

**RED SULPHUR PUBLIC SERVICE DISTRICT**  
**REGULAR SCHEDULED AT 4:30PM**  
**BOARD MEETING MINUTES**  
**Thursday, September 21, 2021**

**I. CALL TO ORDER**

Chairman Kevin Belcher called the meeting to order at 4:30pm.

**II. ROLL CALL**

Present: Kevin Belcher, Robert Williams Sr., Bobby Harvey  
Also, in attendance: Porter Robertson and Whitney Bowers

**III. INVOCATION**

The invocation was given by Chairman Belcher.

**IV. PLEDGE OF ALLEGIANCE**

Led by Chairman Belcher.

**V. PAYMENT OF WARRANTS**

A motion was made to pay the bills and invoices totaling \$11,252.09.

**Motion: Robert M Williams Sr. Seconded: Bobby Harvey Unanimous**

A motion was made to pay Payroll totaling \$9,888.31.

**Motion: Robert M. Williams Sr. Seconded: Bobby Harvey Unanimous**

**VI. APPROVAL OF MINUTES REGULAR MEETING SEPTEMBER 7, 2021**

A motion was made to approve the minutes of the September 7, 2021 meeting as presented with no corrections.

**Motion: Robert Williams Sr. Seconded: Bobby Harvey Unanimous**

**VII. PUBLIC COMMENTS**

**VIII. OLD BUSINESS**

1. Proposal from T&L and updated schedule-Adair, LRCVR, and Pinhook Rd Waterline Extension.

See attached proposal. The Board collectively agreed to not pay anything up and pay the bills as they arise. Chairman Belcher spoke with Commissioner Young and asked for an additional \$50K. Commissioner Young is to bring it up at the next council meeting and let the District know.

2. Survey Status of Meters

No progress at this time.

3. Water Loss Update

Mr. Robertson reported the District is still hovering at 25% loss.

4. Update Agreement Chimney Ridge MHP

Mr. Harvey found easements granting the District for the raw waterlines and ingress/egress. Attached is an agreement between Mr. Young and Red Sulphur PSD that was signed by Mr. Young.

*A motion was made to approve and sign the document as presented for Chimney Ridge MHP.*

**Motion: Robert M. Williams Sr.      Seconded: Bobby Harvey      Unanimous**

5. Safety Meeting Update

Porter reported there had been two safety meetings held since the last Board Meeting. Kevin asked Porter if everyone was traffic control and flagger certified. Porter said everyone had been certified except Chris.

6. Hayworth Sewer Project

Porter delivered to Mr. Hayworth's the invoice for \$5,091.50. Mr. Hayworth stated that he would not pay that amount. He would pay \$3,000 and grant an easement through his property for RSPSD future use. Mr. Hayworth called the West Virginia Public Service Commission and later stated that he did not want to pay anything for the relocation of the sewer line. An engineer from the PSC is going to meet with Porter later to discuss the requested relocation of the line and Mr. Hayworth's complaint. Mr. Hayworth also damaged the line to the Brown property when he built his horse barn. That line will need to be repaired to the satisfaction of the District. Mr. Hayworth will be responsible for the entire expense.

*A motion was made that Mr. Hayworth be responsible for the entire cost (\$5,091.50) of the sewer line relocation on his property.*

**Motion: Robert M. Williams Sr      Second: Bobby Harvey      Unanimous**

7. Wastewater Plant Flows

Porter reported that there not has not been any rain and flows were low.

8. Sonny Horney Lot

Porter reported the water line has been relocated. Mr. Horney asked that the sewer line be relocated as well so he would be able to dig a basement for the new home. Mr. Horney will pay the entire cost of the sewer line relocation which is approx. \$1,500.

9. Scott Spangler Trailer Park-Orchard

Mr. Spangler would like the meters relocated on the property. Mr. Robertson is to speak with him in the coming days.

10. Four Fillies Waterline Extension

Mr. Young has an easement from the District in hand that Porter is waiting to get back.

*A motion was made to approve the easement thru Chimney Ridge MHP down to Four Fillies.*

**Motion: Robert M. Williams Sr      Second: Bobby Harvey      Unanimous**

11. Outstanding Taps (Water & Sewer)

Porter reported that all taps have been installed except one in Cashmere which they intend to install in the next week.

