



## Town of Waynesville, NC

### Board of Aldermen Regular Meeting

Town Hall, 9 South Main Street, Waynesville, NC 28786

Date August 13, 2019

Time: 6:30 p.m.

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#### A. CALL TO ORDER - Mayor Gavin Brown

1. Welcome/Calendar/Announcements
2. Adoption of Minutes

***Motion: To approve the minutes of the July 23, 2019 regular meeting as presented (or as corrected)***

#### B. PUBLIC HEARING

3. Public Hearing to consider a map amendment to establish Dellwood Medium Density Residential Zoning on 187 Secret Hollow Lane, PIN 8617-00-9053

- Jesse Fowler, Planner

***Motion: To find the map amendment and rezoning of 187 Secret Hollow Lane reasonable and in the public interest***

***Motion: To find the map amendment and rezoning of 187 Secret Hollow Lane consistent with the Town of Waynesville's 2020 Comprehensive Plan, Waynesville: Our Heritage, Our Future***

***Motion: To approve the map amendment and rezoning of 187 Secret Hollow Lane***

#### D. NEW BUSINESS

4. Request Budget Amendment for the hiring of Developmental Associates to conduct Police Chief recruitment and assessment center



- Rob Hites, Town Manager

**Motion: To approve Budget Amendment # 3 to the fiscal year 2019/2020 Budget**

5. Request Budget Amendment for the addition of online training for OSHA, onboarding and other training needs

- Amie Owens, Assistant Town Manager

**Motion: To approve Budget Amendment # 2 to the fiscal year 2019/2020 Budget**

**Motion: To approve Amendment #1 to the 2019/2020 Financial Operating Plan for Internal Service Funds**

6. Request a budget amendment to use Fund Balance to fund required upgrades to cashiering, utility billing, and accounting software

- Ben Turnmire, Finance Director

**Motion: To approve the budget amendment increasing the amount available to upgrade Munis and Tyler Technologies**

#### E. COMMUNICATIONS FROM STAFF

##### Manager's Report

- Rob Hites, Town Manager

7. Continued discussion of tree trimming policy

- Amie Owens, Assistant Town Manager
- David Foster, Public Services Director

**Motion: To approve the revised tree trimming policy to include language related to commercial areas**

8. Renewal of Forest Steward's Contract to manage Watershed

- Rob Hites, Town Manager

**Motion: Approve Renewal of Forest Steward's Contract to manage Watershed**

9. Resolution endorsing Canton's application for a feasibility study to connect with Waynesville's Waste Treatment Plant via an outfall that would also connect the Town of Clyde.

- Rob Hites, Town Manager



***Motion: To approve a resolution supporting the Town of Canton's application for a grant to fund a study to determine the feasibility of sending Canton's waste water to Waynesville's Waste Treatment Plant***

10. Engineering Contract for Design, Bidding and Construction Administration for WWTP

- Rob Hites, Town Manager

***Motion: To approve the engagement of McGill Engineers as the firm to design, bid and administer the construction of improvements to the waste water treatment plant***

11. Attorney's Report

- Town Attorney Bill Cannon

**F. COMMUNICATIONS FROM THE MAYOR AND BOARD**

**G. CALL ON THE AUDIENCE**

12. Water and Sewer Capacity Fees

- Tim Bowers

**H. CLOSED SESSION**

13. Enter closed session under NC General Statute § 143.318.11(a)(6) – Personnel to discuss the Town Manager's annual evaluation.

**I. ADJOURN**





# TOWN OF WAYNESVILLE

PO Box 100  
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Waynesville, NC 28786  
Phone (828) 452-2491 • Fax (828) 456-2000  
[www.waynesvillenc.gov](http://www.waynesvillenc.gov)

## CALENDAR

August 13, 2019

2019	
Tuesday August 13 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Sunday August 25 5:00 – 7:00 Behind the Hart Theater	Waynesville Public Art Dog Show
Sunday August 25 4:00 PM – 7:00 PM First Methodist Church	Back to School Bash First Methodist Church
Tuesday August 27 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Saturday August 31 10:00 AM – 2:00 PM Waynesville Skatepark	Big Brother Boards End of Summer Bash Waynesville Skatepark
Monday September 2	Town Offices Closed – Labor Day
Tuesday September 10 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Saturday September 14 6:00 – 10:00pm Main Street	Rockin Block Party Downtown Waynesville Association
Tuesday September 24 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Saturday September 28 9:00 – 10:00am Commerce Street in Frog Level	Power of Pink 5K Haywood Healthcare Foundation
Tuesday October 8 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Saturday October 12 12:00am – 5:00pm Main Street	Church Street Art & Craft Show Downtown Waynesville Association
Saturday October 19 10:00 – 5:00pm Main Street	Apple Harvest Festival Downtown Waynesville Association
Tuesday October 22 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session



<b>Thursday October 31</b> <b>5:00 – 7:00pm</b> <b>Main Street</b>	Treats on the Street Downtown Waynesville Association
<b>Thursday October 31</b> <b>5:00 – 8:00 PM</b>	Trunk or Treat First United Methodist Church
<b>Tuesday, November 5</b>	Election Day
<b>Tuesday November 12</b> <b>6:30 PM</b> <b>Board Room</b>	Board of Aldermen Meeting – Regular Session
<b>Tuesday November 26</b> <b>6:30 PM</b> <b>Board Room</b>	Board of Aldermen Meeting – Regular Session
<b>Thursday &amp; Friday Nov 28 &amp; 29</b>	Town Offices Closed – Thanksgiving
<b>Saturday November 30</b> <b>9:00 AM – 4:00 PM</b> <b>Frog Level</b>	Holiday Market Sponsored by Frog Level Merchants Association
<b>Tuesday December 10</b> <b>6:30 PM</b> <b>Board Room</b>	Board of Aldermen Meeting – Regular Session
<b>Tues, Wed &amp; Thurs Dec 24 – 26</b>	Town Offices Closed – Christmas



## Board and Commission Meetings – August 2019

ABC Board	ABC Office – 52 Dayco Drive	<b>August 20th</b> 3 <sup>rd</sup> Tuesdays 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	<b>August 6th</b> 1 <sup>st</sup> Tuesdays 5:30 PM
Downtown Waynesville Association	UCB Board Room – 165 North Main	<b>August 22nd</b> 4 <sup>th</sup> Thursdays 12 Noon
Firefighters Relief Fund Board	Fire Station 1 – 1022 N. Main Street	<b>Meets as needed;</b> <i>No meeting currently scheduled</i>
Historic Preservation Commission	Town Hall – 9 S. Main Street	<b>August 7th</b> 1 <sup>st</sup> Wednesdays 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	<b>August 19th</b> 3 <sup>rd</sup> Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	<b>August 8th</b> 2 <sup>nd</sup> Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	<b>August 21st</b> 3 <sup>rd</sup> Wednesdays 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	<b>August 21st</b> 3 <sup>rd</sup> Wednesdays 3:30 PM

## BOARD/STAFF SCHEDULE

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**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REGULAR MEETING**  
**July 23, 2019**

**THE WAYNESVILLE BOARD OF ALDERMEN** held its regular meeting on Tuesday, July 23, 2019, at 6:30 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

**A. CALL TO ORDER**

Mayor Gavin Brown called the meeting to order at 6:30 p.m. with the following members present:

Mayor Gavin Brown  
Alderman Jon Feichter  
Alderman LeRoy Roberson  
Alderman Julia Freeman

The following Board Member was absent:  
Mayor Pro Tem Gary Caldwell

The following staff members were present:  
Rob Hites, Town Manager  
Assistant Town Manager Amie Owens  
Bill Cannon, Town Attorney  
Eddie Ward, Town Clerk  
Ben Turnmire, Finance Director  
Elizabeth Teague, Development Services Director  
Brian Beck, Interim Police Chief  
Daryl Hannah, Streets and Sanitation Supervisor  
Lisa Burnett, Purchasing Manager

1. Welcome /Calendar/Announcements

Mayor Brown reminded the Board of the following calendar events:

Thursday July 25 – 8:30 pm - Folkmoot Lantern Parade – Hazelwood Parking Area to Folkmoot Friendship Center  
Friday July 25 – 6:30 -9:00 pm-Mountain Street Dance – Main Street  
Saturday July 27 – 10:00 am – 5:00 pm – Folkmoot International Day – Main Street  
Saturday August 3 – 9:00 – 12:00 – Sarges Annual Downtown Dog Walk – Haywood County Courthouse  
Friday August 9 – 6:30 – 9:00 pm – Mountain Street Dance – Main Street  
Saturday August 10 – 9:00 am – Antiques Extravaganza Festival – Depot Street to Panacea  
Saturday August 10 – 1:00 – 2:00 pm – Mountaineer Day – Main Street



2. Adoption of Minutes

*A motion was made by Alderman Julia Freeman, seconded by Alderman Jon Feichter, to approve the minutes of the June 25, 2019 regular meeting, as presented. The motion passed unanimously.*

**B. PRESENTATIONS**

3. Drugs in Our Midst – Presentation

- Jean Parris

Ms. Jean Parris, founder and organizer of Drugs in our Midst, thanked the Board for letting her come to the meeting and speak. She asked the Board to be more involved and join in the Prayer Walk which will be held on September 29, 2019. She said that drugs are very serious in Haywood County and in the Nation, and everyone needs to be leaders against this problem. She would like to see more faces at this Prayer Walk.

She encouraged everyone to learn more about Drugs in our Midst and SUPA (Substance Use Prevention Alliance), which is an off shoot of Healthy Haywood. The organization meets once a month, and there are three priority issues they are working on – kids and drugs, substance abuse by all ages, and community problems caused by drugs.

She explained to the Board about the drug Fentanyl, which is a high strength pain reliever. This drug is very prominent on the street, and when laced with other drugs can be fatal. Ms. Parris said thousands of Narcan kits have been distributed to revive people who have overdosed. These kits have been given to family members of people who use drugs and even distributed to local motels. Training for the use of the Narcan kits is held on the second Tuesday of each month at 2:00 p.m. at the Haywood County Health Department. Alderman Feichter asked about the number of deaths involving opioids. She said that one death in four overdoses was the average currently.

Ms. Jesse-Lee Dunlap explained the need for the syringe exchange program, and the dangers of using dirty needles. She said people who are enrolled in the mobile syringe exchange program are five times more likely to seek help with their addiction.

Ms. Parris stated that as a final note, people with addictions are human – tell them they are loved.

**C. CALL FOR PUBLIC HEARING**

4. Call for Public Hearing on August 13, 2019 to consider zoning 187 Secret Hollow Lane, PIN # 8616-09-5980 to Dellwood Medium Density

- Elizabeth Teague, Development Services Director



Elizabeth Teague, Development Services Director explained to the Board that this public hearing would consider establishing zoning on a newly annexed lot. She stated that at their July 15<sup>th</sup>, 2019 meeting, the Planning Board voted unanimously that the request was consistent with the 2020 Land Use Plan and is reasonable and in the public interest. The Planning Board recommends that the Board of Aldermen adopt the requested map amendment.

***It is noted that Alderman Julia Freeman was excused by the Board from voting because she was the petitioner and owner of the property being zoned.***

***A motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter, to call for a Public Hearing to consider a map amendment to establish Dellwood Medium Density Residential Zoning on 187 Secret Hollow Lane, PIN 8617-00-9053, which was recently annexed, to be held on August 13, 2019 at 6:30 pm or as closely thereafter as possible. The motion carried unanimously.***

#### **D. NEW BUSINESS**

5. Discussion of Solid Waste Ordinance and recent enforcement efforts

- Daryl Hannah, Streets and Sanitation Supervisor
- Town Manager Rob Hites

Town Manager Rob Hites explained to the Board that the Solid Waste Ordinance has been amended several times since 2003 in reference to the size of trash containers acceptable. He said the most recent revision was in 2013 and included the reduction in the maximum container size from 45 gallons to 32 gallons. The reason for this change in 2013 was related to risk management for allowable weights for containers, and to prevent back injuries. Since that time, staff has noticed a steady increase in the size of containers, especially those with wheels.

Mr. Daryl Hannah, Streets and Sanitation Supervisor, said that recently his staff has been tagging the 65-and 96-gallon cans which are designed for automated services, not for people. He said there were dangers to the staff because they must reach down into the larger cans, and this could cause staff to encounter needles or glass, and other possible injuries.

Mr. Hannah said the streets and sanitation staff would like the Board's direction as to whether to amend the ordinance once again and decide how to best deal with the varying size of garbage receptacles. He said his staff's safety comes first. The Town currently only utilizes manual pick up of cans, there is no automated system in place. He said that with the newly purchased garbage truck, it could be equipped with the equipment needed to empty the cans with the automated tipper system.

Manager Hites explained that the Town could purchase and provide containers with the Town's specifications and the Town seal to customers for garbage pick-up. Alderman Feichter added that he would like to see the recycling cans in place also.



The consensus of the Board was to direct staff to research the project and present a program along with financing alternatives at the next Board of Aldermen Retreat. In the meantime, staff will keep tagging the larger cans, and extend the time frame for replacement to four weeks, and if the can is not replaced, the trash will not be picked up.

6. Request purchase of one (1) New Way Rear Loading Refuse Truck from Amick Equipment, Lexington, SC through NCSA contract
  - Lisa Burnett, Purchasing Manager

Ms. Lisa Burnett, Purchasing Manager, stated that the Public Services Staff would like to purchase a New Way Viper 20 cubic yard refuse body which is mounted on a new 2020 International HV607 SBA. She said that the last truck that was purchased was approved in August 2018, and it arrived the last week of June 2019. She said that after speaking to sales reps, it is still a 10 – 12-month delivery time, due to the upswing of the market.

She explained that the NCSA (North Carolina Sheriff's Association) is a nonprofit organization formed in 1922 and engages in a bidding process which meets all requirements of NC General Statutes. She said that in NCGS § 143-129 (e) (3) there exists an exception to the state's formal bidding requirements, which allows NC municipalities to participate in qualified group purchasing programs (of which NCSA is one.) This arrangement is like that offered under state contract or interlocal piggy-back bidding. Upon the award by NCSA of a group purchasing contract, the terms of that purchase can then be made available to local governments without further bidding requirements on the part of the local government. Local governments achieve a lower cost of purchase due to the economics of scale which otherwise would likely not be available to a single local government operating unilaterally.

The total cost of the new refuse truck is \$151,103.48.

***A motion was made by Alderman Julia Freeman, seconded by Alderman Jon Feichter, to approve the purchase of one (1) New Way Rear Loading Refuse Truck from Amick Equipment, Lexington, SC through NCSA contract in the amount of \$151,103.48 as presented. The motion carried unanimously.***

7. Request approval to apply for the Haywood Healthcare Foundation Grant
  - Elizabeth Teague, Development Services Director

Ms. Teague told the Board that the Haywood Healthcare Foundation is offering grants to local nonprofits and government "to improve the health status of Haywood County, its individuals and families through educational programs, grants, scholarships, and leadership opportunities." She said that Staff would like to apply for funds in support of two projects. The first project is to leverage the Town's allocation of \$60,000 toward the development of Calvary/Craven Park in order to include a basketball court and walking trail. The second project is to leverage the donation of \$100,000 from Philan Medford to help the Town install a Greenway bridge over



Richland Creek to link Recreation Park with property the Town acquired last year and expand the greenway and park space available to our citizens.

Ms. Teague added that a neighborhood group of Craven Park has started a Go Fund Me page in order to collect funding for the Park, and the projects they wish to complete. There was much discussion about the basketball court and parking for Calvary/Craven Park.

Ms. Philan Medford gave a brief history of the land where the Greenway Bridge is proposed.

***A motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter, to approve the application to the Haywood Healthcare Foundation Grant. The motion carried unanimously.***

8. Request approval of Budget Amendment for Purchase of new K-9

- Ben Turnmire, Finance Director
- Interim Police Chief Brian Beck

Ben Turnmire, Finance Director, said that the Town of Waynesville has accumulated \$13,174.52 from various grants to the K-9 program. These generous grants were given to purchase K-9 dogs and to continually improve the development of our K-9 program. He said the Police Department would like to use these available funds to purchase a new K-9 dog, new kennel, and various other supplies needed for the purchase of the dog.

***A motion was made by Alderman Julia Freeman, seconded by Alderman Jon Feichter, to approve budget amendment #1 of the Fiscal Year 2019/2020, in the amount of \$13,174.52, for the purchase of new K-9 for use by Police Department. The motion carried unanimously.***

9. Special Event Application – Big Brother Boards – August 31, 2019

- Assistant Town Manager Amie Owens

Amie Owens, Assistant Town Manager, said she had received a request for one (1) new event in the Town of Waynesville. The Special Events Committee did not review this as a committee, but the Assistant Manager Owens has reviewed the application, discussed any concerns noted and spoken with event organizer. The venue for the event is available on that date.

She gave the following description of the new event:

Big Brother Boards End of Summer Bash – Saturday, August 31 from 10 a.m. until 2 p.m. – Jared Lee sponsor. The event will be held at the Waynesville Skatepark and will be open to the public. This is a best trick competition and will allow those who have participated in the various skate camps to show off their newly learned skills. All the proper insurance is in place and participants are required to wear helmets – pads are optional - and everyone must sign a waiver releasing the town from liability as part of their participation.



Assistant Manager Owens said that since the Town had never rented out the skatepark, she asked that any fee that is involved be waived since this is the first time this has been done.

***A motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter, to approve the special events permit application and direct Town Manager to execute special events permits, as presented. The motion carried unanimously.***

## **E. COMMUNICATIONS FROM STAFF**

10. Manager's Report
- Town Manager Rob Hites

### Proposal to provide Bond Counsel for USDA Loan/Interim Construction Financing

Town Manager Rob Hites told the Board that the USDA requires the Town to engage a Bond Counsel to provide legal services in securing "interim construction financing" and permanent loan closing for a loan provided by USDA. A Bond Counsel represents the Town to the financial institution that provide quotes for "interim financing" and prepares the closing documents for both the "interim and permanent" loans. He said that Mr. Bob Jessup of Sanford Holshouser has extensive experience in providing this service to local governments.

Sanford Holshouser provides a lump sum quote of \$10,000 to negotiate "interim financing" and an additional \$5,000 should the "interim financing" be extended. The quote is for \$12,500 for closing the "permanent USDA loan". Manager Hites added that if the Town chooses to use the State Revolving Loan and do not accept the USDA loan, there will not be any costs incurred from the Bond Counsel.

***A motion was made by Alderman Jon Feichter, seconded by Alderman Julia Freeman, to approve the proposal of Sanford Holshouser to provide Bond Counsel for USDA Loan/Interim Construction Financing proposal of Sanford Holshouser, subject to Town Attorney Bill Cannon's ability to negotiate a reasonable price. The motion carried unanimously.***

### Proposals for conducting Police Chief process

Manager Hites stated in the past, Human Resources Firms have been hired to recruit qualified candidates. He said that four proposals had been received for conducting the recruitment and evaluation of candidates for Chief of Police. Three of the four have a great deal of experience recruiting and assessing candidates for several local government positions and one specializes in Police background investigation and recruitment. Two of the firms have been engaged by Waynesville for various personnel related activities. One firm does not include an assessment center as an element of their basic services. He outlined each of the firms' proposals as follows:



### **Developmental Services**

1. Conduct job and organizational analysis to insure the job description matches the Town's current needs
2. Build a candidate profile and post written job advertisements
3. Conduct targeted recruitment of leading candidates
4. Conduct initial screening of applicants
5. Conduct telephone interviews and administer emotional intelligence test to semi finalist
6. Design, recruit, and conduct assessment center. Present results to Manager and facilitate personal Interviews.

Proposed fee: \$18,725.00 (including travel)

### **The Maps Group**

1. Analysis of current position through focus groups
2. Prepare job profile and advertisement
3. Screen applicants and review with staff
4. Recruit assessment team and send assessor manual to team
5. Conduct Assessment Center and facilitate candidate analysis
6. Assist with references as needed

Proposed fee: \$11,000.00 (including travel)

Emotional Intelligence Test \$100.00 per candidate

### **The Mercer Group**

1. Interview manager and stakeholders to develop a position profile
2. Recruit applicants through predominantly electronic media - Reach out to selected candidates
3. Review resumes
4. Conduct telephone interviews
5. Top candidates forwarded to Town Manager who will select finalists
6. Interview coordination with Manager including providing a list of questions.

Proposed fee: \$17,500.00 plus not to exceed \$3900.00 travel – does not included emotional intelligence testing or assessment center

### **USS ISS (Investigative Security Service)**

1. Develop Departmental Profile
2. Develop job description
3. Solicit Applications
4. Review candidates
5. Detailed questionnaire set to finalists
6. Conduct remote interviews using Skype
7. Proposals for conduction a Police Chief Process

Proposed fee: \$24,670.00 (including travel)

Manager Hites stated that Steve Straus with Developmental Associates has conducted three assessment centers in Waynesville and has carried out numerous centers in Western North Carolina. He has recruited over 20 Police Chiefs in NC, many of which are from medium sized towns. His use of emotional intelligence testing is a plus.



Manager Hites and Mayor Brown indicated that had spoken with Alderman Gary Caldwell and he indicated that he thought the Developmental Associates Group would be the preferred choice.

Alderman Feichter stated that he was inclined to endorse Developmental Associates as well.

Alderman LeRoy Roberson said he was very comfortable with Developmental Associates.

Alderman Julia Freeman stated she had used Developmental Associates several times, and feels that they know the community, and what the Town needs.

***A motion was made by Alderman Jon Feichter, seconded by Alderman LeRoy Roberson to use Developmental Associates for the process of conducting the hiring of the new Police Chief. The motion passed unanimously.***

11. Attorney's Report

- Town Attorney Bill Cannon

Attorney Cannon had nothing to report.

**E. COMMUNICATIONS FROM THE MAYOR AND BOARD**

Mayor Brown asked if the board members had any items to discuss. Alderman Jon Feichter noted that he had been following the tree trimming that occurred across the creek from Frog Level Brewing and had communicated with both Town Manager Rob Hites and Frog Level Brewing Owner Clark Williams about the incident. He expressed that he was pleased with the solution that has arisen but wished to address how to avoid such instances in the future. Alderman Jon Feichter said his thought was to include commercial areas in the tree trimming policy from 2018. He asked if procedural directions could extend to a commercial environment and whether the Town could provide notification for parties who may be affected. Alderman Feichter added that, "It doesn't strike me as overly difficult to send out notification that we will be in an area doing XYZ.... Surely we can find ways to avoid having to address this after the fact."

Town Manager Rob Hites responded that he was okay with staff looking at the policy. Mayor Brown interjected that he was not sure that the Town had any responsibility to inform adjacent property owners as this was private property. Discussion continued and Alderman Julia Freeman added that the timing of the trimming caught the business owners off guard; it was done on the 3rd of July when the adjacent businesses were busy. Alderman Feichter concluded that he understands and supports the trimming and remove any threat from the lines themselves, it is just a courtesy to let others know in order to get out in front of any negativity with notifications.

Town Manager Rob Hites will work with Public Services to revisit the policy and incorporate the notice provision. The revised policy will be sent back to the Board for review at the next meeting.



