

SEPTEMBER 18, 1990

1. Call to Order and Roll Call:

The regular monthly meeting of the Board of the Metropolitan Sewerage District was held in the Boardroom of MSD's Administration Building at 2:00 p.m. on Tuesday, September 18, 1990. Vice-Chairman Williams called the meeting to order at 2:00 p.m. with the following members present: Aceto, Dent, Dyson, Edwards, Ivey, Maas, McDonald, Pope, and Waddey.

Absent: Smith

Others present were: W. H. Mull, Engineer-Manager, John S. Stevens, General Counsel, Bill Morris of Hendon Engineering Associates, Inc., David Aiton of Danie A. Johnson Architects, and Debra Price representing CIBO.

2. Minutes of August 29, 1990:

Mr. Stevens, General Counsel, reviewed Page 4. Agenda Item 5a. with the Board, and advised that the word "with" should be omitted in the fifth line of the third paragraph, and the sentence should read as follows: estimated costs between \$200,000.00 and \$250,000.00 per year, but that the... Mr. Dent moved that the minutes of August 29, 1990, be adopted as amended. Mrs. McDonald seconded the motion. Voice vote was unanimous in favor of the motion.

3. Report of Engineer-Manager:**a. Status of Phase III & IV Plant Expansion Contracts:**

Mr. Mull reported that the site work for Phase III is approximately 50% complete, and the contractor is behind in paving, guttering and curbing, and punch list items. The contractor has been asked to expedite this work, along with clean-up of the property. Phase IV, Section I, excavation for the sludge handling facility has been substantially completed. Twenty-five percent of the 4" industrial water line has been installed and 75% of the 16" return line to the Chlorine Contact Chamber has been installed. Lee Construction Company has requested payment in the amount of \$664,906.00 for 4% of the contract and 8% of the contract time has passed. No work has begun on Section IA, Electrical, Section IB, HVAC or Section IC, Plumbing.

b. Status Report of Administration Office Building Expansion:

Mr. Mull reviewed the progress report concerning the additions to the District's Administration building. The contractors have completed 95% of the project for a contract amount of \$260,800.00, with a completion date scheduled for the second week in October. Mr. Mull reviewed change orders to date totalling \$6,148.93, and requested approval from the Board for these change orders. Mr. Dyson moved that the Board approve the change orders to date totalling \$6,148.93. Mr. Waddey seconded the motion. Roll call vote was as follows: Ayes - 10 and Nays - 0

c. Consideration of Award of Contract for Fish Habitat Improvement Structures for the French Broad River:

Mr. Mull reported the District advertised for bids for the Fish Habitat Improvement Structures for the French Broad River and reviewed the Bid Tab Sheet with the Board. Perry Alexander Construction Company submitted a total base bid of \$152,500.00, Taylor and Murphy Construction Company submitted a total base bid of \$267,000.00, and Hobson Construction Company (apparent low) submitted a total base bid of \$142,817.00. Mr. Mull stated the District's attorney, Mr. Walter Currie, has reviewed these bids and finds them to be in order. The Easement Agreement has been received from Norfolk Southern in record time, and Norfolk Southern should begin construction of the temporary grade crossing on

Monday, September 24, 1990. The District is awaiting a Permit from the U.S. Corp of Engineers and the Tennessee Valley Authority. Mr. Mull recommended that the Board accept the bid of Hobson Construction Company in the amount of \$142,817.00. Mr. Dent moved that the Board accept the bid of Hobson Construction Company in the amount of \$142,817.00, and award contract to Hobson Construction Company. Mrs. Pope seconded the motion. Roll call vote was as follows: Ayes - 10 and Nays - 0.

d. Consideration of Proposals for Sludge Dredging:

