



Metropolitan Sewerage District
of Buncombe County, NC

AGENDA FOR 3/22/2023
9:00 A.M.

ROW COMMITTEE

	Agenda Item	Presenter
	01. Call to Order	Kelly
	02. Inquiry as to Conflict of Interest	Kelly
	03. Consideration of Compensation Budgets – 96 Lookout Road; Old County Home Road; Onteora Blvd. @ Cleveland Avenue; Somerset Road @ Greene Road	Banks
	04. ROW Policy & Procedure Updates	Banks
	05. Adjourn	Kelly
	Date of next meeting: April 26, 2023 @ 9:00 a.m.	

Committee Members:

- Glenn Kelly, Chairman
- Matt Ashley Jr.
- Jackie Bryson
- Esther Manheimer
- Chris Pelly
- Nathan Pennington
- Al Whitesides

Metropolitan Sewerage District of Buncombe County
Board Action Item - Right-of-Way Committee

COMMITTEE MEETING DATE: 3/22/2023

BOARD MEETING DATE: 4/19/2023

SUBMITTED BY: Tom Hartye, PE, General Manager
PREPARED BY: Angel Banks, Right of Way Manager
REVIEWED BY: Hunter Carson, PE, Director of CIP

SUBJECT: Consideration of Compensation Budgets-

96 Lookout Road SSR, Project No. 2022226
Old County Home Road PSR, Project No. 2015221
Onteora Blvd. @ Cleveland Ave. SSR, Project No. 2022041
Somerset Road @ Greene Road Rehabilitation, Project No. 2021008

The attached Compensation Budgets are based on current ad valorem tax values and follow the MSD approved formula.

STAFF RECOMMENDATION: Approval of Compensation Budgets.

COMMITTEE RECOMMENDATION:

96 Lookout Road SSR

Project Number: 2022226

Compensation Budget

07-Mar-23

PIN and Name								Net PE	PE Assd.	50% PE		TCE Assd.	10% Annl	Proj	TCE Rent	Total Comp.
27 Pin	83 Pin		Acres	Parcel SF	Land Value	LV/SF	SF	Value	Value	Assd. Value	TCE SF	Value	Return	Time	Value	(Rounded)
	9730809269	Cogdill	Mike	0.16	6,969.60	\$12,400.00	\$1.78	2,580.70	\$4,593.65	\$2,296.82	2,268.10	\$4,037.22	\$403.72	1	\$33.64	\$2,330
	9730809273	Cogdill	Mike	0.24	10,454.40	\$52,700.00	\$5.04	1,334.40	\$6,725.38	\$3,362.69	2,420.30	\$12,198.31	\$1,219.83	1	\$101.65	\$3,464
															TOTALS:	\$5,795
															Staff Contingency:	\$5,000
															GM's Contingency	\$5,000
															Amendment	
															Total Budget:	\$15,795

