



**Infrastructure/Parks and Recreation Committee  
Meeting Minutes  
Trinity City Hall Annex  
Tuesday, February 05, 2013  
7:15 p.m.**

**Board members present:** Larry C. Lister, Angela Peele, James Michael Harrison, Paula Peace, James Michael Kirkman and Deborah George-Thompson.

**Board members absent:** Jerry Daniels and Linda Johnson.

**Others Present:** Mayor, Carlton Boyles; City Manager, Debbie Hinson; Council Liaison, Barry Lambeth; Public Works Director, Stormwater Administrator & Interim Planning and Zoning Administrator, Rich Baker; Assistant City Clerk Annette de Ruyter, and Council Members Chester Ayers, Debbie Frazier, Linda Gantt, and Ed Lohr.

**1. Call to Order & Welcome**

Chairman Angela Peele called the February 05, 2013 meeting to order at 7:11 and welcomed everyone present.

**2. Installation of Board Members**

Chairman Peele opened this item for the installation of new board members.

Mayor Boyles gave the Oath of Office to the following new members.

Those taking Oaths of Office were:

**Larry C. Lister at 7:13 p.m.**

**James Michael Kirkman at 7:14 p.m.**

**Paula Peace at 7:15 p.m.**

At this time, Manager Hinson welcomed new members to the Board and advised all members that Board member Daniels had called her today and would not be able to attend tonight's meeting due to the fact that he was still recovering from pneumonia. Board member Johnson will not be attending due to a conflict in her schedule dealing with a function that has been canceled 3 times prior and rescheduled for tonight.

At this time Board Members introduced themselves around the table.

### **3. Election of Chair and Vice Chair**

Vice Chairman Angela Peele entertained a nomination for **Chairman**.

*A nomination by member Deborah George-Thompson to elect Linda Johnson, Chairman; seconded by member James Kirkman, and approved unanimously by all members present with members Daniels and Johnson being absent.*

Vice Chairman Angela Peele entertained a nomination for **Vice Chairman**.

*A nomination by member, Deborah George-Thompson to elect James Michael Harrison as Vice Chairman, seconded by member Larry C. Lister, and approved unanimously by all members present with members Daniels and Johnson being absent.*

At this time, Mr. Harrison assumed the position of Vice Chairman and continued with the meeting.

### **New Business**

#### **4. Review of New Services and Fee Structure from Thomasville**

Vice Chairman Harrison opened this item for briefing by Mr. Baker.

Mr. Baker advised board members that he would briefly highlight changes being made to the contract with the City of Thomasville. This is the first increase in this contract since 2007. Mr. Baker reviewed the following changes as shown below.

##### **1. Maintenance and Inspection of Sewer Lift Stations**

- a. Thomasville has designated increases to Routine Inspection \$5.00/ hr/per man from \$25.00/hr/per man to \$30.00/hr/per man for normal hours (Monday through Friday 7:00 am -3:30 pm)
- b. Telemetry Calls (after hours) from \$40.00/hr/per man to \$45.00/hr/per man

##### **2. Repair Rates for Lift Stations and Lines**

- Repairs: from \$25.00/hr/per man to \$30.00/hr/per man (normal working hours repairs; Non-Holiday Monday-Friday 7:00 am to 3:30 pm)
- Repairs outside normal working hours will be \$60.00 /hr/per man

- Equipment Mobilization shall be charged at rates found in Chart 1 (attached) \*\*  
\*\*\***This is a new charge to the City of Trinity and is based on a four (4) hour charge for mobilization.**\*\*\*
- Materials used shall be charged at **Actual cost, including shipping and tax, plus 20%**.

### 3. Confined Space Entry

Rate for any Confined Space Entry procedure shall be \$500.00 per event for usage of equipment, including Tripod, Harnesses, Retrieval Mechanisms, and Gas Monitors; and **standard personnel rates shall apply** with a **Minimum of 3 Personnel Required** to perform any confined space entry procedure due to OSHA safety requirements.

Mr. Baker stated this could get expensive but was within reason on most things if compared to outside contractor prices. Until the City is able to hire enough staff and purchase the necessary equipment our hands are somewhat tied. We need to have the emergency personnel available.

