RENEWABLE WATER RESOURCES 561 MAULDIN ROAD GREENVILLE, SC 29607 MONDAY, AUGUST 7, 2023 – 2:00 P.M.



GOVERNANCE AND OUTREACH COMMITTEE MEETING MINUTES

The Renewable Water Resources' (ReWa) Governance & Outreach Committee met on Monday, August 7, 2023, at ReWa Headquarters.

The meeting was called to order by Committee Chairman DeRoberts at 2:00 P.M.

Commissioners Present: Chairman Emily DeRoberts, Thomas K. Coker, III, George Fletcher and Danny Holliday

Commissioners Absent: Phyllis Henderson

Staff Present: Chief Executive Officer Joel H. Jones and Senior Executive Administrator Rebecca A. Steifle

Committee Chairman DeRoberts provided an update on the upcoming joint Board-to Board and Leadership meeting with MetroConnects. She indicated the meeting would be a "social" only meeting and no presentation would be given by either party. She, and CEO Jones, stated this was an opportunity for ReWa to continue to build and strengthen strategic relationships with the MetroConnects Board and Leadership team. The Committee asked SEA Steifle to confirm final logistics with MetroConnects and ensure ReWa PAFRs were available to leave behind at MetroConnects.

Committee Chairman DeRoberts discussed the upcoming joint Board-to-Board and Leadership meeting with the ReWa Greenville Legislative Liaison Delegation. Though the primary focus is the strengthening relationships with the Liaison Delegation, all members of the Greenville Legislative Delegation will be invited to the meeting. The meeting will be held over lunch on September 27th at the ReWa Operations and Training Center. CEO Jones will provide a brief presentation. Chairman Fogelman will be asked to provide opening remarks. SEA Steifle will ensure ACFRs and PAFRs are available for all members.

Committee Chairman DeRoberts asked the Committee to consider other entities the committee would like to meet with to continue to build and strengthen relationships. The Committee listed the following:

- Anderson County
- Pickens County
- Spartanburg County
- Laurens County

Note: The above list would include councils and delegations

CEO Jones provided an update regarding the engagements he's been involved in to help ReWa build relationships with community stakeholders and partners as well as other municipalities. This report was accepted as information.

The Committee agreed to schedule its next meeting in prior to the Delegation meeting in September. SEA Steifle will coordinate.

With no further business for consideration, Chairman DeRoberts adjourned the Committee at 3:25 P.M.

APPROVED:

R. L. FOGLEMAN, JR., CHAIRMAN

METROCONNECTS
120 AUGUSTA ARBOR WAY, TRAINING ROOM A
GREENVILLE, SC 29605
WEDNESDAY, AUGUST 16, 2023 - 12:00 P.M.



REWA AND METROCONNECTS BOARD OF COMMISSIONERS AND LEADERSHIP LUNCHEON MINUTES

Minutes of Renewable Water Resources' (ReWa) and MetroConnects Board of Commissioners and Leadership Luncheon held Wednesday, August 16, 2023, at MetroConnects Headquarters.

The meeting was called to order by MetroConnects Board Vice Chair Freeman at 12:00 P.M.

MetroConnects Commissioners Present: Vice Chairman Caleb Freeman, Secretary Jondia Berry, Terry Aldrich, Gordon Brush and Tony Schultz

MetroConnects Commissioners Absent: Chairman Jim Freeland and Randy Drew

MetroConnects Staff Present: General Manager Carol Elliott, Chief Operating Officer Jason Bagwell, Chief Technical Officer Josh Hawkins, Chief Financial Officer Christie Whitmire, Chief Information Officer Jake Tittle and PR and Communications Manager Carolyn Shanesy

ReWa Commissioners Present: Chairman R. L. Fogleman, Jr., Vice Chairman Emily K. DeRoberts, George Fletcher, Daniel P. Hamilton, Phyllis Henderson, Danny Holliday and Ray C. Overstreet

Commissioners Absent: Tomas K. Coker, III, John T. Crawford, Jr., Tab Patton, and Clinton J. Thompson

ReWa Staff Present: Chief Executive Officer Joel H. Jones, Chief Financial Officer Cathy Caldwell, Sustainability Services Officer Kaye Davis, Technical Services Officer David Niesse, Operations Services Officer Angie Price and Senior Executive Administrator Rebecca A. Steifle

No visitors were present.

