Sanitary Board City of Chesapeake (WV)

12404 MacCorkle Avenue
Chesapeake, WV 25315
Phone: 304-949-1496
Email: townhall@chesapeakewv.gov
Website: https://chesapeake.wv.gov

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Agenda

Sanitary Board City of Chesapeake

Monthly Meeting

Date: June 18, 2024
Time: 6:00 PM
Location: Senior Citizen Center – Town Hall

1. Call to Order

- **Chairperson:** Melissa Hill
- Prayer & Pledge of Allegiance
- Sanitary Board Members – Oath of Office - Ratification

2. Roll Call

- **Board Members Present:**
  - Robert Bowen, Board Member – Citizen
  - Herbert Shearer, Board Member – Citizen
  - Jolinda Perdue, Board Secretary
  - Melissa Hill, Chair
  - Beth Minear, Counsel

3. Approval of Minutes

- **Previous Meeting Date:** May 21, 2024 @ 6:00 PM

4. Public Comments

- **Time Limit:** 3 minutes per speaker
- **Total Duration:** 15 minutes

5. Reports

- **Old Business**
  - FY 2021, 2022, 2023 Audits – Progress
  - Exposing Pipe for Flexim Meter Installation
  - Sewer Evaluation – Complete – Schedule Review

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- Facilities Plan
- Equipment for trucks
- Civic Plus – Municode – In progress

6. New Business

- **Purchase Requests:**
  - **Labor** – Installation of Flexim Meters
  - **Computers** – 3 PC's and 1 Laptop with Monitors
    - Operations – Dispatch, Field, and City Yard
- **New Projects – RFP's**
  - Architecture & Engineering Support Services

8. Legal – Counsel Report

- Update & Discussion

9. Next meeting date: July 16, 2024

10. Adjournment

Note: The public is encouraged to attend and participate in the discussions. If you require any special accommodation, please contact the Sanitary Board office at least 48 hours in advance.

Posted: _____ 6/15/2024 8:48:05 AM

- Facilities Plan
- ~~Civic Plus – Municode – In progress~~

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Tuesday, June 18, 2024

Request for Proposals (RFP)

Procurement of Architect-Engineer Services

Sanitary Board, Town of Chesapeake, WV

RFP No.: SB-2025-01

Issue Date: June 21, 2024

Proposal Due Date: July 31, 2024

1. **Introduction**

The Sanitary Board of the Town of Chesapeake, West Virginia (hereinafter referred to as "the Board") invites qualified architect-engineer (A/E) firms to submit proposals for professional services. The selected firm will support the Board's initiatives to rehabilitate the commercial business area, address and mitigate a 72.2% inflow and infiltration (I&I) rate in the sanitary sewer system, and provide overall evaluation and funding assistance.

2. **Background**

The Town of Chesapeake faces significant challenges with its sanitary sewer system, including a high I&I rate that requires immediate attention. The Board seeks to engage an A/E firm with extensive experience in municipal infrastructure projects, particularly those involving collaboration with regional entities such as the Regional Intergovernmental Council (RIC).

Per WV Code Chapter 5G Procurement of Architect-Engineer Services - Article 1 Procurement of Architect-Engineer Services

3. **Scope of Work**

The scope of services for this project includes, but is not limited to, the following tasks:

1. Initial Assessment and Planning:
    - Conduct a comprehensive assessment of the existing sanitary sewer system.
    - Develop a detailed project plan addressing the reduction of the I&I rate.
2. Design and Engineering Services:
    - Prepare design documents, drawings, and specifications for the rehabilitation of the sanitary sewer system.
    - Ensure designs meet local, state, and federal regulatory requirements.
3. Project Management:
    - Oversee the implementation of the rehabilitation project.
    - Coordinate with contractors, stakeholders, and regulatory agencies.

- Provide regular progress reports to the Board.

4. Commercial Business Area Support:
   - Develop plans to support and enhance the infrastructure of the commercial business area.
   - Design improvements that integrate with the overall sewer rehabilitation efforts.
5. Funding and Evaluation:
   - Work with the RIC and other funding agencies to secure necessary project funding.
   - Assist the Board in preparing grant applications and other funding proposals.
6. Inflow and Infiltration Reduction:
   - Implement best practices for I&I reduction.
   - Utilize innovative technologies and methodologies to decrease the I&I rate.