12. Financial Report

Whitney reported that both water and sewer had lost money as a result of expenses for the relocation of the waterline on the golf course (Horney), the chlorinator at the water plant, and quarterly insurance payments.

**V.      NEW BUSINESS**

**VI.      MANAGER REPORT**

Porter presented a quote from HACH for the source water protection panel for \$9,351.00.

**EXECUTIVE SESSION**

*A motion was made to enter executive session for personnel at 5:38PM.*

**Motion: Robert M. Williams Sr.      Second: Bobby Harvey      Unanimous**

*A motion was made to return to regular session at 5:55PM.*

**Motion: Robert M. Williams Sr.      Seconded: Bobby Harvey      Unanimous**

*A motion was made to purchase three iPads for the District for water plant use.*

**Motion: Robert M. Williams Sr.**

**Second: Bobby Harvey**

**Unanimous**

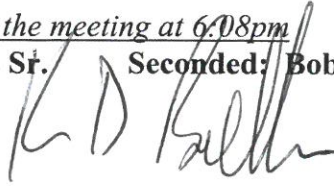
**VII. ADJOURN**

*A motion was made to adjourn the meeting at 6:08pm*

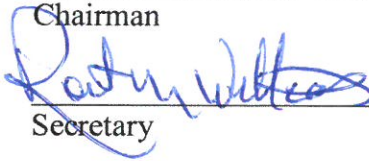
**Motion: Robert Williams Sr.**

**Seconded: Bobby Harvey**

**Unanimous**



Chairman



Secretary

## Whitney

---

**From:** Kevin Belcher <kbelcher@gilescounty.org>  
**Sent:** Thursday, September 16, 2021 1:53 PM  
**To:** Whitney  
**Subject:** Fwd: RSPSD - Adair Road, Little Rich Creek Valley Road and Pinhook Road Water T&L Credit

Sent from my iPhone

Begin forwarded message:

**From:** Rick Chitwood <rchitwood@t-l.com>  
**Date:** September 16, 2021 at 1:47:15 PM EDT  
**To:** Kevin Belcher <kbelcher@gilescounty.org>  
**Cc:** Greg Hurst <ghurst@t-l.com>, Jeremiah Tuggle <jtuggle@t-l.com>  
**Subject:** RSPSD - Adair Road, Little Rich Creek Valley Road and Pinhook Road Water T&L Credit

Kevin good afternoon,

Wanted to formalize T&L's offer regarding a credit for the \$4,000 toward the our RSPSD Adair Road, Little Rich Creek Valley Road and Pinhook Road Water project. As we discussed and identified in our proposal, are the following services:

- Study and Report Phase - \$20,000
- Preliminary Design Phase - \$128,400
- Final Design Phase - \$85,600
- Bidding & Advertising - \$20,000
- Total = \$254,000

T&L would agree to reduce this fee amount by \$4,000 once the RSPSD provides T&L a check upfront for \$250,000. Hopefully, this is satisfactory. If not, please let me know and we can regroup.

I do think it would be good to have this formalize by email for reference should it be needed.

Thanks,

Rick

--

**Rick Chitwood**

*Senior Project Manager/Associate*

**THOMPSON & LITTON**

329 Main Street

P.O. Box 179

Tazewell, Virginia 24651

tel: 276.988.7921

mob: 276.971.3898

fax: 276.988.7924

Federal HUBZone and Small Business Certified / Virginia SWaM Certified

[www.T-L.com](http://www.T-L.com)

Per Title VI of the Civil Rights Act of 1964 and other Nondiscrimination statutes, Thompson & Litton (T&L) will not discriminate on the grounds of race, color, and national origin in the selection and retention of sub-consultants, including procurement of materials and leases of equipment. T&L will ensure that minorities will be afforded full opportunity to submit proposals and will not be discriminated against in consideration of an award.



THOMPSON  
& LITTON EST.  
1956

## AMENDMENT TO OWNER-ENGINEER AGREEMENT

Amendment No. 1

The Effective Date of this Amendment is: September 13, 2021.

