

JOINT MUNICIPAL WATER AND SEWER COMMISSION

MINUTES

October 14, 2020

The Joint Municipal Water and Sewer Commission held its Wednesday, October 14, 2020 meeting by video conference via Zoom Meetings at 5:30 PM.

MEMBERS IN ATTENDANCE

Steve MacDougall, Chairman - Town of Lexington
Michael Bishop, Town of Springdale
Troy Bivens, Town of Gaston
Joseph Hardee, Gilbert-Summit Rural Water District
Bobby Keisler, County of Lexington
Tem Miles, City of West Columbia
Elise Partin, City of Cayce
Jerald Sanders, Town of Swansea
Lancer Shull, Town of Batesburg-Leesville
Frank Shumpert, Town of Pelion

OTHERS IN ATTENDANCE

Jay Nicholson, General Manager	Donna Peeler, Intergov. Relations
Stephanie Morton, Clerk to Commission	Guy Schmoltze, Engineering & Const.
Gene House, Operations Manager	Trish Mazzone, Finance Manager
Ashton Blocker, Finance	Madeline Zimmerman, Finance
Gene Cox, Technology Program Manager	Mike Coffey, Operations
David Curry, Operations	Craig Byrd, Operations
Joseph Hardee, Operations	Cody Batchelor, Operations
Trent Stafford, Operations	Barry Leaphart, Operations

An invocation was given, and the Chairman called the meeting to order.

The Chairman started with roll call of all who were in attendance.

The Chairman confirmed the media had been notified.

Chairman MacDougall addressed item three (3) regarding consideration of minutes from the 8/19/20 meeting. Mr. Bobby Keisler made the motion to accept the minutes as submitted. Mr. Troy Bivens seconded the motion. The Chairman took a roll call vote and the motion passed unanimously.

The Chairman addressed item four (4) regarding employee recognition. Mr. Jay Nicholson recognized Mr. David Curry for 20 years of service at the Commission from September 2000 to 2020. David was presented a plaque and the board thanked Mr. Curry for his dedication and commitment to the Commission.

Chairman MacDougall addressed item five (5) Emergency Resolution to conduct electronic meetings. The Chairman stated this resolution would allow for continuance of electronic

Commission meetings. A copy was provided to all previously in the agenda packet. Mr. Joseph Hardee made a motion to approve the resolution as submitted. Mr. Bobby Keisler seconded the motion. The Chairman took a roll call vote and all approved.

The Chairman addressed item six (6) consideration of proposed changes to Commission Procurement Policies and Procedures. Mr. Nicholson noted that a detailed copy of the recommend changes were included in the agenda package. According to current Commission policy checks issued in excess of \$5,000 are “co-signed”. Staff’s recommendation is to amend this antiquated co-signature policy, to no co-signature required, effective immediately. As Treasurer of the Commission, the General Manager (or his/her designee) would have signature/approval authority for all payments. No co-signature would be required on any checks, regardless of amount. If neither the General Manager, nor designated staff are available to provide the signature/approval, then the signature/approval would default to a Commissioner who is listed on the bank signature card. Additionally, supporting documentation should also be provided to the check signer. Supporting documentation for checks being issued that exceed \$25,000 should be provided to the check signer by default and supporting documentation for payments of any amount can also be provided upon request. Mr. Bobby Keisler made the motion to approve staff’s recommendation. Mr. Frank Shumpert seconded the motion. Chairman took a roll call vote and the motion passed unanimously.

Chairman MacDougall addressed item seven (7) General Manager’s report. Mr. Jay Nicholson then presented an informal report to the board. A full copy of the report is attached as an addendum to the minutes.

The Chairman addressed item eight (8) Executive Session regarding personnel, legal and contractual matter. Mr. Lancer Shull made the motion to go into Executive Session. Mr. Bobby Keisler seconded the motion. The Chairman took a roll call vote and the motion passed unanimously.

Coming out of Executive Session the Chairman stated that no votes were taken in Executive Session except for the vote to come out of Executive Session.

Chairman MacDougall addressed item nine (9) regarding possible action in follow up to Executive Session. Mr. Joseph Hardee made the motion to adopt the changes to the personnel policy as recommended by staff and Parker Poe Attorneys. Mr. Lancer Shull seconded the motion. The Chairman took a roll call vote and the motion passed unanimously.

The Chairman addressed item ten (10) regarding announcements. Mr. Jay Nicolson stated that the next Commission meeting will be held on the third Wednesday in November (November 18th) due to the second Wednesday being Veteran’s Day. Mr. Nicholson stated that the Commission Christmas party is currently scheduled for December 3, and a decision will need to be made the by the first of November as to whether the Commission will still have it.

As there was no other business, the Chairman adjourned the meeting. The meeting adjourned at 6:46pm.



