crew included Mark Howery, Brian Baker, Tracy Elks, Nick Gibson, Shawn Adams and Timmy Pollard.

4. Other

- Mr. Cannon announced that we reported to the Board at the June meeting that the General Assembly had passed a 7% sales tax on gas and electricity to be effective July 1, 2014. Since that meeting the Gas tax was amended for the municipality systems and will be 3.5% as of July 1, and will increase to 7% in July 2015.
- Budget Books were handed out to the Commissioners
- The Town of Winterville Water Purchase Agreement was approved at a recent Winterville meeting and staff will bring this item to the August meeting for GUC approval.
- During the budget and capital projects review, we discussed the Compressed Natural Gas initiative and have been asked by other fleet operators to look for additional locations throughout our service area to accommodate different service fleets. We are in the process of reviewing and determining the return on investment and considering fleet support. An update will be provided to the Board once we have analysis and recommendations.

BOARD CHAIR'S REMARKS/REPORT (Agenda Item 11)

Chair Minges reminded the Board of the following dates:

- GUC Regular Meeting, Thursday, August 21, 2014, 12:00 noon, Board Room
- ElectriCities Annual Conference, August 7-9, 2014, Pinehurst, NC

He announced the August 12 Workshop has been canceled.

CLOSED SESSION:

Upon motion by Mr. Little, seconded by Ms. Blount, the Greenville Utilities Board of Commissioners unanimously agreed to enter Closed Session at 12:51 p.m. pursuant to N.C.G.S. Section 143-318.11(a)(3): To consult with an attorney employed or retained by the public body

in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

Upon motion by Ms. Blount, seconded by Mr. Little, the Board of Commissioners unanimously agreed to return to Open Session.

Chair Minges then announced without objection, the Board of Commissioners would stand adjourned at 1:32 p.m.

Respectfully submitted,

---

Amy Carson Quinn, Executive Secretary

APPROVED:

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Don Mills, Secretary



# Agenda Item # 2

Meeting Date: August 21, 2014

**Item:** Review of Monthly Financial Statement July 31, 2014 Preliminary

**Contact:** Jeff McCauley

**Explanation:** The Preliminary Financial Statement for July 2014 is attached.

Average Investment Yield: 0.34%

	Current Month			Year to Date		
	Actual	Budget	Last Year	Actual	Budget	Last Year
Electric	\$524,919	\$735,704	\$324,968	\$524,919	\$735,704	\$324,968
Water	184,604	142,848	(28,065)	184,604	142,848	(28,065)
Sewer	172,200	120,477	151,191	172,200	120,477	151,191
Gas	(392,340)	(413,122)	(360,550)	(392,340)	(413,122)	(360,550)
<b>Combined</b>	<b>\$489,383</b>	<b>\$585,907</b>	<b>\$87,544</b>	<b>\$489,383</b>	<b>\$585,907</b>	<b>\$87,544</b>

**Previous Board Actions:** N/A

**Fiscal Note:** Net Revenues

**Recommended Action(s):** Accept July 31, 2014 Preliminary Financial Statement.

# GREENVILLE UTILITIES COMMISSION

Financial Report

July 31, 2014  
Preliminary



**Greenville**  
**Utilities**

**GREENVILLE UTILITIES COMMISSION**  
**July 31, 2014**  
**Preliminary**

**I. Key Financial Highlights**

<u>Portfolio Management</u>	<u>Fiscal Year 2015</u>	<u>Fiscal Year 2014</u>	<u>Fiscal Year 2013</u>
July	Interest Earnings	Interest Earnings	Interest Earnings
Yield	Yield	Yield	Yield
	\$24,050	\$15,243	\$24,926
	0.34%	0.21%	0.33%

**II. Fund Performance**

- Electric
- Number of Accounts
- Volumes billed to customers are 8,547,188 kWh more than last year but 28,751,336 kWh less than budget.
  - Revenues from retail rates and charges are \$915,452 less than last year and \$1,325,421 less than budget.
  - Total revenues are \$866,174 less than last year and \$1,240,478 less than budget.
  - Total expenditures are \$1,066,125 less than last year and \$1,029,693 less than budget.
  - Revenues exceed expenditures by \$524,919 compared to excess revenues of \$324,968 for last July.

- Water
- Number of Accounts
- Volumes billed to customers are 25,753 kgallons more than last year but 8,932 kgallons less than budget.
  - Revenues from retail rates and charges are \$174,414 more than last year but \$64,045 less than budget.
  - Total revenues are \$189,471 more than last year but \$41,802 less than budget.
  - Total expenditures are \$23,198 less than last year and \$83,558 less than budget.
  - Revenues exceed expenditures by \$184,604 compared to deficit revenues of \$28,065 for last July.

- Sewer
- Number of Accounts
- Revenues from retail rates and charges are \$164,047 more than last year but \$120,841 less than budget.
  - Total revenues are \$167,002 more than last year but \$113,045 less than budget.
  - Total expenditures are \$145,993 more than last year but \$164,768 less than budget.
  - Revenues exceed expenditures by \$172,200 compared to excess revenues of \$151,191 for last year.

**GREENVILLE UTILITIES COMMISSION**

**July 31, 2014**

**Preliminary**

<u>Gas</u>	<u>July 2014</u>	<u>July 2013</u>	<u>July 2012</u>
Number of Accounts	22,458	22,359	22,222
<ul style="list-style-type: none"> <li>• Total volumes billed to customers are 30,016 ccfs less than last year and 198,518 ccfs less than budget.</li> <li>• Revenues from retail rates and charges are \$97,742 more than last year but \$115,233 less than budget.</li> <li>• Total revenues are \$99,768 more than last year but \$120,706 less than budget.</li> <li>• Total expenditures are \$131,558 more than last year but \$141,488 less than budget.</li> <li>• Expenditures exceed revenues by \$392,340 compared to deficit revenues of \$360,550 for last year.</li> </ul>			

<u>Volumes Billed</u>	<u>July 2014</u>	<u>YTD FY 2015</u>	<u>July 2013</u>	<u>YTD FY 2014</u>	<u>July 2012</u>	<u>YTD FY 2013</u>	<u>YTD % Change</u>
Electric (kwh)	144,531,180	144,531,180	135,983,992	135,983,992	147,400,376	147,400,376	6.3%
Water (kgal)	301,737	301,737	275,984	275,984	335,066	335,066	9.3%
Sewer (kgal)	217,415	217,415	207,559	207,559	228,438	228,438	4.7%
Gas (ccf)	447,574	447,574	433,090	433,090	421,269	421,269	3.3%
Firm	682,982	682,982	727,482	727,482	848,137	848,137	-6.1%
Interruptible	1,130,556	1,130,556	1,160,572	1,160,572	1,269,406	1,269,406	-2.6%
Total							

<u>Cooling Degree Day Information</u>	<u>Fiscal Year 2015</u>	<u>Fiscal Year 2014</u>	<u>% Change</u>	<u>6 Year Average</u>	<u>30 Year Average</u>
July	404.0	478.0	-15.5%	487.0	483.2

# Commissioners Executive Summary

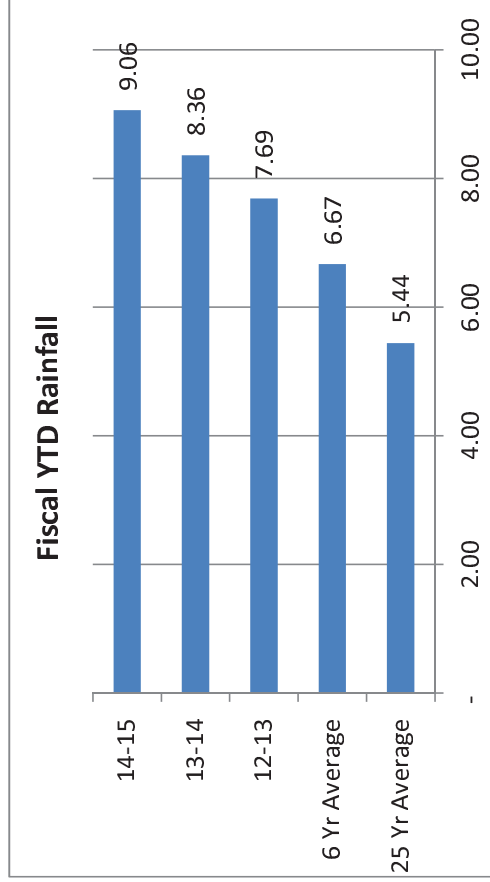
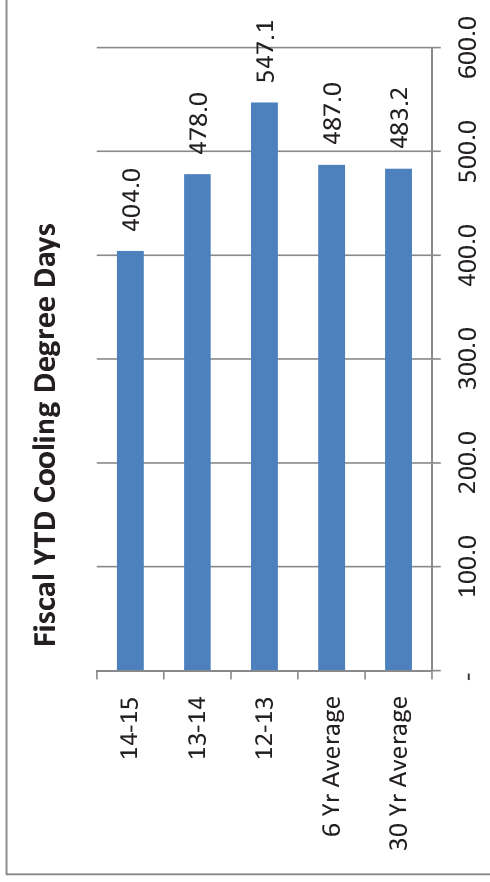
**July 31, 2014**

Preliminary

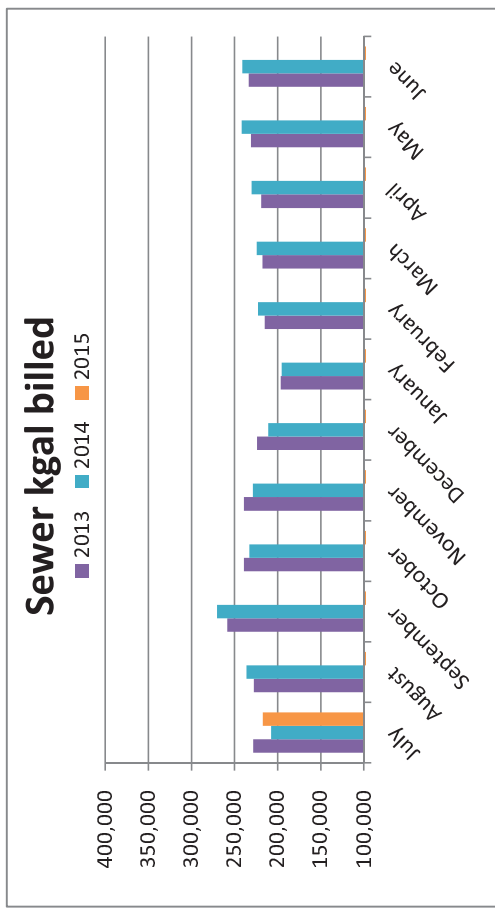
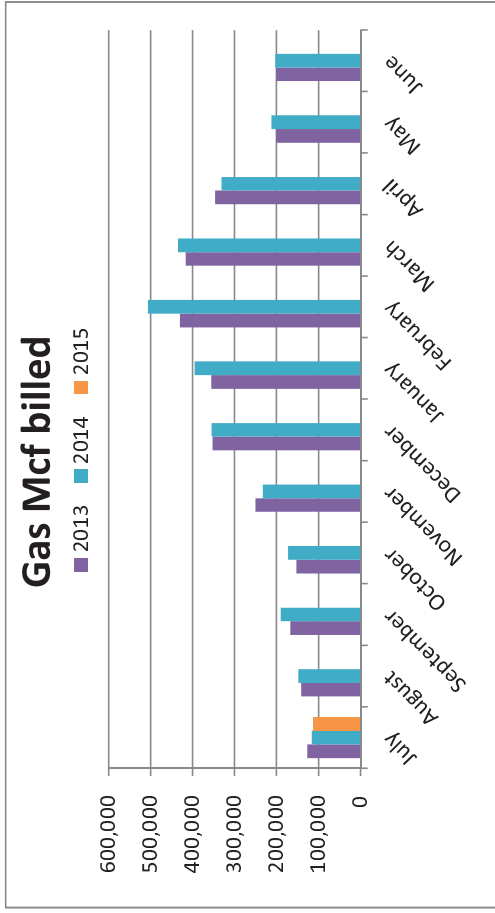
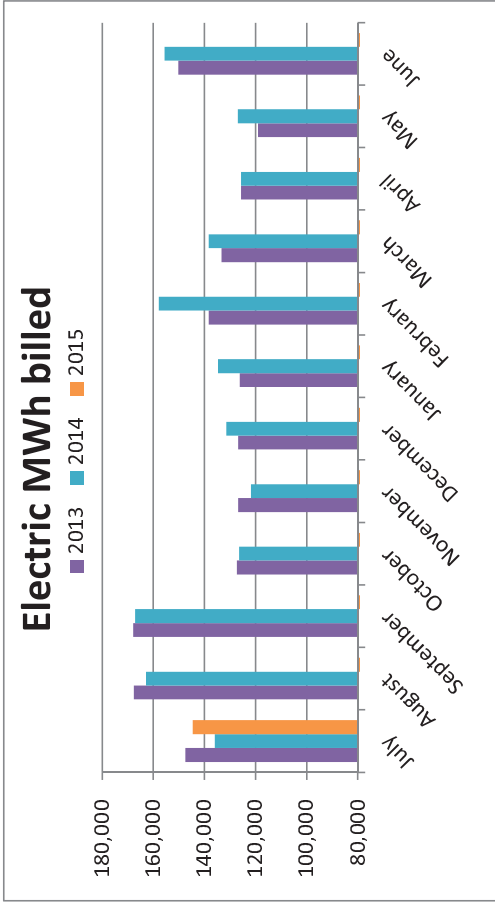
	Current Month			Year To Date		
	Actual	Budget	Last Year	Actual	Budget	Last Year
<b>Electric</b>						
Revenues	18,166,895	19,407,373	19,033,069	18,166,895	19,407,373	19,033,069
Expenses	17,641,976	18,671,669	18,708,101	17,641,976	18,671,669	18,708,101
<b>Net Revenues</b>	<b>524,919</b>	<b>735,704</b>	<b>324,968</b>	<b>524,919</b>	<b>735,704</b>	<b>324,968</b>
<b>Water</b>						
Revenues	1,438,949	1,480,751	1,249,478	1,438,949	1,480,751	1,249,478
Expenses	1,254,345	1,337,903	1,277,543	1,254,345	1,337,903	1,277,543
<b>Net Revenues</b>	<b>184,604</b>	<b>142,848</b>	<b>(28,065)</b>	<b>184,604</b>	<b>142,848</b>	<b>(28,065)</b>
<b>Sewer</b>						
Revenues	1,539,435	1,652,480	1,372,433	1,539,435	1,652,480	1,372,433
Expenses	1,367,235	1,532,003	1,221,242	1,367,235	1,532,003	1,221,242
<b>Net Revenues</b>	<b>172,200</b>	<b>120,477</b>	<b>151,191</b>	<b>172,200</b>	<b>120,477</b>	<b>151,191</b>
<b>Gas</b>						
Revenues	1,558,452	1,679,158	1,458,684	1,558,452	1,679,158	1,458,684
Expenses	1,950,792	2,092,280	1,819,234	1,950,792	2,092,280	1,819,234
<b>Net Revenues</b>	<b>(392,340)</b>	<b>(413,122)</b>	<b>(360,550)</b>	<b>(392,340)</b>	<b>(413,122)</b>	<b>(360,550)</b>
<b>Total Revenues</b>	<b>22,703,731</b>	<b>24,219,762</b>	<b>23,113,664</b>	<b>22,703,731</b>	<b>24,219,762</b>	<b>23,113,664</b>
<b>Total Expenses</b>	<b>22,214,348</b>	<b>23,633,855</b>	<b>23,026,120</b>	<b>22,214,348</b>	<b>23,633,855</b>	<b>23,026,120</b>
<b>Net Operating Revenues</b>	<b>489,383</b>	<b>585,907</b>	<b>87,544</b>	<b>489,383</b>	<b>585,907</b>	<b>87,544</b>



# Weather



# Customer Demand



Greenville Utilities Commission  
Revenue and Expenses - Combined  
July 31, 2014  
Preliminary

