



VILLAGE of WHISPERING PINES

MANAGER'S REPORT - MONTHLY

May 9, 2018

- Police Station Renovation
 - Based on the results of the balancing and testing of the HVAC systems, some additional HVAC work will be needed.
 - Our HVAC contractor has provided a cost proposal to complete the project and correct numerous deficiencies in the work performed by the subcontractor used by Thames.
 - The architect and mechanical engineer are reviewing the cost proposal and the scope of work.
- Upcoming Events
 - May 8 – Election Day @ Fire Station
 - May 19 – Spring Concert featuring *The Sand Band*, 6pm – 9pm
 - May 28 – Memorial Day, Village Hall closed
 - July 4 – 4th of July Parade, 1:30pm line-up and 2pm start; Village Hall closed
- Spring Valley Spillway Project
 - The Village Attorney is working directly with the McGill Associates attorney regarding the contract language for the construction administration.
 - Procurement Timeline Status
 - Current Advertisement April 1 (On-going)
 - Completed Pre-bid meeting #1 April 18
 - Completed Pre-bid meeting #2 May 2
 - Next Bid opening May 14, 2pm @ VH
 - Two (2) general contractors attended pre-bid meeting #2 on May 2. In response to questions raised during the pre-bid, Bill Roark will issue an addendum to the bid documents by May 9. The questions posed were all technical in nature.
 - Bill Roark also received verbal notification of a 3rd contractor's intent to submit a bid. So, we are optimistic that we will receive at least the three (3) bids required to avoid having to re-bid the project.



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- Carolina Water (CW)
 - The engineering for the water main replacement project on Pine Ridge Drive is ongoing. The estimated timeline for this project beginning is mid-Summer. We will share a definitive timeline with the residents upon receipt.
 - CW is awaiting bids for the work associated with the new booster pump at the water tower.
 - CW and the Fire Rescue Department completed flushing and flow testing hydrants last week. The Fire Rescue Department will begin color coding (painting hydrants caps) hydrants based on the gallon per minute flow testing results and in accordance with National Fire Protection Association (NFPA) guidelines.
 - I received notification that Danny Lassiter, Regional Manager for CW, has retired. I have contact information for his short-term replacement until a permanent replacement is identified.
- Public Works
 - Summerfield Playground (ongoing)
 - The following components of the project are planned over the next several weeks.
 - Concrete area for basketball court
 - Concrete installation under pavilion
 - Perimeter fencing installation
 - Landscaping
 - Road Improvements/Resurfacing
 - BobK is coordinating with the contractor to complete the work in the next 15 -45 days.
 - Highest priority roads identified for repair and/or resurfacing, include:
 - Dewberry Drive
 - Goldenrod Drive
 - Princess Gate Drive (repair only, resurface next fiscal year)



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- Budget Transfer #1 (see attached)
 - The cost to complete the resurfacing of Dewberry Drive and Goldenrod Drive and to repair the entire stretch of Princess Gate Drive exceeded our budgeted funds for Roadway Improvements.
 - Therefore, in lieu of repairing a portion of Princess Gate Drive now and the rest next fiscal year, we have transferred \$10,000 from Rec-Open Space to Road Improvements in order to complete the entire stretch during this fiscal year.
 - By avoiding having the contractor mobilizing twice, there will be some cost savings. In addition, it will reduce the traffic disruption and inconvenience to the residents in the area.
- Fire & Police Station Parking Lot & Storm Water Improvements (no change)
 - Sealing and striping completed as well as the asphalt pathway installation between the parking area and the grass field, which concludes the project.
- Administrative/Personnel Matters
 - During the month of April, all employees completed OSHA Alcohol-Free Workplace training via the Target Solutions web-based training program. During the month of May, all administrative employees will complete OSHA OSHA Office Safety training and all Public Works, Police & Fire Rescue employees will complete Working in Extreme Temperature training.
 - I met with our newly appointed regional Risk Control Consultant from the NCLM so he could introduce himself and discuss the variety of services, grants, and assistance that is available from the NCLM.
 - In anticipation of the retirement of Police Officer Tate, effective September 1, 2018, we have begun the process of filling the vacancy with posting an advertisement. The target start date for the new officer will be August 1st.
 - Linda will be out of the office on May 15 through 17 to take the School of Government Zoning Certification Test.



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- Village Boards (vacancies)
 - Board of Adjustment
 - Member from Village
 - Alternate Member from ETJ
 - Planning & Zoning Board
 - Member from Village
 - Alternate member from Village
 - Alternate Member from ETJ
 - Lakes & Watershed Board
 - Cardinal Lake Representative
 - Member-at-Large



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ATTACHMENT

This is being provided for informational purposes only. No Council action required.

Budget Transfer #1 for FY 2017-2018

Section 1. To amend the General Fund, the budget is to be changed as follows:

	<u>Decrease</u>	<u>Increase</u>
10-560-0743 Rec-Open Space Project	\$10,000	
10-570-0502 Roadway Improvements		\$10,000
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	<u>\$10,000</u>	<u>\$10,000</u>

Section 2. This transfer will move available funds in the Lakes & Parks Department to the Roads Department to cover costs of roadway repairs on Princess Gate Drive. It does not change the overall total of the General Fund Budget.

Transferred by Rich Lambdin, Village Manager, per authority of adopted budget ordinance for FY 2017-2018.

April 18, 2018