ANDERSON REGIONAL
JOINT WATER SYSTEM

998 Hunters Trail Anderson, SC 29625 Phone: 864-332-6534 Fax: 864-224-6116

BOARD AGENDA

Board of Commissioners
July 2023

I. Minutes June 28, 2023

II. Informational Reports

1. Executive Committee Meeting Summary
2. Finance and Administration Report
3. Operations and Maintenance Report
4. Sustainability Report

Future planned Board meeting dates are:

- August 23, 2023
- October 25, 2023
- December 20. 2023

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MINUTES OF THE
ANDERSON REGIONAL JOINT WATER SYSTEM
June 28, 2023

LET THE MINUTES SHOW THAT THE MEDIA WERE NOTIFIED OF THIS MEETING IN ACCORDANCE WITH THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT.

A QUORUM OF THE BOARD IS PRESENT.

COMMISSIONERS PRESENT: Benjie McGill, City of Clemson; Patrick Jackson, Starr-Iva; David Rogers, Town of Williamston; Chuck Cortez, Big Creek-Hammond; Kevin Simpson, Broadway; Edgar Scott, Sandy Springs; Dyke Spencer, Powdersville; Mitch Ellenburg, Belton-Honea Path Water; Scott Banks, City of Anderson; Dennis Chastain, Homeland Park; John Lollis, West Anderson

OTHERS PRESENT: Scott Willett, ARJWS; Jeff Caldwell, ARJWS; Kendall Cleary, ARJWS; Christopher Weber, ARJWS; Jodi Logan, ARJWS; Lisa Evatt, ARJWS; David Gailey, ARJWS; Billy Peele, Starr-Iva; Matthew Ruff, Big Creek-Hammond

Chairman Dyke Spencer called the Board meeting of Anderson Regional Joint Water System to order at 11:59 a.m. on June 28, 2023.

Chairman Dyke Spencer asked for any Commissioner comments. Mr. Cortez introduced Matthew Ruff to the Board. Mr. Ruff will take over as the general manager for Big Creek-Hammond on July 1st following Mr. Cortez's retirement. Mr. Spencer welcomed back alternate, Edgar Scott, with Sandy Springs Water. Mr. Chastain asked the Board to remember Mr. Hall with Homeland Park Water. Mr. Hall is battling health issues.

Mr. Lollis made a motion to approve the April 26, 2023, minutes and Mr. McGill seconded. Motion carried.

I. Consent Calendar (Old Business)

1. FY 2023/24 Budget – Final Reading

Mrs. Cleary recommended the approval of the annual budget for the fiscal year 2023/24. The proposed annual budget is for $13.25 million. The budget will fund $6.82 million in annual operating expenses, $5.23 million in annual debt service and $1.60 million in system R&R. In

total, the proposed budget represents a 5.00% net change over the approved FY 2022/23 budget. Mrs. Cleary asked for any comments, there were none. Mr. McGill made a motion to approve the final reading of the proposed FY 2023/24 Annual Budget. Mr. Cortez seconded. The motion was unanimous.

2. Clemson University Wholesale Rate-FY 2023/24-Final Reading

Mrs. Cleary recommended setting the water rate service for Clemson University at $2.12 per thousand gallons for FY 2023/24. Mrs. Cleary discussed the decrease for the University is the result of demand returning to pre-pandemic levels, allowing the total revenue requirement to be spread over a larger base compared to the prior year. Mr. Spencer asked for any comments, there were none. Mr. Rogers made a motion to set the existing water rate for Clemson University to $2.12 per thousand gallons. Mr. Jackson seconded. The motion was unanimous.