Line #	CURRENT FISCAL YEAR						PRIOR FISCAL YEAR							
	Current Month		Current Month		Variance Favorable (Unfavorable)	YTD Budget	YTD Budget	Variance Favorable (Unfavorable)	Total Original Budget	% of Original Budget	Current Month		YTD Actual	Change Prior YTD to Current YTD
	Actual	Budget	Actual	Budget							Actual	Budget		
<b>REVENUE:</b>														
1	\$22,348,285	\$23,946,645	(\$1,598,360)		\$23,946,645		(\$1,598,360)	\$272,437,218	8.2%		\$22,803,684	\$22,803,684	(\$455,399)	
2	175,701	143,501	32,200		143,501		32,200	1,722,000	10.2%		182,460	182,460	(6,759)	
3	14,155	8,084	6,071		8,084		6,071	97,000	14.6%		10,220	10,220	3,935	
4	142,258	104,949	37,309		104,949		37,309	1,259,334	11.3%		101,600	101,600	40,658	
5	23,332	16,583	6,749		16,583		6,749	199,000	11.7%		15,700	15,700	7,632	
6	<b>\$22,703,731</b>	<b>\$24,219,762</b>	<b>(\$1,516,031)</b>		<b>\$24,219,762</b>		<b>(\$1,516,031)</b>	<b>\$275,714,552</b>	<b>8.2%</b>		<b>\$23,113,664</b>	<b>\$23,113,664</b>	<b>(\$409,933)</b>	
<b>EXPENDITURES:</b>														
7	\$4,281,469	\$4,354,948	\$73,479		\$4,354,948		\$73,479	\$54,780,069	7.8%		\$3,933,656	\$3,933,656	\$347,813	
8	15,635,856	16,767,026	1,131,170		16,767,026		1,131,170	187,353,562	8.3%		16,709,065	16,709,065	(1,073,209)	
9	494,906	565,337	70,431		565,337		70,431	6,929,153	7.1%		586,977	586,977	(92,071)	
10	1,262,280	1,406,112	143,832		1,406,112		143,832	16,873,335	7.5%		1,262,288	1,262,288	(8)	
11	479,523	479,523	-		479,523		-	5,754,275	8.3%		474,134	474,134	5,389	
12	60,314	60,909	595		60,909		595	730,908	8.3%		60,000	60,000	314	
13	-	-	-		-		-	400,000	0.0%		-	-	-	
14	<b>\$22,214,348</b>	<b>\$23,633,855</b>	<b>\$1,419,507</b>		<b>\$23,633,855</b>		<b>\$1,419,507</b>	<b>\$272,821,302</b>	<b>8.1%</b>		<b>\$23,026,120</b>	<b>\$23,026,120</b>	<b>(\$811,772)</b>	
15	<b>\$489,383</b>	<b>\$585,907</b>	<b>(\$96,524)</b>		<b>\$585,907</b>		<b>(\$96,524)</b>	<b>\$2,893,250</b>			<b>\$87,544</b>	<b>\$87,544</b>	<b>\$401,839</b>	

Greenville Utilities Commission  
Revenue and Expenses - Electric Fund  
July 31, 2014  
Preliminary

Line #	CURRENT FISCAL YEAR						PRIOR FISCAL YEAR		
	Current Month		Current Month Budget		Variance Favorable (Unfavorable)		YTD Budget	YTD Actual	% of Original Budget
	Actual	Budget	Actual	Budget	Favorable	(Unfavorable)			
<b>CUSTOMER DEMAND:</b>									
1	64,868								
2	167,649,030	172,376,296	4,727,266		4,727,266	172,376,296	173,857,391	173,857,391	(6,208,361)
3	144,531,180	173,282,516	(28,751,336)		(28,751,336)	173,282,516	135,983,992	135,983,992	8,547,188
4	\$17,917,636	\$19,243,057	(\$1,325,421)		(\$1,325,421)	\$19,243,057	\$18,833,088	\$18,833,088	(\$915,452)
5	118,790	80,834	37,956		37,956	80,834	114,102	114,102	4,688
6	13,855	7,917	5,938		5,938	7,917	9,720	9,720	4,135
7	104,263	67,232	37,031		37,031	67,232	68,615	68,615	35,648
8	12,351	8,333	4,018		4,018	8,333	7,544	7,544	4,807
9	<b>\$18,166,895</b>	<b>\$19,407,373</b>	<b>(\$1,240,478)</b>		<b>(\$1,240,478)</b>	<b>\$19,407,373</b>	<b>\$19,033,069</b>	<b>\$19,033,069</b>	<b>(\$866,174)</b>
<b>EXPENDITURES:</b>									
10	\$1,959,150	\$1,827,841	(\$131,309)		(\$131,309)	\$1,827,841	\$1,786,520	\$1,786,520	\$172,630
11	14,518,442	15,712,855	1,194,413		1,194,413	15,712,855	15,716,997	15,716,997	(1,198,555)
12	449,562	344,861	(104,701)		(104,701)	344,861	497,709	497,709	(48,147)
13	284,071	354,766	70,695		70,695	354,766	283,985	283,985	86
14	370,437	370,437	-		-	370,437	362,890	362,890	7,547
15	60,314	60,909	595		595	60,909	60,000	60,000	314
16	-	-	-		-	-	-	-	-
17	<b>\$17,641,976</b>	<b>\$18,671,669</b>	<b>\$1,029,693</b>		<b>\$1,029,693</b>	<b>\$18,671,669</b>	<b>\$18,708,101</b>	<b>\$18,708,101</b>	<b>(\$1,066,125)</b>
18	<b>\$524,919</b>	<b>\$735,704</b>	<b>(\$210,785)</b>		<b>(\$210,785)</b>	<b>\$735,704</b>	<b>\$324,968</b>	<b>\$324,968</b>	<b>\$199,951</b>

Note 1: kWh billed does not include volumes delivered in the current month and billed in the next month.

Greenville Utilities Commission  
Revenue and Expenses - Water Fund  
July 31, 2014  
Preliminary

Line #	CURRENT FISCAL YEAR				PRIOR FISCAL YEAR						
	Current Month Actual	Current Month Budget	Variance Favorable (Unfavorable)	YTD Actual	YTD Budget	Variance Favorable (Unfavorable)	Total Original Budget	% of Original Budget	Current Month Actual	YTD Actual	Change Prior YTD to Current YTD
<b>CUSTOMER DEMAND:</b>											
<b>Number of Accounts</b>											
1	35,137								34,860		
2	394,062	-	(394,062)	394,062	-	(394,062)	-	n/a	352,770	352,770	41,292
3	282,229	298,307	(16,078)	282,229	298,307	(16,078)	3,366,482	8.4%	262,420	262,420	19,809
4	19,508	12,362	7,146	19,508	12,362	7,146	451,747	4.3%	13,564	13,564	5,944
5	301,737	310,669	(8,932)	301,737	310,669	(8,932)	3,818,229	7.9%	275,984	275,984	25,753
<b>REVENUE:</b>											
<b>Rates &amp; Charges - Retail</b>											
6	\$1,351,530	\$1,415,575	(\$64,045)	\$1,351,530	\$1,415,575	(\$64,045)	\$15,843,276	8.5%	\$1,177,116	\$1,177,116	\$174,414
7	37,716	22,001	15,715	37,716	22,001	15,715	770,243	4.9%	24,727	24,727	12,989
8	29,796	25,500	4,296	29,796	25,500	4,296	306,000	9.7%	30,284	30,284	(488)
9	300	167	133	300	167	133	2,000	15.0%	500	500	(200)
10	16,140	14,675	1,465	16,140	14,675	1,465	176,083	9.2%	14,017	14,017	2,123
11	3,467	2,833	634	3,467	2,833	634	34,000	10.2%	2,834	2,834	633
12	<b>\$1,438,949</b>	<b>\$1,480,751</b>	<b>(\$41,802)</b>	<b>\$1,438,949</b>	<b>\$1,480,751</b>	<b>(\$41,802)</b>	<b>\$17,131,602</b>	<b>8.4%</b>	<b>\$1,249,478</b>	<b>\$1,249,478</b>	<b>\$189,471</b>
<b>EXPENDITURES:</b>											
<b>Operations</b>											
13	\$912,808	\$945,837	\$33,029	\$912,808	\$945,837	\$33,029	\$11,880,073	7.7%	\$921,289	\$921,289	(\$8,481)
14	9,865	42,065	32,200	9,865	42,065	32,200	514,369	1.9%	18,055	18,055	(8,190)
15	331,672	350,001	18,329	331,672	350,001	18,329	4,200,009	7.9%	338,199	338,199	(6,527)
16	-	-	-	-	-	-	60,000	0.0%	-	-	-
17	<b>\$1,254,345</b>	<b>\$1,337,903</b>	<b>\$83,558</b>	<b>\$1,254,345</b>	<b>\$1,337,903</b>	<b>\$83,558</b>	<b>\$16,654,451</b>	<b>7.5%</b>	<b>\$1,277,543</b>	<b>\$1,277,543</b>	<b>(\$23,198)</b>
18	<b>\$184,604</b>	<b>\$142,848</b>	<b>\$41,756</b>	<b>\$184,604</b>	<b>\$142,848</b>	<b>\$41,756</b>	<b>\$477,151</b>		<b>(\$28,065)</b>	<b>(\$28,065)</b>	<b>\$212,669</b>

Note 1: Kgallons Billed - Wholesale and Rates and Charges - Wholesale represents sales to the Town of Bethel, the Town of Farmville, Greene County, the Town of Winterville and Stokes Regional Water Corporation.

Greenville Utilities Commission  
Revenue and Expenses - Sewer Fund  
July 31, 2014  
Preliminary

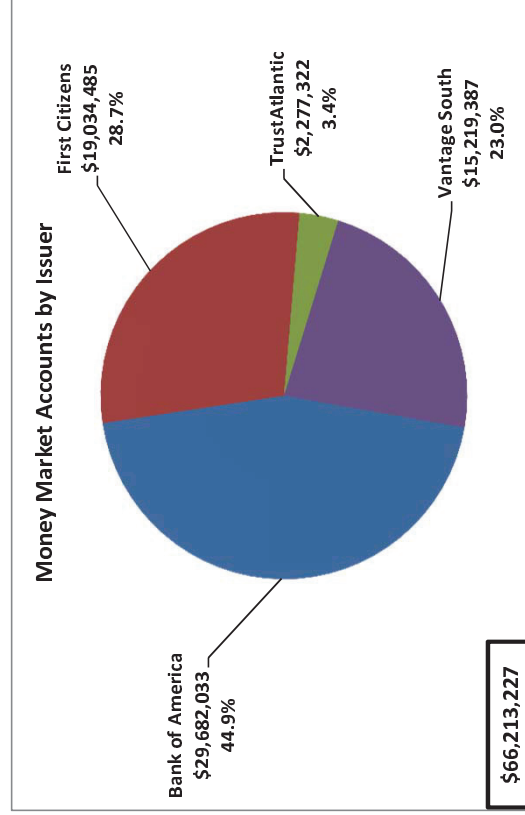
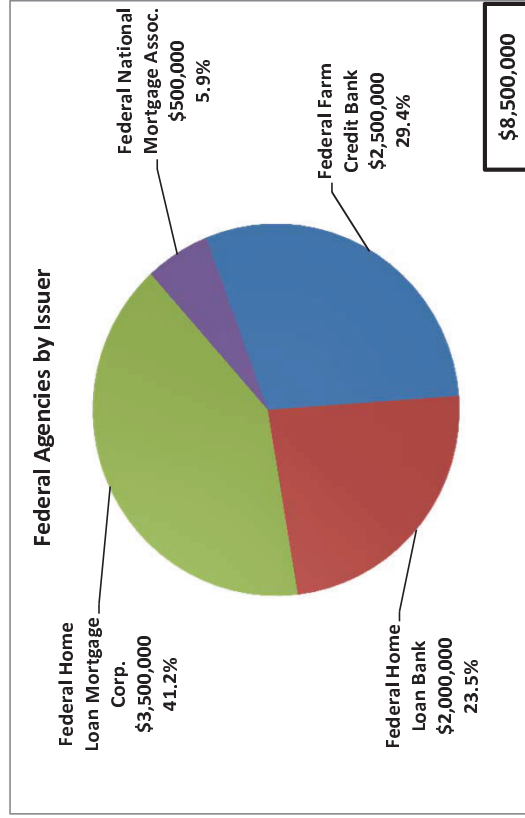
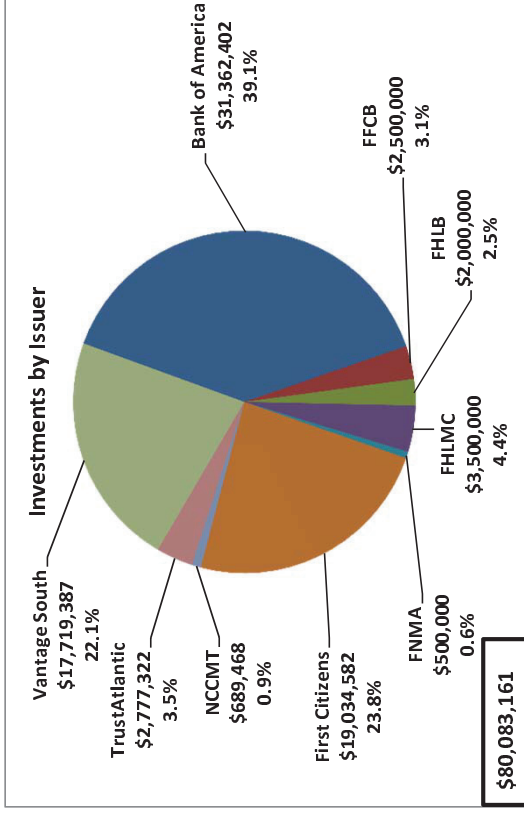
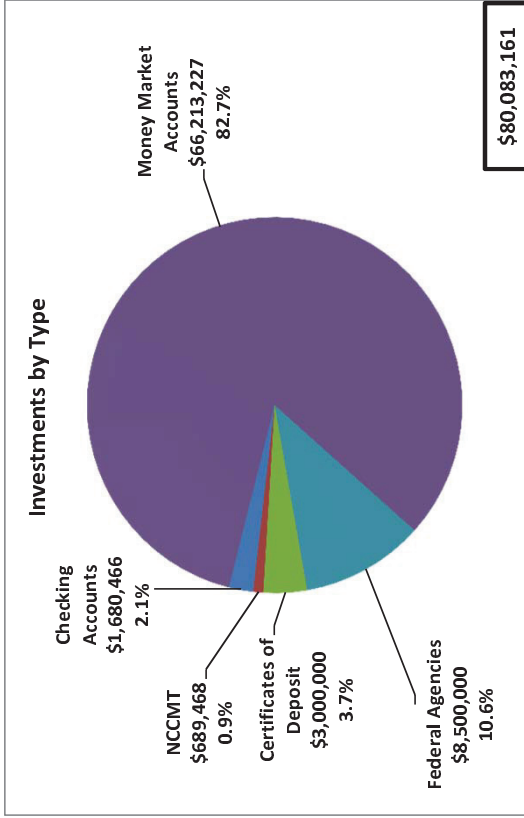
Line #	CURRENT FISCAL YEAR					PRIOR FISCAL YEAR					
	Current Month Actual	Current Month Budget	Variance Favorable (Unfavorable)	YTD Actual	YTD Budget	Variance Favorable (Unfavorable)	Total Original Budget	% of Original Budget	Current Month Actual	YTD Actual	Change Prior YTD to Current YTD
<b>CUSTOMER DEMAND:</b>											
1	28,799								28,555		
Number of Accounts	317,700	266,013	(51,687)	317,700	266,013	(51,687)	3,423,436	9.3%	348,830	348,830	(31,130)
Kgallons Total Flow	210,033	229,633	(19,600)	210,033	229,633	(19,600)	2,633,412	8.0%	200,689	200,689	9,344
Kgallons Billed - Retail	7,382	5,334	2,048	7,382	5,334	2,048	87,318	8.5%	6,870	6,870	512
Kgallons Billed - Wholesale <sup>1</sup>	217,415	234,967	(17,552)	217,415	234,967	(17,552)	2,720,730	8.0%	207,559	207,559	9,856
Total Kgallons Billed											
<b>REVENUE:</b>											
6	\$1,464,241	\$1,585,082	(\$120,841)	\$1,464,241	\$1,585,082	(\$120,841)	\$18,177,545	8.1%	\$1,300,194	\$1,300,194	\$164,047
Rates & Charges - Retail	41,337	29,872	11,465	41,337	29,872	11,465	488,981	8.5%	30,476	30,476	10,861
Rates & Charges - Wholesale <sup>1</sup>	19,227	25,834	(6,607)	19,227	25,834	(6,607)	310,000	6.2%	30,931	30,931	(11,704)
Fees & Charges	12,462	10,442	2,020	12,462	10,442	2,020	125,281	9.9%	9,657	9,657	2,805
Miscellaneous	2,168	1,250	918	2,168	1,250	918	15,000	14.5%	1,175	1,175	993
Interest Income											
11	\$1,539,435	\$1,652,480	(\$113,045)	\$1,539,435	\$1,652,480	(\$113,045)	\$19,116,807	8.1%	\$1,372,433	\$1,372,433	\$167,002
<b>EXPENDITURES:</b>											
12	\$815,463	\$922,179	\$106,716	\$815,463	\$922,179	\$106,716	\$11,571,878	7.0%	\$678,423	\$678,423	\$137,040
Operations	21,154	56,069	34,915	21,154	56,069	34,915	678,169	3.1%	18,520	18,520	2,634
Capital Outlay	530,618	553,755	23,137	530,618	553,755	23,137	6,645,055	8.0%	524,299	524,299	6,319
Debt Service	-	-	-	-	-	-	60,000	0.0%	-	-	-
Trans. to OPEB Trust Fund											
16	\$1,367,235	\$1,532,003	\$164,768	\$1,367,235	\$1,532,003	\$164,768	\$18,955,102	7.2%	\$1,221,242	\$1,221,242	\$145,993
Sewer Fund Equity/Deficit	\$172,200	\$120,477	\$51,723	\$172,200	\$120,477	\$51,723	\$161,705		\$151,191	\$151,191	\$21,009

Note 1: Kgallons Billed - Wholesale and Rates and Charges - Wholesale represents sales to the Town of Bethel and the Town of Grimesland.

