



AGENDA
TOWN OF STOKESDALE
REGULAR TOWN COUNCIL MEETING
8325 ANGEL-PARDUE ROAD
STOKESDALE, NC 27357
JUNE 08, 2023 AT 7:00 PM

Available Venues to Watch/Attend:

- a) Attend in Person at Stokesdale Town Hall in Council Chambers at 7 PM
- b) View Live Stream on Town of Stokesdale's YouTube Channel at 7 PM:
https://www.youtube.com/channel/UC1tJH7T0Q_56F_EDH6wljiA/live
- c) View & Participate (Citizen Comments) Virtually via Zoom at 7PM:
<https://us02web.zoom.us/j/83855420776?pwd=Z2xwaHdnTlR0anVGc2Ird0VwcjgzZz09>
Meeting ID: 838 5542 0776
Passcode: 777347
One-Tap Mobile: 1-309-205-3325

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- 1. Call to Order, Pledge of Allegiance, and Invocation by Pastor Ed McKinney, Stokesdale United Methodist Church.
 - 2. Review and Adopt the Agenda.
 - 3. Review and Adopt the following Minutes:
 - a) August 11, 2022 - Regular Town Council Meeting
 - b) May 11, 2023 - Regular Town Council Meeting
 - 4. Public Safety Reports:
 - a) Stokesdale Fire Department
 - b) Guilford County Sheriff's Office
 - 5. Administrative Reports:
 - a) Administrative Report: Dale F. Martin, Town Clerk
 - b) Planning Board:
 - c) Events Committee:
 - d) Property Committee:
 - e) Town Park Improvement Committee: Tee Stephenson, Committee Chairman
 - 6. Financial Reports:
 - a) Finance/Budget Officer Report: Kimberly Thacker
 - i. Request to move funds within categories, if needed.
 - 7. Citizen's Comments from the Floor (3-Minute Limit per Speaker).

PUBLIC HEARINGS:

- 8. Public Hearing on Proposed Budget for Fiscal Year 2023-2024.**

NEW BUSINESS:

- 9. Consideration and Approval of Operating Budget Ordinance for Fiscal Year 2023-2024.**
- 10. Consideration of Town Administrator / Town Clerk Job Description and Job Position.**
- 11. Consideration of proposal for Water System Consultation and General Engineering Services.**
- 12. Consideration for Finance/Budget Officer to attend “A Budgeting Guide for Local Government” Webinar Series.**
- 13. Citizen’s Comments from the Floor (3-Minute Limit per Speaker).**
- 14. Closed Session in accordance with § 143-318.11. Closed sessions.**
 - (a) Permitted Purposes. - It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required.
 - (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
 - 6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge, or removal shall be taken in an open meeting.
- 15. Council Comments.**
- 16. Adjournment.**

ANNOUNCEMENTS:

- **The Town of Stokesdale Town Planning Board meeting scheduled for June 22, 2023, has been CANCELLED.**
- **The Town of Stokesdale Town Council will hold a regular meeting on July 13, 2023, at 7:00 PM inside the Town Hall Council Chambers, located at 8325 Angel Pardue Road, Stokesdale, NC 27357.**

Agenda Item Number 3

Review and Adopt the following Minutes:

- a) August 11, 2022 - Regular Town Council Meeting
- b) May 11, 2023 - Regular Town Council Meeting





MINUTES
TOWN OF STOKESDALE
REGULAR TOWN COUNCIL MEETING
8325 ANGEL PARDUE ROAD
STOKESDALE, NC 27357
AUGUST 11, 2022 AT 7:00PM

Member's present were: Mayor Mike Crawford; Mayor Pro-Tem Derek Foy; Council Members: Jimmy Landreth, Tim Jones, and Jim Rigsbee; Town Attorney Tom Medlin; Finance and Budget Officer Kim Thacker, Town Clerk Dale Martin and Deputy Town Clerk Robbie Wagoner.

1. Call to Order, Pledge of Allegiance and Invocation

Mayor Mike Crawford called the meeting to order and led the Pledge of Allegiance. Councilman Tim Jones gave the invocation.

Mayor Crawford announced the receipt of a State Grant for \$50,000 that the Town will be receiving due to the efforts of Mayor Pro Tem Foy. The grant can be used for capital improvement projects or equipment.

2. Review and Adopt the Agenda

Councilman Jones added item #13a – Septic System Maintenance.

Mayor Pro Tem Foy added a discussion on Water Workshop needs after item #12. Town Park Improvements.

Mayor Pro Tem Foy made a **Motion** to adopt the agenda as amended.
Councilman Jones seconded the motion

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

3. Review and Approve Minutes: June 21, 2022 Special Called Town Council meeting

Mayor Crawford made a **Motion** to approve the Minutes of June 21, 2022 Special Called Town Council meeting as presented.

Mayor Pro Tem Foy seconded the motion.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

4. Public Safety Reports: Fire Department

Fire Chief Todd Gauldin gave the fire report for the month. The Fire Department's tip for the month is "stop, drop and roll" reminder and encouraged everyone to have a home escape plan in place and to practice it.

Councilman Rigsbee reminded citizens to always secure their property to deter thieves.

5. Administrative Reports:

a) Administrative Report from Interim Town Clerk:

Town Clerk Dale Martin presented the Administrative Report for the month of July.

b) Planning Board:

None presented.

c) Events Committee:

Mayor Pro Tem Foy announced the parade is planned for the second Saturday in December.

d) Property Committee:

Councilman Jones reported that the coke cola machine is still at the park, however there is no money, nor inventory in the machine. Council discussed options to have the machine removed and then asked that it be placed on next month's agenda for discussion.

6. Financials: Finance/Budget Officer: Kim Thacker

Mrs. Kim Thacker presented the financial reports for the month of July for both the general fund and water fund.

Mrs. Thacker then noted the following changes to the Budget message:

Page 1: Highway 220 was changed Interstate 73

Page 2: REVENUES: first 2 sentences were changed to read - General Fund Revenues for Fiscal Year (FY) 2022-2023 are estimated at \$794,737.50. The town receives \$158,690.11 from the Water Enterprise Fund as a reimbursement for shared expenses paid from the Town's General Fund.

Page 2: end of same paragraph, sentence added: The town has been awarded funds from a federal grant from the State and Local Fiscal Recovery Fund also, known as the American Rescue Plan (ARP) in the amount of \$362,737.50.

Page 2: EXPENDITURES: changed to read: General Fund Expenditures for the Fiscal Year (FY) 2022/2023 are budgeted to be \$953,427.61. General Fund revenue of \$794,737.50 coupled with the reimbursement of \$158,690.11 from the Water Enterprise Fund for shared expenses paid in full for the General Fund represent a balanced General Fund budget for FY 22/23.

Page 3: corrected House Bill # to read 1136

Page 3: removed the last sentence: Legislation is currently being discussed which would delay the Town's requirement to encumber or spend these funds until June 2023.

Mayor Pro Tem Foy made a **Motion** to adopt the revised Budget Message and place on the Town's website.

Councilman Jones seconded the motion and **Amended** the motion to include the date 8-11-2022 added to the end of the Message.

Mayor Pro Tem Foy accepted the amendment.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

7. Citizen's Comments from the Floor (3-minute Limit per Speaker)

Derek Mobley, 6012 Crystal Spring Court, Greensboro, NC 27410, County Commissioner, Democratic Candidate, introduced himself and expressed his concerns with spending in our school system, sufficient law enforcement and total budget expenditures. He noted that Stokesdale does not receive sales tax revenues and will investigate ways to remedy that overall.

Mayor Pro Tem Foy mentioned Caldwell County's arrangements for distributing sales tax and asked that, if elected, he might investigate that possibility.

Councilman Landreth asked if he was in favor of a tax increase. Mr. Mobley stated not generally but would depend on how the money is to be spent.

OLD BUSINESS

8. Review and Adopt the 2022-2023 Schedule of Fees and Charges

Return Check Fee – set at rated allowed by NCGS (\$35.00).

Ball Fields and Shelter rentals discussed – no change.

Town Hall rentals discussed – changed Kitchen to \$100/resident \$150/non-resident – Deposit \$250

Non-Profits: Resident -- No Fee Non-Resident - \$100

Statement added: No fee for Non-Profits with a legal Stokesdale address (Limit 1 free reservation per month)

Board of Adjustment Cases: \$250

Street and Easement Closings: no change, investigate further.

Any other Requested Public Hearing: \$250 per case, plus legally required advertising costs

Water Customer Service Fee: \$25.50

Water Usage Fee: \$6.70 per 1,000 gallons

Close/Abandoned Tap Fee: \$250 (\$1,000 reconnect Fee)

Water Meter Deposit: \$500.00 (refunded upon return undamaged)

Mrs. Thacker pulled records of payments to the Town's Engineer.

Plan Review Fee increased to \$550.