II. Items Requiring Immediate Action

1. FY 2023/24 Board Officer Elections

Mr. Spencer stated that ARJWS shall elect Board Officers each year with each member of the Board having 1 (one) vote. The Nominating Committee has made the recommendations for FY 2023/24 Board Officers: Chairman Patrick Jackson, Starr-Iva Water District; Vice Chairman Scott Banks, City of Anderson; Secretary Benjie McGill, City of Clemson. The establishment of an Executive Committee is to provide additional advice and counsel to the Chairman. The recommendations for At-large Executive Committee members are Mitch Ellenburg, Belton-Honea Path Water Authority and Tracy Durham, Sandy Springs Water District. Mr. Spencer noted that the elected will take office on July 1, 2023, and will serve until replaced. Mr. Spencer asked for any additional nominations, there were none. Mr. Cortez made a motion to close Board Officer Elections, Mr. Lollis seconded. Mr. Cortez made a motion to approve the 2023/2024 Board Officers, Mr. Lollis seconded. The motion carried.

III. Discussion (New Business).

1. Strategic Plan Update

Mr. Caldwell gave a presentation on ARJWS Strategic Plan Update for June 2023. He outlined the Strategic Planning Cycle, Strategic Plan Critical Objectives, Strategic Plan Timeline, Operations KPIs, and Staff Retention and Development. He discussed each briefly.

2. Executive Director's Report (Oral)

Mr. Willett discussed water resource items including the Reallocation Study of Lake Hartwell, Savannah River Basin Study, and PFAS litigation. ARJWS has joined the NRWA Cost Recovery Program and advised the Board that their systems should do the same.

IV. Informational Reports

1. Executive Committee Meeting Summary
2. Finance and Administration Report
3. Operations and Maintenance Report.
4. Sustainability Report

These reports are for information and for each Member to review as written. A copy of each report is attached to the file copy of these minutes.

V. Closed Executive Session

1. Personnel: Annual Executive Director's Performance Review

As stated by Chairman Dyke Spencer:
A CLOSED EXECUTIVE SESSION HAS BEEN REQUESTED AND IS AUTHORIZED UNDER SC FREEDOM OF INFORMATION ACT (SECTION 30-4-70(a)(1)) FOR THE PURPOSE OF DISCUSSING PERSONNEL PERFORMANCE.

A motion was made by Mr. Jackson to enter a closed executive session at 12:56 p.m. and seconded by Mr. McGill.

As stated by Chairman Dyke Spencer:
AT 1:34 P.M. THE BOARD CONCLUDED ITS CLOSED EXECUTIVE SESSION AND PER THE SC FREEDOM ACT, NO ACTIONS OR VOTES WERE TAKEN.

A motion was made by Mr. Jackson to accept the recommendations taken for the Executive Director Performance Appraisal and was seconded by Mr. Cortez. The motion was unanimous.

VI. Adjournment

With no further business, Mr. Lollis made a motion to adjourn at 1:38 p.m. and Mr. Ellenburg seconded. Motion carried.

Respectfully submitted,

Phillip Mishoe
Secretary/Treasurer

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COMMITTEE SUMMARY

Executive Committee

July 17, 2023

11:30 am

I. Discussion Summary

1. Continuous Improvement

The annual review process has been completed for all staff. The management team will meet to continue to improve, evolve, and help bring consistency to the process.
The employee survey has been completed. We have started to address some issues and will create a presentation to discuss with all staff.
Several staff changes have been made to help grow the asset management program. Chris Weber has moved from Operations Manager to Maintenance Manager. As part of his duties, Chris will oversee the Asset Management program which will prioritize the day-to-day duties of the maintenance team and feed into our annual budget and Capital Improvement Plan. David Gailey will continue to supervise and help the maintenance team complete assigned tasks.
ARJWS intends to backfill the Operations position with a Water Plant Superintendent.

2. CIP

Staff updated the committee on the SCRIA Grant project to modify and increase the reliability of the Transfer Pump Station to provide operational control of onsite storage.
Staff provided an update on the SCIIP Grant process. ARJWS is completing several items prior to SCRIA Notice to Proceed.

3. General Manager Meeting Topics

ARJWS is planning several General Manager meetings for FY24. One topic includes Sampling. There is an Upstate Rural Water meeting in August, so ARJWS will plan to start meetings in October.

The committee also discussed alternatives to increase ARJWS public relations and outreach.