**F. CALL ON THE AUDIENCE**

Mr. Dick Young expressed concerns about the big trucks that travel on Main Street. He said he would like to see the truck route re-established so they would not cause hazards on Main Street. Manager Hites stated he would contact NCDOT in Sylva to see if the truck route could be put back in place.

**G. ADJOURN**

***With no further business, a motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter, to adjourn at 8:16 p.m. The motion carried unanimously.***

**ATTEST:**

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Gavin A. Brown, Mayor

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Robert W. Hites, Jr. Town Manager

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Eddie Ward, Town Clerk



**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
PUBLIC HEARING**

**Meeting Date: August 13, 2019**

**SUBJECT:** Public Hearing to consider a map amendment to establish Dellwood Medium Density Residential Zoning on, 187 Secret Hollow Lane, PIN 8617-00-9053, which was recently annexed.

**AGENDA INFORMATION:**

**Agenda Location:** Public Hearing  
**Item Number:** B3  
**Department:** Development Services  
**Contact:** Elizabeth Teague, Director Development Services  
**Presenter:** Jesse Fowler, Planner Development Services

**BRIEF SUMMARY:** This public hearing will consider establishing zoning on a newly annexed lot. At their July 15 Meeting, 2019, the Planning Board voted unanimously that the request was consistent with the 2020 Land Use Plan and is reasonable and in the public interest. The Planning Board recommends that the Board of Aldermen adopt the requested map amendment.

**MOTIONS FOR CONSIDERATION:**

1. Motion to find the map amendment and rezoning of 187 Secret Hollow Lane reasonable and in the public interest.
2. Motion to find the map amendment and rezoning of 187 Secret Hollow Lane consistent with the Town of Waynesville's 2020 Comprehensive Plan, *Waynesville: Our Heritage, Our Future*.
3. Motion to approve the map amendment and rezoning of 187 Secret Hollow Lane.

**FUNDING SOURCE/IMPACT:** N/A

**ATTACHMENTS:**

1. Staff Report
2. 187 Secret Hollow Lane Map Amendment Application
3. 187 Secret Hollow Lane Aerial Map
4. 187 Secret Hollow Lane Surrounding Zoning Map

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**



## **Town of Waynesville Board of Aldermen Staff Report**

Subject: Map amendment (rezoning) of 187 Secret Hollow Lane  
Ordinance Section:  
Applicant: Development Services Department  
Meeting Date: August 13, 2019

### **Background**

The Board of Aldermen approved the annexation of 187 Secret Hollow Lane on November 27, 2018 and the Planning Board voted to zone the property as Dellwood Residential Medium Density. The current use of the property is as a single-family dwelling. The Dellwood Residential Medium Density District is located approximately 800 feet to the East of 187 Secret Hollow Lane, and this district is the closest residential district to the property.

The purpose and intent of the Dellwood Residential Medium Density District per the Land Development Standards §2.3.2.B states:

The Dellwood Residential Medium Density District (D-RM) shall develop as a low to medium density residential district separating the Russ Avenue and Dellwood/Junaluska Town Center. Promoting a mixture of residential densities, this district shall be developed with such enhancements to residential living as pedestrian access and the provision of open space. Higher density development and limited business and professional services shall be promoted along Russ Avenue with larger lots and cluster development promoted throughout the district. Nonresidential uses typically found in residential areas are permitted, however, development in this district shall be designed to clearly define the residential appearance and scale of the area and to define the differences between this area and the Russ Avenue Town Center and Dellwood/Junaluska Area Center.

### **Consistency with the 2020 Land Development Plan**

In accordance with the 2017 revisions to NCGS 160A-383, staff recommends that the Board could find that this map amendment is consistent with the Town of Waynesville's Comprehensive Plan, *Waynesville: Our Heritage, Our Future, 2020 Land Development Plan*, adopted in 2002, and that this map amendment is reasonable and in the public interest with the following considerations:

- A. The Dellwood Residential Medium Density District is designated as a low to medium density residential district. The current property is used as a single family dwelling on 4 acres of land. This use and density is consistent with the use and density of the Dellwood Residential Medium Density District. (LDS §2.3.2.B)
- B. The zoning of this property as Dellwood Residential Medium Density District is consistent with the following Land Use Plan definition of "Residential Low/Medium Density":



- Low/medium density residential development is located on lands where utility services are typically provided but roads are such that accommodation for higher density development is not recommended. Lands with constraints unsuitable for higher density development (i.e. topography) are also typically included in this category. (LDP 5-11)

## **Staff Recommendations**

1. Staff recommends that the Board of Aldermen vote to find the map amendment and rezoning of 187 Secret Hollow Lane reasonable and in the public interest.
2. Staff recommends that the Board of Aldermen vote to find the map amendment and rezoning of 187 Secret Hollow Lane consistent with the Town of Waynesville's 2020 Comprehensive Plan, *Waynesville: Our Heritage, Our Future*.
3. Staff recommends that the Board of Aldermen approve the map amendment and rezoning of 187 Secret Hollow Lane as Dellwood Residential Medium.

## **Attachments**

1. 187 Secret Hollow Lane Map Amendment Application
2. 187 Secret Hollow Land Aerial Map
3. 187 Secret Hollow Lane Zoning Map





TOWN OF WAYNESVILLE  
Development Services Department  
PO Box 100  
9 South Main Street  
Waynesville, NC 28786  
Phone (828) 456-8647 • Fax (828) 452-1492  
[www.waynesvillenc.gov](http://www.waynesvillenc.gov)

### Application for Land Development Standards Map Amendment

Application is hereby made on JUNE 6, 2019 to the Town of Waynesville for the following map amendment:

Property owner of record: JULIA BOYD FREEMAN  
Address/location of property: 187 SECRET HOLLOW LN. WAYNESVILLE, NC  
Parcel identification number(s): 8616-09-5980  
Deed/Plat Book/Page, (attach legal description): 2006E-517, 219-407  
The property contains 4 acres. 965±17B, CABOCT 2042  
Current district: "NONE"  
Requested district: DELLWOOD RESIDENTIAL MEDIUM DENSITY DISTRICT

The property is best suited for the requested change for the following reason(s), (attach additional sheets if necessary):

PROPERTY CURRENTLY HAS NO ZONING DESIGNATION

### Applicant Contact Information

Applicant Name (Printed): JULIA BOYD FREEMAN  
Mailing Address: P.O. BOX 261, WAYNESVILLE, NC 28786  
Phone(s): 828-734-6367  
Email: boydhome1967@charter.net

Signature of Property Owner(s) of Record Authorizing Application:

Julia B. Freeman

Note: Map Amendment Requests require a fee based on the size and number of lots being requested. The request will be scheduled for the next agenda opening for the Waynesville Planning Board. Please submit application to: Town of Waynesville Development Services Department, 9 South Main Street, Waynesville, NC 28786.

*This institution is an equal opportunity provider*



# Report For

FREEMAN, JULIA BOYD  
PO BOX 261  
WAYNESVILLE, NC 28786

## Account Information

PIN: 8616-09-5980

Legal Ref: 2006E/517

219/407

Add Ref: 965/178

CAB0C/2046

## Site Information

DWELLING

Single-Family

187 SECRET HOLLOW LN

Heated Area: 3086

Year Built: 1967

Total Acreage: 4

Township: Town of Waynesville

## Site Value Information

Land Value: \$45,100

Building Value: \$247,900

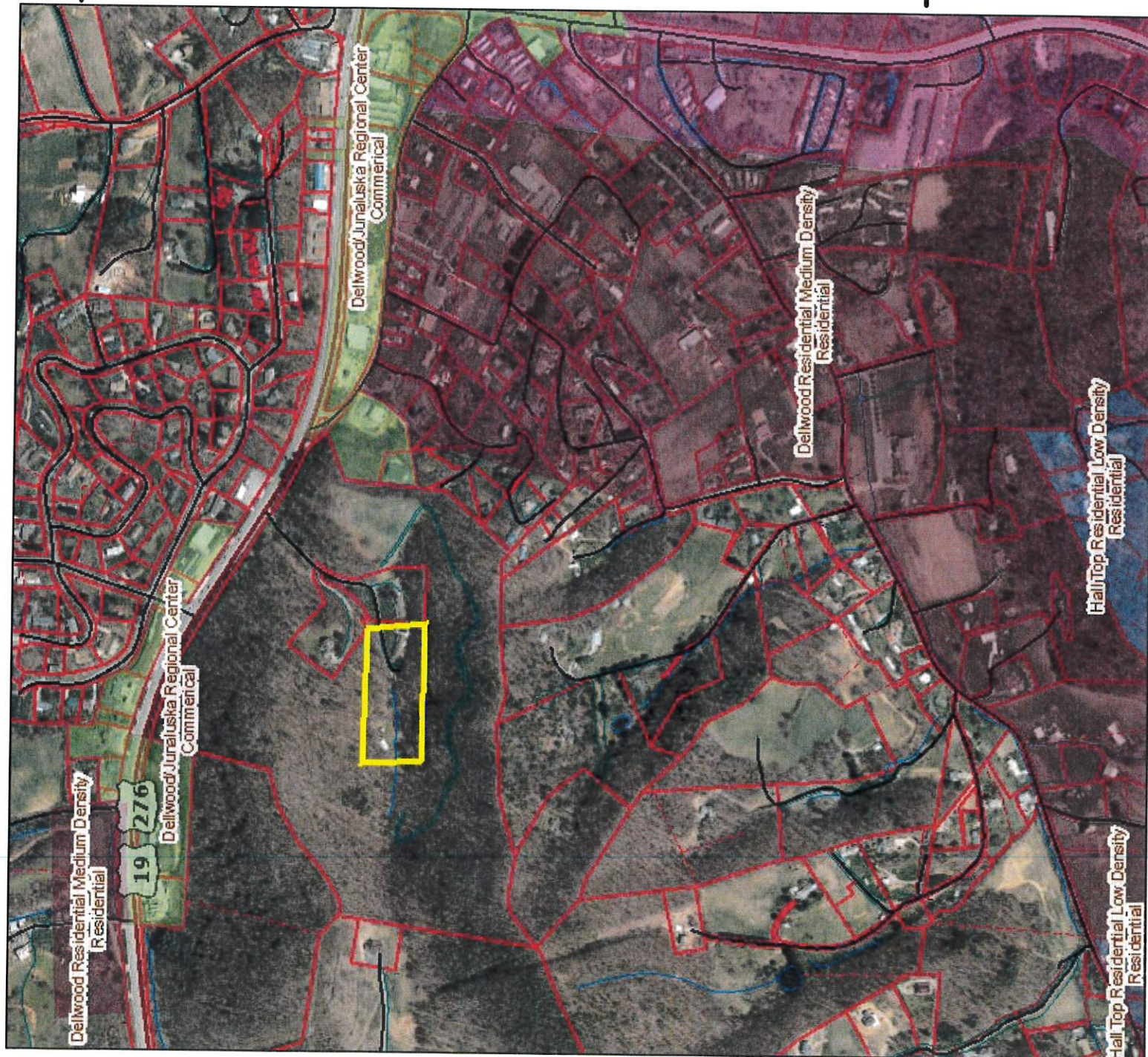
Market Value: \$293,000

Deferred Value: \$0

Assessed Value: \$293,000

Sale Price: \$0

Sale Date: 12/30/2006



1 inch = 667 feet

June 3, 2019

Disclaimer: The maps on this site are not surveys. They are prepared from the inventory of real property found within this jurisdiction and are compiled from recorded deeds, plats and other public records and data. Users of this site are hereby notified that the aforementioned public primary information sources should be consulted for verification of any information contained on these maps. Haywood county and the website provider assume no legal responsibility for the information contained on these maps.





Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

### Map Ammendment for 187 Secret Hollow LN.

Parcel ID: 8616-09-5980  
Current District: None  
Requested District: Dellwood Residential Medium Density District

Heated Area:	3,086
Year Built:	1967
Total Acreage:	4
Township:	Town of Waynesville
Land Value:	\$45,100
Building Value:	\$247,900
Market Value:	\$293,000
Assessed Value:	\$293,000
Sale Date:	12/29/2006

#### Legend

- Regional Center (RC)
- Residential Low Density (RL)
- Residential Medium Density (RM)
- Mixed Use Overlay (MXO)

0 250 500 1,000

Feet

August 13, 2019



**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: August 13, 2019**

**SUBJECT:** Request Budget Amendment for the hiring of Developmental Associates to conduct Police Chief recruitment and assessment center

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** D4  
**Department:** Administrative Services  
**Contact:** Rob Hites, Town Manager  
**Presenter:** Rob Hites, Town Manager

**BRIEF SUMMARY:** The Board of Aldermen approved utilizing Developmental Associates at their July 23, 2019 meeting. As this was not a budgeted expense, a budget amendment will need to be done to professional services for this expense. The total is \$19,000.00.

**MOTIONS FOR CONSIDERATION:** To approve Budget Amendment # 3 to the fiscal year 2019/2020 Budget

**FUNDING SOURCE/IMPACT:** Transfer from Fund Balance

**ATTACHMENTS:**

- Developmental Associates letter with proposal cost

**MANAGER'S COMMENTS AND RECOMMENDATIONS:** Recommend approval





**DEVELOPMENTAL**  
**ASSOCIATES LLC**

www.developmentalassociates.com

Stephen K. Straus, Ph.D.  
Heather A. Lee, Ph.D. SPHR  
Korrel W. Kanoy, Ph.D.  
Thomas M. Moss, MPA

8125 Kennebec Drive • Chapel Hill, NC 27517

(919) 812-0132 • skstraus@developmentalassociates.com

May 17, 2019

Rob Hites  
Manager  
Town of Waynesville  
16 South Main Street  
Waynesville, NC 28786

Dear Rob:

Less than two years ago, I was dismayed when a Town announced the hiring of a new Chief of Police. That municipality used a large national search firm to recruit candidates. I was aware of some strong candidates in their pool. Yet, the candidate they selected lacked significant skills in community engagement, managing staff, and writing. Eighteen months later, he was terminated by the same Manager that had hired him.

Why could the Manager not see the limitations of that top candidate? The Manager thought he could evaluate candidate competencies by relying on a traditional interview approach. *The interview is a very limited tool for evaluating candidates for such a critical position.* In this case, the Manager and his team of interviewers were impressed with the depth of experience and the personable nature of this candidate – competencies that an interview can elicit. But, the interview is incapable of providing the opportunity to directly observe more critical managerial competencies, such as leadership, interpersonal, presentation, writing, supervisory, and meeting facilitation skills. Employers often assume that a personable, knowledgeable and experienced candidate has these other competencies – all too often, that is not the case.

We knew about this candidate's limitations because he had participated in one of our processes for another municipality. We could observe these limitations because we use a more rigorous approach to assess candidates. This approach has been imminently successful. Our success stems from relying on more objective, systematic, and accurate methods to recruit, screen, and evaluate candidates that we call *Talent Identification and Assessment*. You will note as you review our proposal, that this approach reduces guesswork, and provides you with more complete and reliable information about the candidates.



We have a proven track record of performance. **Over the last five years we have provided a substantial number of search processes for all types of positions, but especially for public safety chiefs.** On pages 11-12 we itemize over twenty (20) search processes we have conducted for Chiefs of Police and Fire. For many years we focused exclusively on North Carolina, but now we are expanding into the region. For example, we helped Williamsburg, Newport News and Danville, Virginia; Spartanburg, South Carolina and Statesboro, Georgia all hire outstanding Chiefs. In almost half of these twenty searches, the successful candidate was recruited from outside North Carolina. We also are proud of our diversity record in recruiting and hiring chiefs. Our success in identifying and hiring diverse candidates for Chief was on national display last year. Several television stations and news outlets recognized that North Carolina now has six African-American Chiefs of Police.

<https://www.newsobserver.com/news/local/article175431651.html>

*Developmental Associates partnered with our clients to place four of them.*

Meanwhile we have administered multiple promotional processes to over fifteen (15) departments including some of the largest police departments in North Carolina – the Charlotte-Mecklenburg, and the Fayetteville Police Departments and the Winston Salem and Raleigh Fire Departments. During that time, we have had no grievances associated with our work and, by all accounts, our placements are performing well – in some cases, brilliantly.

**Our approach has two goals. First, we intend to provide you with high quality candidates from a national, regional and statewide recruiting base.**

We provide four methods of recruitment. First, we **target individuals** with whom we have worked directly. Having worked with thousands of public safety managers through our consulting and training, we are well connected to the leading candidates in the state and in the region. Moreover, during the last few years we have conducted numerous searches for fire service executives and have established national contacts through those processes. Moreover, our work with large City fire department promotional processes provides us with comprehensive information about the capacity of a number of candidates whose credentials and experience would be suitable for the Town.

Second, we make **individual contacts through social media**. We maintain lists of hundreds of public safety managers that we can contact with email blasts, Facebook, and LinkedIn notices.

Third, we know how to make the best use of the most widely referenced **professional journals and websites**. We can enhance the information provided to those sites by relying on a comprehensive study of the position and the organization that enables us to craft attractive, realistic, and comprehensive postings.



Fourth, we have established a **national network** through our contract with NEOGOV, the number one HR application to governments nationwide. This service enables us to provide recruitment and applicant tracking solutions on a national level. We supplement that through our long-term affiliations with the International Association of Police Chiefs and the NC Police Chiefs Association.

**Second, we provide you the most in-depth and accurate information possible about the top candidates for this position to enable you to make the most informed decisions possible.**

It is **essential** to rely on three common and very comfortable methods as a part of the selection process: 1) reviews of resumes, 2) reference and background checks, and 3) interviews.

*Nevertheless, these are the three **least** accurate methods for determining the true competencies of candidates.* One of many reasons for the limitations of these methods is that they rely mostly on indirect or inferential data. For example, resumes tell us what the candidate has done, but not how well he/she has performed. References rely on third-party observations that have often been shown to be unreliable. Interviews, when conducted in a systematic and behavioral-based fashion, can reveal certain key attributes: knowledge, verbal communication skills, and judgment (when situational questions are included). *Interviews, however, are not able to directly verify other critical skills, such as conflict resolution, project planning, meeting or group facilitation, leadership style, problem solving, writing, or even presentation skills.*

Assessment center processes and certain psychometric tests are of greater validity than the traditional three methods alone. Developmental Associates promotes the use of assessment centers in conjunction with other methods. In these processes, we design exercises that simulate the responsibilities of the position, such as making board presentations, developing written project plans, facilitating staff meetings, conducting performance-based role plays, and facilitating community meetings to directly observe the skills of candidates. We independently supplement this first-hand assessment with the Emotional Intelligence Inventory (EQi 2.0) to validate what we have observed in the assessment center process. This additive combination of two highly valid methods, coupled with traditional methods, greatly enhances the accuracy and depth of information we can provide you.

Thank you for considering our services Rob! We would be delighted to work with you on this most critical process.

Sincerely,



Stephen K. Straus, Ph.D.  
President - Developmental Associates, LLC



### PROPOSED FEES FOR THIS PROJECT

BASIC FEE	ADDITIONAL OPTIONS (Including Maximums)
\$17,000	<ul style="list-style-type: none"><li>• EQi – Screen @ \$75 per candidate (up to 15)</li><li>• EQi- Analysis @ \$100 per candidate (up to 6)</li><li>• Coaching and Feedback @ \$250 per candidate (2)</li><li>• Background @\$2250 per candidate*</li></ul>

**\*Background fees are paid directly to retired Police Chief Thomas Younce**

Each fee for service is itemized in the Scope of Work on pages 5-8. **We charge no other fees for expenses.**

**Our maximum total fee would be \$18,725 (not including coaching) and assumes we provide the following additional services:**

- Administration of the EQi to screen 15 candidates (the Town can choose fewer)
- EQ Analysis of 6 finalists (the Town can choose fewer)



Ordinance No. O-11-19

Amendment No. 3 to the 2019-2020 Budget Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the 2019-2020 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the 2019-2020 Budget Ordinance be amended as follows:

General Fund:

Increase the following revenues:

Fund Balance Appropriated

103900-493992 Fund Balance Appropriated	\$19,000.00
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\_\_\_\_\_

Total General Fund revenue increase	\$19,000.00
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Increase the following appropriations:

Police Professional Services

104310-521990 – Professional Services	\$19,000.00
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\_\_\_\_\_

Total General Fund appropriation increase	\$19,000.00
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Adopted this 13<sup>th</sup> day of August 2019.

Town of Waynesville

\_\_\_\_\_  
Gavin A Brown  
Mayor

Attest:

\_\_\_\_\_  
Eddie Ward  
Town Clerk

Approved As To Form:

\_\_\_\_\_  
Bill Cannon  
Town Attorney



**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: August 13, 2019**

**SUBJECT:** Request Budget Amendment for the addition of online training for OSHA, onboarding and other training needs

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** D5  
**Department:** Administrative Services  
**Contact:** Amie Owens, Assistant Town Manager  
**Presenter:** Amie Owens, Assistant Town Manager

**BRIEF SUMMARY:** When the Town transitioned from the NC League of Municipalities to the new vendors for property/liability and workers compensation, the access to the NCLM training module was terminated. As we still have the need for annual and onboarding trainings to meet OSHA and other standards, we have been able to work with the same online vendor that the NCLM was utilizing FirstNet Learning. There are currently 400 topics available for trainings, in October, that number increases to 1,400.

All employees will have access to the online training portal and would be a useful tool for the various career track requirements, especially for those who may not be able to attend classes off site. The portal also allows for employer specific information and slide shows to be added; this was not a capability we had previously.

The total cost is \$16,104.00 which broken down is an initial set up fee of \$4,000 and a \$12,104 annual subscription and would be shared across all funds.

**MOTIONS FOR CONSIDERATION:**

1. To approve Budget Amendment # 2 to the fiscal year 2019/2020 Budget
2. To approve Amendment #1 to the 2019/2020 Financial Operating Plan For Internal Service Funds

**FUNDING SOURCE/IMPACT:** Transfer from Fund Balances; there was a \$76,000 savings changing from the NCLM to the new vendor

**ATTACHMENTS:**

- Email from Kevin O'Conner

**MANAGER'S COMMENTS AND RECOMMENDATIONS:** Recommend approval



## Amie Owens

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**From:** Kevin O'Connor <koconnor@neogov.net>  
**Sent:** Friday, July 26, 2019 4:31 PM  
**To:** Amie Owens  
**Subject:** NEOGOV Followup - Town of Waynesville, NC  
**Attachments:** Learn Course Catalog (5.31.19).pdf

Hi Amie!

Thanks again for taking the time to talk this afternoon! I enjoyed getting a better understanding of what the Town is doing today for HR processes, as well as discussing what some options may be moving forward.

I have attached an executive summary and some highlight videos of the modules we offer.

[Applicant Tracking](#)

[Onboard](#)

[eForms](#)

[Performance Management](#)

[Learning Management](#)

[Executive Summary](#)

As far as pricing, for **LEARN:**

**Annual License: \$12,104.00**

**Setup/Training: \$4,000.00**

If you have any questions before we connect next, please feel free to reach out!

