

Town of Boonville
May 20, 2022, Recessed Minutes
Harvey E. Smith Municipal Building

The following were in attendance at the 5/20/22 recessed meeting: Mayor Vaughn Benton, Commissioners Monica Craver, Dwaine Dobbins and Tim Driver. Also in attendance were Finance Officer/Town Clerk Kim Wells, Public Works Director Tim Collins, and Police Chief Jeff Hobson. Commissioner David Cox was present via zoom. Mayor Pro-tem Justin Phillips was absent.

Mayor Benton called the meeting to order at 9:01 a.m.

Finance Officer/Town Clerk Wells presented the revised ordinances and supporting budget amendments that she spoke about at the May 3, 2022 regular meeting. Commissioner Cox motioned to approve the presented ordinances. Commissioner Craver seconded, and the motion passed unanimously. Commissioner Craver motioned to approve the budget amendments. Commissioner Dobbins seconded, and the motion passed unanimously.

Finance Officer/Town Clerk Wells presented the proposed schedule of fees and asked the Board to review for other possible revisions. She reminded the Board that the Waste Management charges was a pass through, and the town did not currently make anything from it.

She then reviewed the current annual wages and fringe for each department. Discussion followed on possible cola % amounts. Mrs. Wells stated that she would go back to her office and draft up a comparison of 3%, 4% and 5%. She stated the Blue Cross Blue Shied would be the only thing in the proposal that she knew might increase but that she was currently waiting on the renewal to come in.

Discussion followed on current pay rate of Crystal Hutchens and Brian Higgins. Discussion followed on Certification Rates per the Employee Personnel Manual. Commissioner Craver motioned that we increase Crystal Hutchens and Brian Higgins now by \$1.00 (per hour), effective the current pay period. Commissioner Dobbins seconded, and the motion passed unanimously.

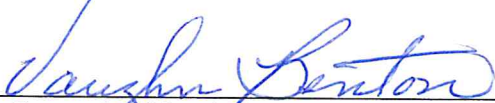
Commissioner Cox stated that he would like to see the Board pay Commissioner Craver to take on more of an Administrative Role and to get compensated for all the extra work she is currently doing for the town.

Discussion followed on a new Public Works Employee and how that could be done by consensus, then ratified during the next regular meeting.


Discussion followed on the purchase of a used 1995 Chevy 3500 bucket truck. It was stated the truck used by the town for the Christmas angels and was available for \$17,500 if the town was interested. The Board asked for a complete inspection of the truck before purchase so they can verify the condition of the truck. Commissioner Cox motioned that we do it as long as it passes the test. Commissioner Driver seconded, and the motion passed unanimously. It was stated that the purchase would be through Streets Department.

The Board discussed the next meeting. It was consensus that they would met again Tuesday, June 7 from 5:30-7:00.

Commissioner Craver motioned to recess until 6/7 at 5:30. Commissioner Dobbins seconded, and the motion passed unanimously at 11:21am.



R. Devaughn (Vaughn) Benton, Mayor



Kim Wells, Finance Officer/Town Clerk

TOWN OF BOONVILLE
Amended ARP ACT SPECIAL REVENUE FUND BUDGET
ORDINANCE

FISCAL YEAR ENDING ~~JUNE 30, 2024~~ June 30, 2027

BE IT ORDAINED by the Town of Boonville Board of Commissioners that the following anticipated fund revenues and expenditures, with certain restrictions and authorizations, are hereby appropriated and approved for the ARP Act Special Revenue Fund for the fiscal year beginning July 1, 2020 and ending ~~June 30, 2024~~ June 30, 2027:

Section 1:

ESTIMATED REVENUES

Restricted Revenues

Revenue from Other Governments	<u>\$364,272</u> <u>\$3,364,272</u>
--------------------------------	--

APPROPRIATED EXPENDITURES

General Government Expenditures

General Government Expenditures	\$364,272 <u>\$3,364,272</u>
---------------------------------	---

Transfer to General Fund

Transfer to Enterprise Fund


	<u>\$364,272</u> <u>\$3,364,272</u>
--	--

Section 2: The Budget Officer may transfer amounts between functions without limitation.