Mr. Mull stated the District has two proposals for sludge dredging (over an eight week period), and since these proposals came in excess of \$50,000.00 the District would have to go out for bids for this work. Mr. Mull stated the District has two options. One, the District could solicit proposals for a lesser time frame, six weeks instead of eight weeks, or two, the District can advertise for bids. Mr. Mull turned the floor over to Marc Fender, Assistant Superintendent of Operations, to discuss this matter. Marc Fender, Assistant Superintendent of Operations, stated that under current conditions the Sludge Storage Lagoon will crest the spillway in about eighteen (18) months. To extend the Lagoon life until the District's sludge handling facilities are on-line, it is imperative that sludge be moved away from the Lagoon overflow structure. This should allow an increase in the rate of supernatant return to the plant and lower the Lagoon level. If this cannot be accomplished, then due to solids return from the Lagoon the MSD Plant will be unable to remain in compliance with its J.O.C. effluent limits.

To facilitate this sludge movement the District is seeking to enlist the services of a Sludge Dredging Company. Proposals were received from two companies. Sludge Engineering of Mattoon, Illinois submitted a proposal in the amount of \$56,000.00 and Industrial Support Specialists, Inc., of Pensacola, Florida submitted a proposal in the amount of \$68,000.00. Since both proposals exceed \$50,000.00 the District must solicit bids for this project. Action is needed to prevent the condition of the Lagoon from diminishing the Plant's ability to meet its J.O.C. limits, and Marc encouraged the Board to move forward with this project. Lengthy discussion followed. Mr. Edwards moved that the District advertise for bids for sludge dredging and ask for formal written proposals to include the mobilization costs, and costs per week to perform the work. Mr. Dent seconded. Voice vote was unanimous in favor of the motion.

e. Mr. Harvey Bartlett:

Mr. Bartlett was not present at the meeting. Mr. Mull reported that Mr. Harvey Bartlett had called the District and requested that he be placed on the agenda to register a complaint about his sewer service charge being so high.

4. Report of Officers

None.

5. Report of Committees:

a. Sewer System Consolidation - Mr. Aceto:

See b. Capital Improvement Plan below.

b. Capital Improvement Plan - Mr. Aceto:

Mr. Aceto reported that the Sewer System Consolidation Committee and the Capital Improvement Plan (CIP) Committee met on different dates to follow up on the Board's action taken at the August meeting, concerning Capacity Depletion Fees. These Committees have attempted to develop a recommendation to bring to the Board concerning waiver of the Capacity Depletion Fee for certain projects. At this time, the Board reviewed a document "MSD Criteria for Waiver of the

Capacity Depletion Fee for Certain Specific Sewer Projects." The Board discussed this document at length and voiced opinions concerning waiving the Capacity Depletion Fee for certain projects. The document was amended and revised during Board discussion while acting as a Committee of the whole. Dr. Maas moved that the Board adopt the MSD Criteria for Waiver of the Capacity Depletion Fee for Certain Specific Sewer Projects as amended, as attached to these minutes, together with the minutes of the Capital Improvement Plan (CIP) Committee of September 12, 1990. Mr. Waddey seconded the motion. Voice vote was unanimous in favor of the motion.

c. Sewer Extension Policy:

Dr. Maas reported that the Sewer Extension Policy Committee met Monday, September 17th, to consider what kind of restrictions or criteria might be put on new applicants in the District and outside the District to make them eligible to tap onto a MSD line. A number of different things are being considered, i.e. requiring them to be fairly water efficient so as not to put more demand on the system, low-flow shower heads, etc. The Committee will be bringing a recommendation back to the Board for approval.

Mr. Mull stated Mr. Billy Clarke has been working for a long time on the problem of how to bring into the District areas and users presently outside the District. There are now over 100 special agreements on this. The Committee is still working on this issue.

d. Personnel Committee - Mr. Ivey:

Mr. Ivey reported that the Personnel Committee met to resolve differences in personnel practices between the additional personnel to be employed by the District and personnel now employed by the District. The District currently has eight (8) positions to be added as a result of consolidation, and the Committee is recommending approval of three (3) additional positions, and a change in the category and status of eight (8) positions. Positions include: Engineer I, Engineer II, Engineer Technician I, Engineer Technician II, Draftsman, Clerk Typist, Right-of-Way Coordinator, Three (3) Inspectors, Clerk, and Secretary. The dollar impact of these changes will be brought before the Board when other line item changes to the Budget are considered. Mr. Ivey moved that the Board approve three (3) additional positions as a result of consolidation, and changes in category and status of the already established eight (8) positions. Mr. Waddey seconded the motion. Voice vote was unanimous in favor of the motion.