Old County Home Road PSR

Project Number: 2015221

Compensation Budget

07-Mar-23

PIN and Name		Acres	Parcel SF	Land Value	LV/SF	Net PE SF	PE Assd. Value	50% PE Assd. Value	TCE SF	TCE Assd. Value	10% Annl Return	Proj Time	TCE Rent Value	Total Comp. (Rounded)	
27 Pin	83 Pin														
9629229765	Anders	Kenneth	0.31	13,503.60	\$44,500.00	\$3.30	34.30	\$113.19	\$56.60	893.20	\$2,947.56	\$294.76	10	\$245.63	\$302
9629233613	Anders	Thomas	0.77	33,541.20	\$50,400.00	\$1.50	2,055.40	\$3,083.10	\$1,541.55	3,133.70	\$4,700.55	\$470.06	10	\$391.71	\$1,933
9629232787	Bradley	Jonathan	0.82	35,719.20	\$50,900.00	\$1.43	3,432.00	\$4,907.76	\$2,453.88	4,246.90	\$6,073.07	\$607.31	10	\$506.09	\$2,960
9629242167	Calloway	Teresa	0.33	14,374.80	\$27,200.00	\$1.89	1,089.50	\$2,059.16	\$1,029.58	2,582.60	\$4,881.11	\$488.11	10	\$406.76	\$1,436
9629241104	Culbertson LE	Gladys	0.83	36,154.80	\$40,100.00	\$1.11	2,338.80	\$2,596.07	\$1,298.03	2,559.50	\$2,841.05	\$284.10	10	\$236.75	\$1,535
9629224618	Fogg	Clayton	8.18	356,320.80	\$145,900.00	\$0.41	0.00	\$0.00	\$0.00	1,674.30	\$686.46	\$68.65	10	\$57.21	\$57
9629234172	Hines	Rickie	0.50	21,780.00	\$47,500.00	\$2.18	2,384.90	\$5,199.08	\$2,599.54	2,513.00	\$5,478.34	\$547.83	10	\$456.53	\$3,056
9629243308	Holt	Amy	0.22	9,583.20	\$42,400.00	\$4.42	3,526.00	\$15,584.92	\$7,792.46	3,073.70	\$13,585.75	\$1,358.58	10	\$1,132.15	\$8,925
9629233571	Justice	Ronald	1.10	47,916.00	\$53,000.00	\$1.11	0.00	\$0.00	\$0.00	21.90	\$24.31	\$2.43	10	\$2.03	\$2
9629237301	Kieffer	Susan	0.39	16,988.40	\$45,900.00	\$2.70	467.20	\$1,261.44	\$630.72	91.10	\$245.97	\$24.60	10	\$20.50	\$651
9629237391	Lance	Dianne	0.46	20,037.60	\$47,000.00	\$2.35	1,757.50	\$4,130.13	\$2,065.06	2,958.90	\$6,953.42	\$695.34	10	\$579.45	\$2,645
9629148366	Lloyd	Terry	4.92	214,315.20	\$112,600.00	\$0.53	1,532.80	\$812.38	\$406.19	2,451.30	\$1,299.19	\$129.92	10	\$108.27	\$514
9629241922	Lyerly	Matthew	1.33	57,934.80	\$54,400.00	\$0.94	2,311.10	\$2,172.43	\$1,086.22	2,061.50	\$1,937.81	\$193.78	10	\$161.48	\$1,248
9629243406	McFarland	Kimberly	0.20	8,712.00	\$41,900.00	\$4.81	2,825.20	\$13,589.21	\$6,794.61	2,593.90	\$12,476.66	\$1,247.67	10	\$1,039.72	\$7,834
9629229314	Mill Creek Planned Commu		3.27	142,441.20	\$76,200.00	\$0.54	1,261.10	\$680.99	\$340.50	1,040.20	\$561.71	\$56.17	10	\$46.81	\$387
9629149676	RENPRO, LLC		3.92	170,755.20	\$140,200.00	\$0.82	2,517.30	\$2,064.19	\$1,032.09	2,076.20	\$1,702.48	\$170.25	10	\$141.87	\$1,174
9629242392	Rice	Bradley	0.29	12,632.40	\$44,100.00	\$3.49	778.70	\$2,717.66	\$1,358.83	1,429.90	\$4,990.35	\$499.04	10	\$415.86	\$1,775
9629237097	Shook	Shay	0.61	26,571.60	\$48,800.00	\$1.84	0.00	\$0.00	\$0.00	68.30	\$125.67	\$12.57	10	\$10.47	\$10
9629236102	Sloan	Robert	0.56	24,393.60	\$48,300.00	\$1.98	3,657.30	\$7,241.45	\$3,620.73	4,428.30	\$8,768.03	\$876.80	10	\$730.67	\$4,351
9629230925	Spivey & Son Investments,		3.32	144,619.20	\$80,700.00	\$0.56	4,947.50	\$2,770.60	\$1,385.30	7,421.20	\$4,155.87	\$415.59	10	\$346.32	\$1,732
9629233152	Stewart	Guy	0.50	21,780.00	\$47,500.00	\$2.18	98.40	\$214.51	\$107.26	75.50	\$164.59	\$16.46	10	\$13.72	\$121
9629237168	Zhang	Xiu	0.60	26,136.00	\$48,700.00	\$1.86	4,913.30	\$9,138.74	\$4,569.37	5,649.90	\$10,508.81	\$1,050.88	10	\$875.73	\$5,445

Old County Home Road PSR

Project Number: 2015221

Compensation Budget

07-Mar-23

PIN and Name		Acres	Parcel SF	Land Value	LV/SF	Net PE SF	PE Assd. Value	50% PE Assd. Value	TCE SF	TCE Assd. Value	10% Annl Return	Proj Time	TCE Rent Value	Total Comp. (Rounded)
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27 Pin	83 Pin													
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TOTALS:	\$48,094
Staff Contingency:	\$15,000
GM's Contingency	\$15,000
Amendment	
Total Budget:	\$78,094

