

JOINT MUNICIPAL WATER AND SEWER COMMISSION

MINUTES

October 11, 2023

The Joint Municipal Water and Sewer Commission held its Wednesday, October 11, 2023, meeting at the Commission office at 5:30 PM.

MEMBERS IN ATTENDANCE

Steve MacDougall, Chairman - Town of Lexington
Joseph Hardee, Vice-Chairman - Gilbert-Summit Rural Water District
Troy Bivens, Town of Gaston
Bobby Keisler, County of Lexington
Viola McDaniel, Town of Swansea
Tem Miles, City of West Columbia
Bobby Porter, Town of South Congaree
Juston Ricard, Town of Springdale
Lancer Shull, Town of Batesburg-Leesville
Frank Shumpert, Town of Pelion

OTHERS IN ATTENDANCE

Jay Nicholson, General Manager	Gene House, Operations Manager
Stephanie Morton, Clerk to Commission	Guy Schmoltze, Engineering & Const.
Ashton Blocker, Finance	Madeline Zimmerman, Finance
Jim Drennan, South Congaree	

The Chairman called the meeting to order.

The Chairman confirmed the media had been notified.

Chairman MacDougall stated that the agenda needed to be amended to include discussion of an economic development in Executive Session. Mr. Troy Bivens made the motion to accept. Mr. Bobby Keisler seconded the motion and it passed unanimously.

Chairman MacDougall addressed item three (3) regarding consideration of minutes from the 9/13/23 meeting. Mr. Joseph Hardee made the motion to accept the minutes as submitted. Mr. Bobby Porter seconded the motion and it passed unanimously.

The Chairman addressed item four (4) Consideration of Tap Fee Policy changes (Fee changes and Payment Structure). Mr. Nicholson stated that he had included a summary of the methodology and proposed changes to the tap fee policy that were discussed previously. Mr. Nicholson stated that the change is being proposed in two parts. The first being the cost component that would increase the current tap fee by \$750 on water and \$1,250 increase in sewer. The second component tap fee payment structure back to the previous structure of 50% due up front when the permit to construct is issued, and the remaining 50% due on permit to operate. Meter set fees and backflow fees would be due at the time of installation. Both changes would be effective July 1, 2024. Mr. Joseph Hardee made the motion to approve both parts of the tap fee changes as submitted by staff. Mr. Bobby Keisler seconded the motion. The motion passed with Mr. Steve MacDougall recusing himself from the vote. A copy of the summary will be attached as an addendum to the minutes.

The Chairman addressed item five (5) Executive Report. Mr. Jay Nicholson presented an informal report to the board. A full copy of the report is attached as an addendum to the minutes.

Chairman MacDougall addressed item six (6) Executive Session regarding personnel, legal, contractual matter, and discussion of economic development. Mr. Bobby Porter made the motion to go into Executive Session. Mr. Bobby Keisler seconded the motion and the motion passed unanimously.

Coming out of Executive Session the Chairman stated that the only motion made during Executive Session was the motion to adjourn. The Chairman stated that Mr. Tem Miles made the motion to adjourn, and Mr. Frank Shumpert seconded the motion, and it was unanimous.

Chairman MacDougall addressed item eight (8) regarding announcements. Mr. Jay Nicholson stated the next Commission meeting will need to be moved to Wednesday, November 15th due to other conflicts if there is a need for a meeting.

As there was no other business, the Chairman adjourned the meeting. The meeting adjourned at 7:06pm.



PROGRESS THROUGH COOPERATION

Executive Report

September 13 – October 11, 2023

Legislative/Regulatory Update



- **Batesburg-Leesville project**
- Bid openings held on 8/29
- JMWSC portion – approximately \$22M
- B-L portion – approximately \$10M

