

**MINUTES
REGULAR MEETING
FAIRFIELD JOINT WATER AND SEWER SYSTEM COMMISSION
OCTOBER 30, 2019**

Present: Roger A. Gaddy, Don Wood, Neil Robinson, Jason Taylor, Kyle Crager, Commissioners.

Others Present: C. D. Rhodes, Patti L. Davis, Ty Davenport, Chris Clauson, Laura Johnson.

In accordance with the South Carolina Code of Laws, 1976, Section 30-4-80 (e), as amended, the following persons and/or organizations have been notified of the time, date and location of this meeting: The Independent Voice of Blythewood and Fairfield, The Country Chronicle and one hundred thirty one other individuals.

1. CALL TO ORDER

Chairman Gaddy called the Regular Meeting to order at 5:04 p.m.

2. APPROVAL OF AGENDA

Motion made by Vice Chair Robinson, properly seconded by Commissioner Wood, to approve the agenda. ***The motion carried unanimously 5-0.***

3. APPROVAL OF MINUTES

Motion made by Commissioner Crager, properly seconded by Commission Taylor, to approve the minutes of September 25, 2019. ***The motion carried unanimously 5-0.***

4. Territorial Maps and Planning Update - Chris Clauson

Mr. Clauson referred to the 208 planning process and how this will unfold. A map was shown containing the areas of Ridgeway, Town of Winnsboro and the County with focus on 321 and the area that would be used for the Water-Sewer Authority. The 208 planning process is spelled out by state law, and the COG is the planning agency, which includes the EPAC Committee (Environmental Planning Advisory Committee). This committee will allocate the sewer district service areas. The prior planning process occurred back in 1997, and the boundaries have not changed since that time. In fact, the letter dated 1996 probably led to how the County was divided. The main players would be Ridgeway, Winnsboro and the County. It must be determined what property

the Joint Water and Sewer Authority would need in order to develop the Mega Site and to locate the water treatment plant, including the associated development that would be served once it comes online. Mr. Clauson worked with the engineers to develop this basic layout. The boundaries go along creeks or roads and did not take the watersheds into consideration as much. Mr. Clauson described what would be needed from the Town of Ridgeway, and the Winnsboro area would follow the same mindset. This will involve four separate bodies having an agreement on paper, to include the Town of Ridgeway, Fairfield County, Town of Winnsboro and the Joint Water and Sewer Authority in order to have one consolidated document that would be given to the COG for the EPAC. Chairman Gaddy inquired if this is just the initial area of interest and how arduous is the procedure to expand the area if needed. Per Mr. Clauson, this would just involve an amendment. He reiterated again that this is only for sewer. A memorandum of understanding would be needed along with a new map. Fairfield County can also give everything it has over to the Joint System. Technically, right now Ridgeway is a distinct service provider along with Winnsboro and Mitford. Discussion ensued concerning the areas on the map. Commissioner Crager inquired if we have begun the discussion with the Town of Ridgeway with regard to the service area. Per Mr. Clauson, this has been discussed. However, the map was not discussed, and Council Member Jones was not present for the meeting. For the most part, the discussion was taken as information. Mr. Rhodes inquired if the map depicts the Ridgeway service lines, and Mr. Clauson briefly discussed the lines. Commissioner Taylor stated this is a good point, and a map is needed showing all lines and who serves what so it will be known what is in the ground for planning purposes. Per Mr. Clauson, Ridgeway does not have their system mapped. However, the COG does have some basic data contained within the Comprehensive Plan. The Comprehensive Plan for the County will be done next year, and a request can be made for the COG to revisit this. The Town of Winnsboro and Mid-County keep their data in pretty good shape. Commissioner Crager stated the amendment process is not a complicated process, but it is time consuming. Per Mr. Clauson, the bigger amendment will be to add the wastewater treatment plant. Commissioner Taylor feels this is a good start, but the map needs to be studied a little harder to get it right on the front end as opposed to having to go back with amendments later, and Commissioner Crager agreed. Discussion ensued concerning the service areas. Chairman Gaddy inquired what is needed from the Town of Winnsboro, and Mr. Clauson suggested beginning with the pump stations. From the County perspective, Commissioner Taylor and Vice Chair Robinson both agree it would make sense for the County to put it all in. The County would not be building a separate sewer plant, and instead, would want it all to go through the Authority. Discussion ensued concerning the time table for the Town of

Winnsboro information. Chairman Gaddy stated he would contact the Town's engineers in order to begin this process. He requested a copy of the map provided by Mr. Clauson. Per Commissioner Taylor, the Joint Authority would need to negotiate with Winnsboro, the County and Ridgeway. Mr. Rhodes stated he feels it would be meaningful in the discussions that the Town of Winnsboro is actually willing to give up customers when Ridgeway is only being asked to give up territory that might be served sometime in the next 15-20 years. Chairman Gaddy will begin the process with the Town of Winnsboro and then the Authority can go to Ridgeway for further discussion.

