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The Lowcountry Regional Water System Commission held its regular monthly meeting at 4:00 pm on Tuesday, April 26, 2022 in the large conference room at the Hampton County Adminstrative Center in the Town of Hampton, 200 Jackson Avenue East, Hampton South Carolina. All meetings are open to the public (except for information, if any, to be discussed in Executive Sessions) and all interested parties are invited to attend.

**Commission Present:** Mr. Rocky Hudson, Brunson

Mayor Horney Mitchell, Gifford

Ms. Peggy O’Banner, Yemassee

Mayor Nat Shaffer, Varnville

**Officers Present:** Mr. Brian Burgess, General Manager

Ms. Sara Craven, Secretary

Ms. Marlene Marchyshyn, Treasurer

Ms. Kari Foy, Engineer

Bradley Harriott, Field Operations Manager

**Visitors Present:** Mayor Robert Brown

**Quorum Met:** Yes

1. **Call to Order**

Chairman Rocky Hudson called the meeting to order at 4:03 pm.

2. **Invocation and Pledge of Allegiance**

Invocation was given by Nat Shaffer.

Pledge of Allegiance - Conducted by all.

3. **FOIA Compliance Report**

As required by Code of Laws of South Carolina, notice of this LRWS Commission meeting was posted prominently in the offices of the Commission at least twenty-four hours in advance. In addition, the local news media and all persons requesting notifications of meetings of the LRWS Commission were notified of the time, date, and place of such meeting, and were provided with a copy of the agenda at least twenty-four hours prior to this meeting.

4. **Adoption of the Agenda**

Moved by Horney Mitchell, seconded by Peggy O’Banner to adopt the Agenda. Motion carried unanimously.

5. **Approval of Minutes:**

Moved by Horney Mitchell, seconded by Peggy O’Banner to approve the minutes for the March 1, 2022 meeting. Motion carried unanimously.

6. **Reports**

A. Financial Report- The financial reports for February and March were presented by Marlene Marchyshyn.

B. General Managers Report- Brian spoke about the company being understaffed. Some employees are getting burnt out due to the understaffing issue. Our field operations manager has accepted a new job and will be leaving in a couple weeks. Mr. Buddy Douglas will not be returning to help us part time due to some health issues. We will have a former employee returning on Monday.

(Staff Reports)

1. Deputy General Managers Report
2. Human Resource Managers Report

Marlene provided the work hours. She also spoke on different ideas to find new employees. LRWS will be participating in a meet and greet on May 5th at Wade Hampton High School. Our job postings will be displayed at Hampton County Field Fun Day.

1. Billing Managers Report

Sara provided the billing numbers on the operations report for the months of February and March. She also discussed a website that some customers are confusing with the LRWS website. A bill payment website called DOXO is charging customers $3.00 to pay their bill. This website mails a check to LRWS which normally takes about a month. These customers are receiving late fees and disconnection because of the delay. Customers are encouraged to pay on LRWS website because the payment goes through right away and there is no charge.

1. Engineers Report

Kari discussed some ongoing projects.

A proposal for design services for PS & Force Main to Hampton WWTP is currently under review.

The Brunson Sewer Rehab Project is currently underway. The contractors are doing a good job taking care of customer issues.

The contract has been executed for the Brunson PS Upgrade Project. Construction will not start until late summer or early fall due to delays in materials.

A preconstruction meeting was held on 4/21/22 at the Gifford Town Hall for the Gifford Waterline Extension Project. The contract has been executed and construction should begin soon. This project should be completed within 60 days.

We have received bids for the Gifford Lift Station Project. AAA Utilities is the recommended contractor to accept.

1. Field Operations Managers Report

Bradley provided a report of various work done by the field crew since the last Board Meeting. The crew received a lot of locate tickets which take up most of their time.

1. Treatment Operations Managers Report

7. **System Member Commissioners Reports**

A. Town of Brunson- The town is happy to be getting a digital sign at the town hall. The Streetscape Project has begun. Once the town can finalize things with Dominion Energy new streetlights will be installed. As Kari discussed the town is undergoing rehab to the sewer lines.

B. Town of Gifford- The Rural Development Project has been completed. The building will be ready to be leased very soon. The town will be hosting its annual June fest this year from May 29th - June 4th.

C. Town of Hampton- The town has new LED streetlights. The Watermelon Festival will be held this year. The town is also pleased to say that the Nix St Project is almost complete.

D. Town of Varnville- There will be some zoning changes downtown. The town will have a public hearing at the next meeting about these issues. The town of Varnville will be implementing the franchise fee soon.

E. Town of Yemassee- The town has a new Zoning Commission. The town is hopeful that new businesses will be opening soon. A housing community has submitted plans to the town. This community will have about 20 houses. Yemassee experienced a great Easter celebration at the town hall. About 140 people were in attendance.

F. County of Hampton- Not Present

8. **Old Business**

1. Town of Yemassee Public Project Application Requirements

Tabled

9. **New Business**

* 1. Request by the Town of Gifford for Bill Insert

Mayor Mitchell asked that LRWS allow Gifford to insert a flyer into the next billing cycle for the town. This flyer would inform the customers of Gifford about an increase in garbage and police services. The town of Gifford would pay for the cost of these inserts.

Moved by Peggy O’Banner, seconded by Nat Shaffer to allow the town of Gifford to place an insert in the bills for Gifford with the requirement that the town would pay for the cost. Motion carried unanimously.

* 1. Resolution 2022-03 Contract Award for Gifford Sewer Pump Station Rehabilitation and Other Matters Related Thereto

Brian discussed the project budget. There were some items removed from the project to reduce the cost by $170,000. After these adjustments the project total came to $43,929.27 over the budget. Brian recommended to use depreciation funds to pay the excess so that the project can move forward.

Moved by Nat Shaffer, seconded by Horney Mitchell to approve Resolution 2022-03 Contract Award for Gifford Sewer Pump Station Rehabilitation and Other Matters Related Thereto. Motion carried unanimously.

* 1. Request to Rescind SC RIA Grant # R-21-3043 Water Improvements for Agricultural Technology Campus

Brian informed the Board that LRWS is not able to fulfill the grant requirements at this time. We can reapply for the grant later.

Moved by Nat Shaffer, seconded by Peggy O’Banner to accept the Request to Rescind SC RIA Grant # R-21-3043 Water Improvements for Agricultural Technology Campus. Motion carried unanimously.

10. **Public Comments**

Horney Mitchell asked about an update on the property purchased from the town of Hampton and the new facility.

Brian Burgess discussed the future of the property and the new facility. The project has not been started yet but will be happening in the future.

11. **Adjournment**

Moved by Peggy O’Banner, seconded by Horney Mitchell to adjourn. Motion carried unanimously. Meeting then adjourned at 5:37 pm.

Respectfully submitted by Sara Craven.