Section 3: Expenditures of ARP Act funds will be pre-audited in accordance with the Local Government Budget and Fiscal Control Act and be used as allowed for in the “Key Provisions of the American Rescue Plan Act of 2021.” (March 12, 2021), and NCSL “The American Rescue Plan Act Provisions.” (March 10, 2021).

Section 4: Copies of this budget shall be furnished to the Finance Officer/Town Clerk for their direction.

Amended this 20th day of May, 2022. Original was Adopted April 5, 2022.



R. Devaughn (Vaughn) Benton, Mayor

Attest:



Kim Wells, Town Clerk

TOWN OF BOONVILLE
ARP STATE FISCAL RECOVERY SPECIAL REVENUE FUND
BUDGET ORDINANCE
FISCAL YEAR ENDING June 30, 2027

BE IT ORDAINED by the Town of Boonville Board of Commissioners that the following anticipated fund revenues and expenditures, with certain restrictions and authorizations, are hereby appropriated and approved for the ARP State Fiscal Recovery Special Revenue Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2027:

Section 1:

ESTIMATED REVENUES

Restricted Revenues

Revenue from Other Governments \$3,000,000

APPROPRIATED EXPENDITURES

General Government Expenditures

\$3,000,000

Transfer to Enterprise Fund

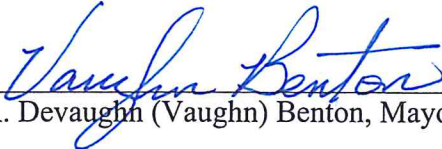
\$3,000,000

Section 2: The Budget Officer may transfer amounts between functions without limitation.

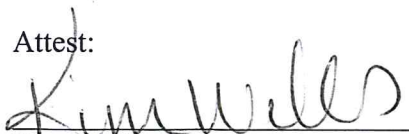
Section 3: Expenditures of ARP State Fiscal Recovery funds will be pre-audited in accordance with the Local Government Budget and Fiscal Control Act and be used as allowed for in the applicable items specified in the standard "Conditions" and "Assurances" of the Department's funding offer.

Section 4: Copies of this budget shall be furnished to the Finance Officer/Town Clerk for their direction.

Adopted May 20, 2022.


R. Devaughn (Vaughn) Benton, Mayor

Attest:


Kim Wells, Town Clerk

Proposed Budget Amendments - May 20, 2022

By Kim Wells, Finance Officer

General Fund

	Account Number	Description	Current Budget \$	Amendment	Ending Budget \$
Revenues					
	100 - 406 - 40006 -	33503 Insurance Proceeds	2,130	4,795	6,925 Adj to actual
	100 - 406 - 40006 -	33545 Parks and Rec Donations	10,506	150	10,656 Adj to actual
	100 - 416 - 40015 -	34301 ARP Funding	330,000	(330,000)	To remove line
	100 - 416 - 40015 -	13020 Due from ARPA Act Special Rev	-	61,266	Budget for ARP Funding
	100 - 422 - 40022 -	39910 Beginning Fund Balance	66,389.00	(1,620)	To balance budget
			(265,409)		
Expenses					
ARP	100 - 450 - 50400 -	40074 Capital Outlay	330,000	(330,000)	To remove line
Admin	100 - 420 - 50000 -	40002 Salaries	35,000	12,941	47,941 ARPA purchase - Hazzard Pay Bonus
Police	100 - 510 - 50400 -	40031 Gas and Oil	12,000	2,000	14,000 Projected for year end
	100 - 510 - 50400 -	40033 Supplies	3,500	297	3,797 ARP purchase - flashlights for new truck
	100 - 510 - 50400 -	40034 Equipment Expense/Rental	-	2,503	2,503 ARP purchase - guns
	100 - 510 - 50400 -	40074 Capital Outlay	54,655	40,000	94,655 ARPA purchase - Dodge Police Truck
Streets	100 - 560 - 50400 -	40016 M & R Equipment	5,000	5,025	10,025 ARPA purchase - Fall mower
	100 - 560 - 50400 -	40033 Supplies	2,500	500	3,000 Projected for year end
	100 - 560 - 50400 -	40114 School and Training	100	425	525 Adj to actual
Non-Departmental	100 - 660 - 50400 -	40052 Bank Charges	2,600	400	3,000 Projected for year end
	100 - 660 - 50400 -	40249 Economic Development	10,000	500	10,500 ARPA purchase - Broadband at park
			(265,409)		

