

Lexington-Fayette Urban County Government

*200 E. Main St
Lexington, KY 40507*



Tuesday, January 19, 2021

3:00 PM

Virtual Meeting Packet

Council Chamber

Urban County Council Work Session

**Urban County Council
Schedule of Meetings
January 18, 2021 – January 25, 2021**

Monday, January 18

MLK Holiday – LFUCG Offices Closed

Tuesday, January 19

Environmental Quality & Public Works Committee.....1:00 pm
Video Teleconference

Council Work Session.....3:00 pm
Video Teleconference

Wednesday, January 20

No Meetings

Thursday, January 21

Corridors Commission.....12:00 pm
Video Teleconference

Friday, January 22

No Meetings

Monday, January 25

No Meetings

**Lexington-Fayette Urban County Council
Work Session Agenda
January 19, 2021**

- I. Public Comment**
- II. Requested Rezoning/ Docket Approval – No**
- III. Approval of Summary – Yes, p. 1-2**
 - a** Table of Motions: Council Work Session, January 12, 2021
- IV. Budget Amendments – No**
- V. New Business – Yes, p. 3-12**
- VI. Continuing Business/ Presentations**
 - b** Committee Summary: Environmental Quality & Public Works, October 6, 2020, p. 13-15
- VII. Council Reports**
- VIII. Mayor's Report – No**
- IX. Adjournment**

Administrative Synopsis - New Business Items

- a** **0046-21** Authorization to request First Aid Training provided by the Red Cross for three Streets & Roads employees who will in return be certified trainers, at a cost not to exceed \$990.00. Funds are budgeted. (L0046-21) (Allen/Albright) p. 3
- b** **0052-21** Authorization to execute a Memorandum of Agreement with Kentucky American Water Company and Columbia Gas of Kentucky, accepting an estimated \$57,145.03 from Kentucky American Water Company and an estimated \$29,877.48 from Columbia Gas of Kentucky, as reimbursement for roadway milling and paving performed by the Lexington-Fayette Urban County Government. These reimbursement figures are estimates and will be adjusted, based on the final total cost of the work. (L0052-21) (Burton/Albright) p. 4-5
- c** **0064-21** Authorization to submit an application to the U.S. Department of Homeland Security under the 2020 Assistance to Firefighters Grant Program requesting federal funding in the amount of \$2,000,000 to replace/purchase approximately 260 complete Self Contained Breathing Apparatus (SCBAs) units that are currently three standards behind, more than 10 years old, and no longer supported with part replacement. (L0064-21) (Wells/Armstrong) p. 6
- d** **0065-21** Authorization to execute Contract Modification No. 7 to the agreement with AECOM Technical Services, Inc. D/B/A AECOM, for additional construction engineering and observation services on an as-needed basis to support the required oversight of Town Branch Commons construction, at a cost not to exceed \$402,500. (L0065-21) (Peacher/Scott) p. 7-9
- e** **0066-21** Authorization to execute Contract Modification No. 7 to the agreement with Gresham Smith and Partners, for the Town Branch Commons Corridor project for construction administration services, at a cost not to exceed \$127,554. (L0066-12) (Peacher/Scott) p. 10-12

**URBAN COUNTY COUNCIL
WORK SESSION
TABLE OF MOTIONS
January 12, 2021**

Mayor Gorton called the meeting to order at 3:00pm. All Council Members were present.

Gorton opened the meeting with the following statement: "Due to the COVID-19 pandemic and State of Emergency, this meeting is being held via video teleconference pursuant to 2020 Senate 150, and in accordance with KRS 61.826, because it is not feasible to offer a primary physical location for the meeting."

- I. Public Comment
- II. Requested Rezonings/Docket Approval

Motion by McCurn to approve the January 14, 2021 Council meeting docket. Seconded by Ellinger. Motion passed without dissent.

Motion by J. Brown to place ordinance #5 [an ordinance changing the zone from an Agricultural Urban (A-U) zone to a Light Industrial (L-1) zone, for 45.08 net (46.74 gross) acres for property located at 1180 Newtown Pike] on the January 14, 2021 docket without a public hearing. Seconded by Worley. Motion passed without dissent.

