

BRUNSWICK REGIONAL WATER & SEWER H2GO  
DESIGN CHARRETTE WORKSHOP MEETING  
MONDAY DECEMBER 11, 2023  
TUESDAY DECEMBER 12, 2023  
WEDNESDAY DECEMBER 13, 2023  
THURSDAY DECEMBER 14, 2023

OFFICIAL MINUTES

CALL TO ORDER:

Vice Chairman Barry Laub called the meeting, located at H2GO's Reverse Osmosis Water Treatment Plant, Training Room, to order at 10 a.m.; a quorum was present.

MEMBERS PRESENT:

Present from the Board of Commissioners were members, Ronnie Jenkins, Chairman, Barry Laub, Vice Chairman, Rodney McCoy, Secretary, Bill Beer, and Steve Hosmer, present from H2GO was Bob Walker, Executive Director, Russ Lane, Assistant Executive Director, Operations, Scott Hook, Assistant Executive Director, Administration, Ken Brown, Finance Officer, Sara Myers, Human Resource Director, and Deana Greiner, Clerk to the Board. Also, present were all employees in supervisory roles.

The purpose of the meeting was to allow for the board's participation in the design process of a new office facility/campus for Brunswick Regional Water and Sewer H2GO's operations. The workshop began with introductions from the members of the design team. It was explained that the design team will present options for site plans and building plans based on the feedback given to them each day. It was said that the plans will show a footprint based on what is thought to be needed 20 years from now. It was said an initial build will focus on the organization's current needs with the options to expand in the future.

The map of the site for operations was shown and discussed. It was said that we would need to leave room to mirror the RO Plant for future expansion. The Duke Energy and Gas utility easements were pointed out as well. A couple of options were discussed in which way the RO Plant could be mirrored; one was back to front, and one was side to side.

The design team had nothing further to show the board; it was said that they will work to get feedback from staff and reconvene tomorrow.

Commissioner Hosmer made the motion to recess the meeting until Tuesday December 12, 2023, at 10am, located at the H2GO Reverse Osmosis Water Treatment Plant, Training Room. A vote was called, and the motion was carried unanimously.

## TUESDAY DECEMBER 12, 2023

Commissioner Beer made the motion for the board to reconvene. A vote was called, and the motion was carried unanimously.

Several site designs were presented by the design team. It was said that H2GO was currently operating in a space half the size that the model was predicting as their current needs. It was said that the staff have worked well in trying to utilize the space they have currently; however, it is not realistic for them to continue under their current conditions for much longer. It was said that the bases for these models were based on current needs and the future needs were based on knowing what projects are coming down the line. It was explained that with the new developments that are in the hopper now, we would almost double our operations and customer base. It was said that these proposed designs would carry H2GO through the next 20 years.

In looking at all the designs, the consensus around the room was to have Administration be in the front, it should be the first point and only point of contact from the public. This building can be either connected to or in proximity of the "Crew" building. If the two buildings are connected, allow for shared community spaces between the two. The field truck parking should be along the perimeter of the shop/maintenance yard to allow for drive through traffic.

Commissioner McCoy made the motion to recess the meeting until Wednesday December 13, 2023, at 10am, located at the H2GO Reverse Osmosis Water Treatment Plant, Training Room. A vote was called, and the motion was carried unanimously.

## WEDNESDAY, DECEMBER 13, 2023

Commissioner Beer made the motion for the board to reconvene. A vote was called, and the motion was carried unanimously.

The design team shared four set of site plans based on Tuesday's discussion. It was said each plan sort of married some of the other plans previously shared. The design asked for feed back on the shop yard sizes and whether gravel, asphalt, or concrete were the desirable cover. The design team asked for feedback on whether they should plan for one building or multiple buildings. The consensus around the room was to have the administrative building and crew building joined with some sort of common shared area in between. The shop yard was discussed and ideas of traffic flow were thrown around. The consensus around the room was to have drive through covered spaces for the equipment; it was said the structures could be put on the property line and use the easment for driving purposes only. It was suggested to make the administration building two story to lessen the footprint and give more room for expansion.



The meeting ended with the idea that the design team will have one plan to present tomorrow based on everyone's comments.

Commissioner Hosmer made the motion to recess the meeting until Thursday December 14, 2023, at 10am, located at the H2GO Reverse Osmosis Water Treatment Plant, Training Room. A vote was called, and the motion was carried unanimously.

THURSDAY, DECEMBER 14, 2023

Commissioner Beer made the motion for the board to reconvene. A vote was called, and the motion was carried unanimously.


The design team shared one last plan drawn up based on Wednesday's discussions. The plan showed a two-story administration building with a connected crew building. The Maintenance shop was detached from the rest with space allocated for VAC truck parking. There was an overlay view showing where and how the different areas would be expanded in the future. For discussion purposes, the design team showed a few other similar plans with slightly different approaches to different elements such as parking and placement of out building storage.

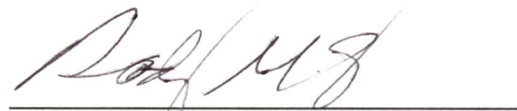
After a brief discussion period with staff, the concensus of the room was that everyone liked the first plan presented with a few detail changes. Staff asked to separate the visitor parking from the employee parking; move the employee parking to behind a secured gate. It was also suggested moving the maintenance shop and VAC truck parking away from the main operation building.

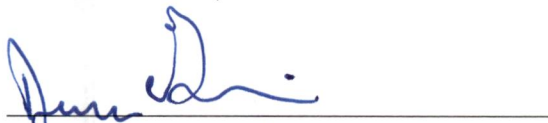
It was said the next steps would be for the design team to finish up the final drawing, prepare their narratives, and present the board with cost estimates.

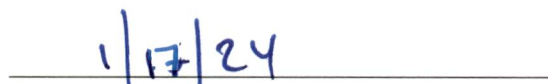
ADJOURNMENT:

Commissioner McCoy made the motion to adjourn the meeting at 11:18 a.m.; a vote was called, and the motion was carried unanimously.

  
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Ronnie Jenkins, Chairman

  
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Rodney McCoy, Secretary

  
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Deana Greiner, CMC  
Clerk to the Board

  
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Date of Approval