

MINUTES
CITY COUNCIL PUBLIC WORKS AND UTILITIES COMMITTEE
Organizational Meeting
Monday, April 27, 2015 – 5:30 PM

The City Council Public Works and Utilities Committee held their Organizational Meeting on Monday, April 27, 2015, at 5:30 p.m. in the City Hall Administrative Conference Room with Mayor Pro Tem Mac Morrow presiding.

Present: Mayor Pro Tem Mac Morrow, Council Member Maurice Jones, Mayor Jimmy Harris ex officio, Interim City Manager Jim Fatland, Public Works Director David Lutz, Wastewater Treatment Plant OCR Emory Owen, Water Plant OCR Dennis Richardson and City Clerk Desiree Perry.

Press Present: Derek McKissock, Transylvania Times

Others Present: Mr. Harlow Brown and Mr. Jeffrey Brown, Brown Consultants, PA; Mr. Clay Sykes, P.E., ESG Operations, Inc.; Mr. Ray McCall, Consultant; Mr. Brian Tuttle, Oskar Blues; Mr. Rhett Pace, Platt Architects Construction Supervision; and Director Josh Hallingse, Transylvania Partnership for Economic Development

A. Mayor Pro Tem Morrow called the meeting to order at 5:30 PM. Amended Agenda was accepted as presented.

B. Membership: Organizational meeting membership consisted of Mayor Pro Tem Mac Morrow, Council Member Maurice Jones, Mayor Jimmy Harris ex officio, Interim City Manager and Finance Director Jim Fatland, Public Works Director David Lutz, Wastewater Treatment Plant OCR Emory Owen and Water Plant OCR Dennis Richardson.

C. Organization of the City Council Public Works and Utilities Committee

Mr. Fatland described the purpose for the Council Committee is to provide additional analysis on public works and utilities issues by means of providing opportunity for staff to work with elected officials, consultants and citizens to discuss alternatives, analysis and options prior to the matter coming before City Council.

Mr. Morrow and Mr. Jones expressed interest in having a citizen appointed to serve on the Committee provided the individual has an understanding of public utilities and one who would ask critical questions. Mr. Fatland shared Mr. Clay Sykes, P.E., is interested in serving on the Committee. Council members and consultant Harlow Brown commented Mr. Sykes is knowledgeable in the field and would be an asset to the Committee. Mr. Fatland added he is consulting with Mr. Ray McCall, a former regulatory agent with the State who is now retired, and who is very familiar with the City's plants, to come to the Committee meetings. Mayor Harris offered that since a potential City water source would come from outside the City, he would not be opposed to having a citizen who lives outside the City limits to be considered for appointment to the Committee.

- Purpose / Mission (Will be provided by Mr. Fatland)
- Membership – Seven Members

- 2 Council Members, Chair and Vice-Chair
- City Manager
- Public Works Director (*or his/her Dept. representative*)
- Water Plant OCR (*or Dept. Representative*)
- Waste Water Treatment Plant OCR (*or his/her Dept. representative*)
- 1 Citizen
- Mayor, *ex officio*
- Term Limits
 - Council Members – 3 years
 - Citizen – 2 years
 - City Staff Members (by position) – Permanent
- Quorum – Four, with at least one of the four present being a Committee Council member.
- Meetings – All meetings are subject to the Open Meeting laws.
- Meeting Schedule – Will meet on an “as needed” basis. When a meeting is called it will be held on a Monday at 5:30 PM. Minimum 48-business hours posting of the Meeting Agenda at City Hall and upon the City’s website is required.
- Minutes – Action minutes to be provided by a staff member or their representative.

The consensus of those present was they were in agreement with the above organizational structure. Mayor Pro Tem Mac Morrow will serve as Chair and Council Member Maurice Jones will serve as Vice-Chair. Mr. Fatland will draft the purpose/mission statement and Resolution for Council adoption consideration at their May 18th meeting.

D. Waste Water Treatment Plant Renovation Alternatives

Mr. Fatland explained the Committee will be asked to review Waste Water Treatment Plant Renovation Alternatives. He has requested, and the City has been granted, a 120 day extension on the zero-percent financing, thereby providing time for an analysis to be done. A copy of the proposal by Brown Consultants, PA, as provided to Council in the April 20, 2015, Agenda Packet (pgs. 292-293) was reviewed and discussed. (Exhibit A)

Discussion included: Review of the tasks to be performed as outlined in Brown’s Engineering Proposal; Brown PA believe there are other alternatives to the City rather than to replace the plant; City should consider requesting a one-year extension; City should consider having the Special Order of Consent (contract between the City and NC DENR) to be separated into two separate Orders; Transylvania County will soon be charging the City for taking sludge to the landfill, so checking into alternate places to take the sludge; Question was asked if the City should look into process to sell the sludge as compost; Mr. Jeffrey Brown explained the Proposal will produce a comprehensive study and analysis of alternatives that, to date, have not been done as it looks like only two alternatives were done – basically going back to square one which will require a lot of feet on the ground; and, importance to move forward as the clock on the 120-day extension is ticking.