Prepared by: Jeff Caldwell, Deputy Director

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BOARD MEMORANDUM

July 7, 2023

Subject

Finance and Administration Report

Discussion

Billing

Meters were read on June 29, 2023, with usage up 11.25% from last month (for the same number of days) and down 16.83% from last year (for the same number of days).

AGENCY	PREV.YR SAME MONTH	LAST MONTH	CURRENT
# of Billing Days	**30**	**34**	**29**
Anderson	150,238,868	114,268,240	124,805,738
Big Creek	35,700,000	27,988,932	27,487,055
Broadway	27,996,849	24,130,230	25,223,507
Clemson	68,454,200	69,734,642	56,736,765
Clemson University	35,307,286	30,640,275	25,211,432
Hammond	88,608,446	72,196,467	72,372,017
Homeland Park	19,516,425	20,413,107	17,344,115
Pendleton	16,523,317	12,147,576	10,447,480
Powdersville	13,630,469	7,816,848	6,818,006
Sandy Springs	80,711,874	70,637,933	62,301,086
Starr-Iva	37,990,792	38,853,800	35,551,583
West Anderson	56,792,061	44,578,532	42,878,969
Williamston	18,374,359	17,180,860	15,291,828
TOTAL	**649,844,946**	**550,587,442**	**522,469,581**

Finance/Budget Summary

For the month ending June 30, 2023, ARJWS is trending appropriately for revenues and expenses for the 12 months of the fiscal year.

See the Profit & Loss report for additional information.

Safety Training

June
Subject: **General Safety Orientation**
Training Date: **June 21, 2023**
Online Attendance
ARJWS Staff – 16

June
Subject: **Leadership Skills for Managers**
Training Date: **June 21, 2023**
Online Attendance
ARJWS Managers – 5

June
Subject: **Laboratory Safety Training**
Training Date: **June 29 & 30, 2023**
Onsite Attendance
ARJWS Managers – 12
Member Agency – 5

Prepared by: Jodi Logan, Billing/Purchasing Coordinator
Approved by: Kendall Cleary, Accounting Manager

Attachments: Profit & Loss Summary – Budget, Actual, and Forecast

ANDERSON REGIONAL
JOINT WATER SYSTEM

Profit & Loss
For the Month ending June 30, 2023

	Annual Budget	YTD Budget (12 months)	YTD Actual	12+0 Year End Projection	Ideal Percentage	% of Budget	YTD Variance	
Operating Revenue								
Operations and Maintenance	5,729,325	5,729,325	5,650,722	5,650,722	100%	99%	(78,603)	
Capital Charges	5,331,369	5,331,369	5,331,369	5,331,369	100%	100%	-	
Renewal and Replacement								
Water System	1,499,760	1,499,760	1,500,458	1,500,458	100%	100%	698	
Pump Station	67,738	67,738	67,828	67,828	100%	100%	90	
Miscellaneous	51,616	51,616	366,641	366,641	100%	710%	315,025	A
Total Operating Revenue	12,679,808	12,679,808	12,917,017	12,917,017				
Operating Expenses								
Salaries and Wages	1,727,500	1,727,500	1,641,561	1,641,561	100%	95%	(85,939)	
Payroll Taxes and Employee Benefits	726,400	726,400	675,931	675,931	100%	93%	(50,469)	
Operations and Maintenance								
Administrative Expenses	274,890	274,890	286,929	286,929	100%	104%	12,039	
Operations Expenses								
Lab Supplies/Uniforms/Safety Equipment	118,900	118,900	89,129	89,129	100%	75%	(29,771)	
Chemicals	801,600	801,600	893,014	893,014	100%	111%	91,414	B
Sludge and Chemical Disposal	175,000	175,000	25,415	175,000	100%	15%	(149,585)	
Utilities and Security	1,113,300	1,113,300	1,155,225	1,155,225	100%	104%	41,925	
Maintenance Expenses	372,135	372,135	467,536	467,536	100%	126%	95,401	C
Professional Fees	98,000	98,000	26,375	26,375	100%	27%	(71,625)	
Insurance	111,800	111,800	127,735	111,800	100%	114%	15,935	
Debt Expenses	5,331,370	5,225,122	5,024,132	5,331,370	100%	94%	(200,990)	D
Source Water Protection	50,000	50,000	39,422	39,422	100%	79%	(10,578)	
Miscellaneous Expenses	159,800	159,800	112,348	112,348	100%	70%	(47,452)	
Total operating expenses before depreciati	11,060,695	10,954,447	10,564,752	11,005,639				
Net operating income	1,619,113	1,725,361	2,352,266	1,911,378				
Raw Water								
Raw Water Income	58,811	58,811	283,174	283,174				
Raw Water O&M Expenses	-	-	219,916	219,916				
Raw Water Operating Income	58,811	58,811	63,259	63,259	100%	108%	4,448	
Non-Budget Impacting Items								
Junior Lien Bond Payments	240,957	240,957	228,000	240,957	100%	95%	(12,957)	
Water Quality Monitoring Project	52,000	52,000	15,275	52,000	100%	29%	(36,725)	
Alum Pump Replacement	-	-	22,601	22,601	100%	100%	22,601	
Filter PLC Upgrade	140,400	140,400	94,956	140,400	100%	100%	(45,444)	
Lagoon Pump Replacement	-	-	55,555	55,555	100%	100%	55,555	
Transfer Manifold Project	100,000	100,000	121,250	100,000	100%	100%	21,250	
Clarifier #1 Repair	-	-	69,266	99,266	100%	100%	69,266	
SAWS HVAC Replacement	-	-	24,000	24,000	100%	100%	24,000	
Plant Roof Repair	-	-	21,160	21,160	100%	100%	21,160	
	533,357	533,357	652,062	755,938				