- **Swansea**
- Scope for the RFP is complete; COG advertising 10/12/23



Legislative/Regulatory Update

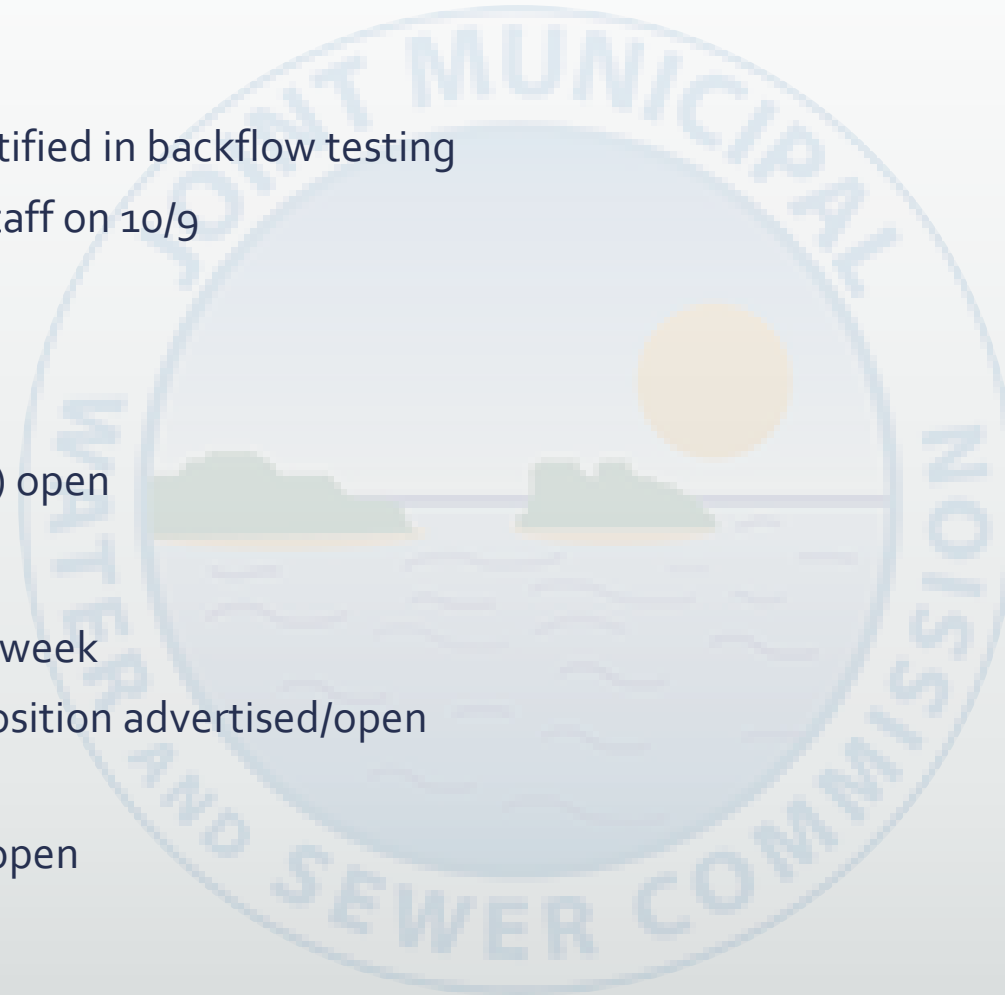
- **LCRI (Lead and Copper Rule Improvements)**
 - Service Line Inventory complete (one year ahead of regulatory requirement)
- **PFOA/PFOS (Per and Polyfluoroalkyl Substances)**
 - Evaluation process underway for litigation decision

Professional Engagement

- **WEFTEC**
 - Guy, Gene, and Mike
- **Saluda River Basin Council, EPAC, WUC, LTC Advisory**
 - All meet next week