Mayor Harris recommended the City request the Special Order of Consent be separated as suggested by Mr. Brown, and, that to date Council has received one very expensive alternative to the City’s water and wastewater needs; however, they (Council) believe there are other alternatives and that is why this matter is before the Committee. He is in favor of growth projection data being used,

rather than using what has been described as “build out data” based upon every lot in the City’s jurisdiction being developed.

Mr. Sykes shared a RBC plant is a maintenance driven plant, which he has worked on several like the City’s, and he offered some suggestions that could be considered in evaluating the WWTP needs. He questioned the Proposal’s cost of \$86,100, explaining he feels it is too high based upon (a) cost to have similar projects done that he has worked on, (b) some data and work described in the Proposal has most likely already been done for the City by CDM Smith, and (c) he questioned the need for Brown engineers to shadow City staff.

Mr. Morrow and Mr. Jones expressed their interest in accepting the Proposal from Brown Consultants, PA. Mayor Harris thanked everyone present for their input on the subject and that Council Members Morrow and Jones will need to present their recommendation to hire Brown Consultants at the next City Council meeting.

Mr. Fatland shared he will be meeting with CDM Smith in a few days, and that he will continue to work with and discuss with Brown Consultants the items described in the Proposal.

E. Next Committee Meeting: Monday, May 11, 2015 at 5:30 p.m. in City Hall Administrative Conference Room.

F. Adjourn - The meeting adjourned at 6:59 PM.

Desiree D. Perry, CMC, NCCMC
City Clerk

Minutes Approved: August 4, 2015



April 13, 2015

Engineering Proposal – Outline Form

TO: Jim Fatland
City of Brevard

From: Harlow L. Brown PE
Brown Consultants, PA

RE: Evaluation of the WWTP

Tasks to be performed

1. Gather all existing data, including but not limited to
 - a. Current NPDES Permit
 - b. Copies of NOV's from the state
 - c. Flow and other data from the DMRs
 - d. Operational procedures
 - e. Copies of purchase of chemicals, repair invoices, etc
 - f. Pretreatment requirements for Oscar Blues and all "raw" test results for Oscar Blues effluent
 - g. Identify current status and development time-line of Davidson River Village
2. Meet with plant staff and spend time detailing operational issues, with hands on approach during operations
3. Have staff demonstrate defects and problems with existing equipment
4. Take split samples of waste stream through the plant, influent to effluent, and have staff and third party perform specific tests as directed over a period of at least three months
5. Based upon US Census data, perform a population growth analysis to calculate future flows
6. Meet with Oscar Blues to analyze their pre-treatment program
7. Meet with DENR Regulators to obtain their insight and discuss options
8. Assist operating the plant over a four (4) month period of time as a pilot operation to see if compliance is attainable with the existing equipment
9. Prepare a report with several alternates considered and recommendations, including:
 - a. Operational changes required

- b. Rehabilitation that maybe required
 - c. New or up-graded equipment required
10. Apply a budget cost to each alternative, with cost effective results anticipated
 11. Meet with WWTP oversight committee on an on-going basis to present results found during the study period, discuss all alternatives and strive for a consensus for a plan of action to be recommended to council
 12. Prepare final report for Council consideration
 13. Submit to NCDENR - DWI an Engineering Report based upon the Council approved alternate, and adjust loan amount accordingly.

Proposed Schedule

Brown Consultants can begin immediately upon acceptance of proposal, assume May 1, 2015. We propose that the entire study can be completed in four (4) months, with the following threshold dates targeted:

Items 1 – 8 to be completed by August 1, 2015

Task Items 9 - 12 to be completed by August 15, 2015

Task 13 to be completed by September 1, 2015

Proposed Fee

Our fee is based upon anticipated hours required to thoroughly assess the plants issues and make recommendations.

Rather than set a flat fee, we propose to set our fee on a time and materials bases, with an target budget not to be exceeded without City approval. We have allotted personnel hours as follows:

Firm Principal	70 hours
Chief Engineer	225 hours
Design Engineer	225 hours
Licensed Operators	270 hours
Budget Target for professionals	\$81,100
<u>Expense Estimate</u>	<u>\$ 5,000</u>
Total Budget Target	\$86,100

Testing

All testing will be a direct expense to the City. An allowance for testing could be set at \$5,000.