	Cash Balances	Days Cash on Hand	
Operating Cash	2,697,590	89	E
Capital Project Fund	3,475,524		
System R&R Fund (Restricted)	1,645,873		
Pumped R&R Fund (Restricted)	581,105		
Raw Water O&M	141,408		
Raw Water R&R	261,325		
	8,802,825		

A: Over projected revenue due to $40,000 for the annual payment from Pioneer Water, $17,000 from the sale of capital assets, and $150,000 in year-to-date interest earned on bank balances.

B: Chemicals are over budget primarily due to price increases in phosphate, alum, and sodium hypochlorite.

C: Over budget in maintence related expenses primarily due to expensive repairs to transfer pumps, ozone facility, and an emergency line repair.

D: Interest is earned on the Guaranteed Investment Contract (GIC) that was put into place during the original 2002 debt issuance, the money is then transferred to the 2017B account to offset payments. This credit was not applied during the prior year, and a credit was issued for the first quarter of FY 2023. Plus, current year credits for interest earned on accounts.

E: Days cash on hand is artificially inflated due to the debt payment for the month of June ($435k) was not paid until July 3rd. This accounts for an increase of 14 days cash on hand.

SYSTEMS REPAIR & REPLACEMENT ACCOUNT

June 30, 2023

DATE	TRANSACTION MEMO	CREDIT	DEBIT	BALANCE
06/01/2023	Balance Forward LGIP Investment			$1,514,048.33
06/21/2023	System Transfer for May 2023 Billing	$124,979.97		$1,639,028.30
06/30/2023	Interest Earned June 2023	$6,844.60		$1,645,872.90
06/30/2023	Ending Balance LGIP			**$1,645,872.90**

PUMPED REPAIR & REPLACEMENT ACCOUNT

June 30, 2023

DATE	TRANSACTION MEMO	CREDIT	DEBIT	BALANCE
06/01/2023	Balance Forward LGIP Investment			$572,928.14
06/21/2023	System Transfer for May 2023 Billing	$5,648.06		$578,576.20
06/30/2023	Interest Earned June 2023	$2,528.57		$581,104.77
06/30/2023	Ending Balance LGIP			**$581,104.77**

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BOARD MEMORANDUM

July 05, 2023

Subject

Operations and Maintenance Report

Discussion

As of July 5, 2023 Lake Hartwell's surface elevation was 660.18 ft, 0.18 ft. above full pool. Raw water is being drawn from the top gate of the intake structure. Water temperature at the top gate is 83.3°F. The Joint Water System reached 90% of its settled water turbidity goals for the month of June. Raw water pH levels are relatively constant. Settled and Finished water pH levels are normal. The maximum day for June water production was 50% of Finished water capacity.