Enterprise Fund

Revenues					
	300 - 406 - 40006 -	33503 Insurance Proceeds	10,770	2,615	13,385 Adj to actual
	300 - 416 - 40015 -	13020 Due from ARPA Act Special Rev	-	35,421	35,421 Budget for ARP Funding
	300 - 422 - 40022 -	39910 Beginning Fund Balance	60,455.00	8,250	68,705.00 To balance budget
			46,286		
Expenses					
Water	300 - 810 - 50100 -	40035 Research and Maint & Lab	9,000	2,000	11,000 Projected for year end
	300 - 810 - 50400 -	40013 Utilities	22,000	4,000	26,000 Projected for year end
	300 - 810 - 50400 -	40015 M & R Buildings	1,500	13,080	14,580 Budget ARP funding - shop rehab
	300 - 810 - 50400 -	40016 M & R Equipment	5,500	601	6,101 Budget ARP funding -
	300 - 810 - 50400 -	40254 Group Insurace	7,500	2,000	9,500 Projected for year end
Sewer	300 - 820 - 50400 -	40015 M & R Buildings	1,000	13,080	14,080 Budget ARP funding - shop rehab
	300 - 820 - 50400 -	40017 M & R Vehicles	3,000	500	3,500 Projected for year end
	300 - 820 - 50400 -	40114 School and Training	565	215	780 Adj to actual
Sewer Plant	300 - 820 - 50400 -	40015 M & R Buildings	5,500	8,660	14,160 ARPA purchase - Sewer Plant Building Rehab
	300 - 830 - 50400 -	40016 M & R Equipment	10,000	1,500	11,500 Adj to actual
	300 - 830 - 50400 -	40053 Dues and Subscriptions	3,925	500	4,425 Adj to actual
	300 - 830 - 50400 -	40054 Professional Insurace	1,800	150	1,950 Adj to actual
			46,286		

96,687

Capital Project Ordinance

Be it ORDAINED by the Governing Board of the Town of Boonville, North Carolina, that pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital Project Ordinance is hereby adopted.

Section 1: The Project authorized is the Wastewater Collection System Improvements to be financed by ARP Funding from State Fiscal Recovery Funds.

Section 2: The officers of this unit are hereby directed to proceed with the capital project within the terms of the board resolution, loan documents and the budget contained herein.

Section 3: The following amounts are appropriated for the project:

Engineering	\$ 295,450
Construction	<u>\$ 1,108,298</u>
	<u>\$ 1,313,748</u>

Section 4: The following revenues are anticipated to be available to complete this project:

ARP Funding from State Fiscal Recovery Funds	\$ 1,313,748
	<u>\$ 1,313,748</u>

Section 5: The finance officer is hereby directed to maintain within the capital project fund sufficient specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements, and federal regulations. The terms of the bond resolution also shall be met.

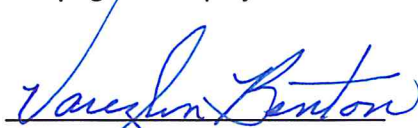
Section 6: Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

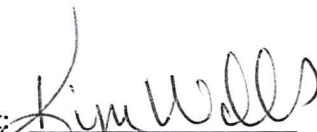
Section 7: The finance officer is directed to report, on a quarterly basis, on the financial status of each project element in section 3 and on the total grant/loan revenues received or claimed.

Section 8: The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this board.

Section 9: Copies of this capital project ordinance shall be furnished to the clerk to the Governing Board, and to the Budget Officer and the Finance officer for direction in carrying out this project.