Onteora Boulevard @ Cleveland Avenue Sewer Rehab

Project Number: 2022041

Compensation Budget

07-Mar-23

PIN and Name		Acres	Parcel SF	Land Value	LV/SF	Net PE SF	PE Assd. Value	50% PE Assd. Value	TCE SF	TCE Assd. Value	10% Annl Return	Proj Time	TCE Rent Value	Total Comp. (Rounded)	
27 Pin	83 Pin														
9657771308	Hansen	Erik	0.55	23,958.00	\$56,300.00	\$2.35	352.30	\$827.91	\$413.95	864.00	\$2,030.40	\$203.04	2	\$33.84	\$448
9657773306	Mozingo Jr.	Walter	0.14	6,098.40	\$46,600.00	\$7.64	860.80	\$6,576.51	\$3,288.26	221.60	\$1,693.02	\$169.30	2	\$28.22	\$3,316
9657772317	Oliver	Jacqueline	0.24	10,454.40	\$50,200.00	\$4.80	797.10	\$3,826.08	\$1,913.04	876.00	\$4,204.80	\$420.48	2	\$70.08	\$1,983
9657772346	Sellek	David	0.28	12,196.80	\$51,300.00	\$4.21	1,007.60	\$4,242.00	\$2,121.00	1,555.10	\$6,546.97	\$654.70	2	\$109.12	\$2,230
TOTALS:													\$7,977		
Staff Contingency:													\$5,000		
GM's Contingency													\$5,000		
Amendment															
Total Budget:													\$17,977		

Somerset Road @ Greene Road Rehabilitation

Project Number: 2021008

Compensation Budget

07-Mar-23

PIN and Name		Acres	Parcel SF	Land Value	LV/SF	Net PE SF	PE Assd. Value	50% PE Assd. Value	TCE SF	TCE Assd. Value	10% Annl Return	Proj Time	TCE Rent Value	Total Comp. (Rounded)		
27 Pin	83 Pin															
	9653775169	Cole	Jaimie	0.41	17,859.60	\$37,100.00	\$2.08	1,496.30	\$3,112.30	\$1,556.15	1,168.30	\$2,430.06	\$243.01	2	\$40.50	\$1,597
	9653773442	Dixon, III	Thomas	0.38	16,552.80	\$43,200.00	\$2.61	1,634.70	\$4,266.57	\$2,133.28	1,228.30	\$3,205.86	\$320.59	2	\$53.43	\$2,187
	9653775204	Gutierrez	Adelina	0.38	16,552.80	\$43,200.00	\$2.61	1,619.70	\$4,227.42	\$2,113.71	1,214.80	\$3,170.63	\$317.06	2	\$52.84	\$2,167
	9653774340	Harris	Michael	0.38	16,552.80	\$43,200.00	\$2.61	1,619.80	\$4,227.68	\$2,113.84	1,214.90	\$3,170.89	\$317.09	2	\$52.85	\$2,167
	9653773385	Weaver	Paul	0.40	17,424.00	\$43,500.00	\$2.50	1,620.00	\$4,050.00	\$2,025.00	1,215.00	\$3,037.50	\$303.75	2	\$50.63	\$2,076
													TOTALS:	\$10,192		
													Staff Contingency:	\$5,000		
													GM's Contingency	\$5,000		
													Amendment			
													Total Budget:	\$20,192		

Metropolitan Sewerage District of Buncombe County
Board Action Item - Right-of-Way Committee

COMMITTEE MEETING DATE: 3/22/2023

BOARD MEETING DATE: 4/19/2023

SUBMITTED BY: Tom Hartye, PE, General Manager

PREPARED BY: Angel Banks, Right of Way Manager

REVIEWED BY: Hunter Carson, PE, Director of CIP

SUBJECT: Right of Way Policy and Procedure Updates

Attached please find updates/revisions to the MSD Policy and Procedures for Right of Way Acquisition document. Most edits are for capitalization, grammar, nomenclature, and clarification. Significant changes are annotated. Both redline and clean copies are provided.

STAFF RECOMMENDATION: Approval of updates/revisions to the MSD Policy and Procedures for Right of Way Acquisition document.

