



**Laurens County Water and Sewer Commission**

**Board of Commissioners Meeting**

**March 26, 2024**

**Minutes**

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**COMMISSIONERS PRESENT:** Dime Hollingsworth (I), Philip O'Dell (II), Jurell Byrd, Secretary (III), Bill Teague, Vice Chairman (IV), Susan Curry, Treasurer (V), Lumus Byrd, Jr. (VI), Ted Davenport, Chairman (VII), and Jimmy Young (Municipal)

**COMMISSIONERS ABSENT:**

**STAFF:** Jeff Field, Executive Director  
Paula Bullard, Executive Assistant  
Angie Nelson, Director of Administration and Customer Service  
Steve Griffin, Construction Manager  
Damas Mattison, Regulatory Compliance and Operations Manager  
Wendy Medlock, Director of Finance  
KC Price, Engineering Manager

**ATTORNEY:** Allen Wham

**PRESS:** Clinton Chronicle

**GUESTS:** John Young, General Manager, Commission of Public Works (CPW)  
Jim Sheedy, Attorney at Law, Driscoll Sheedy, PA

**Call to Order**

**Invocation**

**Approval of February 27, 2024, Minutes**

**Chairman Remarks**

**Executive Director Remarks**

**Executive Session**

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

1. Contractual Matter related to Laurens CPW Raw Water Contract
2. Contractual Matter related to The Town of Gray Court Water System

### **LCWSC Monthly Financial Summary**

### **LCWSC Monthly Operations Summary**

### **Old Business**

1. Infrastructure Master Plan Update
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### **New Business**

1. Proposed Employee Handbook Policy Change

### **Other Business:**

1. Employee Recognition Day, Tuesday, April 23, 2024
2. Adopt- a Hwy Clean-up, Tuesday, April 9, 2024

### **Adjourn**

### **CALL TO ORDER**

Chairman Davenport called the meeting to order at 8:24 a.m. in the Laurens County Water and Sewer Commission's training rooms.

### **INVOCATION**

Delivered by Commissioner Curry.

### **EXECUTIVE DIRECTOR REMARKS**

Mr. Field welcomed everyone and thanked Mr. John Young, General Manager of the Commission of Public Works, for attending the meeting.

### **APPROVAL OF MINUTES**

Chairman Davenport asked if there were any additions or corrections to the February 27, 2024, minutes as submitted to the Commissioners. None are being submitted.

Commissioner L. Byrd, Jr. MOVED *that the minutes dated February 27, 2024, are approved as submitted.* SECONDED by Commissioner Hollingsworth. MOTION CARRIED. AYES, 7; NAYS, 0.

### **Executive Session**

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

1. Contractual Matter related to Laurens CPW Raw Water Contract
2. Contractual Matter related to The Town of Gray Court Water System

Commissioner J. Byrd, Jr. MOVED that the Board of Commissioners *enter Executive Session at 8:27 am*. MOTION SECONDED by Commissioner O’Dell. MOTION CARRIED. AYES, 7; NAYS, 0.

Commissioner Young MOVED that the Board of Commissioners *return to Open Session at 10:09*. MOTION SECONDED by Commissioner L. Byrd, Jr. MOTION CARRIED. AYES, 7; NAYS, 0.

**BUSINESS AFTER EXECUTIVE SESSION**

None

**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, 2024, LCWSC had \$7,076,626 in cash for operating and reserve funds, compared to \$8,630,145 in FY23. LCWSC is awaiting an Economic Development Administration (EDA) reimbursement of \$733,334. Including the reimbursement due, the total cash balance would be \$7,809,960.

Mr. Field discussed the highlights for Water Distribution and Treatment, Wastewater Treatment, Wastewater Collection, Lake Rabon, and the Town of Gray Court. He also supplied the percentage breakdown for operating revenue, operating expenses, capital revenue, and capital expenses by department and the overall combined percentage for each.

Mr. Field noted that as of February 29, 2024, LCWSC had received \$267,465 in contributed capital grants for Clinton/Joanna, \$2,689,253 for Wastewater Collection, and \$3,055 for Water Distribution. Thus far, in FY24, a total of \$2,959,773 has been received in contributed capital grants.

The total number of paid line extensions for FY24 totals \$33,120 from customers, developers, or industries that are not grant-funded. Paid line extensions include Creekfield Road, Porter Road, Egret Lane, and Ben Lanford Road.