Greenville Utilities Commission  
Revenue and Expenses - Gas Fund  
July 31, 2014  
Preliminary

Line #	CURRENT FISCAL YEAR						PRIOR FISCAL YEAR						
	Current Month		Current Month		Variance Favorable (Unfavorable)	YTD Budget	YTD Budget	Variance Favorable (Unfavorable)	Total Original Budget	% of Original Budget	Current Month Actual	YTD Actual	Change Prior YTD to Current YTD
	Actual	Budget	Actual	Budget									
<b>CUSTOMER DEMAND:</b>													
1	22,458		1,417,354	1,417,354	(171,420)	1,417,354	1,417,354	(171,420)	35,611,905	4.5%	22,359	1,160,572	(30,016)
2	1,588,774		1,375,967	1,375,967	(153,934)	1,375,967	1,375,967	(153,934)	34,572,037	4.4%	1,558,890	1,444,780	29,884
3	1,529,901		401,083	401,083	46,491	447,574	401,083	46,491	17,224,500	2.6%	1,444,780	1,444,780	85,121
4	447,574		927,991	927,991	(245,009)	682,982	927,991	(245,009)	15,919,500	4.3%	433,090	433,090	14,484
5	682,982		1,329,074	1,329,074	(198,518)	1,130,556	1,329,074	(198,518)	33,144,000	3.4%	727,482	727,482	(44,500)
6	1,130,556										1,160,572	1,160,572	(30,016)
<b>REVENUE:</b>													
7	\$1,535,825		\$1,651,058	\$1,651,058	(\$115,233)	\$1,535,825	\$1,651,058	(\$115,233)	\$41,483,862	3.7%	\$1,438,083	\$1,438,083	\$97,742
8	7,888		11,333	11,333	(3,445)	7,888	11,333	(3,445)	136,000	5.8%	7,143	7,143	745
9	9,393		12,600	12,600	(3,207)	9,393	12,600	(3,207)	151,189	6.2%	9,311	9,311	82
10	5,346		4,167	4,167	1,179	5,346	4,167	1,179	50,000	10.7%	4,147	4,147	1,199
11	\$1,558,452		\$1,679,158	\$1,679,158	(\$120,706)	\$1,558,452	\$1,679,158	(\$120,706)	\$41,821,051	3.7%	\$1,458,684	\$1,458,684	\$99,768
<b>EXPENDITURES:</b>													
12	\$594,048		\$659,091	\$659,091	\$65,043	\$594,048	\$659,091	\$65,043	\$8,346,129	7.1%	\$547,424	\$547,424	\$46,624
13	1,117,414		1,054,171	1,054,171	(63,243)	1,117,414	1,054,171	(63,243)	27,372,700	4.1%	992,068	992,068	125,346
14	14,325		122,342	122,342	108,017	14,325	122,342	108,017	1,512,179	0.9%	52,693	52,693	(38,368)
15	115,919		147,590	147,590	31,671	115,919	147,590	31,671	1,771,070	6.5%	115,805	115,805	114
16	109,086		109,086	109,086	-	109,086	109,086	-	1,309,034	8.3%	111,244	111,244	(2,158)
17	-		-	-	-	-	-	-	60,000	0.0%	-	-	-
18	\$1,950,792		\$2,092,280	\$2,092,280	\$141,488	\$1,950,792	\$2,092,280	\$141,488	\$40,371,112	4.8%	\$1,819,234	\$1,819,234	\$131,558
19	(\$392,340)		(\$413,122)	(\$413,122)	\$20,782	(\$392,340)	(\$413,122)	\$20,782	\$1,449,939		(\$360,550)	(\$360,550)	(\$31,790)
<b>Gas Fund Equity/Deficit</b>													

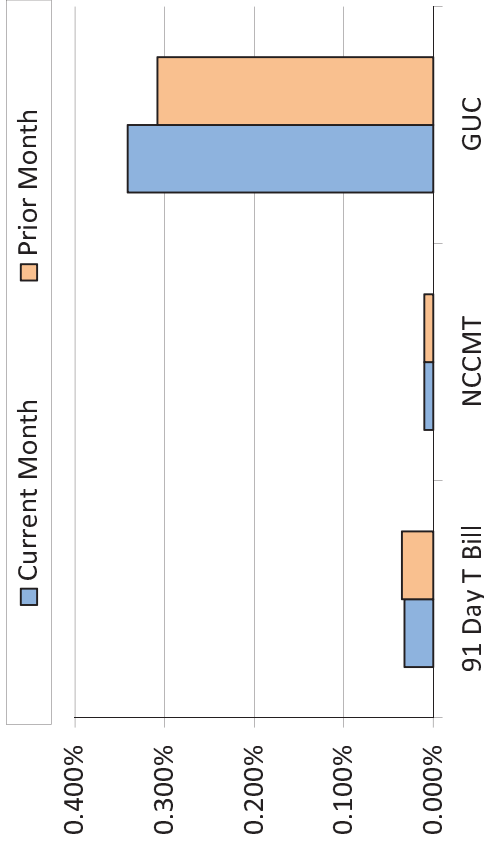
# Investment Portfolio Diversification July 31, 2014



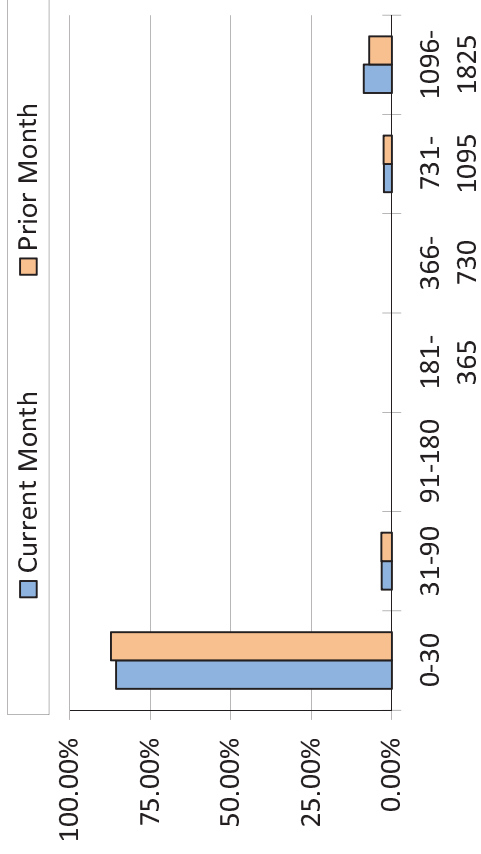


Cash and Investment Report  
July 31, 2014

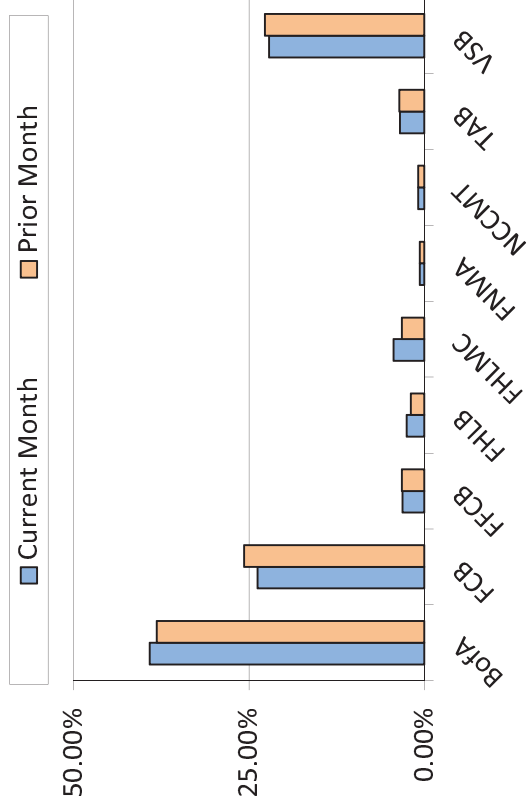
Yield Comparison



Days to Maturity  
Percent of Portfolio



Portfolio by Issuer



## GUC Investments Summary by Issuer July 31, 2014

Issuer	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Bank of America	2	31,362,402.18	31,362,402.18	39.17	0.189	1
First Citizens Bank	2	19,034,581.72	19,034,581.72	23.77	0.050	1
Federal Farm Credit Bank	4	2,500,000.00	2,501,004.00	3.12	1.752	1,650
Federal Home Loan Bank	4	2,000,000.00	1,995,430.00	2.49	1.391	1,579
Federal Home Loan Mort Corp	6	3,500,000.00	3,493,419.00	4.36	1.506	1,417
Federal National Mort Assoc	1	500,000.00	497,739.00	0.62	0.750	871
N C Capital Management Trust	2	689,467.98	689,467.98	0.86	0.022	1
TrustAtlantic Bank	2	2,777,321.55	2,777,321.55	3.47	0.354	312
Vantage South Bank	2	17,719,387.32	17,719,387.32	22.13	0.371	9
<b>Total and Average</b>	<b>25</b>	<b>80,083,160.75</b>	<b>80,070,752.75</b>	<b>100.00</b>	<b>0.341</b>	<b>172</b>

# GUC Investments

## Portfolio Management

### Portfolio Details - Investments

#### July 31, 2014

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
<b>Certificates of Deposit - Bank</b>												
SYST62	762	TrustAtlantic Bank		04/28/2014	500,000.00	500,000.00	500,000.00	1.650	1.627	1.650	1,731	04/28/2019
SYST54	754	Vantage South Bank		09/25/2013	2,500,000.00	2,500,000.00	2,500,000.00	0.500	0.493	0.500	55	09/25/2014
		<b>Subtotal and Average</b>	<b>3,000,000.00</b>		<b>3,000,000.00</b>	<b>3,000,000.00</b>	<b>3,000,000.00</b>		<b>0.682</b>	<b>0.692</b>	<b>334</b>	
<b>NC Capital Management Trust</b>												
SY333	33	N C Capital Management Trust			589,262.59	589,262.59	589,262.59	0.010	0.010	0.010	1	
SY3745	745	N C Capital Management Trust			100,205.39	100,205.39	100,205.39	0.090	0.089	0.090	1	
		<b>Subtotal and Average</b>	<b>686,682.06</b>		<b>689,467.98</b>	<b>689,467.98</b>	<b>689,467.98</b>		<b>0.021</b>	<b>0.022</b>	<b>1</b>	
<b>Passbook/Checking Accounts</b>												
SY3735	735	Bank of America			1,680,369.13	1,680,369.13	1,680,369.13	0.001	0.001	0.001	1	
SY3706	706	First Citizens Bank		07/01/2014	97.00	97.00	97.00	0.001	0.001	0.001	1	
		<b>Subtotal and Average</b>	<b>1,667,208.65</b>		<b>1,680,466.13</b>	<b>1,680,466.13</b>	<b>1,680,466.13</b>		<b>0.001</b>	<b>0.001</b>	<b>1</b>	
<b>Money Market Accounts</b>												
SY3733	733	Bank of America			29,682,033.05	29,682,033.05	29,682,033.05	0.200	0.197	0.200	1	
SY3704	704	First Citizens Bank			19,034,484.72	19,034,484.72	19,034,484.72	0.050	0.049	0.050	1	
SY3705	705	TrustAtlantic Bank			2,277,321.55	2,277,321.55	2,277,321.55	0.070	0.069	0.070	1	
SY3703	703	Vantage South Bank			15,219,387.32	15,219,387.32	15,219,387.32	0.350	0.345	0.350	1	
		<b>Subtotal and Average</b>	<b>63,487,158.34</b>		<b>66,213,226.64</b>	<b>66,213,226.64</b>	<b>66,213,226.64</b>		<b>0.184</b>	<b>0.187</b>	<b>1</b>	
<b>Federal Agency Coupon Securities</b>												
3133EDB50	755	Federal Farm Credit Bank		12/04/2013	500,000.00	500,106.50	500,000.00	1.200	1.184	1.200	1,221	12/04/2017
3133EDKR2	763	Federal Farm Credit Bank		04/30/2014	1,000,000.00	1,002,739.00	1,000,000.00	1.870	1.844	1.870	1,733	04/30/2019
3133EDN81	766	Federal Farm Credit Bank		06/12/2014	500,000.00	499,129.00	500,000.00	1.850	1.825	1.850	1,776	06/12/2019
3133EDP48	771	Federal Farm Credit Bank		06/24/2014	500,000.00	499,029.50	500,000.00	1.970	1.943	1.970	1,788	06/24/2019
313383VM0	758	Federal Home Loan Bank		12/03/2013	500,000.00	499,986.50	500,820.00	1.800	1.739	1.764	1,488	08/28/2018
3130A25V4	767	Federal Home Loan Bank		06/18/2014	500,000.00	499,547.50	500,000.00	0.500	0.493	0.500	1,782	06/18/2019
3130A2D78	768	Federal Home Loan Bank		06/26/2014	500,000.00	498,105.00	500,000.00	1.300	1.282	1.300	1,243	12/26/2017
3130A2F68	773	Federal Home Loan Bank		07/09/2014	500,000.00	497,791.00	500,000.00	2.000	1.973	2.000	1,803	07/09/2019
3134G4NJ3	756	Federal Home Loan Mort Corp		12/20/2013	500,000.00	498,694.00	500,000.00	0.720	0.710	0.720	872	12/20/2016
3134G4NJ3	757	Federal Home Loan Mort Corp		12/20/2013	500,000.00	498,694.00	500,000.00	0.720	0.710	0.720	872	12/20/2016
3134G5D5	765	Federal Home Loan Mort Corp		05/21/2014	1,000,000.00	998,694.00	1,000,000.00	2.000	1.973	2.000	1,754	05/21/2019
3134G5AF2	769	Federal Home Loan Mort Corp		07/09/2014	500,000.00	498,812.50	500,000.00	2.000	1.973	2.000	1,803	07/09/2019
3134G5AF2	770	Federal Home Loan Mort Corp		07/09/2014	500,000.00	498,812.50	500,000.00	2.000	1.973	2.000	1,803	07/09/2019
3134G5AG0	772	Federal Home Loan Mort Corp		06/30/2014	500,000.00	499,712.00	500,000.00	1.100	1.085	1.100	1,064	06/30/2017
3136G1Y94	759	Federal National Mort Assoc		12/19/2013	500,000.00	497,739.00	500,000.00	0.750	0.740	0.750	871	12/19/2016

**GUC Investments**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**July 31, 2014**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity
	Subtotal and Average		8,113,723.23		8,500,000.00	8,487,592.00	8,500,820.00		1.486	1.507	1,492
	Total and Average		76,954,772.28		80,083,160.75	80,070,752.75	80,083,980.75		0.336	0.341	172