4. **Proposal Requirements**

Proposals should include the following information:

1. Firm Information:
   - Name, address, and contact details of the firm.
   - Brief history and overview of the firm.
2. Project Team:
   - Detailed resumes of key personnel who will be assigned to this project.
   - Description of each team member's role and responsibilities.
3. Experience and Qualifications:
   - Relevant project experience, particularly with municipal sewer systems and I&I reduction.
   - Experience working with the RIC or similar regional entities.
   - Examples of successful funding acquisition for similar projects.
4. Approach and Methodology:
   - Detailed description of the approach and methodology to be used in this project.
   - Proposed timeline and milestones.
5. References:
   - Contact information for at least three (3) references from similar projects.
6. Cost Proposal:
   - Detailed cost proposal, including a breakdown of fees for each phase of the project.

5. **Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications of the firm and project team.
- Demonstrated understanding of the project scope and objectives.
- Proposed approach and methodology.
- Experience working with the RIC and securing project funding.
- Cost-effectiveness of the proposal.
- References and past performance on similar projects.

Criteria	Weight	Maximum Points	Evaluation
1. Relevant Experience and Qualifications			
- Municipal sewer systems experience	20%	20	
- Inflow and infiltration (I&I) reduction experience	15%	15	
- Experience with regional entities (e.g., RIC)	10%	10	
- Funding acquisition experience	10%	10	
Subtotal for Criteria 1		**55**	
2. Understanding of Project Scope			
- Depth of understanding of project objectives	15%	15	
- Proposed approach and methodology	15%	15	
Subtotal for Criteria 2		**30**	
3. Project Management Capability			
- Project team composition and roles	10%	10	
- Proposed timeline and milestones	10%	10	
Subtotal for Criteria 3		**20**	
4. Cost Proposal			
- Cost-effectiveness of the proposal	15%	15	
Subtotal for Criteria 4		**15**	
5. References and Past Performance			
- Quality of references provided	10%	10	
Subtotal for Criteria 5		**10**	
Total Points Available		**130**	

6. **Submission Instructions**

- Proposals must be submitted by 4:00 PM on July 31, 2024. Late submissions will not be considered. Proposals should be sent to:
- Sanitary Board, Town of Chesapeake
  Attention: Procurement
  12404 MacCorkle Ave
  Chesapeake, WV 25315
- Electronic submissions may be sent to: townhall@chesapeakewv.gov

7. **Contact Information**

- For questions or further information, please contact:
- Melissa Hill, Chair
  Phone: (304) 949-1496
  Email: townhall@chesapeakewv.gov

8. **Additional Information**

- The Board reserves the right to reject any or all proposals.
- The selected firm will be required to enter into a contract with the Board.
- This RFP does not commit the Board to pay any costs incurred in the preparation of proposals.

Thank you for your interest in working with the Sanitary Board of the Town of Chesapeake. We look forward to reviewing your proposal.

Sanitary Board City of Chesapeake
Balance Sheet
As of May 31, 2024

	May 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1010 MONEY MARKET-MUN BOND COMM	8,502.31
CITY NATIONAL BANK SAN BD 2714	337,873.48
Sanitary Board PFA Grant Accoun	-975.00
Total Checking/Savings	345,400.79
Accounts Receivable	
1020 CUSTOMER A/R	267,366.63
1025 RESERVE FOR BAD DEBTS	-4,000.00
Accounts Receivable	220.00
Total Accounts Receivable	263,586.63
Other Current Assets	
1000 CASH ON HAND	100.00
Total Other Current Assets	100.00
Total Current Assets	609,087.42
Fixed Assets	
1050 LAND	103,564.00
1055 BUILDINGS	22,782.00
1060 EQUIPMENT	1,222,769.00
1070 ACCUMULATED DEPRECIATION	-1,131,760.64
Total Fixed Assets	217,354.36
TOTAL ASSETS	**826,441.78**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,621.93
Total Accounts Payable	1,621.93
Other Current Liabilities	
2002 Payroll Liabilities	1,778.52