Councilman Jones made a **Motion** to authorize Staff to made the above changes to the 2022-2023 Schedule of Fees and Charges and to submit to Council for review and approval at a later date. Councilman Landreth seconded the motion.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

NEW BUSINESS

9. **Authorization of Mayor to execute letter from Offit Kurman to transfer representation, files and records currently maintained by the Town Attorney Tom Medlin.**

Mayor Crawford made a **Motion** to execute Letter from Offit Kurman dated July 7, 2022, to transfer representation, files and records currently maintained by the Town Attorney Tom Medlin to the new firm.

Councilman Rigsbee seconded the motion.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	No
Councilman Rigsbee	Aye		

Motion carried, 4-1.

10. Discussion on Water Line Extension on Ellisboro Road.

Councilman Jones made a **Motion** table the water line extension of Ellisboro Road for consideration at a later date as a capital improvement project. Councilman Landreth seconded.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

11. Request by NCDOT for Road Abandonment of SR 2102 Angel Pardue Road in Stokesdale in Guilford County

Mayor Crawford made a **Motion** to approve a request by NCDOT to abandon a portion of SR 2102 Angel Pardue Road. Councilman Landreth seconded.

Councilman Jones asked to **amend** the motion to identify the NCDOT file # G-41-22.

Mayor Crawford and Councilman Landreth accepted the amendment.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

RESOLUTION No. R-2022-02

A RESOLUTION CONSENTING TO THE ABANDONMENT OF
A PORTION OF ANGEL PARDUE ROAD (SR 2102), LOCATED
WHOLLY WITHIN THE CORPORATE LIMITS OF THE TOWN
OF STOKESDALE, NORTH CAROLINA, FROM THE
SECONDARY ROAD SYSTEM OF THE STATE OF
NORTH CAROLINA

WHEREAS, Angel Family Limited Partnership, the property owners of this portion of Angel Pardue Road (SR 2102) have petitioned the North Carolina Department of Transportation to abandon 0.07 miles of said road from the State Maintained System as shown on the aerial map attached to and made a part of this Resolution as Exhibit A; and

WHEREAS, the North Carolina Department of Transportation has declared through a letter dated August 3, 2022, that the 0.07 mile portion of said road located on the property of Angel Family Limited Partnership should be abandoned from the Secondary Road System of the State of North Carolina; and

WHEREAS, the cognizant District Engineer of the North Carolina Department of Transportation does recommend the aforesaid Exhibit A description abandonment from the Secondary Road System of the State of North Carolina.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Town Council on behalf of the Town of Stokesdale, North Carolina does herewith, after due consideration and deliberation and without any objection being heard, concur and consent to the abandonment of 0.07 miles of Angel Pardue Road, (SR 2102) from the Secondary Road System of the State of North Carolina to the same degree and measure to which Angel Family Limited Partnership has petitioned said Department of Transportation of the State of North Carolina; and to the same degree and measure to which the said Department of Transportation does now recommend abandonment from the said Secondary Road System of the State of North Carolina.

This the 11th day of August, 2022.

Motion carried.

12. Town Park Improvement

Mayor Pro Tem Foy and Councilman Landreth provided an update on the on-going discussions for improvements to the Town's park taking into consideration the results of the town's survey that was conducted a few years ago. Items of interest identified were: basketball courts, playgrounds and picnic areas, nature trails and amphitheater.

12a. Water work shops.

Mayor Pro Tem Foy recommended Council commit to holding a water workshop every other Tuesday at 5:15 pm at Town Hall, starting with August 16th. He referenced the Town's policy that special called meetings are held at 7:00 PM, however, he felt that if Council consents to meet at an alternate time for a workshop meetings that it is proper to do so. This schedule is conducive to staff time as well as contractors or engineers that may be asked to attend.

Council discussed the format for the meetings and noted that no spending of town money is expected to be voted upon at these workshop meetings, however, votes may occur assigning specific tasks to staff or council members as follow up items.

Mayor Pro Tem Foy made a **Motion** to hold a series of water workshop meeting at 5:15 pm, every other Tuesday, beginning with August 16, 2022, August 30th, 2022, September 13, 2022, September 27, 2022, October 11, 2022, October 25, 2022, November 8, 2022, November 22, 2022, December 6, 2022 and December 20, 2022, at Town Hall. Councilman Rigsbee seconded the motion.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	No
Councilman Rigsbee	Aye		

Motion carried, 4-1.

13. Discussion of Town Utility Contractors

Councilman Rigsbee recommended that Staff put together a vendor package that includes any proposal, insurance information, etc. for Council's review prior to taking a vote on a potential vendor.

Councilman Jones stated that he added this item after he discovered that the Town has no backup utility contractor. He added that he has been in contact with A & D Enterprises, Inc. as a potential backup utility contractor.

Councilman Jones made a **Motion** to add A & D Enterprises, Inc. to the Town's Emergency Contact List as back up vendor and that we follow up with A & D Enterprises to request they provide the Town with a price list and relevant insurance information. Mayor Pro Tem Foy seconded motion.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

13a. Septic System Maintenance

Councilman Jones then addressed the need to have septic system serviced here at Town Hall. Following a brief discussion, estimates will be obtained and brought back to Council for action.

Mayor Crawford asked for Citizen's Comments prior to Council's Closed Session.

15. Citizen's Comments from the Floor. (3-minute Limit per Speaker)

Bobbie Dalton, 8639 Oak Level Church Road, Stokesdale, NC – expressed a concern about cyber bullying.

14. Closed Session in Accordance with NCGS 143-318-11 (a) (6)

(a) Permitted Purposes. – It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

Mayor Crawford made a **Motion** to enter into Closed Session in accordance with NCGS 143-318-11 (a)(6) at 9:09 pm. Mayor Pro Tem Foy **amended** the motion to state that the purpose of the Closed Session is to discuss personnel matters. Councilman Rigsbee seconded the motion.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

Mayor Pro Tem Foy made a **Motion** to enter into Open Session at 9:44 pm. Councilman Landreth seconded the motion.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

Mayor Pro Tem Foy made a **Motion** to appoint Priscilla Hunsucker as Water System Customer Service Manager and set a wage of \$21.40/ hour. Councilman Landreth seconded the motion.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

16. Council Comments.

Councilman Rigsbee reminded everyone that school will be starting and to be safe and pay attention as kids getting on and off the school buses.

Mayor Pro Tem Foy thanked those in the audience tonight and congratulated Mr. Hunsucker on her promotion.

Councilman Jones thanked the citizens in attendance and Staff. He noted the passing of Shorty Wilson in Summerfield, a local icon.

Mayor Pro Tem Foy echoed Councilman Jones comments in regard to Mr. Wilson.

Mayor Crawford also echoed those comments in regard to Mr. Wilson.

Councilman Landreth thanked everyone for attending.

17. Adjournment.

Councilman Landreth made a **Motion** to adjourn at 9:50 pm. Councilman Jones seconded the motion.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

Being no further business to come before Council, the meeting was adjourned at 9:50 __ pm.

Announcements:

Cancelled: Planning Board Meeting Thursday, August 25th at 7pm at Town Hall
Town Council Meeting Thursday, September 8th at 7 pm at Town Hall

Approved: _____

Michael E. Crawford, Mayor

ATTEST:

Dale F. Martin, Town Clerk

Agenda Item Number 4

Public Safety Reports:

b) Guilford County Sheriff's Office



Stokesdale Town Hall

From: Ryan Seals <rseals@guilfordcountync.gov>
Sent: Thursday, June 1, 2023 9:01 AM
To: Stokesdale Town Hall
Cc: Andrew Drake; Owen Myles; Latoya Howell; Mike Burns
Subject: May 2023 Stokesdale crime stats for June 8 council meeting

