

**WINFIELD SANITARY BOARD
REGULAR MEETING**

MINUTES

**September 11, 2018
10:00 a.m.**

On Thursday, September 11, 2018 at 10:00 a.m. the regular meeting of the Winfield Sanitary Board was called to order by Mayor Randy Barrett, at Winfield City Hall, 12248 Winfield Road, Winfield, West Virginia.

ATTENDANCE

Those attending: Clarence Litton and Rod Burns, members; and Bill Harper, Plant Manager and Gloria Chapman, Secretary.

Others present: Jackie Hunter, City Recorder; and Jonathan Carpenter of The Thrasher Group. City Attorney Tim LaFon joined the meeting via telephone conference.

PUBLIC

None.

MINUTES

The minutes of the August 2nd regular meeting and were approved as presented.

FINANCIAL

Bill Approval. The bills paid for the month of August in the amount of \$ 54,351.51 were approved without objection.

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

Adjustments. The adjustments for the month of August in the amount of \$ 3,239.26, which included two large leak adjustments, were approved without objection.

REPORTS

Chairman – comments/reports. Mayor Barrett reported that the contractor on the boat ramp project, Chapman Technical, had a change order on the sewer line pipe from 8” and increased it to 10”. The Mayor said they had not consulted him on the size of the pipe. He also reported that they hit a resident’s lateral service line last week while working on the project and made the necessary repairs.

Staff report. Plant manager Bill Harper reported that the ammonia level for July was 1.34 mg/L, which has only happened one time in the past without any explanation.

UNFINISHED BUSINESS

Thrasher Engineering’s recommendation for new wastewater plant. Jonathan Carpenter of The Thrasher Group reported that he had again spoken with Mr. Todd Dingess of Smith, Cochran & Hicks and had given him updated financing numbers from USDA, so he expects to have a Rule 42 Exhibit for the project later this week. He stated that he had also sent Attorney Tim LaFon the revised page from the Engineering Agreement, and he approved it.

Jonathan then presented to the Board an estimated “Proposed Project Schedule” for the wastewater project as follows:

Submit funding application to USDA	October 2018
File at the WV Public Service Commission	November 2018
Receive Letter of Conditions from USDA	January 2019
Receive Public Service Commission approval	May 2019
Advertise for bids	June 2019
Received bids	July 2019
Award contract	October 2019
Begin construction	October 2019
Complete construction	December 2020
Implement final rate increase	February 2021

Jonathan did explain to the Board members that once we file with the PSC, they have 180 days to review the project and send us the Letter of Conditions. He also stated that to try to expedite the process, once he has a “recommended” approval of the project from the PSC, he has, in the past, went ahead and advertised for bids, and we could do the same thing with this project, provided Attorney Tim LaFon gave his approval. He also stated that on advertising for bids, that is a 30 day process and then there is a 90-day bid hold, which take us to October 2019 to begin construction. He stated he estimated the construction period at 15 months.

Jonathan also stated that he had spoken with Mr. David Simmons of WV DEP regarding our ammonia limits with regard to our Consent Order from the DEP, which expired at the end of August. Mr. Simmons requested a letter from Thrasher stating that we had an Approved Corrective Action Plan for our ammonia and that we are requesting an extension of the interim limits which extend past the completion date of the new SBR plant, since it will take a while to get the new plant up and running properly.

Discuss MS-4 Program. Mayor Barrett stated that he had received a call from Paige Parris of WV DEP informing him that she and Carolyn Napier would be coming to inspect the “preparedness” of our storm water program on Thursday, September 14th. The Mayor stated that Bill Harper and staff would be checking out the “problem areas” for storm water and making sure all of the drains are clean.

Bill Harper, Plant Manager stated that he had one more sample to take on storm water by the end of the month, and that would give us our baseline for results.

High School Lift Station upgrades/bids. Mayor Barrett reported that there were several problems that have slowed down completion of this project, but the project should be completed next week. Jonathan Carpenter of The Thrasher Group stated that he expected to have the Certificate of Substantial Completion to present at next month’s meeting; along with the first Contractor’s Pay Application and some O & M Manuals for the station.

Thrasher Engineering amended Services Agreement for new SBR plant. Mayor Barrett reported that as previously stated, Attorney Tim LaFon approved the amended Services Agreement for The Thrasher Group; therefore, the Mayor stated that the Board needed to approved the Services Agreements for The Thrasher Group, Steptoe & Johnson (Bond counsel), Smith, Cochran & Hicks (Accountants – Rule 42 Exhibit), and Attorney Tim LaFon (legal counsel). Motion was made by Clarence Litton to approve the Service Agreement for The Thrasher Group. Motion carried. Motion was made by Rod Burns to approve the Services Agreement for Steptoe & Johnson. Motion carried. Motion was made by Clarence Litton to approve the Services Agreement for Smith, Cochran & Hicks. Motion carried. Motion was made by Rod Burns to approve the Services Agreement for Tim LaFon as legal counsel on the wastewater project. Motion carried.

NEW BUSINESS

Discuss chain-link fence around Walters Street lift station. Mayor Barrett reported that he requested an estimate from Hendrick’s Fence for new slats, new barbed wire and new gates around the Walter’s Street lift station. He stated that since the station would now be highly visible due to the boat ramp project, it should be upgraded. He said he had not yet received the estimate, but would present it to the Board next month for approval.

GOOD OF THE ORDER

The Mayor stated that he had a tentative completion date for the Boat Ramp project for the end of November, provided the weather stayed warm and paving could be completed. If it turns cold, they would not be able to finish until next spring.

ADJOURNMENT

Motion was made by Clarence Litton to adjourn at 10:37 a.m. until the next regularly scheduled meeting.

Randy L. Barrett, Chairman

Gloria Chapman, Secretary