

**VIRGINIA:**

At a regular meeting of the King George County Service Authority Board of Directors, held on Tuesday, the 3<sup>rd</sup> day of May, 2022 at 5:30 p.m. in the Revercomb Building Board Room at 10459 Courthouse Drive, King George, Virginia:

**PRESENT:**

- James Morris, Chairman
- Allen R. Parker, Jr., Vice-Chairman
- Cathy Binder, Member
- Carrie Cleveland, Member
- Annie Cupka, Member
- Chris Miller, County Administrator/Interim General Manager
- Kelly Lackey, County Attorney

**0:00:08.0 Chairman:** I hereby call this regular meeting of the King George County Service Authority Board of Directors to order. We will begin with an invocation by Ms. Binder, followed by the Pledge of Allegiance by Mr. Miller. If you're able to stand, please do so.

**0:00:26.1 Cathy Binder:** Please, Lord, help guide us to make proper decisions and to consider all residents of our county and to make good decisions that benefit everyone whether... From the young to the old. Amen.

**0:00:42.6 ALL:** I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

**0:01:02.0 Chairman:** Thank you. Mr. Miller, do we have any amendments?

**0:01:06.5 Chris Miller:** No, sir.

**0:01:07.3 Chairman:** Okay. Public comments, do we have anybody in the audience that wishes to speak this evening? Mr. Dines, do we have anybody online? Thank you, sir. Okay, moving on to reports from the board members. Ms. Cleveland?

**0:01:26.5 Carrie Cleveland:** No report.

**0:01:27.4 Chairman:** Thank you. Ms. Cupka?

**0:01:31.2 Annie Cupka:** Thank you, Mr. Chair. I just wanted to note, I attended the Service Authority budget work sessions the last two Thursdays with my colleagues. I wanna thank staff for

all of their work on crafting the budget process. I know several of our staff members come out to those work sessions to help answer those questions that we may have, so I certainly appreciate that. And I wanna thank Mr. Parker for his role in organizing a town hall, which myself and Mr. Granger attempted to attend on Sunday the 24th, at the Citizen Center for Oakland Park and Presidential Lakes, specifically those neighborhoods, however, it was open to the public, and unfortunately, we did not have any citizens, any residents, other than our colleague, Ms. Binder, attend. So thank you for that, Ms. Binder. That ends my report. Thank you, Mr. Chair.

**0:02:28.8 Chairman:** Thank you. Mr. Parker?

**0:02:31.2 Allen Parker:** I don't really have anything add to what Ms. Cupka said.

**0:02:37.2 Chairman:** Thank you. Ms. Binder?

**0:02:38.2 Cathy Binder:** I don't really have anything to add either. Thank you.

**0:02:40.0 Chairman:** Thank you Ms. Binder. And again, we can move forward with the budget. Okay, consent agenda.

**0:02:50.3 A. Parker:** Motion to accept the consent agenda as written.

**0:02:51.4 C. Binder:** Second.

**0:02:52.8 Chairman:** Motion's been made and second. Any discussion? All in favor?

**0:02:57.5 C. Binder:** Aye.

**0:02:58.7 C. Cleveland:** Aye.

**0:02:59.3 A. Cupka:** Aye.

**0:03:00.3 A. Parker:** Aye.

**0:03:00.8 Chairman:** Chair votes aye. Motion carries. Report from the county attorney, Ms. Lackey. Excuse me.

**0:03:09.0 Kelly Lackey:** Like, I don't have anything to report other than I did have a brief conversation with Mr. Frazer, with regard to the purchase and sale agreement, which is later on the agenda, if there's any questions at the time, I'm happy to answer them.

**0:03:24.2 Chairman:** Thank you. Okay, presentations. I believe Ms. Hahn, from Finance.

**0:03:37.1 Donna Hahn:** Good evening, Mr. Chair, members of the board. I believe in your packet was included a copy of the financial projections for, or the cash flow report for this fiscal year 2021-2022. This report is current through the end of March. And if you look at the revenues, of course, this month is an off month for billing, so revenues were only \$433,060, but the year-to-date totals are \$6,387,171. On the expenditure side, there were more expenditures than revenue for the month, \$547,498, but for the year, total expenditures are \$4,322,153. So right now, the revenues to

budget, there's two-point... A little over \$2 million difference between the two. Are there any questions?

**0:04:42.0 Chairman:** I don't believe so. Thank you, Ms. Hahn.

**0:04:48.8 C. Miller:** Mr. Chairman, if you noticed on there, it said also budget. It said the financial report and the budget. So I wanted to just kinda have a placeholder. I know we're not gonna have any more work sessions. I guess the question would be... And we do have something later on my report about the maintenance positions that we talked about during the budget process. Would you want me to go ahead and schedule for the next meeting on the 17th to present the budget officially, or are you wanting to wait until a subsequent timeframe? Because the process, as I understand it is, is that I would present to you a budget which is based on all of our input, the input we received from you, all the various reports, the presentations, and then you would set a public hearing to deal with any rate increases or to actually approve the budget. So would you want to see that on the 17th?

