



Laurens County Water and Sewer Commission

**Board of Commissioners Meeting
March 24, 2020**

Minutes

COMMISSIONERS PRESENT: Sam Peden (I), Philip O'Dell (II), Jurell Byrd, Secretary (III), Bill Teague, Vice Chairman (IV), Susan Curry, Treasurer (V), Ted Davenport, Chairman (VII), Doug Hendrick (Municipal)

COMMISSIONERS ABSENT: John McMurray, (VI)

STAFF: Jeff Field, Executive Director
Wendy Medlock, Director of Finance
Debbie Price, Executive Assistant
KC Price, Engineering Manager

ATTORNEY: Allen M. Wham

PRESS: Clinton Chronicle

Call to Order

Invocation

Approval of February 25, 2020 Minutes

Chairman Remarks

Executive Director Remarks

LCWSC Monthly Financial Summary

LCWSC Monthly Operations Summary

New Business

1. Emergency Resolution Regarding COVID-19

Old Business

1. Lake Greenwood Water Treatment Plant Project Update
 - a. Change Order (Deduction) for WTP
 - b. Change Order (Addition) Hwy 72 Waterline

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 8:15am in the Training Room of the Laurens County Water and Sewer Commission.

Invocation was given by Commissioner Hendrick.

APPROVAL OF MINUTES

Chairman Davenport asked if there were any additions or corrections to the February 25, 2020 minutes, as submitted to the Commissioners.

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

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

CHAIRMAN REMARKS

Chairman Davenport welcomed the press to the meeting.

EXECUTIVE DIRECTOR REMARKS

Mr. Field welcomed everyone to the meeting and stated that the meeting today is being held in the Training Rooms to allow for social distancing during the COVID-19 virus pandemic.

Mr. Field stated that he has been participating in conference calls with other water companies around the state in planning for the COVID-19 virus response. LCWSC implemented changing operations last week, starting with closing the lobby and utilizing the drive through only. Customers have been extremely understanding and the process is running smoothly.

Customers have also been notified that they can pay their bill for free using our toll-free phone number, bank draft, recurring credit/debit card payments, mail and the drop box located at our office drive thru.

Mr. Field, directors, and managers have daily meetings to discuss options that will ensure continuity of water and sewer service. He stated that all field crews are cross trained, and we will transition to a reduced, rotating staff. The decision was made yesterday to close the drive-thru; customers can still leave a message or talk to someone to report an emergency. The bulk of messages received have been from customers moving and needing services transferred.

Customer Service is rotating between Gina Sexton and Angie Nelson with only one Customer Service Representative on-site at a time to answer the phone and check emails. Wendy Medlock and Leeann Maddox plan to rotate days in the Financial Office. The CityWorks Analyst, Work Order and Locates employees are working from home, either through VPN or remote desktop. Field crews are focusing on emergencies only.

Mr. Field also reported the LCWSC will not lock accounts. In an effort to reduce the buildup of a large water bill, we are calling delinquent accounts and asking customers to keep accounts current.

Zoom conference calls with managers are scheduled daily at 4:00pm.

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 February 29, 2020, LCWSC had a total of \$6,461,139 in cash for operating and reserve funds as compared to \$4,986,341 this time in FY19.

Mr. Field stated that the Town of Gray Court has been included in this month's summary. We are not showing a percent loss because water sold is a little ahead of the water going through the meter. We budgeted about \$78,000 and projecting \$85,000 (6- month projection). Operating expenses are well below what was budgeted. These numbers do not take the water meter purchase into account.

LCWSC MONTHLY OPERATIONS SUMMARY

The monthly operations summary can be found in the Commissioner Board packet.

Mr. Field reported 136 new services installed as of February 29th, with 29 new services in the month of February. We are slightly ahead of budget on taps.

Total water loss for the month of February, including the percent unaccounted and the percent audited, was 30.1% of which 24.6 % was unaccounted for through background leaks in the system. The rolling 12-month average for unaccounted water loss is 15.7%. The target is 18.00%. February and March are 28-day bill cycles, which skews the numbers.

There were 5 active service line leaks and 2 active main line leaks.

Mr. Field discussed line extensions completed, in process, and upcoming.