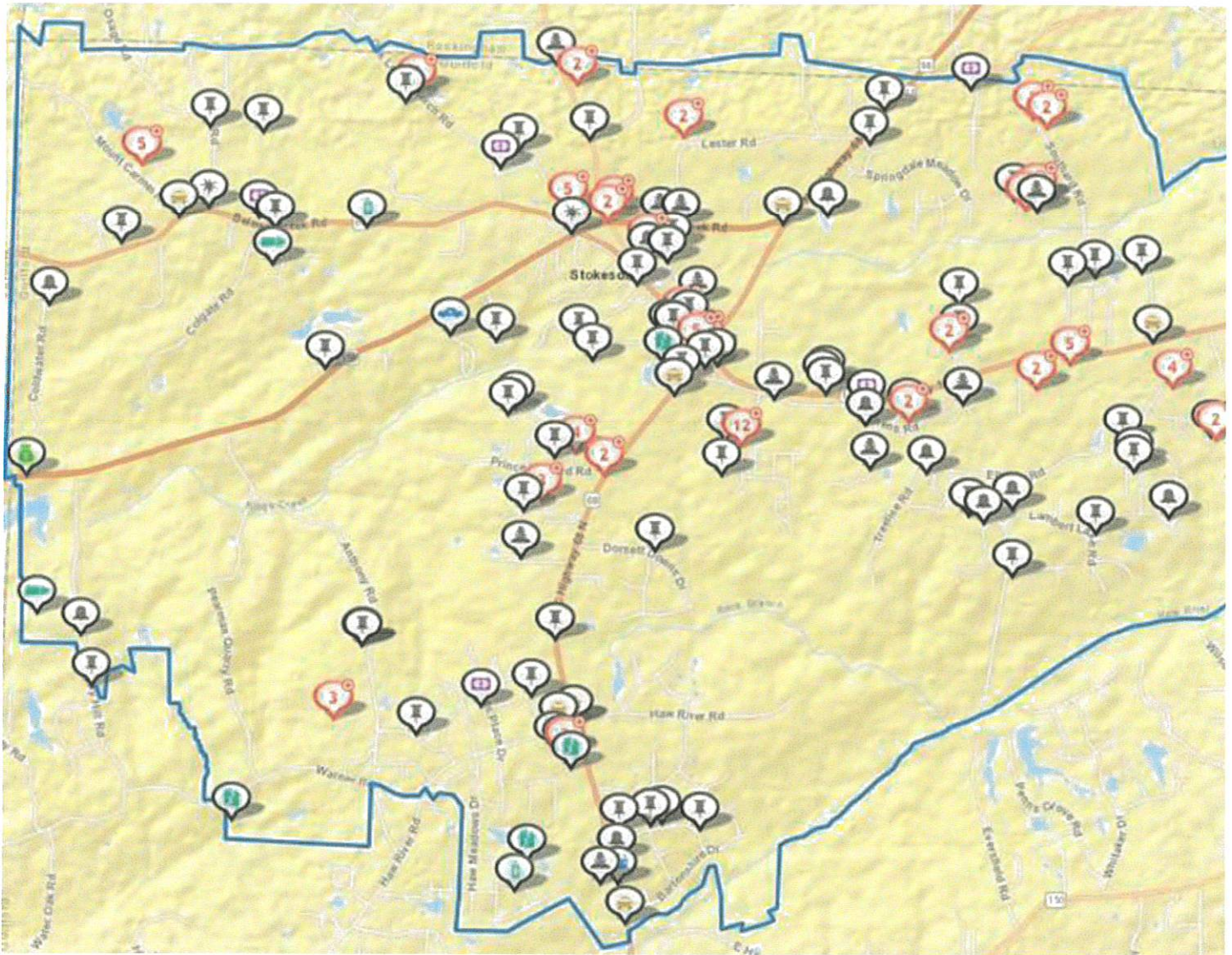
In May, the sheriff's office responded to a total of **204** calls for service in Stokesdale town limits, resulting in **20** formal case reports.

Of note:

- Detectives have obtained warrants on a subject for a 3/15 residential break-in that occurred on Colgate Road.
- On 5/28, a resident along the 8200-block of Branson Road reported her catalytic converter stolen from her vehicle while it was parked outside her home. We strongly encourage residents and businesses to put surveillance cameras up along their driveways and exterior of their homes if you can afford to do so to assist us in solving such cases.

Calls by type:

 BURGLARY - VEHICLE	1	 FRAUD	6
 BURGLARY - RESIDENTIAL	2	 MISSING PERSON	1
 DISTURBANCE	1	 ACCIDENT	3
 ALARM	21	 OTHER	114
 ASSAULT	1	 SUSPICIOUS	16
 DOMESTIC	6	 VANDALISM	3
 WEAPONS OFFENSE	6	 THEFT	3
 WARRANT	3	 TRAFFIC	17



Sergeant Ryan Seals

District I

Guilford County Sheriff's Office

7504 Summerfield Road, Summerfield, NC 27358

336-641-2303 | m: 336-382-8877

rseals@guilfordcountync.gov | www.guilfordcountysheriff.com



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Agenda Item Number 9

Consideration and Approval of Operating Budget Ordinance for Fiscal Year 2023-2024.



Agenda Item Number 9

Consideration and Approval of Operating Budget Ordinance for Fiscal Year 2023 – 2024.

Town Staff is actively working to complete this item. Once complete, this information will be provided to the members of the Town Council.



Agenda Item Number 10

Consideration of Town Administrator / Town Clerk Job Description and Job Position.





Town of Stokesdale

Town Administrator / Town Clerk

Proposed Job Description

The Town of Stokesdale is a small community located in the northwest corner of Guilford County and operates under the Mayor-Council form of government.

The Town Administrator / Town Clerk position serves as the primary point of contact for its Citizens. This position requires superior organizational, writing, and research skills along with the ability to communicate effectively with citizens, staff, and elected officials.

PRIMARY TASKS:

1. Manages and supervises the Town government staff; works with them to establish long and short range goals and ensures effectiveness and efficiency of services provided; communicates organizational mission, vision and goals as established by elected officials and Administrator and helps staff enhance these goals and implement programs consistent with them; builds a strong team among staff with energy and a cohesive vision.
2. Attend all regular and special meetings of the Town Council. In the event the Town Administrator/Town Clerk is unable to attend, to appoint a designee.
3. Maintains custody of official Town Council minutes, ordinances and resolutions and answers inquiries regarding Council action. Serves as custodian of public records including Code of Ordinance Book, Development Ordinance Book, contracts, agreements, deeds, and other public records. Prepares and/or publishes legal notices as required.
4. Attend all meetings of committees of the Town Council when requested to do so by a member of the Town Council and offer technical and clerical assistance as needed.
5. Broad knowledge of the Federal, State and Local Laws for Local Government.
6. Keep the Town Council advised of the town's financial condition and its future financial needs, and in cooperation with the Budget Officer/Finance Officer, assist with fiscal control duties in connection therewith as may from time to time be authorized by the Town Council.
7. Assist the Budget Officer/Finance Officer in the preparation of the annual budget.
8. Determine and manage the content of information posted on the Town website.

9. Direct and work with Guilford County Planning to administer, interpret and enforce town ordinances of record, and perform such other duties and functions as the Town Council may prescribe.
10. Seeks innovative methods of stewardship and new revenue sources; makes professional and realistic recommendations for expenditures of Town's funds; manages Town resources including budget, facilities, equipment, technology, town property, etc.; oversees and/or performs grant development and administration.
11. Oversees continuing education for Town Administrator, Clerk, and Finance Officer positions.
12. Coordinates and works with staff in ensuring policies, laws, and ordinances are legal, workable, enforced fairly, and consistently implemented.
13. Oversees the operational management of the Town's Water Systems.
14. Oversees recreational and other leisure services related to Town Park.
15. Represents the Town positively when meeting with and speaking to community groups and citizens. and other public agencies about specific programs, services, policies, and other issues as needed; responds in a timely fashion to citizen concerns and requests; establishes and maintains effective communications with media to keep citizens informed about the Town's programs and progress.
16. Cooperates with other governmental units as necessary to provide professional and effective services to the citizens (State, transportation, county, neighboring cities, etc.), drafts and reviews inter-local agreements for various services.
17. Demonstrates leadership and sound decision making skills in emergency and controversial situations; leads in finding collaborative resolutions to conflicts.
18. Investigate, study, and make reports pertaining to town government affairs for the Town Council as they may direct and as the Administrator may deem necessary. Submits periodic progress reports, annual status of goals achieved, financial statements and other reports to the Town Council.
19. Maintains current knowledge of management and municipal trends, laws, and issues; maintains modern public administration knowledge and skills.
20. Assist with utility billing, collecting payments, processing requests for new services by residents and builders. Assist in the preparation of daily deposits and preparing monthly water reports. Assist with processing 811 requests.
21. Request assistance or review by the Town Attorney as required.
22. Performs other duties as required.

June 2023

Agenda Item Number 11

Consideration of proposal for Water System Consultation and General Engineering Services.





Hazen and Sawyer
620 Green Valley Road, Suite 101
Greensboro, NC 27408 • 336.292.7490

May 26, 2023

Mr. Robbie Lee Wagoner II
Deputy Town Clerk
Town of Stokesdale
email: deputyclerk@stokesdale.org

Re: Proposal in Response to Request for Statements of Qualifications and Interest in Providing Water System Consulting and Engineering Services for the Town's Water Distribution System

Dear Mr. Wagoner:

Hazen and Sawyer is pleased to submit our proposal in response to the Water System Consulting and Engineering Services Request for Statements of Qualifications and Interest. Our experienced team, relevant qualifications, and targeted approach to the funding requirements will provide the Town of Stokesdale with superior analysis to inform water infrastructure planning and decision-making, facilitate the procurement of available funding opportunities, and enable the attainment of operational and financial goals by the Town. We bring:

Superior Institutional Knowledge. Our experience working with the Town and familiarity with the system and upgrades enables us to hit the ground running in the analysis and design of the proposed infrastructure projects. Our existing knowledge of the Town's systems will allow us to focus more on analysis and less on background understanding of systems.

