

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

MEETING DATE: November 5, 2012

SUBJECT: CANE CREEK WATER & SEWER DISTRICT MINUTES

PRESENTER: Terry Wilson

ATTACHMENTS: YES
1) October 17, 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 October 17, 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
WEDNESDAY, OCTOBER 17, 2012**

The Henderson County Board of Commissioners met for a regularly scheduled meeting at 9:00 a.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 Michael Edney, Commissioner Larry Young, Commissioner Charlie Messer, 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, Engineer Marcus Jones, Research/Budget Analyst Amy Brantley, Assistant County Engineer Natalie Berry, Environmental Health Supervisor Seth Swift, Central Services Manager David Berry, Deputy County Attorney Sarah Zambon, Assessor/Tax Collector Stan Duncan, Senior Planner Autumn Radcliff, and Recreation Director Tim Hopkin.

CALL TO ORDER/WELCOME

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

Chairman Thompson 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):
October 1, 2012

Chairman Thompson made the motion to approve the minutes of October 1, 2012 as presented. All voted in favor and the motion carried.

ENGINEER SELECTION – SNOWBALL PUMP STATION REPLACEMENT

Engineer Marcus Jones stated as directed by the Board with the grant approval during the October 1, 2012 Board meeting, Engineering staff solicited engineering firms to perform the Snowball pump station replacement project for the District. This project will be funded with the recently approved FEMA Hazard Mitigation Grant (75%) and a 25% District match. The total project is estimated a \$650,000.

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 September 13, 2012, posted it on the County's website. The responses were received by September 28, 2012 and the following firms submitted Statements of Qualifications: LandWorks Engineering, William G Lapsley & Associates, P.A., and The Wooten Company. 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) as the most qualified firm.

APPROVED: _____

Upon approval of WGLA 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 as the most qualified responding firm to perform the engineering for the Snowball Pump Station Replacement project. The motion passed 4-1 with Commissioner O'Connor voting nay.

ADJOURN

Chairman Thompson 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