All the best,

Kevin

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Resolution No. R-15-19

Amendment No. 1 to the 2019-2020 Financial Operating Plan For Internal Service Funds

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the financial operating plans of the internal service funds.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the 2019-2020 financial operating plans of the internal service funds is amended as follows:

Increase the following revenues:

Charges to other funds			
Charges to General Fund	813650-453610		\$ 7,765
Charges to Water Fund	813650-453661		\$ 1,715
Charges to Sewer Fund	813650-453662		\$ 1,719
Charges to Electric Fund	813650-453663		\$ 4,905
Total charges to other funds			<hr/> \$16,104

Increase the following appropriations:

Public Services-Administration		
Dues & Subscriptions	814120-534910	\$16,104

Adopted this 13th day of August 2019.

Town of Waynesville

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Gavin A Brown  
Mayor

Attest:

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Eddie Ward  
Town Clerk

Approved As To Form:

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William E Cannon Jr  
Town Attorney



**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: August 13, 2019**

**SUBJECT:** Request a budget amendment to use Fund Balance to fund required upgrades to cashiering, utility billing, and accounting software.

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** D6  
**Department:** Finance  
**Contact:** Ben Turnmire, Finance Director  
**Presenter:** Ben Turnmire, Finance Director

**BRIEF SUMMARY:**

Many of the technologies the Town of Waynesville uses to deliver customer service and financial management services are outdated. The platforms we are currently using for Utility Billing and Electronic Payments are no longer supported by Tyler Technologies, therefore, we must upgrade to a newer software. These technologies will allow staff to deliver more effective and timely services and information to citizens, departments, and elected officials.

**MOTIONS FOR CONSIDERATION:**

1. To approve the budget amendment increasing the amount available to upgrade Munis and Tyler Technologies.

**FUNDING SOURCE/IMPACT:** This project will use Fund Balance to be allocated to the General Fund.

**ATTACHMENTS:**

- Budget Amendment

**MANAGER'S COMMENTS AND RECOMMENDATIONS:** Recommend approval



Ordinance No. O-12-19

Amendment No. 4 to The 2019-2020 Budget Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the 2019-2020 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the 2019-2020 Budget Ordinance be amended as follows:

General Fund:

Increase the following revenues:

Fund Balance Appropriated	
103900-493992	\$65,000
	<hr/>
Total General Fund revenue increase	\$65,000

Increase the following appropriations:

Finance Equipment Repairs & Maintenance	
104130-533520	\$65,000
	<hr/>
Total General Fund appropriation increase	\$65,000

Adopted this 13th day of August 2019.

Town of Waynesville

---

Gavin A Brown  
Mayor

Attest:

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Eddie Ward  
Town Clerk

Approved As To Form:

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William E. Cannon, Jr.  
Town Attorney



## **POLICY REGARDING TRIMMING ON RIGHTS OF WAY**

**Whereas**, section 46.8 of Waynesville's code of ordinances declares it "unlawful for any person to allow to permit any shrubbery, undergrowth, trees, weeds or any other form of plant growth grow upon, protrude or project into any sidewalk, street or public square.... or any form of plant growth to stand upon any property at or near any street intersection so that the growth may obscure the view of pedestrians or persons traveling in vehicles at street intersections"; and

**Whereas**, section 8.3.3 of the code of ordinances' Land Development Standards states that "every owner of any tree overhanging any street or right of way shall prune the branches so that such branches shall not obstruct the light from any street lamp or obstruct the view of any street intersection so that there shall be a clear space of eight (8) feet above the surface of the sidewalk or parking area and thirteen (13) feet above any travel way"; and

**Whereas**, section 8.3.3 of Waynesville's code of ordinances' Land Development Standards states that "The Town is authorized to remove and /or trim trees and shrubs from public properties and public rights of way"; and

**Whereas**, section 8.3.3 states that "The Town shall have the right to cause the removal of trees on private property when such trees constitute a hazard to life and property"; and

**Whereas**, The Board of Aldermen have requested that a policy regarding the administration of the above mentioned ordinances be developed;

### **BE IT RESOLVED BY THE BOARD OF ALDERMEN THAT THE FOLLOWING POLICY BE ADOPTED:**

**That**, the Town shall advertise thirty (30) days in advance through, print media, electronic means, and direct mail the periods when the staff intends to conduct right of way trimming in the Town; and

**That**, The Town shall conduct annual trimming of arterial, collector streets and State maintained roads after said advertisement in accordance with applicable industry standards and with direction from the Town's assigned right-of-way agent; and

**That**, The Town shall conduct trimming of all other streets, rights of way and sidewalks on a case by case basis when violations of the above stated ordinances are brought to their attention or violations are observed by the Town employees. Such trimming shall take place only after the property owner has been provided a ten (10) working day written notice via door hanger or letter of said violation; and



**That,** Town employees may take immediate action against a violation of the above ordinances after personally contacting the owner in cases where the violation poses an immediate danger to the life and or property of a citizen. (Ex. Obstruction of a sidewalk where blind or wheelchair bound citizens may traverse).

**That,** Town employees will, when working in commercial areas, attempt to work with business owners to develop a timeline for such trimming and when possible, notify those businesses immediately adjacent to the area that will be trimmed related to any potential for landscape change and noise impacts prior to beginning the task.

Adopted this the 13th day of August, 2019.

**Town of Waynesville**

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Gavin A. Brown, Mayor

Attest:

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Eddie Ward, Town Clerk



**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**August 13, 2019**

**SUBJECT:**       Renewal of Forest Steward's Contract to manage Watershed

**AGENDA INFORMATION:**

**Agenda Location:**       Manager's Report  
**Item Number:**         **E8**  
**Department:**         Administration  
**Contact:**             Rob Hites, Town Manager  
**Presenter:**          Rob Hites, Town Manager

**BRIEF SUMMARY:**   Forest Stewards has been performing forest management and academic research in Waynesville's watershed for several years. They conduct surface water quality testing and forest management practices such as thinning of white pine to encourage growth of hardwoods, and removal of non- native species such as Oriental Bittersweet. Their goal is to re establish a hardwood forest. They propose a \$42,000 per annum contract, the same as contract amount as last year.

**MOTION FOR CONSIDERATION:** Approve contract

**FUNDING SOURCE/IMPACT:** The contract amount has been included in the 2019-20 budget

**ATTACHMENTS:** Contract

**MANAGER'S COMMENTS AND RECOMMENDATIONS:** Forest stewards is insuring that best forest management practices are carried out in the watershed. They have a long- range plan to restore the watershed to its pre-clearcutting health and they are watching out for invasive species of plants. Their water quality test sites provide the Town with important information as to the health of the streams that feed the lake. The Town's partnership with Forest Stewards provides the Town with an important contact with the academic community.



*Forest Stewards, Inc.*  
**SERVICES AGREEMENT**  
**(2019-20)**

**THIS SERVICES AGREEMENT** (the "Agreement") is made between **Forest Stewards, Inc.**, a North Carolina nonprofit corporation ("Forest Stewards"), and the **Town of Waynesville, NC** ("Client").

**RECITALS**

**WHEREAS**, Forest Stewards provides a variety of services related to sustainable forest management in the southern Appalachian Mountains; and

**WHEREAS**, Client desires to engage the services of Forest Stewards.

**NOW, THEREFORE**, in consideration of the terms, conditions, and mutual covenants hereinafter set forth, the parties agree as follows:

**TERMS**

**1.0     Obligations of Forest Stewards.**

1.1     Forest Stewards agrees to perform the following tasks in the Waynesville Watershed:

- a. *Monitor surface water quality*
  - i. *Continue collecting and summarizing surface water quality data within the Waynesville watershed, and to assess stewardship impacts on water quality. A focus will be to develop comprehensive baseline data in the Old Bald/Steestachee Project Area to monitor and document any effects of future stewardship treatments on water quality.*
- b. *In consultation with town staff and easement holders (SAHC and CTNC), continue monitoring and controlling non-native invasive plant populations. We will focus on areas near the reservoir, including the 2014 white pine thinning unit, and areas in the Old Bald/Steestachee Project Area where future treatments may occur.*
  - i. *We will implement chemical and mechanical non-native plant control methods in selected areas consistent with time and resources available. Our efforts will concentrate on controlling invasive species that appear to pose the greatest threat to the establishment of native vegetation. Key among these is oriental bittersweet.*
  - ii. *Compile and share results of all NNIS control efforts through 2019.*
- c. *Complete re-measurement of the continuous forest inventory plots established in 2008/09 (CFI plots).*
  - i. *Collect data and monument plot locations for all remaining plots.*
  - ii. *Note: data entry and summarization will occur during the following year.*
- d. *In consultation with town staff and easement holders (SAHC and CTNC) begin implementation of proposed stewardship treatments in the Old Bald/Steestachee Project Area that were outlined during the July 2019 stewardship tour.*
- e. *Collaborate and assist with other entities investigating watershed resources.*
  - i. *Examples include EBCI/USFS ramp harvesting, WCU wildlife studies, HRI hemlock treatments.*



- f. Participate in town meetings and update town officials and the public as needed.*
- g. Continue to maintain biophysical and geospatial databases for the watershed, and create maps and data summaries as requested.*

**2.0    Period of Performance:**        July 1, 2019 through June 30, 2020

**3.0    Compensation.**

3.1        It is agreed that the total compensation to Forest Stewards for services performed under this Agreement shall be **forty-two thousand dollars (\$42,000)**.

3.2        Payment shall be made per the following schedule:

\$10,000 will be due on August 15, 2019  
\$10,000 will be due on November 30, 2019  
\$11,000 will be due on March 1, 2020  
\$11,000 will be due on June 30, 2020

3.3        Payment shall be made by Client to Forest Stewards upon receipt of invoice and mailed to the following address:

Forest Stewards, Inc.  
331 Stillwell Building  
Western Carolina University  
Cullowhee, NC 28723

3.4        The tax identification number of Forest Stewards, Inc. is: 26-2624364

**4.0    Termination.**

4.1        In the event that either party shall commit any breach of or default in any of the terms or conditions of this Agreement, and also shall fail to remedy such default or breach within thirty (30) days after receipt of written notice thereof from the other party hereto, the party giving notice may, at its option and in addition to any other remedies which it may have at law or in equity, terminate this Agreement by sending notice of termination in writing to the other party to such effect, and such termination shall be effective as of the date of the receipt of such notice.

4.2        Termination of this Agreement by either party for any reason shall not affect the rights and obligations of the parties accrued prior to the effective date of termination of this Agreement.



## **5.0     Dissemination of results.**

5.1     Client acknowledges that Forest Stewards is an associated entity of Western Carolina University (WCU), and that certain findings and results of this project may be publishable or otherwise be made available to the public. Client agrees that WCU researchers and others engaged in the project shall be permitted to present at symposia, national, or regional professional meetings, and to publish in journals, theses, or dissertations, or otherwise of their own choosing.

## **6.0     Insurance.**

6.1     At all times during the term of this Agreement, Forest Stewards shall obtain and maintain in full force and effect: (a) worker's compensation insurance, and (b) comprehensive general liability insurance, in amounts of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the annual aggregate, in connection with the Project and services described in this Agreement. Certificates of insurance evidencing such insurance coverages will be provided to Client upon reasonable request. Forest Stewards shall give five (5) day's written notice to Client of the termination or cancellation of any such policies of insurance.

## **7.0     Independent Contractors.**

7.1     In the performance of all services hereunder, Forest Stewards shall be deemed to be and shall be an independent contractor and, as such, Forest Stewards shall not be entitled to any benefits applicable to employees of Client. Neither party is authorized or empowered to act as agent for the other for any purpose and shall not on behalf of the other enter into any contract, warranty, or representation as to any matter. Neither shall be bound by the acts or conduct of the other.

## **8.0     Hazardous Materials and Other Dangers.**

8.1     Client shall notify Forest Stewards in writing before any work is performed of all known hazardous materials, hazardous conditions, and any other safety risks existing on the property that is the subject of this Agreement. Client shall indemnify, protect, defend, and hold harmless Forest Stewards and its directors, officers, agents, employees, representatives, and assigns from and against any and all claims, demands, suits, and causes of action and any and all liabilities, costs, damages, expenses, and judgments incurred that relate to or arise out of the Client's failure or refusal to notify Forest Stewards of known hazardous materials or conditions pursuant to this Paragraph 8.

## **9.0     Miscellaneous Terms.**

9.1     Assignment. Neither party may assign any of its rights or delegate any of its obligations hereunder without first obtaining the prior written consent of the other party hereto. This Agreement inures to the benefit of, and is binding upon, the successors and permitted assigns of the parties hereto.

9.2     Binding Effect. Subject to the provisions of this Agreement relating to transferability, this Agreement will be binding upon and inure to the benefit of the parties and their respective successors, heirs, legal representatives, and assigns.



9.3 Entire Agreement/Amendments. This Agreement contains the entire understanding between the parties hereto and supersedes all prior agreements, understandings, and arrangements between the parties relating to the subject matter hereof. No amendment, change, modification or alteration of the terms and conditions hereof shall be binding unless evidenced by a writing signed by the parties hereto.

9.4 Force Majeure. No party to this Agreement shall be liable for failure to perform any duty or obligation that said party may have under this Agreement where such failure has been occasioned by any act of God, fire, strike, unavoidable accident, natural disaster, epidemic or pandemic, war or any cause outside the reasonable control of the party who had the duty to perform.

9.5 Governing Law and Venue. This Agreement and the rights and obligations of the parties hereunder shall in all respects be governed by the substantive law of the State of North Carolina, including all matters of construction, validity and performance. This provision shall survive the term of the Agreement. The parties hereto agree that the venue of any lawsuit filed in connection with this Agreement shall be Jackson County, North Carolina.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement effective as of the date last hereinafter written.

**Client**

**Forest Stewards, Inc**

By: \_\_\_\_\_

By: \_\_\_\_\_

Peter C. Bates

Title: \_\_\_\_\_

Title: President, Board of Directors

Date: \_\_\_\_\_

Date: \_\_\_\_\_

—

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**August 13, 2019**

**SUBJECT:** Resolution endorsing Canton's application for a feasibility study to connect with Waynesville's Waste Treatment Plant via an outfall that would also connect the Town of Clyde.

**AGENDA INFORMATION:**

**Agenda Location:** Manager's Report  
**Item Number:** E9  
**Department:** Administration  
**Contact:** Rob Hites, Town Manager  
**Presenter:** Rob Hites, Town Manager

**BRIEF SUMMARY:** As part of the Town's role as a regional waste treatment facility NC Department of Environmental Quality requires that it discuss the long-term needs of its neighboring jurisdictions. Both the Town of Clyde and Canton expressed a desire to explore the feasibility to build an outfall that would connect them with Waynesville's waste treatment plant. Clyde's waste water is currently being treated by our plant so we would be studying the impact of Canton's 900,00 GPD flow. The plant is being sized to handle eight million gallons of flow per day through its headworks. Once the abandoned secondary clarifiers are abandoned the new clarifiers can be constructed to accommodate an 8 million gallon per day flow. The Study will determine the cost of constructing an interconnection with Waynesville. The grant will fund 100% of the cost of the study estimated to be \$50,000. It does not bind the Town to accept the Canton's waste. If Clyde wishes to construct an outfall directly to Waynesville's waste treatment plant, it would make sense to size it for Canton's future flow.

**MOTION FOR CONSIDERATION:** Approve a resolution supporting the Town of Canton's application for a grant to fund a study to determine the feasibility of sending Canton's waste water to Waynesville's Waste Treatment Plant.

**FUNDING SOURCE/IMPACT:** None

**ATTACHMENTS:** Resolution

**MANAGER'S COMMENTS AND RECOMMENDATIONS:** Having Waynesville treat Clyde and Canton's waste water provides considerable economies of scale for everyone involved. Operating costs would be spread among more users and a single discharge point on the Pigeon River is ecologically sound. Neither Canton nor Clyde expect Waynesville to bear the cost of the outfall or expansion of the plant unless Waynesville needs additional capacity. This study is a great tool for Waynesville to determine the cost involved in its next upgrade which may be several years down the road.



## MRF Study Narrative

### Town of Canton

The Town of Canton generates an average wastewater flow of 1.0 MGD. This flow is treated in Evergreen Packaging's wastewater treatment plant, located within Town limits. Evergreen owns and operates a pulp and paper mill, the successor company of Champion International and later Blue Ridge Paper. There has been much speculation in recent years that the paper mill might close due to international competition and/or more stringent effluent limitations contained in its permit to discharge to the Pigeon River. If this were to happen, the Town would be left without a local wastewater treatment option as the privately held 25 MGD Evergreen WWTP could not be scaled down cost effectively, even if it could be purchased for future use. Canton is therefore applying to the North Carolina Department of Environmental Quality (NCDEQ) for a Merger/Regionalization Feasibility Grant to evaluate its wastewater options in the event of an Evergreen paper mill closure. They desire to conduct this study in conjunction with the Town of Clyde and the Town of Waynesville. Waynesville is in the process of upgrading and modernizing their wastewater treatment plant to address Notices of Violation (NOVs) and upon attaining regulatory compliance would be positioned through a future expansion to accept Canton's wastewater. Clyde is a strategic partner in the study due to the fact that any conveyance of wastewater from Canton to Waynesville would pass through Clyde's collection system. The study will evaluate other regional options such as a new wastewater treatment plant, capital utility infrastructure necessary to connect the systems, along with financial and managerial considerations.



## **RESOLUTION # R-16-19**

### **Resolution Endorsing the Town of Canton's Application for a Merger and Regionalization Feasibility Study Grant**

- WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost to develop a Merger/Regionalization Feasibility Study, and
- WHEREAS, The Town of Waynesville has need for and intends to conduct a Merger and Regionalization Feasibility Study with the Towns of Clyde and Canton to determine merger/regionalization options and opportunities; and
- WHEREAS, The Town of Canton intends to request state Merger and Regionalization Feasibility Study (MRF) funding assistance for the project.

#### **NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF ALDERMEN OF THE TOWN OF WAYNESVILLE**

That Town of Waynesville supports the Town of Canton's application for a Regionalization-Feasibility Study and will share with Clyde and Canton in the financing for all remaining costs (1.5% Project Management Fee) of the project, if approved for a State grant award.

That the Town of Waynesville will provide its share of fees and charges and other available funds which will provide adequate funds to complete the MRF Study.

That Gavin Brown, Mayor of Waynesville, is hereby authorized to execute any documents necessary on behalf of the Town to support the application for the MRF Study.

That the Mayor and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project to make the assurances as contained above.

That the Town has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the \_\_13\_\_ day of August 2019 at Waynesville Town Hall, 16 S. Main Street, Waynesville, NC 28786.

Signed: \_\_\_\_\_  
Gavin A. Brown  
Mayor, Town of Waynesville

Seal:

Attest: \_\_\_\_\_  
Eddie Ward  
Clerk



**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting Town Clerk of the Town of Waynesville does hereby certify:  
That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of  
an application with the State of North Carolina, as regularly adopted at a legally convened meeting of  
the Waynesville Board of Aldermen duly held on the \_\_13\_\_\_\_ day of August, 2019; and, further, that  
such resolution has been fully recorded in the journal of proceedings and records in my office. IN  
WITNESS WHEREOF, I have hereunto set my hand this \_\_13\_\_\_\_ day of August, 2019.

---

(Signature of Recording Officer)

---

(Title of Recording Officer)

Notary

North Carolina, \_\_\_\_\_ County

I, \_\_\_\_\_ a Notary Public for Haywood County, North Carolina, do hereby certify  
that \_\_\_\_\_ personally appeared before me this day and acknowledged the  
due execution of the foregoing instrument. Witness my hand and official seal this the \_\_\_\_\_ day of  
\_\_\_\_\_ 2019.

---

(Signature of Notary)

My commission expires: \_\_\_\_\_



**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**August 13, 2019**

**SUBJECT:** Engineering Contract for Design, Bidding and Construction Administration for WWTP

**AGENDA INFORMATION:**

**Agenda Location:**       **Manager's Report**  
**Item Number:**       **E10**  
**Department:**       Administration  
**Contact:**       Rob Hites, Town Manager  
**Presenter:**       Rob Hites, Town Manager

- **BRIEF SUMMARY:** The next step in the process that leads to the funding, design, bidding and construction of our Waste Water Treatment Plant is to solicit proposals for the actual design of the plant. We have just completed a "Preliminary Engineering Plan" which DEQ and USDA use as a template for the Special Order of Consent, and grant/loan applications. The next step is to advertise for an engineering firm to design one of the alternatives outlined in the PER. We drafted an RFP and sent it to several firms plus placing it on our website. We received two responses. The staff has reviewed the written submissions and interviewed WithersRavenel and McGill Engineers. We questioned them on their experience designing and overseeing the construction of waste treatment plants, the challenges we will encounter as we renovate our plant and discussed the success of the technology outlined in the alternatives.
- **MOTION FOR CONSIDERATION:** Approve the engagement of McGill Engineers as the firm to design, bid and administer the construction of improvements to the waste water treatment plant.
- **FUNDING SOURCE/IMPACT:** Proceeds of the State Revolving Loan will be used to pay for the design contract. The Town will use "Interim Financing" to fund the design fees should the Town choose to borrow funds from USDA.
- **ATTACHMENTS:** Proposals of WithersRavenel and McGill Engineers
- **MANAGER'S COMMENTS AND RECOMMENDATIONS:** Larry Pressley, David Foster, Preston Gregg and I reviewed the written submissions and held personal interviews with WithersRavenel and McGill Engineers. Both firms have a solid background in the design and construction of waste water treatment plants. Both firms have been engaged with plants in Western North Carolina. The factor that leads us to choose McGill Engineers for the design, bidding and construction administration of the Town's plant is their extensive experience with the plant and the impact of regional collection systems on its process. McGill has been involved with different engineering components of the plant for several decades. They have recommended improvements to the plant in several studies over the years and provide on site advice to the staff regarding the repairing of the plant's infrastructure. They know where to be especially cautious as the contractor begins their work. This experience with the plant and the knowledge they acquired as they analyzed the plant for the PER leads us to recommend them as design engineers for the improvement of the plant.





## MEMORANDUM

**TO:** Mayor and Town Board of Aldermen  
**FROM:** Robert W. Hites Jr.  
**DATE:** 8/13/19  
**SUBJECT:** Engineering Design, Bid and Construction Administration Contract

The next step in the waste water treatment plant improvement process is to select an engineering firm to carry out the design, bidding and construction administration of the plant. We are attempting to submit a grant/loan package to USDA in late August in order to get in line for any reversion of unspent USDA funds at the end of the Federal fiscal year. The loan application requires that we submit the engineering contract as an exhibit to the application.

We drafted an RFP for the design, bidding and construction administration of the waste water treatment plant and sent it to several firms that do business in Western North Carolina. In addition, we posted the RFP on our website. We received proposals from two firms, WithersRavenel and McGill Engineers.

The State Statutes require that a public body must choose an architectural or engineering firm based solely on its qualification and experience. Once the public body chooses a firm, they engage in contract negotiation. Should the Town and Engineer not be able to reach an acceptable contractual agreement the Town may reject the firm's proposal and begin negotiation with the next most qualified firm.

The Staff has reviewed the written submission (attached) of each firm and personally interviewed them. We discussed the alternatives outlined in the Preliminary Engineering Report (PER), the technologies recommended, the firm's experience in design and construction administration and their approach to the construction process. The following is a summary of each firm.

### WithersRavenel/Willis Engineering

The proposal is a partnership of WithersRavenel and Willis Engineering. Withers was established in 1983. Willis began as a branch office of O'Brian and Gere in the 1960s. In the late 1970s the staff bought out the Charlotte office and began Willis Engineering. Both firms will comprise the design team that will rehabilitate Waynesville's WWTP. Withers will manage the project from its Asheville office. The design team will draw from several offices and will include waste water, environmental, electrical engineering and construction administration. Charles Willis of Willis Engineering will be involved with site assessment and engineering. WithersRavenel has been involved in chemical feed improvements to the Maggie Valley waste treatment plant, conceptual expansion design to convert Cleveland's (NC) existing



waste treatment plant from 27 MGD to .4 or .5 mgd. Withers has prepared a waste water plant evaluation for the Town of Newton Grove to increase the capacity of the plant. They prepared the PER for the "Terrible Creek" WWTP Bar Screen in Fuqua Varina studying the increase in size from 1 mgd to 2, 4 and 6 mgd. Willis has provided a PER for the Towns of Norwood and Mocksville.

During our interview Withers representatives stated that they need to reopen the PER process, study the plant process, conduct a flow analysis using computer software and determine if they agreed with the design alternatives outlined in McGill and UTEC's analysis. Once they completed their analysis, they would recommend alternatives and present them to the Town and submit their report to the Town and DEQ. They wish to ensure that the Town receives the most effective design for the least amount of money.

### **McGill Engineers**

McGill Engineers was founded in 1984. They have offices in North Carolina, Tennessee and Virginia. Waynesville's project will be administered from their Asheville office. Apart from Geotechnical Engineering the project will be carried out by McGill staff members.

McGill has been associated with Waynesville's waste treatment plant since the 1970s. It has redesigned several of the plant's processes over the years. They have conducted a review of UTEC's PER and drafted the PER for submission to DEQ and USDA. McGill is also representing the Town in its effort to negotiate a Special Order of Consent (SOC) with DEQ as well as a flow study to determine the sources of inflow into the plant.

In addition to Waynesville's plant McGill has designed, bid and conducted construction administration for a new 850,000 gpd WWTP in Robbinsville. They have rehabilitated Lenoir's 1950s and 1970s 12 mgd WWTP upgrading aging equipment and improving its treatment process. They have rehabilitated the City of Reidsville's WWTP including construct of an anaerobic digester, creating an anoxic treatment zone in an existing basin and improved the waste activated sludge process. McGill replaced the sludge pumps and variable speed drives for the existing air blowers. The firm also designed an oxidation ditch treatment system as part of a 2 mgd upgrade to the 6 mgd treatment plant in Statesville.

During their interview McGill discussed their rehabilitation of the plant. Due to land constraints they are studying the possibility of installing mechanical filters in place of the existing primary clarifiers. They will construct new secondary clarifiers in the same location as the existing primary clarifiers. They recommend a bar screen/headworks that will accommodate an 8pmf flow so that the plant can handle increased flows in the future. The new secondary clarifiers will also be capable of handling additional flows. Not only does this additional capacity give the plant flexibility it will be also able to withstand the inflow it is receiving with less damage to the treatment process. They recommend an equalization basin to be used to contain flows from Giles that may contain excess salts and ammonia. The basin will also help control the inflow which makes up over 50% of the plant's daily flow. If the Town and its neighboring communities reduce 50% of the current inflow the plant will still be receiving over 1.5 mgd of inflow after a regional storm event.



**Recommendation**

Larry Pressley, David and Preston and I reviewed the written and oral presentations of the two firms. WithersRavenel is new to the Western part of the State however their team has a great deal of experience in Waste Water Treatment. They have decades of experience in the field of waste water treatment. McGill Engineers also have over thirty years of experience in waste water treatment engineering. They have an extensive knowledge of Waynesville's plant as well as how it functions as a regional waste treatment system. They are Clyde, Canton and Lake Junaluska's engineers and are familiar with how their collection systems affect Waynesville's plant. They have spent a great deal of time interviewing and interacting with our plant operators and understand their opinions of how the current plant is operating.

Based on McGill's extensive experience with our plant and how our neighboring collection systems affect its performance, the hours of time they have spent to analyzing the design and operation of the plant and their experience in renovating plants like ours we recommend that the design, bidding and construction administration contract be awarded to McGill Engineers.





STATEMENT OF QUALIFICATIONS

# DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES FOR WASTEWATER TREATMENT PLANT IMPROVEMENTS

Town of Waynesville



**WithersRavenel**  
Our People. Your Success.



**PREPARED FOR:**

Robert Hites  
Town Manager  
Town of Waynesville  
16 South Main Street  
Waynesville, North Carolina 28786

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July 18, 2019

Robert Hites  
Town Manager  
Town of Waynesville  
16 South Main Street  
Waynesville, North Carolina 28786

**Subject: Design and Construction Administration Services for Wastewater Treatment Plant Improvements**

Dear Mr. Hites:

The Town of Waynesville of late has experienced various permit violations at its wastewater treatment plant. Causes for these violations vary and appear to include troublesome industrial discharges and an increase in wet weather flows. WithersRavenel – in partnership with Willis Engineers – appreciates the opportunity to help the Town by providing design and construction administration services to improve operations at its wastewater treatment plant and assist the town in seeking funding for those improvements.

In order to evaluate efficient and viable solutions, the Town has enlisted multiple firms to assist with studying the wastewater treatment plant. With a fresh set of eyes, WithersRavenel and Willis Engineers propose to expand on the previous work and provide an innovative and efficient design. Our team offers broad experience with wastewater systems, grants and loans, navigating the LGC process, and working with the North Carolina Department of Environmental Quality.

By choosing to work with us, the Town can expect:

- ▶ **An experienced team that you can rely on.** We leverage the many years of expertise of our team members with wastewater systems to evaluate the situation on the ground and help you choose the best course of action going forward. Our team is primarily based in Asheville, giving you direct access to our resources. I am the previous Western Regional Supervisor for the Asheville office of NCDEQ.
- ▶ **Full-service engineering firms.** We have the expertise necessary to develop the subsequent funding, design, permitting, bidding and construction administration services for the Wastewater Treatment Plant Improvement Project. Also, Willis Engineers is a well-respected entity in wastewater treatment engineering.
- ▶ **Funding assistance and administration.** We have a dedicated group, specialized and focused on identifying, positioning, facilitating and securing low-cost/no-cost funds on behalf of our clients and then providing the necessary administrative oversight to comply with each funding agency's special requirements. **Members of our funding team have secured more than \$584 million for public clients since 1988.** We have years of experience with SRF and USDA, and have also worked with other potential funding sources, such as ARC. In the City of Statesville alone, members of our team previously assisted in securing more than \$40 million in funds for the 3rd and 4th Creek wastewater treatment plants.

We believe the Town will benefit from a new set of eyes on this critical project, and you can count on WithersRavenel to get the job done right. If you have any questions regarding our qualifications, please contact us.

Sincerely,  
WithersRavenel, Inc.



Randy Hintz, PE  
Project Manager



# FIRM OVERVIEW



## CONTACT

**Freddie Harrill // Client Officer**  
fharrill@withersravenel.com

**Randy Hintz, PE // Project Manager**  
rhintz@withersravenel.com

84 Coxe Avenue, Suite 260  
Asheville, NC 28801  
phone: 828.255.0313  
www.withersravenel.com

## LOCATION OF OFFICES

WithersRavenel is headquartered in Cary and maintains five branch locations, including:

- ▶ Asheville
- ▶ Greensboro
- ▶ Raleigh
- ▶ Pittsboro
- ▶ Wilmington

**This project will be performed from our Asheville office, which is about 40 minutes from Waynesville.**

## SERVICES PROVIDED

Our unparalleled team of engineers, planners, and surveyors will bring your project from start to finish with excellence. We have team members who specialize in local government projects.

- ▶ Utilities
- ▶ Construction Administration
- ▶ Grant/Loan Funding Applications and Administration
- ▶ Geomatics, Surveying, and GIS
- ▶ Land Planning & Development
- ▶ Stormwater
- ▶ Environmental



## LICENSURE

WithersRavenel is registered with the Office of the Secretary of State, SOS ID 0286445; with the NC Board of Landscape Architects, license no. C-158; and with the North Carolina Board of Examiners for Engineers and Surveyors, license no. C-0832..

## HISTORY OF THE FIRM

Founded in October 1983 as Withers & Ravenel, Inc., WithersRavenel is now an employee-owned company, equipped with 35 years of serving a wide array of clients and projects through innovative and cost-effective engineering solutions in the Carolinas.

## FULL-SERVICE ENGINEERING COMPANY

One of the many cost-saving benefits of working with the WithersRavenel team is that we can provide nearly all required services associated with wastewater projects in-house, including funding/financial, construction administration and observation, surveying, aerial mapping using unmanned aircraft systems (UAS), subsurface utility engineering (SUE), and environmental services.

## PRINCIPALS OF THE FIRM

- ▶ Hamilton E. "Tony" Withers, PE, (NC)
- ▶ Samuel E. Ravenel, PE, (NC)
- ▶ Jessica Martin-Lane, (NC)
- ▶ Seth E. Swaim, PLS, GISP, (NC)
- ▶ Michael Dickerson, PLS, (NC)
- ▶ James E. Canfield, PE, (NC)
- ▶ Jason A. Bertoncino, PE, (NC)
- ▶ L. Edwin "Eddie" Staley, PLS, GISP, (NC)
- ▶ Christopher C. "Chan" Bryant, PE, (NC)
- ▶ Jeffrey J. Wing, PE, LEED AP, (NC)
- ▶ Brock Storrusten, PE, (NC)
- ▶ Lars Hagen, PE (NC)



# SUBCONSULTANTS

## WILLIS ENGINEERS

Willis Engineers is a small consulting engineering firm in Charlotte, North Carolina specializing in water and wastewater systems for government agencies. The firm was established in the early 1960s as a branch office of O'Brien & Gere, a large engineering firm headquartered in New York. The Charlotte office grew throughout the 1960's and 1970's into a highly respected regional firm. In the late 1970's the Charlotte staff began purchasing the office and in 1983 changed the name to Willis Engineers.

In the 1990s, Charles A. Willis, Jr. and Greg J. Wells joined the firm and have overseen the design activities since. Today the firm is owned by the current employees with Mr. Willis and Mr. Wells serving as Authorized Representatives and the Officers of the firm.

Willis Engineers has served more than 180 governmental and industrial clients on thousands of assignments. These projects have varied in size from simple studies to the development, design and construction of large public utility systems.

Throughout this time we have seen the water and wastewater industry undergo tremendous change. Local utilities are expected to accomplish more with less money, State and Federal regulations continue to become more stringent, and water and wastewater customers play an increasingly influential role in utility operations.

Although the problems faced by public utilities may have changed in the past five decades, we know that success still depends on the original principals of our profession:

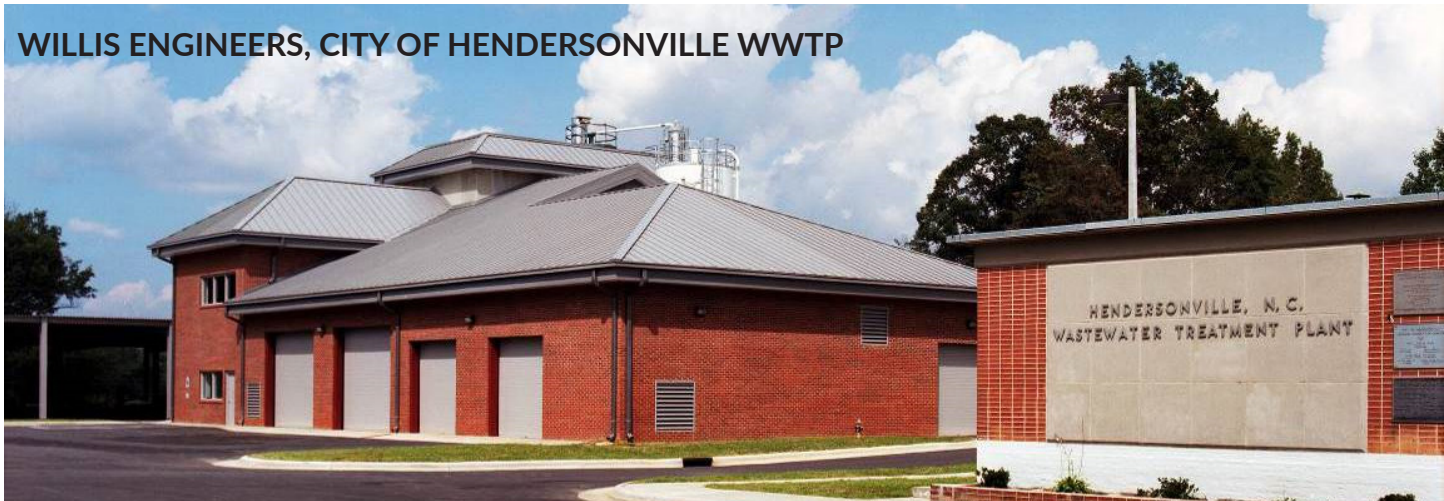


- ▶ Design facilities with lasting quality,
- ▶ Employ conservative financial practices, and
- ▶ Tenaciously advocate for our clients.

These principals continue to be the hallmark of Willis Engineers and benefit our clients on each assignment we undertake.

## CUSTOM CONTROLS UNLIMITED

Custom Controls Unlimited, Inc (CCU) is a North Carolina based company which specializes in Controls, Automation and Information Systems serving municipal customers throughout the nation for over sixteen years. CCU provides: Engineering Design, Consulting, Programming, Electrical Contracting, Certified Startups, Instrumentation Calibration, Maintenance, Panel Building, Fabrication, Radio Path Studies, Antenna/Mast Installations and more.

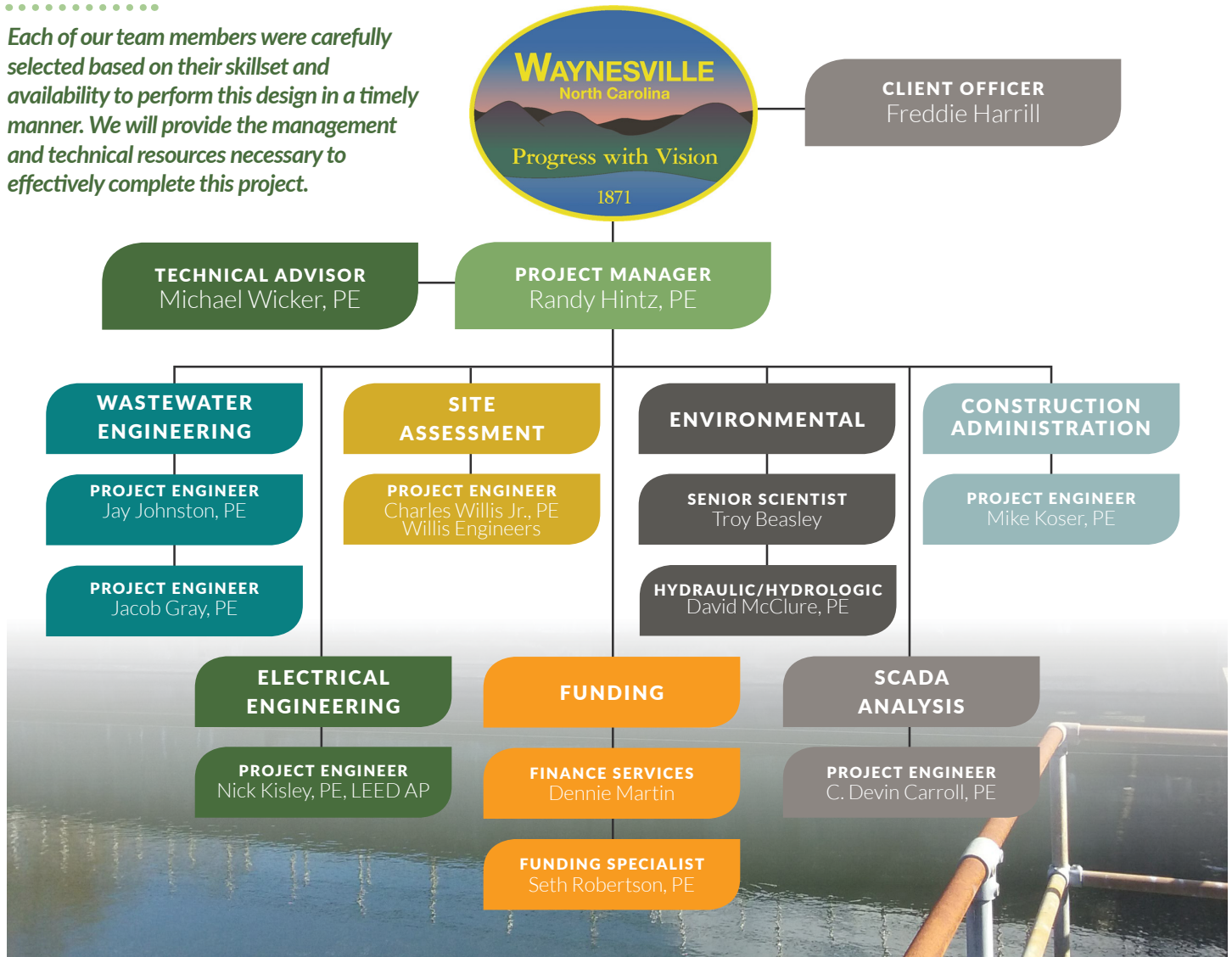




# TEAM OVERVIEW

WithersRavenel has built a strong work ethic with all of the selected team members for this project. Our diverse skill set and collaborative project approach will allow us to handle any obstacle that is placed in front of us, allowing us to effectively meet project objectives and deadlines. We are excited about the potential of working with the Town of Waynesville on this project, and are ready to assist you by helping increase the reliability and design life of your project.

*Each of our team members were carefully selected based on their skillset and availability to perform this design in a timely manner. We will provide the management and technical resources necessary to effectively complete this project.*



## CLIENT OFFICER Freddie Harrill

As your Client Officer, Mr. Harrill will act as a liaison between the Town of Waynesville and your Project Manager, Randy Hintz, ensuring that as a team we are continually maintaining the highest standards of service and quality. He will have check-ins with the Town to ensure all project milestones are met and to address any concerns or questions the Town may have.



# KEY PERSONNEL

OUR PEOPLE • YOUR SUCCESS



## PROJECT MANAGER

### Randy Hintz, PE

Mr. Hintz has extensive experience in managing, coordinating and designing all aspects of water distribution and wastewater collection projects and site design projects, ranging from preliminary design development plans, budgetary cost estimates, permitting, contract documents and jurisdictional approvals, to the administration of our construction phase services. He has managed and designed municipal projects for many years. During his time as Western Regional Supervisor at NCDEQ's Asheville office, he had the opportunity to work with many municipalities on issues related to water and wastewater treatment.

## EDUCATION

B.S., Civil Engineering  
Technology, Northern  
Arizona University

## PROFESSIONAL REGISTRATION

Professional Engineer:  
NC, #021537

Grade B-Distribution Water  
Treatment Facility and Well-  
Water Treatment Facility  
Operator: NC, #150107

## PROJECT EXPERIENCE

- ▶ Water Treatment Plant Evaluation and PER, Town of Weaverville, NC. [Project Manager](#)
- ▶ Champion Hills Wastewater Treatment Plant Evaluation, City of Hendersonville, NC. [Project Manager](#)
- ▶ Wastewater Treatment Plant Upgrade, Town of Maggie Valley, NC. [Project Manager](#)
- ▶ WWTP Supernatant Lift Station, City of Brevard, NC. [Project Manager](#)



## PROJECT ENGINEER: SITE ASSESSMENT

### Charles A. Willis, PE, BCEE

Mr. Willis has been with Willis Engineers since 1990 and is experienced in a variety of fields related to water and wastewater systems. Major projects have included renovation of wastewater treatment facilities for Newton and Mooresville and the design of new wastewater facilities for Hendersonville and new water facilities for Mooresville. His planning experience includes serving as the principal author of Condition Assessments and Master Plans for the City of Shelby, Town of Mooresville, Cleveland County Water, Cape Fear Public Utility Authority, Town of Norwood and the City of Mount Holly. He also served as a key Team member for the Water and Sewer Authority of Cabarrus County (WSACC) Master Plan.

## EDUCATION

M.S., B.S., Civil  
Engineering, North  
Carolina State University

## PROFESSIONAL REGISTRATION

Professional Engineer:  
NC, #017710

Board Certified  
Environmental Engineer

## PROJECT EXPERIENCE

- ▶ Wastewater Treatment Facility Renovation, Town of Newton, NC. [Project Manager](#)
- ▶ Wastewater Treatment Facility Renovation, Town of Mooresville, NC. [Project Manager](#)
- ▶ Wastewater Treatment Facility Design, City of Hendersonville, NC. [Project Manager](#)





### EDUCATION

M.S., Civil Engineering,  
North Carolina State  
University

B.S., Geology, North  
Carolina State University

### PROFESSIONAL REGISTRATION

Professional Engineer: NC,  
#023927

### PROJECT ENGINEER

## James Johnston, PE

Mr. Johnston brings a variety of engineering expertise and has provided project management and construction administration and coordinated inspections. His past experience as a City engineer for a Western North Carolina municipality lends itself well to understanding the inner workings of government infrastructure project management. Mr. Johnston's 26-year career has been focused on utility evaluation and design, and construction phase services, many of which were funded by programs such as USDA Rural Development, the former Rural Center, and various Division of Water Infrastructure SRF programs.

### PROJECT EXPERIENCE

- ▶ Champion Hills Wastewater Treatment Plant Evaluation, City of Hendersonville, NC. [Project Manager](#)
- ▶ Wastewater Treatment Plant Feed Evaluation and Alteration, Town of Maggie Valley, NC. [Project Manager](#)
- ▶ Coagulation and Filtration Evaluation at the Water Treatment Plant, City of Hickory, NC. [Project Manager](#)
- ▶ Buckeye Recreation Center Site Improvements, Town of Beech Mountain, NC. [Project Manager](#)



### EDUCATION

B.S., Civil Engineering,  
Clemson University

### PROFESSIONAL REGISTRATION

Professional Engineer: NC,  
#047761

### PROJECT ENGINEER

## Jacob Gray, PE

Mr. Gray is a project engineer on water and sewer infrastructure projects. He has experience using AutoCAD Civil 3D, and also prepares funding applications, engineering reports, and bidding documents for a variety of funding sources.

### PROJECT EXPERIENCE

- ▶ WWTP Supernatant Lift Station, City of Brevard, NC. [Project Engineer](#)
- ▶ Water Treatment Plant Expansion, Town of Weaverville, NC. [Project Engineer](#)
- ▶ Emergency Water System Intake, City of Newton, NC. [Project Engineer](#)
- ▶ Bryant Village Water & Sewer, Town of Wilkesboro, NC. [Project Engineer](#)
- ▶ Poplar Street Pump Station Force Main Relocation, City of Salisbury, NC. [Project Engineer](#)
- ▶ Old Greensboro Road Sewer Phase 2, Town of Kernersville, NC. [Project Engineer](#)
- ▶ Water Interconnect, City of Bessemer City, NC. [Project Engineer](#)





## CONSTRUCTION ADMINISTRATOR

### Mike Koser, PE

Mr. Koser's experience in the civil and environmental field includes studies, planning, design, and construction observation and administration for a variety of facilities for municipal, state, and federal clients. His utility system project experience includes water systems and treatment, wastewater collection and treatment, and stormwater. He has also served as Town Engineer for several small towns. In this capacity he has provided review of development plan requests; assistance with evaluations of feasibility of minor water and sewer extensions; water and sewer system and plant permit renewals; and assistance with drainage, water, sewer, and roadway problems.

#### EDUCATION

B.E., Civil Engineering,  
Pennsylvania State  
University

#### PROFESSIONAL REGISTRATION

Professional Engineer: NC,  
#033427

#### PROJECT EXPERIENCE

- ▶ Lynwood Lakes Water/Sewer Improvements, City of Greensboro, NC. **Project Manager**
- ▶ Reedy Fork Creek Waterline Extension, City of Greensboro, NC. **Project Engineer**
- ▶ Water Loss Analysis and Corrective Action Plan, Town of Elkin, NC. **Project Engineer**
- ▶ Pump Station Rehabilitation, Town of Green Level, NC. **Project Manager**



## ENVIRONMENTAL SCIENTIST

### Troy Beasley

Mr. Beasley is a senior environmental project manager who specializes in coordination with local, state, and federal regulatory agencies for environmental permitting and consistency with current regulations. His experience includes environmental assessments of property for due diligence, wetland delineations, riparian buffer determinations, endangered species surveys, CAMA permitting, riparian buffer coordination and permitting, and Section 401/404 environmental permitting. His background includes training by the U.S. Army Corps of Engineers in wetland delineations, Section 7 Consultation for Endangered Species Permitting by the US Fish and Wildlife Service and has received certification for Surface Water Identification from the NC Division of Water Resources.

#### EDUCATION

B.A., Parks and Recreation  
Management,  
University of North  
Carolina at Wilmington

#### PROFESSIONAL CERTIFICATIONS

Surface Water ID and  
Training Course (NCDWQ;  
NC Wetland Assessment  
Method Training, USEPA,  
USACE, and NCDEQ

#### PROJECT EXPERIENCE

- ▶ Wastewater Collection System and Pump Station, Town of Goldston, NC. **Wetlands Biologist**
- ▶ Crabtree Creek Sewer Line, Town of Cary, NC. **Wetlands Biologist**
- ▶ Hawkins Avenue/US 15-501 Water Main Extension, City of Sanford, NC. **Wetlands Biologist**
- ▶ Eastern Regional Pump Station, Town of Holly Springs, NC. **Wetlands Biologist**





### EDUCATION

M.C.E., M.P.A., B.S.,  
Civil Engineering, North  
Carolina State University

### PROFESSIONAL REGISTRATION

Professional Engineer: NC,  
#011325

### TECHNICAL ADVISOR

## Michael Wicker, PE

Mr. Wicker has more than 35 years of experience in wastewater systems planning, design, construction, and operation. A NCDEQ employee for 17 years he is well versed in the regulatory permitting and financing opportunities for wastewater projects. For the past 18 years in the private sector he has provided supervision and served as Engineer of Record for many municipal and county-wide sewer projects. Throughout his career he has been involved in the design, permitting and construction of over 100 wastewater treatment plants throughout North Carolina.

### PROJECT EXPERIENCE

- ▶ Wastewater Treatment Plant Upgrade, Town of Clarkton, NC.  
*Project Manager*
- ▶ The Cape Wastewater Treatment Plant, City of Wilmington, NC.  
*Project Engineer*
- ▶ Terrible Creek Wastewater Treatment Plant, Town of Fuquay-Varina, NC. *Project Manager*
- ▶ Brighton Forest Wastewater Treatment Plant, Town of Fuquay-Varina, NC. *Project Manager*
- ▶ Wastewater Collection System and Pump Station, Town of Goldston, NC. *Project Engineer*



### EDUCATION

M.S. Integrated  
Manufacturing System  
Engineering; B.S.  
Biological and Agricultural  
Engineering

### PROFESSIONAL REGISTRATION

Licensed Professional  
Engineer; Unlimited  
Electrical Contractor;  
OSHA 10-hour  
Certification

### SCADA ANALYSIS

## C. Devin Carroll, PE

Mr. Carroll is the Vice President of Custom Control Unlimited, Inc., which is a North Carolina based company specializing in designing, testing, and deploying Supervisory Control and Data Acquisition (SCADA) and telemetry systems, for water treatment, distribution and wastewater collection and treatment applications. Mr. Carroll applies his expertise in interfacing utility components to SCADA and reporting equipment use.

In his many years of utility experience, Mr. Carroll has implemented control systems from several brands that provide packaged processes for water systems. These packaged systems include Centrysis, Infilco Degremont, Trojan, and many others.

### PROJECT EXPERIENCE

- ▶ Harnett County Water and Wastewater Treatment Plants, Harnett County, NC. *Project Engineer*
- ▶ Pender County Wastewater Treatment Plant, Pender County, NC. *Project Engineer*





## FINANCIAL SERVICES

### Dennie Martin

Mr. Martin possesses more than 45 years of experience with planning, financing, and examining the feasibility of large capital projects for local and state government. Much of his experience has been in support of utility enterprise funds and has involved assessing financial feasibility, determining the financial impact of planned capital or operational events, serving in the role of facilitator for key local government financial processes, and soliciting funding solutions for major capital investments.

#### EDUCATION

M.S., Planning, University of Tennessee;  
B.S., Business Administration, University of Tennessee

#### PROFESSIONAL REGISTRATION

Real Estate Broker: NC, #72104

His expertise and experience extend to economic development programs and projects, community development, and financial modeling for local government enterprise funds and general funds. He is well-versed in current rate-making methodologies for water and wastewater, solid waste, gas systems, and impact and cost recovery fees.

#### FUNDING / FINANCIAL EXPERIENCE

- ▶ Water and Sewer Asset Management Plan, Town of Waynesville, NC. *Financial Services Director*
- ▶ Beaverdam Industrial Park, Phases 1 and 2, Haywood County, NC. *Financial Services Director*
- ▶ 2019 Financial Update, City of Salisbury, NC. *Financial Services Director*



## FUNDING SPECIALIST

### Seth Robertson, PE

Mr. Robertson has more than 20 years of progressive engineering and management experience which includes more than 10 years with the N.C. Division of Water Infrastructure, the last four years leading the SRF section. He has experience in process design, remediation engineering, municipal water and wastewater engineering, project and program management, environmental permitting, state and federal funding program administration, asset management, and client services. He is recognized as a trusted industry resource in the funding of municipal water and wastewater infrastructure in North Carolina.

#### EDUCATION

B.S., Environmental Engineering, North Carolina State University

#### PROFESSIONAL REGISTRATION

Professional Engineer: NC, #018154

#### EXPERIENCE WITH DIVISION OF WATER INFRASTRUCTURE

- ▶ Responsible for managing \$2 billion in critical need municipal water and wastewater infrastructure funding including community outreach and training, application review and funding approvals, engineering and environmental review, construction management, and grant management.
- ▶ Key accomplishments include directing a reorganization and standardization of engineering and environmental review process across three work units, implementation of the Connect NC Bond program to allow \$309 million in low interest loans and grants to be awarded in 18 months, and the development of the Asset Inventory and Assessment and Merger Regionalization Feasibility grant programs.





## PROJECT ENGINEER: HYDRAULIC/HYDROLOGIC MODELS

### David McClure, PE

Mr. McClure brings experience in the design of municipal water distribution systems and wastewater collection systems. His expertise includes the design of water mains, water booster pumping stations, elevated water tanks, sewer mains, and submersible and above-grade sewage pump stations. He also has experience with the creation and calibration of large models for water distribution systems and sewage collection systems.

#### EDUCATION

M.C.E., M.P.A., B.S.,  
Civil Engineering, North  
Carolina State University

#### PROFESSIONAL REGISTRATION

Professional Engineer: NC,  
#030282

#### PROJECT EXPERIENCE

- ▶ Lynwood Lakes Water/Sewer Improvements, City of Greensboro, NC. [Project Engineer](#)
- ▶ Horse Pen Creek Road Area Annexation Part 1, City of Greensboro, NC. [Project Engineer](#)
- ▶ On-Call Water and Sewer Projects, Town of Fuquay-Varina, NC. [Project Engineer](#)
- ▶ White Oak Creek Sewer Infrastructure, Town of Apex, NC. [Project Engineer](#)
- ▶ Rougemont Critical Water Infrastructure Improvements, Durham County, NC. [Project Engineer](#)



## ELECTRICAL AND MECHANICAL ENGINEER

### Nick Kisley, PE, LEED AP

Mr. Kisley has more than 34 years of experience in commercial and industrial building PME systems designs. His PME design experience includes heavy industrial facilities, as well as laboratory clean room design, computer rooms, manufacturing building and process, educational and health care facilities.

#### EDUCATION

B.S., Mechanical  
Engineering, North  
Carolina State University

#### PROFESSIONAL REGISTRATION

Professional Engineer: NC,  
#009531

LEED Accredited  
Professional

#### PROJECT EXPERIENCE

- ▶ St. Ives Pump Station, Town of Wake Forest, NC. [Electrical Engineer](#)
- ▶ Wexford Pump Station, Town of Morrisville, NC. [Electrical Engineer](#)
- ▶ Meadowmont Pump Station, City of Chapel Hill, NC. [Electrical Engineer](#)
- ▶ Fuquay-Varina Pump Station, Town of Fuquay-Varina, NC. [Electrical Engineer](#)
- ▶ Water Storage Tank Replacement, Goldston Gulf Sanitary District, NC. [Electrical Engineer](#)
- ▶ Elevated Water Tank, Town of Elkin, NC. [Electrical Engineer](#)
- ▶ Green Level Water Tanks and Mains, Town of Green Level, NC. [Electrical Engineer](#)





## UTILITIES

## OUR SERVICES

- ▶ Facility Planning & Engineering Reports
- ▶ Existing Wastewater Treatment Plant Evaluations
- ▶ NPDES Applications
- ▶ Engineering Alternatives Analysis (EAA)
- ▶ Environmental Assessment Documents
- ▶ Design Calculations
- ▶ Construction Plans & Specifications
- ▶ Construction Administration & Observation
- ▶ Operations & Maintenance Manual Preparation
- ▶ Pre-Treatment Headworks Analysis

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**WITHERSRAVENEL**

84 COXE AVENUE, SUITE 260  
ASHEVILLE, NC 28801

water &amp; wastewater

## TREATMENT PLANTS

Water and Wastewater treatment planning involves the evaluation of existing and future populations, flow projections, hydraulic evaluation, organic and chemical loading of waste constituents, biological and chemical treatment capacity, liquid/solid separation, solids handling and disposal, disinfection, and equipment selection based on cost, efficiency, power consumption, and ease of operation and maintenance. Federal, state and local regulations determine the level of treatment for both water and wastewater, as well as drinking water standards and the appropriate means of disposal of effluent and waste by-products.

WithersRavenel provides facility planning, treatment process evaluations, permitting options, design services, construction plans and contract documents, and construction administration services to our clients with water and wastewater treatment needs.

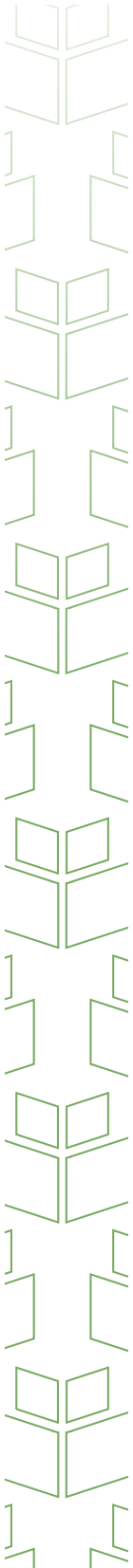


Asheville | Cary | Greensboro | Pittsboro | Raleigh | Wilmington





# RELATED PROJECTS



## WASTEWATER TREATMENT PLANT REVIEW

### *Town of Cleveland*

WithersRavenel is preparing a conceptual expansion design to convert the Town's existing wastewater treatment plant (WWTP) from 0.27 million gallons per day (MGD) to either 0.40 or 0.50 MGD.

WithersRavenel is evaluating four treatment alternatives for the proposed expansion project that will each include the installation of biological nutrient removal technology to meet more stringent nitrogen and phosphorus limits, the installation of sludge thickening processes to reduce sludge volume, and the installation of a new aeration basin

and secondary clarifier. The work has included a full sewer basin flow study to determine future WWTP capacity; preliminary hydraulic, biological treatment, and layout designs; and an opinions of probable construction cost for each alternative.

**Project dates:** 2017

**Key staff members:** Michael Wicker, Michael Koser

**Contact:** Cathy Payne, Cleveland Town Clerk  
clevelandclerk@clevelandnc.org, (704) 278-4777

## WASTEWATER TREATMENT PLANT EVALUATION

### *Town of Newton Grove*

WithersRavenel completed an evaluation of the town's wastewater treatment plant. The town was concerned about future flows exceeding the design capacity of the existing plant and sought information to begin planning for improvements.

WithersRavenel reviewed existing information and conditions and offered options for improvements including the expansion of 2nd parallel train, clarifier

addition, filter addition, return sludge pumping, and influent and equalization pumping. We also offered advice on grant and loan funding sources.

**Project dates:** 2015

**Key staff members:** Michael Wicker

**Contact:** Amanda Turner, Town Clerk  
townclerk@newtongrove.net, (910) 597-0827

## TERRIBLE CREEK WWTP BAR SCREEN

### *Town of Fuquay-Varina*

WithersRavenel led the evaluation of an expansion of the existing 1 MGD WWTP to 2 MGD, 4 MGD and 6 MGD. A Preliminary Engineering Report was developed evaluating treatment processes, nutrient removal, cost opinions, permitting requirements and construction schedules. The report was utilized in the Capital Improvements Plan (prepared by WithersRavenel) to prepare for the next expansion.

Lower development rates in the area has allowed the Town to extend the timeline to begin the design

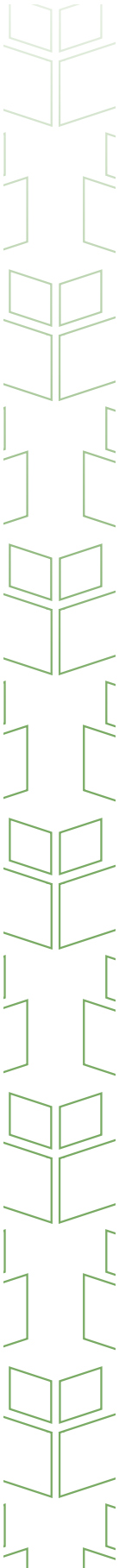
phase. In the interim, WithersRavenel designed and permitted relocation of an existing bar screen from the Town's abandoned Kenneth Creek WWTP to the headworks of the Terrible Creek WWTP. This project was completed in one month.

**Project dates:** 2009

**Key staff members:** Michael Wicker

**Contact:** Jay Meyers, PE, Public Utilities Director  
jmeyers@fuquay-varina.org, (919) 567-3911





## WWTP IMPROVEMENTS

### *Town of Maggie Valley*

WithersRavenel is providing professional engineering services for the design and permitting of chemical feed improvements at the existing wastewater treatment plant. The scope of work includes preliminary and final design of chemical feed improvements, permitting assistance, and limited construction administration.

WithersRavenel will review existing treatment plant operational data (from DMRs) and other data collected by staff related to pH of influent and effluent wastewater. We will also coordinate and

consult with the process equipment manufacturer regarding the cause and potential solutions related to low pH at the existing wastewater treatment plant, and through testing help determine the appropriate chemical dosing level.

**Project dates:** 2018-current

**Key staff members:** Randy Hintz, Jacob Gray, Jay Johnston

**Contact:** Nathan Clark, Town Manager  
nclark@townofmaggievalley.com, (828) 926-0866

## WWTP SUPERNATANT PUMP STATION

### *Town of Brevard*

WithersRavenel evaluated the existing supernatant pump station for performance and capacity and made recommendations for replacing the pumps. Replacing the pumps will require coordination with wastewater plant operations to draw down supernate in the digester and then bypass the pump station for the duration of the work.

Working with the City, we prepared project drawings and specifications for a complete pump station renovation including new pumps, new mounts, rails and hardware and new pump controls.

We are currently assisting the city with bidding and contractor selection. Once under construction, we will provide construction observation to ensure the work is performed in accordance with the plans and specifications.

**Project dates:** 2018-current

**Key staff members:** Randy Hintz, Jacob Gray, Jay Johnston, Michael Wicker

**Contact:** David Lutz, Public Works Director  
pwwdir@cityofbrevard.com, (828) 884-2171

## SEWER LINE REHABILITATION AND WWTP UPGRADE

### *Town of Maysville*

WithersRavenel assisted the Town of Maysville in acquiring a \$500,000 Rural Center Grant and \$240,000 CWMTF Grant. The project consists of internal rehabilitation by CIIP of 8,494 LF of 8-inch VCP, 456 LF of 10-inch VCP, and 349 LF of 12-inch VCP for a total of 9,299 LF of sewer rehabilitation.

Upgrades to the existing 0.180 mgd WWTP include improvements to the aeration system, clarifiers,

sludge return system, grit chamber, influent screening, chlorine feed system and the addition of mixers, filtration and ultraviolet disinfection.

**Project dates:** 2009-12

**Key staff members:** Michael Wicker

**Contact:** Schumata Brown, Town Manager  
townmanager@bizec.rr.com, (910) 743-4441



# FUNDING CAPABILITIES

## GRANTS AND LOAN APPLICATION AND ADMINISTRATION

Our team is unique in that we have a dedicated team of funding specialists who are focused on assisting clients with funding identification; application and administration services; and general oversight and management to ensure your project is in compliance with the specific funding agency requirements. Our team includes staff who have managed CWMTF and USDA projects with complex funding requirements, including navigating the various compliance requirements for each program, managing multiple deadlines, and coordinating with multiple individuals at the agency level. We are familiar with other state and federal initiatives, such as CDBG, Golden Leaf, Economic Development Administration within the U.S. Department of Commerce, and we have worked closely with the state of North Carolina's Department of Commerce and with NCDEQ.

**\$584+**  
million  
in **PUBLIC FUNDING** for  
Government Clients

Below is a breakdown of our funding success: Projects for which we obtained funding, provided engineering services, and administered the project funds and program requirements.

Funding Program	# of Projects Funded	Total Funded
Community Development Block Grant (Infrastructure, Economic Development, Catalyst, etc.)	26	\$39,509,549
Economic Development (CDBG-ED, ARC, USEDA, IDF, GLF, etc.)	34	\$31,205,640
Asset Inventory & Assessment Grants	31	\$4,032,000
Merger & Regionalization Study Grants	3	\$150,000
Clean Water Mgt. Trust Fund (CWMTF)	24	\$40,301,917
CWMTF Stormwater	8	\$671,744
Park & Recreation Trust Fund	22	\$8,736,303
<b>SRF Grants &amp; Loans- Water</b>	<b>45</b>	<b>\$134,992,488</b>
<b>SRF Grants &amp; Loans- Sewer</b>	<b>49</b>	<b>\$155,336,155</b>
Rural Center Bond Projects	75	\$29,389,570
Economic Infrastructure (Rural Center)	6	\$2,284,255
Economic Innovation (Rural Center)	2	\$500,000
Clean Water Partners (Rural Center)	48	\$15,926,001
Building Reuse & Renovation (Rural Center)	2	\$876,000
Rural Center Misc. (Planning)	6	\$273,500
High Unit Cost (Original Program)	28	\$52,239,697
High Unit Cost New 2014	1	\$800,000
TAG	9	\$415,000
<b>USDA</b>	<b>17</b>	<b>\$34,375,235</b>
ARRA-Water	8	\$8,015,173
ARRA-Sewer	6	\$6,155,096
ARRA Stormwater	2	\$930,902
ARRA-Fire Station Constr.	1	\$2,008,515
Flood Mitigation Projects	9	\$13,178,356
Other (EDA, STAG, ARC, DOT, GL)	9	\$1,749,931
<b>TOTAL</b>	<b>471</b>	<b>\$584,053,027</b>





# FINANCIAL EXPERIENCE

Our financial team has provided capital improvements planning services for water and wastewater enterprise funds for the following local governments:

- ▶ City of Claremont
- ▶ Alexander County
- ▶ Cane Creek Water and Sewer District
- ▶ Catawba County
- ▶ City of Bessemer City
- ▶ City of Brevard
- ▶ City of Conover
- ▶ City of Dallas
- ▶ City of Gastonia
- ▶ City of Henderson
- ▶ City of Hendersonville
- ▶ City of Hickory
- ▶ City of King
- ▶ City of Kingsport, Tennessee
- ▶ City of Lenoir
- ▶ City of Locust
- ▶ City of Marion
- ▶ City of Morristown, Tennessee
- ▶ City of Salisbury
- ▶ City of Saluda
- ▶ City of Shelby
- ▶ City of Statesville
- ▶ City of Washington
- ▶ Clay County Sanitary District
- ▶ Cleveland County Water
- ▶ Contentnea Metropolitan Sewer District
- ▶ Davie County
- ▶ East Moore County Water District
- ▶ Granville County
- ▶ Harnett County
- ▶ Haywood County
- ▶ Henderson County
- ▶ Iredell County
- ▶ Macon County
- ▶ Maggie Valley Sanitary District
- ▶ Moore County
- ▶ Northwest Moore County Water District
- ▶ Pitt County
- ▶ Polk County
- ▶ South Granville Water and Sewer Authority
- ▶ Town of Aberdeen
- ▶ Town of Andrews
- ▶ Town of Boone
- ▶ Town of Bryson City
- ▶ Town of Burnsville
- ▶ Town of Clyde
- ▶ Town of Forest City
- ▶ Town of Franklin
- ▶ Town of Highlands
- ▶ Town of Jellico, Tennessee
- ▶ Town of Fletcher
- ▶ Town of Laurel Park
- ▶ Town of Maiden
- ▶ Town of Mars Hill
- ▶ Town of Maxton
- ▶ Town of Midland
- ▶ Town of Montreat
- ▶ Town of Murphy
- ▶ Town of Ranlo
- ▶ Town of Spindale
- ▶ Town of Spruce Pine
- ▶ Town of Waynesville
- ▶ Town of Weaverville
- ▶ Town of West Jefferson
- ▶ Town of Valdese
- ▶ Tuckasegee Water and Sewer Authority
- ▶ West Canton Water/Sewer District
- ▶ Whittier Sanitary District
- ▶ Yancey County

## RATE STUDIES

- ▶ Water and Sewer Rate Study, Tuckasegee Water And Sewer Authority, Sylva
- ▶ Water and Sewer Rate Study, Town of Aberdeen
- ▶ Water and Sewer System Financial Analysis and Rate Study, City of Lenoir
- ▶ Water System Study, City of Lenoir
- ▶ Water and Sewer Rate Analysis, Town of Mars Hill
- ▶ Water and Sewer Rate Study, City of Hickory
- ▶ Water and Sewer Rate Study, Town of West Jefferson
- ▶ Evaluation of Impact Fees, City of Statesville
- ▶ Water and Sewer Rate Study, City of King
- ▶ Rate Study and Capital Improvement Plan, Yancey County
- ▶ Water and Sewer Rate Study, Town of Lake Lure and Village of Chimney Rock
- ▶ Sewer Rate Study, Town of Lake Santeetlah
- ▶ Water and Sewer Rate Study, Town of Butner
- ▶ Water and Sewer Rate Review, Town of Old Fort
- ▶ Water and Sewer Rate Review, Town of Columbus
- ▶ Water and Sewer Rate Assessment, Town of Franklin
- ▶ Water and Sewer System Rate Analysis and Cashflow Projections, Town of Andrews
- ▶ Water and Sewer Rate Study, City of Marion
- ▶ Water and Sewer Rate Study, City of Claremont
- ▶ Financial Analysis and Rate Study, Town of Maiden
- ▶ Water and Sewer Rate Study, Town of North Wilkesboro
- ▶ Water and Sewer Rate Study, City of Hendersonville
- ▶ Water and Sewer Rate Study and Financial Analysis, Town of Forest City
- ▶ Water and Sewer Utility Rate Review and Analysis, Town of Spruce Pine
- ▶ Water and Sewer Rate Analysis, Town of Franklin
- ▶ Sewer Rate Analysis, Town of Rutherfordton
- ▶ Water and Sewer Rate Analysis, Stanly County
- ▶ Water and Sewer Rate Study, Town of Bryson City
- ▶ Water and Sewer Rate Study, Town of Jellico, Tennessee







# FINANCIAL EXPERIENCE

Our financial team has also completed financial analyses for these municipalities to help them apply for public funds:

- ▶ Financial Analysis for City's Water and Wastewater Program, Town of Highlands
- ▶ Financial Analysis for Fourth Creek Wastewater Treatment Plant Improvements, City of Statesville
- ▶ Sherrills Ford Assessment and Update, Catawba County
- ▶ Sewer System Financial Evaluation for Oakboro Agreement, City of Locust
- ▶ Water and Sewer Management Plan, City of Lenoir
- ▶ Water and Sewer Management Plan, Town of Spruce Pine
- ▶ Water Asset Management Plan, Town of Spruce Pine
- ▶ User Availability Fee Structure, Town of Butner
- ▶ Cost of Water Analysis, City of Alcoa, Tennessee
- ▶ Cane Creek Sewer District Financial Analysis, Henderson County
- ▶ Water and Sewer System Consolidation Feasibility Analysis, Granville County
- ▶ Regionalization Assessment, Town of Lake Lure / Chimney Rock
- ▶ Water and Sewer Asset Management Plan, City of Marion
- ▶ Water System Management Plan, Town of Montreat
- ▶ Water and Sewer Fund Analysis, Town of Weaverville
- ▶ Impact Fee Assessment, Junaluska Sanitary District
- ▶ Financial Analysis of Alexander County Water System Acquisition, City of Hickory
- ▶ Cost of Service Analysis, Cities of Hickory and Newton and Town of Catawba
- ▶ Sewer Cost Analysis, City of Morristown, Tennessee
- ▶ Water and Sewer Management Plan, Town of Forest City
- ▶ Organization of Raw Water Supply Program, Sevier County, Tennessee
- ▶ Financial Analysis for Wastewater Treatment Plant Expansion Project, Town of Spruce Pine
- ▶ Financing for Water Treatment Plant Project, Town of Hot Springs
- ▶ Feasibility Analysis and Organizational Assistance, Clay County Water and Sewer District
- ▶ Financial Analysis for Wastewater System Plan, City of Morristown, Tennessee
- ▶ Wastewater and Water Plant and System Improvements, City of Marion
- ▶ Cash Flow Analysis and Revenue Forecast, Town of Old Fort
- ▶ Feasibility Assessment and Interlocal Agreement, Sevier County, Tennessee
- ▶ Cash Flow Analysis for New Wastewater Treatment Plant, City of Hendersonville
- ▶ Water System Merger Assessment, City of Hendersonville
- ▶ Water and Sewer Management Plan, Town of Maggie Valley
- ▶ Water and Sewer Management Plan, Town of Canton
- ▶ Plan for Water and Sewer Services Delivery, Burke County

# CLIENT REFERENCES

At WithersRavenel, we believe that the ultimate award is objectives met, results achieved, and clients satisfied. The references provided in the previous section can attest how the quality and timeliness of our work helped them to meet their goals. As a North Carolina-based firm, WithersRavenel focuses on delivering big city capabilities to smaller North Carolina municipalities. Our extensive capabilities in water and sewer design are backed by a comprehensive suite of in-house services that are provided to you at a fraction of the cost compared to those who need to subcontract. Keeping this work in house allows a firmer grip not only on the timeline of but also—and more importantly—on the quality of deliverables.

.....

**David Lutz**  
**Public Works Director**  
 City of Brevard  
 95 West Main Street  
 Brevard, NC 28712  
 pwdir@cityofbrevard.com  
 (828) 884-2171

.....

**Nathan Clark**  
**Town Manager**  
 Town of Maggie Valley  
 3987 Soco Road  
 Maggie Valley, NC 28751  
 (828) 926-0866  
 nclark@townofmaggievalley.com

.....

**Cathy Payne**  
**Town Clerk**  
 Town of Cleveland  
 P.O. Box 429  
 Cleveland, NC 27013  
 (704) 278-4777  
 clevelandclerk@clevelandnc.org





# SUBCONSULTANT EXPERIENCE

## WASTEWATER TREATMENT PLANT EVALUATION

### *Town of Norwood*

The Town of Norwood owns a 0.75 million gallon per day Wastewater Treatment Plant providing wastewater treatment service to its customers.

These facilities were originally constructed in the early 1970's and many of the components are nearing the end of their useful life. The Town has recently experienced some significant operational difficulties and therefore sought assistance to undertake a comprehensive assessment of the facilities and develop a plan for their future improvements.

Willis Engineers performed an evaluation of these facilities and developed a full Condition Assessment. Within this Condition Assessment, Willis Engineers provided a Capital Improvement Plan as well as long term planning recommendations for the Town to prioritize its projects at the wastewater treatment plant.



**willis**  
ENGINEERS

In addition to our preliminary work, Willis Engineers secured nearly \$5 million in low interest loans from the North Carolina Infrastructure Finance Authority.

This funding will allow the Town of Norwood to fund a full-scale renovation project if they choose to proceed.

## WASTEWATER TREATMENT PLANT EVALUATION

### *Town of Mocksville*

The Town of Mocksville owns and operates water and wastewater treatment plants in support of their customer needs. The Water Treatment Plant is a 2.0 MGD facility originally constructed in the 1940s and expanded in the 1960s. Most of the components of the Plant are nearing the end of their useful life and the Town has done very little to plan for their future replacement.

Wastewater from the Town is conveyed either to the Town's Dutchmans Creek Wastewater Treatment Plant or to a remote plant owned and operated by Davie County. The Dutchmans Creek Plant is a 0.98 MGD conventional activated sludge plant that was built in the 1970s and expanded several times over the years to its current capacity. Although this facility is not as old as the Water Treatment Plant it too experiences some significant difficulties and has recently been in violation of its permit.

The Town of Mocksville engaged Willis Engineers several years ago to begin providing engineering services for these facilities

as well as other Town-owned systems. Our work thus far has included an informal assessment of the facilities resulting in a Capital Improvement Plan at each location.

In addition to our preliminary work, the Town needed some more detailed evaluation. Willis Engineers pursued and ultimately secured two \$150,000 grants for the Town to undertake comprehensive Asset Inventory and Assessments that will ultimately result in a complete Asset Management Plan for the Town-owned facilities. In addition to this work, Willis Engineers is proceeding with design of renovation of the wastewater treatment plant utilizing a \$3 million low interest loan secured from the North Carolina Infrastructure Finance Authority.

The Asset Inventory and Assessment projects for the Town of Mocksville are completed. Construction of the wastewater treatment plant started in 2018 and should be completed by the end of 2020.



# PROJECT UNDERSTANDING



Most of Waynesville's Wastewater Treatment Plant is over 40 years old, with portions of the facility over 50 years old. As a result, the capabilities of the existing treatment plant are largely dictated by the technology and regulations that prevailed 40–50 years ago. These facilities were not designed to operate under the current tighter regulations, and as outlined in previous work performed for the Town, significant aging and permit compliance issues must now be addressed. Additionally, permit compliance issues may be impacted by industrial discharges to the system, so some attention to pretreatment programs may be warranted.

Due to Notices of Violation (NOVs) issued by NCDEQ, the Town is negotiating a Special Order by Consent (SOC) with the state and seeking funding for facility improvements. Subsequently, the Town is now seeking engineering design and construction administration services.

Fundamentally, the project consists of preparing design documents, permitting assistance, and construction administration services associated with the wastewater treatment plant improvements. Other key elements provided by our team include funding assistance as well as an experienced engineering voice in SOC negotiations.

As our resume shows, we have a successful history in engineering design, funding assistance and advocacy on behalf of our clients. One key component of our deliverable product resides in **the engineering principles and processes that are applied to**

**arrive at and produce a high-functioning project from both an operations and a fiscal standpoint.** This requires a considered approach to analyzing alternatives, because once the “preferred alternative” is identified and receives funding from one of the public agencies, the Town is somewhat committed to it and everything that happens for the next 20 to 50 years afterward will hinge on those commitments.

Two engineering studies have looked at physical issues at the subject facility. The first looked at age, condition and mechanical issues and recommended wide-ranging projects to improve the condition of the facility, primarily addressing age-related deterioration. The second report gave consideration to reported treatment and water quality issues and offered generalized alternative solutions, some of which were significant changes to the processes that currently exist at the plant.

A third PER has just been completed and is going through a final review process and comments. The PER recommends rehabilitation of the existing treatment process and Class A sludge treatment equipment, involving the replacement or rehabilitation of some component of every unit process at the WWTP, including but not limited to influent flow measurement, screening and grit removal, flow equalization, primary clarification, intermediate pumping, aeration, secondary clarification, return and waste sludge pumping, disinfection, sludge thickening, anaerobic digestion, dewatering, and lime pasteurization. This alternative has an estimated construction cost of \$12,824,000 and an estimated total capital cost of \$17,397,300.



# PROJECT APPROACH

Our approach will be to review all three documents, consider the findings and recommendations of all, and discuss with the Town our thoughts, conclusions and recommendations. We will not undertake an entirely new study. It is time to move into design. But going from concept to concrete is a major milestone and must be fully thought out because there is no turning back or retreating without major costs.

Once all parties – NCDEQ, the Town, and our WithersRavenel Design Team – are in full agreement with a design solution, the design process will commence.

## FUNDING

This WWTP improvement project can only be undertaken by the Town with funding assistance. So the first critical task will be to arranging funding for the Town that includes the highest amount of grant/loan forgiveness possible and with the best terms that can be negotiated. Our funding/finance group has a stellar track record, helping government clients acquire more than \$584 million in grants and loans. [\(See Page 14 for more details\).](#)

## FUNDING DOCUMENTS

The PER is one of the key documents needed for almost all funding agencies and the second normally required document, the “environmental report,” has added value in that it satisfies the NCDEQ requirements for compliance with NEPA. Preparation of these two documents for submittal will be undertaken in this step.

## SURVEY AND DESIGN

A full site topographic and equipment survey will be performed which will include a UAS (drone) low altitude imagery, thermal and LiDAR as well as full SUE investigation of all underground piping and utilities. As the improvement designs are undertaken, detailed consideration will be given to not just the final modifications, but how to get there and keep the plant functioning. The goal will be to minimize the need for stand-by and rental equipment to help keep costs down.

## PERMITTING

We will discuss with NCDEQ (NPDES Unit) the changes being proposed to see if they feel a revised NPDES permit will be required and respond accordingly. Plans will be submitted to the NCDEQ Central Office and an Authorization to Construct obtained.



## BIDDING PHASE

With all necessary design completed and permits secured, the project will be bid. Comprehensive bidding phase services will be provided to include advertising, bidding documents distribution, bidding meetings, addressing all bidder questions, distributing addendum, opening bids, review of bids, and recommending award.

## CONSTRUCTION PHASE

With the complexity of the work to be undertaken, full-time, on-site construction observation will be required by a resident project representative (RPR) to assure contractor compliance with the design documents, resolve construction issues, monitor progress, correspond with the contractor, and manage the construction contract on behalf of the Town.

## START-UP

Start-up services will include equipment providers being on site to oversee the start-up of equipment and train operations staff.



# HOURLY RATES

Description	Rate
<b>Engineering / Planning</b>	
Principal	\$ 200
Senior Technical Consultant	\$ 185
Senior Project Manager	\$ 170
Project Manager	\$ 155
Assistant Project Manager	\$ 135
Project Coordinator	\$ 95
Senior Staff Professional	\$ 155
Staff Professional IV	\$ 130
Staff Professional III	\$ 120
Staff Professional II	\$ 110
Staff Professional I	\$ 95
Senior Designer	\$ 135
Designer II	\$ 115
Designer I	\$ 105
Senior CAD Technician	\$ 110
CAD Technician II	\$ 95
CAD Technician I	\$ 85
Senior Land Planner	\$ 120
Land Planner II	\$ 110
Land Planner I	\$ 100
Planning Technician	\$ 90
Senior Construction Manager	\$ 150
Construction Manager II	\$ 130
Construction Manager I	\$ 120
Senior Resident Project Representative	\$ 110
Resident Project Representative II	\$ 100
Resident Project Representative I	\$ 95
<b>Expenses</b>	
Bond Prints (Per Sheet)	\$1.75
Mylar Prints (Per Sheet)	\$11.00
Mileage	Per IRS
Delivery - Project Specific (Distance & Priority)	
Subcontractor Fees (Markup)	1.15
Expenses / Reprod. / Permits (Markup)	1.15

Description	Rate
<b>Geomatics</b>	
Principal	\$ 195
Senior Technical Consultant	\$ 180
Geomatics Senior Manager	\$ 170
Geomatics Project Manager II (SR PM)	\$ 140
Geomatics Project Manager I	\$ 130
Geomatics Project Professional II	\$ 135
Geomatics Project Professional I	\$ 120
Geomatics CAD III	\$ 105
Geomatics CAD II	\$ 90
Geomatics CAD I	\$ 70
Geomatics GIS Specialist	\$ 115
Geomatics GIS Tech III	\$ 100
Geomatics GIS Tech II	\$ 85
Geomatics GIS Tech I	\$ 70
Geomatics Remote Sensing Crew (2 Man)	\$ 250
Geomatics Remote Sensing Crew (1 Man)	\$ 175
Geomatics Survey Crew III (3 Man)	\$ 195
Geomatics Survey Crew II (2 Man)	\$ 155
Geomatics Survey Crew I (1 Man)	\$ 130
Geomatics Survey Tech IV	\$ 100
Geomatics Survey Tech III	\$ 90
Geomatics Survey Tech II	\$ 65
Geomatics Survey Tech I	\$ 40
<b>Administrative</b>	
Office Administrator III	\$ 95
Office Administrator II	\$ 90
Office Administrator I	\$ 85
Administrative Assistant III	\$ 80
Administrative Assistant II	\$ 70
Administrative Assistant I	\$ 65

Description	Rate
<b>Environmental / Geology</b>	
Principal	\$ 195
Senior Technical Consultant	\$ 180
Environmental Project Professional V	\$ 165
Environmental Project Professional IV	\$ 150
Environmental Project Professional III	\$ 135
Environmental Project Professional II	\$ 125
Environmental Project Professional I	\$ 115
Environmental Staff Professional III	\$ 110
Environmental Staff Professional II	\$ 100
Environmental Staff Professional I	\$ 90
Environmental Technician II	\$ 85
Environmental Technician I	\$ 70
Senior Biologist/Wetlands Scientist	\$ 140
Biologist/Wetlands Scientist III	\$ 120
Biologist/Wetlands Scientist II	\$ 110
Biologist/Wetlands Scientist I	\$ 100
Senior Hydrogeologist	\$ 160
Project Geologist II (Sr. Proj. Geologist)	\$ 135
Project Geologist I	\$ 115
Staff Geologist II	\$ 105
Staff Geologist I	\$ 95
<b>WR-Martin Consulting</b>	
WR Martin Principal Consultant	\$ 160
WR Martin Senior Project Manager II	\$ 130
WR Martin Senior Project Manager	\$ 125
WR Martin Project Manager II	\$ 110
WR Martin Project Manager	\$ 100
WR Martin Project Consultant II	\$ 95
WR Martin Project Consultant I	\$ 85

## SUBCONSULTANT

Willis Engineers: Principal, \$225; Managing Engineer, \$200; Project Engineer, \$150.







WITHERSRAVENEL

84 COXE AVENUE, SUITE 260  
ASHEVILLE, NC 28801



# Town of Waynesville

Design and Construction Administration Services for  
Wastewater Treatment Plant Improvements







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**PREPARED FOR**

Robert Hites, Town Manager  
Town of Waynesville  
16 South Main Street  
Waynesville, North Carolina 28786

**PREPARED BY**

McGill Associates, P.A.  
55 Broad Street  
Asheville, North Carolina 28801  
828.252.0575  
mcgillassociates.com



July 18, 2019

Mr. Robert Hites, Town Manager  
Town of Waynesville  
16 South Main Street  
Waynesville, North Carolina 28786

RE: Statement of Qualifications  
Design and Construction Administration Services for  
Wastewater Treatment Plant Improvements  
Town of Waynesville, North Carolina

Dear Mr. Hites:

McGill Associates, P.A. (McGill) is pleased to present this response to the Town's Request for Qualifications (RFQ) to provide design engineering and construction services for the upgrade of the Town's wastewater treatment plant (WWTP). McGill has a long history of working with and providing technical engineering and consulting services for the Town of Waynesville on various wastewater, water, and other engineering-related projects for more than 35 years. Our experience with the WWTP, as well as the sewer collection system, provides us with a unique working knowledge of the existing WWTP and will be of great benefit in the completion of the design of the WWTP upgrade and services needed during the construction phase of the project. We have prepared our submittal to present our unique qualifications, including those of our team members, and to address Waynesville's goals and expectations for this project.

McGill was founded in 1984 on principles of service and client loyalty, and those principles continue to drive our organization today. We have developed strong working relationships with the Town of Waynesville and other McGill clients, earning their confidence and respect by exhibiting professionalism, personal integrity, innovation, and character. McGill is a leading provider of engineering services in North Carolina. In addition, we have offices in Tennessee and Virginia where we enjoy a similar relationship with our clients. Our Wastewater Treatment Plant Design Services Program is well-respected, and we pride ourselves on our responsive, hands-on approach to design and operations within the dynamic wastewater services industry. We have a long, successful history of completing numerous WWTP upgrade projects in North Carolina, especially Western North Carolina; all of these projects included assistance with bidding and award of the project, design, construction administration, and operations consultation.

McGill is excited to have the opportunity to continue working with the Town of Waynesville and your team on this project to provide the services outlined in the RFQ. We have provided a list of similar successful projects, where our team provided a high level of service to achieve our client's project goals and objectives.



For this Statement of Qualifications, we have compiled a comprehensive team to provide all the services requested. As you review our submittal, please keep in mind these unique qualifications:

- Our project team has extensive experience with WWTP planning, design, and construction administration in North Carolina. We have a great working relationship with North Carolina Department of Environmental Quality, Division of Water Resources, Water Quality Section, who will review, approve, permit, and possibly fund this project.
- McGill has over 35 years of professional engineering services experience on similar projects. We have completed numerous WWTP projects of this nature, have provided the initial Preliminary Engineering Report (PER) update for this project, and are wrapping up the latest PER which will be utilized to secure funding for the project.
- Our experience at Waynesville's WWTP dates back to the late 1970's and early 1980's, when Gary McGill worked at the predecessor firm of McGill and provided design services for the anaerobic digester construction.
- Our team members have the knowledge, experience, and necessary resources needed to complete this project on time and within budget. We are confident that our qualifications, knowledge of evolving technologies, and approach are reflective of our ability to successfully perform the needed engineering services within Waynesville's timeframe.

Finally, and perhaps the most important factor, we possess a sincere desire to continue our great working relationship with the Town of Waynesville. This project will be staffed and managed from our Asheville corporate office, located less than 40-minutes from the WWTP. We provide the specific expertise that you need for this project, and propose to work seamlessly with your staff. McGill would like to be a part of the continuation of the success of the Town of Waynesville Sewer and Water Utility system and its service to the region by providing the specific expertise required to make this project a success.

As outlined in the RFQ, please find attached five bound copies and an electronic copy in PDF format of our proposal. Included with our proposal is a short aerial video of the WWTP, taken by our survey team and our drone capabilities. You can view the video we created using this link: <http://bit.ly/WaynesvilleWWTP>. If you have any questions, please do not hesitate to contact me at [keith.webb@mcgillassociates.com](mailto:keith.webb@mcgillassociates.com) or 828.231.6841. We look forward to continuing working with and serving the Town of Waynesville.

Sincerely,  
MCGILL ASSOCIATES, P.A.

A handwritten signature in black ink, appearing to read 'M. Keith Webb'.

KEITH WEBB, PE  
Principal / Vice President



# 01 | Summary

## Contact

**Keith Webb, PE**

Principal / Vice President

[keith.webb@mcgillassociates.com](mailto:keith.webb@mcgillassociates.com)

828.252.0575

## How We're Different

McGill serves public and private clients throughout the Southeast. The range and depth of McGill's expertise includes a wide spectrum of engineering services, land planning and recreation, as well as consulting services.

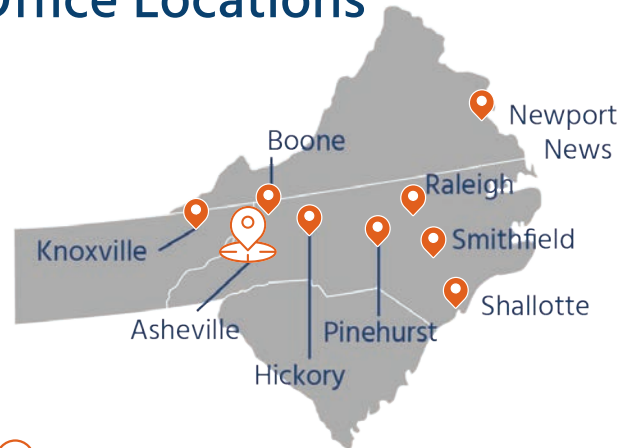
Our foundation is built on creating comprehensive solutions in a personal way. Collaboration is the key to our success and clients are an integral part of every project at McGill. By building lasting relationships with communities, we understand our clients' visions and project goals. Our dedicated project team focuses on delivering a customized solution for each unique community.

We help our clients identify challenges, formulate responsive solutions, and manage successful project completion. Through partnership, we shape the best results for each client and community.

## Licensure

- McGill is licensed and registered to practice engineering in the states of North Carolina, Tennessee, and South Carolina. Our license number is: C-0459.
- McGill is a licensed to survey in the states of North Carolina and South Carolina.

## Office Locations



### Local Office:

55 Broad Street, Asheville, NC 28801

828.252.0575

## What We Do

- Water and Wastewater
- Civil Engineering
- Water Resources
- Permitting
- Solid Waste
- Electrical Engineering
- Mechanical, Electrical, and Plumbing
- Survey and Construction
- Stormwater Management
- Land Planning and Recreation
- Environmental
- Consulting Services



## Company Principals & States Registered

Name of Principal	State(s) Registered
Joel Storrow, PE, Principal / President	NC, TN, VA, KY, GA
Andy Lovingood, PE, Principal / Vice President of Operations	NC
Danny Bridges, PE, Principal / Vice President of Administration	NC, VA
Keith Webb, PE, Principal / Vice President	NC, SC, TN
Mark Cathey, PE, Principal / Asheville Office Manager	NC, SC, TN, VA
Bill Roark, PE, CPSWQ, Principal / Raleigh Office Manager	NC
Doug Chapman, PE, Principal / Hickory Office Manager	NC
Jamie Carden, PE, Principal / Knoxville Office Manager	TN
Michael Norton, PE, Principal / Shallotte Office Manager	NC, SC
Jim Bourey, Principal / Director of Consulting Services	
Forrest Westall, PE, Principal / Director of Regulatory Relations	NC, TN
Nancy Whitman, CPA, CFO, Principal / Chief Financial Officer	

## Subconsultants



### Contact

**Jesse Jacobson, PE**  
**Asheville Branch Manager / Senior Engineer**  
 jesse.jacobson@blecorp.com

### Office Location

130 Oval Road, Suite 200 | Arden, NC 28704  
 828.277.0100 | blecorp.com

Bunnell-Lammons Engineering, Inc. (BLE) is a geotechnical, construction materials testing, and environmental engineering firm with offices located in Arden, North Carolina (License #C-1538), and Greenville, South Carolina. Founded in 1996, the staff is comprised of approximately 100 registered engineers, geologists, technicians, and support staff in the fields of geotechnical engineering, civil engineering, hydrogeology, geology, environmental science and compliance, and construction materials testing.



MEDLOCK & ASSOCIATES

### Contact

**Edward Medlock, PE**  
**Principal Engineer**  
 emedlock@medlockengr.com

### Office Location

Suite 101, 53 Asheland Avenue, Asheville, NC 28801  
 828.232.4448 | medlockengr.com

Medlock & Associates Engineering, PA has been providing structural engineering services for over 15 years on a variety of large and small structural projects. With this success, the firm provides safe, sound, cost-effective solutions to a distinguished and diverse list of clients, including public agencies, industrial plants, commercial companies, contractors, private developers, architects, and home owners.





## Project Approach

Wastewater treatment plant (WWTP) projects, both the construction of new facilities at new sites and the upgrade of existing plants to meet the needs of public utilities with cost-effective solutions, span the history of our firm. We have designed and overseen construction of more than 40 WWTPs in North Carolina and eastern Tennessee. Over this time, we have worked with virtually every type of WWTP configuration imaginable. These include small prefabricated package type extended aeration plants, trickling filter/fixed growth systems, extended aeration/suspended growth systems with both primary treatment and those without primary treatment. We have experience with sequencing batch reactor facilities (SBR), membrane treatment, tertiary treatment, biological nutrient removal (BNR), anaerobic and aerobic digestion, and various biosolids treatment processes to produce a Class A product for distribution and beneficial reuse. Design flows for these WWTPs range from 25,000 GPD to more than 20 MGD. McGill has extensive experience with the planning, design, and oversight of construction of the renovation of WWTP, and we are experts in wastewater treatment and assistance with operations.

We have consistently taken the approach that good field work, careful planning, consideration of treatment alternatives, and treatment equipment selection are critical for a successful project. We believe that the design process takes place through a joint effort with the Town staff, including

the WWTP operations staff, and that key design decisions are made “in the field” at the WWTP and not just at a computer screen or through visits from equipment vendors.

We also believe that engineers designing WWTPs should be involved in their construction. Our Project Manager and design engineers carry the project from the beginning at the planning and Preliminary Engineering Report (PER) phase through final construction and plant start-up and operation. This greatly reduces construction errors and change orders, which ultimately help control project cost.

## Technical Approach

### Preliminary Design

Much of the work effort primarily done at the PER stage has already been accomplished. McGill has been assisting Waynesville for more than a year with this effort. We first prepared an updated PER, which evaluated the WWTP and reviewed the previous report prepared by UTEC in 2017. The McGill PER was completed in the fall of 2018 and the results and findings presented to the Town Board of Alderman at several work sessions. Since that date, McGill has continued to update the original PER to provide a document that can be utilized for funding applications to NCDEQ – DWI and to USDA – Rural Development. The updated and revised PER has evaluated each of the WWTP components and contains recommendations for upgrade and/or replacement, along with estimated probable construction costs.



In conjunction with the finalized PER, McGill staff continues to assist the WWTP operators and management staff with the on-going review of the operation of the plant, and the evaluation of process and equipment in need of immediate repairs and maintenance to keep them functional until the WWTP upgrade is completed. In most cases, these expenditures will result in equipment that will be incorporated into the final WWTP upgrade.

## Detailed Design

We believe that high quality design work for WWTP upgrades requires a hands-on approach, where the designer makes numerous visits to the plant and understands the processes and challenges faced by the operators on a daily basis. With this knowledge, the designer then researches available cost-effective equipment and process options and screens these for final inclusion in the project. Once this initial screening is completed, presentations by equipment suppliers and site visits to other WWTPs, where the equipment is in service, are scheduled. In the case of Waynesville's WWTP upgrade, a thorough evaluation has already taken place with the current PER. The updated PER will serve as the starting point and McGill will complete the detailed design with numerous discussions of the process and selected equipment with the WWTP operators and management, led by the Project Manager. By getting our "hands dirty" and visiting the project site, we will avoid construction issues that arise from incomplete designs.

## Maximum Input from Client

McGill's philosophy of service is based upon the firm's desire to maintain long-term and continuing associations with public clients. This approach to service demands effective and frequent communication with the client. Our commitment to client involvement is evident throughout our project methodology, which ensures that Waynesville staff will play an important part in the development of the proposed project design.

- McGill recognizes the importance of owner participation in the planning, design, and

construction process. We have demonstrated this important fact in the preparation of the PER for this project, which has served as the justification for submission of funding applications for the project.

- We place great value on the experiences and preferences of our clients to ensure the completed facilities will meet or exceed their expectations.
- If selected for the design phase of the WWTP upgrade, McGill will schedule an initial project meeting to go over the completed and approved PER so that all parties have a clear understanding of the project approach, selected treatment processes, components to be upgraded, and new treatment processes.
- Following the initial project kickoff meeting, field trips will be scheduled to observe selected treatment equipment in service at similar WWTPs and selected equipment presentations by equipment suppliers.
- The various tasks envisioned for the project will be outlined, identifying who is responsible for completing each task and when.
- The schedule will then serve as a vital tool for monitoring the progress of the project, as well as serving as an accountability system for keeping the project on track.

## Regulatory Approvals

McGill maintains an excellent relationship with various state and local regulatory agencies, including the Asheville Regional Office of NCDEQ and Division of Water Resources. Our engineers have earned the respect of many in the regulatory community, by consistent high-quality designs and through our participation in industry-related organizations.

Reviews and regulatory approvals for the Waynesville Wastewater Treatment Plant Upgrade project will be required by several agencies. The most important of these will be the Division of Water Resources and potentially the Division



of Water Infrastructure. These Divisions will be responsible for reviewing the plans and specifications to ensure they meet the requirements of the state statutes and the administrative code. We understand these requirements and expect this review process to proceed smoothly.

## Bidding

A successful construction project begins with the bidding process. Our experience working with local governments ensures that required bidding regulations are followed. We often begin the bidding process with the pre-qualification of contractors. Modern WWTP project construction is much more than simple piping, concrete construction, and installation of equipment. The construction is a sophisticated coordination of numerous specialties that require an experienced contractor with WWTP construction experience.

McGill will continue with the bidding services by:

- A.** Compiling any required Town-of-Waynesville-specific bid documents
- B.** Coordinating publication of the advertisement for bids
- C.** Scheduling and participating in a pre-bid meeting with potential bidders and suppliers
- D.** Responding to bidder questions and issuing addenda as needed
- E.** Attending the public bid opening and reviewing bid proposals
- F.** Preparing a certified bid tabulation
- G.** Preparing a recommendation and award letter to the Town

After the award of the construction contract, we will review the contractor's performance and payment bonds and insurance, and schedule a preconstruction conference.

## Construction Phase Services

McGill has vast experience in construction management services for WWTP upgrade projects, having administered construction contracts for nearly all of our WWTP projects over the history of the firm. We have gained a reputation of adhering strictly to contract provisions and completing projects on schedule with few modifications. McGill serves the role as the Town of Waynesville's liaison with the contractor and to ensure compliance with the contract documents and that the WWTP is built in accordance with the approved plans and specifications.

Construction phase services will include administration of the contract, including the review of shop drawing submittals, request for information / clarification (RFI), and other contract related documentation. McGill will review periodic pay requests from the contractor and make recommendations regarding payment. If needed, McGill will also assist the Town with the submission of reimbursement request from the funding agency. As part of our services, we routinely provide written status reports, submitted at an appropriate interval, for the Town and regulatory agencies to review.

McGill utilizes various construction field representatives (inspectors) and project managers and matches them based on their experience for each individual project. The Project Manager and the design team will maintain an active role during construction. The support and guidance from those responsible for the design helps to prevent many problems that may arise during construction. The project team will also be available to assist with any testing activities that may be required for certification.

Upon completion of construction, McGill will submit the necessary certifications and prepare record drawings reflecting the facilities as constructed.



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# Project Management Approach

## Management Plan

Design services and construction administration requires the efforts of a team of professionals. Our team of engineers, consultants, and field staff have a proven track record of successful projects and responsive service. We tailor our project teams to take advantage of the strengths of individuals and establish a structure for critical review, peer evaluation, and quality control.

The construction administration services will include construction contract bidding and bid evaluation, as described above, construction contract administration, and construction quality assurance (CQA).

## Project Monitoring and Reporting

We understand the success of a wastewater treatment plant expansion or upgrade project is dictated by how it is managed. By far, the most common complaint we hear in the wastewater industry is that consulting engineers are not responsive to owner's needs with regards to schedules and effective communications. That lack of customer service is not acceptable at McGill and we work as an extension of Town staff to ensure a successful project.

We understand that owners need to know that their projects are staying on track and need to have answers to their questions, so they can be accountable to their managers, elected officials, and customers. McGill takes great pride in our availability and open communication with our clients.

## Quality Management

Documents prepared by our staff and work performed by our consultants are routinely checked by a minimum of three of our engineers. Our team leader is the person responsible for coordinating the efforts of each involved discipline and for maintaining the schedule for each discipline's contribution to the overall project effort. This team member is charged with all aspects of the project, including technical specifications and contract documents in order to provide the assembled document to the team leader for an overview to verify both project compliance with scope and quality of technical specifications and documents. As evidence of the overall quality of our work, projects designed by the firm seldom exceed project budgets and change orders issued during construction are few. The quality of our work is also evident in the descriptions of the facilities we design. Clear and concise plans and specifications enable accurate cost estimating, more competitive bidding, and fewer discrepancies during construction. Our use of regular quality control checks ensures reports, plans, and specifications prepared for our clients are complete, concise, and accurate.

McGill has a Construction Services Manager who reviews our construction design projects to assist in our efforts and provide a project that can effectively and efficiently be constructed in the field. We have found this process to be extremely effective in reducing potential construction change orders and in facilitating a smoother construction contract. In addition to the constructability review, our firm also requires that each construction project is reviewed by a Senior Project Manager. This part of the review process allows an additional set of trained eyes to review the technical plans, specifications, and contract documents before a final set of bid documents are released for bids.



## Ability to Provide Services

Our unique qualifications to assist Waynesville with engineering and construction management services may be concisely summarized as follows:

- We have more than 35 years of productive and successful experience with wastewater treatment plant projects in North Carolina and Tennessee.
- We will function as an extension of the Town's internal program team as an efficient unit to assist with permitting and operational issues.
- We understand the significance and importance of what the Town has in place with the WWTP and its regional component.
- Our team possesses expertise and experience and is uniquely suited to assist Waynesville with the WWTP project.

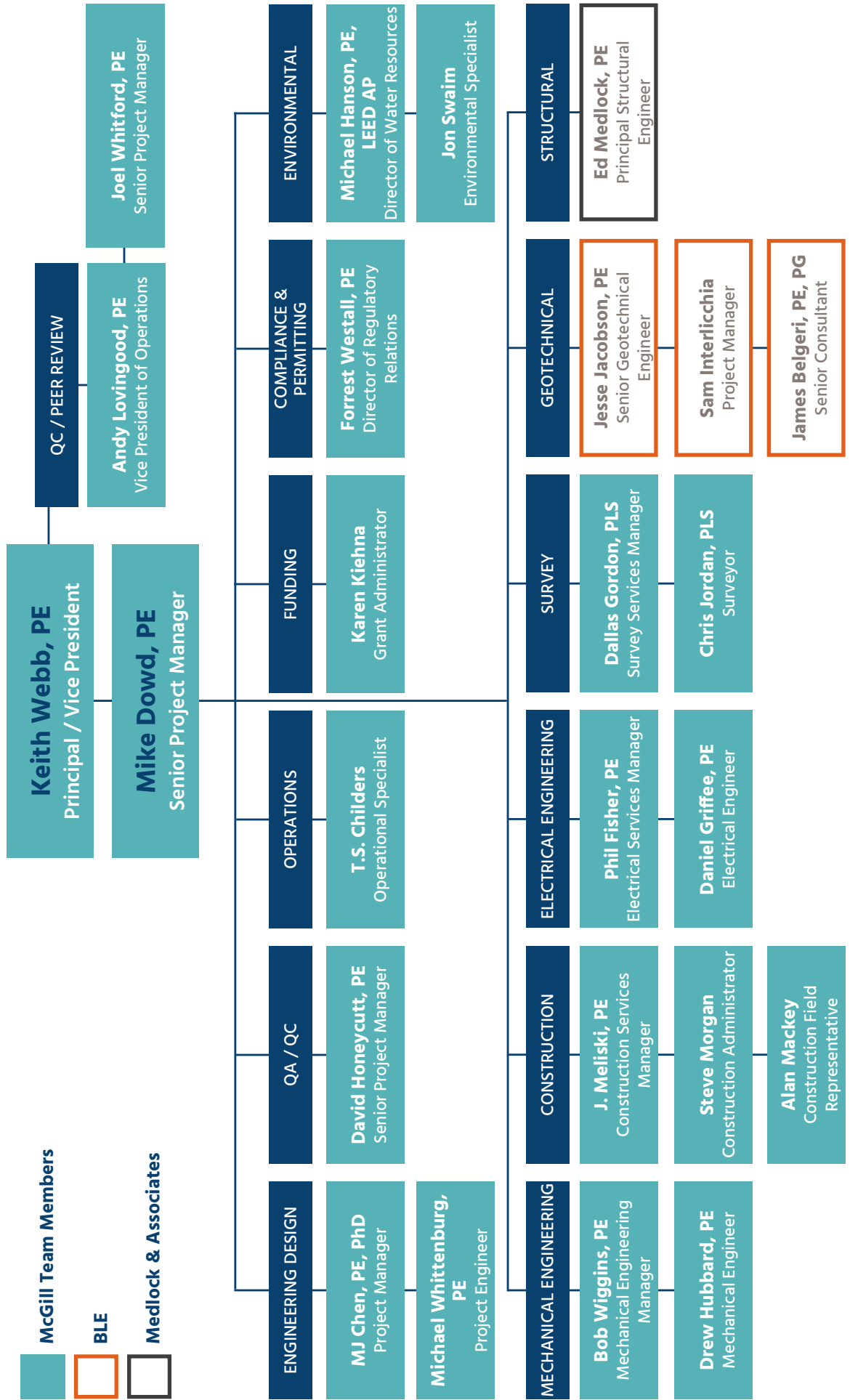
- We are a relationship-based firm that is truly unique in this age. We pursue long-term associations with our clients, rather than pursuing a single project. We are convinced that this approach is in the best interest of our clients.
- Our team is comprehensive, and we bring all of the skills and experience required to assist in any aspect, including civil and environmental engineering, long-term program planning, surveying, permitting, electrical engineering, financial services, constructability review, contract administration, construction observation, and construction quality assurance.

Finally, as a company and a project team, we are completely committed to the success of Waynesville's WWTP and the entire regional aspect of the wastewater collection and treatment system. We will do whatever must be done in order to ensure a successful project.

Waynesville WWTP Proposed Project Schedule																							
Year	2019		2020												2021					2022			
Month	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	...	J	...	D
<b>Task</b>																							
<b>Design Phase</b> 11/15/19 – 5/1/20																							
<b>Permit Application</b> 5/1/20 – 7/30/20																							
<b>USDA/DWI Submittal</b> 5/1/20 – 9/28/20																							
<b>Open Bids</b> 9/29/20 – 10/28/20																							
<b>Contract Award – Notice to Proceed</b> 10/29/20 – 1/10/21																							
<b>Construction Phase</b> 1/11/21 – 7/15/22 (550 days)																							
<b>WWTP Start Up / In-Service</b> 12/12/2022																							



# 02 | Key Personnel







## Keith Webb, PE

### Principal / Vice President

Keith Webb has 38 years of design and management experience with a strong background in civil and environmental engineering. He has managed a substantial number of complex water projects from concept to completion. His skills in integrated project management are definitive assets to our clients. Keith has a proven track record in the management of engineering projects and personnel, and he is dedicated to successful project performance. He functions effectively in our team approach and will ensure that the client's goals and values are achieved. Keith is adept at providing technical support and developing new processes through successful evaluation and improvement of project scheduling and budget performance.

### Related Experience

- Waynesville Wastewater Treatment Plant Preliminary Engineering Report, Town of Waynesville
- Third Creek Wastewater Treatment Plant Upgrade and Expansion, City of Statesville
- Reidsville Wastewater Treatment Plant Improvements, City of Reidsville

### Education

B.S., Civil Engineering,  
Clemson University

### Professional Registration

PE NC #012809  
PE SC #10359  
PE TN #107507

### Professional Associations

- American Water Works Association (AWWA)



## Mike Dowd, PE

### Senior Project Manager

Mike Dowd is a valued member of McGill's engineering design staff. His professional experience is concentrated in areas of water process design for water treatment and distribution facilities and public utility systems. Mike has repeatedly demonstrated his capability to solve difficult technical problems with innovative design solutions. He understands the inherent value of involvement by those persons who manage, operate, and maintain public water systems. Mike is a leader and knows how to apply technical solutions to complex water projects.

### Related Experience

- Wastewater Treatment Plant PER, Town of Waynesville
- Third Creek Wastewater Treatment Plant Upgrade and Expansion, City of Statesville
- Horsepasture River Wastewater Treatment Plant and Collection System, Tuckaseegee Water and Sewer Authority
- Water and Wastewater Asset Inventory and Assessment, Tuckaseegee Water and Sewer Authority
- Water Treatment Plant and Raw Water Intake, City of Lenoir
- Water Treatment Plant and Offstream Storage Reservoir, Cleveland County Water

### Education

M.S., Environmental  
Sciences and Engineering,  
University of North  
Carolina at Chapel Hill

B.S., Civil Engineering,  
Virginia Polytechnic  
Institute and State  
University

### Professional Registration

PE NC #024487  
PE SC #26460  
PE TN #112366  
PE VA #60398





**Andy Lovingood, PE**  
Vice President of  
Operations

Andy Lovingood has 30 years of experience and has been with McGill for 25 years. Andy is adept at providing technical support and developing new processes through successful evaluation and improvement of project schedules and budgets.

#### Education

B.S., Civil Engineering, North Carolina State University

#### Professional Registration

PE: NC #023024; GC: #47102



**Joel Whitford, PE**  
Senior Project Manager

Joel Whitford has 21 years of experience and has been with McGill for 14 years. He has extensive experience in water and wastewater treatment plant improvements.

#### Education

B.S., Civil Engineering, Summa Cum Laude, University of Tennessee

#### Professional Registration

PE: NC #031867, VA #59709



**MJ Chen, PE, PhD**  
Project Manager

MJ Chen has 13 years of experience and has been with McGill for 1 year. Her specialties include reclaimed water utility systems.

#### Education

Ph.D., Civil Engineering (Environmental Engineering emphasis), Clarkson University

M.S., Environmental Engineering, Tongji University

B.S., Environmental Engineering, Tongji University

#### Professional Registration

PE: NC #039025, SC #29890, FL #67576



**David Honeycutt, PE**  
Senior Project Manager

David Honeycutt has 17 years of experience and has been with McGill for 15 years. He has significant experience in a wide variety of water and wastewater projects.

#### Education

B.S., Environmental Engineering, Cum Laude, North Carolina State University

#### Professional Registration

PE: NC #034999



**T.S. Childers**  
Operational Specialist

T.S. Childers has more than 43 years of experience in the wastewater collection, pumping, treatment, and construction industry.

#### Education

Wastewater Technology Coursework,  
Central Piedmont Community College  
Environmental Engineering Coursework,  
University of North Carolina



**Forrest Westall, PE**  
Director of Regulatory  
Relations

Forrest Westall has 42 years of experience and has been with McGill for 14 years.

#### Education

M.S., Civil Engineering, North Carolina State University

B.S., Civil Engineering, North Carolina State University

#### Professional Registration

PE: NC #009033, TN #109877





**Karen Kiehna**  
Grant Administrator

Karen Kiehna has 35 years of experience and has been with McGill for 2 years. She has community, economic, and grant development experience with grant and project development and management, municipal government management, historic preservation, downtown revitalization, federal and state compliance, and environmental assessment.

#### Education

B.S., Concentration in Interior Design and Architecture, University of Tennessee



**Michael Hanson, PE,  
LEED AP**  
Director of Water Resources

Michael Hanson has 29 years of experience and has been with McGill for 1 year. His planning experience includes watershed assessments, stormwater master planning, and flood mapping.

#### Education

B.S., Civil Engineering, University of Florida  
A.A., Pre-Engineering, Polk Community College

#### Professional Registration

PE: NC #030624, VA #051418, SC # 24268  
LEED AP: National #10445033



**Bob Wiggins, PE**  
Mechanical Engineering Manager

Bob Wiggins has 43 years of experience and has been with McGill for 2 years.

#### Education

M.S., Mechanical Engineering, Duke University  
B.S., Mechanical Engineering, Duke University

#### Professional Registration

PE: NC #009577, SC #9468, VA #16077, TN #103257  
AEE-Certified Commissioning Agent



**Phil Fisher, PE**  
Electrical Services Manager

Phil Fisher more than 32 years of experience and has been with McGill for 13 years. His experience includes electrical normal and standby (on-site generator) power for plants, SCADA systems, and pump stations.

#### Education

B.S., Electrical Engineering, North Carolina State University

#### Professional Registration

PE: NC #018684, SC #24799, TN #105089, VA #22959



**J. Meliski, PE**  
Construction Services Manager

J. Meliski has 13 years of experience and has been with McGill for 12 years. He is responsible for construction administration activities and all construction inspection activities.

#### Education

B.S., Civil and Environmental Engineering, Georgia Institute of Technology

#### Professional Registration

PE: NC #029887



**Dallas Gordon, PLS**  
Surveying Services Manager

Dallas Gordon has 27 years and has been with McGill for 14 years. He oversees the daily administrative and technical activities associated with the survey division.

#### Education

B.S., Building Construction, Auburn University

#### Professional Registration

PLS: NC #4626, TN #1985, AL #24018





**Michael Whittenburg, PE,  
Project Engineer**

Michael Whittenburg has 4 years of experience, all of which has been with McGill. He holds a B.S. in Civil Engineering from Tennessee Technological University and has passed the Professional Engineering exam. His license number is pending.



**Jon Swaim, Environmental Specialist**

Jon Swaim has 12 years of experience and has been with McGill for 4 years. He holds an M.S. in Aquaculture, Wildlife, and Fisheries Biology from Clemson University and a B.S. in Industrial Technology from Appalachian State University.



**Drew Hubbard, PE, Mechanical Engineer**

Drew Hubbard has 18 years of experience and has been with McGill for 2 years. He holds a B.S. in Mechanical Engineering from Virginia Tech. He is a registered PE in NC (#045507) and VA (#55442).



**Daniel Griffie, PE, Electrical Engineer**

Daniel Griffie has 10 years and has been with McGill for all 10 of those years. He holds a B.S. in Engineering with Concentration in Mechatronics from North Carolina State University and University of North Carolina at Asheville. He is a registered PE in North Carolina (#040817) and Tennessee (#00117791).



**Steve Morgan, Construction Administrator**

Steve Morgan has 14 years of experience and has been with McGill for nearly 2 years. He is pursuing a business degree at Asheville-Buncombe Technical Institute.



**Alan Mackey, Construction Field Representative**

Alan Mackey has more than 25 years of experience and has been with McGill for 24 years. He holds a A.A.S. in Building and Construction from Asheville-Buncombe Technical Community College.



**Chris Jordan, PLS, Surveyor**

Chris Jordan has 17 years of experience and has been with McGill for 14 years. He holds an A.A.S. in CAD Systems Management, and an A.A.S. in Surveying Technology, both from Asheville-Buncombe Technical Community College. He is a registered PLS in North Carolina (#4956) and South Carolina (#29903). He is also a registered FAA UAS Remote Pilot (#3930319).



**Jesse Jacobson, PE, Senior Geotechnical Engineer at BLE**

Jesse Jacobson has 12 years of experience and has been with BLE for 8 years. He holds an M.S. in Geotechnical Engineering from Virginia Tech and a B.S. in Civil Engineering from Mississippi State. He is a registered PE in North Carolina (#030948).



**Sam Interlicchia, Project Manager at BLE**

Sam Interlicchia has more than 25 years of experience and has been with BLE for 16 years. He holds an A.A.S. in Civil Engineering from Asheville-Buncombe Technical College.



**James Belgeri, PE, PG, Senior Consultant at BLE**

James Belgeri has 47 years of experience and has been with BLE for one year. He is a Fellow at Teach Tennessee Institute and holds a B.S. Geological Engineering from University of Missouri-Rolla. He is a registered PE in North Carolina, Kentucky, Tennessee, Virginia, and a PG in Tennessee.



**Ed Medlock, PE, Principal Structural Engineer at Medlock & Associates**

Ed Medlock has 25 years of experience in structural engineering and is President of Medlock and Associates. He holds a B.S. in Psychology from Wofford College and a B.S. in Civil Engineering from Clemson University. He is a registered PE in North Carolina and South Carolina.



## 03 | Project Experience



### Third Creek Wastewater Treatment Plant Upgrade and Expansion

#### City of Statesville

McGill assisted the City of Statesville with the permitting, design, and construction administration of the Third Creek Wastewater Treatment Plant upgrade and expansion. McGill helped secure the modified NPDES discharge permit. We also assisted the City with procuring over \$23 million in low-interest funding through the Clean Water State Revolving Fund.

The facility upgrade included provisions for lower nutrient limits, due to the impairment of High Rock Lake downstream of the plant's discharge outfall. The project components for the 6.0 MGD facility included a new influent sewer, mechanical influent screens, influent pump station, grit removal, 3-stage biological nutrient removal (BNR) system, final clarifiers, chlorine contact structure (including chlorine contact, non-potable water pumping, effluent metering, dechlorination, and post-aeration), a return / waste activated sludge pump station, aerobic digester upgrades, and all piping, valves, electrical standby generator, controls, SCADA system, paving, grading, and related appurtenances.

Several biological nutrient removal technologies were evaluated during the preliminary design phase. A phased treatment strategy was implemented, which paralleled the NPDES permit negotiated with NCDEQ and EPA. A 3-stage biological process was selected for the first phase nutrient removal, with anaerobic, anoxic, and aerobic stages.

#### Owner Information

Scott Austin, Third Creek Plant Supervisor  
301 S. Center St.  
Statesville, NC, 28687  
704.878.3438  
saustin@statesvillenc.net

#### Dates

2011 – 2015

#### Staff / Role

Keith Webb, PE / Principal;  
Andy Lovingood, PE / Principal; Joel Whitford, PE / Senior Project Manager; Mike Dowd, PE / Project Manager; David Honeycutt, PE / Project Engineer; Forrest Westall, PE / Compliance and Permitting Manager; Phil Fisher, PE / Electrical Services Manager; Daniel Griffie, PE / Electrical Engineer; Dallas Gordon, PLS / Surveying Services Manager; Chris Jordan, PLS / Project Surveyor





#### Owner Information

Steve Hooper, Mayor  
4 Court Street  
Robbinsville, NC 28771  
828.479.3250  
townofrobbinsville@  
hotmail.com

#### Dates

2013 – 2014

#### Staff / Role

Keith Webb, PE /  
Principal; Mike Dowd,  
PE / Project Manager;  
David Honeycutt, PE /  
Project Engineer; Forrest  
Westall, PE / Compliance  
and Permitting Manager;  
Phil Fisher, PE / Electrical  
Services Manager; Daniel  
Griffie, PE / Electrical  
Engineer; Dallas Gordon,  
PLS / Surveying Services  
Manager; Chris Jordan,  
PLS / Project Surveyor

## Wastewater Treatment Plant Expansion

### Town of Robbinsville

The Town of Robbinsville's wastewater treatment plant did not have sufficient capacity to treat projected flows. Therefore, the Town constructed a new WWTP at a larger site to improve capacity to treat future projected flows. The project was funded by a combination of grants and loans from the USDA-Rural Development, grants from the Appalachian Regional Commission and the Golden Leaf Foundation. The capacity of the new plant increased from 630,000 gallons per day (GPD) to 850,000 GPD. A new influent pump station with approximately 3,000 LF of 10-inch force main was constructed as part of the project to convey flow from the existing WWTP to the new WWTP. Additionally, the project included providing water service to the new site and rerouting the existing Sandhole Road to allow access to the adjacent property. McGill provided assistance with planning, funding, design, and construction administration for this project.





## Water Treatment Plant Improvements

### City of Lenoir

McGill assisted the City of Lenoir with planning, design, and bidding services for a major improvements project to the 12 MGD Water Treatment Plant on Lake Rhodhiss. The existing facility was originally constructed in the 1950's with the last major upgrade and expansion in the 1970's. An upgrade was needed at the plant to replace aging equipment and improve the reliability of the treatment process.

McGill helped the City obtain a \$6.5 million Drinking Water State Revolving Fund loan at zero interest. The plant improvements generally included filter rehabilitations (including underdrains, media, and air scour system), bulk chemical storage and feed system inside a new building, high service pump station improvements, sedimentation basin sludge removal improvements, laboratory renovation, new SCADA system, and all related piping, valves, electrical, controls, paving, and appurtenances. McGill assisted the City with construction administration and observation services.

#### Owner Information

Radford Thomas, Public  
Utilities Director  
828.757.2200  
rlthomas@ci.lenoir.nc.us

#### Dates

2015 – 2018

#### Staff / Role

Keith Webb, PE / Principal;  
Mike Dowd, PE / Senior  
Project Manager; Joel  
Whitford, PE / Senior  
Project Manager; Michael  
Whittenburg, EI /  
Engineering Associate

## Wastewater Treatment Plant Improvements

### City of Reidsville

The project involves improvements to the Wastewater Treatment Plant that generally includes construction of an anaerobic treatment basin with associated mixing equipment and piping; installation of a baffle wall in the existing aeration basin to create a separate anoxic treatment zone; recycle pumps and piping; improvements to the return and waste activated sludge pumping; and associated electrical, piping, site restoration, and related appurtenances.

#### Owner Information

Chuck Smith, Public  
Works Director  
336.349.1070  
csmith@ci.reidsville.nc.us

#### Dates

2018 – Currently Under  
Design

#### Staff / Role

Keith Webb, PE / Principal;  
Andy Lovingood, PE /  
Principal; Joel Whitford, PE  
/ Senior Project Manager;  
David Honeycutt, PE /  
Project Engineer



# Wastewater Treatment Plant Improvements

## Town of Mars Hill

This project will provide necessary sewer capacity to meet industry needs in the Town of Mars Hill. It is funded through grants from Economic Development Administration and GoldenLEAF Foundation. The project components include the following:

1. Our team will replace the air life sludge pumps with a new sludge pumping system using three centrifugal submersible pumps housed in a new sludge wet well. The new sludge wet well is proposed to be built adjacent to the two secondary clarifiers and will have a telescoping valve from each clarifier for the withdrawal of sludge. The telescoping valve will provide the plant operator the flexibility needed to withdraw sludge from each clarifier at different flow rates, if needed to provide optimal operation of each clarifier. Two of the submersible pumps will be designed for waste sludge operations to the aerobic digesters. To provide the redundancy needed for the plant, one of the return sludge pumps can be used to redirect waste sludge by adjustment of piping valve in the event that the waste sludge is out of service.
2. The next needed improvement is the addition of variable frequency drives (VFDs) for the existing aeration blowers, along with a dissolved oxygen (DO) control system. Efficient operation of a biological treatment system requires that the level of DO in the aeration basin be between 1.0 mg/l and 2.0mg/l. With the current fixed speed blower, the level often reaches as high as 3.0 mg/l or higher. To control the DO level, the operators cycle the blowers on and off. This cyclical operation can result in higher power cost as a result of the staring current required for the blowers and does not optimize the biological treatment process.
3. The third improvement to the WWTP, to improve operational efficiency, is to install a VFD on each of the two existing blowers, along with a computerized control system to adjust the speed of the blower and the air output to match the biological requirements of the activated sludge process. With the introduction of a VFD, it will replace the existing fixed speed driver, thus reducing energy costs.
4. The final element is the extension of the sewer lines to the east side of Interstate 26. Improvements for this area include the construction of approximately 1,000 LF of 10-inch gravity sewer, a sewer pump station, and a force main. The sewer pump station and the force main will connect to an existing force main from the Town's Carl Eller pump station and convey wastewater to the Highway 213 pump station.



### Owner Information

Nathan Bennett, Town Manager  
P. O. Box 368  
Mars Hill, NC 28754  
828.689.2301  
nbennett@townofmarshill.org

### Dates

2015 – Currently Under Construction

### Staff / Role

Keith Webb, PE / Principal / Vice President; Mike Dowd, PE / Senior Project Manager; Michael Whittenburg, EI / Engineering Associate





## 04 | References

**Jerry Byerly, Director of Water Renewal  
City of Hopewell, Virginia**

804.541.2210  
jbyerly@hopewellva.gov  
100 East Broadway  
Hopewell, Virginia 23860

**Dan Harbaugh, Executive Director  
Tuckaseigee Water and Sewer Authority**

828.586.5189  
dharbaugh@twsanc.us  
1246 West Main Street  
Sylva, North Carolina 28779

**Radford Thomas, Director of Public Utilities  
City of Lenoir**

828.757.2219  
rlthomas@ci.lenoir.nc.us  
801 West Avenue NW  
Lenoir, North Carolina 28645

**Brad Joyner, Assistant Director  
of Water Resources  
Broad River Water Authority**

828.286.0731  
bjoyner@ncbrwa.com  
1661 Baber Road  
Rutherfordton, North Carolina 28139

**Andy Smith, Assistant Director of Water Resources  
City of Statesville**

704.8783438  
asmith@statesvillenc.net  
301 South Center Street  
Statesville, North Carolina 28687

**Barry Spurlin, Public Works Director  
City of Forest City**

828.245.6883  
barryspurlin@townofforestcity.com  
128 North Powell Street  
Forest City, North Carolina 28043

**Brad Cornwell, District Manager  
Cleveland County Water**

704.538.9033  
brad@clevelandcountywater.com  
439 Caser Lawndale Road  
Lawndale, North Carolina 28090

**Sam Call, Utilities Director  
Town of Wilkesboro**

336.838.4631  
scall@wilkesboronorthcarolina.com  
1107 Lenderman Street  
Wilkesboro, North Carolina 28697

**Leslie Carreiro, Water Production  
Division Manager  
City of Asheville**

828.271.6101  
lcarreiro@ashevillenc.gov  
PO Box 7148  
Asheville, North Carolina 28802

**Shawn Pennell, Assistant Public Services Director –  
Public Utilities  
City of Hickory**

828.323.7427  
spennell@hickorync.gov  
1441 9th Avenue Drive NE  
Hickory, North Carolina 28601



# 05 | Hourly Rates

## Personnel

Firm Principal	\$ 205
Program Services Manager I	\$ 160
Program Services Manager II	\$ 170
Senior Project Manager I	\$ 170
Senior Project Manager II	\$ 180
Senior Project Manager III	\$ 185
Project Manager I	\$ 150
Project Manager II	\$ 160
Project Engineer I	\$ 110
Project Engineer II	\$ 120
Project Engineer III	\$ 140
Engineering Associate I	\$ 90
Engineering Associate II	\$ 95
Engineering Technician I	\$ 90
Engineering Technician II	\$ 100
Engineering Technician III	\$ 110
Environmental Specialist I	\$ 85
Environmental Specialist II	\$ 95
Electrical Engineer I	\$ 110
Electrical Engineer II	\$ 120
Electrical Engineer III	\$ 140
Electrical Engineering Associate I	\$ 90
Electrical Engineering Associate II	\$ 95
Electrical Engineering Technician I	\$ 90
Electrical Engineering Technician II	\$ 100
Electrical Engineering Technician III	\$ 110
Mechanical Engineer I	\$ 110
Mechanical Engineer II	\$ 120
Mechanical Engineer III	\$ 140
Mechanical Engineering Associate I	\$ 90
Mechanical Engineering Associate II	\$ 95

## Rate

## Personnel

Mechanical Engineering Technician I	\$ 90
Mechanical Engineering Technician II	\$ 100
Mechanical Engineering Technician III	\$ 110
CADD Operator I	\$ 80
CADD Operator II	\$ 85
CADD Operator III	\$ 90
Construction Services Manager I	\$ 130
Construction Services Manager II	\$ 145
Construction Administrator I	\$ 95
Construction Administrator II	\$ 105
Construction Administrator III	\$ 115
Construction Field Representative I	\$ 85
Construction Field Representative II	\$ 90
Construction Field Representative III	\$ 95
Construction Services Coordinator	\$ 80
Planner I	\$ 100
Planner II	\$ 115
Planner III	\$ 135
Planner IV	\$ 145
Surveyor I	\$ 80
Surveyor II	\$ 90
Surveying Associate I	\$ 70
Surveying Associate II	\$ 75
Survey Technician I	\$ 75
Survey Technician II	\$ 82
Survey Field Technician I	\$ 60
Survey Field Technician II	\$ 65
Survey Field Technician III	\$ 70
Administrative Assistant (I-II)	\$ 70
Administrative Assistant III	\$ 80
Accounting Assistant (I-II)	\$ 80

## Rate

## Expenses

- Mileage - \$0.65/mile
- Robotics/GPS Equipment - \$25/hr.
- Survey Drone - \$100/hr.
- Telephone, reproduction, postage, lodging, and other incidentals shall be a direct charge per receipt.

## Associated Services

Associated services required by the project such as soil analysis, materials testing, etc., shall be at cost plus ten (10) percent.





**McGill Associates, P.A.**  
55 Broad Street, Asheville, North Carolina 28801  
828.252.0575 | [mcgillassociates.com](http://mcgillassociates.com)





**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: August 13, 2019**

**SUBJECT:** Water & Sewer Capacity Fee

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** (LEAVE BLANK – Eddie will fill in)  
**Department:**  
**Contact:** Tim Bowers (Assistant to Jackie Rich, Owner of “All About You Salon & Day Spa and Overbrook Village)  
**Presenter:** Tim Bowers

**BRIEF SUMMARY:**

Approximately (2) years ago, Jackie Rich began the development of “Overbrook Village” located at 62 Overbrook Dr. This 8,000 sq-ft facility would house her existing business of 10-years which provides employment to (10) individuals, a new home for “Los Amigos” restaurant and all their employees due to the loss of their building, and a future business yet to be identified. As the assistant to Jackie, I was responsible for engineering, design, and budget estimation for this project.

Early on in the project, I reached out to the TOW water department trying to identify an estimated cost for sewer and water tap fees associated with this project. As documented in the attached email dated 2/9/18, I requested an estimated cost for sewer & water tap fees. I received a follow up on the same day detailing estimated cost for tap fees but was provided no visibility to the “CAPACITY FEES) associated with this project.

It wasn’t until 3/14/19 (nearly 2 years after this project was started) that a “CAPACITY FEE” was brought to her attention by the TOW...see attached email

**MOTION FOR CONSIDERATION:**

While Jackie understands the basis for the capacity fee to help fund the existing water treatment plant and future expansion of the system, she feels it is unreasonable for the TOW to expect this fee of \$10,630 as a “lump” sum payment. If the TOW had provided her visibility to this cost at the on-set of this project it could have been included as a line item in the construction loan.

She request a 12-month payment schedule be approved by the Board to cover this fee (\$885/month).

**FUNDING SOURCE/IMPACT:**

**ATTACHMENTS:**

Email dated 2/9/18 from Tim Bowers to Jeff Stines  
Email dated 2/9/18 from Jeff Stines to Tim Bowers  
Email dated 3/14/19 from Jeff Stines to Tim Bowers  
Attachment to email from 3/14/19 detailing TOW Water & Sewer Capacity fees

**MANAGER’S COMMENTS AND RECOMMENDATIONS:**



Jeff Stines <jstines@waynesvillenc.gov>

2/9/2018 3:54 PM

## RE: Questions

To timbowers@comcast.net <timbowers@comcast.net>

Mr. Bowers,

In regards to water/sewer taps already being in place on the property. There are no taps on this lot. Depending on the size needed will depend on the cost for said taps, for example: for a single dwelling a ¾" water tap is \$ 1,400.00 & 4" sewer tap is \$ 1,600.00 for a two bedroom home and \$ 1,900.00 for a three bedroom home. If these sizes aren't what you need just let me know and I can get you the correct pricing. Also, James Rhinehart is the Electric Department Superintendent, his phone number is (828) 456-3706 ext: 2324. Let me know if I can be of any further assistance.

Thank you,  
Jeff Stines

**From:** [timbowers@comcast.net](mailto:timbowers@comcast.net) [mailto:[timbowers@comcast.net](mailto:timbowers@comcast.net)]

**Sent:** Friday, February 09, 2018 11:47 AM

**To:** Jeff Stines

**Subject:** Questions

Jeff,

In follow up to our phone call this morning, I have the following questions regarding the property at the corner of Broadview & Overbrook in the North Commons area. (Land pin # 8615-79-2340, Legal Ref: 624/956

- 1) Are the water and sewer taps already placed, ready to use at this property?
- 2) If not, what is the cost (if any) to have these utility taps installed?
- 3) Please provide James Rienhart contact number so I can confirm if electrical is already available for this lot.

Thanks,  
Tim Bowers  
(865) 454-0111



Jeff Stines <jstines@waynesvillenc.gov>

3/14/2019 11:29 AM

## Overbrook Drive

To Tim Bowers <timbowers@comcast.net> Copy David Foster <dfoster@waynesvillenc.gov>

Tim,

I have attached the original paperwork for the water/sewer tap fees associated with Los Amigo and All About You Salon. These prices are in accordance of our new fee schedule adopted by our Board of Alderman July 2018. The fees are based on gallon/day usage in accordance to the NC Wastewater Design Flow Rate set forth by the state(15A NCAC 02T .0114). These fees can be paid at our Utilities Office at 280 Georgia Avenue. If you have any questions feel free to contact me.

Thank you,

Jeff Stines

- Los Amigo Restaurant.pdf (348 KB)
- All About You Salon.pdf (355 KB)



# TOWN OF WAYNESVILLE WATER AND SEWER TAP AUTHORIZATION

Applicant Name Jackie Rich - All About You Salon

Applicant Mailing Address \_\_\_\_\_

Location of Tap(s) 62 Overbrook Drive

Parcel Number \_\_\_\_\_

Tap Is for: Water x Sewer x

Inside Customer: x Outside \_\_\_\_\_

Petition for Annexation Required? Yes \_\_\_\_\_ No x

Water Meter x \$ 2,125.00

Water Capacity Fee \$ 4,912.00 (125gal/bowl or booth x 15 x \$2.62/gal)

Sewer Connection x \$ 1,250.00

Sewer Capacity Fee \$ 5,718.75 (125gal/bowl or booth x 15 x \$3.05/gal)

Fire Line \$ \_\_\_\_\_

Irrigation Meter \$ \_\_\_\_\_

Irrigation Capacity Fee \$ \_\_\_\_\_

Total Charges \$ 14,005.75

Date 12/17/2018 No pump fee(s)

Signature of Applicant \_\_\_\_\_

Signature of Town Representative Jeffrey Stines

Finance Fax Number – 454 8889

Note: Water/Sewer tap fees are based on current fee schedule. Capacity fees are based on Wastewater design flow rate(s) 15A NCAC 02T .0114





## MEMORANDUM

**TO:** Mayor and Town Board of Aldermen  
**FROM:** Robert W. Hites Jr.  
**DATE:** 8/13/19  
**SUBJECT:** Request to make payments for system development fees

Mr. Tim Bowers has requested to speak on behalf of the owner of 62 Overbrook Drive (beside Fire Station #1) He requests that she be permitted twelve months to pay her system development fees of \$10,630.75.

Mr. Bowers visited me several months ago, well before construction of the building was complete. He asked if the owner he represented could pay the system development fees in payments. I told him that we have been collecting system development fees since 2008 and the staff had always required the owner to pay in full before a certificate of occupancy is issued. I explained that it is very difficult to collect system development fees once a certificate of occupancy has been issued and that is the reason, we require the fees to be paid. I told him we would accept a payment arrangement that would pay off the fees by the time the building was complete. His tenant George Rios (Los Amigos) had to pay \$26,082.00 before they were permitted to open.

I gave Mr. Bowers the opportunity to make a payment plan several months ago and his tenant paid the fees on his leasehold rather than the owner of the building. If you wish to establish a policy that permits owners to make payments on their system development fees, I recommend that you request the Town Attorney to draw a contract that would compel the owner to pay the fees by a certain date. If you permit Mr. Bowers to make payments, I recommend that you make the same offer to the tenant at 62 Overbrook Drive.