

**MINUTES
REGULAR MEETING
FAIRFIELD JOINT WATER SEWER SYSTEM
AUGUST 23, 2022**

Present: John McMeekin, Chairman; Tim Roseborough, Vice Chairman; Jason Taylor, Treasurer; Kyle Crager, Malik Whitaker, Donald Prioleau, Robert Arndt, Commissioners.

Others Present: C.D. Rhodes, Patti L. Davis, Kenneth Davis, Scott Elliott.

The Fairfield Joint Water Sewer Service met in regular session on August 23, 2022, at 6:00 p.m. at the Midlands Technical College Fairfield Campus. 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 other individuals associated with distribution lists for the Town of Winnsboro and Fairfield County.

1. CALL TO ORDER

Chairman McMeekin called the Regular Meeting to order at 6:00 p.m.

2. APPROVAL OF AGENDA

Motion made by Commissioner Whitaker, seconded by Commissioner Prioleau, to approve the agenda. ***The motion carried unanimously 7-0.***

3. SWEARING IN OF RIDGEWAY REPRESENTATIVE ROBERT ARNDT

The Secretary performed the swearing in of Mr. Robert Arndt. Mr. Arndt then took his seat as a member of the Fairfield Joint Water Sewer System.

4. APPROVAL OF MINUTES

Chairman McMeekin stated the minutes will be approved separately due to the time difference. Motion made by Commissioner Crager, seconded by Commissioner Taylor, to approve the Regular Meeting minutes of September 29, 2021. ***The motion carried unanimously 7-0.*** Motion made by Commissioner Taylor, seconded by Commissioner Crager, to approve the Technical Committee minutes of October 13, 2021. ***The motion carried unanimously 7-0.*** Commissioner Whitaker made a motion, seconded by Commissioner Crager, to approve the Special Called Meeting minutes of August 17, 2022. ***The motion carried unanimously 7-0.***

5. APPROVAL OF REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES.

Per Mr. Rhodes, several different items are being worked on at the present time with a lot of discussion currently around the line project and grants. He believes, based on conversations, that it is also the will of the group to continue to push forward on the plant itself. There are many questions surrounding the plant, including the cost, and in order to get to the point of receiving cost estimates, the process of designing the plant needs to begin. American Engineering has been engaged to do a good bit of the preliminary design work on the plant, but an engineer has not been engaged to do the final design, permitting and the construction administration, which will be covered under this request for qualifications. Mr. Rhodes would suggest the Commission approve the distribution of this request for qualifications, and once the process is underway, ultimately a selection committee will be needed. This committee, which could include a smaller group or the whole commission, would review the proposals and score them accordingly. The Commission would then choose the engineer who will actually provide the services. Realistically, this will probably be a 60 day plus process, so the sooner this process is begun, the sooner the plant can be designed and ultimately the costs will be known. There are a few blanks in the document, and Mr. Rhodes suggested the request be on the street for about 30 days, which is standard for a request of this type. If this is acceptable, the dates would then be inserted into the document based on the date of issue and responses being due roughly 30 days from that date. The other blanks are in Section 1.3 and refer to the process of receiving the responses and also fielding any questions from potential respondents. Mr. Rhodes suggested that either the staff of the County or the Town post the request for qualifications in the way it normally would within the procurement process and be responsible for receiving any questions and assuring that the questions are responded to in a timely fashion. Mayor McMeekin opened this item up for discussion and stated Commissioner Crager is our technical person, and whatever is decided, it must be assured that everyone is in communication. Commissioner Whitaker offered the services of Fairfield County to host the procurement process. Mr. Rhodes stated this would mean the County has a share file site or something similar, and they would post the information, receive the questions and get the questions to whoever would need them. To the Chairman's point, there would need to be good communication concerning the whole process; therefore, before responding to any questions, they could either be distributed to the entire commission or the professionals to include Mr. Whitaker, Mr. Taylor, Mr. Arndt and Mr. Crager. However, this could be handled in any other way the Commission would desire. There would need to be a process in place so it does not get mired down with a lot of back and forth. Communication must be balanced with the need to move things along. Commissioner Whitaker stated every member of the Commission could be added to the communication process. Chairman McMeekin stated he believes everyone should be fully informed to make the best decisions, so everyone on the Commission should receive information

