

**Town of Mocksville  
Special Board Meeting  
April 17, 2023**

The Town of Mocksville Board of Commissioners met for the Special Board Meeting on Monday, April 17, 2023 at 6:00 p.m. in the Mocksville Town Hall located at 171 S. Clement Street.

**Present:**

**Commissioners Present:**

Mayor, Will Marklin  
Jenny Stevenson  
Carl Lambert  
Johnny Frye  
Justin Draughn  
Rob Taylor

**Absent:**

**Others Present:**

Ken Gamble, Town Manager  
Lynn Trivette, Town Clerk  
Frank Carter, Fire Chief  
Chris Vaughn, Parks and Grounds Director  
Tami Langdon, Community Development  
Brian Moore, Public Works Director  
Emily Quance, Human Resources

Mayor Marklin called the meeting to order.

The Town of Mocksville Board paused for a moment of silence.

Mayor Marklin led the Pledge of Allegiance.

**Adoption of Agenda**

*A motion was made by Commissioner Lambert to adopt the agenda as written. The motion was seconded by Commissioner Taylor which carried by a unanimous vote 5-0.*

**MeterSys AMI Meter Feasibility Study Presentation – Lauren Brown, Vice President and Chief Project Officer**

It is the mission of MeterSYS to assist public utilities in the planning, selection, and implementation of advanced metering infrastructure with a focus on sustainability of performance, enhanced customer engagement, greater operational efficiencies, and more effective natural resource management.

**Town Goals for AMI:**

- Replace end-of-life water meters
- Improve customer service and self-service options
- Accurately measure customer water consumption at the meter
- Increase efficiency of the meter reading and billing process
- Support transition to monthly billing
- Standardize metering equipment
- Support asset management and water distribution planning/hydraulic modeling

**Key Findings:**

- Current meter equipment is beyond useful life with most meters in service over 20 years.
- Bi-monthly reads create operational and customer service risks by limited field visits and no notifications of meter failure, potential water leaks, or unauthorized use.
- Field staff are spending majority of time reading and rereading meters which impact ability to perform other responsibilities.
- Meter reads and work orders are all paper based and manual keyed into system which creates opportunity for errors.
- Limited data shared with customer on usage presents challenges with high bill complaints, water resource management, and conservation.

**Benefits of Advanced Metering Infrastructure (AMI):**

- Accurate billing
- Reduced water and revenue loss
- System alerts/alarms
- Operational efficiencies and safety
- Improved accuracy and read resolution
- Read data frequency (720 reads vs. 1 read a month)
- Safe, secure, and reliable technology
- Provides platform for future technology
- Responsive to customer inquiries, leak detection, and water conservation
- Customer access to data and self-service options via customer portal
- Ability to send alerts and notifications via email, voice, and text
- Information on rebates, leak investigation tips, and drought compliance
- Empowers staff with detailed usage data for enhanced customer service

Meter Reading	\$	34,400
Re-Reads / Estimated Reads Reduction	\$	21,932
Customer Service (Customer Account Setup) 10%	\$	14,576
Customer Service (Non-Pay Disconnect / Reconnect) 10%	\$	6,045

Customer Service Account Management	\$ 2,112
Leak Adjustment Management	\$ 133,461
Account Delinquency Collection	\$ 1,490
Revenue Capture from Water Meters	\$ 68,354
Wastewater Revenue Recovery	\$ 46,711
Meter Scrap Value	\$ 16,618
Fleet Costs	\$ 625
Water AMI Benefits Year 1	\$ 346,324

Benefits due to automation, efficiency, increased revenue capture, and reduced water loss supported by data from Town on current cost of services, count of issues experienced, and water loss estimated at 16%.

**Engaging and Informing Customers:**

- Empowers Customer Service and Metering Teams with Support Data
- Improved Self-Service Options for Customers
- Automatic Notification of Potential Leak and High Bill
- Customers Can Pay Bill, See Bill History, Customize Alerts, Add Accounts and Users, Contact Utility
- Helps Utility with Drought Enforcement
- Compliance and Non-Compliance
- Robust Reports and Usage Analyses
- Multiple Languages

**AMI Fixed Base Estimated Cost Summary:**

Network	\$ 90,000
Meters and Transmitters	\$942,391
Labor	\$225,787
Lid Replacement (3%) with Labor	\$ 38,325
Software	\$ 35,000
Professional Services (PM, Software Configuration, Bonding)	\$123,582
Contingency	\$ 99,856
<b>Total</b>	<b>\$ 1,554,941</b>

Town meters are end-of-life and comprise ~\$750,000 of the cost of AMI.