Motion by McCurn to postpone ordinance #3 [an ordinance changing the zone from a Two Family Residential (R-2) zone to a High Rise Apartment (R-5) zone, for 0.655 net (.717 gross) acre, for property located at 325, 329 and 333 Blackburn Ave.] until January 26, 2021. Seconded by Lamb. Motion passed without dissent.

Motion by Bledsoe to place ordinance #4 [an ordinance changing the zone from an Agricultural Urban (A-U) zone to a Neighborhood Business (B-1) zone, for 0.241 net (0.759 gross) acre, and from an Agricultural Urban (A-U) zone to a Townhouse Residential (R-1T) zone, for 0.002 net (0.019 gross) acre, for property located at 4235 Harrodsburg Rd. (a portion of)] on the January 14, 2021 docket without a public hearing. Seconded by Worley. Motion passed without dissent.

Motion by Lamb to place on the Council Meeting docket for Thursday, January 14, 2021, a Resolution ratifying the Mayor's acceptance of a direct allocation of Federal grant funds from the United States Treasury under the Coronavirus Response and Relief Supplemental Appropriations Act, which grant funds are up to \$25 million and are for the purpose of providing emergency rental assistance to residents of Fayette County, the acceptance of which does not obligate the Urban County Government for the expenditure of funds. Seconded by Plomin. Motion passed without dissent.

- III. Approval of Summary

Motion by Plomin to approve the December 1, 2020 work session summary. Seconded by Kay. Motion passed without dissent.

IV. Budget Amendments

Motion by Kay to approve budget amendments. Seconded by McCurn. Motion passed without dissent.

V. New Business

Motion by Plomin to approve new business. Seconded by Lamb. Motion passed without dissent with one no vote on item cc. Moloney voted no on item cc.

VI. Continuing Business/Presentations

Motion by Kay to approve neighborhood development funds. Seconded by Plomin. Motion passed without dissent.

Council Member Lamb provided a summary of the November 10, 2020 General Government & Social Services Committee meeting. There were no motions to report from this meeting.

VII. Council Reports

Motion by Kloiber to refer to the Planning & Public Safety Committee, a review of the 2018 Comprehensive Plan and potential impacts from the events of 2020, to determine if any changes should be made to the goals and objectives. Seconded by Moloney. Motion passed without dissent.

Motion by Kay to refer to the General Government & Social Services Committee, a reorganization of parts of the Administration. Seconded by Reynolds. Motion passed without dissent.

VIII. Mayor's Report

Motion by Plomin to approve the Mayor's Report. Seconded by Kloiber. Motion passed without dissent.

IX. Adjournment

Motion by Kay to adjourn at 4:45pm. Seconded by Lamb. Motion passed without dissent.

Click [here](#) to view the video of this meeting.
SAM, 1/13/21

MAYOR LINDA GORTON



ROBERT ALLEN
DIRECTOR
STREETS & ROADS

MEMORANDUM

TO: Linda Gorton, Mayor
Urban County Council

FROM: Robert Allen
Robert Allen, Director
Division of Streets & Roads

DATE: January 6, 2021

SUBJECT: Red Cross - First Aid Training

Request: The purpose of this memorandum is to request to provide First Aid Training from the Red Cross for 3 Streets & Roads employees who will in return be certified trainers. These fees for the FY 2021 should not exceed the sum of \$990.00

Authorization to: Approve service from Red Cross

Purpose of Request

The requested approval will allow 3 Streets & Roads employees to help better serve as First Responders in the event of a crisis. They will also be able to train other employees within LFUCG.