Strong Relevant and Local Experience. We are aware of the challenges faced by the water system and are prepared to address them. No one is invested more in your system than Hazen and our local PM, **Aaron Babson, PE**, who is raising his family in the Town of Stokesdale. Our homegrown interest, backed by our team's engineering, organizational, and financial experience working with other utilities facing similar challenges, means efficient identification of needed infrastructure projects and beneficial funding opportunities.

Funding and Financial Expertise. Our team will deliver insight and guidance on opportunities for grant or favorable interest funding for identified infrastructure projects, with particular focus on new opportunities such as American Rescue Plan Act and Infrastructure Bill funding like the \$400,000 previously secured. Our funding experts have decades of experience helping North Carolina utilities fund water and sewer infrastructure projects and include **Seth Robertson, PE**, who managed the State's SRF program for over 13 years.

We appreciate your consideration and look forward to working with you on this important project.

Respectfully,

Aaron Babson, PE
Associate Vice President

Primary Contact Information:

Aaron Babson, PE
620 Green Valley Road, Suite 101
Greensboro, NC 27408
Phone: (336) 478-3378 | Cell: (919) 971-3256
ababson@hazenandsawyer.com

Section 1 – Firm Profile

Hazen and Sawyer is a trusted expert in the water industry. Water is our only business.

Hazen and Sawyer is a nationally recognized consulting firm focused on providing safe drinking water and water pollution control services. **Our sole focus is water**; our specialties remain constant for a simple reason: it allows us to be the most proficient in these chosen fields.

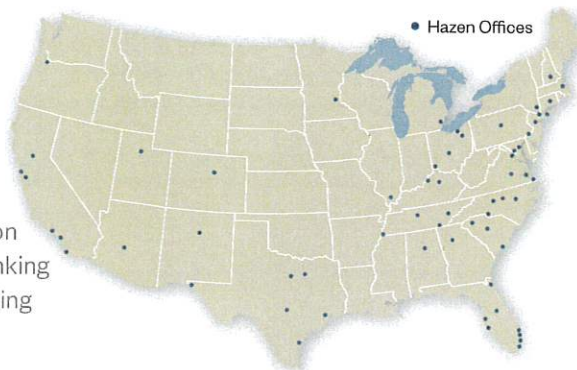
Hazen has grown steadily over the years, from the original six-person office established in 1951 by Richard Hazen and Alfred W. Sawyer to our present staff of over 1,500 employees. We are a design professional corporation owned entirely by our employees. Executive-level management is provided by a Board of Directors, consisting of registered Professional Engineers.

Hazen and Sawyer is committed to working with our clients to provide cost-effective, optimal solutions to their engineering needs. We bring superior technical expertise and significant relevant experience, along with a dedication to excellent communication, to ensure exceptional service to each client. Our success is confirmed by the satisfaction of our clients; over 80 percent of our work is repeat business.

**all
things
water®**

Since 1951

we have focused on providing safe drinking water and controlling water pollution.



FIRM SUMMARY

Legal Entity

Hazen and Sawyer

Type of Business

Design Professional Corporation

State of Incorporation

New York

Federal Employee ID Number

13-2904852

NC PE license

C-0381

Website

hazenandsawyer.com

We have grown to over 1,500 Professionals

Areas of Service



Stormwater



Water Resources



Conveyance



Drinking Water



Wastewater



Reuse



CSO



Biosolids

Section 2 – Firm Experience

Our qualifications and experience demonstrate our ability to handle all potential assignments that could arise under this contract.

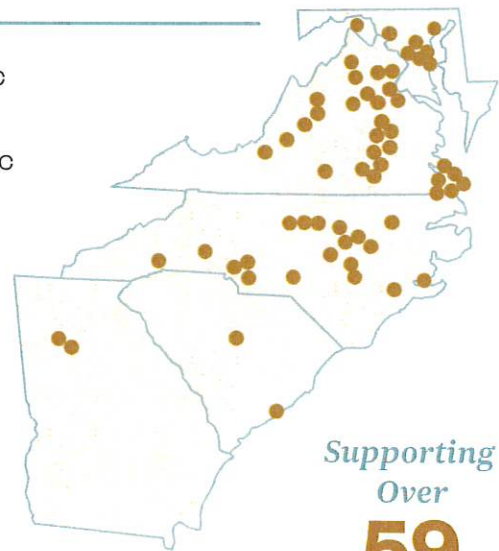
On-Call Experience and Qualifications

Hazen currently has “on-call” type engineering service agreements with many large and small municipalities and authorities in the Mid-Atlantic region. The majority of these agreements have been in place for some time and have been renewed multiple times.

The figure below illustrates the extent of our on-call contract experience in the Mid-Atlantic Region, headquartered in Raleigh. We understand the diverse nature of assignments under on-call contracts and have the breadth of resources to respond effectively to any needs that arise. Our extensive experience with on-call engineering contracts will allow us to efficiently serve the Town of Stokesdale for this program, as we have in the past.

Mid-Atlantic On-Call Contracts

- City of Fairfax, VA
- Fairfax County, VA
- Fauquier County Water and Sanitation Authority, VA
- Hanover County, VA
- City of Fredericksburg, VA
- Harrisonburg-Rockingham Regional Sewer Authority, VA
- Henrico County, VA
- Chesterfield County, VA
- City of Richmond, VA
- City of Winchester, VA
- Loudoun Water, VA
- Town of Leesburg, VA
- City of Virginia Beach, VA
- City of Norfolk, VA
- Newport News Waterworks, VA
- City of Chesapeake, VA
- City of Portsmouth, VA
- Spotsylvania County, VA
- Hampton Roads Sanitation District, VA
- Spotsylvania County, VA
- ARWA & SCWWA, Petersburg, VA
- City of Hopewell, VA
- Pepper's Ferry Regional Wastewater Treatment Authority, VA
- Town of Christiansburg, VA
- Prince William County Service Authority, VA
- Rivanna Water and Sewer Authority, VA
- Upper Ocoquan Sewage Authority, VA
- Western Virginia Water Authority, VA
- Charlotte Water, NC
- Fayetteville Public Works Commission, NC
- City of Durham, NC
- City of Greensboro, NC
- City of High Point, NC
- City of Havelock, NC
- City of Jacksonville, NC
- City of Raleigh, NC
- Town of Cary, NC
- City of Sanford, NC
- Concord, NC
- Elon, NC
- Harnett County, NC
- Hendersonville, NC
- Johnston County, NC
- Union County, NC
- Winston-Salem/Forsyth Co. Utilities, NC
- City of Asheville, NC
- Town of Fuquay-Varina, NC
- Davie County, NC
- Salisbury-Rowan Utilities, NC
- Roanoke Rapids Sanitary District, NC
- Charleston Water, SC
- City of Columbia, SC
- Cobb County Marietta Water Authority, GA
- Gwinnett County Department of Water Resources, GA
- DC Water, DC
- Anne Arundel County, MD
- Cecil County, MD
- City of Rockville, MD
- City of Baltimore, MD
- Frederick County, MD
- Howard County, MD



Supporting
Over
59
On-Call
Contracts

*We are experts
in delivering on-call services*

Hazen and Sawyer's Firm Expertise

Hazen and Sawyer is a full service engineering firm specializing in the water industry. We can provide all of the required services on this contract including those required to complete the work on the projects highlighted in the Request for Qualifications.

Of the services included today, you'll find the following services highlighted for your reference.

- Hydraulic Modeling for Water Distribution Systems
- Design Services for Water Distribution Systems
- Grant Funding and Administration Experience
- Financial and Rate Analysis Services for Municipal Water Systems

Services likely required to address the Town's needs under this RFQ.

1. Hydraulic Modeling Services to complete the Asset Inventory Assessments (AIAs)
2. Design Services for the mixing system in the Town's Tank
3. Design Services to complete the installation of a control valve at the point of entry.
4. Grant Funding and Administration Services
5. Financial Services

Hydraulic Modeling

Hazen has earned a reputation as a leader in hydraulic modeling of water and distribution. We have conducted many recent water distribution modeling projects, master plan updates, and IDSE plans for many of the major municipalities in the Mid-Atlantic region. These projects typically consist of demand projections, model development, calibration, and simulation. System deficiencies are identified, and improvements recommended, including costing, to develop a phased CIP that will provide guidance into the planning horizon. The figure below demonstrates the breadth of our comprehensive modeling experience in the region, including our familiarity with the Town of Stokesdale water system, gathered by serving as your trusted advisor over the last few years.