Operations and Maintenance Highlights

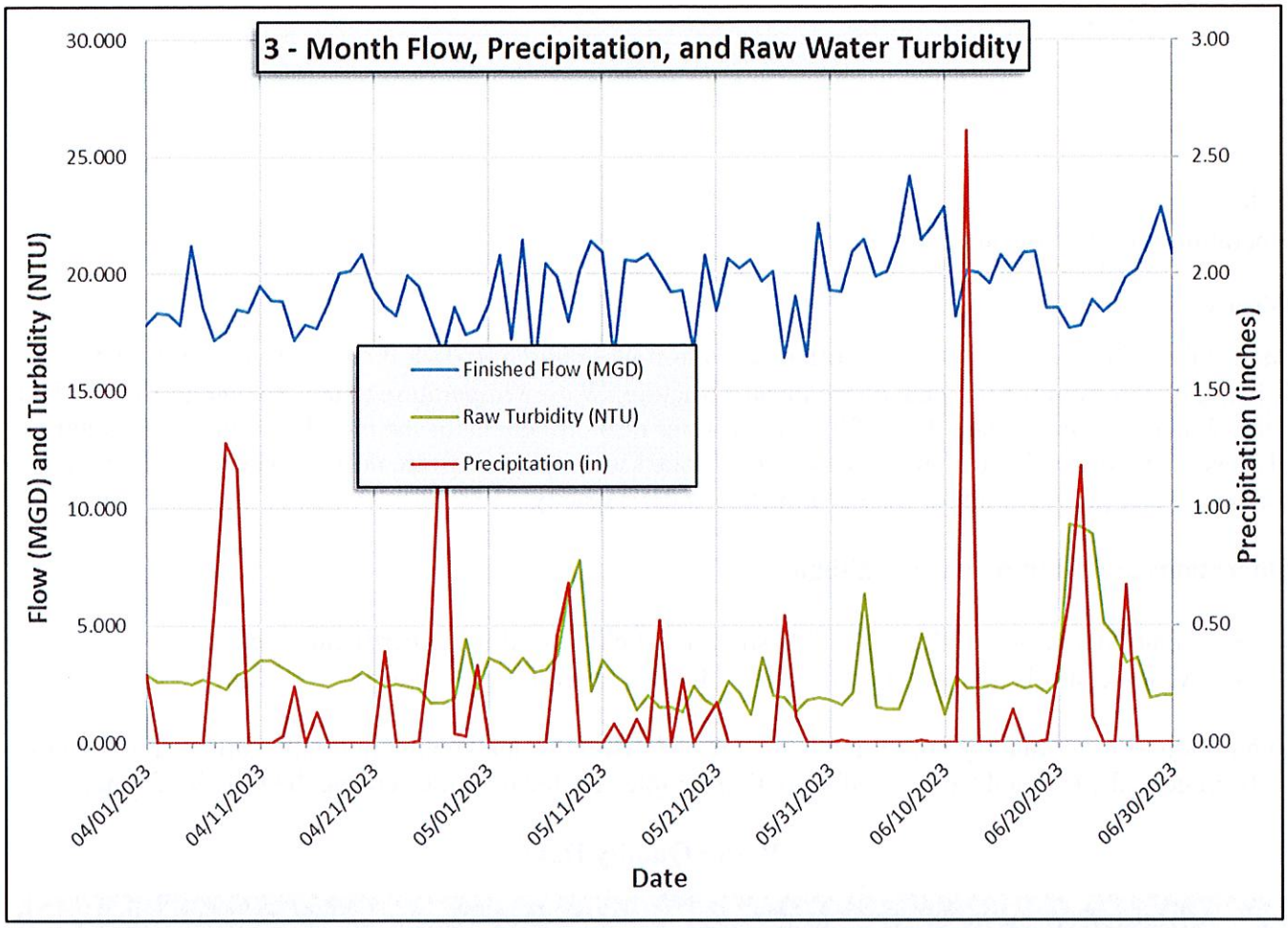
- Ethan Moore, Kyle Merritt, and Austin Satterfield passed water certification exams.
- Added controls to automate lime slurry dilution (used for pH control)

In addition to water quality sampling for the Lake Hartwell Water Treatment Plant, Joint Water System staff processed 177 Total Coliform distribution samples for local entities during the month of June.