Sanitary Board City of Chesapeake
Balance Sheet
As of May 31, 2024

	May 31, 24
Accrual	7,758.25
Total Other Current Liabilities	9,536.77
Total Current Liabilities	11,158.70
Total Liabilities	11,158.70
Equity	
3000 INVESMENT IN CAPITAL ASSET	279,809.00
3005 CONTRIBUTION-CONSTRUCTION	313,336.00
3010 SMALL CITIES BLOCK GRANT	162,464.08
3015 MUNICIPAL CONTRIBUTIONS	243,101.00
Capital Contribution (PFA Grant	183,077.75
Opening Balance Equity	8,629.44
Retained Earnings	-435,403.97
Net Income	60,269.78
Total Equity	815,283.08
TOTAL LIABILITIES & EQUITY	**826,441.78**

Sanitary Board City of Chesapeake
Profit & Loss
May 2024

	May 24
Ordinary Income/Expense	
Income	
4000 SEWAGE FEES	34,588.38
Total Income	34,588.38
Expense	
5001 SALARIES-TREATMENT & DISP	
Payroll Taxes (Employer)	694.25
5001 SALARIES-TREATMENT & DISP - Other	7,966.20
Total 5001 SALARIES-TREATMENT & DISP	8,660.45
5003 SANITARY BOARD MEMBER	565.77
5040 UTILITIES	
Electricity- General	51.97
Electricity Sewer Pump	105.36
Electricity Station #1	499.74
Electricity Station #3	332.47
Electricity Station #4	64.99
Gas	40.01
Pest Control	63.60
Water	71.82
Total 5040 UTILITIES	1,229.96
5060 TELEPHONE	161.51
6025 LEGAL FEES	1,546.00
6600 CUSTOMER ACCT PROCESSING	
Disconnect & reconnect	320.00
Total 6600 CUSTOMER ACCT PROCESSING	320.00
Bank Charge	2.00
Contract Services	161.80
CPA Services	450.00
Payroll Processing Fees (ADP)	133.94
Reimbursement	62.50
Total Expense	13,293.93
Net Ordinary Income	21,294.45
Net Income	**21,294.45**

- Provide regular progress reports to the Board.

4. Commercial Business Area Support:
   - Develop plans to support and enhance the infrastructure of the commercial business area.
   - Design improvements that integrate with the overall sewer rehabilitation efforts.
5. Funding and Evaluation:
   - Work with the RIC and other funding agencies to secure necessary project funding.
   - Assist the Board in preparing grant applications and other funding proposals.
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   - Description of each team member's role and responsibilities.
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   - Experience working with the RIC or similar regional entities.
   - Examples of successful funding acquisition for similar projects.
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   - Detailed description of the approach and methodology to be used in this project.
   - Proposed timeline and milestones.
5. References:
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- References and past performance on similar projects.

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May 13, 2024

Request for Quotation (RFQ)
Project Title: Excavation Services for Sewer Lift Station Pipe Exposition
Project Overview: We are seeking the services of an experienced excavation company to expose approximately 8 feet of sewer lift station pipe at two locations in Chesapeake, WV. The purpose of this excavation is to facilitate the installation of Flexim Meters on Shallow Well pump stations #2 situated at 116th & Kanawha Ave and #4 located at 125th Alley & MacCorkle Ave.

Location Details:

1. Shallow Well Pump Station #2:
    - Address: 116th & Kanawha Ave, Chesapeake, WV
2. Shallow Well Pump Station #4:
    - Address: 125th Alley & MacCorkle Ave, Chesapeake, WV

Scope of Work: The scope of work includes but is not limited to:

1. Excavation of approximately 8 feet of sewer lift station pipe at each location.
2. Safe removal of soil and debris from the excavation site.
3. Coordination with utility companies, if necessary, to ensure the safety of underground utilities.
4. Compliance with all safety regulations and industry standards during excavation activities.
5. Restoration of the excavation site upon completion of the project.

Submission Guidelines: Interested parties are requested to submit their quotations no later than [insert deadline] via email to cspicer@chesapeakewv.gov. The subject line of the email should clearly state "RFQ Submission: Excavation Services for Sewer Lift Station Pipe Exposition." Quotations should include:

1. Detailed breakdown of costs, including labor, equipment, materials, and any additional charges.
2. Proposed timeline for completing the excavation work at both locations.
3. Proof of relevant licenses, certifications, and insurance coverage.
4. Any relevant experience or references from similar projects.