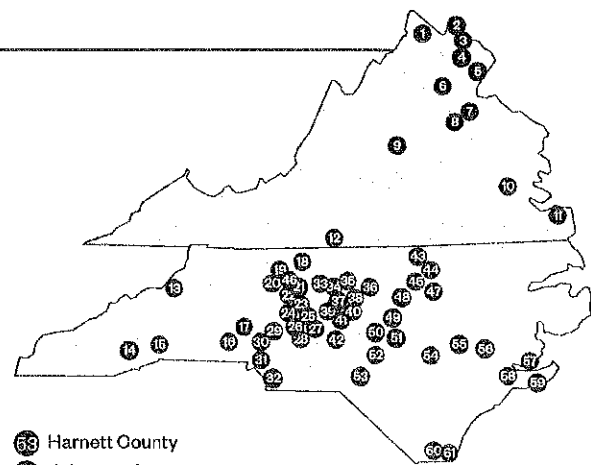
Water Modeling Experience

Virginia

- 1 City of Winchester
- 2 Loudoun County
- 3 Leesburg
- 4 Fairfax Water
- 5 Prince William County
- 6 Culpeper
- 7 Fredericksburg
- 8 Spotsylvania County
- 9 Charlottesville
- 10 Henrico County
- 11 Suffolk
- 12 Danville

North Carolina

- 13 Beech Mountain
- 14 Asheville
- 15 Hendersonville
- 16 Bessemer City
- 17 Statesville
- 18 Reidsville
- 19 Mount Airy
- 20 Yadkin County
- 21 Greensboro
- 22 Winston-Salem
- 23 Thomasville
- 24 Davidson Water
- 25 Jamestown
- 26 High Point
- 27 Arohdale
- 28 Lexington
- 29 Salisbury
- 30 Landis
- 31 Charlotte
- 32 Union County
- 33 Gibsonville
- 34 Elon
- 35 Burlington
- 36 Mebane
- 37 Chapel Hill
- 38 Graham
- 39 Hillsborough
- 40 Durham
- 41 Sanford
- 42 Fort Bragg
- 43 Roanoke Rapids
- 44 Henderson
- 45 Rooky Mount
- 46 Stokesdale
- 47 Halifax
- 48 Wake Forest
- 49 Raleigh
- 50 Cary
- 51 Garner
- 52 Holly Springs



- 53 Harnett County
- 54 Johnston County
- 55 Goldsboro
- 56 Greenville
- 57 Pamlico County
- 58 First Craven
- 59 Havelock
- 60 Brunswick County
- 61 Wilmington

Design Services for Water Distribution Systems

We have demonstrated success in the design and construction administration of water transmission mains, as shown in the table below. Many of these projects required evaluation of potential alignments, methods of construction, easement and property acquisition, avoidance of critical crossings where possible, minimization of construction costs, maintenance of traffic plans, and project schedule considerations. We have designed cathodic protection systems for several of our transmission main projects, including 30,000 linear feet of 120-inch-diameter raw water piping for Charlotte Water.

Water Distribution and Transmission System Design Experience

Client	Project	Diameter	Length (LF)	Material
City of Durham, NC	Davis Drive Interconnection Water Distribution System	16"	4,000	DIP
Havelock, NC	Cunningham-Miller Connection	12"	5,500	DIP/PVC
Public Works Commission, Fayetteville, NC	Ft. Bragg Water Line	24" - 30"	30,000	DIP
Davidson Water Inc., Welcome, NC	Randleman Feeder Main	24" - 30"	45,000	DIP
	Hasty Level Water Main Replacement	12"	15,000	PVC
OWASA, Carrboro, NC	Mason Farm Reclaimed Water Basin	24"	7,200	DIP
	Fern Lake Water Replacement	4", 6", 8"	1,350	DIP
	Old Mason Farm Water Replacement Mains	8"	2,300	DIP
Union County, NC	Potters Road and Forest Lawn Drive Water Transmission Main	16"	27,500	DIP
	Mill Grove Water Main Improvements	12"	4,500	DIP
City of Raleigh, NC	Jones Sausage Road Main Water Line	16"	9,300	DIP
	Atlantic Avenue Water Line	30"	6,000	DIP
	Falls of Neuse Road Transmission Main	24"	15,000	DIP
Charlotte Water, NC	Vest WTP Yard Piping	8"	900	DIP
	Johnston Road Water Mains	12", 26"	12,700	DIP
	Raw Water Transmission Main	120"	28,000	Steel
	Mint Hill Water Main Extensions	6", 16"	45,000	DIP
Santee Cooper, Moncks Corner, SC	Lake Marion Regional Water System	12" - 36"	145,000	DIP
	Santee Reach - Phase 1 Water Transmission Mains	30", 36"	13,830	DIP
Chesterfield County, VA	Swift Creek Water Main	12", 16"	3,300	DIP
City of Richmond, VA	Byrd Park Zone 1N Supply Main	30", 36"	3,600	DIP
Loudoun Water, Ashburn, VA	Dulles South Project, Leesburg, VA	24"	1,500	DIP
City of Norfolk, VA	Fairmount Park Water and Sewer Replacement	8"	35,600	PVC
	Pump Station 23 Water and Sewer Replacement	8"	6,400	PVC

Grant Funding and Administration Experience

Funding

Hazen understands the importance of implementing a skillfully developed funding plan to ensure the Town can successfully execute your Capital Improvements Plan while minimizing the corresponding financial impacts to rate payers. Hazen's proven comprehensive approach to funding assistance for grant and favorable financing programs has enabled utilities, including the Town of Stokesdale, to effectively obtain funding assistance from over 30 unique funding programs in the last ten years.

Hazen is particularly adept at developing successful applications for new funding opportunities, ensuring that utility partners are immediately able to take advantage of available programs and do not miss out on potential opportunities. One example of this success is the EPA-administered WIFIA program, which was established in 2017. In order to provide the best information to clients and ensure the highest opportunity for success, Hazen immediately engaged WIFIA program staff, developed a detailed understanding of program priorities, and assisted clients in determining which capital projects best fit the program priorities. Hazen's proven approach has helped clients receive WIFIA funding in each of the four years the program has existed, with approvals ranging from \$29 million and totaling \$1.4 billion.



Administration

Hazen understands federal financial assistance may be used to fund all or a portion of this project and will comply with all terms and conditions of the funding documents. We will develop a detailed compliance plan with designated roles and responsibilities for each part of the team for both clarity and to ensure that everything is being done to maintain compliance throughout the project. We recommend scheduling meetings around design and construction progress meetings with key representatives of the Town, the grant administration and design team, and the construction team to ensure continued compliance. Following construction, Hazen will support you with any necessary close out reporting documentation.

Potential aid could include:

- Quarterly Progress Reports during design and construction to ensure the project is meeting funding requirements
- Confirmation any M/WBE goals and the Preservation of Open Competition are included in the Contract
- Provide required Financial Status Reports
- Submit all bid documentation for final approval before advertising
- Report on status of all required regulatory and building permits
- Provide Third Party Inspection Services if required to meet any Specific Award Conditions
- Work with the Town's financial department to submit all required information and certifications to request reimbursement of funds
- Provide all required closeout documents and final reports, including final financial reports, quarterly reporting, and final payment requests

Financial and Rate Analysis Services for Municipal Water Systems

Our Approach to Utility Sustainability

Account for Existing Revenue

Our rate model is configured to import as many customer billing records as you would like to provide. We can seamlessly import monthly billing records for each customer. This level of granularity allows us to easily identify historical usage trends and gives us the ability to dynamically adjust customer usage in future projections to project future revenue impacts.

Operating Expenses

Prior fiscal year operating expenses will be imported from your statement of accounts and grouped into operating categories for the calibration year. Additional historical data can be loaded to analyze trends. This also allows us to examine fixed versus variable costs and help identify the appropriate minimum service charge for future rates. Current operating expenses can be input if budgeted (near-term) and/or projected based on customized categorical escalation rates.

Future Consumption

Our model includes the ability to vary population and consumption projection separately. Results from our price elasticity review can be incorporated dynamically based on the rate projection scenario.

Evaluate Adequacy of Future Revenue

Using the projected costs and revenue, annual outputs are provided for the entire projection period. These outputs include capital requirements, financial indicators, operating fund balances and reserve balances. Our modelers will ensure that revenues from each source are appropriately matched to each cost category to ensure adequate revenues and compliance with North Carolina Code, and the Town of Stokesdale's drivers. We will also evaluate affordability of the proposed rate scenarios.

Future Rates

Once all the inputs are loaded in the model, the user-friendly model can easily be toggled to view the impact to projected revenue and financial indicators. Our team will work with you to develop the optimum rate scenario, but the model will be provided to the Town at project completion and you will have the ability to manipulate future rate increases, should conditions change, giving you the maximum flexibility even after our contract is complete.



Our economists and financial experts work as part of our technical teams to provide integrated and cost-effective solutions to clients' water, wastewater, and stormwater challenges.

Since our inception, Hazen has provided a variety of economic and financial analyses to support our clients. Our economists are in-house and fully integrated with design and engineering teams, which means open communication and cooperation from planning to start up.

Since we only work in the water sector, we have a deep understanding of the full life-cycle cost of utility operations and the true value of water resources.

Our combination of experience and industry knowledge allows us to provide added value across the spectrum of economic needs.


Previous Experience and Knowledge of the Town on Stokesdale System

Hazen and Sawyer is currently working with the Town of Stokesdale as your trusted advisor.