Projected Cost in FY21

The projected cost in FY 2021 is \$ 990.00 and is fully budgeted out of the following funds:

1101	303301	0001	74101	\$ 330.00
1115	303303	0001	74101	\$ 330.00
4051	303302	0001	74101	\$ 330.00

File Number: 0046-21

Director/Commissioner: Allen/Albright





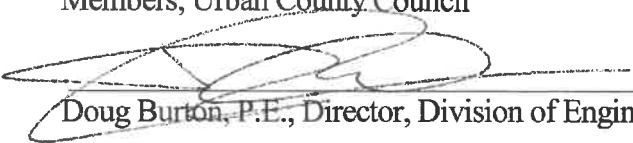
LEXINGTON - FAYETTE URBAN COUNTY GOVERNMENT

Department of Environmental Quality and Public Works
Division of Engineering

Linda Gorton
Mayor

Doug Burton
Director

TO: Mayor Linda Gorton
Members, Urban County Council

FROM: 
Doug Burton, P.E., Director, Division of Engineering

DATE: January 4, 2021

SUBJECT: Avenue of Champions and Euclid Avenue, Utility Company Agreements for
Roadway Repairs

Request:

Council authorization to execute a Memorandum of Agreement with Kentucky American Water Company and Columbia Gas of Kentucky, accepting an estimated \$57,145.03 from Kentucky American Water Company and an estimated \$29,877.48 from Columbia Gas of Kentucky, as reimbursement for roadway milling and paving performed by the Lexington-Fayette Urban County Government. These reimbursement figures are estimates and will be adjusted, based on the final total cost of the work.

Purpose of Request:

In November 2020, the Division of Engineering awarded a construction contract to mill and pave Avenue of Champions and Euclid Avenue. Prior to this contract, Kentucky American Water Company and Columbia Gas of Kentucky disturbed the roadway for replacement of existing underground facilities. In lieu of the utility companies repairing and resurfacing the roadway, they entered into an agreement to reimburse the Lexington-Fayette Urban County Government the equivalent cost of this work.

What is the cost in this budget year and future budget years?

The cost for this FY is: \$87,022.51 (revenue)

The cost for future FY is: \$0

Are the funds budgeted? N/A

Director/Commissioner: Burton/Albright

MAYOR LINDA GORTON

**LEXINGTON**

CHARLIE LANTER

DIRECTOR

GRANTS & SPECIAL PROGRAMS

**TO: LINDA GORTON, MAYOR
URBAN COUNTY COUNCIL**

**FROM: CHARLIE LANTER, DIRECTOR
DIVISION OF GRANTS AND SPECIAL PROGRAMS**

DATE: January 11, 2021

SUBJECT: U.S. Department of Homeland Security Grant Application under the 2020 Assistance to Firefighters Grant Program for Division of Fire and Emergency Services

Request: Council authorization to submit an application to the U.S. Department of Homeland Security under the 2020 Assistance to Firefighters Grant Program requesting federal funding in the amount of \$2,000,000 to replace/purchase approximately 260 complete Self Contained Breathing Apparatus (SCBAs) units that are currently three standards behind, more than 10 years old, and no longer supported with part replacement.

Purpose of Request: The primary goal of the Assistance to Firefighters Grants (AFG) is to enhance the safety of the public and firefighters with respect to fire-related hazards by providing direct financial assistance to eligible fire departments, nonaffiliated Emergency Medical Services (EMS) organizations, and State Fire Training Academies (SFTA) for critically needed resources to equip and train emergency personnel to recognized standards, enhance operations efficiencies, foster interoperability, and support community resilience.

The purpose of this project is to upgrade the current inventory of SCBAs to the recommendations outlined by the National Fire Protection Association. Current SCBAs are three NFPA standards behind and are more than 10 years old. Additionally, part support is no longer available. As a result, the Division expects to lose an average of 15 SCBAs per year due to being unable to fix broken parts. To keep current with NFPA standards this upgrade is necessary. The new SCBAs will come with a 10-year warranty, which will cover all maintenance and repair during said period reducing the Department's out of pocket expense, which averages \$85,000 per year.

What is the cost in this budget year and future budget years? If the grant is approved, federal funds in the amount of \$2,000,000 will be awarded, requiring a 10% match of \$200,000.

Are the funds budgeted? A budget amendment will be completed if approved.