### Background Data

Effective Date of Owner-Engineer Agreement: June 22, 2021

Owner: Red Sulphur Public Service District

Engineer: Thompson & Litton, Inc.

Project: Adair Road, Little Rich Creek Valley Road, and Pinhook Road  
Water Line Extension  
T&L Project #15960

### Nature of Amendment:

X Modifications to services of Engineer

### Description of Modifications:

- This Amendment increases the scope of work for the Study and Report phase (Preliminary Engineering Report) to include the Pinhook Road service area.
- Also, this Amendment incorporates the Preliminary Design Phase, Final Design Phase, Bidding and Advertising Phase, Construction Contract Administration, Resident Project Representative, Surveying, and required special services as outlined in the breakdown of Engineering fees (see attached Exhibit I).
- T&L would estimate to complete the above services as outlined in the attached proposed project schedule.

### Agreement Summary:

|                                  |                      |
|----------------------------------|----------------------|
| Original agreement amount:       | \$ <u>15,000.00</u>  |
| Net change for prior amendments: | \$ <u>0.00</u>       |
| This amendment amount:           | \$ <u>457,845.00</u> |
| Adjusted Agreement amount:       | \$ <u>472,845.00</u> |

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER: RED SULPHUR PSD

ENGINEER: THOMPSON & LITTON, INC.

By: \_\_\_\_\_  
Print  
name: Kevin Belcher

Title: Chairman

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

By: \_\_\_\_\_  
Print  
name: Gregory H. Hurst, PE

Title: President

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





THOMPSON  
& LITTON  
EST.  
1956

EXHIBIT I TO AMENDMENT #1 DATED SEPTEMBER 13, 2021  
BETWEEN RED SULPHUR PUBLIC SERVICE DISTRICT (OWNER) AND  
THOMPSON & LITTON, INC. (ENGINEER) FOR THE  
ADAIR ROAD, LITTLE RICH CREEK VALLEY ROAD, AND PINHOOK ROAD WATER LINE EXTENSION  
T&L PROJECT #15960

| TASK  | T&L<br>PROJECT # | TOTAL<br>PREVIOUSLY<br>APPROVED | INVOICED<br>THROUGH<br>08-31-21 | PROJECTED TO<br>COMPLETE | TOTAL<br>COST | AMOUNT OF<br>VARIANCE |
|---|------------------|---------------------------------|---------------------------------|--------------------------|---------------|-----------------------|
| I. Study and Report Phase - PER                 | 15960-14         | \$ 15,000.00                    | \$ 0.00                         | \$ 20,000.00             | \$ 20,000.00  | \$ 5,000.00           |
| II. Basic Services:                             |                  |                                 |                                 |                          |               |                       |
| A. Preliminary Design Phase                     | 15960-02         | 0.00                            | 0.00                            | 128,400.00               | 128,400.00    | 128,400.00            |
| B. Final Design Phase                           | 15960-03         | 0.00                            | 0.00                            | 85,600.00                | 85,600.00     | 85,600.00             |
| C. Bidding & Advertising                        | 15960-04         | 0.00                            | 0.00                            | 20,000.00                | 20,000.00     | 20,000.00             |
| D. Construction Contract Administration         | 15960-05         | 0.00                            | 0.00                            | 40,000.00                | 40,000.00     | 40,000.00             |
| III. Resident Project Representative (9 Months) | 15960-06         | 0.00                            | 0.00                            | 97,345.00                | 97,345.00     | 97,345.00             |
| IV. Additional Services:                        |                  |                                 |                                 |                          |               |                       |
| A. Funding Assistance                           | 15960-10         | 0.00                            | 0.00                            | 7,500.00                 | 7,500.00      | 7,500.00              |
| B. Surveying                                    | 15960-11         | 0.00                            | 0.00                            | 15,000.00                | 15,000.00     | 15,000.00             |
| C. Easement Maps                                | 15960-15         | 0.00                            | 0.00                            | 13,000.00                | 13,000.00     | 13,000.00             |
| D. Operation & Maintenance Manuals              | 15960-19         | 0.00                            | 0.00                            | 3,000.00                 | 3,000.00      | 3,000.00              |
| E. Environmental Assessment                     | 15960-20         | 0.00                            | 0.00                            | 10,000.00                | 10,000.00     | 10,000.00             |
| F. Special Meetings                             | 15960-22         | 0.00                            | 0.00                            | 10,000.00                | 10,000.00     | 10,000.00             |
| G. Record Drawings                              | 15960-30         | 0.00                            | 0.00                            | 12,000.00                | 12,000.00     | 12,000.00             |
| H. Archaeological Clearance                     | 15960-32         | 0.00                            | 0.00                            | 5,000.00                 | 5,000.00      | 5,000.00              |
| I. Warranty Period Services                     | 15960-33         | 0.00                            | 0.00                            | 6,000.00                 | 6,000.00      | 6,000.00              |
| TOTALS  |                  | \$ 15,000.00                    | \$ 0.00                         | \$ 472,845.00            | \$ 472,845.00 | \$ 457,845.00         |