**0:05:58.9 Chairman:** What's the consensus of the other members? Yeah, why don't we go ahead with that.

**0:06:06.7 C. Miller:** Okay.

**0:06:14.1 Chairman:** Somebody from finance is doing a presentation on the SCADA upgrades?

**0:06:24.5 Megan Pitts:** Good evening, Mr. Chair, members of the board, I am here before you this evening in reference to the procurement of SCADA upgrades at the Fairview and Hopyard Wastewater Treatment plants. The SCADA systems at Hopyard and Fairview Beach Wastewater Treatment plants require upgrades to their interface. The original SCADA system was supplied by Aqua-Aerobic Systems, Inc., and the software's proprietary, so any upgrades must be able to integrate with the software that's already in place. For this reason, staff is determined that a sole source award to Aqua-Aerobic Systems, Inc., is appropriate. This project was budgeted for in the FY21-22 budget year, and there are sufficient funds to cover this request. So with that, I would request that you authorize the interim general manager to issue a notice of award and to execute an agreement with Aqua-Aerobic Systems, Inc., for PLC and SBR upgrades to the Hopyard and Fairview SCADA systems in the amount of \$178,304 subject to approval as to form by the county attorney. With that, I'm happy to take any questions.

**0:07:29.8 Chairman:** Thank you. Any questions? Discussion?

**0:07:32.8 C. Binder:** I have a discussion one. I'll wait 'til the discussion. I have a discussion. You want me to go?

**0:07:42.0 Chairman:** Yeah.

**0:07:42.4 C. Binder:** Thank you, Mr. Chair. I just wannna make sure and tell the public, when I toured two years ago with Mr. Weakley of this plant, he pointed out why this upgrade was needed, and especially in de-commissioning Oakland Park and Purkins and bringing the wastewater there, it's very important that these electrical systems are up and being able to operate properly. So I just want the public to know that. Thank you.

**0:08:07.9 Chairman:** Thank you much, Ms. Binder. Mr. Parker? No further discussion. Do we have a motion?

**0:08:17.9 A. Parker:** I make a motion that we authorize the interim general manager to issue the notice of award and to execute an agreement with Aqua-Aerobic Systems, Incorporated for PLC and SBR upgrades to the Hopyard and Fairview SCADA systems in the amount of \$178,304 subject to the approval as to form by the county attorney.

**0:08:36.2 C. Binder:** Second.

**0:08:38.7 Chairman:** Motion's been made and second. Okay, roll call vote, Ms. Cleveland?

**0:08:45.1 C. Cleveland:** Aye.

**0:08:47.2 Chairman:** Ms. Cupka?

**0:08:47.3 A. Cupka:** Aye.

**0:08:47.9 Chairman:** Mr. Parker?

**0:08:48.9 A. Parker:** Aye.

**0:08:49.5 Chairman:** Ms. Binder?

**0:08:50.4 C. Binder:** Aye.

**0:08:51.2 Chairman:** And the chair votes aye. Motion carries.

**0:08:54.8 M. Pitts:** Thank you very much.

**0:08:55.6 Chairman:** Thank you. Okay, who's on the Strawberry Hill? Did you wanna...

**0:09:07.1 K. Lackey:** I can give a short presentation. As you all will recall from prior meetings, there was an offer from the owner of property surrounding site that's encumbered by a well for the total acquisition of that parcel for the sum of \$2,000, which was the tax assessed value prior to this year, when it actually, I believe it went up, but the offer is still to acquire the residual property surrounding that well lot for \$2,000. And the action item on the agenda would be to authorize entering into the purchase and sale agreement, and then there would be a due diligence period where at the will of the board, there could be further title work or any environmental studies performed, but those are not required prior to closing.

**0:10:04.4 Chairman:** Any questions?

**0:10:06.9 C. Cleveland:** I have a question about the restrictions on the property, just not sure what this would be used for, but any of the restrictions looked into?

**0:10:19.7 C. Miller:** The property... Right in the middle of the property is a well, and so we've had

an easement to that well to service it and to do whatever maintenance is necessary, and it kinda sits... The property sits on essentially 206 in Strawberry Hills and it is a corner lot and it's basically all woods and it actually falls off pretty significantly to the back. So there's no development that will ever happen on it. I think that's what Mr. Frazer was looking at is that this was an opportunity to just try to have this property out of his hands 'cause it's... 'Cause essentially, what I'm saying is that that well is right in the middle of his property, it's never gonna be able to be developed. And so I think we just looked at it as this is an opportunity for us to get the property, and then we have better control and better access to that site.

**0:11:28.2 Chairman:** When I was going through my notes earlier, a couple of years ago, we had a thing where we had to bring a temporary tank in to that location to do repair to the other tank. Did we have to rent or get permission because we were off of our...

**0:11:46.0 Patti Norris-Barker:** We actually went ahead and...

**0:11:52.1 C. Miller:** Patti, can you come up? Thanks.

**0:11:57.5 P. Norris-Barker:** Yes, the well pump had gone bad at the Strawberry Hills St. Paul's system and we did bring in the rigging crew from AC Schultes. We accessed it through the property. We did not receive permission to use the property, but we did install the new well pump and get the system back online.

**0:12:27.9 Chairman:** Thank you. So by securing this land around it, if we ever had to in the future, it would be our land to do and set up whatever temporary things we need to do to do required maintenance and not have to work on agreements to the lease or access land that is not ours. So it just gives us a bigger footprint to work, to do our thing. And Mr. Frazer has also been doing his citizenship all these years, paying the taxes on the land, even though it serves him no purpose.