6. Unfinished Business:

Mr. Stevens reiterated that the motion in the minutes of August 29, 1990, called for a more detailed proposal from Hendon Engineering Associates, Inc. concerning the collection system manhole location and inventory and mapping of the sewer system. Mr. Stevens stated that a more detailed proposal from Hendon Engineering Associates, Inc. has been received, and at this time, reviewed the detailed proposal with the Board. This proposal does encompass two (2) schedules; one, a proposal by Hutchison-Biggs with cost estimate, and second, it gives the fee schedule of Hendon Engineering Associates, Inc., and makes clear that the Engineer reports to the Board every six (6) months with a further provision that the Board, at any time, can tell the Engineer to stop work on the project with payment for work done to date, together with payment for necessary out-of-pocket expenses for transferring information to the District.

Mr. Dent moved that the Board adopt the revised detailed proposal from Hendon Engineering Associates, Inc. concerning the collection system manhole location and inventory and mapping of the sewer system, and authorize the Engineer-Manager to enter into the Agreement, pursuant to this proposal by Hendon Engineering Associates, Inc. dated September 14, 1990. General discussion followed. Mr. Edwards seconded. Roll call vote was as follows: Ayes - 8 and Nays - 1 (Dyson).

7. New Business:

Mr. Ivey spoke briefly to refinancing of debt as being typical, standard procedure, and noted it is often done throughout the municipalities of the nation to save money. As a rule of thumb, if it's going to save you under 4% it's questionable as to whether or not it's a good thing to work on. If it's going to save you 5%, it is probably a good thing to proceed with; it could be other factors. Between 4% and 5% it is not clear, there has to be some compelling reasons to make it a good move on behalf of a municipality to refinance. Mr. Ivey excused himself from the meeting.

Mr. Mull brought to the Board's attention a letter from Mr. George Woodall of Interstate/Johnson Lane, and stated this letter is for information purposes to the Board. Interstate/Johnson Lane ran an analysis on the District's bonds which shows a 4.2% savings should the District refinance at this time. Mr. Mull recommended that the District not refinance at this time, but wait to combine this with the District's bond issue the first part of next year.

8. Date of Next Regular Meeting - October 23, 1990

9. Adjournment

There being no further business, the meeting was adjourned.



Charles M. Dent, Secretary

CAPITAL IMPROVEMENT PLAN (CIP) COMMITTEE

September 12, 1990

Mr. Aceto, Chairman, called the meeting to order at 2:05 p.m. with the following present:

- Steve Aceto, Chairman
- Harold Huff
- Charles Anderson
- Lee Matthews
- Pete Post
- Nelson Smith
- Swain Ballard
- Billy Clarke
- Marvin Waddey
- Bill Mull
- Stan Boyd
- Bill Morris
- Max Haner

1. Approval of Minutes:

The Committee reviewed and approved the minutes of the July 18, 1990, CIP Committee minutes.

2. Capacity Depletion Fees:

Mr. Aceto stated that since the last CIP Committee meeting, the Board of the MSD adopted the CIP Committee's recommendation concerning delaying the effective date of the Capacity Depletion Fee from July 1, 1990 to October 2, 1990.

Mr. Clarke inquired about the District's request from the municipalities concerning sewer line locations and/or sewer lines nearing capacity, etc. for each municipality. Mr. Boyd stated that this information is still being collected and is near completion.