THOMPSON  
& LITTON EST.  
1955

RED SULPHUR PUBLIC SERVICE DISTRICT  
ADAIR ROAD, LITTLE RICH CREEK VALLEY ROAD, AND PINHOOK ROAD  
WATER LINE EXTENSION  
T&L Project #15960-00

PROPOSED PROJECT SCHEDULE

September 13, 2021

| <u>TASKS</u>   | <u>TARGET DATES</u>     |
|--|-------------------------|
| RSPSD approves Agreement and issues Notice to Proceed to complete update of the Study and Report Phase (as prepared by others)                                     | Completed<br>(07-07-21) |
| Attend kick-off meeting with RSPSD, Region I, and Engineer   | Completed               |
| 50% Review Meeting of updated Study and Report Phase (10:00 a.m.)  | Completed               |
| Engineer provides A/E Amendment to Agreement for Final Design and Permitting   | 09-13-21                |
| 90% Review Meeting of updated Study and Report Phase and updated project cost estimate (1:00 p.m.)   | 10-19-21                |
| RSPSD approves A/E Amendment and issues Notice to Proceed for Final Design and Permitting  | 10-19-21                |
| Incorporate any revisions by RSPSD and submit to Infrastructure Jobs & Development Council (IJDC), USDA, and Bureau of Public Health (BPH) for review and approval | 11-10-21                |
| 30% Design Review Meeting  | 11-16-21                |
| 70% Design Review Meeting  | 12-21-21                |
| Obtain IJDC, USDA, and BPH approval of updated PER   | 01-17-22                |
| 90% Design Review Meeting  | 01-18-22                |
| Engineer submits final plans and permit applications to IJDC, USDA, and BPH for review and approval  | 01-31-22                |
| RSPSD complete USDA Letter of Conditions and BPH requirements  | 02-16-22                |
| RSPSD secures all right-of-way and Easements   | 02-16-22                |

| <u>TASKS</u>   | <u>TARGET DATES</u> |
|--|---------------------|
| Receive IJDC, USDA, and BPH approval of final plans  | 03-31-22            |
| Submit Public Service Commission (PSC) application for review and approval                                     | 03-31-22            |
| **Receive PSC approval of application (Certificate of Convenience & Necessity)                                 | 05-31-22            |
| RSPSD, USDA, and BPH authorize to begin advertising for construction bids                                      | 06-07-22            |
| Begin advertising  | 06-12-22            |
| Prebid Showing (10:00 a.m.)  | 06-27-22            |
| Open Bids (2:00 p.m.)  | 07-13-22            |
| Engineer provides bid evaluation to RSPSD, USDA, and BPH   | 07-19-22            |
| RSPSD completes USDA/BPH loan closing and awards construction contract to lowest responsible/responsive bidder | 07-19-22            |
| Preconstruction Conference and issues Notice to Proceed  | 07-25-23            |
| Achieve Substantial Completion (150 calendar days)   | 12-22-23            |
| Achieve Final Completion   | 01-21-23            |

*\*\* PSC technically has 180 days to review; however only scheduled 60 days. If they need longer than the 60 days, the schedule will need to be adjusted accordingly.*