**0:13:11.2 C. Cleveland:** Would you say that we have an easement through there now, that land?

**0:13:16.8 K. Lackey:** The Service Authority owns and controls the well site and there is a right-of-way of access, I can't recall off the top of my head, but there's an access way to that...

**0:13:29.6 C. Cleveland:** On that property?

**0:13:29.9 K. Lackey:** Yes.

**0:13:36.9 Chairman:** Any other questions, discussion? So we need a motion, Ms. Lackey.

**0:13:43.9 A. Parker:** Who do we offer as on the motion, that's the question? Is it the county attorney? Okay. Yeah.

**0:13:49.5 A. Cupka:** I move to authorize staff to enter into the purchase and sale agreement pending any necessary due diligence as presented.

**0:13:58.7 C. Binder:** Second.

**0:14:00.4 Chairman:** Motion's been made and second. Again, the roll call vote, Ms. Cleveland?

**0:14:05.7 C. Cleveland:** Aye.

**0:14:06.7 Chairman:** Ms. Cupka?

**0:14:08.0 A. Cupka:** Aye.

**0:14:08.9 Chairman:** Mr. Parker?

**0:14:10.1 A. Parker:** Aye.

**0:14:12.6 Chairman:** Ms. Binder.

**0:14:12.7 C. Binder:** Aye.

**0:14:12.7 Chairman:** And the chair votes aye. Motion carries. We have notes here about a pilot program.

**0:14:27.3 C. Miller:** So this is a follow-up, I think from the last board meeting where you all discussed this. The information that I received, and Ms. Norris-Barker's gonna also provide some oversight, an overview on this as well. But this was something that was discussed a couple years back and Mr. Parker is correct, it never left the board, the board voted it down, and there are a lot of concerns that would have to be addressed, one of which is that you're basically kind of tacitly approving the more groundwater withdrawals and I think that is seen by DEQ as kind of a no-no. But there was some work kinda put together. I think they were looking at Hopyard and they were looking at Fairview Beach/Potomac landing, and they were looking at ways of doing a separate meter for irrigation purposes, and like Mr. Parker said, it just didn't really go anywhere. I think as he indicated, he was the one who voted for it, but the rest of the board did not go forward with it. Patti, would you wanna come forward and just talk about some of the things that we can look into? We certainly understand that this is something that impacts a lot of water users' monthly rates or bi-monthly rates. And so I think we are willing to continue to do some stuff on this or look into it as a way of offering some opportunities, but I just wanted to let you know, just to report back to you. But tell them some of the things you and I were talking about, what other places are doing.

**0:16:28.4 P. Norris-Barker:** Well, there are other localities that put a cap on the sewer on the summer months only during the time that you would be irrigating and watering lawns, supplying the customer with a meter that would be fitted to a faucet that the customer would certify that they wouldn't damage and they would use it during that time, and at the end of the session or the season, we would read that meter. We would also require a deposit on that meter in the event that it became damaged because of course, we would be paying for that. The other one which was in the discussion, I believe it was early 2020, '21, when Mr. Weakley had done this was to actually install a meter and have the customer pay for the meter and all the fixtures for the meter install and waive the connection fee of \$8,662 for an additional water-only connection. And that water... And it would be read. My issue with having that second meter on the property would be that there would be... Our regulations require that we have a minimum bill. So even with off-season, we would require this property to at least pay for 3,000 gallons of water on a minimum bill. Of course, that could be changed at your direction. I'm not sure. Is there anything else that I, we were...

**0:18:24.0 C. Miller:** I think we just wanted to let you know that we'll continue... If the board desires, we'll continue to look into this. It may be necessary to do the pilot in certain neighborhoods and certain areas that are on certain systems. But again, the big hurdle is gonna be if DEQ frowns on this, and I think that that would be one of the biggest concerns, and I would imagine they would. But it doesn't mean that we can't provide you some options and some further analysis, if that's okay.

**0:19:00.1 P. Norris-Barker:** One thing that I'd like to add is that we do have subdivisions that are water-only, and I would like to study those or include them in the study to see if they use additional water because they do not have sewer fees attached to their meters.

**0:19:24.1 A. Cupka:** Mr. Chairman, since Ms. Cleveland and I were the two that kinda brought this back, I kinda would like to see what... Have staff flush out what a study might look like, and then if it looked okay to the board, then have... If the board was so inclined, authorize staff to confer with DEQ regarding the possibility. I don't want us to just go to DEQ and say, "Hey, we're thinking about doing this," without having our ducks in a row and having some semblance of a plan. I think that if we have customers who are willing to participate in the study, we should not charge an \$8,000 connection fee. I don't have a lot of heartburn about requiring a deposit on the meter in case there are damages that gives us a way to recoup the cost, but I would like to think that if there are customers who want to see the results of the study and see the possibility of this in the future, that they would take care of the equipment. But that's just me thinking everybody takes care of everything the way that they should. So I would like to see it pursued a little bit further and have something a little more concrete brought to us with something in writing, something that we could feel a little bit better about having a conversation with DEQ about. Thank you.

**0:21:01.7 Chairman:** Okay. I have a couple of questions. You said they would have to do the minimum bill for 3,000 gallons.

**0:21:12.5 P. Norris-Barker:** That's... Per our regulations, a minimum bill is generated on even customers that do not use water.