COMMITTEE RECOMMENDATION:

METROPOLITAN SEWERAGE DISTRICT OF BUNCOMBE COUNTY

POLICY AND PROCEDURES FOR RIGHT OF WAY ACQUISITION

Capital Improvement Program

1.0 PURPOSE AND DEFINITIONS

The purpose of this Policy is to establish procedures for the Metropolitan Sewerage District (the "District") to acquire easements in real property for constructing, operating, maintaining, repairing, rehabilitating, and replacing, if necessary, interceptor and collector sewer lines in the District Sewerage System. It is the mission of the Right of Way Committee and Right of Way ~~staff~~Section of the Metropolitan Sewerage District to acquire such easements in the most fair and cost-effective manner possible.

District Board - A ~~twelve~~fourteen-member Board who sets and administers District policy. Three members are appointed by the Board of Commissioners for Buncombe County, three members are appointed by the City Council of the City of Asheville, ~~two members are appointed by the Cane Creek Water and Sewer District,~~ and one member is appointed by each of the governing bodies of the Towns of Black Mountain, Biltmore Forest, Montreat, Weaverville, ~~the Town of and~~ Woodfin, and ~~the~~ Woodfin Sanitary Water and Sewer District. The officers of the District Board are elected annually by the members of the District Board. Appointments are generally for a three- year term and are staggered so there is continuity in the membership from year to year.

General Manager - Chief Executive Officer of the District.

Right of Way Committee - A committee of at least five District Board members appointed by the Chair of the Board which reviews ~~right of way~~real estate matters and makes recommendations regarding same to the District Board.

Right of Way Manager – Manager of the easement acquisition program for the District.

Right of Way Agent - Member of the District Right of Way ~~Staff~~Section or ~~Contract~~ Agent responsible for securing signatures on easement documents.

~~Right of Way Administrative Assistant – Member of the District Right of Way Section responsible for administrative and database support for the Right of Way Section.~~

Project Engineer – Engineer responsible for the design, bidding, and administration of the ~~affected~~ sewer line project.

2.0 RESPONSIBILITY

2.1 The District Board of the Metropolitan Sewerage District hereinafter referred to as the "District Board", shall be responsible for selecting and approving sewer line projects requiring the acquisition of easements. The District Board shall have final approval concerning

expenditures of any funds for the acquisition of easements.

2.2 The Right of Way Committee or such other Committee as determined by the Board Chairman to have responsibilities for ~~Right of Way~~ real estate matters, hereinafter referred to as the "Right of Way Committee", shall be responsible for reviewing proposed easement acquisitions, land purchases and other real estate matters and shall make recommendations regarding ~~easement acquisitions~~ same to the District Board. The General Manager shall serve as an ex-officio member of the Right of Way Committee.

Commented [BA1]: We also take land purchases and other real estate matters through ROWC, not just ROW issues.

2.3 The Right of Way ~~Staff~~ Section shall be composed of a Right of Way Manager, designated employees of the District and agents hired by the District pursuant to contract for easement acquisition, hereinafter referred to as the "Right of Way Agent", and the Right of Way Administrative Assistant.

2.4 The Right of Way ~~Staff~~ Section shall work under the direction of the ~~Capital Improvements Program (CIP)~~ Engineering Division and the General Manager, and shall be responsible, subject to the approval of the District Board, for acquiring easements according to the procedures set forth herein.

3.0 PROCEDURE FOR EASEMENT ACQUISITION BY THE DISTRICT

The District will acquire easements for all new construction. With regard to existing lines, the policy is recited below:

The District claims an easement for existing sewer lines more than two years old with no recorded easement where the line was installed by the District or a governmental predecessor in interest or the line has been owned and operated by the District or a governmental predecessor in interest for more than two years. It is understood that the District only claims an easement for the sewer line in its current location and the easement extends in either direction from the center line of the existing sewer line to a width necessary to operate, maintain, repair and replace if necessary the existing sewer line together with a reasonable right of ingress and egress from the nearest public road.

The District may obtain and record easements in these situations to clarify public record.

3.1 PRE-NEGOTIATION

3.1.1 The Project Engineer shall notify the Right of Way Manager of upcoming ~~P~~ projects and provide a schedule for each project including preliminary design completion and easement plat completion. The Right of Way Manager shall then prepare a schedule for easement acquisition.

3.1.2 Upon completion of preliminary plans and easement plats, the Project Engineer shall provide the Right of Way Manager with two sets (or more) of plans, three sets (or more) of

sealed easement plats and a complete description of the need for the project.

