

**WINFIELD SANITARY BOARD
SPECIAL MEETING**

MINUTES

**April 10, 2018
10:00 a.m.**

On Thursday, April 10, 2018 at 10:00 a.m. the special meeting of the Winfield Sanitary Board was called to order by Chairman Randy L. Barrett, at Winfield City Hall, 12248 Winfield Road, Winfield, West Virginia.

ATTENDANCE

Those attending: Mayor Randy Barrett, Chairman; Clarence Litton and Rod Burns, members; and Jackie Hunter, City Recorder.

Others present: Plant Manager, Bill Harper, Gloria Chapman, Secretary and City Attorney Tim LaFon. Also present were Jonathan Carpenter and Corey Smith of The Thrasher Group.

PUBLIC

None.

MINUTES

The minutes of the March 1, 2018 meeting were approved as presented.

FINANCIAL

Bill Approval. The bills paid for the month of March in the amount of \$ 51,972.90 were approved without objection.

Income/Expense. The financial statement for March was approved without objection.

Adjustments. The adjustments for the month of March in the amount of \$ 827.56 were approved without objection.

2018 – 2019 Sanitary Board Budget. After review, motion was made by Rod Burns to approve the 2018-2019 Sanitary Board Budget. Motion carried.

REPORTS

Chairman – comments/reports. Mayor Barrett reported that he had spoken with the Assistant Pastor at the Baptist Church and explained that he had spoken to the insurance adjuster and told her that he felt it was only fair that we are responsible for 33% of the claim, but the Pastor told him that he had already accepted her offer to pay 20%.

Staff report. Plant manager Bill Harper reported that Station Monitor had been installed and had already placed a “call-out” for a float that was stuck due to the excessive rain. The Mayor stated that perhaps the Board should consider eventually getting this type of monitor on all of the stations.

UNFINISHED BUSINESS

Thrasher Engineering’s recommendation for new wastewater plant. Jonathan Carpenter of The Thrasher Group reported that he received the plans back from WV DEP with comments, and there were a few insignificant changes that needed to be made. Once those changes were made, he expected to receive their approval in May, and then they could begin work on finding financing for the project. Once the financing was determined, they would go to the Public Service Commission for approval. Jonathan also stated that he had spoken with Todd Dingess of Smith, Cochran and Hicks, and that he suggested having a work session with the Board to decide financing options. The Mayor said that it would be best to have Mr. Dingess at the next Sanitary Board meeting on May 3rd.

Jonathan also reported that Attorney Tim LaFon had approved the General Services Agreement.

Discuss MS-4 Program. Bill Harper reported that because of the heavy, frequent rains, they still were not able to get samples taken. Mayor Barrett reported that the DNR Boat Ramp project agreed to add 4 – 5 rain gardens in their design for storm water control.

High School Lift Station upgrades/bids. Mr. Corey Smith of The Thrasher Group presented to the Board Exhibit A, Work Order #1 of Thrasher Project #20-1567 for the High School Lift Station upgrade which stated:

“With the execution of the Authorization to Proceed to Work Order, the engineer shall proceed to provide services in accordance with the terms and conditions outlined herein, as well as our Master Services Agreement entered into on 4/10/18. In the event of any conflicting provisions, the terms and conditions contained herein shall prevail”.

High School Lift Station upgrades (Cont'd).

“Project Scope – Design of plans/specs for High School Lift Station with bidding, negotiating services and engineering during construction”.

“Period of Performance – Advertise for Bids: April 20, 2018
Open Bids: May, 14, 2018
Award Contract: May 27, 2018
Complete construction Sept. 30, 2018”

“Project Costs:	Construction Costs	\$ 114,500
	Contingency +/-10%	11,000
	Design fee	7,500
	Bidding & negotiation	4,000
	Engineering	3,000
	Total Project Cost	\$ 140,000

After discussion, motion was made by Clarence Litton to approve the High School Lift Station upgrades contingent upon Bill Harper’s approval of the presented plans. Motion carried.

NEW BUSINESS

None.

GOOD OF THE ORDER

Nothing.

ADJOURNMENT

Motion was made by Clarence Litton to adjourn at 10:39 a.m. until the next meeting on May 3.

Randy L. Barrett, Chairman

Gloria Chapman, Secretary