**0:21:21.5 C. Miller:** That would be one option. That would be one... There might be another option that could do...

**0:21:25.5 Chairman:** But that's 3,000 a year.

**0:21:28.4 P. Norris-Barker:** Per billing cycle.

**0:21:30.7 Chairman:** Per billing cycle, okay.

**0:21:32.4 P. Norris-Barker:** So in the summer months, they would pay the usage, and then in the winter months, it would be my understanding unless the board deemed otherwise that they would receive a 3,000-gallon minimum bill, which currently is gonna be \$65 every two months.

**0:21:52.6 A. Parker:** So just to refresh something when we were talking about this, we were talking about not actually us installing the meters, they were gonna be given to a private plumber and they would have to... They would... The owner would have to have them install themselves, hence the tap fee, and the tap was not going to be tapping the main line, they were going to tap the feed past the...

**0:22:18.9 P. Norris-Barker:** To the meter, I believe.

**0:22:21.1 A. Parker:** Yeah it was gonna be the original tap was going to be tapped on the property, not like a new tap back out into the street. So that's... In that, honestly, you'd have... I don't know any house that would be in this study that's using under 3,000 gallons a period on their normal water feed, so I don't think that's... I don't think that's an issue. But this was... When it was discussed, this would be... We hand them the meter and then we go out and inspect it to make sure it's not connected to the house and whatnot.

**0:23:00.7 Chairman:** Okay.

**0:23:00.8 A. Parker:** And the other idea was just to get rid of the meter because you could have somebody dishonest and connect it to their house, so they don't have the surcharges was the... Was having... Basically, you'd have to... Somebody would have to be in for a year, in the system for a year, and you'd see what their usage goes up, goes up for in the summer months, the average, I don't know, whatever the winter months were of water usage and anything above that average would be considered, in the summer months would be considered utilization for... And I think Prince William or somebody who does it that way. So there's a couple of options.

**0:23:45.7 Chairman:** Okay. And then my other question was an option where a meter was put on their house that supplies the irrigation system and it would be read at the end of the growing season, and would that be subtracting off of what they had paid over the summer because of the increased... Or how would that work?

**0:24:17.7 P. Norris-Barker:** That would end up being an adjustment at the end of the season on their sewer portion of their bill, which is of course the more expensive portion. So we would actually make that read, beginning read, end read, they've used 10,000 gallons, we will adjust 10,000 gallons of sewer off of their next bill.

**0:24:40.4 Chairman:** And how would that affect your office?

**0:24:46.3 P. Norris-Barker:** Our office would actually would be reading that meter. That would be an additional read that we would need to take unless we had an honor system with the customer that they would report the reads. But I believe in the beginning, we should read the meter so that we can get an accurate reading. So it will be additional workload.

**0:25:12.4 Chairman:** Okay. In the office and with the computer and... You and the MuniBilling... The billing company.

**0:25:24.7 P. Norris-Barker:** Adjustments to the bills are fairly easy with the system that MuniBilling is utilizing, so that it would just be an email to them and they would take care of that, it would come out an adjustment on their next bill. And I'm not sure that there would be an additional charge because I do make adjustments for people that have leaks in their homes when they get them repaired, and I do not have additional charges for those adjustments. That's... I think that would be something that I would have to discuss with MuniBilling if there was a tremendous amount of these meters.



**0:26:06.2 Chairman:** Thank you. The... What is it, Ms. Binder?

**0:26:14.3 C. Binder:** Yes. One of the suggestions I was going to make when you mentioned a water-only would be Canterbury, because they have odd lots and it's an older neighborhood and it's water-only.

**0:26:24.8 P. Norris-Barker:** Yes, yes. That was my first one also.

**0:26:30.6 C. Binder:** And then the other suggestion working off Mr. Parker would be at least the pilot program be a year long, so you could average out when the water usage was. I mean optimally, two years would be better, but at least one.

**0:26:45.3 A. Parker:** And I think the final note on what we... Is just... So when you're thinking about this, what we had proposed on the original one was that the pilot program would only be people who currently have irrigation in the ground. We wouldn't allow people to get on the program who don't currently... Who don't currently have irrigation and there's more than enough people who already have it in ground. They would be the ones that would do the trial run, so to speak. So...

**0:27:18.5 Chairman:** Okay, so the consensus is have staff workers up a couple options. Thank you. Mr. Miller?

**0:27:28.3 C. Miller:** Thank you. Alright. Okay, so I got a couple of items on here and... Let's go right... That was there. Okay, let's go right into follow-up from the budget work session. You all had asked for a little bit more information about what we were proposing in terms of the authorization that we needed from you all or two new maintenance, utility maintenance workers. So Mr. John Eisenbeis, who is the Manager of our Utility Maintenance Division, put together a PowerPoint. We also have provided you with the job description for the two positions. It's called a maintenance mechanic, that's really kind of the definition of a maintenance worker. We either have that or we have a line locator/meter reader, and they do that kind of work. And so the cost that... If you remember what Ms. Hahn had recommended was two positions. One position would start at \$32,000, essentially, and then the next position would be a little bit more. The idea would be looking for somebody that had a little bit more experience, a little bit more responsibility, so you would bring them up to \$38,000 on the two... So 32,000 and 38,000. So John, do you wanna go ahead and kinda outline what your thoughts are and then I can kind of follow up as well?