Period covered: August 19 – October 14, 2020

General Information

- Amid the COVID-19 pandemic commission staff continues to perform very well; flex hours and work from home options for staff with school aged children have been allowed during the start of the new school year
- Disconnects and penalties for non-payment resumed in August; kudos to customer service and operations for solid professionalism during this less than desirable process
- Legislative/Regulatory update; Water Utility Council included COVID-19 update; infrastructure report card; state water plan
- Engaged in effort to form a Saluda Basin water quality collaboration
- SOQs review for CMMS/CIS/AMI have been received: interviews begin next week
- Staff recruitment continues; Utility Locator/Inspector positions filled; Utility Technician positions making strong progress
- Staff visited Stovall Water plant in Greenville as well as Dig Greenville project ReWa is conducting (socially distanced, of course)

Water

- Water taste/odor complaints have been relatively nonexistent this year; we have observed a small uptick in MIB and continue to monitor Lake Murray water quality on multiple levels
- PER (Preliminary Engineering Report) and O₃ (Ozone) pilot study continue at LMWTP
- Bid for Charter Oak water tank main extension was awarded to DS Utilities with a bid price of \$545,305.30
- The Wooten Company has begun design work on the Pelion waterline replacement project; survey being conducted; environmental assessment compliance being completed
- WK Dickson is progressing with work on the Charter Oak Elevated Water Tank; approximately 90% of plans received for review
- Chloramine booster has kept residuals stable throughout the distribution system;
- DS Utilities has made good progress on the Water Plant Transmission Main
- All tank contract maintenance is up to date; Two Notch tank scheduled for November and will include coating renovation at no additional charge
- We've continued discussions with B-L related to potential long-term wholesale water supply from JMWSC

Wastewater

- Still waiting on response from Cayce attorney to complete deed of sewer Cayce metering stations
- CBG has completed the Mulberry extension in Pelion; Permit to Operate has been received; letters to property owner will go out in the near future



PROGRESS THROUGH COOPERATION

General Manager's Report

October 14, 2020

- Work continues on Old Barnwell/Red Bank Creek Sewer Project; waiting on Army Corps of Engineers for permit; bid date changed to 12/08/2020 (tentative)
- CDBG Advisory Committee has notified us that we will not receive funding for the Old Barnwell Sewer Upgrade Phase 2
- Contractor completing work on Bluefield East force main location and depth conflicts
- Lift station maintenance has returned to normal expectations with scheduled cleaning;

JMWSC at a Glance	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	FY20 Growth	Previous YTD	Jul-20	Aug-20	Sep-20	FY21 Growth	Previous YTD	
Customer Data																		
Water customers	17,450	17,494	17,541	17,563	17,636	17,719	17,751	17,820	17,895	17,956	3.82%	4.31%	18,022	18,034	18,079	0.69%	0.92%	
Sewer customers	5,120	5,138	5,140	5,161	5,206	5,249	5,258	5,287	5,327	5,356	5.85%	5.13%	5,393	5,402	5,432	1.42%	1.24%	
New water only	16	36	40	8	23	36	20	36	38	25	349	428	25	23	17	65	87	
New water/sewer	22	15	5	14	59	24	17	21	37	32	284	242	34	11	28	73	60	
Total new customers	38	51	45	22	82	60	37	57	75	57	633	670	59	34	45	138	147	
Start accounts	232	234	195	183	150	177	205	187	228	275			290	301	233			
Close accounts	70	73	55	60	50	53	55	44	61	77			80	80	73			
Meters read (AMR)	17,604	17,691	17,731	17,772	17,772	17,863	17,944	18,021	18,111	18,181			18,251	18,341	18,346			
Meters unread (AMR)	83	57	59	48	48	68	153	68	132	139			160	130	98			
Disconnected/nonpmt	N/A	N/A	218	162	182	83	COVID-19	COVID-19	COVID-19	COVID-19			COVID-19	145	155			
Remain disconnected	N/A	N/A	31	26	34	19	COVID-19	COVID-19	COVID-19	COVID-19			COVID-19	31	33			

Water quality complaints

	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Taste/odor/color	147	18	2	2	5	3	3	6	0	3
Pressure	5	1	4	7	5	6	3	1	1	18
Total	152	19	6	9	10	9	6	2	1	21

Jul-20	Aug-20	Sep-20
0	0	2
7	13	4
10	13	6

Flow Data (MGD)

	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Water avg daily flows	7.46	6.53	4.58	4.13	3.95	3.89	4.45	6.23	6.85	7.13
previous year	6.25	4.98	4.05	3.75	3.52	3.55	4.05	4.75	7.09	7.10
Sewer avg daily (combined)	est	1.18	1.197	1.255	1.289	1.268	1.346	1.193	1.143	1.263
previous year	1.204	1.531	1.500	1.251	1.208	1.232	1.236	1.249	1.138	1.175

Jul-20	Aug-20	Sep-20
7.57	6.38	6.84
7.70	7.65	7.46
1.234	1.217	1.33
1.061	est	est

Current projects

	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Res lots		Res lots	
											water	sewer	water	sewer
Residential	26	31		30	36		35	36		37			37	39
Commercial	15	14		14	14		14	11		12	1,558	1,134	11	18
JMWSC	5	6		6	6		7	8		8			9	9
Total projects	46	51		50	56		56	55		57			57	66

	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Locates received	837	927	582	625	701	676	914	978	701	1022
Locates marked	479	478	342	363	441	437	511	687	428	712
Total LF marked	51,790	29,375	24,215	32,300	21,572	29,888	35,148	35,537	25,650	44,211

Jul-20	Aug-20	Sep-20
1052	1043	1016
681	640	623
39,867	38,000	36,000

Revenues/Expenses thru Sep 2020

	Actual	Budget	% Budget
Operating Revenues*	5,097,286	17,950,199	28%
Operating Expenses*	2,389,144	10,452,964	23%

*Direct operating revenues/expenses only. Does not include debt service and depreciation information.