MetroConnects Vice Chairman Freeman opened the lunch at noon. Introductions were made over lunch and general conversations were held.

The meeting was scheduled to conclude at 1:00 P.M. With nothing further to discuss, MetroConnects Vice Chairman Freeman adjourned the luncheon at 1:00 P.M.

APPROVED:

R. L. FOGLEMAN, JR., CHAIRMAN

RENEWABLE WATER RESOURCES 561 MAULDIN ROAD GREENVILLE, SC 29607 MONDAY, AUGUST 28, 2023 – 12:00 P.M.



BOARD OF COMMISSIONERS' POLICY GOVERNANCE AD HOC COMMITTEE MINUTES

Minutes of Renewable Water Resources (ReWa) Policy Governance Ad Hoc Committee Meeting held Monday, August 28, 2023

The meeting was called to order by Chairman Crawford at 12:00 P.M.

Commissioners present: Chairman John T. Crawford, Jr., Emily K. DeRoberts, and George Fletcher.

Non-Committee members present: None

Staff Present: CEO Joel Jones and Senior Executive Administrator Rebecca Steifle

Visitors Present: Reid Lehman, Board Consultant and Rivers Stilwell of Maynard Pruet

Committee Chairman Crawford introduced the draft governance documents prepared by Consultant Lehman and explained this work had been done in the spirit of helping define what is needed in the future Board and building a strengthened governance base - moving as much as possible to governing by principles and clearly defined philosophy and values, rather than reacting to individual situations and responding to outside pressures.

He commented how several of the draft policies that would be discussed today were policies that would assist CEO Jones, for example, with guidelines for governing staff. He noted the ReWa Bylaws would be updated at a later date.

Consultant Lehman reviewed the draft "Table of Contents" which would eventually become a Policy Manual for the Commissioners. The Table of Contents includes policies relative to:

- 1. Overview, Vision, Mission & Mission Priorities
- 2. Governance Process
- 3. Board/Staff Operations (linkage policies)
- 4. Executive Limitations (policies concerning operations)
- 5. Bylaws
- 6. Governance Appendices
- 7. Operational Appendices

Consultant Lehman began with a review of a portion of the draft "Executive Limitations" policies and then moved onto the Linkage Policies – Board/Staff Operations. A general

discussion was held among the Committee with suggestions for changes and additions to the policies being made.

After this discussion, the Committee agreed it would like to move forward with organizing the Board policy manual in the suggested format and helping the Board develop and refine needed policies. Rather than make a recommendation to the Board at today's Board meeting, the Committee would like to meet as a group again for a Workshop to draft a Policy Manual for full Board consideration. The Workshop was set for October 5, 2023, from 8:00 am – noon.

To use the committee's time most effectively, and to make sure that individual committee members have adequate time to ask questions and make their working suggestions, committee members are encouraged to contact Reid Lehman directly. He's available to meet one-on-one and can incorporate suggestions for improvement into the copy that will be considered on October 5th.

The Committee agreed it would like to see the Board move to meetings that decide key philosophical issues and that provide information important to the Board versus a transactional meeting. Finally, the Committee agreed that these governance enhancements are being implemented in the spirit of continuous improvement and to help better define what the Board does/does not do and what staff does/does not do.

There being no further business, the meeting adjourned at 1:25 P.M.

APPROVED:

R. L. FOGLEMAN, JR., CHAIRMAN

RENEWABLE WATER RESOURCES 561 MAULDIN ROAD GREENVILLE, SC 29607 MONDAY, AUGUST 28, 2023 – 12:00 P.M.



BOARD OF COMMISSIONERS' PUBLIC HEARING MEETING MINUTES

Minutes of the Renewable Water Resources' (ReWa) Public Hearing held Monday, October 24, 2022, at 12:00 p.m. at ReWa Headquarters.

Commissioners Present: Chairman R. L. Fogleman, Jr., Vice Chairman Emily K. DeRoberts, Thomas K. Coker, III, John C. Crawford, Jr., George Fletcher and Ray C. Overstreet

Commissioners Present via Zoom: Phyllis Henderson and Daniel K. Holliday

Staff Present: Chief Executive Officer Joel H. Jones, Chief Financial Officer Cathy Caldwell, Technical Services Officer David Niesse, Operations Services Officer Angie Price, IT Desktop Support Analyst John Ryan, Senior Executive Administrator Rebecca A. Steifle and Executive Administrative Assistant Kendra Kennedy

Visitors Present: None

Chairman Fogleman called the Public Hearing to order at 12:00 p.m. He stated the purpose of the hearing was to allow customers to express their views regarding the Trunk and Treatment Rates and Retail Sewer Collection Rates.