**0:29:16.1 John Eisenbeis:** Good evening Mr. Chair, board members of the board. Just thought this might answer a few of the questions you had from the budget work session. Sorry. This has something to do with the workforce, current workforce we have. I know we mentioned we wanted a business case for this to reduce our overtime and reduce emergency repairs, plant maintenance or future needs. This kinda outlines some of this stuff. Our future plan is performing emergency repairs and maintenance facilities and system... Completing meter reads, disconnects, reconnects and our re-reads which is all what maintenance does right now currently. This is a little bit of an organizational chart of who we have right now. We currently have Daryl who's our crew leader, and we have four maintenance staff besides myself.

Two of those are dedicated, basically dedicated as locators and meter readers. Now, we all flow in as emergency operations, we all do water leaks, we go wherever we're needed. The key part of this is we broke down some of the systems, the people and what their job is to entail percentage-wise on a daily basis. And if you look to the right, one of our maintenance techs, 100% of the time, he's

driving a pump truck. He does all the pump truck operations. So he's basically taking on the whole... It's not even counted. The other two next to it, second, third from the right are meter reader and locators. You can see our water metering, that's every other month for a month, that's 50% of their time for the entire year. The other part of that is 40% locates. Just to give you an example, just the month of April, we had over 400 locates to do. Just today, we got a list of 200 shut-offs to do. But today, the maintenance staff was myself. Everybody else was doing shut-offs plus one water operator. And it just takes so much time. Anything that happens during this time, we don't have anybody to do it. We're just winging a prayer. So we're either doing overtime or pulling whoever we can to help. It could be a wastewater person, it could be anybody.

Daryl supervises all the meter reading and locating, so that takes a lot of his time off, especially with new people, direct them to meters, finding meters, locates, lines. It's just a lot of knowledge that he has that people just... It takes time to absorb all this knowledge. Our biggest case for this, we have been doing no routine maintenance. We've just been reacting to problems as they come. And we're not getting ahead at all. We have to start doing some preventative maintenance. We just have to. With the age of our plants, with the age of our wells... Our newest plant is 17 years old.

Technology has gone so far ahead that we're just not getting anywhere. The old stuff is hard to get. Of course, everybody knows about the supply chain issues. The problem we're having now with a lot of the specialty equipment, say, like Aqua-Aerobics, for example, we call to ask for a filter to be serviced, they told us 29 weeks before they could come out to service it. So we're gonna have to self-perform a lot of these things. It's just about everybody we call now is saying "It's gonna be half a year, it's gonna be a year," and that's just for labor and not figuring parts. We've had motors on order for six months and they still don't know when we're gonna get them. And we're trying to keep this stuff together as best we can, but when four of us are reading meters or doing shut-offs, it doesn't leave a whole lot of people to do a lot of other things.

Our current goal was to respond quickly and as best we can, but it's kind of hard sometimes, we're pulled in so many different directions. It could be a water leak, it could be a sewer leak while we're fixing a plant at the same time. We have to spread out and do it. Maintenance does the majority of the repair maintenance for the most part. Some small maintenance tasks are done by wastewater. They've been really trying to help and step up, but they don't have the tools or the equipment to do a lot of heavier things, but they have been trying to help. Maintenance departments, the meter reads and line locates are killing us, they just are. There's so much construction, so many locates, the AMI is gonna help us with meter reads, but also with that three-year project, that project is based on a clean set where they can just open the box, pull a meter out, put a new meter in.

Every meter that doesn't shut off in the county, every meter that's buried, every meter that has a problem we have to go fix before they can even install a meter. We're talking 1,000 man hours to do this and it's gonna take a long time, which is all gonna fall on maintenance. Last few months, we've taken on the work order system and Mr. Weakley has started, got that up and running now. It's software-based. All work orders are gonna come through that. I know you actually looked at some of the work orders that are our daily work orders, final reads, re-reads, that kind of thing. You were never seeing any of the actual wastewater work orders that come through. They only come to me. They don't go through the office. We're not recording those anywhere else. We don't know what's been fixed, when it's been fixed. So we're trying to get the software-based so we can actually track some of these things. See, when we're fixing something, six, seven, eight times, point of replacement. Maintenance also...

We supervise capital improvement projects, get the upfront information for them, contractor's access, we work with everybody just to get them in, get them out, whatever they need, identify the issues, help them out, and we're also getting training from them at the same time so we can actually work on the stuff after the stuff's done. It just takes a lot of time and working around their schedule

when we have a water leak or something breaks and we have to try and get back and get that information. The two new maintenance techs are basically gonna be dedicated to doing that routine maintenance and trying to get to a proactive status, so we can actually get ahead of the game a little bit. 'Cause the time we spend just moving around is... Just from one end of the county, you can go three or four times in a day, trying to Band-Aid something to get it going, 'cause we can't be down. We just can't. So the four maintenance techs would be our one repair guy, our two regular maintenance guys, a pump truck driver, then we'd have the two meter reader line locators, which after the AMI program, that timeframe is gonna go from a month, every other month to hopefully a week.

There's still gonna be some reads out there, it's always gonna be re-reads, that kind of thing, but they'll take care of that. We have Daryl as our crew leader, he's still gonna supervise all them and myself, which we'll supervise order plan and do the work order system and meet with contractors. So starting to implement this and maintaining repair service, it's gonna reduce a lot of our emergency stuff. We can get ahead of this with preventative maintenance. It's gonna save us a lot of time just getting the stuff checked every... It's never been done. We've never had a preventative maintenance program. So hopefully, this will explain any of the issues we had with the extra two people and if you have any questions, I'd be glad to answer.

