

**REQUEST FOR BOARD ACTION
HENDERSON COUNTY
BOARD OF COMMISSIONERS**

MEETING DATE: September 4, 2012

SUBJECT: CANE CREEK WATER & SEWER DISTRICT MINUTES

PRESENTER: Terry Wilson

ATTACHMENTS: YES
1) August 6, 2012 draft minutes

SUMMARY OF REQUEST:

Staff request approval of minutes from a previous meeting of the Cane Creek Water & Sewer District.

BOARD ACTION REQUESTED:

Staff suggests approval of minutes.

SUGGESTED MOTION:

I motion that the Board convene as Cane Creek Water & Sewer District Board.

SUGGESTED MOTION:

I motion that the Board approves the Cane Creek Water & Sewer District minutes of August 6, 2012.

SUGGESTED MOTION:

(ONLY NECESSARY IF GOING BACK INTO SESSION AS THE BOARD OF COMMISSIONERS)

I motion to adjourn as the Cane Creek Water & Sewer District Board and reconvene as the Henderson County Board of Commissioners.



DRAFT

MINUTES

**STATE OF NORTH CAROLINA
COUNTY OF HENDERSON**

**CANE CREEK WATER & SEWER DISTRICT
MONDAY, AUGUST 6, 2012**

The Henderson County Board of Commissioners met for a regularly scheduled meeting at 5:30 p.m. in the Commissioners' Meeting Room of the Historic Courthouse on Main Street, Hendersonville

Those present were: Chairman Tommy Thompson, Vice-Chairman Bill O'Connor, Commissioner Larry Young, Commissioner Charlie Messer, Commissioner Michael Edney, County Manager Steve Wyatt, Interim Assistant County Manager David Whitson, County Attorney Russ Burrell and Clerk to the Board Teresa Wilson.

Also present were: Public Information Officer Christy DeStefano, Finance Director J. Carey McLelland, Planning Director Anthony Starr, Sheriff Charles McDonald, Engineer Marcus Jones, Research/Budget Analyst Amy Brantley, HR Director Jan Prichard, Fire Marshall Rocky Hyder, Planner Matt Cable, Assessor/Tax Collector Stan Duncan, Travel and Tourism Director Beth Carden, Environmental Programs Coordinator Megan Piner, and officer David Pearce as security.

CALL TO ORDER/WELCOME

Chairman Thompson called the meeting to order and welcomed all in attendance.

Commissioner O'Connor made the motion for the Board to convene as Cane Creek Water & Sewer District Board. All voted in favor and the motion carried.

MINUTES

Draft minutes were presented for CCWSD Board review and approval of the following meeting(s):
April 2, 2012

Commissioner Messer made the motion to approve the minutes of April 2, 2012 as presented. All voted in favor and the motion carried.

ENGINEER SELECTION – MILL POND CREEK EXTENSION

Engineer Marcus Jones stated as directed by the Board with the approval of the FY2013 budget, Engineering staff solicited engineering firms to perform the subject project for the District. This project is the last feasible project from the 2008 Basin Plan. The pre-construction funding is included in the District's FY2013 budget. With the completion of the design, permitting and right of way, the intent is to apply for a Clean Water Management Trust Fund Grant to fund construction.

In accordance with NC General Statute 143-64.31 (Procurement of Architectural, Engineering, and Surveying Services), staff developed a Request for Qualifications (RFQ) and on June 19, 2012, posted it on the County's website. The responses were received by July 20, 2012 and the following firms submitted Statements of Qualifications: Michael Baker Engineering, Inc., Davis & Floyd, Inc., McGill Associates, P.A., Rogers & Callcott Engineers, Inc., and William G Lapsley & Associates, P.A. The Statements are available for review in the Engineering Department at the Historic Courthouse.

A detailed review of the firms was conducted based on the criteria established within the RFQ. The selection criteria are as follows: Project Team, Project Experience, Design Performance, Relationships with Funding and Regulatory Agencies, and Customer Service. Based on their Statements and further investigations, staff recommends William G. Lapsley & Associates, P.A. (WGLA) or McGill and Associates, P.A. (McGill) as the most qualified firms.

APPROVED: _____

Upon approval of WGLA, McGill or one of the others as the most qualified firm by the Board of Directors, Engineering staff will negotiate a scope of work and fee for the project and bring the resulting agreement back to the Board for approval.

Commissioner Messer made the motion that the Board authorizes the selection of William G. Lapsley Associates, P.A. as the most qualified responding firm to perform the engineering for the District's Mill Pond Creek Extension project. The motion passed 4-1 with Commissioner O'Connor voting nay.

ADJOURN

Commissioner Messer made the motion to adjourn as the Cane Creek Water & Sewer District Board and reconvene as the Henderson County Board of Commissioners. All voted in favor and the motion carried.

Attest:

Teresa L. Wilson, Clerk to the Board

Thomas H. Thompson, Chairman