File Number: 0064-21

Director/Commissioner: Wells/Armstrong



MAYOR LINDA GORTON

**LEXINGTON**

CHARLIE LANTER

DIRECTOR

GRANTS & SPECIAL PROGRAMS

**TO: LINDA GORTON, MAYOR
URBAN COUNTY COUNCIL**

**FROM: CHARLIE LANTER, DIRECTOR
DIVISION OF GRANTS AND SPECIAL PROGRAMS**

DATE: JANUARY 11, 2021

SUBJECT: Authorization to execute Contract Modification No. 7 to the agreement with AECOM Technical Services, Inc., to support the required oversight of Town Branch Commons construction

Request: Authorization to execute Contract Modification No. 7 to the agreement with AECOM Technical Services, Inc. D/B/A AECOM, for additional construction engineering and observation services on an as-needed basis to support the required oversight of Town Branch Commons construction, at a cost not to exceed \$402,500.

Purpose of Request: AECOM was chosen as the most qualified candidate to provide professional services in support of the Town Branch Commons project. The required services were competitively selected by Request For Proposal (RFP) 47-2015. This modification is needed to create Work Order #14 to provide construction engineering and observation services through the completion of the Town Branch Commons construction project.

What is the cost in this budget year and future budget years? The cost for FY21 is \$402,500. No expenses are anticipated for future budget years.

Are the funds budgeted? Budget amendment 10942 and 10943 in process.

FUND	DEPT ID	SECT	ACCT	PROJECT	ACTIVITY	BUD REF	AMOUNT
3160	303202	3225	71299	TOWN COM 2016	CONSTRUCT	2016	\$161,000
3160	303202	3225	71299	TOWN LEX 2016	CONSTRUCT	2016	\$40,250
3160	303202	3225	71299	TOWN TGER 2017	CONSTRUCT	2017	\$201,250
							\$402,500

File Number: 0065-21

Director/Commissioner: Peacher/Scott



**LEXINGTON-FAYETTE URBAN COUNTY
GOVERNMENT CONTRACT CHANGE ORDER**
Page 1 of 2

To (Contractor): AECOM	Date:	January 6, 2020	
	Project:	Town Branch Commons Program Management	
	Location:	Midland, Vine, Manchester	
	Contract No.	005-2016	
	Original Contract Amt.	\$679,922.00	
	Cumulative Amount of Previous Change Orders	\$2,720,626.50	
	Percent Change - Previous Change Orders		400.14%
	Total Contract Amount Prior to this Change Order	\$3,400,548.50	
Change Order No.	7		

You are hereby requested to comply with the following changes from the contract plans and specification;

Current Change Order

Item No.	Description of changes-quantities, unit prices, change in completion date, etc.	Decrease in contract price	Increase in contract price	
1	Add Work Order #14 for Construction Inspection Services		\$402,500.00	
	Total decrease	\$0.00		
	Total increase		\$402,500.00	
	Net Amount of this Change Order		\$402,500.00	
	New Contract Amount Including this Change Order	\$3,803,048.50		
	Percent Change - This Change Order			10.58%
	Percent Change - All Change Orders			459.34%

The time provided for the completion in the contract and all provisions of the contract will apply hereto.

Recommended by <u><i>[Signature]</i></u>	(Proj. Engr.) Date <u>1/11/21</u>
Accepted by <u><i>[Signature]</i></u>	(Contractor) Date <u>1/8/2021</u>
Approved by <u> </u>	(Director) Date <u> </u>
Approved by <u><i>[Signature]</i></u>	(Commissioner) Date <u>1/11/21</u>
Approved by <u> </u>	(Mayor or CAO) Date <u> </u>

