



McCORMICK

COMMISSION OF PUBLIC WORKS

Minutes

Regular Meeting

5:00 pm, October 12, 2017

Chairman Charles Hegler called the meeting to order with Commissioner Leonard Bowick, Commissioner George Long, present along with General Manager Adam Hedden, Finance Director Karen Goff, and Charles Cook – McCormick Messenger.

On a Motion by Commissioner Long, seconded by Commissioner Bowick, the Commissioners approved the September 11, 2017 Regular Meeting Minutes, September 2017 Accounts Payable, and July 31, 2017 Financial Statement as submitted.

Public and Employee Comments:

Charles Cook present from the McCormick Messenger had no comment.

There being no other public or employees present the meeting continued.

Karen Goff ~ Finance Director/Office Manager:

Finance Director Goff and General Manager Adam Hedden summarized the Fiscal Year 2016 – 2017 Audited Financial Report. The McKinley, Cooper, & Co., LLC Certified Public Accountants reported a clean Audited Financial Report.

On a Motion by Commissioner Long, seconded by Commissioner Bowick, the Commissioners were in agreement to accept the Fiscal Year 2016 – 2017 Audited Financial Report as submitted.

Finance Director Goff's report attached as information. Overall, office operations are running smoothly.

James Robinson ~ Superintendent:

General Manager Hedden reported that he and Supt. Robinson are in the process of coordinating with SCE&G for a power outage to perform necessary substation maintenance.

Supt. Robinson's report attached as information. Overall, operations are running smoothly.

Glenn Hill ~ Chief Waste Water Operator:

Chief Operator Hill's report attached as information. Overall, operations are running smoothly.

Edward Deason ~ Chief Water Treatment Operator:

Chief Operator Deason's report attached as information. Overall, operations are running smoothly.

Adam Hedden ~ General Manager:

General Manager Hedden reported that the Raw Water Intake Project has been returned to Turnipseed Engineers.

General Manager Hedden reported that he is still in negotiations for a piece of property to help with the construction for the water plant.

General Manager Hedden reported that wholesale power proposals have been received and are in the process of being analyzed by Summit Utility Advisors.

General Manager Hedden presented the Commissioners with a draft of the Standard Interconnection Agreement for Customer-Owned Renewable Generation System. GM Hedden requested that the Commissioners review it and make any suggestions before the November regular meeting.

General Manager Hedden presented the new purchasing policy to the Commissioners. (Copy available in CPW Office).

On a Motion by Commissioner Bowick, seconded by Commissioner Long the Commissioners were in agreement to approve the Purchasing Policy.

General Manager Hedden presented proposals for outsourcing bill printing and the cost savings as a result of outsourcing. GM Hedden recommended the Commissioners contract South Data for outsourcing bill printing based on cost savings per year, user friendly system, and South Data has customers that are presently using Southern Software the CPW's software provider. South Data will coordinate the necessary programming with Southern Software (attached cost saving comparison). There will be a \$ 300 upfront cost, estimated cost of .72 cents per bill, which will include bill printing, postage, sort and mailing the bill.

GM Manager Hedden reported that the CPW is not required to mail delinquent notices. The present and the new CPW utility bill states that utilities are subject to disconnection if not paid by the 20th of the month.

General Manager Hedden recommended the Commissioners contract Payment Service Network, Inc. (PSN). PSN provides the option for the customer to pay by phone, text and internet payments 24 hours per day 7 days per week. Payments can be made with credit card, debit card and E-check. Customers will have the option to speak to a live attendant that will walk them thru the payment set up and payment. The customer will be charged \$4.00 per transaction.

On a Motion by Commissioner Long, seconded by Commissioner Bowick the Commissioners were in agreement to contract South Data to outsource utility billing and contract Payment Service Network, Inc. (PSN) to provide internet payments.

General Manager Hedden requested to go into executive session in regard to negotiations incident to proposed contractual agreement.

On a Motion by Commissioner Bowick, seconded by Commissioner Long the Commissioners were in agreement to go into executive session in regard to negotiations incident to proposed contractual agreement.

No action was taken during executive session and the meeting reconvened.

Chairman~ Charles Hegler

There being no additional business Chairman Hegler motioned that the meeting be adjourned. The Commissioners were in agreement.

Respectfully Submitted,

Karen H. Goff

Karen H. Goff
Finance Director