### 4. Service Connections

- a. Current City of Thomasville Inside Rate** per standard 4 inch residential tap. **All other size taps: Time, Materials plus 20 with a \$1,500.00 minimum charge.**
- b.** When sewer tap installations pose significant safety risk to Thomasville personnel or Thomasville personnel cannot make a sewer tap in a timely manner due to other obligations, Thomasville, may, at its option, contract the installation. Thomasville shall notify Trinity prior to commencing such work or authorizing the contractor to perform such work. Thomasville shall obtain two quotes if the cost of installation is expected to exceed \$2,000.00. If two quotes must be obtained, then these quotes shall be provided to Trinity and Trinity must authorize the work in writing prior to Thomasville authorizing the contractor to perform the work. Thomasville will bill Trinity the **invoice cost of the installation plus 5% administrative overhead.**
- c.** Street Repairs for new sewer service or sewer repairs will be the responsibility of Trinity.

Mr. Baker advised members the City has addressed the rates for the new taps in a previous session of Council and increased our rates. The major item in this section that Thomasville has changed is the cost or repair to the road when there is an open cut needed to install a long side tap (on the opposite side of the road from where the sewer line is located). In the past Thomasville has repaired/patched the paving. However, in the current agreement, the City of Trinity will be responsible for the cost to repair the cut in the pavement.

## 5. Cleaning of Lines

Thomasville can provide, upon written request, hydraulic cleaning of sanitary sewer lines at a cost of **\$2.50 per linear foot, with a 100 foot minimum charge**. Length of line cleaned may be determined by sanitary sewer system map or truck-mounted counter. Where a conflict exists between these two measures, the greater number shall be deemed correct.

Mr. Baker advised members that due to some of the problems that Thomasville is experiencing as well as the growth of our sewer system, they think they can't handle both the cities systems without additional costs. Thomasville is basically asking Trinity to start looking toward the future and become self sufficient with the amount of sewer lines and lift stations that we will have installed when our sewer is completed. We currently have 10 lift stations and will be adding another one with Phase 5.

## 6. Record Keeping

Trinity personnel shall be responsible for maintaining all records for permit compliance.

Mr. Baker discussed with members the City's plan to begin doing some of the minor maintenance issues within the next month or two. This will include monthly generator maintenance calls and will reduce some of the normal monthly costs. This is a step forward and we are showing progress that we are doing our part to reach self sufficiency. Thomasville knows this will not happen overnight. It was Mr. Baker's feelings Thomasville did not try to gouge us with the \$5.00 increase. It has been six (6) years since Trinity has had a rate increase for these services.

## 7. Operator in Responsible Charge for City of Trinity Wastewater Collection System.

Trinity is strongly urged to hire its own Operator in Responsible Charge on staff. Thomasville can, upon written request, provide an Operator in Responsible Charge for response to Sanitary Sewer Overflows (SSOs) and completion of all required paperwork associated with any SSOs for **\$1,000.00 per month**.

Mr. Baker discussed with members the City of Thomasville's desire for Trinity to become our own ORC (Operator in Charge). We will be working toward this. Mr. Saxon and I will need to take classes on this but should be able to achieve this within two (2) to three (3) years.

Mr. Baker and members discussed the duties of the ORC. They will include handling any spills that may occur, any forms needed in regards to the spill, as well as filling out all monthly reports. Federal and State law requires that the capacity of the spill be measured and recorded. If there were an emergency sewer spill, the ORC will have to come on site and do the calculations of the quantity of the spill, whether the spill reached a drinking water stream, a secondary stream, and if there is any surface damage.

There was further discussion between Mr. Baker and members concerning the proposed ORC charge in the amount of \$1,000.00/month and the current charge of \$500.00. Members questioned if the City became their own ORC would this be another full time position for the City.

After completion of our ORC training, our current staff would assume these duties and no one would be hired just for this job. Our intent is for two (2) of us to get certified in order to have an ORC and a backup ORC.

