



Laurens County Water and Sewer Commission

Board of Commissioners Meeting

May 23, 2017

8:15am

Minutes

COMMISSIONERS PRESENT: Ted Davenport, Chairman (Municipal), Wofford Woods (I), Philip O'Dell (II), Jurell Byrd (III), Bill Teague, Treasurer (IV), Susan Curry (V), and E.L. Mason, Secretary (VII)

COMMISSIONERS ABSENT: John McMurray (VI)

STAFF: Jeff Field, Executive Director
Kevin Anderson, Director of Operations and Engineering
Debbie Price, Executive Administrative Assistant
Wendy Medlock, Director of Finance and Human Resources
Angie Nelson, Director of Administration and Customer Service

ATTORNEY:

PRESS: Clinton Chronicle

GUEST:

Call to Order

Invocation

Approval of April 25, 2017 Minutes

Chairman Remarks

Executive Director Remarks

LCWSC Monthly Financial Summary

LCWSC Monthly Operations Summary

New Business

1. Presentation by Laurens County Soil and Water Conservation District Photo Contest - Michael Seymour
2. Proposal to Authorize the Executive Director to execute the Engineering Agreement with Goodwyn Mills Cawood for design and construction services related to water distribution improvements and raw water intake structure associated with the Lake Greenwood WTP project; contingent on approval from Capital Improvements Committee.

Old Business

1. Mogul Sewer Treatment Service Agreement
2. Community Outreach

Executive Session

Upon returning to open session, the Commission may take whatever action deemed appropriate on matters discussed in executive session.

Other Business

Adjourn

CALL TO ORDER

Chairman Davenport called the meeting to order at 8:25am in the Board Room of the Laurens County Water and Sewer Commission.

Invocation was given by Commissioner Woods.

APPROVAL OF MINUTES

Chairman Davenport asked if there were any additions or corrections to the April 25, 2017 minutes, as submitted to the Commissioners.

Commissioner Curry MOVED *that the minutes be accepted as submitted.*

MOTION SECONDED by Commissioner Byrd. MOTION CARRIED. AYES, 6; NAYS, 0

CHAIRMAN REMARKS

Chairman Davenport noted that Michael Seymour will not be at the meeting today due to a family illness; he will be rescheduled to attend the Commissioner meeting on July 25, 2017.

LCWSC MONTHLY FINANCIAL SUMMARY

The monthly financial summary was presented to the Commissioners. A copy of the summary can be found in the Commissioner Board Packet.

As of April 30, 2017, LCWSC has a total of \$4,786,083 in cash for operating and reserve funds as compared to \$4,292,558 this time in FY16.

A goal of the Commission is to maintain a three-month operating balance in the United Community Bank operating account.

LCWSC MONTHLY OPERATIONS SUMMARY

The monthly operations summary was presented to the Commissioners. A copy of this summary can be found in the Commissioner Board packet.

Mr. Anderson stated that we are where we expect to be this time of the year for water purchased and moving closer to our target on percent loss.

There were two active main line leaks and 1 active service line leak for the month of April.

NEW BUSINESS

1. **Proposal to Authorize the Executive Director to execute the Engineering Agreement for design and construction services related to water distribution improvements and raw water intake structure associated with the Lake Greenwood WTP project; contingent on approval from Capital Improvements Committee**

Mr. Field reported that we are closer to executing an engineering contract for design and construction services. The contract may be broken into two sections:

1. Distribution and Raw Water Intake Improvements
2. Water Treatment Facility

The distribution model has suggested moving forward a little differently than what was proposed in the PER. With the pilot work over the course of the summer, we will fine tune and work with the USDA on the two contracts and the possibility of merging them later.

The distribution and intake design would take approximately 1 year, beginning June 2017, and include approximately 25 miles of water main upgrade, 2 miles of raw water main, and intake and pump station.

Mr. Anderson also discussed the Engineers Joint Contract Documents Committee Agreement (EJCDC). This agreement outlines the responsibilities of the engineer and owner. The EJCDC template is recommended by ACEC, ASCE, and NSPE and is required by the USDA.