concerning this procurement process. Commissioner Taylor stated this would be a good way to run this process and further questioned if there are any differences with the procurement policy of the Joint System as opposed to the County or the City. Mr. Rhodes stated there are no drastic differences. This can be distributed to professionals who the Commission chooses or distribute in a typical public manner on the County's website with also listing on SCBO to be sure to cast a wide net. As long as these steps are done, the procurement process is being followed. The selection committee's obligations would be more defined by the solicitation than by the procurement process. Evaluation criteria is included along with a scoring matrix, and as the process proceeds, these parameters would need to be followed. Chairman McMeekin stated this is a large project and will be transformative for Fairfield County, and he would like everything to go as smoothly as possible and for everyone to stay in the loop and be as knowledgeable as possible. While committees are more effective, he would like the entire Commission to be a part of this process. Mr. Rhodes states it is the Chairman's prerogative to make this decision, and a committee of the whole can be employed. Chairman McMeekin stated a committee of the whole would be his preference because he wants everyone to be fully informed as much as possible. This is a one-shot deal, and the Commission needs to have as much knowledge as possible. Mr. Rhodes stated there did not need to be a formal vote on this matter as long as everyone is generally in agreement. The Commission will be kept apprised of when the request is distributed, which should be soon, along with all the deadlines, and everyone will be kept apprised as questions come in. Commissioner Roseborough inquired concerning the 30-day bid in that he feels this may need to be extended out more than 30 days, such as 60 days instead. Mr. Rhodes stated this can be done.

6. DISCUSSION OF TECHNICAL TEAM

Once again speaking concerning a committee of the whole, Chairman McMeekin stated Mr. Crager is the Chairman of the Technical Committee. This group is creating a new governmental entity with fairly significant responsibilities. He believes a Chairman is most effective when all members are fully informed and all involved understand what they are doing. In doing this, he believes the Commission will function more cohesively. At this time, he does not want to dissolve the Technical Committee, but he thinks it would be wise to have all technical information be presented to the Commission as a whole and the Committee as a whole until such time that the Commission feels comfortable in its knowledge to delegate specific tasks to the Technical Committee. Acting as a whole would mean Chairman McMeekin would open the meeting as Chairman of the Commission and would then turn the meeting over to Mr. Crager acting as Chairman of the Committee. When Mr. Crager has concluded, any recommendations coming from the Committee would come before the whole Commission. For any recommendations, a motion would be

made for the body as a whole to vote on. Further down the road when everyone is more comfortable with this voluminous amount of knowledge, a decision could then be made that certain tasks or receipt of information of a technical nature would be better suited for the Technical Committee to deliberate, report and take recommendations to the whole Commission. Mr. Rhodes stated he does not see a problem with this approach and feels it makes good sense. Commissioner Taylor then made a motion, seconded by Commissioner Whitaker, that the Joint Water Sewer Service Commission receive all technical information as a "Committee of the Whole" until or unless the Joint Water Sewer Service Commission decides that certain specific tasks or receipt of information of a technical nature are better suited to the Technical Committee to deliberate, report and make recommendations to the Joint Water Sewer Service Commission. Commissioner Roseborough stated he thought the Technical Committee would be dissolved. Chairman McMeekin stated at this time the Technical Committee will be put on a shelf. Since the Commission is now comprised of seven members, that Committee will be revisited in the future to see if it needs to be expanded. It will, however, be up to the Commission whether anything is farmed out to the Technical Committee. Right now, everything will come to the Commission. Chairman McMeekin wants everyone to be informed. For example, Mr. Roseborough was not able to make it to the last Technical Committee, and there was a tremendous amount of important information that was received. Right now, every Commissioner needs to be in the loop. Commissioner Whitaker stated as the Commission matures, develops good working relationships and learns to function as a team, and Chairman McMeekin completed the thought in that once these elements are achieved, this will create a level of trust between all members in order to act as a cohesive group. Then, when the Commission feels comfortable, the Technical Committee can once again be utilized. ***The motion carried 6-1 with Commissioner Roseborough voting nay.***

