

Town of Lake Lure – Utilities Board

- Minutes of Regular Monthly Meeting – December 3, 2019

The Utility Advisory Board held their regular meeting at the Town of Lake Lure Municipal Center on Tuesday, December 3, 2019.

Members Present:

Wayne Hyatt, Chairman
John Chapman
Richard Glassen
Bob Cameron – Liaison
David Diorio
Don Cason

Others Present:

David Arrowood – Public Works Director
Linda Ward – Board Clerk
Shannon Baldwin – Town Manager
Kurt Wright – In House Engineer
Brad Burton – Community Development Director
Carol Pritchett - Mayor

Members Absent: N/A

General Meeting Actions

Call to Order – Chairman Wayne Hyatt called the meeting to order at 2:00 pm.

Consider Approval of the November 2019 Regular Meeting Minutes – Richard Glassen made a motion to approve the November 2019 Regular Meeting minutes, John Chapman seconded and the motion carried 5- 0.

Old Business

a. Downtown Internet Wi-Fi Update with Brad Burton – Town Manager Shannon Baldwin let the board know that he has asked Brad Burton to suspend work on the Downtown Internet Wi-Fi project until there is clarification on a few issues. He mentioned that once these things are cleared up he will let the board know that they are ready to continue.

b. Sewer System Update – Shannon Baldwin informed the board that the Town sent an official request to DEQ asking them to approve a January 14th deadline date to select an engineering firm. He said that we are waiting for a response to this request at this time. In the interim, we have received 5 submittals from 5 engineering firms, with one of these firms being in question by the advice of our town attorney. Shannon said that he is currently waiting for Council input regarding this. He also told the board that he has asked Kurt Wright to create an evaluation matrix and asked him to explain what he created to the board.

Kurt Wright explained the process that he and Shannon developed. He said that there will be two meetings, this one and another one in conjunction with Town Council after this process is completed. He explained that the UAB along with Brad Burton, David Arrowood, Dean Givens

and Shannon will be scoring the firms that submitted their RFQ's after reading them. Kurt told the board that he will send the score sheet over electronically to them this evening. After the board scores the sheet and gets them back to him, Kurt will compile a summary to give to Shannon which will then be given to Council to make the final decision on who they chose. He told the board that this will need to be completed quickly. Shannon Baldwin told the board that he would have the RFQ's copied for them to read for this scoring process.

Kurt then told the board that Part two of the RFQ has many different sub-categories. The dam, lake, road, etc. He said that the scoring will be for each one and that the score will be one to five, with five being the best. He explained how they will look at the RFQ's and what they will be looking for when scoring. He suggested using the 'get it factor', which would be if while reading the RFQ they feel like they just got it. That they understand what the Town is needing and what they can do.

Shannon then explained that Council will be hearing deliberations about the firms and the scoring of the UAB at the joint meeting. If the scoring is close, there will probably be an interview of the closest and then the final recommendation sent to Council for a vote on January 14th. The board has to be ready to give Council a recommendation of one firm. If the board does not feel that any board is qualified then that will need to be the recommendation to Council.

Kurt did say that he has worked with one of the firms and will not be a part of the scoring himself because of this and that their scoring will be a part of the public record.

The board decided that they will need to get their scoring back to Kurt by the 13th of December by noon, and then have a special meeting on the 19th at 2:00 pm.

At this point the board took a five minute break.

Shannon, who had excused himself, came in and let the board know that council had responded and they will be leaving out the one firm in question above, so there will only be four to consider.

New Business

a. *Review and Discuss Candidates for Utilities Advisory Board* - Wayne Hyatt told the board that they have one application that does not want to be on any other board but the UAB. Richard Glassen told the board that he owns his own Environmental Engineering Company and feels like he is a good candidate. Wayne said he has 28 years environmental impact experience with sewer, water, dam and lake dredging. Wayne said that they will be recommending Riddle be appointed as a member of the UAB. The board also discussed Randy Nelson, who has a good planning background, being a good candidate. Don Cason said that he would be happy to serve on the board again. Richard Glassen made a motion to recommend Riddle for a replacement member for David Diorio. David seconded, and the motion carried 5 – 0. The board would also like to inquire if Randy Nelson would be interested in the UAB board and possibly ask Council to add another member.

b. *Consider David Diorio's resignation from the board* – The board understands that David Diorio will now be a council member and will not be a member of the UAB. They will be asking to have him as the new liaison for the UAB as Bob Cameron will no longer be on Council.

c. **RFQ Scoring** - This was discussed during the Sewer System Update in Old Business b.

Open Comments – Kurt Wright told the board the contract has been signed by Brushy Mountain Builders for the Hydro Plant project. FRP Construction is being brought in under their license and will be doing the pipe wrap installation. They had a general meeting and had a discussion at that time with FRP construction and Jason Beard concerning the butterfly valve. Some materials include an epoxy coating which he will pay them to clean. This will all be included in the \$375,000 budget price. This is based on not seeing the inside of the pipe which has been added as an unknown paragraph in the contract.

Monday both FRP and Brushy Mountain Builders will be there to look at the butterfly valve and the overall condition of the pipe. If everything goes as planned they will try to get the seals ordered and ready to go if they need them.

Kurt told the board that George Eller has been informed on all of the aspects of the job but that they have not received a response from him in writing. Mr. Eller has given verbal approval on two different occasions though. Kurt told the board that he has asked for a written response a couple of times via email, and that Shannon has also asked for a response by email. He told the board that everything they are planning to do would be considered maintenance as far as what George Eller has told them in the past, including the hoist, butterfly valve, and the penstock which includes quake wrapping. If they have not heard back from him, and since he has been fully informed and previously said it was ok, they will go forward with the project.

Per Kurt they will need a permit for the operator because it includes design, but that they can get the generator up and running without the operator. Per David Arrowood the small generator is still being worked on, it is torn apart and cleaned, waiting on bearing parts. When those arrive they will be put in and be ready to go. The big generator will be looked at when the lake is down and change out the turbo bearing, which should only be a couple day fix unless there are issues with the shaft. He said that there are two components getting the big generator back up. The lower bearing and the intake hoist being replaced. Once Engineered Services get their barge together they should be in and out in a few days' time. David Diorio said that at a minimum we need to get the small generator going. But that they have to be sure that the butterfly valve will shut as a safety issue on the big generator before using.

Public Comments – David Lusk asked about the possibility of having an alternate to the board in which there was a short discussion.

Adjournment - There being no further business, Don Cason made a motion to adjourn, Richard Glassen seconded and the meeting adjourned at 3:10 p.m.

ATTEST

Linda Ward, Clerk

Wayne Hyatt, Chairman