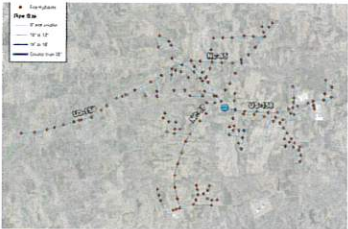
The project team you are familiar with will continue to work with you on the future projects developed as task orders from this proposal. As shown below, our previous work illustrates our knowledge of the Town's water system, familiarity with the Town's political system, and knowledge of the governmental relationships of the Stokesdale water system. As a resident of the Town, and with children in the local schools, our proposed Project Manager lives and works with those he would serve on this contract and has a vested interest to the safety and viability of the water supply.

Hazen does not have conflicts of interest from any of your adjacent municipalities or potential relationships.


On-Call Engineering Services for the Chlorination System Evaluation

	Project Activities: <ul style="list-style-type: none"> Project evaluated the chlorination system and provided recommendations for improvement and operation 	Similar Project Team: <ul style="list-style-type: none"> Michael Wang, Chris Evans
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Hydraulic Modeling and Distribution System Master Plan

	Project Activities: <ul style="list-style-type: none"> Project evaluated the water quality and operation of the distribution system Evaluated proposed system modifications for improved system performance Recommended the control valve installation and potential mixing system for improved water quality 	Similar Project Team: <ul style="list-style-type: none"> Aaron Babson, Brad Bennett, Chris Evans
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Standard Specification Development, Plan Review and Inspections

	Project Activities: <ul style="list-style-type: none"> Developed Standard Specifications Review Developer submitted engineering drawings Provide intermittent field inspection for quality control with specifications 	Similar Project Team: <ul style="list-style-type: none"> Aaron Babson, John Collett, Brad Bennett, Chris Evans
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Grant Funding Applications

 <p>NORTH CAROLINA Environmental Quality</p>	Project Activities: <ul style="list-style-type: none"> Successfully completed and received \$400,000 of grant funding for project and system planning 	Similar Project Team: <ul style="list-style-type: none"> Aaron Babson, Brad Bennett
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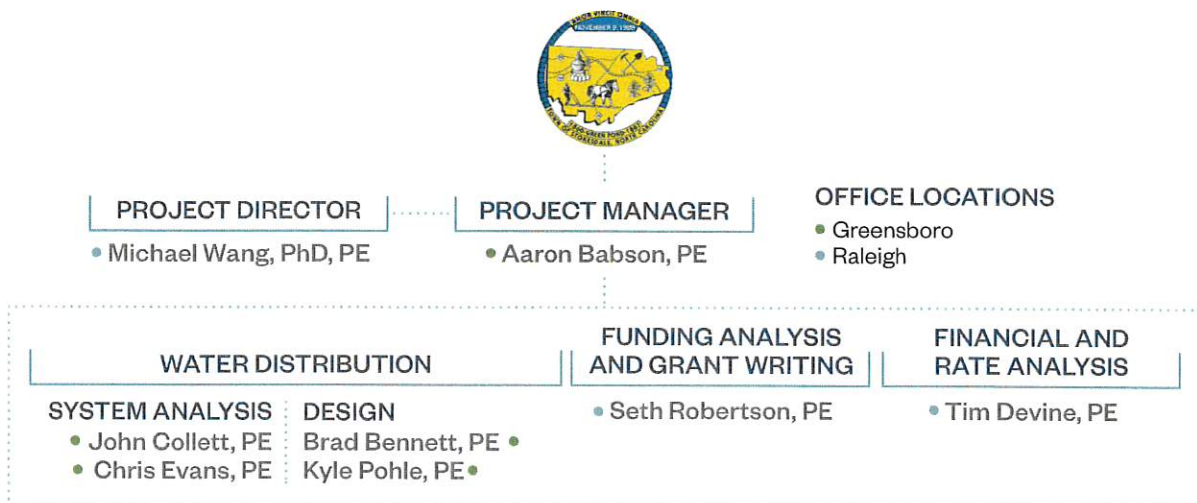
Section 3 – Project Team

Hazen brings a proven and familiar management team supported by expertise in all areas of service necessary to successfully deliver projects for the Town.

We are proposing a strong local team with expertise and experience in all areas of service anticipated under this contract. Our team is led by **Aaron Babson, PE**, a manager you know and trust. Many of our supporting team members have also worked with the Town in the past.

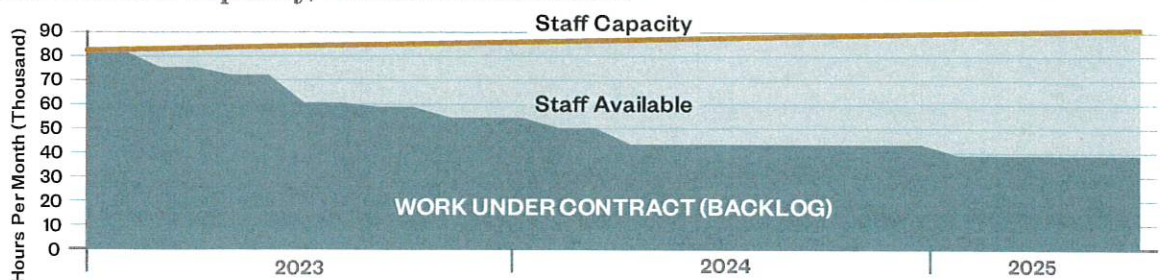
Our team also includes **Tim Devine, PE** and **Seth Robertson, PE**, two engineers, turned financial analysts, with demonstrated success drafting funding applications for our clients, including prior successful applications for the Town.

The Hazen Team is led by a local project manager, Aaron Babson, who is familiar with your system and invested in a successful future for the Town. He lives in your Town and is a customer of the water system and serves as your trusted advisor. Our staff shown in Figure 3.1 below have the availability to help the Town through this process and are backed by a staff of over 1,500 if additional help is needed.



Hazen has a deep bench of resources around the Carolinas we can use should those in this chart become unavailable for any reason. Our workload to resources chart below shows that we will have availability to assist the Town on this very important project

Mid-Atlantic Capacity/Workload Evaluation



Michael Wang, PhD, PE

Project Director

Dr. Wang has worked on projects with the Town; he is committed to your success and will allocate resources as needed to develop cost-effective projects that achieve your goals.

Dr. Wang has managed the evaluation of the chlorination station for the Town of Stokesdale. He is familiar with the Town's infrastructure and your policies and preferences. Dr. Wang is an expert in hydraulic modeling for water and wastewater conveyance systems; in assessment, analysis, and design for water infrastructure.

- Cooleemee WTP, Davie County, NC
- Water Supply Improvements, Davie County, NC
- Sparks Road WTP Preliminary Engineering Design of PAC System, Davie County, NC
- Cooleemee WWTP Flood Evaluation, Davie County, NC



35 YEARS EXPERIENCE

Education

PhD, North Carolina State University, 2007

MSE, University of North Carolina at Charlotte, 1985

BS, Rutgers University, 1983

Certification/License

Professional Engineer: NC, SC, NY, VA, OH, IL, IN, IA, MO

Aaron Babson, PE

Project Manager

Mr. Babson will serve as Project Manager and will be your primary point of contact.

He will be responsible for schedules and budgets, providing technical advisory services, coordinating the project team, and ensuring all project deliverables undergo Hazen's QA/QC process. He is a seasoned and adept Project Manager with a commitment to good communication and attention to detail. He has managed multiple water distribution projects including the Air Park Booster Pump Station in Greensboro, NC and studies for Charlotte Water and the City of Burlington. He also serves as Operations Manager for Hazen's Greensboro office. His experience includes project management; construction management; water distribution/wastewater conveyance system design, including open cut and trenchless installations; site planning; erosion control planning and permitting; and permit modifications.

- Southwest Cary Parkway Water Line Reinforcement Project, Town of Cary, NC
- Church Road Waterline, Town of Apex, NC
- Air Park Booster Pump Station, City of Greensboro, NC
- Riverdale Pump Station, City of High Point, NC
- High Point Mixed Use Development Utility Improvements, City of High Point, NC



19 YEARS EXPERIENCE

Education

BSCE, North Carolina State University, 2005

Certification/License

Professional Engineer: NC, NY

Brad Bennett, PE

Project Engineer

Mr. Bennett specializes in conveyance system design, including cost estimating, construction administration, and permitting.

He has designed and performed construction administration for numerous conveyance projects and is an adept cost estimator and constructability consultant. His experience includes pipeline design, trenchless installation, pipeline rehabilitation/replacement, QA/QC, site planning and development, erosion control planning and permitting, grading, and permit modifications. He also maps utility systems in GIS, performs GIS analysis, and assists clients with implementing GIS data for the purpose of asset management.