**LCWSC MONTHLY OPERATIONS SUMMARY**

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

Mr. Field noted that the average gallons per day (GPD) per active residential tap for February 2024 was 123 GPD. On average, each customer uses 134 GPD over a 12-month period.

Mr. Field shared the precipitation graph, noting that in February FY24, the rainfall was 3.01 inches, 1.24 inches below February FY23. The precipitation data is a county average derived from rain gauges at Brighton Meadows, Bush River Wastewater Treatment Plant, Clinton Pump Station, and Lake Rabon.

Mr. Mattison reviewed the work order summary, reporting that twenty-seven new water taps and thirty-eight new sewer taps were installed in February 2024. During FY24, 275 water taps and 164 sewer taps were installed. Mr. Field presented a map indicating the distribution of all new taps installed throughout the county.

Mr. Mattison shared the water audit report. The report captures the rolling average water audit in gallons for the system, which includes revenue (sold), non-revenue (unaccounted), and non-revenue authorized consumption (audited) versus the amount purchased. The rolling twelve-month average for non-revenue (unaccounted) water is 14,061,810 gallons. The monthly goal for non-revenue (unaccounted) water is *less than* 19,500,000 gallons.

In February 2024, there were six main line leak work orders; four leaks were repaired within two weeks, and one was repaired later than four weeks. There were five lateral line leak work orders: three were closed within two weeks, and two were repaired within two to four weeks.

Mr. Price provided an update on the Lake Greenwood Water Treatment Facility, stating that it continues to operate well. In February 2024, the facility pumped 68.841 MG of raw water and treated 55.824 MG.

The modification on Filter D is complete with proper media distribution. Mr. Price provided a before and after video. The remaining filters will have the same modifications as Filter D.

## **OLD BUSINESS**

### **1. Infrastructure Master Plan**

Mr. Field stated that one bid was received for the Infrastructure Master Plan project. Goodwyn Mills Cawood (GMC) of Greenville, SC, presented the bid.

Goodwyn Mills Cawood will provide LCWSC with a contract; after it is reviewed, LCWSC will forward it to RIA for approval. A grant of \$128,000 has been received from RIA for this project.

## **NEW BUSINESS**

### **1. Proposed Employee Handbook Policy Change**

Ms. Medlock shared that the Policy Committee met on March 7, 2024. The Policy Committee members unanimously agreed to present the proposed change to the Employee Handbook regarding nepotism (hiring of relatives) to the Board of Commissioners. The current and proposed policy changes are listed below.

#### **Current Policy:**

**Hiring of Relatives (Nepotism):** Two or more members of an immediate family shall not be employed by the Commission regardless of which department they are assigned to.

#### **Proposed Updated Policy:**

**Hiring of Relatives (Nepotism):** Two or more members of an immediate family shall not be employed by the Commission if such employment will result in one supervising a member of his or her immediate family or where one member occupies a position that has influence over another's employment, promotions, salary, and other related personnel management activities.

The Board of Commissioners unanimously voted to approve *the Employee Handbook policy update regarding hiring relatives (nepotism), effective immediately.*

**OTHER BUSINESS**

**1. Employee Recognition Day, April 23, 2024**

Ms. Bullard announced that the Employee Recognition Day with the Board of Commissioners is planned for Tuesday, April 23, 2024. The event recognizes employees' years of service, achievements, and certifications completed. Breakfast is provided.

**2. Adopt-a-Hwy Clean Up, an Earth Day Event, Tuesday, April 9, 2024**

Ms. Bullard shared that the LCWSC staff will participate in the Adopt-a-Hwy Clean-up on April 9, 2024. The area that will be cleaned is between Hwy. 127 Bypass and Ekom Beach Road.

**3. Keep Laurens County Beautiful Community Partner Award**

LCWSC recently received the annual Keep Laurens County Beautiful (KLCB) Community Partner Award. The Award recognizes a business, organization, or individual that exemplifies an ongoing commitment to a cleaner, greener, and more beautiful Laurens County. It was presented at the annual Laurens County Chamber of Commerce Awards and Dinner event.

**ADJOURN**

Commissioner L. Byrd, Jr. MOVED *to adjourn the Board of Commissioners meeting.* MOTION SECONDED by Commissioner Young MOTION CARRIED. AYES, 7; NAYS, 0.

There being no further business, the Commission meeting adjourned at 12:01 p.m.

I certify that the above Minutes accurately reflect the business conducted at the Commission meeting on March 26, 2024, and that the minutes were approved at the April 23, 2024, meeting.

  
Jurell Byrd, Jr., Secretary