3.1.3 The Right of Way Manager will provide the District's attorney with two surveys and/or attachments as necessary. The attorney will perform a current owner or five-year title search, and prepare Limited Ownership Data and Easement Agreement for each affected property.
~~owner.~~

3.1.4 The Right of Way Manager shall assign the project to a member of the Right of Way ~~Staff~~Section for easement acquisition or determine that the project should be negotiated by a contract agent. If the latter is determined, the Right of Way Manager shall obtain a proposal or proposals for professional services for the General Manager's approval. The member of the Right of Way ~~Staff~~Section or ~~C~~contract ~~A~~agent assigned to the project shall hereinafter be referred to as the "Right of Way Agent."

3.1.5 The Right of Way ~~Manager~~Agent shall mail notice of upcoming projects to affected neighborhood associations, when and where those neighborhood associations are known to actively exist. Notice shall describe the project and offer, if desired by the neighborhood, an open meeting conducted by District staff to present the preliminary project design.

3.1.6 Providing new and/or upgraded sewer lines to an area is a valuable service to the community. ~~As public monies provide funding for system improvements, it is the District's policy to attempt to obtain easements for no compensation. MSD is not purchasing the property, only~~In order to provide these sewers, MSD acquires ~~the easements rights~~ to construct, operate, maintain, and reconstruct lines through ~~said area~~private property. ~~This encumbers a property only to the extent that a structure can not be built and no trees can be planted on the easement; the Owner retains all other rights.~~

~~In cases where~~To compensation becomes necessary~~compensate for sewer easements,~~ the following method may be used to establish a budget for each project and compensation with which ~~Staff~~the ~~Right of Way Section~~ may negotiate. The current land value (excluding improvement values) established by the Buncombe County Tax Assessor shall be used as the base value for compensation. Permanent Easement areas shall be compensated at fifty percent (50%) of value for any net new square footage. Temporary Construction Easement areas shall be compensated at a ten percent (10%) annual rate of return on the value of any new square footage for the duration of the project. In determining compensation due under this policy, the District Board may consider the fact that the property is already encumbered by an existing sewer line(s), the rehabilitation of which will not further burden the property.~~:-~~

A contingency shall be added to each project's compensation budget allowing for additional funds to finalize negotiations with owners in lieu of condemnation. The contingency shall be based on ten percent (10%) of the total number of parcels included in the project multiplied by \$5,000.00. Contingency funds may be used on any parcel within the project in order to avoid condemnation. An additional level of contingency funds, amounting to 100% of the budget contingency, shall be added to each project's compensation budget, requiring the General Manager's authority for use.

Commented [BA2]: Deleting "no compensation" sentence as we do not attempt to acquire without compensation. Also deleting last sentence. Our easements restrict fill and other utilities without written permissions and "extent" of an encumbrance is subjective. It is enough to say that MSD acquires easements.

These compensation budgets shall then be presented to the Right of Way Committee and District Board for approval, with the exception of small projects totaling less than \$1,000 before added contingencies. Upon approval, the District Board shall authorize the General Manager to acquire at a maximum not to exceed these limits. Any amounts above these limits must be approved by the Right of Way Committee and District Board.

3.2 NEGOTIATION

3.2.1 The Right of Way Agent will send an introduction letter to each Affected Owner. The introduction letter will present the need for an easement, briefly explain negotiation procedures, state negotiation schedule, and request an appointment with the Owner to discuss acquisition of the easement.

3.2.2 The Right of Way Agent will make all reasonable efforts to meet with the affected Owner or his representative to discuss (1) the District's acquisition policy and procedure, (2) review the Easement Agreement and attached easement plat, (3) to invite Owner input and (4) address specific concerns the Owner may have. A minimum of three documented, substantial meetings must occur between the Right of Way Agent and the Owner. A substantial meeting is defined as personal contact with the property owner, or their appointed agent, where all aspects of the project are reviewed, discussed, and understandings are reached. In the case of a non-local owner, where personal contact may not be possible, substantial meetings are defined as above using telephone conversations or letters where receipt is confirmed by the owner or their appointed agent. As many additional meetings as the Right of Way Agent deems necessary to reach agreement may be held within the confines of the project schedule.