Members and Mr. Baker discussed the number of sewer spills that had occurred in the City and if Thomasville would only be used for the ORC when or if a spill occurred.

Mr. Baker informed members that the City's system was fairly new, but four (4) sewer spills have occurred. The City of Thomasville or an outside contractor will be used monthly because of the reports that must be submitted monthly. We are required by law to have a designated ORC and would not be able to switch between Thomasville and a contractor.

Mr. Baker and members discussed the proposed contract and the length of time that the City would need to contract for ORC services. Mr. Baker informed those present that this contract could be done on an annual basis until staff members were able to obtain their certification. Once the City has certified staff to perform the services required for an ORC, we can delete this service from our contract. As we get other equipment we can delete other services as well. There was a brief discussion between members and Mr. Baker concerning the need for equipment and how the City could rent some of the larger pieces such as a backhoe until such time one could be purchased

#### **8. Secondary Power Source Generator Testing and Maintenance**

Monthly load testing and occasional contract maintenance shall be handled by Trinity staff. Trinity staff shall keep records of all load testing and maintenance performed on secondary power source generators, whether by staff or by a contractor.

Members and Mr. Baker discussed the cost list included and identified that was located in their packet in regards to charges that would be implemented for a service truck and tools.

Mr. Baker discussed his working relationship with Thomasville and the reasons he felt these charges had been added. Thomasville needs equipment as well as trucks and they are utilizing the fact they have to come to Trinity and perform the services shown as justification to get those.

The City of Trinity is very frugal and verifies all charges from Thomasville. We are looking at the possibility of adding another position with the City. This position would be a helper not a department head. The addition of that position will allow Trinity to assume a lot of this maintenance, and will eliminate some of the need for the calls thus decreasing expenditures.

Manager Hinson asked Mr. Baker to discuss the City's plans in regards to cleaning of the sewer lines.

Mr. Baker explained to members, the City is mandated by state law to clean 10% of our sewer lines that are 5 years old or older each year. The City of Thomasville previously had this built in as a free service. They are now proposing \$ 2.50 per linear foot to complete this service. The city has a jet truck and is currently having repair costs evaluated.

Mr. Baker stated that he would like for the City of Trinity to be able to complete the 10% line cleaning as well as clearing any sewer stops that may occur. He also informed members that grease is the worst enemy to the sewer lines. Thomasville charges us a two (2) hour minimum (\$180.00 for two men) on each call.

Mr. Baker and Manager Hinson discussed the different reports and what reports that Thomasville would be requiring Trinity to complete in the new contract.

There was discussion concerning the 180 day termination plan discussed in the contract and what plans did the City have to address this if it happened. Mr. Baker advised members that he had been talking with some contractors in regards to putting together a package to provide services to the City as a backup plan.

Manager Hinson discussed the process with members that would occur prior to the formal approval of the agreement. Council will look at this agreement and give direction. Prior to the contract finalization Mr. Wilhoit, Attorney for the City of Trinity, and the Attorney for the City of Thomasville will review the document for any changes that may be needed or agreed upon.

Staff is planning to take this proposed contract to Council. Upon review and approval of the new proposed contract agreement, the City of Trinity will ask the City of Thomasville not to implement the new charges until July 01, 2013.

With no further discussion, ***motion by Board member Lister to accept the agreement and to send this to council, seconded by Deborah George-Thompson and approved unanimously by all members present with members Daniels and Johnson being absent.***

## **5. Business from Council Liaison;**

Council member Barry Lambeth thanked Mr. Baker and Mr. Saxon for all the work they have done and their willingness to become certified for ORC operators. He discussed whether Trinity was under the gun and stated that the City of Thomasville does want Trinity to take over our own system.

**6. Business From Committee Members**

None.

**7. Business From Staff**

Mr. Baker congratulated and welcomed the new members to the board and advised them that staff would try to answer any questions that they may have.

**8. Adjournment**

With no further business to discuss, *motion by member Harrison to adjourn the Infrastructure/Parks and Recreation Meeting at 7:45 pm, seconded by member Lister, and approved unanimously by all members present with members Daniels and Johnson absent.*

DRAFT