



**Laurens County Water and Sewer Commission**

**Board of Commissioners Meeting**

**May 24, 2016**

**8:15am**

**Minutes**

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

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

**ATTORNEY:** Allen M. Wham

**PRESS:** Clinton Chronicle

**Call to Order**

**Invocation**

**Approval of April 26, 2016 Minutes**

**Chairman Remarks**

**Executive Director Remarks**

**LCWSC Monthly Financial Summary**

**LCWSC Monthly Operations Summary**

## **New Business**

1. Cityworks Regional Users Group Discussion – Angie Nelson, Director of Administration and Customer Service

## **Old Business**

1. Bid Updates – Kevin Anderson, Director of Operations and Engineering
  - Lydia Mill CDBG
  - Greenville Water Meter @ Scuffletown
  - Fairview Road Waterline

## **Other Business**

1. Community Involvement – Debbie Price, Executive Administrative Assistant

## **Executive Session**

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

1. Follow-up discussion of negotiations related to a proposed contractual agreement associated with the withdrawal of water from Lake Greenwood.
2. Contract discussion concerning the Town of Gray Court Wholesale Water Rate

## **Adjourn**

## **CALL TO ORDER**

Chairman Davenport called the meeting to order at 8:19am in the Board Room of the Laurens County Water and Sewer Commission.

Invocation was given by Commissioner McMurray.

## **APPROVAL OF MINUTES**

Chairman Davenport asked if there were any additions or corrections to the April 26, 2016 minutes, as submitted to the Commissioners.

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

MOTION SECONDED by Commissioner Byrd. MOTION CARRIED. AYES, 7; NAYS, 0

## **CHAIRMAN REMARKS**

Chairman Davenport welcomed Wendy Workman to LCWSC as Director of Finance.

Wendy has a Bachelor of Science degree in Business Administration with an emphasis in Accounting from Erskine College and a Master of Professional Accountancy degree with an emphasis in Auditing from Clemson University.

She comes to us after working for The Palmetto Bank, which recently merged with United Community Bank, for the last nine and half years. Wendy most recently served as the Internal Audit Manager - Assistant Vice President.

Wendy is active in our community and currently serves as the Accounting Chair for the American Cancer Society's Relay for Life and is a member of the Chamber's Young Professionals organization.

## **EXECUTIVE REMARKS**

Mr. Field gave an update on the status of Commissioner reappointments. He stated that all the necessary applications are complete. We are currently waiting on the paperwork from Representative Mike Pitts to complete the process.

## **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, 2016 LCWSC currently had a total of \$4,292,558 in cash and cash reserves as compared to \$3,567,579 this time in FY15. The difference is partially due to our capital rate increase and more revenue in both the sewer treatment and sewer collection systems, as well as fewer capital expenses in FY16 than in FY15.

## **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. Field discussed new taps, main line leaks and service line leaks. We are seeing a little upswing in new taps with 124 taps as of April 30<sup>th</sup> and 8 new services in April.

## **NEW BUSINESS**

### **1. Cityworks Regional Users Group Discussion – Angie Nelson, Director of Administration and Customer Service**

Ms. Nelson shared the PowerPoint presentation she presented at the Cityworks Regional Users Group.

She began the Cityworks presentation with a brief background of LCWSC and how we handle billing. LCWSC became a special purpose district in 1972. We began working on the GIS work order system in 2008-2009. In 2010-2011, LCWSC changed to Cityworks; TruePoint Solutions (TrueBill) was chosen as a new billing software in 2014 to replace the older, outdated billing system.

Ms. Nelson also discussed the billing procedure before the TrueBill Interface and what the new system offers.

The benefits of TrueBill include:

- Gains in efficiency
- Customer Service can now see all work from one screen
- Automates the work order process for accounts that must be turned off for non-pay
- Ability for asset management, meter management and billing
- Best of all worlds by allowing us to interface our billing system with our mapping/work-order system
- Scratching the surface of Cityworks' benefit to the company

## **OLD BUSINESS**

### **1. Bid Updates – Kevin Anderson, Director of Operations and Engineering**

Mr. Anderson gave an update on the bid process thus far.

- Lydia Mill CDBG
  - a. Low bid was Payne, McGinn and Cummins at \$494,340
- Greenville Water Meter @ Scuffletown
  - a. Low bid was Tom Brigman Construction at \$85,750
- Fairview Road Waterline
  - a. Low bid was Moorhead Construction at \$977,712

Mr. Field reminded the Board that the FY12 Bonds were issued to fund both the new GWS meter at Scuffletown road and the new waterline on Fairview road. There is \$1,336,860 remaining in this bond account as of April 30, 2016. Since the bids for both these projects came in below budget, we will have approximately \$247,000 left in the bond account. Mr. Field recommended that these excess funds be used for capital projects planned for next budget year. Because these additional projects were not in the original Bond Resolution, the Board will need to pass a new Resolution that defines the projects to be funded with these remaining dollars. This Resolution will be prepared and presented for consideration at a future Board meeting.

## **OTHER BUSINESS**

### **1. Community Involvement – Debbie Price, Executive Administrative Assistant**

Mrs. Price gave an update on Employee Community Involvement for March, April and May.



Updates included:

- Career Day at Clinton Middle School
- PTC Foundation Scholarship Luncheon
- Life on the Lake Summit
- March of Dimes Campaign – Total Amount Raised: \$5195.24
- Day of Caring/Community Clean Up
- Relay for Life – Total Amount Raised: \$2445.54
- Drinking Water Week

### **EXECUTIVE SESSION**

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

- 1. Follow-up discussion of negotiations related to a proposed contractual agreement associated with the withdrawal of water from Lake Greenwood**
- 2. Contract discussion concerning the Town of Gray Court Wholesale Water Rate**

Commissioner McMurray MOVED that the *Board of Commissioners go into Executive Session at 10:06am* to discuss a contractual/legal matter. MOTION SECONDED by Commissioner Curry. MOTION CARRIED. AYES, 7; NAYS, 0

Commissioner Byrd MOVED that the *Board of Commissioners come out of Executive Session at 10:36am*. MOTION SECONDED by Commissioner Mason. MOTION CARRIED. AYES, 7; NAYS, 0

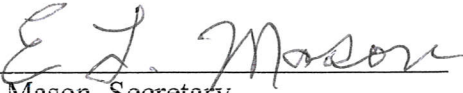
No vote taken. Informational only.

### **ADJOURN**

Commissioner Curry MOVED that the *Board of Commissioners meeting be adjourned*. MOTION SECONDED by Commissioner O'Dell. MOTION CARRIED. AYES, 7; NAYS, 0

There being no further business the Commission adjourned at 10:36am.

I certify that the above Minutes accurately reflect the business conducted at the Commission meeting on May 24, 2016 and that the minutes were approved at the meeting held June 28, 2016.

  
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E. L. Mason, Secretary