# Financial Report

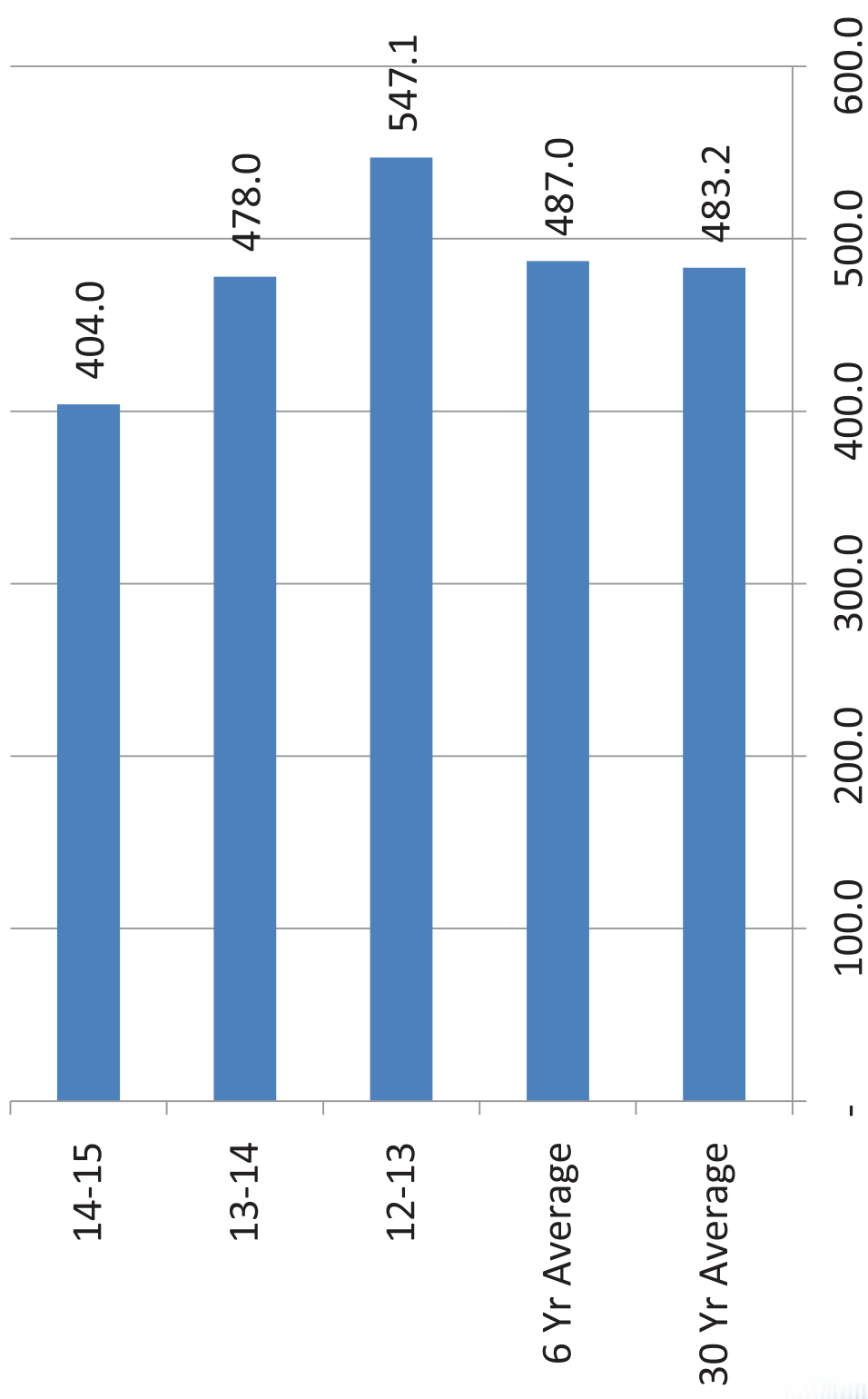
## July 31, 2014

### Preliminary



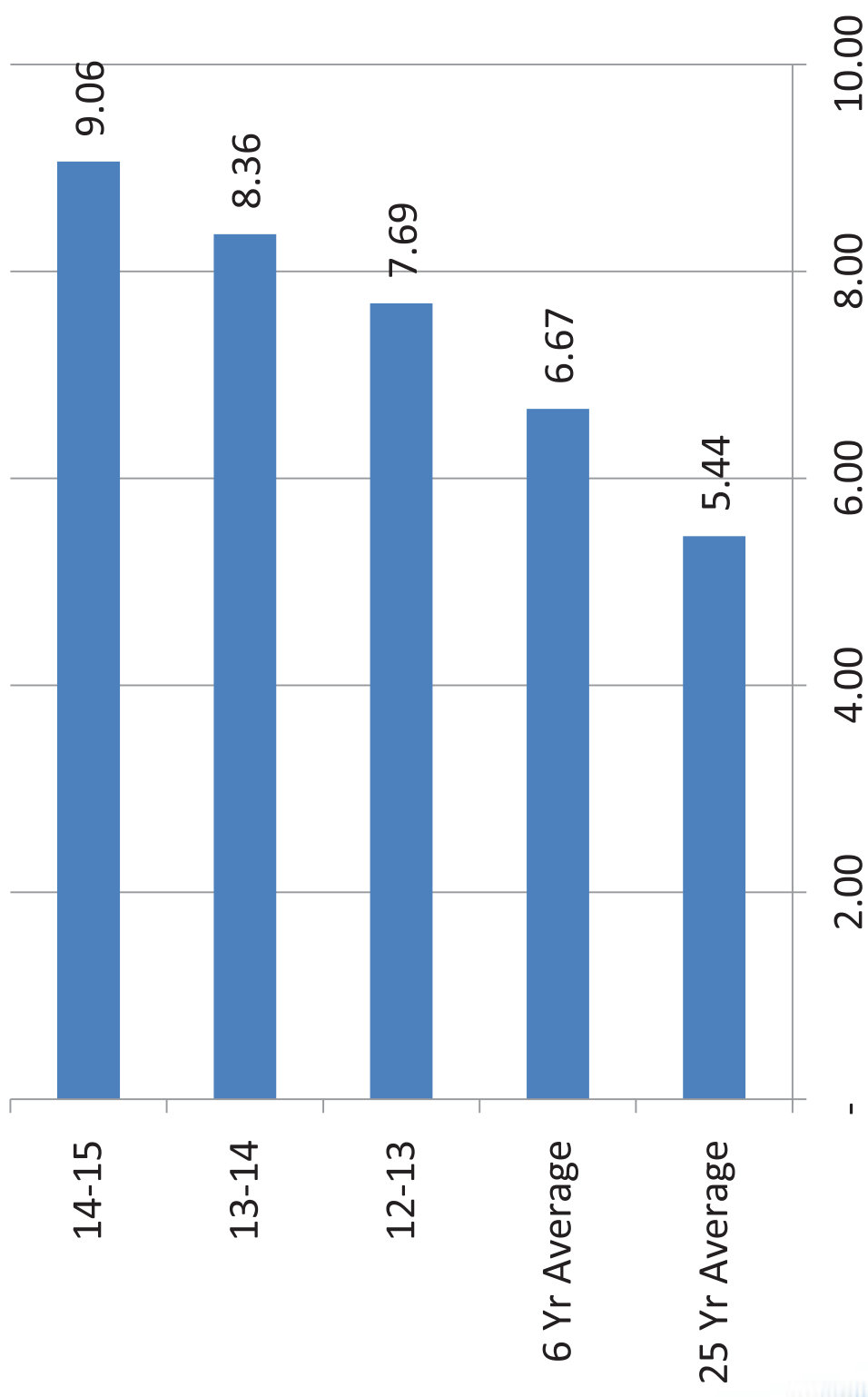
# Weather Impact

## July cooling degree days



# Weather Impact (cont.)

## July rainfall



# Growth (July 2013 – July 2014)

## Customer Connections

■ Electric:	0.60%	388 accounts
■ Water:	0.79%	277 accounts
■ Sewer:	0.85%	244 accounts
■ Gas:	0.44%	99 accounts



# Historical Growth

## Customer Connections

Fund	FY 2004	FY 2006	FY 2008	FY 2010	FY 2012	FY 2014
Electric	1,647	2,416	1,668	773	44	311
Water	547	1,289	986	603	95	217
Sewer	564	972	887	565	103	205
Gas	695	764	624	343	48	120

# Growth (July 2013 – July 2014)

## Consumption (Volumes Billed)

Fund	July 2014	July 2013	% Chg
Electric kWh	144,531,180	135,983,992	6.3%
Water Kgal	301,737	275,984	9.3%
Sewer kgal	217,415	207,559	4.7%
Gas Ccf	1,130,556	1,160,572	-2.6%

# Fund Equity/Deficit

## *July 2014 Preliminary*

	<b>Actual</b>	<b>Budget</b>	<b>Prior Year</b>	<b>Change Prior Year to Actual</b>
<b>Electric</b>	\$524,919	\$735,704	\$324,968	\$199,951
<b>Water</b>	\$184,604	\$142,848	(\$28,065)	\$212,669
<b>Sewer</b>	\$172,200	\$120,477	\$151,191	\$21,009
<b>Gas</b>	(\$392,340)	(\$413,122)	(\$360,550)	(\$31,790)
<b>Combined</b>	<b>\$489,383</b>	<b>\$585,907</b>	<b>\$87,544</b>	<b>\$401,839</b>

# Portfolio Management

	July 2014	July 2013	July 2012
<b>Interest Earnings</b>	\$24,050	\$15,243	\$24,926
<b>Yield</b>	0.34%	0.21%	0.33%

# Summary

- Overall positive results - \$489,383
- Electric Fund – \$524,919
- Water Fund – \$184,604
- Sewer Fund – \$172,200
- Gas Fund – (\$392,340)

The background of the cover is a vibrant blue with a blurred, high-tech aesthetic. It features a large, glowing sphere in the center, reminiscent of a globe or a data visualization. Overlaid on this are various elements: a line graph with a prominent upward-pointing arrow, several US dollar bills (including a \$100 bill), and a grid of small squares, possibly representing a data table or a financial ledger. The overall composition is dynamic and professional, emphasizing financial growth and technology.

**Greenville Utilities**

# **Financial Report**

**July 31, 2014**

**Preliminary**



# Agenda Item # 3

Meeting Date: August 21, 2014

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<b>Item:</b>	<b>Consideration of Designating First Tennessee Bank as an Official Banking Depository for Greenville Utilities Commission</b>
<b>Contact:</b>	Jeff McCauley
<b>Explanation:</b>	<p>In accordance with Section 159-31(a) of the Local Government Budget and Fiscal Control Act, the governing board shall designate its official banking depositories. Bank of America, BB&amp;T, Carter Bank and Trust, First Citizens Bank, PNC Bank, Southern Bank and Trust, Trust Atlantic Bank, Vantage South Bank, and Wells Fargo Bank currently serve as official banking depositories for GUC.</p> <p>In order of priority, GUC's investment goals are safety, liquidity, and yield. Additional goals include diversification by limiting our risk with any one deposit relationship and the ability to easily and swiftly transfer funds when needed.</p> <p>The State Treasurer monitors compliance with collateralization requirements for banking institutions, and First Tennessee Bank has been designated by the State Treasurer's Office as an institution that is using the Pooling Method of collateralizing for public funds.</p> <p>First Tennessee Bank is headquartered out of Memphis, TN. For the first quarter ended 2014, First Tennessee Bank had \$16.7 billion in deposits and \$23.7 billion in total assets.</p>
<b>Previous Board Actions:</b>	N/A
<b>Fiscal Note:</b>	N/A
<b>Recommended Action(s):</b>	Approve designating First Tennessee Bank to serve as an official banking depository for GUC



## Agenda Item # 4

Meeting Date: August 21, 2014

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<b>Item:</b>	<b>Consideration of New Water Purchase Agreement with the Town of Winterville</b>
<b>Contact:</b>	Randy Emory
<b>Explanation:</b>	<p>Staff has previously advised the Board that the Town of Winterville had requested a long term firm water supply agreement with GUC. This agreement would differ from GUC's other existing water supply agreements in that it would be for a firm water supply, as compared to the interruptible supply provisions in GUC's agreements with Farmville, Greene County, Bethel and Stokes Regional Water Corporation.</p> <p>GUC has been supplying water to Winterville, on an interruptible basis, since 2002.</p> <p>GUC's willingness to enter into a long term firm water supply agreement with Winterville was predicated on the completion of a Tar River Water Supply Analysis to confirm ample water supply is available. As previously presented to the Board, the Tar River Water Supply Analysis was completed and indicated that GUC can safely withdraw in excess of 60 MGD from the Tar River. GUC's current average day withdrawal from the Tar River is 12.2 MGD.</p> <p>The rates and charges, discussed below, were developed by GUC's Water and Wastewater Rate Consultant, Raftelis Financial Consultants.</p> <p>Under the terms of the proposed agreement, GUC agrees to sell, and Winterville agrees to purchase 375,000 gallons per day.</p> <p>The agreement provides for Winterville to be charged an initial water rate of \$1.86 per thousand gallons for the first 375,000 gallons per day and to be charged the industrial volume rate contained in Water Rate Schedule W-2 for all volumes over 375,000 per day. Adjustment of these rates would be made anytime the GUC Board of Commissioners approves changes in the existing water rates.</p> <p>In addition, Winterville will pay monthly capital charge of \$6,000.</p> <p>The agreement is for an initial term of 20 years, renewable in five year increments upon mutual agreement between GUC and Winterville.</p>



**Previous Board  
Actions:**

Approval of initial Water Purchase Agreement in December 2002.  
Approval of Interim Water Purchase Agreement in 2009.

**Fiscal Note:**

Since 2002, GUC has received in excess of \$1.0 million in water sales revenues from the Town of Winterville.

**Recommended  
Action(s):**

Staff recommends that the General Manager/CEO be authorized to execute the Water Purchase Agreement with the Town of Winterville.



# Agenda Item # 5

Meeting Date: August 21, 2014

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<b>Item:</b>	<b>Recommended Award of Contract for Construction Services for the Liquefied Natural Gas (LNG) Facility Phase IIB Expansion Project</b>
<b>Contact:</b>	Anthony Miller
<b>Explanation:</b>	<p>The LNG Facility Phase IIB Expansion Project involves the installation of two (2) 55,000 gallon LNG storage tanks, a third impoundment system, and a second LNG pump skid at the existing LNG facility, which will increase the storage capacity of the plant by 50% for a total capacity of 300,000 gallons (24,650 Dts) of LNG.</p> <p>In order to move ahead with the construction of the impoundment system, electrical system upgrades, piping installation and civil site work, staff advertised a Request for Bids for Construction Services and the following two bids were received:</p> <p>Edwards, Inc.      \$1,083,754.00 C.A. Lewis, Inc.   \$1,085,400.00</p> <p>Edwards, Inc. provided the lowest responsive, responsible bid and staff recommends that the construction services contract be awarded to them. Edwards, Inc. provided similar services for the previous LNG facility expansion and staff is very familiar and pleased with their work. The bid of \$1,083,754 is within the \$1,100,000 estimated cost for construction services.</p> <p>The construction phase of this project is projected to be completed by November 21, 2014. Upon completion of Phase IIB, the LNG Plant will have reached complete build-out as proposed in the initial concept design of the facility. The total project cost, including design, materials, construction, and installation is projected to be within the \$4,000,000 budget amount.</p>
<b>Previous Board Actions:</b>	<p>June 13, 2013 –</p> <ol style="list-style-type: none"><li>1) Adoption of Gas Capital Projects Budget and Reimbursement Resolution.</li></ol> <p>November 21, 2013 –</p> <ol style="list-style-type: none"><li>1) Authorized the General Manager/CEO to execute a Purchase Agreement with Chart, Inc. in the amount of \$1,478,700.</li><li>2) Authorized the General Manager/CEO to execute an Engineering Services Agreement with Northstar Industries in the amount of \$600,000.</li></ol>
<b>Fiscal Note:</b>	Project funded by long-term financing.

**Recommended  
Action(s):**

Authorize the General Manager/CEO to execute a Construction Services Contract with Edwards, Inc. in the amount of \$1,083,754.00.



## Agenda Item # 6

Meeting Date: August 21, 2014

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<b>Item:</b>	<b>Consideration of the Purchase of Real Property for Utilization at the Compressed Natural Gas (CNG) Refueling Facility Site</b>
<b>Contact:</b>	Anthony Miller
<b>Explanation:</b>	<p>Greenville Utilities Commission has identified a property suitable for the construction of the Compressed Natural Gas Refueling Facility Project (GCP 91) that also meets the proximity criteria of the project's anchor load, Waste Industries, Inc.</p> <p>The recommended property is located between Belvoir Highway and Easy Street off of Memorial Highway, and the owner has agreed to a purchase price of \$175,000. This purchase price is well within the budgeted amount of \$200,000.</p>
<b>Previous Board Actions:</b>	<p>June 12, 2014 –</p> <ol style="list-style-type: none"><li>1) Adoption of the Gas Capital Projects Budget (\$2.5M).</li><li>2) Adoption of a Reimbursement Resolution.</li></ol>
<b>Fiscal Note:</b>	Real property purchase to be funded with gas capital project budget proceeds for GCP-91.
<b>Recommended Action(s):</b>	Board approval to purchase the proposed property and recommend similar action by City Council of the City of Greenville.



# Agenda Item # 7

Meeting Date: August 21, 2014

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<b>Item:</b>	<b>Consideration of Amendment to Bylaws</b>
<b>Contact:</b>	Phil Dixon
<b>Explanation:</b>	<p>Article IX of our Bylaws provides that the Bylaws may be amended from time to time. The procedure for amending the Bylaws is for notice to be provided at a regularly scheduled Board meeting, with the amendments being considered at the next regularly scheduled Board meeting. The amendments must be approved by the majority of the Board.</p> <p>In this day and age of substantial advances in technology, it is essential that public bodies use technology in order to ensure that the business of the public can be conducted in a timely manner with input from as many members of the Board of Commissioners as possible. The law recognizes that a public body may conduct “electronic” meetings, which has been the common custom and practice of the Commission.</p> <p>Additionally, in order to educate new Commissioners, it is recommended that the orientation sessions delivered by the General Manager/CEO and key staff be required of each Commissioner. The last key amendments to the GUC Bylaws are to replace the office of Vice-Chair with Chair-elect and to include the Past-Chair (when continuing to serve on the Board) as a member of the Executive Committee.</p> <p>As required by the Bylaws, notice to amend the Bylaws was provided at the July 17, 2014 Regular Board Meeting. The proposed amendments to GUC’s Bylaw are attached for your consideration.</p>
<b>Previous Board Actions:</b>	N/A
<b>Fiscal Note:</b>	N/A
<b>Recommended Action(s):</b>	Staff recommends that the Board approve the proposed amendments to GUC’s Bylaws

## BYLAWS OF THE GREENVILLE UTILITIES COMMISSION

These Bylaws are adopted by the Greenville Utilities Commission to implement its Charter and to establish basic rules of organization, process and procedure and to provide for the efficient and effective conduct of public business for the benefit of the ratepayers.

