

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, October 11, 2022, after due notice of the time, place, and purpose of such meeting.

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

**Members Absent:** Doc Steele

**In addition, there were present:** Brad Bucy, District Manager; Margaret Flow, Business Manager; English Henderson, Human Resources Director; Kerri Baker, Finance Director; Cayce Price, Administrative Assistant; Jim Sheedy and Susan Driscoll, District Legal Counsel; Beth Cooley and Karyn Lemon ( connected by Microsoft Teams due to illness), Accountants of Halliday, Schwartz & Co.

Gerald White called the meeting to order at 6:30 p.m. and chaired the meeting.

**Approval of Minutes**

Gerald asked if there were any questions about or proposed changes to the September 13, 2022, Commission Meeting Minutes. Hearing none, he then asked for a motion to approve the September 13 Meeting Minutes. Stephen White made a motion to approve. Larry Hammond seconded. All approved.

**Approval of the Audited Financial Statements for Year Ended June 30, 2022**

Brad Bucy turned the meeting over to Kerri Baker and accountants Beth Cooley and Karyn Lemon to review the audited financial statements for the year ending in June 30, 2022. Beth and Karyn reviewed the audit. There was general discussion.

Jimmy Deaton made a motion to approve the Audited Financial Statements as presented for Year Ended June 30<sup>th</sup>, 2022. Mike Williams seconded. All approved.

**Approval of Employee Handbook Updates**

Brad and English Henderson previously advised the Board of a list of proposed updates needed to the Employee Handbook. Brad and English presented the updated changes to the Employee Handbook to the Board. There was general discussion.

The Employee Handbook updates have been reviewed by employment attorney, Haynsworth Sinkler Boyd, in addition to a final review and concurrence from Driscoll Sheedy.

Larry Hammond made a motion to approve the Employee Handbook Updates. Stephen White seconded. All approved.

**Approval to Enter EDA Grant for Wastewater Improvements to Serve a New Company**

Brad explained that LCWSD has a previously approved application as the Lead Applicant for a \$2 million Rural Infrastructure Authority (RIA) grant and a \$2 million EDA grant for Wastewater Improvements to Serve a New Company in Chester County. Wastewater will be treated at the City of Lancaster WWTP.

Bob Harris made a motion to approve execution of an EDA Grant Agreement for Wastewater Improvements to Serve a New Company. Mike Williams seconded. All approved.

**Change Order #5 for State Utility at ILWWTP Upgrade**

Brad turned the meeting over to Wes Carter to review the proposed Change Order #5. The total Change Order cost is \$203,941.69. The Change Order included an additional scope to perform selective demolition and painting of the repurposed portions of the previous treatment facility and additional control wiring for equipment including blowers and new level indicators.

Bob Harris made a motion to approve Change Order #5 in the amount of \$203,941.69 for State Utility at ILWWTP Upgrade to 5 MGD. Robert Barr seconded. All approved.

**Change Order #1 for Middle Hannah's Creek Gravity Sewer Upgrade**

Brad and Wes reviewed the changes completed on Middle Hannah's Creek Gravity Sewer Upgrade. North American Pipeline Management, Inc. (NAPM) is the contractor, and the project has been completed. Lancaster County agreed to fund \$500,000 to support Economic Development. Staff will invoice Lancaster County for this work performed along with the material costs as provided by LCWSD.

Bob Harris made a motion to approve the Change Order #1 for a credit amount of \$39,673.00 on the Middle Hannah's Creek Gravity Sewer Project. Larry Hammond seconded. All approved.

**Regional Water Transmission Line Engineering Agreement – Riverside Road**

Staff is proposing to enter an agreement for Engineering Services with Wiedeman & Singleton in the amount of \$375,199 to commence design related to the \$17,134,619 SCIIP Application submitted in September. Brad reviewed the scope of the project including a drawing showing the alignment along with the scope of design services in the engineering agreement. Legal has reviewed the scope and updates will be made accordingly.

RJ Clyburn made a motion to approve the Engineering Agreement with Wiedeman & Singleton for the design and bidding of the Regional Water Transmission Line – Riverside Road (subject to revision approved by legal). Bob Harris seconded. All approved.

**Executive Session**

Mike Williams made a motion to enter Executive Session at 8:02 p.m. Larry Hammond seconded. All approved.

Robert Barr made a motion to come out of Executive Session at 8:30 p.m. Mike Williams seconded. All approved.

There was no action taken in Executive Session.

**Adjourn**

Robert Barr made a motion to adjourn at 8:31 p.m. Larry Hammond seconded. All approved.



Robert Barr, Secretary