

**WATER AND SEWER COMMITTEE MINUTES**  
**Thursday, November 16, 2016, 8:30 AM**  
**Sullivan's Island Town Hall**

**1. Call to Order & Freedom of Information Requirements**

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 and Susan Middaugh (Chair), Staff Members Greg Gress and Jason Blanton, and several Island Residents and members of the press.

**2. The Minutes for W&S Committee meeting on October 27, 2016,** were approved on a motion by Bachman Smith, second by Mark Howard, with a unanimous 3/0 vote.

**3. Executive Session: Water Utility fence bid**

The Committee went into executive session at 8:35 AM, on a motion by Bachman Smith, second by Mark Howard, with a unanimous 3/0 vote, to discuss two bids from contractors to construct a new fence at the Water Utility site at Middle St. and Station 17. At 9:10 AM the Committee came out of Executive Session on a motion by Mark Howard, second by Bachman Smith, and unanimous vote of 3/0. No votes were taken in the Executive Session.

**4. Rate Study and adoption of Residential Equivalency Units for base rate charges.**

The W&S Chair, Susan Middaugh gave a brief review of the recommendations by the Raftelis Consultant, Frank Davis, based on a rate study conducted over the 18 months. The full report was presented at previous meeting of the Water & Sewer Committee and Town Council. The floor was then opened for questions from attendees and these were all answered at length. This public input is being sought, and closely considered, as part of the planning process for the periodic, 5-7 year review and update of the Town's W&S rate structure and billing procedures. The focus of this process is how best to distribute and balance the W&S charges between the Basic Facility Charge that covers fixed costs such as administration and load payments and the Water and Sewer Charges that vary with the property owner's monthly usage.

**5. Poe Park survey:** The detailed survey has now been received and is being communicated to the Park Foundation representatives so that planning for an updated Poe Park can proceed.

**6. Update on**

- a. **FEMA Grant Phase I:** The Town is awaiting approval from the Atlanta Regional FEMA office for Phase I funding for an engineering feasibility study to update the FEMA application to retrofit the Wastewater Treatment Facility to meet 500 year flood standard instead of the previous 100 year standard.
- b. **I & I Reduction Program Phase II:** The Town will need to decide whether or not to proceed with the application for State Revolving Fund funding for this

project. Mr. Gress will request an extension so that Council can discuss this issue at the December Council Workshop.

- c. **Funding for Poe Ave sewer line replacement:** This item will be placed on the Agenda for the December Council Workshop with the recommendation to proceed with the plan to carry out this project in January. The source of funding for the estimated \$250,000 - \$300,000 cost will need to be designated.
7. **Communications / Additional Items from WWTF Manager, Greg Gress:** CWS will be meeting with Mr. Gress to discuss the possibility of using the Town's Water Utility site, or other suitable site, as a location for a pumping station for a planned CWS water line to Mt. Pleasant.
8. **The next W&S Committee meeting** will be held on Thursday, 12-22-16, at 8:30 AM at the Sullivan's island Town Hall.
9. **The meeting adjourned** at 10:20 AM on a motion by Mark Howard, second by Susan Middaugh and a vote of 2/0. As previously planned, Bachman Smith was excused at 9:45 to meet a prior business obligation.

**Pending Items (to be considered in future meetings)**

- a. CWS contract revisions – in progress
- b. Private Sewer Lateral Policy for I&I Reduction – in progress
- c. W&S billing software replacement - in progress
- d. Development of a Cost Recovery Program
- e. ASR: Aquifer Storage and Recovery
- f. Pre-Disaster Mitigation Grant for submersible pumps

A letter is being sent out to the 110 impacted customers advising them of the possible change and inviting questions and input at the November 7 Council Workshop. The W&S Committee will continue to work on this issue.

- g. **Poe Park survey:**
10. **Communications / Additional Items from WWTF Manager, Greg Gress**  
CWS has requested a meeting with Town Staff regarding purchase/rental of Town property as a location for a pumping station for a CWS water line to Mt. Pleasant.
11. **The next W&S Committee meeting:** This will be Thursday, November 17, 2016, at 8:30 AM at the W&S Dept. Office.
12. **The meeting was adjourned** at 10:45 AM on a motion by Bachman Smith, second by Susan Middaugh, passed unanimously, 2/0.

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- e.** Pre-Disaster Mitigation Grant for submersible pumps