

COMMISSIONERS OF PUBLIC WORKS
Minutes of July 14, 2011

The regular meeting of the Board of Commissioners of Public Works was held on Thursday, July 14, 2011 at 10:00 a.m., in the Boardroom at 121 West Court Avenue.

In attendance:

Gene P. Hancock	Ken Barnett	Vickie Gorham	Bill Patrick
Henry O. Watts	Jeff Chapman	Jeff Meredith	Stacia May
	Carlos Cometto	Richard Gentry	
	Denise Ogletree	David Tuck	
	Jeff Auman	Vicki Knott	
	George Petersen	Chris Lindley	

- I. Chairman Watts called the meeting to order. The invocation was given by Commissioner Hancock.
- II. Chairman Watts gave the statement of compliance with the notification provision of the Freedom of Information Act.
- III. Business:
 - A. Chairman Watts presented a recommendation for a two-year agreement with Family Traditions to provide the book *Eight Keys to a Better Me* that goes out to elementary students in the third grade schools listed in the agreement, at a cost of around \$1,200.

A motion was made by Commissioner Hancock and seconded by Chairman Watts to approve the agreement; the motion was unanimously approved.

- B. Ms. Ogletree stated that she was asked to look into credit card alternatives. She then explained that a Master Card issued through Countybank is currently in use that has an annual fee charged by Master Card of \$35. The Manager, Assistant Manager, CFO, Purchasing Director, and Marketing Director all have cards. She continued that Mr. Petersen had obtained information on the P cards through working with Metro. Ms. Ogletree noted that the vendor list was sent to Bank of America to find out which would accept the card as payment in order to take advantage of the refund at year end for using the card. She stated that we would not get a lot of money for using the card, but they would increase efficiency for directors and gain some income off those refunds. The Manager would have authority to determine who has the cards, with the thought at this time being to issue cards to each

director with set limits based on departmental needs. She noted that the cards can be turned on and off; each person with a card could go on the website to view any activity on their card at any time. It would increase efficiency for directors by not having to come and ask for a card to pay for registration for a staff member, travel, or to get cash advances. She explained that there had been a few instances when employees had problems while traveling out of town and had unknown expenses exceeding the amount of cash advance they had received. They either had to use their own funds, or call to get the credit card information. She continued that based on information obtained by Mr. Petersen from the City who already uses P cards, this is an easy program to use. She concluded that it is a good tool to increase efficiency and allow directors more oversight on travel, expenses, and small purchases. They would still follow the same purchasing procedures when setting the limits; they would have to provide receipts, and the cards would be audited monthly. Chairman Watts thanked Ms. Ogletree for the information, and stated that they would make a decision at the next meeting when the Manager and Commissioner Monaghan would be back.

IV. Other Business:

1. Mr. Gentry reported on attending a seminar on natural gas vehicles in Concord, NC with Cary Bishop. He noted that a lot of information was shared on natural gas vehicles and filling stations, as well as possible grant sources. He stated that if and when some grant money becomes available, they would come back with a presentation. Mr. Barnett added that there are both slow fill and fast fill fueling stations; a single slow fill station could take a few hours to fill a vehicle. It is designed for the vehicle to be brought in the evening and hooked up to a station when it is not needed until the next morning. With fast fill, the gas has to be really compressed, but modules are basically designed for 20 to 30 vehicles to be filled within a reasonable period of time, similar to a regular gas station. There is significantly more cost when you step up from a slow fill station to a modular fast fill unit. Commissioner Hancock asked about putting a station on the high pressure line; Mr. Barnett responded that they are looking into that because you may not need quite as many compression stages. It appears that GM, Ford, and Dodge will have vehicles coming off the assembly line ready to be converted. He reiterated that the big investment will be with the filling stations. Mr. Gentry added that the price for slow fill stations is around \$12,000 compared to \$300,000 for fast fill. Commissioner Hancock stated that based on the concrete company numbers given to him, natural gas right now is equivalent to around \$1.47. Mr. Gentry stated that you also have to pay the federal government around

\$0.18.3 per gallon, but there are credits available right now to providers of \$0.50 per gallon.

2. Chairman Watts noted that the City had asked for more lights at First Citizens. Mr. Meredith responded that enough money was put in for six lights originally with the library project, so they have asked CPW to add two more lights in front of the First Citizens area. These are not included in the exchange of checks, so they have been invoiced for materials and labor at around \$18,000 to \$19,000.

V. Executive Session:

A motion was made by Commissioner Hancock and seconded by Chairman Watts to go into *Executive Session* for contractual, legal, and personnel matters; the motion was unanimously approved.

VI. With no further business, the meeting was adjourned.

Approved: _____, 2011

Secretary