

WATER AND SEWER COMMITTEE MINUTES

Thursday, March 10, 2016, 8:30 AM

Water & Sewer Department Office

1. Call to Order & Freedom of Information Requirement

The Freedom of Information Requirements having been met, the meeting was called to order at 8:30 AM. Those present were Committee Members, Mark Howard, Bachman Smith (attending until 9:30) and Susan Middaugh (Chair); Staff Member Greg Gress and Jake Lucas, Press representative. Andy Benke and Jason Blanton attended at 8:40 AM.

2. Approval of Minutes for the W&S Committee meeting on 2-25-2015

The minutes from 2-25-2015 were approved on a motion by Mark Howard, second by Bachman Smith, and passed by unanimous vote.

3. FY 2017 W&S Department Operations Budget

Greg Gress presented the proposed operations budget for FY17. Projected revenue requirement for FY17 is estimated as 3% above FY16, primarily due to increases in salaries and benefits. At first pass, this may require a 2-3% increase in the combined W&S bill. This does not include the SRF Bond.

Both the capital and operations budget will be reviewed again at the next W&S Committee meeting to decide on a draft budget to recommend to Council. The W&S Committee will need to present a draft W&S Budget for Council discussion at the April 4, 2016, Council Workshop.

4. Communications / Additional Items from WWTF Manager, Greg Gress

State Revolving Fund Resolution: At the March 15 Town Council meeting, Council will be asked to approve the formal resolution to affirm that the Town will have W&S revenue to support a 2.2M revenue bond from the State Revolving fund. This is required as part of the application process. It also serves as public notice to start a 30 day comment period. Once Council approves the resolution, Greg Gress will engage Sam Cargill to prepare the SRF application. Once the State accepts the application, the Town will need to pass a bond ordinance. A SRF official has stated requested a date of July 31, 2016, for this process to be completed, with the bond accepted by the Town, to stay within the current SRF application year.

Update on FEMA Funding: Review and Notification for all grants is expected to be completed in March.

Update on Rate Study: The rate study will be completed soon. Based on the findings of the rate study, the Town will have the information needed to discuss whether or not it will be advantageous to change from the current method of billing according to usage to a method of billing based on capacity. There was also discussion of impact fees for “buy-in” to the W&S system as part of possible funding changes. It was decided that no change should be made for the FY17 budget currently under discussion. Instead, the billing options will all be carefully considered, presented to Council, and presented to residents before implementation of any changes.

Update on Computer Software problems: There was discussion of continuing problems with the software module for W&S operations and billing. The software for the Town was upgraded 18 months ago. The software provided, CSI, is a major company that serves Mt. Pleasant, CSD, and many governmental agencies in our area. A new Customer Service Oversight person has been hired locally to improve response and follow-through on software problems. Hopefully, the W&S billing will be brought up to the level it needs to be.

5. **Next W&S Committee meeting** will be on Thursday, March 24, 2016, at 8:30 AM.
6. **Adjourn:** The meeting was adjourned at 10:10 AM on a motion by Mark Howard, seconded by Susan Middaugh and passed on a vote of 2/0. Bachman Smith left at 9:30 AM to keep a prior commitment.

Pending Items (To be considered in future meetings)

- a. Revision of Appeals Policy and Procedures
- b. Rate Study
- c. Computer Software Issues
- d. CWS contract revisions
- e. Development of a Cost Recovery Program
- f. Pre-Disaster Mitigation Grant for submersible pumps
- g. Update of W&S Policy on Sewer Laterals
- h. Water Pumping Station Fencing & Site Improvements
- i. ASR: Aquifer Storage and Recovery