To The Extent The Terms & Conditions Of These Bylaws Conflict With the Terms & Conditions of The Charter, The Charter Shall Govern.

- I. Name: The name of the Commission shall be: The Greenville Utilities Commission, hereinafter also referred to as the "Board".
- II. Individual Responsibility: Commission members have responsibility over utilities' affairs when acting as a body appropriately called to session. To request additional information concerning the functions of the Greenville Utilities Commission, Board members should contact the General Manager.
- III. Board Membership
  - A. Number of Members: The Greenville Utilities Commission shall consist of eight (8) members, all appointed by the Greenville City Council. Two of these appointees are nominated by Pitt County Board of Commissioners.
  - B. Commission Seats: Of the eight (8) members, six (6) members shall be bona fide residents of the City of whom one shall be the City Manager of Greenville, and two of whom shall be bona fide residents of Pitt County but residing outside the city limits of Greenville, who shall be customers of the Greenville Utilities Commission.
  - C. Vacancies on the Commission: In the event a Greenville Utilities Commissioner resigns, dies, or otherwise becomes incapable of performing his or her duties, at any regular or special meeting of the City Council, the City Council shall appoint, according to the same process described herein for regular appointments, a Greenville Utilities Commissioner to fill the unexpired term.
  - D. New members to the Board are encouraged-required to participate in orientation and training sessions as scheduled by the General Manager. Orientation shall include such activities as:

1. Workshops for new Board members conducted by the American Public Power Association.
2. Discussions and visits with the General Manager, Commission Attorney, and other members of the staff.
3. Provision of printed and audiovisual materials on Greenville Utilities Commission and copies of administrative policies and procedures.

#### IV. Organization

- A. The Greenville Utilities Commission each year shall elect its officers on the first regularly scheduled meeting of the Commission on or after July 1 at which a quorum is present. Meetings are scheduled for the third Thursday in each month at 12:00 noon.
- B. The officers of the Commission shall be a Chair, a ~~Vice-Chair~~ Chair-elect and a Secretary, elected in that order for a term of one (1) year. The General Manager shall preside while a new Chair is being elected.
- C. Vacancies in the office of Chair, ~~Vice-Chair-elect~~ or Secretary occurring during the year shall be filled by the Commission at its discretion.

#### V. Powers and Duties of the Board

The Powers and Duties of the Board shall include but not be limited to the following:

- A. The Greenville Utilities Commission shall have entire supervision and control of the management, operation, maintenance, improvement, and extension of the public utilities of the City, which public utilities shall include electric, natural gas, water, and sewer services, and shall fix uniform rates for all services rendered; provided, however, that any person affected by said rates may appeal from the decision of the Greenville Utilities Commission as to rates to the City Council. With approval by the City Council, the Greenville Utilities Commission may undertake any additional public enterprise service which may lawfully be operated by a municipality (Reference Charter Section 5).
- B. The Board shall discharge its duties and responsibilities as required by its Charter or otherwise imposed by law.
- C. The Board shall employ a General Manager whose duties shall be to supervise and manage the operations of the Greenville Utilities

Commission, subject to the approval of the Board of Commissioners of the Greenville Utilities Commission, as provided in Section 6 of the Charter.

- D. The Board shall annually evaluate the performance of the General Manager as its Chief Executive Officer.
- E. The Board shall employ, in consultation with the General Manager, an attorney to give counsel on matters of legal concern to the Greenville Utilities Commission. The attorney shall represent the Commission on most matters, except that the Commission may hire other expertise as warranted on a case by case basis. The Board shall annually review the performance and services of the attorney with the General Manager during the General Manager's annual performance review.
- F. The Board shall annually review its performance. An annual review may consist of a written review and/or survey by Board members and/or a review with or by the General Manager.

VI. Duties of Officers

- A. The Chair shall preside at Board meetings. The Chair, in consultation with the Secretary and General Manager, shall review the draft agenda of regular and special meetings of the Board.
- B. The Chair shall appoint committees and designate the chairs unless otherwise directed by majority vote of the Board in session.
- C. The Chair, subject to the approval of the Commission, shall have the authority to execute any official document for and on behalf of the Commission.
- D. The Chair shall not be entitled to vote on any proposition before the Greenville Utilities Commission except in case of a tie vote and only for the purpose of breaking the tie.
- E. The Chair shall be the official spokesperson for the Board and will make, either in person or through the General Manager, every effort to communicate the Board's decision to the community through the media and any other means available.
- F. In the absence of the Chair, it shall be the duty of the ~~Vice-Chair~~ Chair-elect to preside at meetings of the Board and assume authority of the Chair.



- G. The Secretary shall record minutes of meetings and hearings and distribute minutes in advance for review and approval.
- H. It shall be the responsibility of the Secretary to maintain official minutes and records of Board proceedings and actions. Minutes may be examined by any interested citizen under the supervision of the Secretary or the Secretary's designee. Consistent with the purpose of Closed Sessions, minutes of these meetings shall be separately maintained by the Secretary. Minutes of Closed Sessions may not be examined by interested citizens except as provided by law.
- I. The Secretary shall be responsible for the proper maintenance of official documents including but not limited to Board bylaws, Board policies, and Board decisions.
- J. The Secretary shall discharge any other duties or responsibilities required by law or otherwise imposed upon the Secretary by the Board.
- K. In the absence of the Secretary, it shall be the duty of the ~~Vice-Chair~~ Chair-elect to assume duties of the Secretary.

## VII. Committees & Appointments

- A. An Executive Committee composed of the Board Chair, ~~Vice-Chair~~ Chair-elect, Past-Chair (when continuing to serve on the Board) and Secretary will work with the GUC staff on policy issues, represent GUC in joint discussions on potential growth and regionalization and provide for continuity of knowledge for the chair position.
- B. On an annual basis, the Chair shall appoint two members to a Compensation Sub-Committee to meet jointly with a City Council Sub-committee to make recommendations for employee benefits and compensation issues for the upcoming fiscal year. These two members should include at least one member (if available) that served the previous year.
- C. On an annual basis, the Chair shall appoint 2 - 3 members to serve in conjunction with the Board Chair, on a Finance Committee to provide "policymaker" input to staff on the enhancement or implementation of financial procedures or issues.
- D. Ad hoc committees shall be appointed by the Chair, as needed, and shall function until such time as their purpose has been accomplished.

- E. The Chair shall appoint an Executive Secretary and Assistant Executive Secretary from the staff. These positions are normally held by the Executive Assistant to the General Manager and Director of Financial Services and Accounting, respectively.

VIII. Methods of Operation

- A. Board Meetings: The Board shall regularly meet on the third Thursday of each month to consider its business. Notice of the meeting and its agenda shall be made available to the media as provided by law. Other meetings, including special sessions, emergency sessions or workshop sessions may be held as needed and must follow notification provisions as described by law.
- B. Agendas: Before actions by the Board are requested or recommended, the Board should be provided with documentation to assist members in reaching decisions consistent with established goals and policies. To request additional information, Board members shall contact the General Manager. The Agenda for regular monthly meetings shall be as follows:
  - 1. Call to order and ascertain the presence of a quorum
  - 2. Approval of the minutes for the previous month's meetings
  - 3. Any additions or deletions and acceptance of the (revised) agenda
  - 4. Presentations of awards and recognition of outstanding achievement
  - 5. Acceptance of the financial statement for the previous month
  - 6. Award of Bids
  - 7. Other items requiring action by the Board
  - 8. Informational Items
  - 9. General Manager's Report - This portion of the meeting is set aside for the General Manager's reports on any item of information which he wishes to present to the Board.
  - 10. Board Chair Remarks

11. Board Members' Remarks
  12. Closed Session, if required
  13. Notice of next regular or special meeting
  14. Adjournment
- C. Quorum: The Greenville Utilities Commission may only conduct business in a regular emergency or special meeting attended by a quorum of the Board. A quorum shall consist of five (5) Board members, who are either physically present or able to participate by telephone or video-conference or other electronic means.
- D. Conduct of Meetings: Meetings shall be conducted in accordance with the Board's Bylaws and otherwise by the most recent edition of Robert's Rules of Order.
- E. Voting: The Chair of the Board shall determine the vote on any motion by asking each member to respond by voice vote or if necessary, a show of hands may be required.
1. Each member of the Board, except the Chair, shall have one vote on any recommendation, motion, proposal, or any other action item coming before the Board.
  2. Each member, other than the Chair, must vote unless excused by the remaining members. A member who wishes to be excused from voting shall so inform the Chair who shall take a deciding vote of the remaining members present. No member shall be excused from voting except on matters involving his/her own financial interest or official conduct. In other cases, a failure to vote by a member who is physically present or has withdrawn without being excused by a majority vote of the remaining members present, shall be recorded as an affirmative vote.
- F. Closed Sessions: Closed Sessions may be called upon a motion made and adopted at an open session for any of those permitted purposes described in Section 143-318 of the General Statutes of N.C., commonly known as the "Open Meetings Law", as amended from time to time. The motion shall state the purpose of the Closed Session and must be approved by the vote of a majority of those members present.
- G. Board Members' Compensation and Reimbursement: Members of the

Greenville Utilities Commission shall receive compensation for performance of official utility business at the rate of \$200 per month. The Chair shall receive \$350 per month. The City Council may, at its own discretion, increase these caps from time to time as is appropriate to reflect inflation. The City Manager shall receive no compensation as a member of the Greenville Utilities Commission.

H. Public Hearings: The Greenville Utilities Commission believes that from time to time additional public opinion is necessary. This opinion is generally sought through the use of a public hearing. When such hearings are scheduled, the Greenville Utilities Commission will ensure that the date, time, and location are properly advertised well in advance of the hearing date. The Commission will receive comments and information at public hearings but not take any formal action during the public hearing. The Commission will take under advisement comments offered at the public hearing and normally consider these comments for future action.

I. Public Expression: Upon motion of any Commissioner, and approval by a majority of the Board, any ratepayer may be allowed to address the Board within the time restrictions (and upon such other conditions) as may be set by the Chair.

IX. Change in Bylaws: These Bylaws may be amended from time to time. The procedure for amendment is by giving notice of the proposed amendments at a regularly scheduled Board meeting. The amendments will be considered at the next regularly scheduled Board meeting and must be approved by the vote of a majority of the members.

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Adopted May 14, 1996  
Revised June 11, 1996  
Revised November 18, 1997  
Revised June 9, 1998  
Revised October 11, 1999  
Revised July 18, 2000  
Revised October 16, 2007  
Revised November 18, 2008  
Revised September 15, 2011  
Revised August 21, 2014



## Agenda Item # 8

Meeting Date: August 21, 2014

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<b>Item:</b>	<b>Update on Other Post-Employment Benefits (OPEB) Unfunded Liability</b>
<b>Contact:</b>	Jeff McCauley
<b>Explanation:</b>	A presentation on the status of Greenville Utilities' Other Post-Employee Benefits (OPEB) will be provided during the meeting.
<b>Previous Board Actions:</b>	N/A
<b>Fiscal Note:</b>	N/A
<b>Recommended Action(s):</b>	N/A – Information Only



# Agenda Item # 9

Meeting Date: August 21, 2014

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<b>Item:</b>	<b>North Carolina's Eastern Alliance Presentation – John Chaffee</b>
<b>Contact:</b>	Tony Cannon
<b>Explanation:</b>	A presentation will be provided by John Chaffee of North Carolina's Eastern Alliance, dba as NCEast Alliance.
<b>Previous Board Actions:</b>	N/A
<b>Fiscal Note:</b>	N/A
<b>Recommended Action(s):</b>	N/A



# Agenda Item # 10

Meeting Date: August 21, 2014

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<b>Item:</b>	<b>General Manager's Report</b>
<b>Contact:</b>	Tony Cannon
<b>Explanation:</b>	<p>1. Informational Reading</p> <p>Bids, Statistical Data Report, Sewer Spill Tracking Report, and Load Management Report are attached.</p> <p>The Management Team will be available at the meeting to answer any questions regarding work activities.</p> <p>2. Key Performance Indicators (KPIs)</p> <p>The following KPIs are in the dashboard format for your review as well as the corresponding scorecard:</p> <ul style="list-style-type: none"><li>• Typical Monthly Bill Comparison – Electric Summer</li><li>• Installation of New Services - Water</li><li>• Response Time to Cut Gas Lines/Leaks</li><li>• Connections Per Employee</li></ul> <p>3. Commendations</p> <p>4. Other</p>
<b>Previous Board Actions:</b>	N/A
<b>Fiscal Note:</b>	N/A
<b>Recommended Action(s):</b>	No Action Required

**GREENVILLE UTILITIES COMMISSION**  
**TABULATION OF BIDS RECEIVED FOR**  
**CUSTODIAL MAINTENANCE SERVICES**

**JULY 10, 2014 at 3:00 PM**

VENDOR	WEEKLY \$ RATE
A & B Cleaning Service, Inc.	\$2,835.65*
Facilico	2,835.62 <sup>1</sup>
The Budd Group	3,109.59
Service Master Facilities Maintenance	3,942.00

\*Indicates recommended award based on the lowest responsible, responsive bid, vendor references and qualifications.

<sup>1</sup>Indicates that the vendor's provided references were less favorable.

Recommended for Award

  
 \_\_\_\_\_  
 Greg Roberson, Building & Grounds Supervisor 7/29/14  
Date

  
 \_\_\_\_\_  
 Kevin Keyzer, Resource Exposure Manager 7/29/14  
Date

  
 \_\_\_\_\_  
 Jeff McCauley, Chief Financial Officer 7/30/14  
Date

  
 \_\_\_\_\_  
 George Reel, Interim Chief Administrative Officer 7-31-14  
Date

Approved for Award

  
 \_\_\_\_\_  
 Anthony C. Cannon, General Manager/CEO 7-31-14  
Date

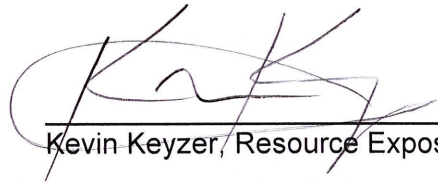


**GREENVILLE UTILITIES COMMISSION**  
**TABULATION OF PROPOSALS RECEIVED FOR**  
**SECURITY OFFICER SERVICES**  
**JULY 3, 2014 at 4:00 PM**

<b>VENDOR PROPOSAL RATING</b>
Universal Protection Service, LLC. *
DSI Security Services
Night Hawk Security and Consulting, LLC.
Encompass Southeast Security

\*Indicates recommended award based on the vendor's submitted proposal and qualifications.