Water Quality Data

	Raw	Settled	Finished
pH	6.91	6.68	7.15
Turbidity (NTU) Range	1.20 – 9.30	0.40 – 1.60	0.03 – 0.04
Turbidity (NTU) Average	3.32	0.66	0.04
Turbidity (NTU) Exceedance	-	10%	0%
Total Organic Carbon	1.67	-	0.91
Fluoride Average (ppm)	-	-	0.66
Phosphate Average (ppm)	-	-	.54 (dry wt PO4)
Residual Disinfectant (ppm)	-	-	1.74
TTHM (DBP)	-	-	5.4 ppb
Methylisoborneol (MIB)	22.7 NG/L	-	<1.0 NG/L
Geosmin	2.8 NG/L	-	<1.0 NG/L

Weather Data



	Minimum	Maximum	Total
Rainfall	0.00 in.	2.61 in.	5.68 in.
Temperature	52° F	90° F	N/A
Humidity	23%	97%	N/A

Water Production Data

	Average	Minimum	Maximum	Total
Raw Water	20,560,000	16,351,000	24,244,000	616,795,000
Finished Water	20,265,000	17,671,000	24,164,000	607,949,000
Finished Max Capacity	42.2%	36.8%	50.3%	42.2%

Monthly Power Consumption Update

For the month of June, ARJWS treated 607,949,000 gallons of water at a power cost of $125.34 per million gallons produced. The 12 month Running Annual Average is currently at $111.37.

Monthly Power Consumption Data

Month	On Peak kWh	Off Peak kWh	Total kWh	Finished Water MG	$/ MG	12 month Average
June - 22	217,719	1,143,497	1,361,216	761.8	$90.61	$96.50
Jul – 22	272,036	1,068,474	1,340,510	720.1	$102.01	$97.10
Aug – 22	240,141	1,135,948	1,376,089	706.0	$105.67	$95.81
Sep – 22	235,923	1,022,295	1,258,218	682.5	$104.18	$94.89
Oct – 22	212,428	980,990	1,193,418	663.2	$104.84	$94.90
Nov – 22	186,903	896,111	1,083,014	564.0	$116.20	$96.39
Dec – 22	194,312	808,284	1,002,597	616.5	$101.84	$96.74
Jan – 23	221,043	916,292	1,137,335	569.3	$145.07	$101.18
Feb – 23	186,255	838,524	1,024,779	507.1	$124.99	$103.95
Mar – 23	174,583	732,368	906,951	554.7	$104.95	$104.28
Apr – 23	202,435	816,252	1,018,687	557.2	$113.97	$106.49
May – 23	185,221	848,643	1,033,864	588.2	$108.10	$108.19
June – 23	185,221	848,643	1,033,864	607.9	$125.34	$111.37