**0:37:05.0 C. Binder:** Well, thank you for the presentation. It's very thorough. I would like a PDF sent to me of this and all the board. And one of the things is, I understand this is very important, I'm a big person about the maintenance, but I am a little upset that we received it just on the day off. And I'm hoping that we don't have to have a decision on this tonight 'cause I would like to look at this a little bit more 'cause I have a couple of questions.

**0:37:33.0 Chairman:** That's perfectly fine. I'm not asking for you to make a decision tonight. Obviously, you gotta make a decision at some point 'cause you gotta add it to your budget. The information that we provided... I thought I had explained that this was gonna be part of the county administrator's report. It wasn't necessarily an action item. I take responsibility for not getting it to you on time. I don't... I guess if there are any specific questions... To me, I don't understand maybe a little bit of the concerns. I think you guys have been in meeting after meeting, hearing about the issues that we have with maintenance, and we're proposing to you a decision that you have to make, I guess, one way or the other, that you add to your maintenance department so that they can stay up-to-speed. And where we are going as an organization, one day down the road would be that we have the ability to specialize our maintenance workers, some in the water department, some in the sewer department. That's a long way off.

I mean we... The county overall, maintenance has been one of those areas where we've just been putting Band-Aids. You can look at general properties, there's a need to add more in general properties because we have all these facilities. And I think you and I have had that discussion that it's like if we're gonna take care of all these facilities, one of that aspect of that is a plan, and then the other aspect, of course, is personnel. And that's I think what we're trying to do. I'm not asking you, if you don't feel comfortable making a decision tonight, I certainly understand that, but we wanted to circle back and try to answer any questions that people may have had from the budget presentation.

**0:39:33.7 C. Binder:** Well, one of the questions, just looking at this superficially, is we only have one pump truck operator and he's maintenance, correct?

**0:39:39.0 J. Eisenbeis:** Correct.

**0:39:41.0 C. Binder:** Correct. So wouldn't that be... Maybe one of these should be a pump truck operator, because if that one pump truck operator gets sick or has an injury, who's our other pump truck operators? And then one other thing is, we've had issues before with safety. Do we have somebody who could be one of these positions have a specialty in safety to make sure that we're doing everything properly? That's where I... If I vetted this a little bit more, I could have expounded on that.

**0:40:10.6 C. Miller:** Well, and I think that from a safety standpoint, I think that what's the next step for us is going to be designating somebody as our safety officer in the utilities. Same thing on the county side, we have actually had conversations with one of our county employees about the idea of being the safety officer for both service authority and the county and he's just not... He's not in a position to do that. But that's where we're going with that. And so somebody will be that person and they'll have responsibilities to ensure that things are being done and the training's being done. In terms of the pump truck operator, I think Latif is our pump operator right now, if he goes down or if he's sick, there is backup...

**0:41:00.0 J. Eisenbeis:** To answer that, I'm the only other one with CDO currently, so I do back up for him when he's out or if it's needed on a weekend or something like that. Daryl is also starting to train for his CDO, so we'll have a third backup. And then I've been trying to do a lot of the safety stuff. We have compliance-based training scheduled and we're trying to get down the list.

**0:41:18.0 C. Binder:** Right, and I appreciate all your work, especially a very thorough PowerPoint. And the last thing with it is if we had these positions, is I wanna make sure that we have a maintenance plan with it that we can hold accountable to make sure the preventive maintenance... And mention it for everything, so...

**0:41:33.5 C. Miller:** Right, and I think that Mr. Eisenbeis is right on and I think he embraces that idea. He knows what's going on. And even your operator, your wastewater operator in charge in Bowden has indicated to us one of the problems that has confronted the wastewater department was the lack of any kind of systematic maintenance that was being handled. And I think you can make an easy guess as to why. Now there's probably deeper reasons, but I would think the first reason is financially, this organization is moving towards a better place financially, but I think that there had to be decisions that were made in the past where they had to like, "Okay, which one are we gonna do?" So yes, we will have those kind of plans in place, and I think Mr. Eisenbeis is certainly prepared and capable of working with me or whoever is in this role to put together a nice maintenance plan.

**0:42:44.5 C. Binder:** Alright, thank you.

**0:42:45.4 Chairman:** Ms. Binder. From my perspective, these two additional positions would allow Daryl, our crew leader, to do what he's supposed to do, lead the crew and not be so much hands-on, and it would allow John to manage and be less hands-on. Yes, I agree safety is very important. I have a college degree in safety. An organization this size can't support a full-time safety officer, but if we allow the managers to manage and the leaders to lead, then they can cover that safety component which is what they should be doing as a manager and a leader. And then if the county enacts an overall safety risk manager, they would do the occasional helping out along that line. But it seems to me that they need the people so they can be able to do less hands-on and

do more managing and more leading.

**0:44:05.6 J. Eisenbeis:** Correct.

**0:44:06.8 A. Cupka:** Mr. Chair, may I? So first question, your... Mr. Dines, can you go back to slide five, please? Thank you. So it says within the last few months, the maintenance department has... These projects have included introducing a work order system to track, monitor and close work projects. So can I get consensus of the board to have staff bring us a presentation at the next meeting as far as what that work order system looks like, how it is used, to effectively do just that? Yes, Mr. Chair?