5. Report on Funding and Engineering - Ty Davenport

Per Mr. Davenport, from the funding standpoint currently, the rate study is being done by Thomas and Hutton, which has been financed by the State. There is a good bit to report concerning engineering. Presently, a 55 acre tract is under contract off Syrup Mill Road in close proximity to the optimal discharge point. This week, surveyors and the geotechnical firm have been authorized to go on site. The phase I environmental assessment has begun as well as the wetlands assessment, which is being funded by the County. The further away from the site, the more pipe has to be run, resulting in a higher price; therefore, an alternate site is also being sought. In addition, discussions are being held with Mid-Carolina. Per Commissioner Taylor, discussion with Mr. Rentz included welcoming everyone who would like to be a part of this system; however, the goal for the system is still viewed as making sure other systems are successful also. Hopefully, the systems can work together so an opportunity will not be lost. Per Mr. Rhodes, if the group decides to bring in Mid-County as a member and they were interested, this is the one way that a non-profit utility can convert to a special purpose district. Commissioner Taylor inquired if this would open up CDBG opportunities for them, and per Mr. Rhodes, this could be the case. He will look into this further.

6. Procurement Policy - C. D. Rhodes

Per Mr. Rhodes, it was discussed at the last meeting that there are a number of policies that will need to be addressed over the next few months. It makes the most sense to start with the procurement policy to retain a financial advisor, thereby needing a policy in place to dictate the procedures to be used in order to do this. Mr. Rhodes did receive some input from Commissioner Crager, which he will go over tonight. Mr. Rhodes began discussing the policy with the need to allow for flexibility to make budgeted purchases and routine purchases without onerous procedures. This concept is built into the proposed policy and decisions can be made on the thresholds. Under Section E, the

flexibility is built in to retain professional services, such as architects, attorneys, engineers, rate consultants, financial advisors, etc., without the need to undergo a procurement procedure if you so choose. Oftentimes, these are based more on relationship than the lowest price. Single source procurement is allowed in limited circumstances. Section 2 contains two express competitive processes, one being a request for proposals with price not being the most important aspect, and one where the price is the predominant factor. Section 2 also induces some general provisions for performance bonds, right to revoke, etc. Alternative project delivery methods will be important when reaching the point of designing and building a plant. Commissioner Crager's comments were as follows:

- Section 1 part E dealing with professional services, change bidding to solicitation.
- Whether or not we need to address change orders or contract amendments with the idea that the purchasing agent would have the ability to authorize change orders up to a certain threshold without having to come back before the board.
- Section 2, whether there is enough specificity in the particulars for the bidding process. Mr. Rhodes feels there are two schools of thought on how this would work. It can be kept general with the idea that solicitation would include a lot more specificity with the opening of a bid, whether a pre-bid conference is necessary and whether site inspections are authorized or necessary. This was drafted to be pretty general. Mr. Rhodes tends to favor flexibility on the front end and specificity in application.
- Whether the requirement to have three bidders applies to alternative delivery methods.

Mr. Rhodes appreciates Commissioner Crager's input with this process. Commissioner Taylor inquired if this policy has been tried, trusted and tested. Per Mr. Rhodes, this policy has been used at 10-15 other places. The only requirement of a municipality is to have a policy to allow for appropriately competitive procurement. The key, and the reason to maintain a lot of flexibility, is if you have a provision in the policy, it must be followed. This policy also can be amended at any time. Commissioner Crager feels the thresholds are very applicable for a start-up at this stage. Commissioner Taylor pointed out that everything with water and sewer is expensive. Mr. Rhodes agrees, and purchases right now will not include pens, pencils or computers, but instead will be large items. Mr. Rhodes will make the necessary changes to the document and distribute this to the commission prior to the next meeting to be able to vote at that meeting.

7. EXECUTIVE SESSION (The following statement is provided in compliance with the South Carolina Freedom of Information Act: Subsequent to Executive Session, Commission may take action on matters discussed in Executive Session.)

A. Update on Possible Location of Wastewater Treatment Plan (Receipt of Legal Advice Subject to Attorney-Client Privilege Related to the Possible Location of Wastewater Treatment Plant).

This item was already discussed; therefore, there was no need for executive session.

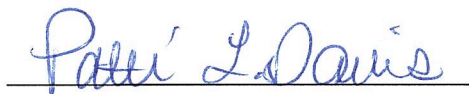
8. ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION

None.

Chairman Gaddy stated the next meeting is scheduled for November 20. Some of the members will be out of town; therefore, after discussion, it was determined that the next meeting will be held on Monday, November 25 at 5:00 p.m. Additional question from Mr. Davenport concerning potential purchase of the property, and Mr. Rhodes feels it would make sense to keep everything in the County right now and then have a point in time for things like property, capacities, etc. to come over at one time. From a procurement standpoint, generally as long as something is authorized by ordinance, it is not necessarily subject to the procurement policy.

9. ADJOURNMENT

At 5:50 p.m., the Regular Meeting was adjourned by motion of Vice Chair Robinson and second by Commissioner Crager. ***The motion carried unanimously 5-0.***



PATTI L. DAVIS
SECRETARY



ROGER A. GADDY
CHAIRMAN