

**WINFIELD SANITARY BOARD  
SPECIAL MEETING**

**MINUTES  
November 9, 2021  
10:00 a.m.**

On Tuesday, November 9, 2021 at 10:09 a.m. the meeting of the Winfield Sanitary Board was called to order by Mayor Randy Barrett, at Winfield City Hall, 12248 Winfield Road, Winfield, West Virginia.

**ATTENDANCE**

Those attending: Rod Burns and Clarence Litton, members; Billy Harper, Plant Manager; and Tina Woollard, Secretary.

Others present: Mr. Jonathan Carpenter and Mr. Isaac Fadiga of The Thrasher Group. Tim LaFon, City Attorney was absent.

**PUBLIC:** None

**MINUTES**

Hearing no questions, the minutes of October 14, 2021 special meeting were approved as presented.

**FINANCIAL**

**Bill Approval.** The bills paid for the month of October in the amount of \$ 97,702.48; hearing no questions the bills pass as presented.

**Income/Expense.** The financial statement for the month of October; hearing no questions, the financial statement pass as presented.

**Adjustments.** The adjustments for the month of October in the amount of \$ 1,243.98; hearing no questions the adjustments pass as presented.

**REPORTS**

**Chairman – comments/reports.** Mayor Barrett reported that Mike Spragg from Aqua Aerobics mentioned to Billy Harper that having Outlook on the Plant computer made it vulnerable to someone else being able to remote in and that he could see that someone had accessed it. Jonathan Carpenter stated that we should check on our cybersecurity. Clarence Litton said it would be better to have the plant operation computer and a separate computer for Microsoft Outlook. Mayor Barrett reported that the guys have been rotating coming in around the clock since Tuesday, resulting in overtime. Mayor Barrett asked Tim LaFon since the overtime worked is due to equipment issues, could we hold Aqua Aerobics liable? After the discussion, we will gather the overtime cost and deduct it from the money owed to Aqua Aerobics.

### **Chairman - comments/reports (cont'd)**

The current issues are due to equipment and not the installation of the equipment. Mayor Barrett sent an email right before the meeting, Mike from Aqua Aerobics has requested the IP addresses, SCADA system, air valve, and an actuator that is working now, the Ethernet cable hasn't been installed, UV and non-pot communication are not working, failure to stop all alarms and blowers not working, blowers not programmed correctly, UPS switch and module on RT panel needs to be replaced, headworks not working and transfer switch not being done. These items were scheduled to be done last Tuesday but that is when the wheels fell off but everyone thought we should hold off until the other issues were corrected. But since those issues have been corrected, they can reschedule to fix the generator and switch. Billy Harper stated that he would call Summit Electric. That Summit Electric and Cat would need to coordinate their dates to accomplish this. Billy stated per Jaime Hayslett's request Citco Water is on-site now increasing the non-pot pressure. Jonathan Carpenter had Jamie Hayslett check the pressure on the non-pot. Jamie was only able to get the pressure to 54 or 56 psi. The non-pot is not working as intended. Jamie Hayslett changed the piping size and we should be receiving a new filter and that Jamie Hayslett has agreed to install. Jonathan Carpenter stated that adjustments were made on the sprayer which helped and the wipers. Jamie Hayslett will talk to Lakeside regarding the installation of the wiper. Billy asked Jonathan why the non-potable water is accounted for since it never leaves the plant, Jonathan stated it's recirculating, but it's going through the meter. Jonathan will check on excluding the non-pot water from the meter. Mayor Barrett stated that we were offered \$5,000 for the aerators from the old plant.

**Staff report.** Billy Harper reported before the air valve trouble, things were moving along well. Two actuators were received, one was bad when received. A valve was bad on the actuator and the valve was replaced. Everything at the Plant seems to be working well again.