**0:44:52.4 Chairman:** Yeah, if the staff can get that.

**0:44:54.5 A. Cupka:** Yeah, so some of it... I'll be honest, with staff, a couple of things on here, this is the first time I'm really seeing this, so I do understand where my colleague, Ms. Binder, is coming from, employee safety training program, and I'm not necessarily saying that needs to be at the same meeting, I'm saying that can maybe be a longer-term presentation, maybe next month, can we get a presentation on what... I know it has been done because Ms. Sumiel has alluded to it, but what has been done as far as implementing an employee safety training program? Is there consensus of the board for that?

**0:45:36.0 Chairman:** Yeah, that's fine.

**0:45:36.3 A. Cupka:** And then starting a scheduled maintenance of facilities. So I appreciate the fact that you are saying you need the next... The bottom bullet says you need these two people to be able to do that. So I'd like to see what that looks like, perhaps again at the next meeting, because we're getting a crunch time on the budget. If these are information points that we need to justify these two new positions and you can bring us this information, it might make our decision a little bit easier and more expedient. Mr. Miller, is that... Is that okay with everyone, if we ask for that information?

**0:46:21.6 Chairman:** Yeah, I don't see any issue with that, provided they can pull it together without taking away from their other duties.

**0:46:32.3 A. Cupka:** Sure. And then that was gonna be my next question. Mr. Dines, can you go back to slide three? It's the one with the org chart, please. Thank you. There was an emergency last week on a private system that our crews tried to help mediate, and I know the next morning I passed by the corner of Kings Highway and Indian Town Road, and there were three Service Authority employees on the corner there, pulling the manhole, trying to figure out where the valve was to shut it down. And I believe it was Mr. Goldman, the water manager, and there were two other employees there. Do you have any idea who those other two were?

**0:47:19.8 J. Eisenbeis:** I believe one was Ryan, I'm not sure who the third person was.

**0:47:22.8 A. Cupka:** Gotcha. In any given day, when something like that kind of catastrophic happens, and when we had a large influx of water running across route three, that we needed at least three people right there on site. Do we know... Were there other employees needed elsewhere across that street?

**0:47:47.1 Chairman:** I think that in that situation, because of the isolation of the line, it was not a very long part of route three that they were able to control that with the three, but...

**0:48:00.4 A. Cupka:** I'm trying to help you out here.

**0:48:00.9 C. Miller:** No, I'm just saying what you were asking... But his crews, the rest of your crews were doing countless other things.

**0:48:09.2 A. Cupka:** Sure, so any time an emergency like we had last week happens, you're having to pull people from doing their other work?

**0:48:16.3 J. Eisenbeis:** Correct. Actually, that specific day, we had lost an entire rotor system in the ditches, and we were rebuilding that, which was a major repair. We had a crane on site. Everybody was doing something. And with a situation like what happened here on route three, a lot of the stuff isn't on GIS, we're kinda looking for it, and systems are back-fed from other directions. So you might have three people on one end, you might have three people on the other end, just trying to find it and then waiting for it to slow down and see if we can get it shut off. It takes a lot to bring all that together and then whatever is happening at the same time. So we had another four people at Dahlgren... That's crane operator, crane, welder, everybody at Dahlgren trying to fix that, that was an eight-hour repair. We spent eight hours on that.

**0:49:05.0 A. Cupka:** Gotcha, thank you. And then... Thank you, Mr. Eisenbeis. My last question is for Ms. Hahn with regard to... Mr. Chair, can I ask Ms. Hahn to come forward to answer a question about benefits?

**0:49:15.8 J. Eisenbeis:** Thank you.

**0:49:16.7 A. Cupka:** Thank you, sir. We've been provided with an email from Ms Sumiel regarding the job description and the grade and the salary range, and that I believe y'all... They... Sorry. Not you, Ms. Hahn. The department would be looking for the \$32,293 minimum salary, and then around another \$38,000 for a mid-level person. Are benefits tacked on kind of like a third more?

**0:49:52.6 D. Hahn:** Roughly, and these positions were built into that budget worksheet that we looked at at the last meeting. So everything that was presented to you last week with the revenues and the expenditures...

**0:50:07.3 A. Cupka:** Salary and benefits were included.

**0:50:10.1 D. Hahn:** Yes, ma'am.

**0:50:10.2 A. Cupka:** Okay, thank you very much. Thank you, Mr. Chair, that's all I have.

**0:50:17.4 C. Cleveland:** Mr. Chairman, I have a couple of questions. Okay, so I'm looking at the budget summary and the overtime on the salaries and wages, and does the maintenance department flow up to both the water and the sewer or where would that flow to?

**0:50:39.4 D. Hahn:** The maintenance department is split. They're split-coded, half of their salary and overtime gets charged to water and half gets charged to sewer. There used to be separate GL codes for maintenance for water and sewer and at the request of the board a few years back, they were lumped into the water and sewer budget so that you didn't have as many to look at.

**0:51:05.6 C. Cleveland:** Okay. I guess the question would be, 'cause I see on here that one of the issues is to reduce the overtime cost, is there any way for us to know on average how much the overtime is or how much a part of what we have is from the maintenance department?