Recommended for Award

  
 \_\_\_\_\_  
 Kevin Keyzer, Resource Exposure Manager

7-30-14  
 Date

  
 \_\_\_\_\_  
 Jeff McCauley, Chief Financial Officer

7/31/14  
 Date

  
 \_\_\_\_\_  
 George Reel, Interim Chief Administrative Officer

7-31-14  
 Date

Approved for Award

  
 \_\_\_\_\_  
 Anthony C. Cannon, General Manager/CEO

8-1-14  
 Date

# GREENVILLE UTILITIES COMMISSION

## STATISTICAL DATA

July 2014

	This Month	Same Month Last Year	% Change	Total To Date Past 12 Months	Total To Date Prior Past 12 Months	% Change
<b>ENVIRONMENT</b>						
High Temperature, F	95	94				
Low Temperature, F	59	64				
Degree Days Heating	0.0	0.0		3,184.0	3,115.4	
Degree Days Cooling	404.0	478.0		1,735.0	1,760.0	
Rainfall, Inches	9.06	8.36		55.38	55.46	
River Level-Mean Sea Level						
High, FT	6.2	14.9				
Low, FT	1.7	2.5				
Average, FT	3.2	9.4				
<b>ELECTRIC</b>						
Peak Demand, KW	300,375	295,103				
Demand Reduction, KW	46,780	52,830				
KWH Purchased (x1000)	167,649	173,857	-3.6%	1,735,293	1,695,285	2.4%
KWH Billed (x1000)	144,531	135,984	6.3%	1,693,394	1,645,249	2.9%
System Losses, Percent				2.41%	2.95%	
Average Cost/KWH	\$0.0891	\$0.0904				
<b>NATURAL GAS</b>						
MCF Purchased	156,050	147,368	5.9%	3,272,249	3,142,347	4.1%
MCF Billed	113,056	116,057	-2.6%	3,293,067	3,131,131	5.2%
System Losses, Percent				-0.64%	0.36%	
Average Cost/MCF	7.16	6.62				
<b>WATER</b>						
Peak Day, MG	13.988	13.126				
Average Day, MG	12.712	11.380				
Total Pumped, MG	394.1	352.8	11.7%	4,563.5	4,341.6	5.1%
Total Billed, MG	301.7	276.0	9.3%	3,948.3	3,798.6	3.9%
System Losses, Percent				13.48%	12.51%	
<b>WASTEWATER</b>						
Peak Day, MG	12.74	13.29				
Average Day, MG	10.25	11.25				
Total Flow, MG	317.70	348.83	-8.9%	3,812.50	3,859.51	-1.2%
<b>CUSTOMER ACCOUNTS</b>						
Active Services E/W/G	122,463	121,699	0.6%			
Req Meter Connects	3,719	3,434	8.3%	22,238	23,404	-5.0%
Req Meter Disconnects	1,898	1,959	-3.1%	12,514	12,895	-3.0%
Meters Repaired	325	366	-11.2%	4,190	5,620	-25.4%

KW = Kilowatts  
KWH = Kilowatthours

MCF = Thousand Cubic Feet  
MG = Million Gallons



Water Resources Department  
Sewer Spill Tracking Report  
August 2013-July 2014

No.	Date of Spill	Report Date	Location	Manholes		Volume Gallons	Surface Water	If yes, where?		Reportable Yes/No	News Release Req'd.	Notice of Discharge Req'd.	Cause of Spill	Corrective Action
				Upstream	Downstream			Name	Volume Gallons					
1	10/17/13	10/21/13	Between MH 10K-110 and MH 104	10K-110	10K-110	450	Yes	Green Mill Run	450	Yes	No	No	Debris in line	2c
2	01/15/14	01/16/14	Intersection of Clarendon St. and Granville Rd	8G-059	8G-059	20	Yes	Fork Swamp	20	Yes	No	No	Debris in line	2c
3	01/26/14	01/27/14	East 10th St. near East Wright Road	10K-048	10K-048	4823	Yes	Green Mill Run	4823	Yes	Yes	No	Grease	2a
4	03/29/14	04/02/14	508 West 5th Street near Elizabeth St	7M-137	7M-137	1520	Yes	Tar River	1520	Yes	Yes	No	Debris in line	2c
5	05/11/14	05/13/14	MH 4M-014 near 808 B's BBQ Rd.	4M-014	4M-014	100	Yes	Tar River	100	Yes	No	No	Grease	2a
6	07/17/14	07/21/14	MH 8K-057 near 1206 S. Charles Blvd.	8K-057	8K-057	550	Yes	Green Mill Run	550	Yes	No	No	Contractor Damage	1b

Note: No spills in August, September, November, December, February, April and June

Summary

Total Number of Spills = 6 (6 Reportable; 0 Non-Reportable)  
Total Spill Volume = 7,463 gals or 0.0002% of Total Wastewater Flow

Spill Analysis

<u>Cause</u>	<u>Number of Each</u>	<u>Volume (gals.)</u>
a. Grease	2	4,923
b. Contractor Damage/Error	1	550
c. Debris	3	1,990
d. Roots	0	0
e. Pipe Failure	0	0
f. Other	0	0

Corrective Action Code

1. Permanent Repair
2. Cleared Blockage & Priority Cleaning Scheduled

GREENVILLE UTILITIES COMMISSION

LOAD MANAGEMENT REPORT

July, 2014

The DEP monthly peak occurred on July 2, 2014 for the hour ending at 5:00 P.M. Our load management system was in full operation during this period with the following estimated reductions observed:

	Estimated KW Load Reduction	Estimated Avoided Demand Costs
<b><u>Direct Load Control:</u></b>		
Voltage Adjustment @ Stage 3 (4.6%)	8,400.0	\$105,504
Air Conditioning Demand Reduction	4,900.0	\$61,544
Water Heater Demand Reduction	8,400.0	\$105,504
Heat Pump/Heat Strip Demand Reduction	0.0	\$0
GUC Generator Reduction:	9,503.0	\$119,358
<b><u>Commercial Load Control:</u></b>		
Commercial Customer Coincident Peak Load Reduction (Estimated):	137.0	\$1,721
<b><u>Interruptible Load Control:</u></b>		
Industrial Customer Generators	14,352.0	\$180,261
Other Industrial Customer Curtailments	1,087.4	\$13,657
<b><u>Total Load Control:</u></b>	<b>46,779.4</b>	<b>\$587,549</b>
<b><u>NCEMPA Shifted Peak Credit:</u></b>		
Power Agency Policy Credit for Contribution to Shifted Peak	0.0	\$0
<b><u>Total Load Reduction and Avoided Costs:</u></b>	<b>46,779.4</b>	<b>\$587,549</b>

Additional Notes and Comments:

- |  |                |
|--|----------------|
| 1) Duke Energy Progress (DEP) System Peak:                     | 12,010 MW      |
| 2) GUC Coincident Peak (Less Winterville Demand):              | 300,375 KW     |
| 3) Local Temperature at Coincident Peak, per PGV:              | 95 Degrees F   |
| 4) Local "Feels Like" Temperature at Coincident Peak, per PGV: | 103 Degrees F  |
| 5) Applicable NCEMPA Demand Rate Charge:                       | \$12.56 Per KW |

First recorded occurrence of a CP Peak being established before the July 4th Holiday.

# Tier 1: Corporate Key Performance Indicators (KPI)

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## CUSTOMER

- Customer Satisfaction
  - Billing Process Accuracy
  - Installation of New Services
  - Duration of Electric Interruptions (CAIDI)
  - Duration of Electric Interruptions (SAIDI)
  - Frequency of Interruptions in Service – Electric (SAIFI)
  - Response Time to Unplanned Electric Outages
  - Response Time to Cut Gas Lines/Leaks
  - Response Time to Water Leaks/Breaks
  - Typical Monthly Bill Comparisons
- 

## FINANCIAL

- Overtime Costs
  - Bond Rating
  - Days Operating Cash On Hand
  - Debt Service Coverage
  - Fund Balance (available for appropriation)
  - Net Margin
  - Return on Assets
  - Return on Equity
- 

## INTERNAL BUSINESS PROCESSES

- Connections Per Employee
  - Operating Cost Per Customer
  - System Losses – Electric
  - System Losses – Gas
  - System Losses – Water
  - Disruption of Service – Water
  - Preventable Vehicle Accident Rate
- 

## EMPLOYEES & ORGANIZATIONAL CAPACITY

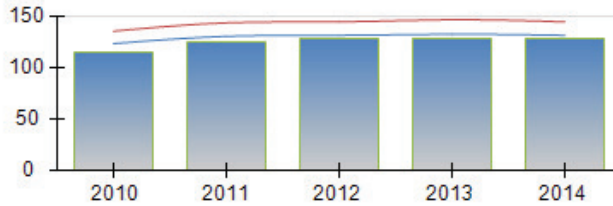
- Hours Worked Without a Lost Workday Injury
- Restricted Workday Injuries Per 200,000 Hours Worked
- Capital Spending Ratio
- Degree of Asset Depreciation



## Typical Bill Comparison: Electric (Summer)

This KPI is compared against similar electric utilities at 1000 kWh and is monitored on an annual basis to determine if GUC electric rates are competitive with other electric utility providers. The target is to be at or below the median of the benchmarked utilities.

**Value:** \$127 **Caution:** \$131 **Warning:** \$144



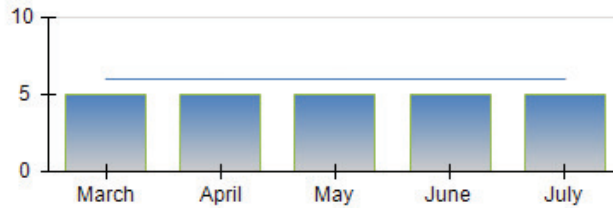
Warning  
Caution



## Install New Service (Water/Sewer)

Average number of days to install new Water/Sewer service.

**Value:** 5 **Caution:** 6 **Warning:** 6



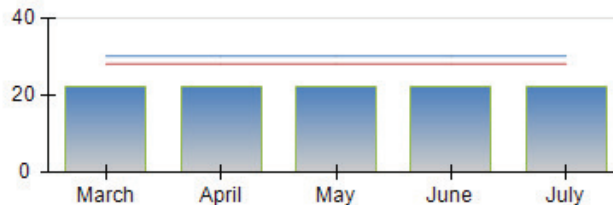
Caution  
Warning



## Response Time to Cut Gas Line/Leaks

Average minutes to respond to a cut gas line/leak.

**Value:** 22 **Caution:** 28 **Warning:** 30



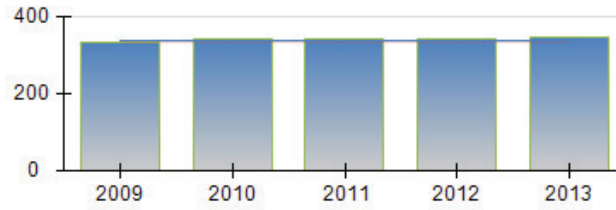
Warning  
Caution



## Connections Per Employee

Connections per Employee is an outcome measure to determine the relative labor efficiency of the utility against other similar utilities and includes Electric, Gas and Water Resources.

**Value:** 345 **Caution:** 337 **Warning:** 336



Warning  
Caution

# GUC PERFORMANCE MEASURES

Performance Management Scorecard		Financial
Corporate Objective 14	Lowest Reasonable Rates	
Measure	<b>Typical Bill Comparison – Residential Electric - Summer</b>	
Tier	1	Rationale: Used to measure the competitiveness of GUC's typical electric bills against similar utilities
Accountability: Finance	Frequency: Quarterly	
<b>DESCRIPTION:</b>		
The typical monthly residential electric bill based on 1000 kWh with load management credits is compared against similar electric utilities. This is monitored on a quarterly basis to determine if GUC electric rates are competitive with other electric utility providers. The target is to be at or below the median of the benchmarked utilities.		
<b>NUMERATOR:</b>	Typical monthly residential electric bill for 1000 kWh with load management credits	
<b>DENOMINATOR:</b>	N/A	
<b>TARGET:</b>	At or below the median	<b>DATA SOURCE(S):</b> Utility benchmark data



## GUC PERFORMANCE MEASURES

Performance Management Scorecard		Customer
Corporate Objective 16	Improve Customer Satisfaction	
<b>Measure</b>	<b>Install New Service</b>	
Tier	1	Rationale: Measures the timeliness of providing GUC customers with new service Frequency: Monthly
Accountability: Electric, Gas and Water Resources		
<b>DESCRIPTION:</b>		
Percentage of time when new service is installed within the target time frame. Target for new electric service is 3 days from completion of the application, inspection and occupancy approval. Target for new gas service is 14 days. Target for a new water tap is 6 business days.		
<b>NUMERATOR:</b>	Number of new services installed with the target	
<b>DENOMINATOR:</b>	Total number of new services installed	
<b>TARGET:</b>	90%	<b>DATA SOURCE(S):</b> CIS System

# GUC PERFORMANCE MEASURES

Performance Management Scorecard		Customer
Corporate Objective 16	Improve Customer Satisfaction	
Measure	<b>Response Time to Cut Gas Lines/Leaks</b>	
Tier	1	Rationale: Measures the timeliness of response to cut gas lines or leaks.
Accountability: Gas	Frequency: Monthly	
<b>DESCRIPTION:</b> Response Time is the measure of time to respond to unplanned cut gas lines or leaks. Gas tracks the average time from receiving the customer call to the actual response to the site. Target response time is less than 30 minutes.		
<b>NUMERATOR:</b>	Total response time for unplanned events.	
<b>DENOMINATOR:</b>	Total number of unplanned events.	
<b>TARGET:</b>	< 30 minutes	<b>DATA SOURCE(S):</b> Excel spreadsheet

# GUC PERFORMANCE MEASURES

Performance Management Scorecard		Internal Business Processes
Corporate Objective 10	Ensure Efficiency, Safety and Reliability of Services	
Measure	<b>Connections per Employee</b>	
Tier	1	Rationale: Measures the number of customer connections per the number of employees
Accountability: Finance	Frequency: Annual	
<b>DESCRIPTION:</b>	Connections per Employee is an outcome measure to determine the labor efficiency of the utility.	
<b>NUMERATOR:</b>	Total number of GUC customer connections	
<b>DENOMINATOR:</b>	Total number of GUC allocated positions	
<b>TARGET:</b>	337	<b>DATA SOURCE(S):</b> Customer Account Report & Budget

**COMPLIMENT  
RECORD**

**Date:** July 11, 2014

**Received By:** Wendy Todd, Billing Supervisor

**Customer's Name:** Charlotte Limerick

**Remarks:** Ms. Limerick called to inform GUC how she was very pleased with the Equal Pay Renewal Letter she received. She liked that the letter was more informative than in the past. She continued to say, "Juanita Bullock has been so helpful and kind when I call with questions on my account."

**Employee Name:** Juanita Bullock, Billing Clerk I

**COMPLIMENT  
RECORD**

**Date:** July 22, 2014

**Received By:** Scott Mullis, Interim Director of Customer Relations

**Customer's Name:** Deborah Stallings

**Remarks:** Ms. Stallings called to thank Rebecca Latham “for providing exceptional service and treating her very nicely.”

**Employee Name:** Rebecca Latham, Customer Contact Representative II

July 12, 2014

Mr. Scott Mullis, Customer Relations Director  
401 South Greene Street  
PO Box 1847  
Greenville, North Carolina 27835-1847

Dear Mr. Mullis,

We have lived in our home on Cardinal Drive for over 30 years. During that time, we have had numerous individuals and companies provide services and advice to maintain and improve our residence.

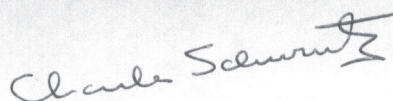
When we called Greenville Utilities for an energy audit, Jim Rapin was sent to access the efficiency of our residence in terms of heating, a/c and all factors related to climate control in the house. He did a thorough and professional job and made us aware of improvements that could be made. Our questions were answered with such clear explanations and we were made to feel comfortable contacting him with any concerns.

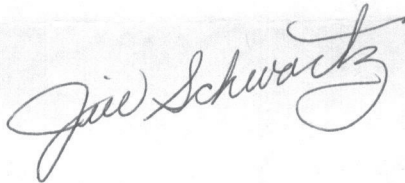
We decided to go forward with Mr. Rapin's recommendations and just this week, the work was completed and we are pleased with the results.

All of this work was taking place in a tight crawl space under our home and we had no way of accessing the quality of the workmanship. What was so helpful and reassuring to us during the entire process of different contractors and work crews coming and going, were Mr. Rapin's visits to insure the quality of the work. His presence and demeanor and knowledge gave us a feeling of confidence and peace of mind.

Mr. Rapin is a gentleman who represents the finest example of excellent service to the customers of Greenville Utilities and we wanted to take this opportunity to express our sincere appreciation and gratitude.

Yours truly,

  
Jill and Charles Schwartz  
104 Cardinal Drive  
Greenville, North Carolina 27858



**From:** lynn mccord  
**Sent:** Monday, June 30, 2014  
**To:** Dan Oglesby

**Subject:** Re: cost estimates

Thank you so much for taking the time to explain the different options that I could use to replace the unit. Sorry I haven't replied sooner, but I got busy with other things that needed my attention and the a/c is still cooling right now. So I think I will wait to see if it will make it through the summer. I'm keeping my fingers crossed. If it does go, I will just replace the a/c with 2 ton with a 13 or 14 seer. I think that would be my best option for now. Thank you so much for your help. It was nice to meet you. Hope you are staying cool in this hot weather we have been having lately!

**From:** Jennifer Little  
**Sent:** Monday, August 04, 2014  
**To:** Dan Oglesby

**Subject:** Grapevine

Hey Dan,  
Hope you had a great weekend.

Just need to let you know that on Aug. 11th Star 94.3 as a music station will be switched to 94.3 THE GAME all sports talk station, which unfortunately means no more Grapevine show. The new station will consist of local and national sports talk shows. The new lineup will be excellent.

I know you've only been on a few times but want to let you know how much I appreciate you and GUC for your support and information. The listeners truly learned a lot from the segment.

This is our last week of the show so we'll be saying our goodbyes. I wanted you to hear it from me and not on the show.

Again, I thank you for your time and commitment to providing important information to our listeners.

Sincerely,  
Jennifer Little





July 15, 2014

Mr. Anthony C. Cannon  
CEO/General Manager  
Greenville Utilities  
PO Box 1847  
Greenville, NC 27835

Dear Mr. Cannon:

This week, a young man is going through a program that will change his life forever . . . he is having a great experience at Boy Scout Summer Camp. Jeff McCauley is providing adult leadership to the Scouts in his troop at the Occoneechee Council's Camp Durant. I just wanted to write to let you know how much we appreciate your support of this great program. Without the leadership of our volunteers and the support of family, friends and employers like you, the opportunity to provide this great program to young people would be impossible.