Water Quality Strategic Planning

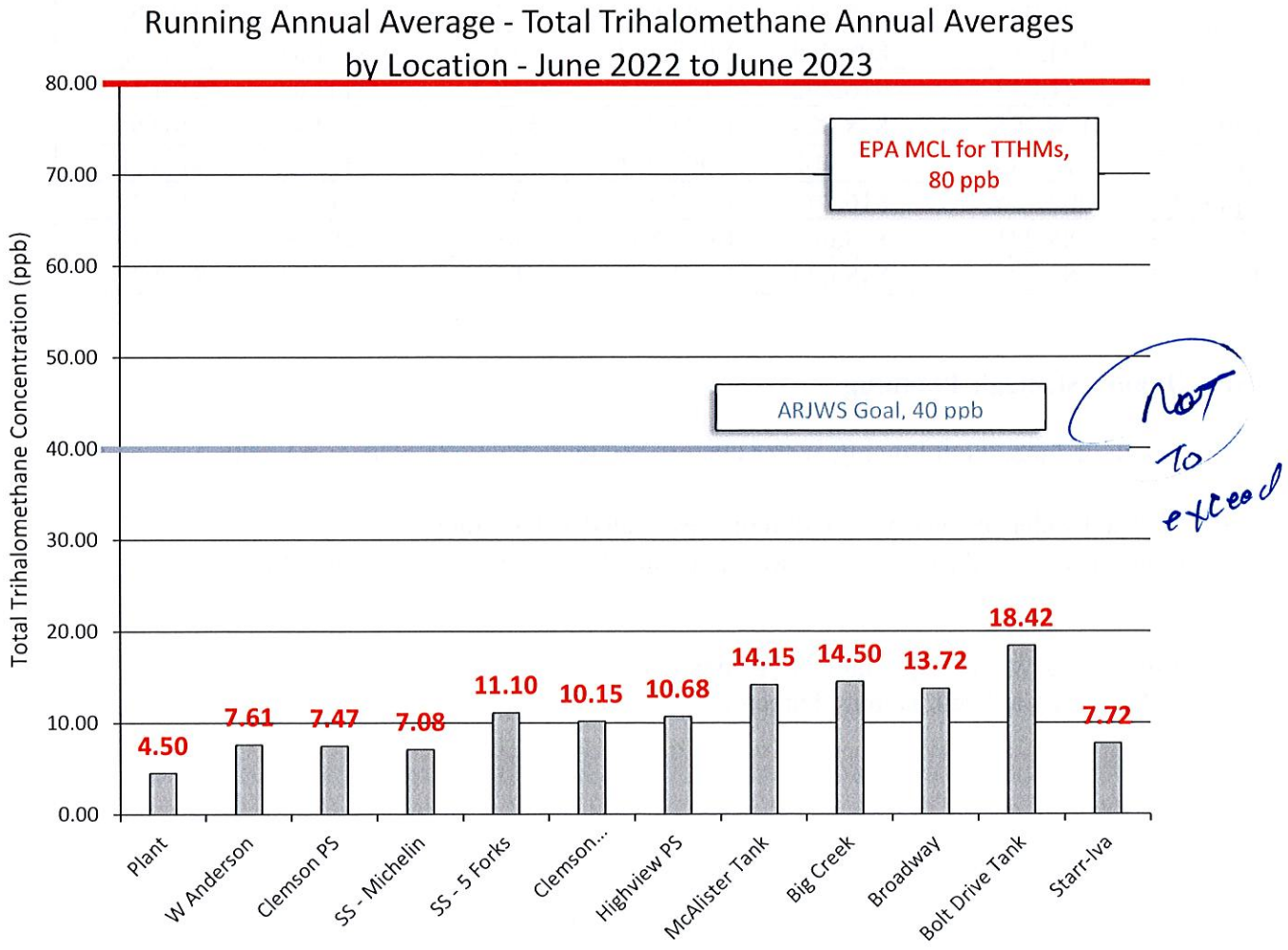
For the month of June, the following Water Quality Strategic Planning goals were met:

- Finished water pH was held within the designated 7.0-7.2 range.
- Finished water chlorine residual was maintained above a 1.2 ppm leaving the facility.

Prepared by: Chris Weber, Operations Manager
Approved by: Jeff Caldwell, Deputy Director

Total Trihalomethane Discussion

Trihalomethanes (THMs) are one type of disinfection byproduct that can form during the treatment process and within the distribution system. THM concentrations vary primarily as a function of total organic carbon (TOC), temperature, disinfectant type, and residence time. THMs can have adverse health effects at high concentrations, and the EPA has established compliance criteria for these compounds in aggregate, termed Total Trihalomethanes (TTHMs). These criteria are established in Stage 2 of the Disinfection Byproduct Rule, which has a numerical MCL of 80 micrograms per liter (or parts per billion, ppb) based on a Locational Running Annual Average. ARJWS Operations Staff collects monthly, one-time samples, as a spot check for TTHM formation in the transmission system. The running annual averages of those results are shown in the figure below.