**0:51:27.7 D. Hahn:** I could get it, but not... I'd have to do some numbers...

**0:51:30.7 C. Cleveland:** Yeah, that might be helpful as well for us to see how much is being used right now.

**0:51:35.6 D. Hahn:** Okay yes.

**0:51:40.6 C. Cleveland:** Thank you.

**0:51:43.9 Chairman:** Anybody else?

**0:51:47.5 A. Parker:** This is already budgeted in, whether or not we approve the points. This shouldn't probably affect the budget. If we budget it in, it doesn't get used, okay, whatever. It's already in the budget. If you don't use it...

**0:52:01.9 C. Miller:** It's in the proposal. It's in the proposed budget. If you're gonna add positions in a fiscal year, the board has to authorize that those positions are...

**0:52:12.2 A. Parker:** Yeah, what I'm saying is it shouldn't affect the budget process, it's already built into what we're looking at. We just have to authorize the positions to be advertised or whatnot. So I don't see why we would slow the budget process for this necessarily 'cause I think that was mentioned before.

**0:52:32.9 A. Cupka:** Mr. Chair, I'm not looking to slow the budget process. I just asked that a couple of reports be brought to us for the next meeting. There has already been established consensus tonight that at the next meeting, staff would bring us a finalized budget so that we could make a determination as to when we wanna advertise the public hearing. So I'm not trying... And I don't wanna slow anything down, but I want us to have all of the information. And if it looked to me kinda like these were things that staff had already been working on and had some stuff established and we haven't seen it yet, I'd like to see it. Thank you.

**0:53:11.9 A. Parker:** No, I don't disagree. I was just saying I think the budget... Somebody had mentioned it was gonna affect... It was affecting the budget process, but it's already in there. We don't use it, we don't use it...

**0:53:28.2 C. Binder:** Mr. Chair, I'll just point out, I understand why these are important positions, but I wanna make sure that when we add positions that they have a proper home and that there's a plan to use them properly because the Service Authority, we weren't doing things the proper way before and we need to continue and do it, run it like a business, if we are a business. Thank you.

**0:53:44.4 C. Cleveland:** And I agree with those comments. Specifically on this presentation, it says that they have already started that scheduled maintenance, and I don't deny that these positions are likely... Absolutely needed. But I think that it would be good for us to see what that schedule is and understand what these new employees would be doing.

**0:54:13.3 C. Miller:** I would have concurred entirely, and I'd also offer... And John would probably like this. We did it too for a couple of y'all in the wastewater plant. I'm happy to have John or any of his crews, let you guys take a little field trip and see the kind of things that they do on a daily basis. We're happy, we're transparent. We'd like to let you all have a chance to see what's going on. I think you'd be amazed. And I think you'd be amazed to... And this goes to the county side too, I think you'd be amazed to see what Mike Muncie and his crews do on a daily basis and how they're pulled in about 12 different directions. And what we're trying to do is to avoid having the entire maintenance team knocked out of commission because they're involved in a very critical situation. And that's what is happening in this organization with the Service Authority. Also, it happens with general properties.

We all remember the last board meeting, you couldn't use the restrooms, well, general properties and Mr. Eisenbeis from utilities and some of his employees were back there working deep into the night, trying to figure out what was going on with a line, and then it turned out that unbeknownst to anybody, including Matt Cliff too... Who, I guess, if Matt Cliff doesn't know where something is, then that's a problem because he was here for so long and was a great service to this county, he didn't realize that there were two tanks, septic tanks back there that were buried under five to six feet of dirt that they had to find. So what we're trying to do is just so that the citizens of this county will receive as great a service as they can. And I think everybody, I think shares that, I'm sure, and that this is one way to get there. So we will get you the information that you ask for and be able to answer any other questions.

I think I had one more item, unless there's any questions more about this, but I had one more item on the... Two more items. Okay, so the RFQ update for the wastewater operator contract, so we received two qualifications from two firms, qualifications from two firms, one, of course is our current operator in charge in Bowden, the other one is Beyola. I don't know anything about them. So the next steps are, we will form a team of the folks that will look at the RFQs that we received and we'll grade them and come up with the best one to sit down and talk to. And Travis Quesenberry, our county engineer and former county administrator, he'll be heading up that team and we'll hopefully be bringing you some information here fairly soon.

I would have done it while John was up there, so I have to ask John to stand up again. John just recently became... Got his master electrician status. And I will tell you, I will tell you as... As Patti Norris-Barker has said to me, this is huge, this is a major achievement for anybody in the Service Authority, and we just are really pleased that John has that ability and can handle those kind of issues internally because your other problem when you don't have enough maintenance crews, folks is you get a lot of contractual costs and that's why we need that as well. But this master electrician status is outstanding and I'm very proud to have John as our maintenance manager and look forward to good things from him. Thank you. And that's it.

**0:58:45.8 Chairman:** Thank you, Mr. Miller. John, congratulations. I know a lot of work to achieve the master status. Anything further? Mr. Parker?

**0:59:01.0 A. Parker:** I make a motion to adjourn to May 17th, 2022 at 5:30 PM here in the boardroom.



**0:59:07.2 C. Binder:** Second.

**0:59:08.0 Chairman:** Motion's been made and second. All in favor?

**0:59:10.5 C. Binder:** Aye.

**0:59:11.7 C. Cleveland:** Aye.

**0:59:12.3 A. Cupka:** Aye.

**0:59:13.3 A. Parker:** Aye.

**0:59:14.0 Chairman:** Chair votes aye. Motion carries. We are hereby adjourned until May 17th, 2022 at 5:30 PM here in the boardroom.