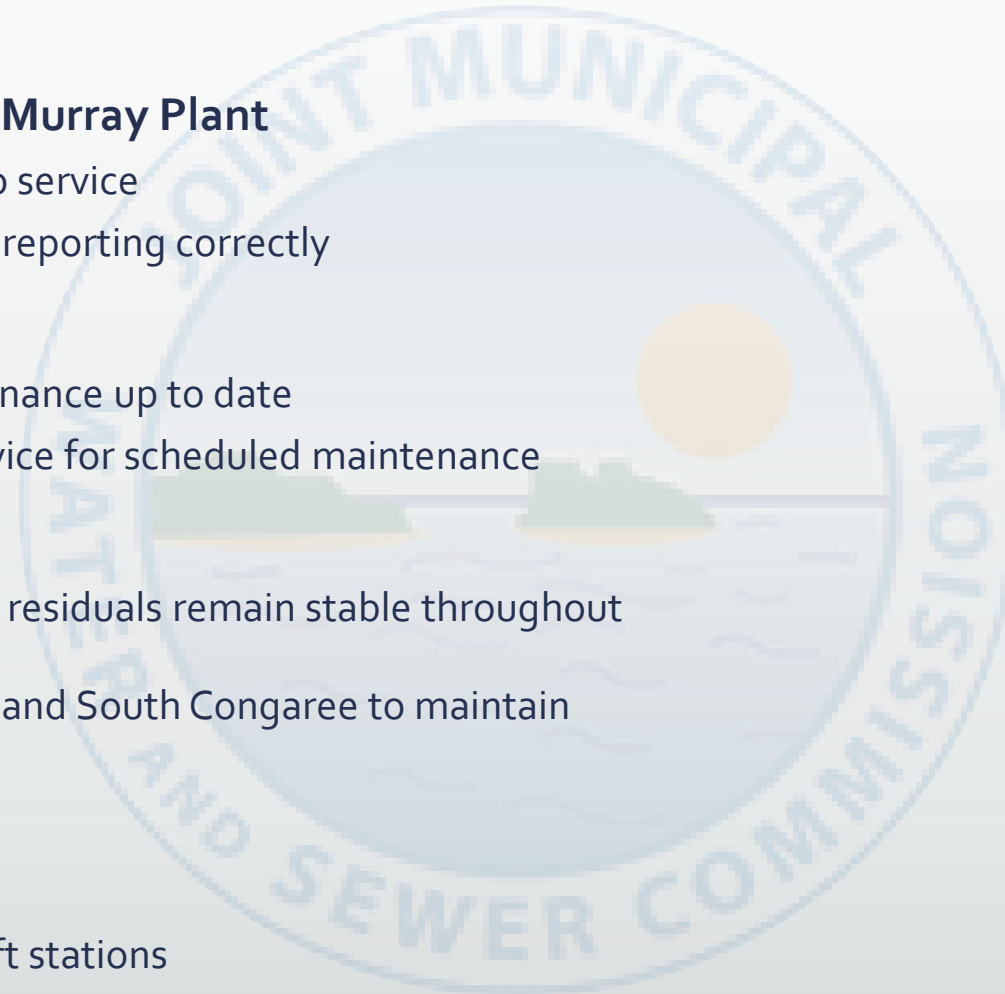
Workforce

- **Training and Education**
 - Two technicians were certified in backflow testing
 - In-house training for all staff on 10/9
- **Staffing**
- **Operations**
 - Tech/Operator position(s) open
- **Engineering**
 - Anthony Self started this week
 - GIS & CMMS Specialist position advertised/open
- **Customer Service**
 - CSR position advertised/open
- **Finance**
 - Fine tuning job description



Operations

- **High Service Pumps/Lake Murray Plant**
 - Jockey pump is returned to service
 - Meter station seems to be reporting correctly
- **Tank Maintenance**
 - All inspections and maintenance up to date
 - Hwy 6 currently out of service for scheduled maintenance
- **Water Quality**
 - Water quality and chlorine residuals remain stable throughout distribution system
 - Flushing on the south side and South Congaree to maintain chlorine residuals
- **Sewer Collections**
 - Two minor SSOs
 - Several minor repairs on lift stations



