

REQUEST FOR BOARD ACTION

BOARD OF COMMISSIONERS OF HENDERSON COUNTY ACTING AS

CANE CREEK WATER AND SEWER DISTRICT BOARD OF DIRECTORS

MEETING DATE: June 5, 2017

SUBJECT: CANE CREEK WATER & SEWER DISTRICT MINUTES

PRESENTER: Terry Wilson

ATTACHMENTS: YES
1) Wednesday, May 17, 2017 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 May 17, 2017.

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, MAY 17, 2017**

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 Michael Edney, Vice-Chairman Grady Hawkins, Commissioner Tommy Thompson, Commissioner Charlie Messer, Commissioner Bill 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 Darlene Burgess, Finance Director Carey McLelland, Animal Services Director Brad Rayfield, Soil & Water Conservation District Director Jonathan Wallin, IT Director Becky Snyder, Recreation Director Tim Hopkin, Code Enforcement Director Toby Linville, Building Services Director Tom Staufer, Environmental Health Supervisor Seth Swift, Registrar of Deeds Lee King, Library Director Trina Rushing, Lieutenant Bengy Bryant, Captain Jim Player, Sheriff Charlie McDonald, EMS Director Mike Barnett, Central Services and Construction Manager David Berry, Fire Marshal Rocky Hyder, DSS Director Jerrie McFalls, Elections Director Beverly Cunningham, Internal Auditor Samantha Reynolds, Public Health Director Steve Smith, Emergency Management/Rescue Coordinator Jimmie Brissie, Cooperative Extension Director Dr. Terry Kelly, E911 Director Lisha Stanley, Environmental Programs Coordinator Rachel Kipar, Natalie Berry and PIO Kathryn Finotti – videotaping, and Deputy Brent Cantrell as security.

CALL TO ORDER/WELCOME

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

Chairman Edney made the motion for the Board to convene as Cane Creek Water & Sewer District Board. All voted in favor and the motion carried.

CONSENT AGENDA

Discussion/Adjustment of Consent Agenda

Commissioner Thompson made the motion to approve Consent Agenda as presented. All voted in favor and the motion carried.

Cane Creek Water and Sewer District – Minutes of April 3, 2017 and April 19, 2017

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

- 1) Monday, April 3, 2017
- 2) Wednesday, April 19, 2017

Motion:

I move that the Board approves the Cane Creek Water & Sewer District minutes of April 3, 2017 and April 19, 2017.

Cane Creek Water and Sewer District – Engineer Selection Norafin Sewer Extension

As directed by the Board with the approval of the Norafin Sewer Extension project, Engineering staff solicited engineering firms to perform the subject project for the District. This project will be funded by

APPROVED:

the approved Rural Economic Development grant for \$207,575 with the remaining balance from the District's fund balance. The total project is estimated to be \$230,000.

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 April 19, 2017 and posted it on the County's website. The responses were received by May 3, 2017 and the following firms submitted Statements of Qualifications: Mattern & Craig 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.

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.

Motion:

I move that the Board authorizes the selection of WGLA Engineering, PLLC as the most qualified responding firm to perform the engineering for the Norafin Sewer Extension project.

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

Attest:

Teresa L. Wilson, Clerk to the Board

J. Michael Edney, Chairman