**Consultant Recommendations:**

- Recommendation: MeterSYS and Willis Engineering to coordinate on the work order data from meter exchange and future AMI system to leverage hydraulic modeling and water resource management.
- Recommendation: The Town authorize development of a bid package/Request for Proposals for selection of an AMI vendor and a customer engagement portal during FY23-24.
- Development of bid package(s), management of evaluation process, support of contract review and negotiations with vendors by December, 2023.

- Lead AMI implementation through program management with target completion by June, 2024.

## **Budget Workshop FY 23-24 – Ken Presentation**

### **General Fund Snap Shot:**

Revenues      \$6,629,524

- (413,421 Higher Than FY22-23)
- Sales Tax
- Ad Valorem
- Interest on Investments
- Fire Tax / Funding

Expenditures   \$6,629,524

- Fire Department Study
- \$15.00 PT Staring Pay
- Addressed Salary Compression
- Inflationary Increases
- Health & Property Insurance – 15%
- Supplies, Utilities, Fuel
- Equipment Replacement
- Facility Improvements
- Pedestrian Crossing N. Main & Gaither
- COLA
- Wayfinding & Streetscape

### **Fire Department Study \$25,000**

- In Depth Examination and Specific Recommendations Regarding:
  - ISO Review & Recommendations (Underway in FY22-23 - \$4,500)
  - Staffing Study – Present & Future Needs
  - Facility Needs
  - Apparatus Condition & Replacement Program
  - Funding Model Recommendations
- 
- (10) Set Turn out Gear: \$60,000
  - Thermal Camera : \$7,000
  - Hurst Combi – Tool : \$10,750

- Air Compressor for Station: \$5,500
- Upgrade few remaining nozzles: \$3,500
- MSA RIT Pack: \$4,000
- Hose: \$15,000
- Rope & Rescue Equipment: \$5,000
- (6) Ballistic Vest: \$4,800
- (3) AEDs to replace aging units: \$3,000

**Town Administration:**

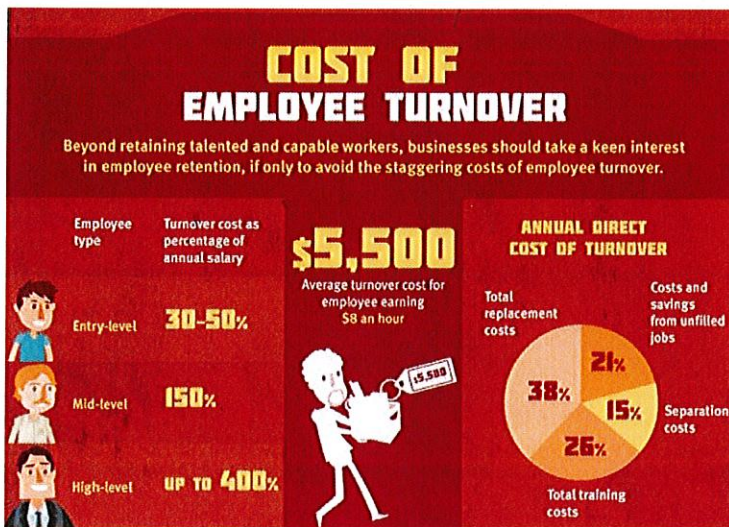
Phase II Pavers and Steps Capital Project	\$31,235
Bathroom ADA Compliant Capital Project	\$28,250

**Human Resources:**

Recommending 5% COLA:

Tenure 5+ Years = 8% Resignation Rate:

- 31 FT Staff
- 52% (16) – Less Than 5 Years Service
- 39% (12) Less Than 3 Years Service
- Avg. Salary PW & P&G - \$16.82 (\$35,000)
- Two Men and a Truck - \$17 hr
- Flagger – \$18 hr
- Delivery Driver – \$18 hr
- Entry Level Manufacturing - \$19-23 hr



**Comparison of Wage Increases:**

<b>Fiscal Year</b>	<b>COLA</b>	<b>Merit</b>	<b>Bonus</b>	<b>Total</b>
<b>FY22-23 - Davie County</b>	<b>2%</b>	<b>1%</b>	<b>\$2,000</b>	<b>\$3,050</b>
<b>FY22-23 - Mocksville</b>	<b>5%</b>	<b>0%</b>	<b>\$0</b>	<b>\$1,750</b>
<b>FY23-24 - Davie County</b>	<b>1%</b>	<b>2%</b>	<b>\$0</b>	<b>\$1,050</b>
<b>FY23-24 - Mocksville</b>	<b>5%</b>	<b>0%</b>	<b>\$0</b>	<b>\$1,750</b>
<b>Total - Davie County</b>				<b>\$4,100</b>
<b>Total - Mocksville</b>				<b>\$3,500</b>
<b>Net Difference</b>				<b>\$600</b> <b>Davie County Employees Received More</b>

**Projected Tax Base Growth:**

- Tax Base Increased by \$45,813,408 from FY2022-23 to FY2023-24.
- Expected Tax Base Increase 2024-25 / 2025-26
- Davie Industrial Center 500,000 sqft Building & Land - \$32,000,000 (Empty – No Upfit)
- AVGOL Expansion - \$97,000,000
- SES Expansion - \$21,000,000
- SES Annexation - \$651,000 (Unimproved)
- Blackwelder Annexation – \$2.2M (Unimproved)
- Angell Knoll Annexation - \$2.2 M (Unimproved)
- New Homes - \$6M - \$12M (25-50 New Homes)
- TOTAL - \$161M - \$167M (+\$500,000 Ad Valorem)

**Community Development:**

Capital Improvement Request for FY 2023-2024	
Phase 3 Wayfinding Signs	\$32,200
Trees (8) & Installation	\$ 7,200



Ornamental Fence

\$17,500  
Total \$56,900

**Parks and Grounds: Requests \$100,372**

<b>Softball Field Steps &amp; Ramp</b>	<b>\$4,200.00</b>
<b>Sand Pro 3040</b>	<b>\$28,672.15</b>
<b>Maintenance Shop Parking Expansion</b>	<b>\$5,500.00</b>
<b>Shelter 5 Bathroom Remodel</b>	<b>\$32,500.00</b>
<b>Shelter 1 Roof Replacement</b>	<b>\$3,500.00</b>
<b>I-40 Mulch Project</b>	<b>\$26,000.00</b>

**Public Works:**

- Road & Sidewalk Condition study and maintenance plan - \$25,000
- Equipment Requests - \$27,722

**Snap Shot Enterprise Fund:**

Revenues \$4,136,305

- Includes 3% Rate Increase Per Raftelis Rate Study
- Increase Brakebush Brothers Consumption

Expenditures

- Water - \$1,310,298
- Sewer - \$1,815,724
- Capital Projects - \$951,033
- Brakebush Brothers Force Main Project (Transfer to Capital Project Ordinance) - \$123,694

- North Elevated Tank Project (Transfer to Capital Project Ordinance) - \$346,200
- Madison Road Pump Station Upgrades - \$300,000
- Water Line Replacement Program (Valves) - \$120,869
- Contracts / Insurance - \$59,250

**Current Projects:**

- Facilities to Serve Brakebush
- Asset Inventory and Assessments
- Southpoint Pump Station and Force Main
- North Elevated Tank

**Asset Inventory and Assessments (AIA):**

- \$200,000 each for Water and Wastewater
- Update and expand previous AIA
- Rate Study Update Included by Raftelis
- Asset Management Plans

**Water AIA – Scope of Work:**

- Field Program – pipeline locating, valve testing, tank evaluations
- GIS Mapping Update – Third Edition, digital deployment
- Distribution Modeling – update, add smaller pipes, Davie County
- Treatment Plant – assessments, demolition plan
- Metering and Billing – AMI study with MeterSys

**Wastewater AIA – Scope of Work:**

- Field Program – smoke testing, CCTV Inspections, slope surveys
- GIS Mapping Update – Third Edition, digital deployment
- Modeling – flow monitoring, capacity assurance planning
- Plant & Pump Stations – assessments, testing

**Questions and Discussions:**

The Board discussed sidewalks, crosswalks, arms, I-40 maintenance, code enforcement, Joppa Cemetery and non-profits.

The Board decided to reduce Arts Council to \$10,000 and add to code enforcement.





*A motion was made by Commissioner Stevenson to adopt the parks and grounds shelter rental amendment to the fee schedule effective FY 23-24. The motion was seconded by Commissioner Lambert which carried by a unanimous vote 5-0.*

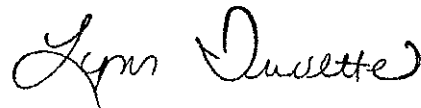
**Budget Amendment FY 22-23 – Lynn Trivette**

*A motion was made by Commissioner Lambert to adopt the budget amendment number 9 for fund 30 in the amount of \$219,000. The motion was seconded by Commissioner Draughn which carried by a unanimous vote 5-0.*

**Adjourn**

*A motion was made by Commissioner Taylor to adjourn the April 17, 2023 Special Board Meeting. The motion was seconded by Commissioner Draughn which carried by a unanimous vote 5-0.*

The attached documents are incorporated herewith and are hereby made a part of these minutes.



William J. Marklin, Mayor



Lynn Trivette, Town Clerk, MMC, NCCMC