Engineering & Construction

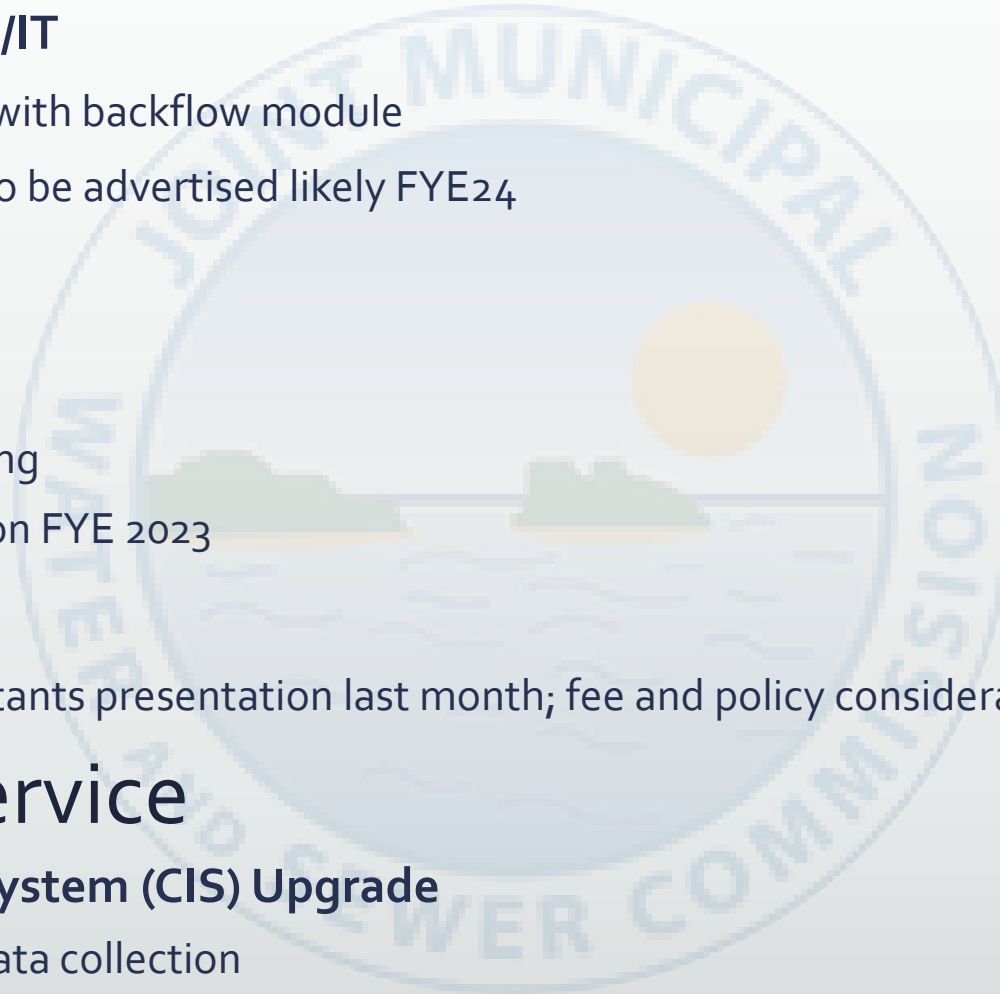
- **Technology – GIS/CMMS/IT**
 - CMMS – CityWorks; live with backflow module
 - RFQ for AMI assistance to be advertised likely FYE24

Finance

- **Investments**
 - Investments remain strong
 - Auditors continue work on FYE 2023
- **Tap Fee Study**
 - Raftelis Financial Consultants presentation last month; fee and policy considerations this meeting

Customer Service

- **Customer Information System (CIS) Upgrade**
 - SpryPoint training and data collection



Capital Improvements Program

▪ Water Projects

- Charter Oak Elevated Water Tank project significantly complete
- Phase two of water plant transmission main; installation mostly completed; rock issues
- Pelion Water Main Project; completion is near
- Black Jack Oak Lane; waiting on permitting and closeout
- Muddy Springs Water Main Extension; waiting on permitting and closeout
- B-L Project; received bids on 8/29 – extremely favorable numbers
- Bluefield Rd Water Main extension completed; PTO has been issued
- Fort's Ridge subdivision (Pelion) to extend main along Lydia Dr for improved flows; project has been permitted for construction
- Calico Farms conceptual design phase; we have received plans; Commission will construct a tank and 24" water main on this property
- Working with GMC on water main improvements at the Platt Springs Tank

Capital Improvements Program

- **Sewer Projects**

- Old Orangeburg Sewer Upgrades (CDBG) gravity portion; closeout with County pending
- Old Orangeburg/Platt Springs Sewer Upgrades (SRF);
- Lexington Hills Lift Station rehab; planning phase with Frazier Engineering (Cha)
- Two Notch Lift Station #2 rehabilitation; under construction
- Bluefield Pump Station; design complete; advertising soon
- Platt Springs Crossing project; coordinating with developers due to several sewer projects in that area
- Calico Farms project; conceptual design phase (sewer routing)
- Highfill Engineering has begun design on force main upgrade along Bluefield Rd

