

**Potomac Valley Conservation District
Special Board Meeting Teleconference
Minutes of Meeting
September 27, 2012**

The Potomac Valley Conservation District held an emergency Board meeting by teleconference on Thursday, September 27, 2012, beginning at 9:00 am. Charlotte Hoover opened the meeting by requesting those on the call to indicate their name.

SUPERVISORS: Charlotte Hoover, Brian Eglinger, George Leatherman, Kent Spencer and Gerald Sites

OTHERS: Mike Worley, Karen Stickley and Nadene Jewell

Charlotte Hoover addressed the reason for the teleconference. Mike Worley also addressed the issue. The contractor, Kevin High Excavating, who received the O&M Contracts on New Creek and Patterson Creek, will be unable to complete the work due to illness. WVCA representatives have reviewed the contracts and believe it is in the best interest of the District to terminate the contracts with Kevin High Excavating. The o&m work needs to be completed this year. The contracts on Patterson Creek will then be awarded to the next bidder, J.R. Landscaping. The remaining work on New Creek may be completed by the PVCD crew. Kevin High did complete work on three sites, New Creek Site #10, #12 and #17, and will be compensated for the work. The total bid price of those items is \$5,750.00. Board approval will be needed for this payment to Kevin High Excavating.

Following the discussion, a motion was made by Gerald Sites and seconded by Kent Spencer to terminate the o&m contracts with Kevin High Excavating and award the two Patterson Creek contracts to J.R. Landscaping (total bid amount for both if \$76,150.00) and issue the Notice to Proceed to J.R. Landscaping immediately. The remaining work on the New Creek contract will be completed by the PVCD crew – pending available funding. Motion carried.

A motion was made by Gerald Sites and seconded by George Leatherman to approve payment in the amount of \$5,750.00 to Kevin High Excavating for work completed on the New Creek Contract. Motion carried.

Charlotte Hoover will sign the termination letter to Kevin High Excavating today and forward to PVCD office. She will also sign the award and notice to proceed forms to J.R. Landscaping for the Patterson Creek contracts and forward to PVCD office. Mike Worley will address the contract start and finish dates with WVCA staff and forward to the administrative officer to be included in the Notice to Proceed for each contract.

Charlotte also addressed the need to make a personal contact with Kevin High or his wife regarding the termination of the contracts. Need to let them know it is necessary to terminate in order to have the work completed this year. Not a bad reflection on Kevin. Supervisors were in agreement. Brian Eglinger volunteered to assist WVCA staff with the call to Kevin High – Mike Worley indicated that Jeremy Salyer or Derrick Tettenburn would be in contact with him regarding when they are available to contact Kevin.

There being no further business, the meeting adjourned at 9:25 a.m.

Chairperson

Secretary

Date