JUSTIFICATION FOR CHANGE

PROJECT: Town Branch Commons Corridor Design

CONTRACT NO. 005-2016

CHANGE ORDER: 7

1. Necessity for change: To provide additional engineering and construction observation as-needed through completion of construction project.
2. Is proposed change an alternate bid? ___Yes X No
3. Will proposed change alter the physical size of the project? ___Yes X No
If "Yes", explain.
4. Effect of this change on other prime contractors: N/A
5. Has consent of surety been obtained? ___Yes X Not Necessary
6. Will this change affect expiration or extent of insurance coverage? ___Yes X No
If "Yes", will the policies be extended? ___Yes ___No
7. Effect on operation and maintenance costs: N/A
8. Effect on contract completion date: N/A

Mayor_____
Date

MAYOR LINDA GORTON

**LEXINGTON**

CHARLIE LANTER

DIRECTOR

GRANTS & SPECIAL PROGRAMS

**TO: LINDA GORTON, MAYOR
URBAN COUNTY COUNCIL**

**FROM: CHARLIE LANTER, DIRECTOR
DIVISION OF GRANTS AND SPECIAL PROGRAMS**

DATE: JANUARY 11, 2021

SUBJECT: Authorization to execute Contract Modification No. 7 to the agreement with Gresham Smith and Partners, for the Town Branch Commons Corridor project

Request: Authorization to execute Contract Modification No. 7 to the agreement with Gresham Smith and Partners, for the Town Branch Commons Corridor project for construction administration services, at a cost not to exceed \$127,554.

Purpose of Request: Gresham Smith and Partners, was chosen as the most qualified candidate to provide design and engineering services in support of the Town Branch Commons project. The required services were competitively selected by Request for Qualifications (RFQ) 25-2016. This modification is needed to provide construction support services through the completion of the Town Branch Commons construction project.

What is the cost in this budget year and future budget years? The cost for FY21 is \$127,554. No expenses are anticipated for future budget years.

Are the funds budgeted? Budget amendment 10942, 10943 and 10944 in process.

FUND	DEPT ID	SECT	ACCT	PROJECT	ACTIVITY	BUD REF	AMOUNT
3160	303202	3225	71299	TOWN_COM_2016	CONSTRUCT	2016	\$51,022
3160	303202	3225	71299	TOWN_LEX_2016	CONSTRUCT	2016	\$12,755
3160	303202	3225	71299	TOWN_TGER_2017	CONSTRUCT	2017	\$63,777
							\$127,544

File Number: 0066-21

Director/Commissioner: Peacher/Scott



**LEXINGTON-FAYETTE URBAN COUNTY
GOVERNMENT CONTRACT CHANGE ORDER**

Page 1 of 2

To (Contractor): Gresham, Smith, and Partners

Date:	January 6, 2021	
Project:	Town Branch Commons Corridor	
Location:	Midland, Vine, Newtown	
Contract No.	313-2016	
Original Contract Amt.	\$929,283.00	
Cumulative Amount of Previous Change Orders	\$2,449,457.39	
Percent Change - Previous Change Orders		263.59%
Total Contract Amount Prior to this Change Order	\$3,378,740.39	
Change Order No.	6	

You are hereby requested to comply with the following changes from the contract plans and specification;

Current Change Order

Item No.	Description of changes-quantities, unit prices, change in completion date, etc.	Decrease in contract price	Increase in contract price	
1	Construction support services		\$127,554.00	
	Total decrease	\$0.00		
	Total increase		\$127,554.00	
	Net Amount of this Change Order	\$127,554.00		
	New Contract Amount Including this Change Order	\$3,506,294.39		
	Percent Change - This Change Order			3.64%
	Percent Change - All Change Orders			277.31%

The time provided for the completion in the contract and all provisions of the contract will apply hereto.