Deadline for Submission: Friday, May 24, 2024, at 3:00 PM
Contact Information: For inquiries or clarification regarding this RFQ, please contact: Melissa Hill, Mayor - mhill@chesapeakewv.gov or Brian Bowen, Town Administrator - bbowen@chesapeakewv.gov

Estimate for excavation of sewer main discharge

Zach Shirkey <zach@atozplumbingwv.com>

Mon 5/13/2024 9:24 PM

To:Courtney Spicer <CSpicer@Chesapeakewv.gov>

10,820 total cost.

Equipment- excavator, skidsteer, shoring, crew truck. 4,650$

Labor- 6,170$

5 days of work or 40 hours excavation of line shoring installed where over 5' deep at both locations moving of dirt and backfilling. Seed and straw both locations

MULLEN

Hello, this is your estimate

Location: 12404 MacCorkle Avenue Southeast, Chesapeake, WV, 25315

JOB ID
140975592

Chesapeake City Hall

Your Price
$4,800.00

Accept Estimate

Summary

Mullen Plumbing will continue to expose line for Customer to install meter. We will set shoring box in place so customer can have meter installed. We will backfill, seed and straw work area
Note: If Mullen Plumbing is delayed due to waiting on contractor for meter install price will be adjusted.
($4,800.00) Half on start of job and remaining half on completion
Due to any unforeseen circumstances or any work outside the scope to be completed at an adjusted price upon approval

S&D-100



Your Price
$4,800.00

Sewer & Drain Quoted Job

Subtotal	$4,800.00
Total	$4,800.00

GROUND BREAKERS CONSTRUCTION, LLC.

ESTIMATE

ESTIMATE #: 1002

DATE: 05/23/2024

PREPARED FOR: City of Chesapeake

DESCRIPTION	QTY		AMOUNT
Excavation of sewer line	2	$12,000.00	
Fencing to secure hole	2	$800.00	
Seed & Straw (clean up)	2	$400.00	
Shoring for holes per day	2	$1,200.00	

Notes:
SHORING IS PER DAY AND WILL DEPEND ON HOW MANY DAYS USED (THIS IS ONE DAY PRICE)

SUBTOTAL	$14,400.00	
TAX	$288.00	
TOTAL	$14.688.00	

Payment is due within 30 days after completion of work. Payable to Ground Breakers Construction LLC. All work will be complete in an efficient and professional manner. Any changes in work that is not in the above quote will be done after written order and will be an extra charge over the above estimate.

1886 Clearview Heights
Charleston WV 25312
P: (304) 539-2331
P: (304) 767-8396
e: groundbreakersconstructionllc@gmail.com

THANK YOU FOR YOUR BUSINESS!

1/25/2025	Approval for Sanitary Board to implement a Special Project for an Emergency Response Portal - Discovery Project - not to exceed the cost of $2500.00.	Yes Bowen & Hill
1/25/2024	Approval of Resolution for CSB Authorization for Delegation of authority to Chair for Routine Accounts Payable. Allowing Chair who is responsible for day to day oversight of CSB to facilitate payment of accounts payable in the ordinary course of business up to and including $5000.00, IF arising in the ordinary course of business.	Yes Bowen & Hill
1/25/2024	Approval of Resolution #9 for Town of Chesapeake payment to Chapman Technical Group for Invoice #'s20788 & 20789 for $1625.00	Yes Bowen & Hill
2/20/2024	Approval of Agenda	Yes Bowen & Hill
2/20/2024	Approval of January 25, 2024 Minutes	Yes Hill & Bowen
2/20/2024	Approval of Task Order #6 - Laura Cox Planning - appropriation of $5,000 from Sanitary Fund for Federal Grant Appropriations Application FY2025 and Sanitary Portion of Development of Comprehensive Plan	Yes Hill & Bowen
2/20/2024	Approval of shared costs for Nathaniel Hale as Public Works Supervisor. Reporting to Town Administrator, Brian Bowen. Approval of salary from Sanitary Fund of $30,000.00 annually.	Yes Bowen & Hill
2/20/2024	Approval of Financial Documents for Sanitary Board	Yes Hill & Bowen
2/20/2024	Approval to purchase laptop computers for Sanitary Board & Sanitary Employees	Yes Hill & Bowen
3/19/2024	Approval of Adjournment	Yes Bowen & Hill
4/16/2024	Approval of Agenda	Yes Bowen & Shearer
4/16/2024	Approval of March 19, 2024 minutes	Yes Bowen & Shearer
4/16/2024	Approval of Financial Statements as submitted, knowing there are errors that are coming from previous Quick Books entries that cannot be altered	Yes Bowen & Shearer
4/16/2024	Approval of Adjournment	Yes Bowen & Shearer
5/21/2024	Approval of Agenda	Yes Bowen & HIll
5/21/2024	Approval of April 16, 2024 Minutes	Yes Bowen & Hill
5/21/2024	Approval of Adjournment	Yes Bowen & Hill