Mr. Mull stated the Sewer System Consolidation Committee of the Board of the MSD will meet Monday, September 17th, to try to develop some type of policy or grandfather clause to go with the Capacity Depletion Charge exempting certain pre-existing commitments from the Capacity Depletion Charge. Lengthy discussion followed. It is the consensus of the CIP Committee that the Capacity Depletion Charge be waived for all prospective sewer users who have a previously authorized tap prior to October 2, 1990. The Committee also requested that each entity send a list of previously authorized taps to the District.

CIP COMMITTEE

September 12, 1990

Page 2.

3. Scheduling of Next CIP Committee Meeting:

The next Capital Improvement Plan (CIP) Committee meeting will be Wednesday, October 17, 1990, at 2:00 p.m. in the Boardroom of the Metropolitan Sewerage District.

4. Adjournment:

There being no further business, the CIP Committee adjourned.

EXHIBIT C

HENDON ENGINEERING ASSOCIATES, INC.

NON LABOR CHARGES (as of September 1, 1990)

<u>Travel</u>	
Automobile	26¢/Mile
Air and other	Actual Cost
Subsistence	Actual Cost
<u>Long Distance Telephone</u>	Actual Cost
<u>Reproduction</u>	
Xerox (Regular)	5¢/Sheet
Xerox (2020)	30¢/Sheet
Xerox (2510)	35¢/Sheet
Blue Line (24" x 36")	35¢/Sheet
Other Sizes	6¢/Sq. Ft.
Binding (Specifications or Reports)	
Black	\$1.25 each
Beige	\$1.80 each
Gold	\$2.00 each
<u>Federal Express, UPS, etc.</u>	Actual
<u>CADD</u>	
Work Station	\$10.00/Hr.
HP Plotter	\$20.00/Hr.
Electrostatic Plotter	
(24" x 36" Bond)	\$ 5.00/Sheet
(24" x 36" Vellum)	\$10.00/Sheet
(24" x 36" Mylar)	\$17.00/Sheet
(larger sizes)	Proportional
<u>FAX</u>	\$2.00/page
* <u>Sewer Study Equipment</u>	
Flo - Tote	\$1050./Month
Rain Gage (Recording)	\$ 270./Month
Velocity Meter	\$ 270./Month
Smoke Testing Machine	\$ 300./Month

* Rates can be adjusted to a per day rate by dividing by 30.

9-14-90

W113-LAB.CHR

METROPOLITAN SEWERAGE DISTRICT OF BUNCOMBE COUNTY

**CRITERIA FOR WAIVER OF THE CAPACITY DEPLETION FEE
FOR CERTAIN SPECIFIC SEWER PROJECTS**

The District Board, by telephone poll in July, 1990, approved a waiver of the Capacity Depletion Fee for all users, up to and including October 1, 1990. The Board of the Metropolitan Sewerage District also stated that certain specific sewer projects in progress and scheduled to be built over the next year to eighteen months would be considered on a project by project basis for a waiver of the Capacity Depletion Fee for a period of sixty (60) days after completion of the project. The Board's action by telephone was ratified at the August Board Meeting.

It is hereby proposed that the Board adopt the following criteria to select projects for which the Capacity Depletion Fee or the Tap Fee should be waived.

- (1) Current commitments by a political subdivision to waive Tap Fees will be honored for one year from October 1, 1990. Political Subdivisions must provide documentation to the District of all current commitments for the District to consider by November 1, 1990.*
- (2) A commitment properly documented satisfactory to the District made prior to October 1, 1990, by a political subdivision to make sewer service available at no charge or at some specified charge in exchange for a right-of-way for public sewer across property will be honored by the District. For sewer lines which are in progress but not completed by October 1, 1991, the District shall waive the Capacity Depletion Fee in accordance with this criteria for a period of sixty (60) days after completion of the sewer line.*
- (3) The District's obligation to waive the Capacity Depletion Fee shall be limited to a single house connection or one equivalent residential unit per property owner.*
- (4) Persons making applications for and paying the connection fee for sewer service prior to October 1, 1990 must make actual connection to the sewer system on or before October 1, 1991, in order for the District to waive the Capacity Depletion Fee. Connections to the sewer system made after October 1, 1991, must pay the Capacity Depletion Fee.*