### **UNFINISHED BUSINESS**

**SBR Plant Change Order #4 for Contract #1.** Jonathan Carpenter stated that he the Change Order was for sludge removal, which totals a quarter million dollars and all tickets for the removal have been included. Mayor Barrett pointed out that at least 17 items are outstanding on the punch list and wanted to know if the Change Order is approved, would that also bind us to paying for the insurance through the extension date. Clarence Litton asked what is our remainder on the project and on the contingency? Isaac Fadiga stated that we had contingency of \$256,000 project construction and \$178,000 for project as of July. Clarence Litton made the motion to pay Hayslett Construction for the sludge removal totaling \$247,258.40. Motion carried.

## **Unfinished Business (cont'd)**

**Thrasher Engineering's progress report on the new wastewater plant.** Mayor Barrett stated that most of the report for this agenda item has already been stated. Jonathan Carpenter stated that he had a few other things to mention. The eyewash is in a box but needs to be installed and the sink plumbing in the press room still needs to be done. Jonathan Carpenter said that the barbwire and the gate adjustment at Winfield Way are done, Jonathan will be look at punch list items #24 (SBR Mixer #1 & #2 power cables are loose on mooring cable) and #25 (SBR Mixer #2 mooring cable is loose and needs cleaned), SBR electrical cable after the meeting, cover for the front door, fencers are onsite working on the fence, finish stoning but stone and fabric has been delivered, IP addresses Charter is done with the UV, punch list item #35 (IP Address for UV & Press) is an Aqua Aerobics problem with the SCADA, stainless steel piping on the screen has been done but issues with the filter. Heat trace and cold weather wrapping for the headworks but will not be put on until other issues are resolved. The spare belt needs to be ordered from Charter for the belt press, punch list item #57 (seal between the metal and block wall on Office Building) and #58 (seal around all pipe penetrations in block walls – four remaining) have been done, Billy Harper stated that some vents still need to be sealed around but was told that it would be the HVAC guys to seal the vents, two on main plant building and two on the UV building. Jonathan Carpenter stated that the final cleaning of the building and site, the hydroseed has been scheduled for Thursday and the fence guys will probably take most of this week to finish the fence. Jonathan Carpenter stated that one of the things he wanted to discuss is the temperature in the UV building, we need to keep the temperature of the room the same as the water temperature to prevent sweating and condensation which could cause issues with the electronics. Billy Harper stated there is a sweating problem and he has been trying to adjust. Mayor Barrett reported that we have until January with the Valdeacort Farm agreement for the sludge removal. Mayor has a new lead for a farm for the sludge to be taken too after the Valdeacort Farm agreement has ended. Mayor Barrett stated that the dump truck is expected to be delivered on November 22<sup>nd</sup>.

**MS-4 Program.** Mayor Barrett stated we have not taken a sample, Parsons Construction is working on the line on Falcon today and after will begin on the Rip Rap, both will be paid for by A.R.P.A funds.

**Infrastructure Projects utilizing the American Rescue Plan relief funds.** Mayor Barrett reported both panels were installed last week. The one on Winfield Ave was a swap, Lewis Apartment is running. The one on Rocky Step that the power will need to be shut down and moved, coordination between Milton and AEP. The telemetry was quoted below the cost that would require bidding and the service will be through AT&T.

### **Unfinished Business (cont'd)**

**Possibilities of spending Contingency Fund.** Reported on under SBR Plant Change Order #4 for Contract #1.

**Possibilities of spending Contingency Fund.** Reported on under SBR Plant Change Order #4 for Contract #1.

**Generator/Electrical failure problems/Insurance.** Reported on under Thrasher Engineering's progress report on the new wastewater plant.

**Putnam County Commission's request for Sewer Adjustment.** Rod Burns made a motion to approve the request for a sewer adjustment for Putnam County Commission. Motion carried.

**Issues and concerns caused by Lakeside's malfunctioning screen.** Reported on under Mayors report.

### **NEW BUSINESS**

**Decide day to have the regularly scheduled monthly meeting.** The next meeting will be December 14, 2021 at 1 p.m.

**Hiring another Plant Employee.** Clarence Litton made a motion to build up staffing. Motion carried.

### **GOOD OF THE ORDER**

### **ADJOURNMENT**

Motion was made by Rod Burns to adjourn at 11:39 a.m.

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Randy L. Barrett, Chairman

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Tina Woollard, Secretary