

MINUTES OF REGULAR MEETING OF COMMISSIONERS
OF LANCASTER COUNTY WATER & SEWER DISTRICT

A regular meeting of the Board of Commissioners of Lancaster County Water & Sewer District was held at Lancaster County Water & Sewer District's Administrative Office in the Conference Center Board Room at 6:30 p.m., on Tuesday, May 10, 2022, after due notice of the time, place, and purpose of such meeting.

Members Present: Gerald White, Doc Steele, Robert Barr, Mike Williams, Jimmy Deaton, Larry Hammond, Stephen White, and RJ Clyburn.

Members Absent: Robert Harris (telephone)

In addition, there were present: Brad Bucy, District Manager; Margaret Flow, Business Manager; Wes Carter, Operations Manager; Kerri Baker, Finance Director; English Henderson, HR Director; Cayce Price, Administrative Assistant; Jim Sheedy and Susan Driscoll, District Legal Counsel.

Gerald White called the meeting to order at 6:31 p.m. and chaired the meeting.

Approval of Minutes

Gerald asked if there were any questions about or proposed changes to the March 24, 2022, Commission Meeting Minutes. Hearing none, he then asked for a motion to approve the March 24 Meeting Minutes. Robert Barr made a motion to approve. Mike Williams seconded. All approved.

Personnel Survey

As a tool to better understand wants, likes, and dislikes of our employees, a personnel survey was developed and conducted with the employees online. About $\frac{3}{4}$ of the employees participated in the survey. Their responses were anonymous. Brad turned the meeting over to English Henderson, the Human Resource Director, to provide a summary of the survey responses to the Board. The overall responses were positive while also providing some insight. English reviewed the data at length with the Board.

This was provided for informational purposes only.

Approval of 2022/2023 CRWSP Operating Budget & Waiver of EOY Distribution

Brad informed the Commissioners that the CRWSP Board approved their 2022/2023 Operating Budget on February 16, 2022. The budget includes a \$0.01 increase in the cost / 1000 gallons of water to a total of \$0.72/1,000 gallons. Brad and Margaret discussed some of the key points of the budget with the Board.

In addition, Brad explained that CRWSP zeroes out the General Fund on June 30. If there is a surplus at the end of the fiscal year, CRWSP will reconcile the difference for LCWSD and Union County.

Brad explained that LCWSD and Union County have the option to receive a distribution of 50% each of any surplus or contribute the surplus to the Capital Replacement Fund. The estimated surplus from this year's water sales is projected to be between \$700,000 - \$900,000 by July 1, 2022. The CRWSP Board recommends that the owners waive any distribution and consent to contribute the surplus to the Capital Replacement Fund.

Doc Steele made a motion to approve the CRWSP 2022/2023 Operating Budget. Stephen White seconded. All approved.

Stephen White made a motion to waive the option to receive the end of year (EOY) distribution of surplus CRWSP funds and allow CRWSP to transfer the surplus to the Capital Replacement Fund conditioned upon Union County doing the same. Jimmy Deaton seconded. All approved.

Presentation and Discussion of LCWSD 2022/2023 Operations Budget

Brad turned the meeting over to Kerri Baker to discuss the draft of the LCWSD 2022/2023 Operations Budget. Kerri reviewed the proposed schedule and budget highlights. Wes discussed IL WWTP cost increases. Brad provided some inputs on salary and wages.

Brad and Kerri reviewed the proposed rate schedule. Under the new schedule, a typical water and sewer customer will see an increase of 4% in their combined bill. A typical water-only customer will see an increase in 2% in their bill.

There was general discussion.

The draft Budget was provided for informational purposes until after the public hearing on the Budget.

Presentation and Discussion of Draft Capacity Fee Planning Document

LCWSD has updated its capital improvements plan to set forth the capacity fee calculation methodology. The methodology sets forth infrastructure costs over a 20-year period to serve a projected growth in demands to arrive at a rate per residential unit. This Capacity Fee Planning Document has not been updated since 2009. Recent inflation and an increased shift in growth occurring in multiple areas of the County have been the primary drivers to increased infrastructure costs. Capacity Fees fund the District's development-driven improvements in accordance with the Developer Policy. Brad presented the growth projections and 20-year capital improvement program costs and staff provided recommended rates. These rates will need to be advertised in a public notice and this Capacity Fee Planning Document and associated Capital Improvement Program will be available for review at a public hearing on June 12, 2022. Brad discussed the comparative rates with surrounding counties. There was general discussion.

This draft of the Capacity Fee Planning Document was provided for informational purposes.

Approval to Reject Bids for Calvin Hall Pump Station

LCWSD received bids for the Calvin Hall Pump Station. This is a relief station to the Clem's Branch Sewer which also includes more than 2,000 LF of forcemain and portions of 8" and 12" gravity sewer. The budget was approximately \$1.9 million. LCWSD only received two (2) bids. The low bid was State Utility Contractors, Inc. in the amount of \$3,476,070. The recommendation from the Engineer, Keck & Wood, is to reject the bids. LCWSD and the Engineer intend to work together to re-scope the project, review the need for stand-by generator requirements, and break the project into smaller increments that can be accomplished independently.

Mike Williams made a motion to reject the low bid of State Utility Contractors, Inc. for the Calvin Hall Pump Station in the amount of \$3,476,070. Larry Hammond seconded. All approved.

Approval of Agreement for Reimbursement – Pines Sugar Creek Development, LLC

Pines Sugar Creek Development, LLC is constructing the development in Lancaster County just north of McAlpine Creek and Sugar Creek. LCWSD has previously executed a reimbursement agreement with this company for a Regional Pump Station and gravity sewer improvements. LCWSD is also requesting the up-size of more than 4,000 LF of 8" forcemain to 12" forcemain including 650 feet of directional bore to meet LCWSD's master plan requirements. The proposed reimbursement for this scope is not to exceed \$230,007.20.

Mike Williams made a motion to approve the Agreement for Reimbursement for Pines Sugar Creek Development, LLC. Doc Steele seconded. All approved.

Approval of Engineering Short Form Agreement – High Fill Engineering – DOT Relocation

LCWSD must relocate 1,400 LF of 6-inch watermain to accommodate a proposed bridge replacement by SC DOT along Fork Hill Road crossing Little Lynches Creek. These projects require a significant amount of coordination with SC DOT's engineers to overlay and coordinate design of new infrastructure and coordination of bid documents. High Fill Engineering has provided a scope of services including design and construction services in the amount of \$31,200. Staff recommends approval.

The engineering agreement is the Board-approved short-form template with changes for project specific information and thus does not require review by legal. The project will be eligible for partial reimbursements through SC DOT.

Larry Hammond made a motion to approve the High Fill Engineering's scope of services in the amount of \$31,200 for watermain relocations associated with a SC DOT bridge replacement. Stephen White seconded. All approved.

Adjourn

Robert Barr made a motion to adjourn at 9:18 pm. Doc Steele seconded. All approved.

May 10, 2022



Robert Barr, Secretary