

**TOWN OF SULLIVAN'S ISLAND
WATER AND SEWER COMMITTEE OF COUNCIL
MEETING MINUTES
Thursday, October 26, 2017
8:30 a.m.**

1. Call to Order & Freedom of Information Act Requirements:

The Water and Sewer Committee of Council met at 8:30 a.m. on Thursday, October 26, 2017 at Town Hall, all requirements of the Freedom of Information Act having been satisfied. Present were Council Committee members Mark Howard, Rita Langley and Bachman Smith, IV (Chair). Staff members present were Greg Gress, Andy Benke, Jason Blanton and Courtney Liles. There were no members of the public or members of the media present.

Chair Smith called the meeting to order at 8:30 a.m., and stated the press and public were duly notified pursuant to State Law.

2. Communications/Additional Items from WWTF Manager, Greg Gress: None.

3. Executive Session:

Motion was made by Councilmember Langley, seconded by Councilmember Howard, to go into Executive Session at 8:38 a.m. for the following:

- A. Legal Advice- Attorney presentation regarding CWS rate formula negotiations**
- B. Contractual- G.O. Bond Financing for Wastewater Treatment Plant and Collection System.**

The motion to go into Executive Session carried unanimously.

Motion was made by Councilmember Howard, seconded by Councilmember Langley, to come out of Executive Session at 9:58 a.m. Chair Smith stated that no votes or actions were taken in Executive Session.

4. Discussions/Motions:

- a. Approval of Minutes- **Motion was made by Councilmember Howard, seconded by Councilmember Langley, to approve the Water and Sewer Committee Minutes from September 21, 2017, carried unanimously.**
- b. Water and Sewer bill language changes to comply with Codification Review suggestions as to water shut-offs due to unpaid bills. Water and sewer bills are sent out at the end of each month with the idea that they will get in the customers hand by the first of every month. Unpaid bills are considered late on the 15th of that month at which time a \$10 penalty is added to the bill. That same unpaid bill is considered delinquent on the 30th of the month which coincides with the delivery of the next months water and sewer bill. On that next month's bill is the first notice of the unpaid bill being delinquent. An

automated phone call is then sent out the following Monday as a second notice. Chair Smith suggested a third notice in writing 2-3 days after the automated phone call notice has been sent. This would delay the shut-off process one week. He stated he needs to speak with the Town Attorney Larry Dodds more regarding the dates and timeline.

Motion was made by Councilmember Langley, seconded by Councilmember Howard, to alter the notice process for shutting off water due to unpaid bills based on the recommendations we've heard today, carried unanimously.

- c. Explore reasons behind not allowing reduction in sewer portion of bills for water not entering sewer in situations involving irrigation, pools, and docks. Discuss whether a change should be explored. This will be discussed further at the next committee meeting.
- d. Discuss funding for wastewater treatment plant retrofit.

5. Review of Active and Pending Projects:

The current status of active and pending projects (a. through l. below) was reviewed. The items with an asterisk are potential sources of additional revenue.

- a. Wastewater Treatment Plant Retrofit
- b. CWS Contract Revisions*
- c. Station 17 Water Utility Site & CWS Pumping Station*
- d. Rate Study & Cost Recovery Program*
- e. Current Sewer Revenue Bond*
- f. I&I Phase I: Follow-up Capital Improvement Plan
- g. I&I Phase II
- h. Poe Avenue Sewer Line Replacement at a budgeted \$300k for work performed in-house
- i. Private Sewer Lateral Policy for I&I Reduction
- j. W&S Billing Software Replacement - August
- k. Pre-Disaster Mitigation Grant for Submersible Pumps
- l. ASR: Aquifer Storage and Recovery

6. The next Water and Sewer Committee Meeting is scheduled for: Thursday, November 30, 2017, 8:30 a.m. at Sullivan's Island Town Hall.

7. Adjournment:

Motion was made by Councilmember Howard, seconded by Councilmember Langley, to adjourn at 10:20 a.m., carried unanimously.

Respectfully submitted,



Courtney Liles