NEW BUSINESS

1. Emergency Resolution Regarding COVID-19

Mr. Field reported that the LCWSC bylaws do not allow for an electronic Commission meeting. The Emergency Resolution Regarding COVID-19 will give us the ability to conduct an electronic meeting during the month of April if needed.

Mr. Wham stated the emergency resolution will allow electronic meetings with a quorum, for 60 days. In the long-term, the bylaws will need an update to provide for electronic meetings. To meet the Freedom of Information Act (FOIA) guidelines, meeting agendas and minutes will be publicly posted, and the press will be notified.

The resolution specifies how the public meetings will be conducted in electronic form, provided the medium for the meeting, whether telephonic, broadcast video, computer-based, or other electronic media, or any combination of these allows for the following standards and practices to be met:

- At the beginning of any electronic meeting, the presiding officer will poll the members to confirm attendance, and any member attending by way of electronic media shall be considered present for the purposes of constituting a quorum.
- Throughout the duration of the electronic meeting, all members, as well as any officials or staff required to speak at the meeting, must have the capability to be heard at all times by any other member of the governing body and by the general public.
- Any vote must be conducted by individual voice vote to verbally indicate their vote on any matter by stating “yay” or “nay”. All individual votes will be recorded by the Executive Director, Executive Assistant, Secretary, or presiding officers, as appropriate.
- Meetings minutes will be kept in the same manner as an in-person meeting.
- All members of the governing body, officials, staff, and presenters should identify themselves and be recognized prior to speaking.

Commissioner Peden moved that the *Emergency Resolution Regarding COVID-19* be approved. MOTION SECONDED by Commissioner Hendrick.
MOTION CARRIED. AYES, 6; NAYS, 0

OLD BUSINESS

1. Lake Greenwood Water Treatment Plant Project Update

Mr. Price provided an update on the Lake Greenwood WTP.

a. Change Order (Deduction) for WTP

Mr. Price reported that when we first received the guaranteed maximum price (GMP), there were some items still up in the air; we still had not decided what that component of the project would be so we had them include the monies in the GMP. We have worked with the USDA to pull items out of the original contract that will not be used

in the project. This change order has not been officially processed at this time. The change order has been submitted by Harper. GMC will approve the change and make recommendations to us and the USDA will approve it. We are hoping this process will be completed next month, but with COVID-19 and personnel changes at the USDA level we are not sure of the timing.

b. Change Order (Addition) Hwy 72 Waterline

Mr. Price stated that Legacy Water Group, LLC submitted good numbers on the original bid, so we asked them to give us a price to upgrade the 12-inch pipe to 16-inch pipe. They have submitted a number, but it is not quite where we need to be because of rock detected near Beaver Dam Creek. The Legacy Water Group contractor charges if he sets up for rock, whether rock is hit or not. Therefore, we have asked him to set up for soil charge unless he hits rock, at which time we can make the change. Legacy Water Group, LLC is still considering the request.

COVID-19 precautions were discussed. Contractors are running business as usual unless there is a concern. The only glitch so far is getting the dumpster unloaded; Republic stated they would get it emptied but not on regular schedule. Laurens Electric Cooperative (LEC) is not putting in any new services for at least two weeks so we will have to continue using generators at the plant site.

Harper has submitted a document to us and the USDA listing guidelines in the event the contract must be extended. At the time of this meeting, we have not received feedback from the USDA concerning this document.

EXECUTIVE SESSION

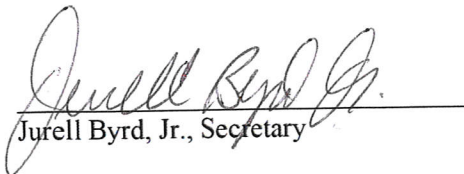
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ADJOURN

Commissioner Hendrick moved that the *Board of Commissioners meeting be adjourned.*
MOTION SECONDED by Commissioner O'Dell. MOTION CARRIED. AYES, 6; NAYS, 0

There being no further business the Commission adjourned at 9:43am.

I certify that the above Minutes accurately reflect the business conducted at the Commission meeting on March 24, 2020 and that the minutes were approved at the meeting held April 28, 2020.


Jurell Byrd, Jr., Secretary