- Southeast Feeder Main, City of Greensboro, NC
- Industrial Ave Water System Improvements, City of Danville, VA
- Water Model Update, ISO Map, and Master Plan, City of Greensboro, NC
- Water System Asset Inventory and Assessment, City of Statesville, NC
- Fire-flow Evaluation, Harnett County, NC
- Industrial Ave Water System Improvements, City of Danville, VA



13 YEARS EXPERIENCE

Education

MSEnvE, UNC Chapel Hill, 2012
BSCE, UNC Charlotte, 2008
BSEnvS, UNC Chapel Hill, 2006

Certification/License

Professional Engineer: NC
NASSCO, Pipeline Assessment Certification Program
Hydro-Dyne Engineering, Headworks Engineering Academy

Kyle Pohle, PE

Project Engineer

Mr. Pohle has over five years' experience in water/wastewater planning, design, and construction. His current focus is water distribution system hydraulic modeling, focusing on water system operations, planning-level conveyance design, model calibration, and master planning.

His previous experience includes preliminary engineering, detailed design, permitting, bidding, and construction administration for a variety of water/wastewater projects including pipelines, pump stations, and water treatment systems. He is proficient in ArcGIS, InfoWater, WaterGEMS, and AutoCAD Civil 3D software platforms.

- On-Call Modeling, City of Greensboro, NC
- On-Call Modeling, Town of Hillsborough, NC
- Berry Hill Water Supply Infrastructure, City of Danville, VA
- Nansemond SWIFT Pre-planning, Hampton Roads Sanitation District (HRSD), VA



6 YEARS EXPERIENCE

Education

MSEnvE & Science, Clemson University, 2017
BSEnvE, Clemson University, 2016

Certification/License

Professional Engineer: NC

John Collett, PE

Hydraulic Modeling

Mr. Collett has performed hydraulic modeling for the City's distribution system; he is exceptionally familiar with the system and with your goals for this project.

He uses hydraulic modeling to evaluate water distribution system capacity, fire flow availability, pump and tank sizing, water quality, energy optimization, and vulnerability assessment. He helps clients master plan, prioritize, and develop their CIP to help them meet current and future demands in their water distribution systems.

- Central Business District Water Distribution System Study, Charlotte Water, NC
- Water System Master Plan, City of Concord, NC
- Interconnection Study, Davidson Water, Inc., Welcome, NC
- Distribution System Capacity Evaluation, Harnett County, NC
- Hyatttown Pumping Station Upgrade, Davidson Water, Inc., Welcome, NC
- Water System Master Plan, Salisbury Rowan Utilities, NC



10 YEARS EXPERIENCE

Education

BS, Construction Engineering and Management (minor in Economics), North Carolina State University, 2010

Certification/License

Professional Engineer: NC, GA

Chris Evans, PE

Water Distribution

Mr. Evans is skilled in the use of hydraulic modeling and GIS software for the design, optimization, and analysis of water distribution systems.

His experience includes water system modeling, water quality analysis, and field testing. Among numerous other projects, he provided field services, model calibration, capacity analysis, identification of system deficiencies, cost estimates, and CIP prioritization for the Greensboro and High Point Master Plans.

- Water System Master Plan, City of Greensboro, NC
- Water System Master Plan, Johnston County, NC



6 YEARS EXPERIENCE

Education

MS, Civil Engineering, North Carolina State University, 2015

BS, Civil and Infrastructure Engineering, George Mason University, 2014

Certification/License

Professional Engineer: NC, VA

Seth Robertson, PE

Funding Expert

Mr. Robertson is Hazen's Corporate Infrastructure Funding Leader; he managed the submittal of 54 successful applications for a total of over \$185M in funding for water infrastructure projects over the last two years.

He has extensive experience with state and federal funding programs and many local programs including the USDA Rural Development grants and loans program.

- Neuse River WRF, Town of Clayton, NC
- Financial Modeling, Sewer Rehab and Replacement, Town of Selma, NC
- Water and Wastewater Rehab and Planning, Dunn, NC



31 YEARS EXPERIENCE

Education

BS, North Carolina State University, Environmental Engineering, 1997

Certification/License

Professional Engineer: NC

Tim Devine, PE

Funding Analysis and Grant Writing

Mr. Devine led the effort to help the Town secure funding for the AIA Planning Documents.

Mr. Devine is an experienced financial and economic analyst and planner who has helped numerous utilities optimize their infrastructure and operational investments under multiple constraints. Mr. Devine leads the firms Mid-Atlantic Economic and Financial Services Group and has performed dozens of water and wastewater utility rate and system development fee evaluations across North Carolina and the country of all sizes. Based on his experience with smaller utilities and as the previous chair of the NC One Water Utility Management Committee, Mr. Devine worked with leadership in the NC Division of Water Infrastructure's Viable Utility Program to develop a mentorship and education initiative to assist utilities identified as distressed incorporate financially sustainable practices. Additionally, Mr. Devine has assisted utilities obtain over \$900 in grant or low-interest loan financing for critical infrastructure and planning projects.



11 YEARS EXPERIENCE

Education

BSEnE, United States Military Academy at West Point, 2004

MBA, University of North Carolina at Chapel Hill, 2012

MEM (Master of Environmental Management), Duke University, 2012, Water and Air Resources Concentration

Certification/License

Professional Engineer: NC, NY

Section 4 – On-Call Engineering Service References

Our references will attest to our ability to deliver cost-effective, high-quality evaluations and client-focused solutions.



North Cary WRF



Kit Creek Pump Station Site

Town of Cary On-Call Cary, North Carolina

Hazen and Sawyer was selected for the Town of Cary's first ever water/wastewater on-call program in 2017.

Hazen and Sawyer has performed over \$540,000 in fees under this contract with the Town.

Tasks have included:

- North Cary WRF Sludge Holding Tank Diffusers
- Western Wake Regional WRF Pelletizer Dust Control
- North Cary WRF Concrete Tank Condition Assessment
- South Cary WRF Partnership for Clean Water Self Assessment Support
- North Cary WRF Partnership for Clean Water Self Assessment Support
- North Cary WRF Sludge Holding Tank Additional Panel Evaluation
- Water System Modeling for Southern Pressure Zone Water Quality Improvements
- Analysis, Selection and Procurement Support for Pumping Operations at Globe/Surles Interconnections
- Carpenter Tank Rehabilitation

Reference

Betsy Drake, PE
Town of Cary, Utilities
Senior Project Manager
(919) 481-5093
betsy.drake@townofcary.org

Project Dates

2017-Ongoing

Project Fees

\$ 540,000 to date



Neuse River Resource Recovery Facility



EM Johnson Water Treatment Plant

City of Raleigh On-Call

Raleigh, North Carolina

Hazen and Sawyer has been selected for the City of Raleigh's on-call program ever since the program was started in 2011.

We have successfully performed over 80 task orders for the City. We have worked at the E.M. Johnson WTP, the Dempsey E. Benton WTP, the Neuse River Resource Recovery Facility, at numerous water and wastewater pumping stations, and on water and wastewater force mains and gravity pipes. We have performed evaluations, studies, and designs. Our work has included:

- Water treatment plant design
- Wastewater treatment plant design
- Construction administration services
- Hydraulic and surge modeling and analysis
- Process evaluations and improvements
- Operational training and assistance
- Electrical testing, analysis, and design
- Digital solution services
- Dam related services
- Watershed evaluations
- Regulatory assistance

Reference

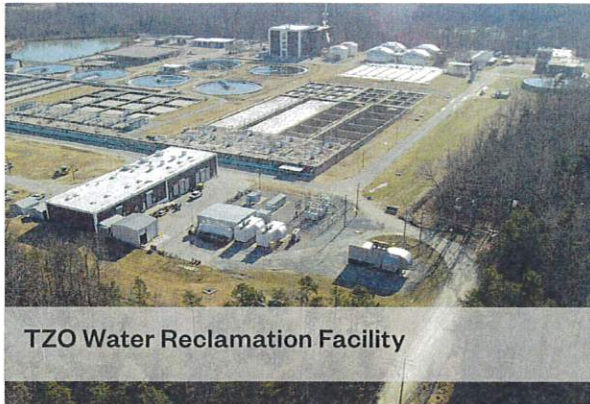
Perry Allen, PE
Senior Project Administrator
City of Raleigh
Public Utilities | Raleigh Water
(919) 996.3466
perry.allen@raleighnc.gov

Project Dates

2011-Ongoing

Project Fees

\$ 9 Million to date



TZO Water Reclamation Facility



Mitchell Water Treatment Plant

City of Greensboro On-Call

Greensboro, North Carolina

The City of Greensboro does not limit the dollar amount on this on-call contract so almost all their water and wastewater work is performed under this contract.

