



## REQUEST FOR BOARD ACTION

ITEM NO. 11

**DATE OF MEETING:** June 6, 2016

**REQUESTED BY:** Michael G. Mack, Utilities Director

**SHORT TITLE:** Approval of a Purchase Order to Skip Green and Associates for Grant Administration Services Associated with the Pender Commerce Park Wastewater Treatment Plant EDA Grant (\$2.275M) in the amount of \$20,000.

**BACKGROUND:** At the Board's November 2, 2013 meeting, an agreement and Purchase Order to Skip Green and Associates was approved for grant writing and administration associated with grant funding to be used towards the construction of the Pender Commerce Park Wastewater Treatment Plant. At the time the Purchase Order to Skip Green was approved, the EDA Grant in the amount of \$2,275,000 had not yet formally been secured. The original Purchase Order for grant management has been nearly exhausted and a new Purchase Order is required for the balance of grant administration services by Skip Green and Associates for the EDA grant.

Funds are budgeted for this expenditure and no additional appropriation is required for this Purchase Order.

**SPECIFIC ACTION REQUESTED:** To approve a Purchase Order to Skip Green and Associates for the administration of the PCP-WWTP EDA grant in the amount of \$20,000.