Hendon Engineering Associates

INCORPORATED

TELEPHONE (704) 258-2123

ADDRESS REPLY TO P. O. BOX 7623

306 WEST HAYWOOD STREET • ASHEVILLE, NORTH CAROLINA 28802

HARRY H. HENDON

(1904-1973)

H. D. HUBER

P. L. BENTLEY

M. G. BUCKLEY, JR.

R. F. HOLBROOK

J. O. BREWER

W. L. MORRIS, JR.

H. E. BYAS, JR.

S. S. KANE

September 14, 1990

Metropolitan Sewerage District of
Buncombe County, North Carolina
P. O. Box 8969
Asheville, North Carolina 28814

Attn: Mr. W. H. Mull, Engineer-Manager

This document is prepared as a result of our proposal to you dated August 27, 1990, which was accepted by the Metropolitan Sewerage District at their regular meeting on August 29, 1990, with certain stipulations and further refinement by the District Staff.

Hendon Engineering Associates, Inc., is please to present the following proposal to perform engineering services in connection with The Collection System Manhole Inventory and Mapping Project. This proposal is made with the understanding that, upon its acceptance by you, it will become an amendment to our agreement with you dated June 17, 1974, and accepted by you on June 18, 1974. Hendon Engineering Associates will hereinafter be called the "Engineer"; and the Metropolitan Sewerage District of Buncombe County, North Carolina will hereinafter be called the "District".

1. Scope of Work

(a) The work to be done in the field and office by sub-contract with Hutchison-Biggs & Associates, Inc., will consist of the work outlined in their proposal to us dated August 24, 1990, a copy of which is attached hereto and made a part of this proposal as Exhibit A.

(b) The work to be done by the Engineer as prime consultant will be to receive the data provided by Hutchison-Biggs and prepare a sewer system overlay with a data base system, on "Auto-Cad" that will overlay existing "Auto-Cad" base data obtained from the City of Asheville. The Engineer will digitize base maps for areas not covered by existing "Auto-Cad" base data.

(c) All work done under this proposal will be closely co-ordinated with and done as directed by the District.

2. Compensation

(a) For the services rendered on the Collection System Manhole Inventory and Mapping Project as outlined in Paragraph 1, the District will pay the Engineers the base salary cost of each employee for time chargeable to such work, times a multiplier of 2.50, plus out-of-pocket expenses incurred in connection with such work, including automobile mileage, long distance telephone, reproduction costs, CADD charges, etc., plus the cost of the work performed by Hutchison-Biggs & Associates without mark-up. The Engineer, with input from Hutchison-Biggs, estimate the total cost of the work to be between \$600,000 and \$750,000, spread over a three-year period. The Engineer recommends a budget of \$700,000 and this amount will not be exceeded without authorization from the District.

(b) The Engineers current base salary cost range per employ classification for the persons most likely to be spending significant time on the project is shown on the attached Exhibit B. Billings will be based on the actual salary cost of the person doing the work and will vary from time to time due to salary adjustments, payroll tax fluctuations, and changing personnel.

(c) The Engineers current out-of-pocket charge rates are shown on the attached Exhibit C. These amounts are subject to change from time to time as market conditions dictate.

3. Progress Review Meetings

(a) The Engineer and Hutchison-Biggs & Associates will be available to meet with the District staff at the end of each three month period and with the District Board at the end of each six-month period. The purpose of these meetings is to review the progress of the work and the cost for the period to determine if any changes could improve the product, speed-up the process, or if the program should be terminated.

4. General

(a) The District reserves the right to terminate this agreement at any time without further obligation except for costs associated with turning over work products to the District at the District's request.

(b) The District reserves the right to assume the role of the Engineer on this project at any time and work directly with Hutchison-Biggs Associates in completing the project.

Metropolitan Sewerage District of
Buncombe County, North Carolina
Attn: Mr. W. H. Mull

September 14, 1990
Page 3

(c) In performing the work and services described herein, the Engineer will endeavor at all times to provide the District with an adequate, economical, and technically sound project that will meet all public requirements, including those of State and Federal authorities. The engineering and surveying work will be in conformity with modern practice.