No comments were received, in person or in writing, regarding the proposed rates, thus the Trunk and Treatment Rates and Retail Sewer Collection Rates will be discussed and voted on during the August 28, 2023, regular Board of Commissioners meeting.

At 1:37 pm, on motion by Commissioner DeRoberts and second by Commissioner Coker, Commissioner Fogleman adjourned the Public Hearing.

APPROVED:

R. L. FOGLEMAN, JR., CHAIRMAN

RENEWABLE WATER RESOURCES 561 MAULDIN ROAD GREENVILLE, SC 29607 MONDAY, AUGUST 28, 2023 - 3:15 P.M.



ADMINISTRATION AND FINANCE COMMITTEE MEETING MINUTES

Minutes of the Renewable Water Resources' (ReWa) Administration and Finance Committee Meeting held Monday, August 28, 2023, at 3:15 P.M. at ReWa Administrative Headquarters.

The meeting was also held virtually via ZOOM.

Committee Members Present: Committee Chairman Thomas H. Coker III, Clinton J. Thompson, Emily K. DeRoberts, and George W. Fletcher.

Non-Committee Members Present: Board Chairman R.L. Fogleman and Commissioner John T. Crawford Jr.

Staff Present: CEO Joel Jones, CFO Cathy Caldwell, Technical Services Officer David Niesse, Operations Services Officer Angie Price, Sustainability Services Officer Kaye Davis, Director of Business Services Julie Dacus, Director of Engineering Becca Bowyer, Director of Resource Recovery Brian Smith, Customer Service Supervisor Veronica Davis, Talent and Development Program Manager Walter (Wes) Wessinger III, Senior Executive Administrator Becca Steifle, Executive Administrative Assistant Kendra Kennedy, IT Desktop Support Analyst John Ryan, and Accountant Kayla Quick.

Visitors Present: Reid Lehman, Board Consultant

The meeting was called to order by Commissioner Coker at 3:17 P.M.

Investment Summary

The Committee reviewed the Investment Summary.

Summary of Financial Condition

The Committee reviewed the Summary of Financial Condition.

New Account Fee (NAF) Classification Report

The Committee reviewed the NAF Classification Report.

Sustainability Services Scorecard

The Committee reviewed the Human Resources Scorecard.

Trunk and Treatment Rates and Retail Sewer Collection Rates

Committee Member DeRoberts made a motion to recommend to the Board that ReWa approve the Trunk and Treatment Rates and Retail Sewer Collection Rates. Motion seconded by Commissioner Fletcher and carries unanimously.

New Business

Talent and Development Program Manager Wes Wessinger III provided the Committee with a presentation on the ReWa internship program. The report was received and acknowledged solely as informational material.

CFO Cathy Caldwell informed the Committee that our existing auditors have stepped down because they lack the necessary personnel for the GASB 12/31 Audits. We have issued a Request for Proposal (RFP) and have received three responses thus far in our search for a new auditor. Interviews will be conducted during the first half of October, with a recommendation to be presented to the Board in the same month.

The Committee meeting was adjourned at 3:57 pm.

APPROVED:

R.L. FOGLEMAN, JR., CHAIRMAN

RENEWABLE WATER RESOURCES 561 MAULDIN ROAD GREENVILLE, SC 29607 MONDAY, AUGUST 28, 2023 – 2:30 P.M.



OPERATIONS AND PLANNING COMMITTEE MEETING MINUTES

Minutes of Renewable Water Resources (ReWa) Operations and Planning Committee Meeting held Monday, August 28, 2023, at ReWa Headquarters.

The meeting was also held virtually via ZOOM.

The meeting was called to order by Commissioner John T. Crawford acting on behalf of Committee Chairman Daniel K. Holliday at 2:30 P.M.