Chesapeake Sanitary Board - Motion Log

Date	Motions	Passed
10/16/2023	Approval of Agenda	Yes Bowen & Shearer
10/16/2023	Approval of March 2023, Sanitary Board Minutes	Yes Bowen & Shearer
10/16/2023	Approval to Contract Scanning Services to Digitally Archive Sanitary records	Yes Bowen & Shearer
10/16/2023	Approval for Chair to request documentation from all banks for past Sanitary bank accounts to include copies of cancelled checks.	Yes Shearer & Bowen
10/16/2023	Approval that Sanitary Board Meetings moved to 3rd Tuesday of Month	Yes Bowen & Shearer
10/16/2023	Approval of Adjournment	Yes Bowen & Shearer
11/21/2023	Approval of Agenda	Yes Bowen & Shearer
11/21/2023	Approval of October 16, 2023 Minutes	Yes Bowen & Shearer
11/21/2023	Approval of Sanitary Board Legal Counsel Beth Minear	Yes Bowen & Shearer
11/23/2023	Approval of Mandatory Sanitary Board Training for Code of Conduct & Ethics at a date and time TBD	Yes Shearer & Bowen
11/23/2023	Approval of prior legal services by Beth Minear and payment for those services	Yes Bowen & Shearer
12/19/2023	Approval of Sanitary Board Agenda	Yes Bowen & Shearer
12/19/2023	Approval of 11/21/23 Minutes	Yes Bowen & Shearer
12/19/2023	Approval to continue Flexim Installation Project, adding internet to Pumps 2, 4, & 5 and approval of additional expenditures of approx. $5000.00	Yes Bowen & Shearer
1/25/2024	Approval of Sanitary Board Agenda	Yes Bowen & Hill
1/25/2024	Approval of 12/19/23 minutes with one revision. "excavation to expose about 8 feet of pipe.	Yes Bowen & Hill
1/25/2024	Approval of FY2024/2025 Reorganizational Chart for Sanitary Board	Yes Bowen & Hill
1/25/2024	Approval of purchasing four (4) Push to Talk phones and monthly service from FirstNet at the price of $30.99 per month/per phone. Town to reimburse Sanitary upon approval by Town Council at next council meeting.	Yes Bowen & Hill
1/25/2024	Approval for Sanitary Board to implement a Special Project for a 24/7 365 Service - Discovery Project - not to	Yes Bowen & Hill

used to be located. The property is approximately 5 acres and could provide perpetual income for the Town by generating solar electricity and selling it back to power companies. Tree clearing and other pre-development issues to consider before formalizing a plan to move forward.

2. In the process of setting up another meeting with the Marmet Sanitary Board to discuss wastewater treatment charges going forward and payment of Bonds owned by Marmet. Chesapeake Sanitary Board has continued making monthly payments, but counsel states that is not a waiver of any disputed amounts.

MEETING ADJOURNED at 8:06 p.m.

Motion by Board Member Jason Bowen was made to adjourn the meeting.
President/Mayor Hill seconded the motion.
President/Mayor Hill called for a vote, with all "ayes" approving the meeting be adjourned until the next regular meeting to be held on Tuesday, June 18, 202, at 6:00 p.m. at the Dr. Lisa Curry Memorial Annex.

1. Status of state audits for FY2021, 2022 and 2023 - Auditor Glasser in progress. Andrew - batching and scanning documents back to 2019.

2. Status of Annual Report Filing for FY2023 with the Public Service Commission: In progress. Accountant Sandeep Agrawal compiling report. Last Report data that was submitted for FY2022 in prior administration, doesn't reconcile with current financial data. Validation of vendor invoices being conducted.

3. Status of exposing sewer pipes for installation of Flexim Meters at Lift Stations 2 & 4 - At lift station #2, Virgil Holstein ran backhoe, dug 8 ft. down to where pipe was supposed to be and cannot locate. Town Administrator Bowen is obtaining quotes from companies that can be contracted to locate sewer lines and install Flexim Meter.