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JOINT WATER SYSTEM

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BOARD MEMORANDUM

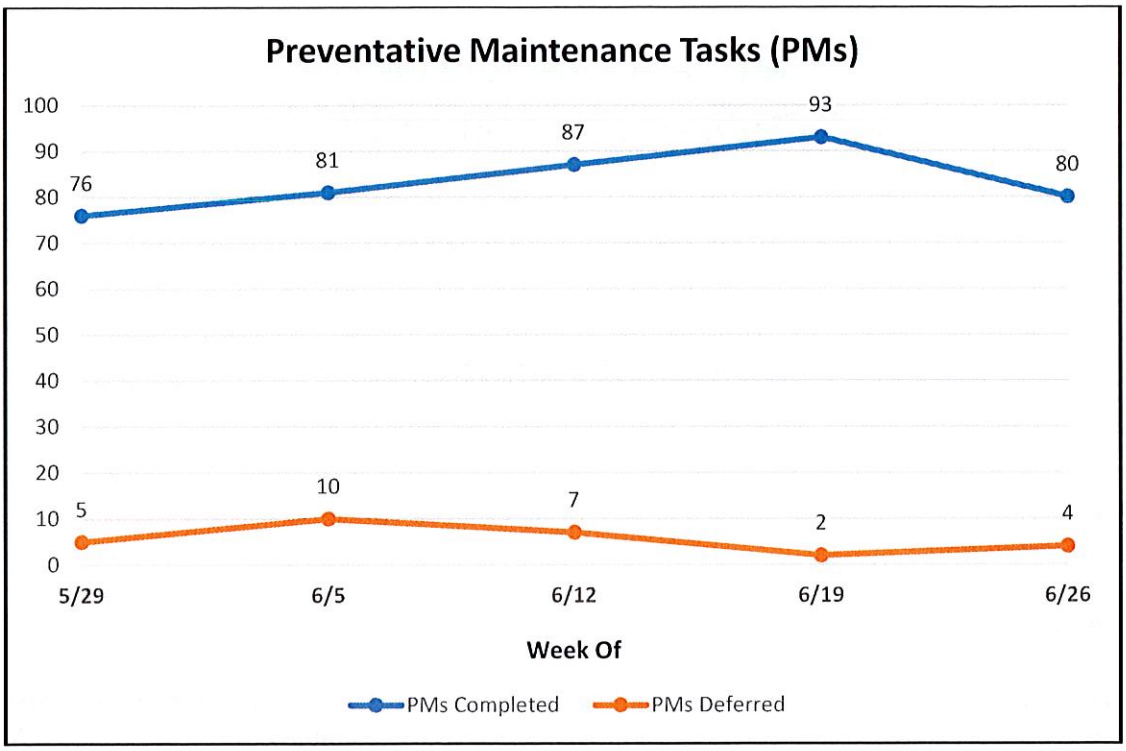
July 24, 2023

Subject
Sustainability Report

Asset Management

ARJWS is tracking maintenance tasks of all assets. Preventative Maintenance tasks (PMs) are performed on every asset on a weekly, monthly, quarterly, bi-annually, or annual basis. Work Orders consist of installations or repairs required on an asset that are separate from the PM schedule. Asset Management determines which tasks need to be performed by Maintenance staff and which projects need to be scheduled into the Capital Improvement Plan by Engineering staff.

PMs Completed	417
PMs Deferred	28
Completion Percentage	93.3%
Work Orders Completed	20
Avg Time to Close	65 days
Work Orders Open	36
Avg Time Open (Latency)	90 days



Source Water Protection

ARJWS has adopted the four creeks upstream of our intake and sample each once per month. These creeks account for approximately 80% of our source water supply.

Our lab coordinator, Bradley Smith, has recently attended training and completed certification under the Adopt-a-Stream program. Bradley will take over the stream monitoring initiative.

Approved by: Jeff Caldwell, Deputy Director