Committee Members Present: John T. Crawford Jr., Phyllis Henderson, and Ray C. Overstreet

Committee Members Present via Zoom: Daniel K. Holliday

Committee Members Absent: Tab Patton

Non-Committee Members Present: R. L. Fogleman, Emily K. DeRoberts, Tom Coker, and George Fletcher.

Non-Committee Members Present via Zoom: Dan Hamilton

Staff Present: Chief Executive Officer Joel Jones, Chief Financial Officer Cathy Caldwell, Technical Services Officer David Niesse, Operations Services Officer Angie Price, Director of Business Services Julie Dacus, Director of Engineering Becca Bowyer, Director of Water Resource Recovery Brian Smith, Program Services Manager David Rankin, Infrastructure Program Manager Zach Dukes, Senior Engineering Project Manager Angela Allen, Engineering Project Manager Jeff Case, IT Desktop Support Analyst John Ryan, Contractor Rebecca West, Senior Executive Administrator Rebecca Steifle, Executive Administrative Assistant Kendra Kennedy, and Engineering Administrative Assistant Megan Turner

Other staff members were also present via ZOOM.

Visitors Present: Larry Alewine with Stantec, Brett Lavey with Stantec, and Reid Lehman Independent Board Consultant

Maudlin Road Coarse Screen and Headworks Gate Actuator Replacement Construction Contract Award

Commissioner Henderson motioned that the Board award the Mauldin Road Coarse Screen and Headworks Gate Actuator Replacement contract to Reeves Young, LLC. and authorize the Chief Executive Officer to execute the contract in the amount not to exceed \$899,500 plus up to \$100,500 in future contract amendments through an Owner-controlled contingency.

The motion was seconded by Commissioner Overstreet and carried unanimously.

Saluda #4 Pump Station Elimination Construction Contract Amendment No. 2

Commissioner Overstreet motioned that the Board approve and authorize the Chief Executive Officer to execute Amendment No. 2 to the contract with Tugaloo Pipeline, Inc. for \$130,000.00 increasing the overall contract to a not to exceed amount of \$2,296,950.91.

The motion was seconded by Commissioner Henderson and carried unanimously.

Basin Master Plan Engineering Services Contract Award

Commissioner Henderson motioned that the Board award the CMAR Services for the Mauldin Road Solar Dryer Project to Harper Corporation and authorize the Chief Executive Officer to execute CMAR Preconstruction Services for this project in the not to exceed amount of \$40,000.

The motion was seconded by Commissioner Overstreet and carried unanimously.

Mauldin Road Solar Dryer CMAR Preconstruction Services Contract Award

Commissioner Overstreet motioned that the Board award the CMAR Services for the Mauldin Road Solar Dryer Project to Harper Corporation and authorize the Chief Executive Officer to execute CMAR Preconstruction Services for this project in the not to exceed amount of \$40,000.

The motion was seconded by Commissioner Henderson and carried unanimously.

George's Creek Onsite Equalization Design Services Contract Amendment

Commissioner Henderson motioned that the Board award the George's Creek Onsite Equalization Design Services Contract Amendment to AECOM and authorize the Chief Executive Officer to execute Amendment No. 1 for \$189,260, increasing the overall contract to a not to exceed amount of \$597,310.

The motion was seconded by Commissioner Overstreet and carried unanimously.

Enoree River Gravity Sewer Upgrade Right of Way Acquisition

Commissioner Overstreet motioned that the Board approve and authorize the Chief Executive Officer and/or his designee are authorized to negotiate the acquisition of properties needed to construct, operate, and maintain the project infrastructure, including special terms and conditions with property owners as part of such acquisition, where appropriate, which are not inconsistent with the needs of ReWa.

The motion was seconded by Commissioner Henderson and carried unanimously.

Growth and Industrial Development

Program Services Manager David Rankin and Project Manager Jeff Case made a presentation on the current Growth Management Program efforts. A brief discussion was held. No action resulted.

There being no further business, the meeting was adjourned at 3:11 P.M.

RENEWABLE WATER RESOURCES OPERATIONS AND PLANNING COMMITTEE MEETING MINUTES

APPROVED:

R. L. FOGLEMAN, JR., CHAIRMAN

CLINTON J. THOMPSON, SECRETARY/TREASURER

Notification of meeting was distributed on August 25, 2023 to The Greenville News, Tribune Times, The Laurens County Advertiser, The Spartanburg Herald Journal, The Anderson Observer, Greenville County Council, www.rewaonline.org, and ReWa Headquarters.