JMWSC at a Glance

	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	FY23 Growth	Previous YTD	Jul-23	Aug-23	Sep-23	FY23 Growth	Previous YTD	
Customer Data																		
Water customers	19,228	19,263	19,340	19,416	19,473	19,499	19,560	19,622	19,677	19,699	3.14%	2.89%	19,725	19,771	19,813	0.59%	0.67%	
Sewer customers	6,027	6,063	6,135	6,212	6,259	6,284	6,295	6,328	6,381	6,385	7.64%	4.99%	6,392	6,400	6,421	0.60%	1.60%	
New water only	4	6	12	6	9	5	53	30	8	13	195	250	9	33	29	71	53	
New water/sewer	16	36	39	86	9	19	8	44	39	13	378	266	4	4	31	39	85	
Total new customers	20	42	51	92	18	24	61	74	47	26	573	516	13	37	60	110	138	
Start accounts	208	209		153	222	184		207	160	268			224	256	170			
Close accounts	79	54		38	42	36		44	52	50			99	74	58			
Meters read (AMR)	19,349	19,439	19,398	19,361	19,084	19,433	19,539	19,646	19,824	19,907			19,798	19,943	19,958			
Meters unread (AMR)	158	94	170	278	639	331	246	205	89	65			195	78	100			
Disconnected/nonpmt	178	135	159		201	162	98	103	117	170				124	118			
Remain disconnected	27	10	23		34	18	15	14	14	17				16	17			
Water quality complaints																		
Taste/odor/color	1	1		0	0	2		0	1	2			1	1	0			
Pressure	4	6		2	1	3		1	3	3			1	5	1			
Total	5	7		2	1	5		1	4	5			2	6	1			
Flow Data (MGD)																		
Water avg daily flows	7.85	6.54	5.08	5.25	*4.71	4.69	5.36	6.22	*7.4	8.39			9.02	9.20	8.20			
previous year	6.34	5.40	4.45	4.13	4.17	4.36	4.62	5.64	7.21	9.19			7.87	8.10	7.85			
Sewer avg daily (combined)	1.45	1.37	1.377	1.395	1.429	1.467	4.431	1.513	1.44	1.42			1.52	1.49	1.52			
previous year	1.496	1.39	1.39	1.34	1.37	1.367	1.329	1.365	1.35	1.34			1.42	1.38				
Current projects																		
Residential		42		41	41	41		35		37				37	35		Res lots	
Commercial		29		26	23	27		21		17				21	24		water	sewer
JMWSC		9		9	9	9		9		8				8	8		2,158	1,652
Total projects		80		76	73	77		65		62				66	67			
Locates received	1190	1198	1198	1086	1297	1191	1173	1088	1181	1041			1041	898	972			
Locates marked	722	729	747	620	860	755	784	693	803	609			567	539	596			
Total LF marked	46,620	59,310	46,795	52,353	67,830	65,690	54,954	52,690	67,310	54,925			57,630	58,815	59,385			

Revenues/Expenses thru aug 2023

	Actual	Budget	% Budget
Operating Revenues*	6,620,144	22,468,387	29%
Operating Expenses*	3,109,317	13,697,178	23%

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



PROGRESS THROUGH COOPERATION

JMWSC Tap Fee Policy – Proposed Changes (2023)

Existing and Proposed Capital Facilities Charges

Description	Water		Sewer	
	Existing	Proposed	Existing	Proposed
Capital Facilities Charge	\$ 1,500	\$ 2,100	\$ 2,250	\$ 3,400
Connection Costs	\$ 500	\$ 600	\$ 500	\$ 600
Meter Set Fees	\$ 250	\$ 300	-	-
Total	\$ 2,250	\$ 3,000	\$ 2,750	\$ 4,000

Current and Proposed Collection Methodology

Current Methodology	Proposed Methodology
<ul style="list-style-type: none"> • Option 1 – “1/3rd / 1/3rd / 1/3rd” <ul style="list-style-type: none"> ○ 1/3rd upfront ○ 1/3rd due in 1-year after permit to construct ○ 1/3rd due two years after permit to construct • Option 2 – “PAYGO” <ul style="list-style-type: none"> ○ Pay tap fees as lots are ready for meter sets ○ <i>Note: Option 2 includes monthly service availability fee charged to developer/owner.</i> 	<ul style="list-style-type: none"> • Capital Facilities Charges & Connection Costs <ul style="list-style-type: none"> ○ 50% due upfront (on permit to construct letter) ○ 50% due on permit to operate letter • Meter set fees and backflow fees due at time of installation

- Fee applies to Residential Equivalency Units (REUs) as defined by SCDHEC (currently 300gpd per REU)
- Proposed Collection Methodology primarily applies to Residential Development; Commercial and Industrial applicants will be considered on case specific basis where SCDHEC REU calculations remain applicable unless historical usage can be utilized to justify variation