Respectfully submitted,

HENDON ENGINEERING ASSOCIATES, INC.

By H. Dean Huber
H. Dean Huber, President

HDH:f
C102-SEP.14F

Accepted:
METROPOLITAN SEWERAGE DISTRICT OF BUNCOMBE COUNTY, NC

By W. H. Mull
W. H. Mull, Engineer-Manager

Date 9/26/90

Attest Cawley N. Ray

HUTCHISON-BIGGS & ASSOCIATES, INC.

SURVEYORS

P.O. Box 2778

Asheville, North Carolina 28802

FAX (704) 255-8698

(704) 258-1065

EXHIBIT A

W.G. Hutchison, R.L.S., (Ret.)
Richard M. Biggs, R.L.S.

Patricia Hutchison, R.L.S.
W. Edwin Holmes, R.L.S.
Robert C. Brown, R.L.S.

August 24, 1990

Mr. William Morris, PE
Hendon Engineering Associates, Inc.
306 W. Haywood Street
Asheville, NC 28801

SEP 10 1990

Dear Bill:

We propose to map the entire MSD system over the next three year time period. The method used will be very similar to and utilize most of the same control points as our recently completed mapping of the City of Asheville storm drain system. The estimated cost over the three year period is \$550,000.

The cost would be based on hourly charges as listed below for the first year of the work and each year those hourly charges would be subject to negotiated changes.

Fully equipped location crew	\$63 Hour	(Normal rates \$70)
Manhole inventory crew	\$44 Hour	(Normal rates \$63)
Office Technician	\$27 Hour	(Normal rates \$30)

SCOPE OF WORK

LOCATION WORK

The location of each manhole found, would be tied into the NC Grid Coordinate System. The accuracy of the location would be based on control traverses with an error of closures of 1:5,000 or higher accuracy. The elevations of the tops of manholes would be determined by trigonometric levels with an accuracy of 0.2'+-. We will make every reasonable attempt to locate all manholes, however there will be situations where we cannot locate them all. Typical examples would be: Manhole paved over, manhole buried under several feet of fill dirt or under a building.

MANHOLE INVENTORY

We would gather the information as shown on the attached, sample inventory card, or a similar version after modification by you. This would require us to remove the manhole covers, make the measurements and gather the data asked for on the card. This would also involve the determination of how the pipes connect within the system.

DELIVERABLES

We would create an "Auto-Cad" drawing file that would have the information on the location and network of pipes shown on it. The file would be based on the same system as the current county/city base maps.

We would create a spreadsheet or data base to enter all the known data on the individual manholes and pipes. (sample attached)

All of these items, including the inventory cards would be delivered periodically to MSD or Hendon Engineering Associates, Inc. The computer based items would be in a compatible computer format.

BASIS FOR ESTIMATE

Our estimate is based on general agreement by all concerned on the level of effort to locate an individual manhole. This level of effort is about the same as used on the storm drain structures in our previous mapping project. If there is a decision at some point to increase or decrease the time spent, hunting the manholes or gathering the information, the cost will go up or down. Since the cost is based on an hourly rate the MSD or Hendon Engineering Associates Inc. will have firm control over the ultimate cost.

I trust you will find this proposal satisfactory for your use. If not, please let me know as soon as possible.

Sincerely,

Hutchison-Biggs & Associates, Inc



Richard M. Biggs, President

EXHIBIT B

HENDON ENGINEERING ASSOCIATES, INC.

Base Salary Cost Ranges:⁽¹⁾

Project Manager/Engineer	\$22.85/Hour	to	\$26.28/Hour
Staff Engineer	\$17.26/Hour	to	\$21.72/Hour
CADD Technician	\$ 8.10/Hour	to	\$12.47/Hour
Clerical/Typing	\$ 7.39/Hour	to	\$ 8.97/Hour

¹ Includes payroll tax