RENEWABLE WATER RESOURCES 561 MAULDIN ROAD GREENVILLE, SC 29607 MONDAY, AUGUST 28, 2023 - 4:00 P.M.



BOARD OF COMMISSIONERS' MEETING MINUTES

Minutes of Renewable Water Resources' (ReWa) Board of Commissioners' Meeting held Monday, August 28, 2023, at ReWa Headquarters.

The meeting was also held virtually via ZOOM.

The meeting was called to order by Chairman Fogleman at 4:04 P.M.

Commissioners Present: Chairman Fogleman, Vice Chairman Emily K. DeRoberts, Secretary/Treasurer Clint Thompson, Thomas Coker, III, John T. Crawford, Jr., George Fletcher, Daniel P. Hamilton, Phyllis Henderson, Danny Holliday, Ray C. Overstreet, and Tab Patton

Commissioners Absent: None

Staff Present: Chief Executive Officer Joel H. Jones, Chief Financial Officer Cathy Caldwell, Sustainability Services Officer Kaye Davis, Technical Services Officer David Niesse, Operations Services Officer Angie Price, Director of Workforce Development Jay Blankenship, Director of Business Services Julie Dacus, Director of Engineering Rebecca Bowyer, Director of Communications Chad Lawson, Director of Information Technology Toby Louris, Director of Water Resource Recovery Brian Smith, Customer Service Supervisor Veronica Davis, Government Affairs Liaison Kam Turner, Environmental Health & Safety Specialist Charles Rogers, IT Desktop Support Analyst John Ryan, and Senior Executive Administrator Rebecca A. Steifle and Executive Administrative Assistant Kendra Kennedy

Staff Present via ZOOM: IT Customer Support Manager Chris Lienau

Visitors Present: None

Visitors were also present via Zoom

Safety Moment

Environmental Health & Safety Specialist Charles Rogers provided the Safety Moment.

Chief Executive Officer Activity Update

CEO Jones provided the following information to the Commissioners:

- 1. CEO Engagements
 - a. CEO Jones informed the Board that he had participated in approximately a dozen strategic engagements since the last meeting. Some of these involved other staff members.

2. PROJECTS

- a. CEO Jones informed the Board that ReWa was looking into extending the walking path to the back of the building to promote more use of the campus and to promote wellness via walking.
- b. CEO Jones informed the Board that the Brushy Creek Pump House renovations would begin soon.
- CEO Jones informed the Board that the Commissioners Water Garden was under construction.
- d. CEO Jones informed the Board that ReWa would soon be hiring a Chief Operating Officer.
- e. CEO Jones informed the Board that Trees Upstate was now a tenant on campus. He stated this was a good partnership and they were using reclaimed water.
- f. CEO Jones stated ReWa was talking to Kelly Lowery regarding the Conestee Dam project and would bring a recommendation to the Board.
- g. CEO Jones informed the Board that ReWa was recognized as one of the Best Places to work and an award would be presented at the next meeting.

3. REMINDERS

- a. CEO Jones provided the following reminders to the Board:
 - i. ReWa will host the LEAD Upstate event on campus at the Operations Building on September 6th from 5:00 pm – 7:00 pm. The Attorney General is a confirmed speaker and approximately 150 people have been invited. He informed the Board they should have received a calendar invite from SEA Steifle as well as a formal invite from LEAD Upstate and deferred any questions to SEA Steifle.
 - ii. SEA Steifle emailed everyone regarding WEFTEC. If you have not already done so, please let her know by Wednesday, August 30th if you plan to attend. This will ensure the best registration rate.
 - iii. Tours of the Mauldin Road WRRF have been tentatively scheduled for the last Thursday of every month from 8:30 am to 10:00 am. If you are interested in attending a tour on one of these Thursday's, please contact SEA Steifle so she can coordinate.
 - iv. All Commissioners should have received invites or a "Save the Date" for several upcoming ReWa events. If you did not, please contact SEA Steifle.
 - 1. Annual Retiree Luncheon (9/15)
 - 2. Farmer's Dinner (10/17)
 - 3. River Sweep (10/19, rain date 11/2)

Reports

Committee Chairman DeRoberts provided a report on the August 7, 2023, Board of Commissioners' Governance and Outreach Committee Meeting. This report was accepted as information.