Recommended by MS 21.922 (Proj. Engr.) Date 1/11/21

Accepted by MS 21.922 (Contractor) Date 1/8/21

Approved by MS 21.922 (Director) Date 1/11/21

Approved by MS 21.922 (Commissioner) Date 1/11/21

Approved by MS 21.922 (Mayor or CAO) Date 1/11/21

JUSTIFICATION FOR CHANGE

PROJECT: Town Branch Commons Corridor Design

CONTRACT NO. 313-2016

CHANGE ORDER: 7

1. Necessity for change: Additional construction support services needed to complete the construction phase.
2. Is proposed change an alternate bid? ___Yes ___X___No
3. Will proposed change alter the physical size of the project? ___Yes ___X___No
If "Yes", explain.
4. Effect of this change on other prime contractors: N/A
5. Has consent of surety been obtained? ___Yes ___X___Not Necessary
6. Will this change affect expiration or extent of insurance coverage? ___Yes ___X___No
If "Yes", will the policies be extended? ___Yes ___No
7. Effect on operation and maintenance costs: N/A
8. Effect on contract completion date: N/A

Mayor_____
Date



Environmental Quality & Public Works Committee Virtual Meeting

October 6, 2020

Summary and Motions

Chair Farmer called the meeting to order at 1:04 p.m. Committee Members Kay, McCurn, Swanson, Higgins-Hord, Worley, F. Brown, and Bledsoe were present. Committee Members Moloney and Mossotti were absent. Council Members Lamb, Reynolds and Plomin were also in attendance as non-voting members.

Farmer began the meeting by providing the following statement: "Due to the COVID-19 pandemic and State of Emergency, this meeting is being held via live video teleconference pursuant to 2020 Senate Bill 150, and in accordance with KRS 61.826, because it is not feasible to offer a primary physical location for the meeting."

I. Approval of September 1, 2020 Committee Summary

Motion by McCurn to approve the September 1, 2020 Environmental Quality & Public Works Committee Summary. Seconded by Higgins-Hord. The motion passed without dissent.

II. Review of RFI for Routing Software

Aldona Valicenti, Chief Information Officer, provided a review of routing solutions for the Department of Environmental Quality & Public Works and explained that a Request for Information (RFI) was put together by team members from multiple departments for the purpose of determining whether or not another solution exists. She reviewed the seven responses that were received and after a review of three companies that were selected for follow-up meetings, it was determined that Lexington's technology compares favorably to other options presented. She described concerns that drivers are doing too much and there is a potential for distracted driving with the use of on-board tablets. She suggested having a more hands-free option with the ability to capture more data. Potential improvements include working on an enterprise-wide contract; engaging drivers to find road conditions that need to be repaired; looking at ways to gather more data without the use of the tablet; and asking *Routeware* (current vendor) to provide additional solutions for Lexington.

Bledsoe expressed interest in the cameras for investigating why trash was not picked up and she asked how we get access to these pictures. Eddie Dean, IT Project Manager for Environmental Quality & Public Works, responded that the cameras are mainly on front-loaders which are not typically used for residential pick-up, but instead are used at dumpsters. He said most of the cameras are enabled on the side loaders and anytime a driver takes a picture it uploads to *Routeware* and he emphasized that they have been unable to capture a house that was missed. He added that there is technology available to accomplish this, but there would be significant cost involved.

To clarify when the *Routeware* agreement is renewed, Lamb asked what the terms are for the agreement currently in place. Valicenti explained that this was initially thought of as a sole source, but because there are no specific requirements and because sole source tends to be for commodity items, it is not considered a sole source. She said this is a "solution" which includes a software, hardware, and a telecom

component and the ability to combine these into one solution is what differentiates one from another. She said the *Routeware* agreement is year-to-year, but we can add more tablets or telecom capability if necessary.

No further comment or action was taken on this item.

III. Annual Snow and Ice Removal Plan

Rob Allen, Director of Street & Roads, spoke about the snow plan expenses from 2018-2020 and major changes for this year, pointing out that we have 5,800 tons on hand and we have the capacity to hold 8,800 tons. He explained the route rankings and the service levels for each of those. He said the goal is to complete roadway snow plan for routes 1-4 within 36 hours of snowfall end and sidewalk clearance for those routes within 96 hours. Susan Plueger, Director of Environmental Services, went into more detail about sidewalk snow removal and how this is a priority. Allen spoke about the staffing challenges and the areas where staffing is valuable. He explained the plan's finalization schedule which will be posted by October 30.

In response to Farmer's concern, Allen confirmed that the pricing schedule remains in effect if we need to purchase salt at a later date.