4. Brief review of Final Sanitary Sewer Evaluation Survey submitted by Chapman Technical. Discussion of joint planning meeting between Sanitary Board and Town Council for in-depth review, comprehension and questions, prior to scheduling meeting with Greg Belcher with Chapman Technical for formal review. Bruce Mullins at WVIJDC had not been provided with a copy of the survey for review by Chapman Technical. The survey failed to include the facilities plan with the survey. The estimation of costs provided by Chapman Technical to implement repairs/replacement of sewer lines, etc. totaled $21.7 million dollars.

5. Discussion that an RFP would need to be posted for further evaluation of commercial areas in relation to Sewer Inflow & Infiltration. Evaluating the commercial areas of potential I & I was not within the scope of the survey conducted by Chapman Engineering.

6. Installation of PTT phones being installed

7. Civic Plus - Municode - In progress

8. American Chemical has requested an Industrial Permit with DEP.

9. Reviewing costs of purchasing three PC's and one laptop with monitors for Sanitary Operations - Dispatch, Field and City Yard. Purchases will be made through HP, approved vendor for State Purchasing.

10. Audio Visual Solution - All in One - Advantage technology will be presenting quote to Sanitary Board for purchase. Estimated $12,247.00.

e. Updates from Legal Counsel, Beth Minear

1. Evaluation of estimate and information provided by Solar Holler, Inc. to develop and install solar panels at Town property located in Nelson Hollow, where the old garbage dump

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CHESAPEAKE SANITARY BOARD
REGULAR MEETING
May 21, 2024, at 6:03 p.m.

Call To Order: Melissa J. Hill, President/Mayor
Roll Call by Secretary Jolinda Perdue:

President/Mayor:	Melissa J. Hill	Present
Citizen Board Member:	Jason Bowen	Present
Citizen Board Member:	Herbert Shearer	Absent
Board Secretary:	Jolinda Perdue	Present

A Quorum of the Sanitary Board has Convened.

Others Present: Beth Minear, Sanitary Counsel
Brian Bowen, Town Administrator
Debbie Hill, Town Recorder
Craig Smith, Ward III Council Member (arrived at 6:34 p.m)

Prayer: Melissa J. Hill
Pledge of Allegiance: All

Sanitary Board Briefing by President/Mayor Hill:

a. Approval of May 21, 2024, Sanitary Board Agenda.

Motion made by Jason Bowen to approve the Sanitary Board Agenda. President/Mayor Hill seconded the motion. President/Mayor Hill called for a vote, with all "ayes" approving, Motion Carried.

b. April 16, 2024, Minutes Reviewed.

Motion made by Jason Bowen to approve the Sanitary Board Meeting Minutes from April 16, 2024, with no revisions or questions. President/Mayor Hill seconded the motion. President/Mayor Hill called for a vote, with all "ayes" approving, Motion Carried.

c. Public Comments

1. Brian Bowen, Town Administrator, stated a new trash compactor driver had been hired and is CDL Licensed. The employee is slated to start on Tuesday, May 28, 2024.

d. Updates from President/Mayor Hill:

Sanitary Board City of Chesapeake
Income by Customer Detail
May 2023 through May 2024

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit	Balance
Jane Deer									
Credit Memo	10/20/2023	2	Refund of Ov...	4000 SEWAGE FEES		1020 CUSTO...	723.56		-723.56
Total Jane Deer							723.56	0.00	-723.56
Kanawha Public Service									
General Journal	06/30/2023	AJE #36	Sewer Collect...	4000 SEWAGE FEES		Accounts Rece...		35,343.66	35,343.66
General Journal	07/01/2023	AJE #...	Sewer Collect...	4000 SEWAGE FEES		Accounts Rece...	35,343.66		0.00
General Journal	07/31/2023	AJE #34	Collection for ...	4000 SEWAGE FEES		Accounts Rece...		39,740.69	39,740.69
General Journal	08/31/2023	AJE #35	Collection for ...	4000 SEWAGE FEES		Accounts Rece...		35,265.81	75,006.50
Invoice	09/30/2023	3	Sewer Collect...	4000 SEWAGE FEES		1020 CUSTO...		34,096.82	109,103.32
Invoice	10/31/2023	4	Sewer Collect...	4000 SEWAGE FEES		1020 CUSTO...		37,331.96	146,435.28
Invoice	11/30/2023	5	Sewer Collect...	4000 SEWAGE FEES		1020 CUSTO...		33,593.23	180,028.51
Total Kanawha Public Service							35,343.66	215,372.17	180,028.51
Town of Chesapeake									
Invoice	12/31/2023	6	Sewer Collect...	4000 SEWAGE FEES		1020 CUSTO...		33,361.69	33,361.69
Invoice	01/31/2024	7	Collections fo...	4000 SEWAGE FEES		1020 CUSTO...		39,680.27	73,041.96
Invoice	02/29/2024	8	Sewer Collect...	4000 SEWAGE FEES		1020 CUSTO...		36,084.00	109,125.96
Invoice	03/31/2024	9	Sewer Collect...	4000 SEWAGE FEES		1020 CUSTO...		36,807.52	145,933.48
Invoice	03/31/2024	10	Poca Valley p...	Interest Paid on Equ...		1020 CUSTO...		658.62	146,592.10
Invoice	03/31/2024	10	Poca Valley p...	Interest Paid on Equ...		1020 CUSTO...		208.05	146,800.15
Invoice	04/30/2024	11	Sewer Collect...	4000 SEWAGE FEES		1020 CUSTO...		37,356.84	184,156.99
Invoice	05/31/2024	12	Sewer Collect...	4000 SEWAGE FEES		1020 CUSTO...		34,588.38	218,745.37
Total Town of Chesapeake							0.00	218,745.37	218,745.37
TOTAL							**36,067.22**	**434,117.54**	**398,050.32**

CHESAPEAKE SANITARY BOARD
REGULAR MEETING
June 18, 2024 at 6:05 p.m.

Call To Order: Melissa J. Hill, President/Mayor
Roll Call by Secretary Jolinda Perdue:

President/Mayor:	Melissa J. Hill	Present
Citizen Board Member:	Jason Bowen	Present
Citizen Board Member:	Herbert Shearer	Absent
Board Secretary:	Jolinda Perdue	Present

A Quorum of the Sanitary Board has Convened.

Citizens Present:	Brian Bowen, Town Administrator Debbie Hill, Town Recorder
Prayer:	Melissa J. Hill
Pledge of Allegiance:	All

Sanitary Board Briefing by President/Mayor Hill:

a. Oaths of Office - President/Mayor Hill administered Oaths of Office to Jason Bowen, Board Member and Jolinda Perdue, Secretary. Recorder Hill will contact absent Board member Herbert Shearer to complete his oath.

b. Approval of June 18, 2024, Sanitary Board Agenda.

Motion made by Jason Bowen to approve the Sanitary Board Agenda. President/Mayor Hill seconded the motion. President/Mayor Hill called for a vote, with all "ayes" approving, Motion Carried.

c. May 28, 2024, Minutes were reviewed by Board.

Motion made by Jason Bowen to approve the Sanitary Board Meeting Minutes from May 28, 2024, with no revisions or questions. President/Mayor Melissa Hill seconded the motion. President/Mayor Hill called for a vote, with all "ayes" approving, Motion Carried.

d. Discussion regarding the need for internal review of Chapman Technical Sanitary Sewer Evaluation Survey prior to review with Chapman Technical. Secretary Jolinda Perdue will coordinate dates with the Board, and others, as instructed to finalize a date. A Saturday morning review for approximately four hours. A secondary date will also be coordinated with Chapman Technical and Bruce Mullins with the Board, and others, as instructed to finalize formal review date on a Saturday for approximately two hours.

e. President/Mayor Hill discussed the need to procure Architectural/Engineering services for the Sanitary Department. A Request for Procurement (RFP) for the same for FY2025, was posted on Friday June 21, 2024, with a deadline to respond of July 31, 2024, for interested firms.

Motion made by Jason Bowen to approve the RFP for Architectural/Engineering Services. President/Mayor Hill seconded the motion. President/Mayor Hill called for a vote, with all "ayes" approving, Motion Carried.

f. An RFQ for Excavation services for Sewer Lift Station Pipe Exposition was posted on May 13, 2024. There were quote submissions from three firms, i.e., A to Z Plumbing, Mullen Plumbing and Ground Breakers Construction, LLC. After careful review and consideration of all quotes and services to be provided A to Z Plumbing was chosen for the project at a total cost of $10,820.00.