Commissioner DeRoberts provided a report on the August 16, 2023, Board of Commissioners' and Leadership luncheon with MetroConnects' Board of Commissioners' and Leadership. This report was accepted as information.

Committee Chairman Crawford provided a report on the August 28, 2023, Board of Commissioners' Policy Governance Ad Hoc Committee Meeting. This report was accepted as information.

Consent Agenda

Commissioner DeRoberts made a motion to approve the consent agenda. Commissioner Thompson seconded the motion. Motion carries unanimously.

Administration and Finance

Committee Chairman Coker provided an update on the August 28, 2023, Investment Summary, Summary of Financial Condition and Operating Expenses by Natural Classification. Committee Chairman Coker also provided an update on the New Account Fee (NAF) Classification Report and the Human Resources Scorecard.

<u>Trunk and Treatment Rates and Retail Sewer Collection Rates Resolution</u>
The Administration & Finance Committee recommended that the Board update ReWa's Truck and Treatment Rates and Retail Sewer Collection Rates.

Motion carries unanimously. This Resolution is made a part of these minutes.

Operations and Planning

Committee Chairman Holliday provided information on the items listed under the August 28, 2023, Operations and Planning Committee section.

<u>Mauldin Road Coarse Screen and Headworks Gate Actuator Replacement</u> Construction Contract Award Resolution

The Operations & Planning Committee recommended to the Board that Renewable Water Resources hereby award this work to Reeves Young, LLC. for a cost not to exceed \$899,500.00 and that the Chief Executive Officer and/or his designee is hereby authorized to execute the contract plus up to \$100,500 in future contract amendments on behalf of ReWa.

Motion carries unanimously. This Resolution is made a part of these minutes.

<u>Saluda #4 Pump Station Elimination Construction Contract Amendment No. 2</u> Resolution

The Operations & Planning Committee recommended to the Board that Renewable Water Resources hereby amend the contract with Tugaloo Pipeline, Inc. and authorize the Chief Executive Officer and/or his designee to execute an amendment to bring the total contract to a not to exceed amount of \$2,296,950.91; and for an increased duration of 0 days, to bring the total contract time to 671 days.

Motion carries unanimously. This Resolution is made a part of these minutes.

Basin Master Plan Engineering Services Contract Award Resolution

The Operations & Planning Committee recommended to the Board that Renewable Water Resources hereby award this study services work to CDM Smith, Inc. for a cost not to exceed \$548,580 and that the Chief Executive Officer and/or his designee is hereby authorized to execute the contract.

Motion carries unanimously. This Resolution is made a part of these minutes.

Mauldin Road Solar Dryer CMAR Preconstruction Services Contract Award Resolution The Operations & Planning Committee recommended to the Board that Renewable Water Resources hereby award this CMAR preconstruction services work to Harper Corporation for a cost not to exceed \$40,000 and that the Chief Executive Officer and/or his designee is hereby authorized to execute the contract.

Motion carries unanimously. This Resolution is made a part of these minutes.

George's Creek Onsite Equalization Design Services Contract Amendment Resolution The Operations & Planning Committee recommended to the Board that Renewable Water Resources hereby amend the contract with AECOM and authorize the Chief Executive Officer and/or his designee to execute an amendment to bring the total contract to a not to exceed amount of \$597,310.

Motion carries unanimously. This Resolution is made a part of these minutes.

Enoree River Gravity Sewer Upgrade Right of Way Acquisition Resolution

The Operations & Planning Committee recommended to the Board that Renewable Water Resources hereby designate the Chief Executive Officer and/or his designee to proceed with this project and acquire through gift, purchase, or by exercise of eminent domain, rights of way and/or land over properties needed to construct, operate, and maintain the proposed infrastructure. This authority is to include, but not be limited to, the institution of any and all other actions reasonably associated with acquiring the necessary rights of way for construction.

Motion carries unanimously. This Resolution is made a part of these minutes.

<u>Unfinished Business</u> None

New Business None

Other Business None

There being no further business for discussion, Commissioner DeRoberts made a motion at 4:40 P.M. to adjourn the meeting. Commissioner Thompson seconded the motion. The motion carries unanimously. The meeting was adjourned.

APPROVED:

R. L. FOGLEMAN, JR., CHAIRMAN