



VILLAGE of WHISPERING PINES

MANAGER'S REPORT - MONTHLY

November 14, 2018

- Upcoming Events
 - Village Hall will be closed for Thanksgiving, November 22 & 23
 - Christmas Boat Rides at Spring Valley Park
 - December 5 & 6, 5:30 – 8pm; Reservations required
 - Holiday Tree Lighting – Saturday, December 8, 5-7pm
 - Preceding the Tree Lighting, the WPFRD will lead the Santa Parade through the Village beginning at 1pm.
 - Village Hall will be closed for Christmas, December 24 & 25
 - Village Hall will be closed for New Years Day, January 1
- Spring Valley Dam Spillway/Fire Station Renovation Financing
 - A draft Resolution is on the agenda for Council to consider that would direct Village staff to proceed with bidding the two projects and solicit formal financing proposals to finance 100% of the projects.
 - A proposed budget amendment is on the agenda for the Council to consider, which would create the Fire Station Renovation project and transfer funds to the project from Capital Reserve to update the bid documents.
- Carolina Water (CW)
 - Southern Pines Water System Acquisition
 - I've initiated contact with Southern Pines to facilitate a meeting with CWS for early January 2019. Waiting for a response.
 - CW acquiring the Rescue Squad Building
 - CW is preparing an offer, which may be received prior to the November Council meeting.
 - Resident Information from CW
 - Village staff participated in a WebEx meeting with the CWS Communications Coordinator to review Wordpress. This is a dedicated webpage maintained by CW that provides Village specific



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information. The webpage also provides a method for a resident to contact CW via the website.

- <https://whisperingpinesvillage.wordpress.com>
- We will add this link to our website and publicize it in the next newsletter.
- Pine Ridge Drive Water Main
 - All contractor equipment, materials, and vehicles have been removed from Village property and right -of-ways.
 - On Wednesday, BobK & I met with CWS staff & their Engineer to assess the concrete valley gutter in front of 176 Pine Ridge Drive. The Engineer has determined the best course of action is to remove and reinstall the concrete section between the drain and the driveway to improve the slope towards the drain.
 - On Thursday, BobK & I met with CWS staff, including their Regional Manager to review punch list items and the new meter boxes being locked.
 - Discussed the importance of CWS contacting each resident that has submitted a concern or complaint (on punch list) and meet with them face-to-face to confirm that they are satisfied with the resolution.
 - After the meeting, CWS staff & the Regional Manager went to several individual addresses on the punch list and met with the resident to discuss their concerns.
 - CWS is preparing a written notification to residents affected by the locked water meter boxes. The notification will provide guidance on what to do in the event of a variety of scenarios.
- New Meter Boxes (locking)



VILLAGE of WHISPERING PINES

MANAGER'S REPORT - MONTHLY

- Eventually, CWS will install the new meter boxes throughout the Village water system. I stressed the importance of communicating with the Village and the residents in advance of the installation.
- Fire Rescue Department
 - Replacement of Fire Engine 512
 - Our pre-construction meeting is scheduled for December 9, 10, 11, at Toyne in Breda, Iowa.
 - At their regular meeting on Thursday, the Fire Commission approved our Capital Expenditure Request for the purchase of the new fire engine. This is the 2nd step of a 3-step process that will enable us to receive our apparatus capital escrow funding to go towards the new loan payment that will begin in FY2021.
- Hurricane Florence – Operational Critique & Summary
 - Attached for your information and review.
- Storm Water Management
 - I have successfully contacted the 3 property owners of lots we have identified that may be beneficial to some of our storm water solutions.
 - Spoke with one of the property owners last week. He was to call me back this week after he has a chance to visit the property. As of Friday, I had not heard from him; therefore, I will contact him early next week.
 - Although we have a confirmed receipt of the 2nd property owner receiving our letter, I have not heard back from them.
 - I contacted the 3rd property owner on November 2. He is willing to sell the property to the Village for a price to be negotiated, if we can formalize an arrangement that will allow him access to continue to use Village amenities, i.e. fish in our lakes. I confirmed with the Village Attorney that this type of arrangement can be done. Therefore, I have sent a formal letter to this property owner asking that he name an



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MANAGER'S REPORT - MONTHLY

asking price in exchange for the Village granting him access to fish and boat on our lakes. I have asked that he reply before November 14.

- I recommend a closed session after the regular meeting to discuss the next step with each of these acquisitions.
- BobK and I met with the Village Engineer to review options with modifying existing storm water retention ponds, possible additional retention ponds, and/or alternative methods for preventing flooding in the vicinity of Bogie/Birdie/Pine Crest Drive. The Village Engineer will be prepared to discuss this topic by the end of the month; therefore, I propose Council consider it as an agenda item for the November 29 work session.
- Over the next few months, BobK and the Village Engineer will identify a segment (about a mile) of Village right-of-way and perform an assessment of the culverts, driveway drains, storm water features, etc. By completing this small-scale assessment, the Village Engineer will be able to prepare a cost proposal to complete an assessment of the entire Village. The goal will be to present the cost proposal as part of the FY2019-2020 budget discussions.
- The Village Engineer is preparing a brief written response to the questions presented by Colin during last month's Council meeting. He anticipates having the response prepared in time for the regular November Council meeting.
- Linda is awaiting a response from the Village Attorney regarding the legality of more stringent storm water ordinances or regulations.
- Lakeview Drive Bridge
 - Cost proposal from Village Engineer and budget amendment are agenda items for Council consideration.
- Public Works (PW)
 - Road Improvements
 - Princess Gate Drive – completed



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- As time permits, continued down tree (from hurricanes) removal from Village properties and lakes.
- Estelle updated our Inventory for Public Works
- Police Department (PD)
 - New police car is being equipped and marked and will be placed in-service as soon as possible. The old vehicle will be placed on govdeals when it is taken out-of-service.
- Financial Software
 - Cindy completed training on the payroll module of the new financial software. She is currently in the process of entering all of our current employee information into the new system. Cindy will process two (2) mock payrolls with the new system to identify errors before the end of the year. If everything goes well, the plan is to transfer the payroll portion of the financial system over to the new system in January.
- Administrative/Personnel Matters
 - A copy of the Comprehensive Annual Financial Report (CAFR) for fiscal year ending June 30, 2018, was provided (in your box) to each Council member.
 - Village Boards (vacancies)
 - Planning & Zoning Board
 - Alternate ETJ Member
 - Board of Adjustment
 - Alternate ETJ Member