7. UPDATE CONCERNING LINE PROJECT AND SCIIP PROGRAM GRANTS

Chairman McMeekin stated this will certainly be mutually beneficial for Fairfield County, the Town of Winnsboro and the Town of Ridgeway. Everyone wants these grants to be approved with correct information. Mr. Rhodes stated Mr. Bingham will speak further to this item. Per Mr. Bingham, the team is working at a breakneck speed trying to get the SCIIP grant put together in order to make the application deadline of September 12. The way the application process will work is that the Joint System will be the applicant for both Fairfield County as it relates to the line that goes from the regional pump station up to Winnsboro, and will also be the applicant on behalf of Ridgeway for the line that goes from there to the Town of Ridgeway. Mr. Bingham then showed a map to the Commission Members which is attempting to make this a part of the phased project for the overall master plan. Ultimately, there will be a plant that discharges to the Broad River. A line was always intended from near

Peach Road at the existing Commerce Park pump station all the way to the plant with discharge into the river. The idea is to tie in the Town of Ridgeway by putting the pump station at their treatment facility to be able to pick up any additional flow or to turn in the flow that goes to their plant. They can then choose to discharge into the Joint System. The blue area depicted on the map is what is referred to in the SCIIP grant application as the Ridgeway connector. This would be a regional pump station for the Joint System, which ultimately will work to take the wastewater to the plant and discharge. In the interim, the Winnsboro connector would be constructed to allow discharge to Winnsboro in a shorter time frame. The 208 and NPDES permitting and getting the plant design and discharge will take several years, probably three from this point. This line and the pump station and connector can be done in a shorter time frame. As Mr. Bingham understands, there is no more flow available in the area because it cannot be transported to the treatment plant. This would open up to allow more capacity that is available at the treatment plant of around a half million gallons per day. This would open up the corridor quicker because the pump station line can be built before the line and the treatment plant can be completed with discharge to the river. The idea is to do this at a point in the future, and this line would be available for Winnsboro to allow flow to be able to tie into the Joint System. Again, there is a Ridgeway connector, which would be an application by the Fairfield Joint System since they will be the ultimate entity responsible for this. Fairfield Joint System would make an application on behalf of the Town of Ridgeway. They would also make an application on behalf of Fairfield County for the other connector, because Fairfield County needs the wastewater so the industrial corridor can be opened up for industrial customers. The end game is that all this infrastructure is set up for the ultimate goal to end up in the river so that there is no duplication, nothing lost and all works seamlessly as phase 1, phase 2 and phase 3. The initial cost estimates for each of these projects were in the order of \$10M for each chunk. The SCIIP grant application is requiring a 25% contingency on top of the cost estimate, which is one thing not included when the cost estimates were initially done. The SCIIP grant has a 15% local match, so whatever the amount of grant funds received, there will be at least 15% required in local match. For instance, if \$10M was received in grant funds, this would translate to about \$1,750,000 or thereabout as the local match to get \$10M in grant funds. The project would then be \$11,750,000. The cap on any one project is \$10M and; therefore, there is one project for Fairfield County and one project for the Town of Ridgeway. Mr. Bingham stated the 15% match will ultimately come from Fairfield County. The 15% match from the County will be coming from the Dominion settlement. A Letter of Financial Commitment will be needed from the Joint System since they are the applicant. This will be simply stating that the Joint System agrees to provide the local match and stating where the matching funds will come from. The Joint System will get the funds from Fairfield County. Fairfield County would provide a Letter