3.2.3 Any special provisions for construction or restoration must be noted on a "Special Provisions Detail Sheet." A copy of the Special Provisions Detail Sheet shall be placed in the file and a copy provided to the Owner. A Special Provisions Summary Report with individual detail sheets attached will be provided to the Project Engineer for inclusion in the special conditions of the project specifications. The Right of Way Agent shall have the authority to offer in lieu of cash compensation, reasonable improvements, trees, plants, or other reasonable provisions agreed upon with the Owner.

3.2.4 If the District and the affected Owner reach an agreement for acquisition of an easement the Right of Way Agent shall be authorized to obtain valid signatures on the Easement Agreement, request a check, deliver compensation to the Owner and secure, if applicable, a Substitute Form 1099S for reporting to the IRS.

3.2.5 Upon recordation of the Easement Agreement, the District's attorney will update the title, prepare Final Limited Ownership Data and return the recorded agreement and ownership data to the District for the file. The Right of Way Administrative Assistant shall send a copy of

the recorded agreement, the Right of Way Use Policy and the Special Provisions Detail Sheet (if negotiated) to the Owner, have any remaining documentation completed and prepare the file for closing.

3.2.6 The responsibility to obtain CIP project encroachment agreements shall rest with the Project Engineer. Requests for encroachment upon the District's existing system shall be reviewed by appropriate CIP and District staff. All completed encroachment agreements shall be filed with the Right of Way project records.

3.3 CONDEMNATION

3.3.1 If, after reasonable efforts by the Right of Way Agent an agreement cannot be reached, the Right of Way Agent may request authority for condemnation.

3.3.2 The decision as to whether or not to proceed with condemnation shall be made by recommendation of the Right of Way Committee to the full Board. If condemnation is authorized, the Right of Way Manager will arrange for an appraisal of the property.

3.3.3 Upon receipt and review of appraisal, the Right of Way Manager shall make a final offer to the affected Owner in the amount of damages determined by the appraisal. If the offer is accepted, the procedures outlined in 3.2.2 through 3.2.4 will be followed.

If the offer is not accepted, the Right of Way Manager will instruct the District's attorney to forward Notice of Condemnation to the Owner by registered or certified mail. A check will be issued for compensation funds as determined by the appraisal to be deposited with the Clerk of Court.

3.3.4 Thirty days after mailing to the Owner the Notice of Condemnation, the District's attorneys shall file the Complaint and Declaration of Taking and deposit compensation funds as determined by the appraisal with the Buncombe County Clerk of Superior Court. Upon filing of the Complaint, the District has access to the easement areas taken.

3.3.5 It is the District's policy to minimize court action and to utilize out of court settlements where possible. In mediation and trial settings where calling a Right of Way Committee/Board meeting is not feasible, the General Manager or his/her designee shall have authority to negotiate on behalf of MSD and to make a recommendation to the Right of Way Committee/Board.

ACCESS

3.4.1 The Right of Way Manager shall advise the CIP Director and the Project Engineer upon the completion of access to all parcels. The project shall not be advertised for construction until this notice is provided by the Right of Way Manager.

8/91 approved - original policy produced
6/93 rev. allow other committees to consider issues
rev. acquisition on existing lines
rev. row agent to obtain estimate -beyond const. scope
9/93 rev. compensation formula
rev. plans/specs to be reviewed/approved by Eng Div
rev. engineer to provide schedule plans/plats/form
4/95 rev. add row mission statement
rev. add contingency to compensation chart
2/96 rev. clarification of contingency guidelines
11/96 rev. policy/esmt. for existing line
6/97 rev. title search changed from 30 yr to 5 yr
6/98 rev. condemnation delegated to ROW Committee
6/98 rev. authorize an additional level of contingency funds
2/99 rev. delete use of subordination agreement
rev. delete construction and media notification by row staff
8/99 rev. update procedures and forms
1/02 rev. general clerical updates
6/02 rev to Compensation Policy
4/06 rev. update policy and procedures
2/07 rev. delegation of Condemnation authority back to Board
9/11 rev. grammar and nomenclature
rev. added "or" phrase to claimed esmts application
rev. remove specified width for claimed esmts
rev. proposals for contract agents approved by GM
rev. add GM/designee authority to negotiate in mediation/trial
2/13 rev. except budgets < \$1,000 from formal presentation
3/23 rev. add CCWSD and ROW Committee members
rev. ROW Administrative Assistant
rev. remove policy of no compensation
rev. grammar and nomenclature