Considering we haven't had many snow events in the recent years, Reynolds asked if we have enough salt to make it through a mild winter. Allen explained that looking at historical figures, we have an average of 22 weather events and we use between 600-1,200 tons of salt at a time and last year we only used 1,700 tons total for 8 events. With 5,800 tons on hand and a supplier close by should we need additional salt, we are prepared. He added that there are 2,000 gallons of brine on hand that allows for pre-treating areas which reduces the amount of salt used.

F. Brown asked if the priority for school roads were accounted for since schools have been closed. Allen said we did not other than increasing communication with Fayette County Public Schools (FCPS) fiscal division in cases of emergency. He said there is a plan in place and we are prepared. Bledsoe asked if priorities will shift if schools are not back in session when snow fall begins. Allen said this has not been discussed but most schools are on a neighborhood collector and those will not be downgraded. Bledsoe spoke about the transparency of the snow plow tracker that adds a level of comfortability for constituents who may not otherwise know if it is safe to get on the road.

Expressing concern that homeowners may not be sure what their responsibility is, Higgins-Hord requested that informational graphics be sent to Council for inclusion in newsletters and Allen said the PIO office has information available they can send to Council.

No further comment or action was taken on this item.

IV. Environmental Education

Angela Poe provided a brief background on Environmental Education and reviewed the history since 2016 when the contract was split in 3 components: Environmental Education, Business Outreach, Apartments/Community and the focus of today's presentation is Environmental Education which takes place in a group with students K-12. She said the lessons have been tightened and professional development for teachers was added with a focus on resources for students with fewer environmental education options. She highlighted next steps in moving forward with this program which includes hiring

an Environmental Education Coordinator and an AmeriCorps Member, restructuring the Environmental Education contract, and continuing to build community relationships.

In looking for a better way to expose kids who do not have the same opportunities as others, Bledsoe asked if partnering with the Summer Youth Jobs Program for apprenticeships or mentorships has been considered. Poe said the intent was to have a Partners for Youth intern this past summer, but that was cancelled due to the pandemic. She explained her vision for the future which is targeted mostly toward the elementary schools and middle schools so those students have plenty of time to learn about a variety of different jobs before making a decision on their field of study as they get out of high school.

For clarification, Reynolds asked if other outside contractors are used or if it is only Bluegrass Greensource. Poe replied that Bluegrass Greensource has always been the provider for environmental education.

Responding to Farmer's question as to when the two new positions would be hired, Poe said she hopes to have the Environmental Education Coordinator early next year and the AmeriCorps Member next fiscal year.

No further comment or action was taken on this item.

V. Capacity Assurance Program (CAP) Audit Results

Charlie Martin, Director of Water Quality, explained the Capacity Assurance Program (CAP) is a requirement under the Consent Decree which went live in July 2013. He said this is an accounting system for system repairs and/or capacity expansions as well as new or expanded service connections. He explained that a taskforce was formed to define the program and they brought forward 19 recommendations. He highlighted recommendation #19 which requires an audit of the program every two years with quarterly reports sent to the EPA which became a requirement in Sec. 16-307 of our ordinance. He said the current audit is for 2017-2019 where 25 applications were randomly selected for review with a final audit report submitted in September 2019 which showed the process for assuring sewer capacity to be in compliance with the intent of the ordinance.

Addressing Farmer's concern as to whether this presentation provides enough transparency and information at the right place and time, Martin pointed out that the entire audit report is also posted to the website which provides additional transparency. Kay emphasized that the purpose of this program is to ensure that there is no development plan that gets approved without knowing if there is adequate sewer capacity.

Motion by Kay to approve the Capacity Assurance Plan Audit, seconded by McCurn. The motion passed without dissent.

VI. Items Referred to Committee

No further comment or action was taken on this item.

Motion by Kay to adjourn, seconded by McCurn. The motion passed without dissent.

Meeting adjourned at 2:55 p.m.

To view meeting materials, click [here](#).

To view a video recording of this meeting, click [here](#).