Motion made by Jason Bowen to approve the quote for services from A to Z Construction for Excavation Services for Sewer Lift Station Pipe Exposition. President/Mayor Hill seconded the motion. President/Mayor Hill called for a vote, with all "ayes" approving, Motion Carried.

g. President/Mayor Hill gave an overview of the joint meeting with the Town of Marmet Sanitary Board and Chesapeake Sanitary Board on June 17, 2024. Individuals present at the meeting were: Mayor Fontalbert, Brian Higginbotham and Marmet Legal Counsel Scott McClure. For Chesapeake, Mayor Hill, Legal Counsel Beth Minear, Town Administrator Brian Bowen, Municipal Engagement Coordinator Courtney Spicer and Sanitary Board Member Jason Bowen.

President/Mayor Hill reflected that the meeting was productive with good rapport. A milestone joint meeting has been scheduled for August 17, 2024.

h. President/Mayor Hill informed Board of two FOIA requests addressed to the Town of Chesapeake and received by the Town.

The first FOIA was from Sanitary Board Member Herbert Shearer and responded to timely by the Town. Mr. Shearer requested the Sanitary Sewer Evaluation Survey completed by Chapman Engineering be made available on a zip drive.

The second FOIA was from an unknown source via an undescriptive email address. The FOIA requested Payroll information for all employees from January 2023 through December 2023, as well as Resumes, personal contact information such as cell phone numbers, email addresses and any wage increase for all employees during the time period requested.

Legal Counsel Beth Minear prepared responses to both requests.

i. President/Mayor Hill briefed the Board on a sewer issue with resident Emily McMillion wherein McMillion has alleged that the cause of her sewer problem is due to the fault of the Sanitary Department. The Sanitary Department, upon further investigation, determined the issue was on the customer's side of the sewer line. Ms. McMillion has filed a claim with the Town's Insurance carrier. Ms. McMillion obtained the Town's insurance policy information through a former town council member who contacted a current town council member. The current town council member provided the insurance policy information without the knowledge of Sanitary Chair/Mayor Melissa Hill. The status of Ms. McMillion's claim is pending.

j. President/Mayor Hill advised that Greenbrier Government Solutions will be the new IT company overseeing domain hosting, Microsoft 365 implementation for both Town and Sanitary. AMG Technology was the previous IT company.

k. President/Mayor Hill reviewed the Sanitary Board Profit and Loss Report and Balance Sheet as of May 31, 2024, with the Board. Questions about the reports concerning payments to Marmet for flows and bond payments not showing up in the report for May were asked. President/Mayor Hill advised she would research with Accountant Agrawal and provide an answer.

Motion made by Jason Bowen to accept the financial reports for May 2024, with questions. President/Mayor Hill seconded the motion. President/Mayor Hill called for a vote, with all "ayes" approving, Motion Carried.

c. Public Comments

None

MEETING ADJOURNED at 7:26 p.m.

Motion by Board Member Jason Bowen was made to adjourn the meeting.
President/Mayor Hill seconded the motion.
President/Mayor Hill called for a vote, with all "ayes" approving the meeting be adjourned until the next regular meeting to be held on Tuesday, July 16, 2024, at 6:00 p.m. at the Dr. Lisa Curry Memorial Annex.

5. **Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications of the firm and project team.
- Demonstrated understanding of the project scope and objectives.
- Proposed approach and methodology.
- Experience working with the RIC and securing project funding.
- Cost-effectiveness of the proposal.
- References and past performance on similar projects.

Criteria	Weight	Maximum Points	Evaluation
1. Relevant Experience and Qualifications			
- Municipal sewer systems experience	20%	20	
- Inflow and infiltration (I&I) reduction experience	15%	15	
- Experience with regional entities (e.g., RIC)	10%	10	
- Funding acquisition experience	10%	10	
Subtotal for Criteria 1		**55**	
2. Understanding of Project Scope			
- Depth of understanding of project objectives	15%	15	
- Proposed approach and methodology	15%	15	
Subtotal for Criteria 2		**30**	
3. Project Management Capability			
- Project team composition and roles	10%	10	
- Proposed timeline and milestones	10%	10	
Subtotal for Criteria 3		**20**	
4. Cost Proposal			
- Cost-effectiveness of the proposal	15%	15	
Subtotal for Criteria 4		**15**	
5. References and Past Performance			
- Quality of references provided	10%	10	
Subtotal for Criteria 5		**10**	
Total Points Available		**130**	