

WESTERN WAKE PARTNERS

Policy Advisory Committee Recommendations

Tuesday, September 26, 2006

Cary Town Hall, Administration Conference Room #22010

316 N. Academy Street, Cary, North Carolina

www.westernwakepartners.org

Cary Mayor Ernie McAlister called the meeting to order at 4:10 p.m. Committee members attending were Apex Mayor Keith Weatherly, Cary Town Manager Bill Coleman, Holly Springs Mayor Dick Sears, Morrisville Mayor Jan Faulkner, Apex Town Manager Bruce Radford, and Morrisville Town Manager John Whitson. Committee member absent was Holly Springs Town Manager Carl Dean. The meeting adjourned at 4:30 p.m.

1. Approval of minutes of the Policy Advisory Committee held on June 27, 2006.

Mayor Sears moved to approve the minutes, Mayor Faulkner provided the second and the committee unanimously approved the motion.

2. Items for Discussion

a. Modifications to FY07 Operating Budget (PAC07-01)

Mayor Faulkner moved to approve an increase in the FY07 operating budget for the cost of hiring a contractor to assist with land acquisition and the cost of the annual financial audit that is required by the Agreement, a total increase of \$45,000. Mayor Weatherly provided the second, and the committee unanimously approved the motion. (Attachment A)

b. Western Wake Wastewater Management Facilities SCADA Project (PAC07-02)

Mayor Weatherly moved to approve that the Policy Advisory Committee delegate the authority to select a SCADA Integrator to the Western Wake Partners Technical Advisory Committee in order to facilitate the project schedule. Mayor Sears provided the second, and the committee unanimously approved the motion. (Attachment B)

3. Other Business:

EIS: The committee members discussed a process for making sure that the elected officials of each partners have a chance to review and make comments on additional information supplementing the draft EIS before its submission to the State. As such, the Technical Advisory Committee members will communicate with their managers and the Policy Advisory Committee will have to chance to consider any additional "draft" information before it is submitted.

4. Closed Session

Mayor Sears moved for closed session for the following purpose; Mayor Faulkner provided the second; and committee granted unanimous approval.

Closed session was called pursuant to G.S. 143-318.11(A)(1) I move that we hold a closed session to prevent the disclosure of information that is privileged or confidential pursuant to the law of this state, or not considered a public record within the meaning of Chapter 132 of the General Statutes; specifically, to approve minutes from March 28, 2006 and June 27, 2006 meetings.

5. **Next Meeting:** January 23, 2007, 4:00 p.m. at Cary Town Hall. The Committee may need to meet again in October or November to facilitate the EIS schedule.

WESTERN WAKE PARTNERS

Report to the Policy Advisory Committee (PAC07-01)

Date: September 26, 2006
To: Policy Advisory Committee
From: Kim Fisher, P.E. – Town of Cary, Director of Public Works and Utilities
Prepared By: Leila Goodwin, P.E. – Town of Cary, Water Resources Manager
Subject: Consideration of Adjustment of FY07 Operating Budget for the Western Wake Regional Wastewater Management Facilities.

Background:

In March 2006, the Policy Advisory Committee approved an Operating Budget for the Western Wake Regional Wastewater Management Facilities of \$130,000 for combined expenses for the remainder of FY06 and FY07. This included hiring one new engineer in the Town of Cary Engineering Department to manage the Western Wake projects.

We anticipated future staff needs to include real estate staff to obtain property and easements, operations and maintenance staff to participate in design and construction review, and field staff for overseeing construction inspection and administration.

At this time, we are recommending an adjustment to the FY07 operating budget to include the cost of hiring a contractor to assist with land acquisition, and the cost of the annual financial audit that is required by the Agreement. The recommended FY07 budgets for these two items are \$40,000 and \$5,000 respectively, for a total increase in the FY07 operating budget of \$45,000.

As was approved in March 2006, the operating costs will be allocated to each Project Partner according to the percentage of each Partner's total estimated capital costs (excluding land) as presented in Table A-5 of Exhibit A of the *Agreement For Design, Construction, Ownership, Management And Operation Of Western Wake Regional Wastewater Management Facilities* dated August 22, 2005 ("Agreement").

Requested Action: Approval of an increase in the FY07 operating budget of \$45,000 for the Western Wake Regional Wastewater Management Facilities.

WESTERN WAKE PARTNERS

Report to the Policy Advisory Committee (PAC07-02)

Date: September 26, 2006
To: Policy Advisory Committee
From: Steve Brown, P.E., - Associate Director of Engineering, Town of Cary
Prepared by: Jamie Revels, P.E., - Senior Engineer, Town of Cary
Subject: Western Wake Wastewater Management Facilities SCADA Project

Background:

Staff is in the process of receiving and reviewing proposals for the Supervisory Control and Data Acquisition (SCADA) integration services related to the implementation of the Western Wake Wastewater Management Facilities SCADA Project. The facilities proposed by this project will provide a SCADA network linking all of the existing and proposed Western Wake Wastewater Infrastructure Projects. The proposed SCADA system will provide the ability to monitor and control the Western Wake Wastewater Management Facilities from the central control room located in the administration building of the Water Reclamation Facility. The SCADA system will also provide limited capability to monitor and control pump stations and other facilities from remote locations, such as the Department of Public Works and Utilities Operations Center.

A twelve member selection committee composed of senior staff from Apex, Holly Springs, Cary and Morrisville has been assembled to review the proposals. The selection committee will consider each proposal for (a) relevant experience of the firm including its personnel assigned to this project and their sub-consultants, (b) project approach, (c) proposed schedule and (d) cost. The selection committee will meet in October to review the proposals and make a recommendation in favor of one of the prospective SCADA integrators. In addition to reviewing the proposals, the selection committee may also contact prospective SCADA integrators for formal interviews and presentations prior to making a recommendation of contract award.

The estimated value of the Western Wake Wastewater Management Facilities SCADA contract is approximately 1.5 million dollars. A formal selection will need to be made by December to maintain the current project schedule.

Requested Action: It is recommended that the Policy Advisory Committee delegate the authority to select a SCADA Integrator to the selection committee in order to facilitate the project schedule. The selection committee that has been assembled is composed of senior staff members from Cary, Apex, Morrisville and Holly Springs and will be representative of the Project Partners. The delegation authority granted by the Policy Advisory Committee to the selection committee for selecting a prospective SCADA integrator will be contingent upon a unanimous recommendation of award from the selection committee.