Hazen and Sawyer has performed over \$20 million in fees under this contract with the City and has held this contract since 2006. Hazen has worked at the T.Z. Osborne and North Buffalo WWTPs, Townsend and Mitchell WTPs, and on numerous water and wastewater pumping stations and pipelines through the City's on-call contract. Specific tasks have included:

- T.Z. Osborne WRF 56-mgd BNR Upgrade and Expansion Projects
- On-Call Modeling and Water Quality Services
- T.Z. Osborne WRF Generator Fueling System Upgrade
- T.Z. Osborne WRF Biosolids Master Plan and Study
- Electrical Building and NPW PS Design and CMAR Assistance
- Air Park Booster Pump Station
- Townsend WTP Basin and Filter Improvements

Reference

Michael Borchers, PE
Director
City of Greensboro
Water Resources Department
(336) 335-5432
michael.borchers@greensboro-nc.gov

Project Dates

2006-Ongoing

Project Fees

>\$20 Million

Section 5 – Approach

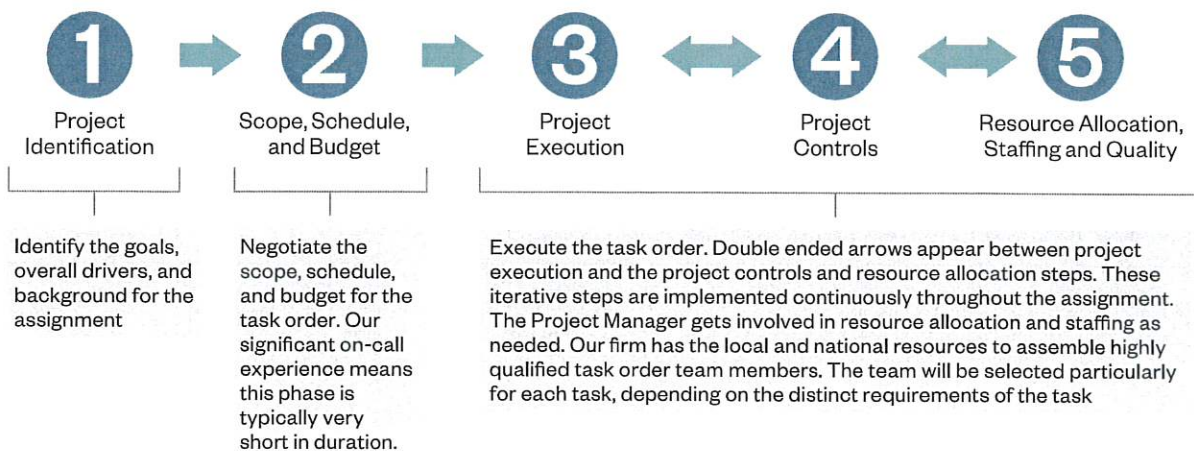
Hazen’s proven approach to managing and executing on-call type contracts ensures successful projects for the Town.

Our general approach to on-call contracts is outlined below. A detailed approach to the rating matrix project presented in the RFQ follows.

Management Approach

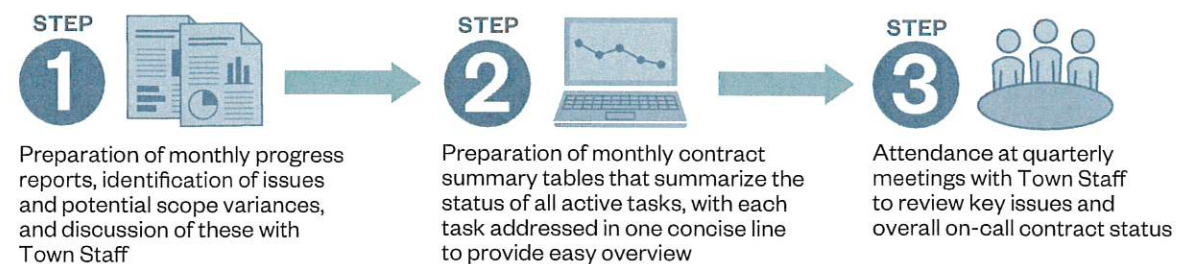
Due to our extensive on-call contract experience, we understand how to execute multiple, concurrent task orders efficiently and with the highest technical quality. Hazen knows that task order assignments come in various shapes and sizes, and we adapt our delivery approach accordingly. A large assignment will get a full project work plan, whereas a small assignment may entail a simple email relaying relevant details to the project team. Additionally, on smaller assignments, the Project Manager may be the one to execute the assignment, keeping our team small and focused, and keeping engineering costs down.

Project Management Approach



Proactive Approach to Managing Risks

The three steps we follow for risk management of tasks for on-call contracts are shown below, and they revolve around the Project Manager’s attention to the contractual details of each assignment.



Agenda Item Number 12

Consideration for Finance Officer / Budget Officer to attend “A Budgeting Guide for Local Government” Webinar Series.



A Budgeting Guide for Local Government Webinar Series

Jun 06, 2023 - Jun 20, 2023

01:00pm - 02:30pm ET

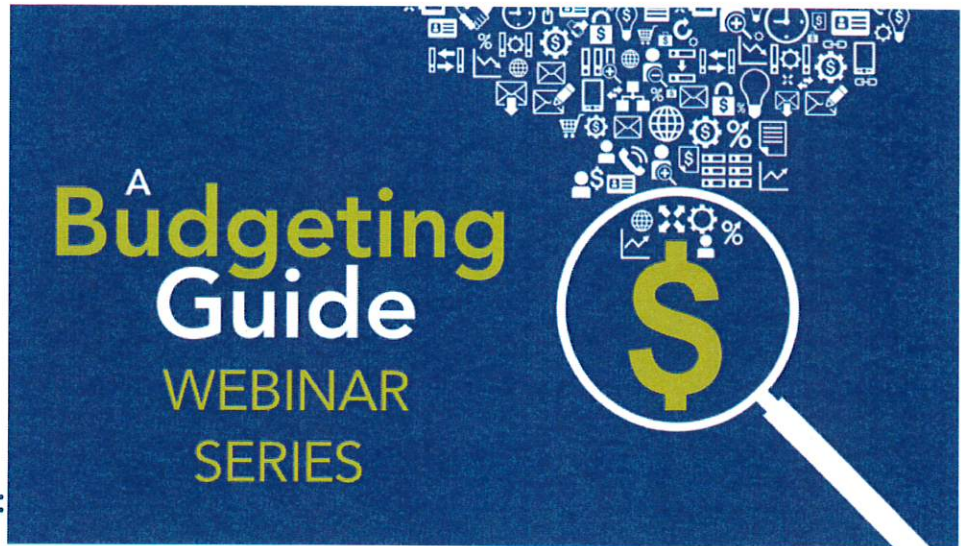
WEBINAR

Overview

Learn the fundamentals of budgeting and strategic planning that every local government manager should know.

Back by popular demand, this three-part webinar series takes a forward-looking, strategic approach to budgeting while showing you how to improve the process and promote economic vitality in your community.

Based on the fourth edition of ICMA's [A Budgeting Guide for Local Government](#), this series is hosted by coauthor Dr. Michael Overton, associate professor at the University of Idaho.



Learning Objectives:

- Lessons for budgeting and the budgeting cycle
- Budget preparation and legislative approval
- Executive implementation
- Financial controls, communication, and compliance
- Accounting and auditing
- Understanding the overall financial picture
- Projections and forecasting
- Capital budgeting
- Performance measurement
- Long-term planning

Who Should Attend:

Like the book, this program is designed for local government managers, assistant managers, and department heads who would like to gain a better understanding of the fundamentals of the budgeting process.

About the Instructor



Michael Overton, Ph.D., co-author of the fourth edition of ICMA's [A Budgeting Guide for Local Government](#), uses his public sector experience to identify research topics that matter to government entities. His research focuses on the intersection of local government management and fiscal policy.

PROGRAM DETAILS ([Full Schedule and Details](#))

ALL PROGRAMS WILL TAKE PLACE FROM 1:00 TO 2:30 PM EASTERN

Session One – 06/06/2023: Budget Basics: the budget, the budgeting cycle, and the evolution of budgeting

Session Two – 06/13/2022: Understanding Financial Management: the financial picture, projecting the future, policies and rules

Session Three – 06/20/2023: Long-term Budgeting and Planning: capital budgeting, performance measurement, long-term planning

REQUIRED READING

A Budgeting Guide for Local Government, 4th ed., is required reading. The book can be purchased [via ICMA's online bookstore](#).

FEE

\$395 (member; this is a group rate for all staff)

\$695 (nonmember; this is a group rate for all staff)

This purchase is for a single log-in. There is no limit to the number of staff from your office participating in this webinar from an auditorium or conference room. In the room where staff will participate, you'll need a phone and a computer to view the Web component.

[Addresses ICMA Practices for Effective Local Government Management and Leadership](#): [6] Strategic Leadership; [7] Strategic Planning; [8] Policy Facilitation and Implementation; [12] Financial Management and Budgeting

Event Details

When

Jun 06, 2023 - Jun 20, 2023

01:00pm - 02:30pm ET

Registration Deadline Jun 06, 2023

Price

Non-Member Price \$695.00

Member Price \$395.00

Topics

[Finance & Budgeting](#)

[Management](#)

Job Titles

[Assistant Chief Administrative Officer \(ACAO\)](#)

[Chief Administrative Officer \(CAO\)](#)

[Department Heads](#)

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