Duly adopted this 24 day of May 2022.


Signature, (Authorized Rep)

(Seal)
Attest: 
Signature (Town Clerk)





114 Edinburgh South Drive
Suite 200
Cary, North Carolina 27511
919.827.0864
www.daa.com

March 30, 2022

Tim Collins
Utilities Director
Town of Boonville
PO Box 326
110 N Carolina Ave
Boonville, NC 27011

**RE: Proposal for Professional Services
Boonville Wastewater Collection System Improvements
Draper Aden Associates Proposal 2200535**

Dear Mr. Collins:

On behalf of Draper Aden Associates (Draper Aden), thank you for the opportunity to present our proposal to the Town of Boonville for professional engineering services for the Boonville Wastewater Collection System Improvements project.

I. PROJECT DESCRIPTION

The Town of Boonville has several issues regarding its wastewater collection system. There are several known areas where washouts have occurred, exposing the sewer pipe, and those areas will need to be repaired. There are also known problem areas within the collection system, such as over 3,000 LF of gravity sewer pipe that needs to be replaced, which will include reconnection of existing service laterals, manhole replacements / installations, etc. Additionally, serious inflow / infiltration (I/I) issues are present, causing extraneous water to be sent to the treatment system. An I/I inspection, including cleaning and camera inspection of the sewer lines and damage inventory, would allow the Town to identify sources of I/I. The damage inventory will be generated by the selected Contractor following the I/I inspection, so that a priority list of repairs can be generated and executed accordingly. The remaining project funds will be utilized following the I/I inspection to make those prioritized repairs.

II. SCOPE OF SERVICES

Services to be provided by Draper Aden under this task order will include the following:

Task A. Surveying

Surveying will include the collection of any required field data, such as elevations, existing site conditions, etc. used in the design of the repairs.

Task B. Engineering Design

Subtask B.1 Plans and Specifications

This subtask will encompass the formulation of engineering plans and specifications to submit to NC DEQ and other applicable agencies for review and approval. Plans will include drawings of all required plans, profiles, sections, and details. It is expected that design will consist of developing a sewer map for the Town, indicating areas which need to be investigated by the contractor via CCTV or other methods, and proposed designs for repairs of sewer lines and appurtenances which were indicated by the Town during previous field visits. Plans will be developed in accordance with applicable local, State, and Federal standards. Temporary sediment and erosion control measures will be designed, and appropriate details provided. The final design package will include bid-ready documents formatted in a manner that will allow general contractors to price the work.

Subtask B.2 Bid Services

Draper Aden will submit the construction documents to the appropriate online plan rooms and respond to contractor/subcontractor questions and requests for information as it relates to the design. Upon request, Draper Aden will receive the bids and conduct a bid opening. After bid openings, Draper Aden will review the bids received for conformance with the contract documents, provide a certified bid tabulation, verify references, and make recommendation of award to the Town's Board of Commissioners. Following approval by the Town, Draper Aden will notify the prospective winner of the bid of the intent to award and issue a Notice to Proceed (NTP).

Task C. Permitting

This task will include all permitting, which will be obtained as required, such as encroachment agreements with NC Department of Transportation (DOT) or additional environmental permitting requested by the state of North Carolina.

Task D. Easement Preparation

Any required easements will be obtained as part of this Task, which will include negotiating with property owners, developing easement plats, and coordinating the signing of the easement with the property owner and the Town.

Task E. Grant Administration

This task will include contract and grant administration as required by ARPA funding. Direction will be taken from the NC DEQ regarding any forms, documents, etc. which need to be completed in addition to what would be typical in design, i.e. typical bid documents.

Task F. Construction Services

Subtask F.1 Construction Administration

This task will include during/post-construction work, including coordination with the selected contractor, attending monthly progress meetings as needed, reviewing payment applications and shop drawings, change orders, field orders, attending a project close-out meeting, and providing record drawings based on redline markups provided by the contractor once construction is completed. Near completion of the project, if requested Draper Aden will conduct a walkthrough in the presence of the Town and contractor for the purposes of compiling a punch list detailing remaining work to be completed prior to project closeout. Once punch list items have been addressed by the contractor, Draper Aden will conduct a final site visit for project closeout at a final project closeout meeting with the Town and the contractor.