EJCDC Engineering Agreement breakdown:

- Engineer Responsibilities:
 - Study and Report
 - Preliminary Design
 - Final Design
 - Public Relations (Optional)
 - Bidding and Negotiating
 - Construction
 - Post Construction
 - Additional Services
- Owner Responsibilities:
 - Set the Scope
 - Instruct Engineer
 - Provide Information (other technical consultants, records)
 - Payment
 - Schedule
 - Invoices and Payments
 - Opinions of Cost (Engineer market testing)
 - General Considerations
 - Standards of Performance
 - Use of Documents
 - Insurance Requirements
 - Administrative Procedures
 - Definitions
 - Exhibits

Mr. Field stated that we would like to execute the agreement before the next scheduled board meeting.

Commissioner O'Dell MOVED to *Authorize the Executive Director to execute the Engineering Agreement with Goodwyn Mills Cawood for design and construction services related to water distribution improvements and raw water intake structure associated with the Lake Greenwood WTP project; contingent on approval from Capital Improvements Committee.*

MOTION SECONDED by Commissioner Byrd. MOTION CARRIED. AYES, 6; NAYS, 0

OLD BUSINESS

1. Mogul Sewer Treatment Service Agreement

Mr. Field discussed the Mogul sewer treatment service agreement. LCWSC and ReWa will sign an agreement to provide sewer treatment for Mogul, located in Gray Court, SC. ReWa agrees to accept the flow at the ReWa Durbin Creek plant; LCWSC agrees to abide by ReWa regulations and rates. The agreement is not for the entire Town of Gray Court and is specific for certain parcels; however, the Gray Court-Owings School and ISO Flex could also be included.

The ReWa boundary of service is not expected to come down that far and long range plans show the potential for a package sewer plant in this area. ReWa has already authorized their executive director to sign the agreement.

Commissioner Woods MOVED to *Authorize the Executive Director to negotiate and execute the Mogul Sewer Treatment Service Agreement.* MOTION SECONDED by Commissioner Mason. MOTION CARRIED. AYES, 6; NAYS, 0

2. Community Outreach

Mrs. Price provided a PowerPoint presentation on Community Outreach.

Employees have been busy participating in the following activities:

- Leadership Laurens County 2016
 - Mrs. Price and Ms. Nelson participated in Leadership Laurens County. Leadership Laurens County offers participants opportunities for community involvement and education on the needs in Laurens County.
- Breast Cancer Awareness Month 2016
 - LCWSC Employees wore pink shirts every Friday in October to show their support and raise awareness.
- Christmas Families 2016
 - LCWSC adopted two families for Christmas 2016.
- United Way Campaign 2017
 - Grand Total Raised: \$9,018; an increase of \$1768 from the previous year.
- Bags of Love 2017
 - LCWSC employees assembled "Bags of Love" for senior citizens in Laurens County
- Beautify Laurens County 2016/2017
 - Employees participate in Beautify Laurens County in September 2016 and March 2017
- Piedmont Technical College Scholarship Luncheon 2017
 - The scholarship is funded through an annual golf tournament held each spring; selection is based on academic achievement, financial need and Laurens County residency.

Piedmont Technical College Student, Eric Reynoso, Associate in Arts major, was recently awarded the Laurens County Water & Sewer Commission PTC Golf Classic Scholarship. Mrs. Medlock and Mrs. Price were in attendance.

- Life on the Lake Summit 2017
 - This event serves as a venue to report on upcoming lake plans, educate the community, and connect residents and interested lake supporters with local elected officials.

Jeff Field spoke to the crowd of nearly 500 people and stated that LCWSC is committed and thankful for the opportunity to do our part to advocate, to preserve and to protect this important resource for generations to come.

Mrs. Price and Mrs. Nelson were also available at the LCWSC Exhibitor table to provide further information.

- March of Dimes Campaign 2017
 - Grand Total Raised: \$2,316
- Relay for Life Campaign 2017
 - Grand Total Raised: \$3,490; an increase of \$1,045 from the previous year.
- Drinking Water Week 2017
 - Laurens County students participated in an art event focusing on the importance of our water supply and the vital role water plays in our daily lives. The art was displayed in the LCWSC Lobby.

EXECUTIVE SESSION

Upon returning to open session, the Commission may take whatever action deemed appropriate on matters discussed in executive session.

No executive session.

ADJOURN

Commissioner Byrd MOVED that the ***Board of Commissioners meeting be adjourned.*** MOTION SECONDED by Commissioner Mason. MOTION CARRIED. AYES, 6; NAYS, 0

There being no further business the Commission meeting adjourned at 10:02am.

I certify that the above Minutes accurately reflect the business conducted at the Commission meeting on May 23, 2017 and that the minutes were approved at the meeting held June 27, 2017.



E. L. Mason, Secretary