



Laurens County Water and Sewer Commission

Board of Commissioners Meeting

November 24, 2015

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), 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
Heather Owens, Director of Finance and Human Resources

ATTORNEY: Allen M. Wham

PRESS: Clinton Chronicle

Call to Order

Invocation

Approval of October 27, 2015 Minutes

Chairman Remarks

Executive Director Remarks

LCWSC Monthly Financial Summary

LCWSC Monthly Operations Summary

New Business

1. Update to Personnel Handbook
2. December Board Meeting

Other Business

1. Employee Community Involvement
 - a. Boo in the Park
 - b. United Way Campaign
 - c. Beautify Laurens County
 - d. Christmas Families

Executive Session

1. Legal matter related to acquiring right-of-way for Fairview Road water line project

Adjourn

CALL TO ORDER

Chairman Davenport called the meeting to order at 8:20 am 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 October 27, 2015 minutes, as submitted to the Commissioners.

Commissioner O'Dell MOVED *that the minutes be accepted as submitted*. MOTION SECONDED by Commissioner Byrd. MOTION CARRIED. AYES, 7; NAYS, 0

EXECUTIVE DIRECTOR REMARKS

Mr. Field discussed the transition to the new billing software, which resulted in an influx of calls during the first week and an upgrade to the number of voicemail lines. We are seeing tremendous efficiencies. Ms. Nelson will provide a summary of problems and benefits of the new system at the January Board of Commissioners meeting.

Rob Weisner, Accountant with R. Bland Roper, CPA, will present the FY15 Audit in January.

LCWSC MONTHLY FINANCIAL SUMMARY

Mr. Field presented the monthly financial summary to the Commissioners. A copy of this summary can be found in the Commissioner Board packet. As of October 31, 2015 LCWSC currently had a total of \$3,944,820 in cash and cash reserves as compared to \$3,783,218 this time in FY15. The difference is comprised of more revenue, partially due to our capital rate increase, and fewer capital expenses in October FY16 than in FY15. There were only three cycles billed in September FY15 as compared to the normal four cycles. There were four cycles billed in October FY16 as compared to five in October 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.

There were 50 new services installed as of October 31st, with 19 new services in the month of October. There were 9 active service line leaks and 5 active main line leaks.

NEW BUSINESS

1. Update to Personnel Handbook

Mr. Field discussed the proposed updates to the LCWSC Personnel Handbook. The Policy Committee, consisting of Phil O'Dell, Jurell Byrd, and E. L. Mason, met on November 13th to look at the proposed changes in detail. Numerous formatting and grammatical changes were also made. A duplicate Acknowledgement and Disclaimer page was added at the beginning of the book for the employee to sign; this page will be kept in the employee's personnel file. The Policy Committee recommends that the handbook take effect on December 1, 2015.

Proposed changes include:

- Article I General – Included the statement “Executive Director or his/her designee” and updated a few definitions.
- Article II Statement of Non-Discrimination - The No Harassment Policy was moved from the end of the handbook.
- Article III Statement of Drug Free Workplace - Condensed and now references the Substance Abuse Policy.
- Article IV Administration –
 - Condensed by removing requirement for salary approval, job advertisements, applications, record retention, and examination.
 - Updated nepotism section to read immediate family can no longer be hired regardless of which department they are assigned to.

- Article V Compensation Benefits and Evaluations –
 - Condensed and now refers to the corresponding benefits programs; insurance, retirement, and workers compensation.
 - A statement regarding the Fair Labor Standards Act (FLSA) was added under wages and overtime pay.
 - Overtime compensation for holidays was clarified.
- Article VI Responsibilities –
 - No Fraternization section added.
 - Outside Functions section added.
- Article VII Holidays and Leave –
 - Annual leave is accrued beginning on your date of hire.
 - Annual leave will carry over up to twenty five (25) days of accrued leave from one (1) calendar year. Unused accrued leave, above 25 days as of December 31st, will be paid out at fifty (50) percent, up to thirty two (32) hours, if the annual leave was denied in writing. All other accrued leave about twenty-five (25) days will be forfeited.
 - The annual leave accrual rate in was revised as follows:

Existing		Proposed	
Continuous LCWSC Service	Amounts Earned	Continuous LCWSC Service	Amounts Earned
0 – 1 year	6 days per year	1 – 5 years	10 days per year
1 – 6 years	10 days per year	6 – 15 years	15 days per year
6 + years	15 days per year	15+ years	20 days per year

- Restriction on taking sick leave at whole hour increments was removed.
- Sick leave payout upon retirement was reduced to 30 days.
- The Americans with Disabilities Act is now referenced in the Leave without Pay section.
- Article IX Disciplinary Actions - revised to allow discipline in any progressive nature.
- Amendments were removed and updated within the specific Articles.

Per the Policy Committee's recommendation, Commissioner Woods MOVED that the ***Board of Commissioners accept the Updates to the Personnel Handbook, with an effective date of December 1, 2015.*** MOTION SECONDED by Commissioner McMurray. MOTION CARRIED. AYES, 7; NAYS, 0

2. December Board Meeting

Mr. Field suggested that the December meeting be cancelled.

Commissioner Byrd MOVED that ***there will be no December Commissioner Meeting.*** MOTION SECONDED by Commissioner Mason. MOTION CARRIED. AYES, 7; NAYS, 0

Other Business

1. Employee Community Involvement

Mrs. Price provided an update on recent employee community involvement opportunities.

- Boo in the Park
 - LCWSC Employees participated in the Laurens County Parks and Recreation annual event at the Little River Amphitheater in Laurens. LCWSC was one of over 30 vendors participating this year.
- 2016 United Way Campaign
 - Total Contributions of \$7,250.00
- Beautify Laurens County
 - The LCWSC clean-up day was Saturday, November 14th
 - Employees covered an area of 221 from the 127 Bypass to Ekom Beach Road
 - 11 Bags of Trash Collected
- Christmas Families
 - Employees will be collecting items for two families this year.
 - An angel tree will be placed in the breakroom

Executive Session

1. Legal matter related to acquiring right-of-way for Fairview Road Water Line Project

Commissioner Teague MOVED that the *Board of Commissioners go into Executive Session at 10:05am* to discuss a legal matter. MOTION SECONDED by Commissioner O'Dell. MOTION CARRIED. AYES, 7; NAYS, 0

Commissioner Woods MOVED that the *Board of Commissioners come out of Executive Session at 10:50am.* MOTION SECONDED by Commissioner Curry. MOTION CARRIED. AYES, 7; NAYS, 0

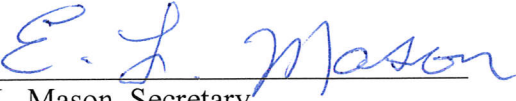
Commissioner Teague MOVED *to authorize the staff and staff attorney to pursue whatever actions are necessary related to acquiring the right-of-way for the Fairview Road Water Line Project up to and including condemnation of property for parcel ID# 568010101800 and parcel ID# 568040101803.* MOTION SECONDED by Commissioner O'Dell. MOTION CARRIED. AYES, 7; NAYS, 0

Adjourn

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

There being no further business the Commission adjourned at 10:50am.

I certify that the above Minutes accurately reflect the business conducted at the Commission meeting on November 24, 2015 and that the minutes were approved at the meeting held January 26, 2016.



E. L. Mason, Secretary