Subtask F.2 Construction Observation

Construction observation will be completed during construction. A representative from Draper Aden will observe and document the construction progress as needed while the work is completed by the selected contractor. The construction observer will relay any issues that arise during the construction period to mitigate problems should they occur.

III. SCHEDULE

Draper Aden is prepared to commence with the above-described tasks immediately upon receipt of Authorization to Proceed (ATP). A detailed schedule of milestones and deliverables will be developed in conjunction with the Town of Boonville upon receipt of the ATP.

IV. DELIVERABLES

Draper Aden will provide the following deliverables, all in electronic format:

- Engineering Plans and Specifications
- Permits required to proceed with construction
- Certified Bid Tabulation and Recommendation of Award
- Record Drawings following completion of construction

V. FEES

The proposed fees for the above-described services are on a Lump Sum basis, with the exception of Task F – Construction Services, which will be on a Time and Materials (T&M) Basis, not to exceed the budgetary estimate shown below.

Fees will be billed monthly based on our efforts completed at the close of the respective billing period. We will provide a written progress report outlining the status of the project, outstanding issues, items needed, further coordination, or other items of interest to keep the project team informed of progress toward completion.

Task A – Surveying.....	\$25,000
Task B – Engineering Design.....	\$100,180
Task C – Permitting.....	\$10,000
Task D – Easement Preparation.....	\$10,000
Task E – Grant Administration.....	\$50,090
Task F – Construction Services.....	\$100,180
TOTAL LUMP SUM	<u>\$295,450</u>

VI. CONTRACT TERMS AND PROVISIONS

All authorized services will be provided in accordance with our current *Standard Terms and Conditions* attached.

VII. ASSUMPTIONS / LIMITATIONS

This proposal is based on the following assumptions:

- Additional services, if required, will be provided by Draper Aden on an hourly basis or a negotiated lump sum fee. A written scope of services and fee proposal will be submitted to the Town of Boonville for review and consideration prior to commencement of any requested additional services.
- The parties agree that the proposed scope of services may change based on meetings and consultation with the Town of Boonville or others. The parties agree that should the scope of services change, Draper Aden will provide the Town of Boonville with a revised proposal or an

addendum to this agreement for any such changes and associated costs to be paid by the Town of Boonville.

- Reimbursable/direct expenses such as copying, printing, mileage, and mailing are included in the above fees.
- Hard copies of deliverables can be provided upon request.
- The formulation of an Engineering Report / Environmental Information Document (ER/EID) has been indicated by NCDEQ as not required for approval. Should that guidance change, a separate task to develop these documents will be negotiated.
- Any permit and application fees are not included in this fee proposal and if required will be paid by the Town.

On behalf of Draper Aden Associates, thank you for giving us the opportunity to provide our proposal for professional engineering services. If this proposal meets with your approval, please sign the Authorization to Proceed below and return it to us. Please keep a copy of the proposal for your records. We look forward to working with you on this project. Please do not hesitate to contact us if you have any questions or require any additional information.

Sincerely,

DRAPER ADEN ASSOCIATES



Ethan Gartin, EIT
Project Manager



Adrianna Dimperio, PE
Utilities Division Manager

**Proposal for Professional Services
Boonville Wastewater Collection System Improvements
Draper Aden Associates Proposal 2200535**

AUTHORIZATION TO PROCEED

I/We agree and accept Draper Aden Associates' proposal to provide the above described services. We understand the Scope of Services as provided herein and agree to the fees estimated for these services. We further acknowledge that Draper Aden Associates will provide a proposal for any change in the Scope of Services described herein and that a signed agreement to provide those additional services will be executed prior to any work being performed.

VAUGHN BENTON
Printed Name

MAYOR
Title

Vaughn Benton
Signature

5/24/22
Date