

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

MEETING DATE: March 2, 2015

SUBJECT: CANE CREEK WATER & SEWER DISTRICT MINUTES

PRESENTER: Terry Wilson

ATTACHMENTS: YES
1) January 5, 2015 & February 2, 2015 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 January 5, 2015 & February 2, 2015.

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

1-7-15

MINUTES

**STATE OF NORTH CAROLINA
COUNTY OF HENDERSON**

**CANE CREEK WATER & SEWER DISTRICT
MONDAY, JANUARY 5, 2015**

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 Charlie Messer, Commissioner Grady Hawkins, Commissioner Mike Edney, Commissioner William Lapsley, County Manager Steve Wyatt, Assistant County Manager Amy Brantley, Attorney Russ Burrell and Clerk to the Board Teresa Wilson.

Also present were: Senior Planner Autumn Radcliff, Engineer Marcus Jones, Budget Analyst Megan Powell, Director of Business and County Development John Mitchell, Interim Library Director Trina Rushing, Assessor/Tax Collector Stan Duncan, Finance Director Carey McLelland, Planner Matt Cable, Sheriff Charlie McDonald, PIO Kathryn Finotti & Environmental Programs Coordinator Rachel Hodge - videotaping, and Corporal Jeff Banks as security.

CALL TO ORDER/WELCOME

Commissioner Thompson called the meeting to order.

Commissioner Edney 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 15, 2014

Commissioner Messer made the motion to approve the minutes of October 15, 2014 as presented. All voted in favor and the motion carried.

ENGINEER SELECTION - MUD CREEK INTERCEPTOR, NAPLES PHASE

Engineer Marcus Jones stated as directed by the Board with the approval of the FY15 budget for Cane Creek Water and Sewer District (CCWSD), Engineering staff solicited engineering firms to perform the subject project for the District. This project will be funded from the District's fund balance with construction anticipated in FY16. The total project is estimated to be \$1,000,000.

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 October 24, 2014, posted it on the County's website. The responses were received by November 21, 2014 and the following firms submitted Statements of Qualifications: Alvin Fuller, Jr. PE, Design South Professionals, Inc., McGill Associates, PA, Rogers & Callcott Environmental, Shield Engineering, Inc., and WGLA Engineering, PLLC. 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 WGLA Engineering, PLLC 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 Lapsley requested recusal from voting due to a conflict of interest.

It was consensus of the Board to accept Commissioner Lapsley's recusal from voting.

Commissioner Hawkins made the motion that the Board authorizes the selection of WGLA Engineering, PLLC as the most qualified responding firm to perform the engineering for the Mud Creek Interceptor, Naples Phase project. All voted in favor and the motion carried.

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



DRAFT

MINUTES

**STATE OF NORTH CAROLINA
COUNTY OF HENDERSON**

**CANE CREEK WATER & SEWER DISTRICT
MONDAY, FEBRUARY 2, 2015**

The Board of Commissioners of Henderson County, North Carolina, as the Cane Creek Water and Sewer District Board, met in closed session during its regularly scheduled meeting on Monday, February 2, 2015. This is a general account of that meeting and should be read in that context.

Present: Chairman Tommy Thompson, Vice-Chairman Charlie Messer, Commissioner Grady Hawkins, Commissioner Mike Edney, Commissioner Bill Lapsley, County Manager Steve Wyatt, Assistant County Manager Amy Brantley, Attorney Russell Burrell, and Clerk to the Board Teresa Wilson.

Also present: Director of Business and Community Development John Mitchell and CEO and Engineer Marcus Jones

CANE CREEK WATER AND SEWER DISTRICT/CLOSED SESSION

Commissioner Edney made the motion for the Board to convene as Cane Creek Water & Sewer District Board and go into closed session pursuant to N.C. General Stat §143-318.11(a)(5), to establish, or to instruct the staff or agents, concerning the position to be taken by or on behalf of the County in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange or lease. All voted in favor and the motion carried.

A General Account of Closed Session for Cane Creek was documented and filed.

ADJOURN

Commissioner Edney moved that the Board go out of session 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

APPROVED: