

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

**MEETING DATE:** JUNE 24, 2015  
**SUBJECT:** CANE CREEK WATER & SEWER DISTRICT MINUTES  
**PRESENTER:** Terry Wilson  
**ATTACHMENTS:** YES  
1) March 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 March 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

## MINUTES

STATE OF NORTH CAROLINA  
COUNTY OF HENDERSON

CANE CREEK WATER & SEWER DISTRICT  
MONDAY, MARCH 2, 2015

The Henderson County Board of Commissioners met for a regularly scheduled meeting at 1:00 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, Management Assistant Megan Powell, HR Director Jan Prichard, Director of Business and County Development John Mitchell, Assessor/Tax Collector Stan Duncan, Finance Director Carey McLelland, Internal Auditor Darlene Burgess, Soil & Water Conservation District Director Jonathan Wallin, Chief Deputy Jerry Rice, IT Director Becky Snyder, Code Enforcement Director Toby Linville, Environmental Health Supervisor Seth Swift, Registrar of Deeds Lee King, Assistant Registrar of Deeds Willa Blair, Library Director Trina Rushing, Captain Steve Carter, Chief Deputy Frank Stout, EMS Director Mike Barnett, Fire Marshal Rocky Hyder, Public Health Director Steve Smith, 911 Communications Director Lisha Stanley, T&T Director Beth Carden, DSS Director Eric Bush, Environmental Programs Coordinator Rachel Hodge and PIO Kathryn Finotti – videotaping, and Corporal Jeff Banks as security.

### CALL TO ORDER/WELCOME

Chairman Thompson called the meeting to order.

*Commissioner Hawkins 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):

January 5, 2015

February 2, 2015

*Commissioner Hawkins made the motion to approve the minutes of January 5, 2015 and February 2, 2015 as presented. All voted in favor and the motion carried.*

### ENGINEER SELECTION - SCHOOL HOUSE ROAD LIFT STATION

Marcus Jones stated as directed by the Board with the approval of the Golden LEAF grant application for a proposed District lift station on School House Road to serve Tri-Hishtil industry, Engineering staff solicited engineering firms to perform the subject project for the District. This project will be funded from the recently awarded grant for \$200,000, a \$25,000 contribution from Tri-Hishtil and \$25,000 from the District's retained earnings.

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 February 19, 2015, posted it on the County's website. The responses will be received by February 27, 2015.

APPROVED:

Due to the very aggressive schedule established for sewer service to Tri-Hishtil (by July 1, 2015), the Statements of Qualifications will be received and reviewed after this Request for Board Action is submitted. A list of the responding firms and a recommendation will follow under separate cover.

A detailed review of the firms will be 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.

In addition, staff requests that the Board approve an agreement with the selected firm not to exceed the cost presented in the project estimate submitted with the grant application.

*Commissioner Lapsley made the motion that the Board authorizes the selection of McGill Associates, P.A. as the most qualified responding firm to perform the engineering for the School House Road project and authorize the Manager to execute an agreement with McGill Associates, P.A. not to exceed the project budget submitted with the grant application. All voted in favor and the motion carried.*

**ADJOURN**

*Commissioner Edney 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:

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Teresa L. Wilson, Clerk to the Board

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Thomas H. Thompson, Chairman