On behalf of the 20,000 young people served in the Occoneechee Council, thank you for helping to touch these young lives in a very positive way, and with your help, we are truly changing lives.

Sincerely,

John Akerman  
Scout Executive

JA:dj



**From:** Tony Cannon  
**Sent:** Thursday, July 24, 2014  
**To:** Keith Dixon

**Subject:** Customer Service Report

Keith,

I was in a meeting in Raleigh today and ended up having lunch with Carl and Connie Rogers. They actually sought me out to discuss a recent customer experience with GUC.

They have recently purchased property in Greenville and established service with GUC. Carl said he told Connie that he would rather have a tooth pulled before having to deal with the utility. They both said that you changed that perception for them based on the outstanding customer service you provided. They were appreciative of your professionalism and excellent attention to their needs.

What you may not know is that Carl owns a large steel fabrication business in Clayton and his business is focused on the nuclear power industry. He is also the current president of the ECU Educational Foundation. The Rogers live in Wilmington but they have a son, daughter-in-law and granddaughter in Greenville. They purchased the property here to be near their family. Your superb customer service made this very stressful time for them a little more bearable.

Thank you for going the extra mile and placing GUC in positive light.

Tony

**From:** Ann VanVooren  
**Sent:** Thursday, July 31, 2014  
**To:** Lynda Best

**Subject:** Kudos for Sandy

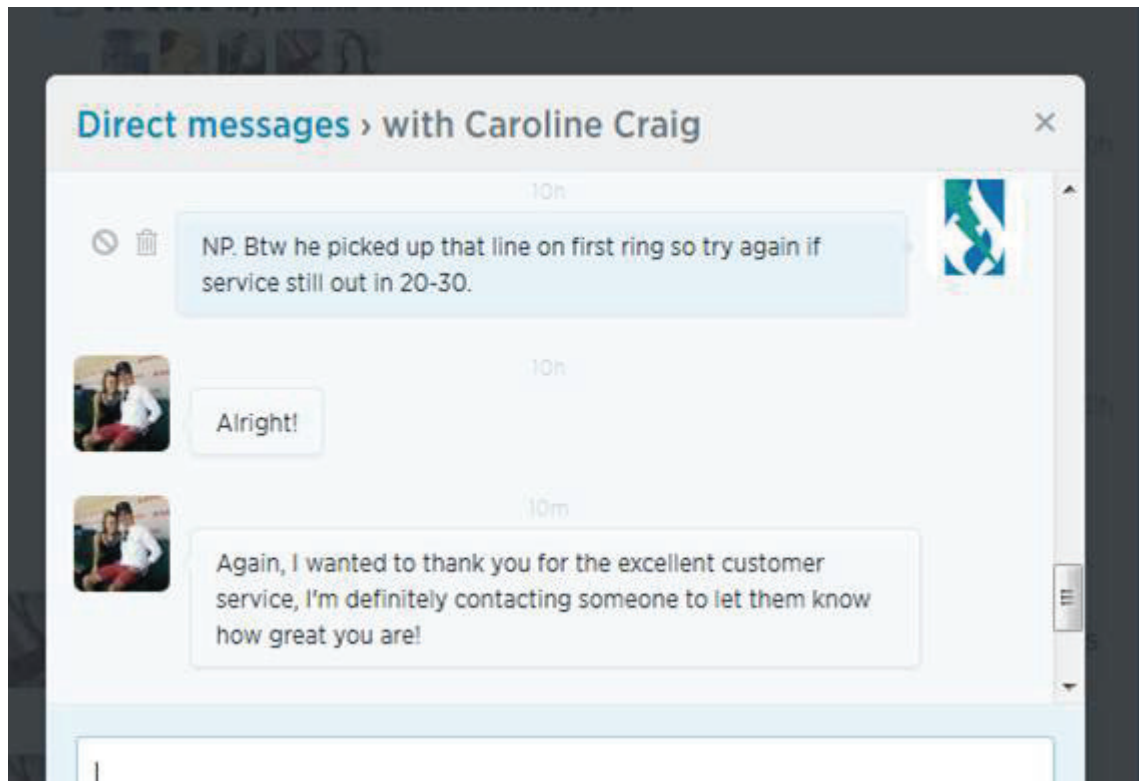
I called in today to confirm if my service was disconnected. Sandy was the representative who helped me. She then went the extra mile to stay on the phone with me while I filled in the online application, and made a special effort to make sure that application got processed immediately so that there would be no interruption in service.

In today's world, it is rare to find such an individual that puts the 'service' back in 'customer service. So a big kudos to Sandy. Give her a raise, and make her a model of what good customer service should be like.

Sincerely,

Ann VanVooren

Twitter Message from Thursday, July 31:



CERTIFICATE OF  
Special Recognition

Top Rated Workshop

*Scott Mullis*

GREENVILLE UTILITIES COMMISSION  
MANAGE BAD DEBT WITH TOOLS YOU  
ALREADY HAVE

CS Week

Conference 38

2014- San Antonio

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## APPA Plants Award on Wilson

The American Public Power Association honored Wilson Energy with its Golden Tree Award for the city's efforts to protect and plant forested areas.

During the award presentation, APPA President Mark Crisson said, "Your tree-planting program is an impressive one and demonstrates public power's commitment to improving the environment, educating customers and beautifying the community."

That's not all. This year, Wilson was also named a Tree City USA, the 32nd time the city has been awarded that distinction from the Arbor Day Foundation.

To recognize these two tree-related events, Mayor Bruce Rose read a proclamation for Arbor Day during the City Council meeting. What's more, at Wilson's Arbor Day celebration on March 22 at Warren Street Park, Mayor Rose helped with the ceremonial planting of a tree at the park. To further commemorate the day, 100 dogwood seedlings were given away to attendees, which gives Wilson a great shot at earning another Tree City USA award next year!



*Tony Cannon, Greenville Utilities Commission, center, presents the Golden Tree Award to Wilson Energy's David Deschamps, left, and Bob Arrington, right, at the Wilson City Council's April 17 meeting.*

# Local Crews Saddle Up for NCAMES Lineman's Rodeo

The 53rd NCAMES Lineman's Rodeo wrapped up in Hickory in May. More than 50 linemen from a dozen NC Public Power communities "saddled up" and took part in this competitive (yet collegial) two-day event.

As in years past, the rodeo consists of a written test as well as a variety of hands-on field events such as vertical hurtman rescue, transformer load switching and more. Linemen competed in two categories: Journeyman and Apprentice. What's more, all linemen are judged on safety procedures, work practices, equipment handling and timely completion of the event.

While it was a hard fought competition, these are the linemen who wrangled top honors at this year's NCAMES Lineman's rodeo:

## Journeyman Category:

**1st Place** - Duane Stalnaker, Fayetteville PWC

**2nd Place** - Ken Weatherman, Town of Apex

**3rd Place** - Tyson Lingerfelt, City of Gastonia

**Alternate** - Joey Dash, Greenville Utilities

## Apprentice Category

**1st Place** - Brandon Butler, Greenville Utilities

**2nd Place** - David Guy, Greenville Utilities

The winning members mentioned above will compete as a team in the American Public Power Association National Lineworker's Rodeo next May in Sacramento.

Kudos to the top finishers and all the contestants who saddled up for this year's rodeo!

For more, check out the NCAMES website, [www.ncames.com](http://www.ncames.com).



*(left to right) Winners Duane Stalnaker, Ken Weatherman, Tyson Lingerfelt, Brandon Butler and David Guy*



# Agenda Item # 11

Meeting Date: August 21, 2014

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<b>Item:</b>	<b>Board Chair's Remarks/Report</b>
<b>Contact:</b>	Chair Minges
<b>Explanation:</b>	Information Only  Attached is a list of GUC Committees for 2014-15 that have been appointed by Chair Minges.
<b>Previous Board Actions:</b>	N/A
<b>Fiscal Note:</b>	N/A
<b>Recommended Action(s):</b>	N/A



# GUC Committees

August 2014

## Executive

John Minges, Chair  
Chip Little, Vice Chair  
Don Mills, Secretary  
Virginia Hardy, Immediate Past Chair

Charge: Work with GUC staff on policy issues; represent GUC in joint discussions on potential growth and regionalization with regard to provision of utility services; provide continuity of knowledge for the chair position and report to the Board of Commissioners as appropriate.

## Pay/Benefits

Don Mills  
Joel Butler

(City Council representatives: Council Member Rose Glover and Council Member Rick Smiley- as of January 2014)

Charge: Represent GUC in the discussions concerning benefits and salary adjustments and report to the Board of Commissioners as appropriate.

## Finance

Rebecca Blount  
Dennis Mitchell  
Chip Little  
Don Mills

Charge: Provide "policymaker" input to GUC staff on enhancement or implementation of certain financial procedures and report to the Board of Commissioners as appropriate.

## Marketing & Public Relations (ad hoc)

Rebecca Blount  
Dennis Mitchell  
Virginia Hardy  
Joel Butler

Charge: Work with staff to develop guidelines, strategies and policies for various marketing and communication opportunities to promote GUC and its role in the community and report to the Board of Commissioners as appropriate.

Property (ad hoc) – Appointed by Chair Minges 2014

Barbara Lipscomb  
John Minges  
Chip Little  
Phil Flowers (non-voting)

Charge: Work with staff and consultants to develop criteria, guidelines, and strategies for the potential relocation of GUC's operations center and report to the Board of Commissioners as appropriate.

Legal and Legislative (ad hoc)

Rebecca Blount  
Virginia Hardy  
Joel Butler

Charge: Address legal and legislative matters that may impact the operations or business of the Commission that may arise from time to time. Report and recommend action to the Board of Commissioners as appropriate.

GENERAL ASSEMBLY OF NORTH CAROLINA  
SESSION 1991  
RATIFIED BILL

CHAPTER 861  
SENATE BILL 1069

AN ACT TO AMEND AND RESTATE THE CHARTER OF THE GREENVILLE  
UTILITIES COMMISSION OF THE CITY OF GREENVILLE.

The General Assembly of North Carolina enacts:

Section 1. For the proper management of the public utilities of the City of Greenville, both within the corporate limits of the City and outside the said corporate limits, a commission to be designated and known as the "Greenville Utilities Commission", is hereby created and established.

Sec. 2. The Greenville Utilities Commission shall consist of eight members, six of whom shall be bona fide residents of the City of whom one shall at all times be the City Manager of Greenville, and two of whom shall be bona fide residents of Pitt County but residing outside the city limits of Greenville, and all of whom shall be customers of the Greenville Utilities Commission. Each Greenville Utilities Commissioner shall hold office for an initial term of three years and, except as set forth herein, will be automatically reappointed to a single additional term of three years, with each term of three years expiring June 30 at the end of the designated term or until reappointed or replaced by the City Council. The first appointees shall hold their offices as follows: the Greenville City Council shall appoint an individual to serve until June 30, 1995; John W. Hughes, Sr. is hereby appointed a Greenville Utilities Commissioner to serve until June 30, 1995, and shall not be eligible for a second term; Bernard E. Kane is hereby appointed a Greenville Utilities Commissioner to serve until June 30, 1995; R. Richard Miller is hereby appointed a Greenville Utilities Commissioner to serve until June 30, 1994, and shall not be eligible for a second term; and the Greenville City Council shall appoint an individual to serve until June 30, 1993; all of whom are bona fide residents of the City. William G. Blount is hereby appointed a Greenville Utilities Commissioner to serve until June 30, 1993, and shall not be eligible for a second term; and the Pitt County Board of Commissioners shall nominate an individual under the procedure established in Section 3 of this act, to be appointed by the Greenville City Council to serve until June 30, 1994; both of whom are Greenville Utilities Commission customers and bona fide residents of Pitt County residing outside the Greenville city limits.

Sec. 3. The Greenville Utilities Commissioners otherwise than as herein provided shall be appointed by the City Council at their regularly monthly meeting in June of each year. It is the intention of this charter that the City Council shall appoint Greenville Utilities Commission members who have utilities expertise. Representation should include some members with financial, engineering, environmental, technical, or development backgrounds. The two members of the Greenville Utilities Commission residing outside the city limits shall be nominated by the Pitt County Board of Commissioners and appointed by the City Council. The

City Council has the right to reject any nominee(s) from the Pitt County Board of Commissioners and to request additional nominees. If the Pitt County Board of Commissioners fails to recommend a nominee to the City Council within 60 days of the original date requested by the City Council, then the City Council may appoint any individual meeting the residency requirement. No person shall be eligible for appointment to the Greenville Utilities Commission who is an officer or employee of the City or Pitt County except that the City Manager of the City of Greenville shall at all times be a full member of the Greenville Utilities Commission. In the event a Greenville Utilities Commissioner resigns, dies, or otherwise becomes incapable of performing his or her duties, the City Council shall appoint, according to the same process described herein for regular appointments, a Greenville Utilities Commissioner to fill the unexpired term at any regular or special meeting of the City Council. Any Greenville Utilities Commissioner filling an unexpired term shall be deemed to have filled said term for the full three-year term. Except as otherwise permitted herein, no Greenville Utilities Commissioner shall serve more than two three-year terms. Greenville Utilities Commissioners filling the first three-year term will automatically fill a second three-year term unless the City Council initiates the replacement process.

Sec. 4. The Greenville Utilities Commissioners shall organize by electing one of their members Chair, whose term of office as Chair shall be for one year unless the Chair's term on the Greenville Utilities Commission shall expire earlier, in which event his or her term as Chair shall expire with the Chair's term on the Greenville Utilities Commission. The Chair shall not be entitled to vote on any proposition before the Greenville Utilities Commission except in case of a tie vote and only for the purpose of breaking the tie. The members of the Greenville Utilities Commission are authorized to fix their own salaries provided, however, that said salaries shall not exceed one hundred fifty dollars (\$150.00) per month for the members and two hundred fifty dollars (\$250.00) per month for the Chair provided, however, the City Council may, at its own discretion, increase these caps from time to time as is appropriate to reflect inflation, and provided, however, the City Manager shall receive no pay as a member of the Greenville Utilities Commission other than his or her salary as City Manager. The Greenville Utilities Commission shall meet at least once each month at a designated time and place unless the Chair designates some other meeting time and so notifies the other members of the Greenville Utilities Commission. The Greenville Utilities Commission and the Greenville City Council shall meet at least once each year to discuss mutual interests of the City of Greenville and the Greenville Utilities Commission. Minutes shall be kept for all regular meetings of the Greenville Utilities Commission.

Sec. 5. The Greenville Utilities Commission shall have entire supervision and control of the management, operation, maintenance, improvement, and extension of the public utilities of the City, which public utilities shall include electric, natural gas, water, and sewer services, and shall fix uniform rates for all services rendered; provided, however, that any person affected by said rates may appeal from the decision of the Greenville Utilities Commission as to rates to the City Council. With approval by the City Council, the Greenville Utilities Commission may undertake any additional public enterprise service which may lawfully be operated by a municipality.

Sec. 6. The Greenville Utilities Commission shall employ a competent and qualified General Manager whose duties shall be to supervise and manage the said public utilities, subject to the approval of the Greenville Utilities Commission. The General Manager, under the direction of and subject to the approval of the Greenville Utilities Commission, shall cause the said utilities to be orderly and properly conducted; the General Manager shall provide for the operation,

maintenance, and improvement of utilities; the General Manager shall provide for the extension of all utilities, except sewer extensions made beyond the area regulated by the City of Greenville are subject to the approval of the City Council, and shall furnish, on application, proper connections and service to all citizens and inhabitants who make proper application for the same, and shall in all respects provide adequate service for the said utilities to the customers thereof; the General Manager shall attend to all complaints as to defective service and shall cause the same to be remedied, and otherwise manage and control said utilities for the best interests of the City of Greenville and the customers receiving service, and shall provide for the prompt collection of all rentals and charges for service to customers and shall promptly and faithfully cause said rentals and charges to be collected and received, all under such rules and regulations as the Greenville Utilities Commission shall, from time to time, adopt and in accordance with the ordinances of the City of Greenville in such case made and provided.

Sec. 7. All monies accruing from the charges or rentals of said utilities shall be deposited into the appropriate enterprise fund of the Greenville Utilities Commission and the Greenville Utilities Commission's Director of Finance shall keep an account of the same. The Greenville Utilities Commission shall at the end of each month make a report to the City Council of its receipts and disbursements; the Greenville Utilities Commission shall pay out of its receipts the cost and expense incurred in managing, operating, improving, maintaining, extending, and planning for future improvements and expansions of said utilities; provided, however, that should the funds arising from the charges and rentals of said utilities be insufficient at any time to pay the necessary expenses for managing, operating, improving, and extending said utilities, then and in that event only, the City Council of the City of Greenville shall provide and pay into the appropriate enterprise fund of the Greenville Utilities Commission a sum sufficient, when added to the funds that have accrued from the rents and charges, to pay the costs and expenses of managing, operating, improving, maintaining, extending, and planning for future improvements and expansions of said utilities; the Greenville Utilities Commission shall pay the principal on all such funds provided by the City Council with interest thereon; provided, further, that the Greenville Utilities Commission shall annually transfer to the City, unless reduced by the City Council, an amount equal to six percent (6%) of the difference between the electric and natural gas system's net fixed assets and total bonded indebtedness plus annually transfer an amount equal to fifty percent (50%) of the Greenville Utilities Commission's retail cost of service for the City of Greenville's public lighting. Public lighting is defined herein to mean City of Greenville street lights and City of Greenville Parks and Recreation Department recreational outdoor lighting. The preparation of a joint financial audit of the City of Greenville and the Greenville Utilities Commission operations by a single auditing firm is intended under the provisions of this charter and existing North Carolina statutes.

Sec. 8. In compliance with the time requirements of Chapter 159 of the General Statutes, the Greenville Utilities Commission shall prepare and submit to the City Council, for approval, a budget for the coming year showing its estimated revenue, expenses, capital expenditures, debt service, and turnover to the City of Greenville. In addition, the budget ordinance must identify construction projects of the Greenville Utilities Commission which include individual contracts in excess of one-half of one percent ( $\frac{1}{2}\%$ ) of the Greenville Utilities Commission's annual budget. City Council approval of the Greenville Utilities Commission's budget will constitute approval of projects so identified and the contracts contained therein. Contracts in excess of one-half of one percent ( $\frac{1}{2}\%$ ) of the Greenville Utilities Commission's annual budget not so identified and approved in the budget ordinance will require separate City Council approval.

Sec. 9. The Greenville Utilities Commission shall approve the employment and remuneration of all officers, agents, independent contractors, and employees necessary and requisite to manage, operate, maintain, improve, and extend the service of said utilities. It is, however, the intention of this Charter that the Greenville Utilities Commission and the City of Greenville will implement and maintain mutual pay plans, personnel policies, and benefits for their respective employees. The Greenville Utilities Commission may require bond in such sum as it may deem necessary, which shall be approved by the City Council, of all officers, agents, and employees having authority to receive money for the Greenville Utilities Commission. The Greenville Utilities Commission shall have the authority to name and designate a person in its employ as secretary of the Greenville Utilities Commission.

Sec. 10. The Greenville Utilities Commission shall have authority at all times to discharge and remove any officer, agent, independent contractor, or employee of the Greenville Utilities Commission.

Sec. 11. All laws and clauses of laws in conflict with this act are hereby repealed, expressly including Chapter 146 of the Public-Local Laws of 1941, entitled "AN ACT TO PROVIDE A PERMANENT UTILITIES COMMISSION FOR THE CITY OF GREENVILLE, IN PITT COUNTY, AND TO REPEAL CHAPTER TWO HUNDRED AND ELEVEN OF THE PRIVATE LAWS OF ONE THOUSAND NINE HUNDRED AND FIVE, AND AMENDMENTS THERETO, RELATING TO THE WATER AND LIGHT COMMISSION OF THE CITY OF GREENVILLE.", except that this act does not revive any act repealed by that act.

The purpose of this act is to revise the charter of the Greenville Utilities Commission and to consolidate herein certain acts concerning the Greenville Utilities Commission. It is intended to continue without interruption those provisions of prior acts which are consolidated into this act so that all rights and liabilities that have accrued are preserved and may be enforced. This act shall not be deemed to repeal, modify, or in any manner affect any act validating, confirming, approving, or legalizing official proceedings, actions, contracts, or obligations of any kind.

No provision of this act is intended nor shall be construed to affect in any way any rights or interest, whether public or private:

- (1) Now vested or accrued in whole or in part, the validity of which might be sustained or preserved by reference to law to any provisions of law repealed by this act.
- (2) Derived from or which might be sustained or preserved in reliance upon action heretofore taken pursuant to or within the scope of any provisions of law repealed by this act.

All existing ordinances of the City of Greenville and all existing rules and regulations of the Greenville Utilities Commission not inconsistent with provisions of this act shall continue in full force and effect until repealed, modified, or amended.

No action or proceeding of any nature, whether civil or criminal, judicial or administrative, or otherwise pending at the effective date of this act by or against the City of Greenville or the Greenville Utilities Commission shall be abated or otherwise affected by the adoption of this act. If any provisions of this act or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this act which can be given effect without the invalid provision or application, and to this end the provisions of this act are declared to be severable.

Sec. 12. This act is effective upon ratification.  
In the General Assembly read three times and ratified this the 7th day of  
July, 1992.

**JAMES C. GARDNER**

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James C. Gardner  
President of the Senate

**DANIEL BLUE, JR.**

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Daniel Blue, Jr.  
Speaker of the House of Representatives

## BYLAWS OF THE GREENVILLE UTILITIES COMMISSION

These Bylaws are adopted by the Greenville Utilities Commission to implement its Charter and to establish basic rules of organization, process and procedure and to provide for the efficient and effective conduct of public business for the benefit of the ratepayers.

To The Extent The Terms & Conditions Of These Bylaws Conflict With the Terms & Conditions of The Charter, The Charter Shall Govern.

- I. Name: The name of the Commission shall be: The Greenville Utilities Commission, hereinafter also referred to as the "Board".
- II. Individual Responsibility: Commission members have responsibility over utilities affairs when acting as a body appropriately called to session. To request additional information concerning the functions of the Greenville Utilities Commission, Board members should contact the General Manager.
- III. Board Membership
  - A. Number of Members: The Greenville Utilities Commission shall consist of eight (8) members, all appointed by the Greenville City Council. Two of these appointees are nominated by Pitt County.
  - B. Commission Seats: Of the eight (8) members, six (6) members shall be bona fide residents of the City of whom one shall be the City Manager of Greenville, and two of whom shall be bona fide residents of Pitt County but residing outside the city limits of Greenville, who shall be customers of the Greenville Utilities Commission.
  - C. Vacancies on the Commission: In the event a Greenville Utilities Commissioner resigns, dies, or otherwise becomes incapable of performing his or her duties, at any regular or special meeting of the City Council, the City Council shall appoint, according to the same process described herein for regular appointments, a Greenville Utilities Commissioner to fill the unexpired term.
  - D. New members to the Board are encouraged to participate in orientation and training sessions as scheduled by the General Manager. Orientation shall include such activities as:



1. Workshops for new Board members conducted by the American Public Power Association.
2. Discussions and visits with the General Manager, Commission Attorney, and other members of the staff.
3. Provision of printed and audiovisual materials on Greenville Utilities Commission and copies of administrative policies and procedures.

#### IV. Organization

- A. The Greenville Utilities Commission each year shall elect its officers on the first regularly scheduled meeting of the Commission on or after July 1 at which a quorum is present. Meetings are scheduled for the third Thursday in each month at 12:00 noon.
- B. The officers of the Commission shall be a Chair, a Vice-Chair and a Secretary, elected in that order for a term of one (1) year. The General Manager shall preside while a new Chair is being elected.
- C. Vacancies in the office of Chair, Vice-Chair or Secretary occurring during the year shall be filled by the Commission at its discretion.

#### V. Powers and Duties of the Board

The Powers and Duties of the Board shall include but not be limited to the following:

- A. The Greenville Utilities Commission shall have entire supervision and control of the management, operation, maintenance, improvement, and extension of the public utilities of the City, which public utilities shall include electric, natural gas, water, and sewer services, and shall fix uniform rates for all services rendered; provided, however, that any person affected by said rates may appeal from the decision of the Greenville Utilities Commission as to rates to the City Council. With approval by the City Council, the Greenville Utilities Commission may undertake any additional public enterprise service which may lawfully be operated by a municipality (Reference Charter Section 5).
- B. The Board shall discharge its duties and responsibilities as required by its Charter or otherwise imposed by law.
- C. The Board shall employ a General Manager whose duties shall be to supervise and manage the operations of the Greenville Utilities

Commission, subject to the approval of the Board of Commissioners of the Greenville Utilities Commission, as provided in Section 6 of the Charter.

- D. The Board shall annually evaluate the performance of the General Manager as its Chief Executive Officer.
- E. The Board shall employ, in consultation with the General Manager, an attorney to give counsel on matters of legal concern to the Greenville Utilities Commission. The attorney shall represent the Commission on most matters, except that the Commission may hire other expertise as warranted on a case by case basis. The Board shall annually review the performance and services of the attorney with the General Manager during the General Manager's annual performance review.
- F. The Board shall annually review its performance. An annual review may consist of a written review and/or survey by Board members and/or a review with or by the General Manager.

VI. Duties of Officers

- A. The Chair shall preside at Board meetings. The Chair, in consultation with the Secretary and General Manager, shall review the draft agenda of regular and special meetings of the Board.
- B. The Chair shall appoint committees and designate the chairs unless otherwise directed by majority vote of the Board in session.
- C. The Chair, subject to the approval of the Commission, shall have the authority to execute any official document for and on behalf of the Commission.
- D. The Chair shall not be entitled to vote on any proposition before the Greenville Utilities Commission except in case of a tie vote and only for the purpose of breaking the tie.
- E. The Chair shall be the official spokesperson for the Board and will make, either in person or through the General Manager, every effort to communicate the Board's decision to the community through the media and any other means available.
- F. In the absence of the Chair, it shall be the duty of the Vice-Chair to preside at meetings of the Board and assume authority of the Chair.

- G. The Secretary shall record minutes of meetings and hearings and distribute minutes in advance for review and approval.
- H. It shall be the responsibility of the Secretary to maintain official minutes and records of Board proceedings and actions. Minutes may be examined by any interested citizen under the supervision of the Secretary or the Secretary's designee. Consistent with the purpose of Closed Sessions, minutes of these meetings shall be separately maintained by the Secretary. Minutes of Closed Sessions may not be examined by interested citizens except as provided by law.
- I. The Secretary shall be responsible for the proper maintenance of official documents including but not limited to Board bylaws, Board policies, and Board decisions.
- J. The Secretary shall discharge any other duties or responsibilities required by law or otherwise imposed upon the Secretary by the Board.
- K. In the absence of the Secretary, it shall be the duty of the Vice-Chair to assume duties of the Secretary.

## VII. Committees & Appointments

- A. An Executive Committee composed of the Board Chair, Vice Chair and Secretary will work with the GUC staff on policy issues, represent GUC in joint discussions on potential growth and regionalization and provide for continuity of knowledge for the chair position.
- B. On an annual basis, the Chair shall appoint two members to a Compensation Sub-Committee to meet jointly with a City Council Sub-committee to make recommendations for employee benefits and compensation issues for the upcoming fiscal year. These two members should include at least one member (if available) that served the previous year.
- C. On an annual basis, the Chair shall appoint 2 - 3 members to serve in conjunction with the Board Chair, on a Finance Committee to provide "policymaker" input to staff on the enhancement or implementation of financial procedures or issues.
- D. Ad hoc committees shall be appointed by the Chair, as needed, and shall function until such time as their purpose has been accomplished.
- E. The Chair shall appoint an Executive Secretary and Assistant Executive

Secretary from the staff. These positions are normally held by the Executive Assistant to the General Manager and Director of Financial Services and Accounting, respectively.

#### VIII. Methods of Operation

- A. Board Meetings: The Board shall regularly meet on the third Thursday of each month to consider its business. Notice of the meeting and its agenda shall be made available to the media as provided by law. Other meetings, including special sessions, emergency sessions or workshop sessions may be held as needed and must follow notification provisions as described by law.
- B. Agendas: Before actions by the Board are requested or recommended, the Board should be provided with documentation to assist members in reaching decisions consistent with established goals and policies. To request additional information, Board members shall contact the General Manager. The Agenda for regular monthly meetings shall be as follows:
1. Call to order and ascertain the presence of a quorum
  2. Approval of the minutes for the previous month's meetings
  3. Any additions or deletions and acceptance of the (revised) agenda
  4. Presentations of awards and recognition of outstanding achievement
  5. Acceptance of the financial statement for the previous month
  6. Award of Bids
  7. Other items requiring action by the Board
  8. Informational Items
  9. General Manager's Report - This portion of the meeting is set aside for the General Manager's reports on any item of information which he wishes to present to the Board.
  10. Board Chair Remarks
  11. Board Members' Remarks

12. Closed Session, if required
  13. Notice of next regular or special meeting
  14. Adjournment
- C. Quorum: The Greenville Utilities Commission may only conduct business in a regular or special meeting attended by a quorum of the Board. A quorum shall consist of five (5) Board members.
- D. Conduct of Meetings: Meetings shall be conducted in accordance with the Board's Bylaws and otherwise by the most recent edition of Robert's Rules of Order.
- E. Voting: The Chair of the Board shall determine the vote on any motion by asking each member to respond by voice vote or if necessary, a show of hands may be required.
1. Each member of the Board, except the Chair, shall have one vote on any recommendation, motion, proposal, or any other action item coming before the Board.
  2. Each member, other than the Chair, must vote unless excused by the remaining members. A member who wishes to be excused from voting shall so inform the Chair who shall take a deciding vote of the remaining members present. No member shall be excused from voting except on matters involving his/her own financial interest or official conduct. In other cases, a failure to vote by a member who is physically present or has withdrawn without being excused by a majority vote of the remaining members present, shall be recorded as an affirmative vote.
- F. Closed Sessions: Closed Sessions may be called upon a motion made and adopted at an open session for any of those permitted purposes described in Section 143-318 of the General Statutes of N.C., commonly known as the "Open Meetings Law", as amended from time to time. The motion shall state the purpose of the Closed Session and must be approved by the vote of a majority of those members present.
- G. Board Members' Compensation and Reimbursement: Members of the Greenville Utilities Commission shall receive compensation for performance of official utility business at the rate of \$200 per month. The Chair shall receive \$350 per month. The City Council may, at its own discretion, increase these caps from time to time as is appropriate to reflect inflation.

The City Manager shall receive no compensation as a member of the Greenville Utilities Commission.

- H. Public Hearings: The Greenville Utilities Commission believes that from time to time additional public opinion is necessary. This opinion is generally sought through the use of a public hearing. When such hearings are scheduled, the Greenville Utilities Commission will ensure that the date, time, and location are properly advertised well in advance of the hearing date. The Commission will receive comments and information at public hearings but not take any formal action during the public hearing. The Commission will take under advisement comments offered at the public hearing and normally consider these comments for future action.
  - I. Public Expression: Upon motion of any Commissioner, and approval by a majority of the Board, any ratepayer may be allowed to address the Board within the time restrictions (and upon such other conditions) as may be set by the Chair.
- IX. Change in Bylaws: These Bylaws may be amended from time to time. The procedure for amendment is by giving notice of the proposed amendments at a regularly scheduled Board meeting. The amendments will be considered at the next regularly scheduled Board meeting and must be approved by the vote of a majority of the members.

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Adopted May 14, 1996  
Revised June 11, 1996  
Revised November 18, 1997  
Revised June 9, 1998  
Revised October 11, 1999  
Revised July 18, 2000  
Revised October 16, 2007  
Revised November 18, 2008  
Revised September 15, 2011

## Motion To Go Into Closed Session

I move that we go into closed session to:

[Specify one or more of the following permitted reasons for closed sessions]

- prevent the disclosure of privileged information
  - under \_\_\_\_\_ of the North Carolina General Statutes or regulations.
  - under \_\_\_\_\_ of the regulations or laws of United States.[N.C.G.S. § 143-318.11(a)(1)]
  
- prevent the premature disclosure of an honorary award or scholarship.  
[N.C.G.S. § 143-318.11(a)(2)]
  
- consult with our attorney
  - to protect the attorney-client privilege.
  - to consider and give instructions concerning a potential or actual claim, administrative procedure, or judicial action.
  - to consider and give instructions concerning a judicial action titled \_\_\_\_\_  
v. \_\_\_\_\_.[N.C.G.S. § 143-318.11(a)(3)]
  
- discuss matters relating to the location or expansion of business in the area served by this body.  
[N.C.G.S. § 143-318.11(a)(4)]
  
- establish or instruct the staff or agent concerning the negotiation of the price and terms of a contract concerning the acquisition of real property.  
[N.C.G.S. § 143-318.11(a)(5)]
  
- establish or instruct the staff or agent concerning the negotiations of the amount of compensation or other terms of an employment contract.  
[N.C.G.S. § 143-318.11(a)(5)]
  
- consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee.  
[N.C.G.S. § 143-318.11(a)(6)]
  
- hear or investigate a complaint, charge, or grievance by or against a public officer or employee.  
[N.C.G.S. § 143-318.11(a)(6)]
  
- plan, conduct, or hear reports concerning investigations of alleged criminal conduct.  
[N.C.G.S. § 143-318.11(a)(7)]

MEMORANDUM

To: Members of the Board of Commissioners

From: \_\_\_\_\_, Commissioner/Board Member

Concerning: Statement of Reasons for Abstention from Board Action pursuant to N.C. Gen. Stat. § 138A-36(b)

Date: \_\_\_\_\_

Matter before the Board: \_\_\_\_\_

*Briefly summarize reasons for abstention below:*

\_\_\_\_\_  
(Signature of Board Member)