of Financial Commitment saying they agree the funds will be provided out of their pocket from a specific source to match up with the Joint System. The financial commitment includes the statement that it will be provided and where the funds will be coming from. Some entities may borrow their funds, but Mr. Bingham stated his understanding is, the way the agreement is structured, that Fairfield County will provide the 15% match. Since there is no administrative body to issue a Letter of Financial Commitment for the Joint System, Mr. Bingham is assuming this will have to be approved in order to write the Letter of Financial Commitment from the Joint System. The Letter of Financial Commitment will again come from Fairfield County stating the funds will be provided and identifying which source these funds will come from. Commissioner Whitaker inquired if the application will be helped by the fact that this is a regional project. Mr. Bingham stated to his understanding regionalization is the #1 criteria. He has met with Ms. Bonnie Ammons personally, and it was stated they want to see that Fairfield County is working together. If the entities are working together, there is a much better chance for the application. Commissioner Whitaker further inquired if it will further help the application that this project is part of a larger project. Mr. Bingham would hope so; however, there is no way to control this. RIA will be making the decision on behalf of the State, and even then, he is not sure how they will make the judgment call for how projects are scored. The criteria is being followed and the application is being made in the best possible light in order to score as high as possible. Commissioner Whitaker inquired if this project will also be helped by the fact that it is a part of the wastewater project. Mr. Bingham stated this is phase 1 and 2 of a bigger project that is yet to come, and it is being done because the bigger project cannot be accomplished in the time frame of getting these two projects done. Right now, industries are searching for areas to locate, and this will open up sewer service quicker in the area. The renewable energy bill passed last week, and now solar companies are looking to put factories everywhere in the United States, so it is imperative to open up areas with water and sewer availability. Chairman McMeekin stated the Town of Winnsboro just passed its Resolution to apply for the SCIIP grant for the water plant, and this grant is a little more detailed than usual. More than a 15% match was required. He wants to be extraordinarily careful concerning completion of the grant application and where the money will come from to assure that there is sufficient funding available to put Fairfield County in the running for this grant. The application needs to be as perfect as possible because there will be a lot of competition for these funds. Representatives from the Town attended a conference in Florence concerning this grant process. Commissioner Taylor reiterated that the 25% contingency tremendously pushes up what is needed for the matching funds. Usually, there is a 10% contingency, and with a 15% plus the 25%, the Town, with their application, agreed to match roughly \$3M. Commissioner McMeekin agreed stating the Town went to 30% on its match. Mr. Bingham stated the pitch will

be made that this is part of the bigger project to actually get tied into the treatment plant to the river, because if regionalization is being sought, it must start somewhere. This demonstrates how to do it in pieces as opposed to all at once. It opens up the area quicker to allow development to begin in an industrial park that is already built.

8. AUTHORIZATION FOR CHAIRMAN TO EXECUTE ONE OR MORE FULLY COMPLETED APPLICATIONS FOR THE SCIIP GRANT PROGRAM.

Chairman McMeekin stated a motion is needed tonight to authorize the Chairman to execute one or more fully completed applications, and stated his name will be on the letter on behalf of the Commission. Therefore, he wants to make sure everything is done correctly because of the increased competition for these funds. Everyone wants to see this happen because it will benefit the County. Commissioner Whitaker made a motion, seconded by Commissioner Taylor, to authorize the Chairman to execute one or more fully completed applications for the SCIIP Grant program. ***Motion carried unanimously 7-0.***

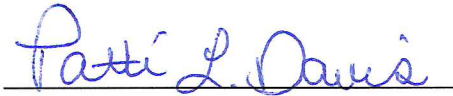
Chairman McMeekin stated a discussion is needed concerning the meetings of the Joint System, and taking into consideration the meeting schedule of the County, the Town of Winnsboro and the Town of Ridgeway, he recommended that the second Tuesday or the fourth Tuesday of each month would be the best day to meet. Mr. Rhodes stated most Tuesday nights find him somewhere in the State at a council meeting, and the second Tuesday of each month has a lot of competition for that day. Wednesdays work great because they are not typical meeting nights; however, if the Commission needs to stick to a Tuesday night, the fourth Tuesday would work better. After further discussion, the fourth Tuesday at 6:00 p.m. was chosen as the meeting date for the Joint System. From the audience, Mr. Bell stated beginning the 13th, every Tuesday will be booked at the Midlands Tech facility for an entrepreneur class. Chairman McMeekin stated a new meeting place will be looked into. Mr. Rhodes further commented that the Joint System should keep in mind that there may be some other business that may need to be attended to before the application deadline on September 12. A meeting date is not needed at this time, but perhaps September 7 may be needed for a Special Called Meeting if there is any last minute business to attend to.

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

Executive session was not needed at this meeting.

10. ADJOURN

At 6:44 p.m., it was moved by Commissioner Whitaker, seconded by Commissioner Taylor, to adjourn. ***The motion carried unanimously 7-0.***



PATTI L. DAVIS
SECRETARY



JOHN MCMEEKIN
CHAIRMAN