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The Lowcountry Regional Water System Commission held its regular monthly meeting at 4:00 pm on Tuesday, April 23, 2024 in the large conference room at the Hampton County Administrative 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:** Rocky Hudson, Brunson

Mayor Robert Brown, Hampton

Mayor Nat Shaffer, Varnville

David Paul Murray, Yemassee

Darrin Williams, Hampton County

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

Sara Craven, Secretary

Marlene Marchyshyn, Treasurer

Kari Foy, Engineer

Blake Hodge, Field Operations

**Visitors Present:** None

**Quorum Met:** Yes

1. **Call to Order**

Chairman Rocky Hudson called the meeting to order at 4:00 pm.

2. **Invocation and Pledge of Allegiance**

The invocation was given by Robert Brown.

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 before this meeting.

4. **Approval of Minutes**

Moved by Robert Brown, seconded by David Paul Murray to approve the minutes for the April 2, 2024 meeting. The motion carried unanimously.

5. **Reports:**

A. Financial Report- The financial report for March was provided by Marlene. She also provided a handout showing the expenses and revenues in comparison to the budget.

B. General Managers Report- Brian informed the Commissioners about a repair done on Maple St and Third St E. A 12-inch sewer main was hit when PRTC was boring. LRWS will send a bill for the repairs to PRTC. The Mayor of Fairfax has been in contact with Brian to discuss the sewer agreement that LRWS has with the town. Brian also noted that he has begun working on the 2025 budget.

(Staff Reports)

1. Deputy General Managers Report
2. Human Resource Managers Report
   1. Marlene provided the work hours for March. One employee gave his 2 weeks’ notice and a new wastewater treatment manager will be starting next week.
3. Billing Managers Report
   1. Sara went over the number of customers on the cut-off list for each town.
4. Engineers Report
   1. Kari went over the progress of ongoing projects.
      1. Permits have been submitted to DHEC for the Yemassee WWTP Aeration Upgrade & Flow Splitting Project.
      2. A notice to proceed was issued on 4/11/24 for the LRIP Lift Station Upgrade Project.
      3. A preconstruction meeting is scheduled for April 25th about the Jackson Ave Elevated Tank Project.
      4. We have reviewed hydrant locations with the Hampton County Fire Department for the Industrial Area. DOT and DHEC permits will be submitted this week.
      5. The town of Yemassee is reviewing the engineering agreement for the River Road Sewer Project.
5. Field Operations Managers Report
   1. Blake provided a report to show the work that has been done since the last board meeting. Blake also provided a work order sample.
6. Treatment Operations Managers Report
   1. Brian stated that the new manager will start on Monday. He also noted that we are finishing up sludge removal in Yemassee. Some electrical work is needed at the Hampton plant. The Yemassee plant will be back online this week. A pretreatment program is being developed. This will help with sludge in the future.

6. **System Member Commissioners Reports**

A. Town of Brunson- Nothing to report at this time.

B. Town of Gifford- Not in attendance.

C. Town of Hampton- Everyone has been busy with grass cutting and yard cleaning.

D. Town of Varnville- Nothing to report at this time.

E. Town of Yemassee- David Paul Murray thanked Kari for her help with an issue.

F. Hampton County- The County is busy working on the new budget.

7**. Old Business**

8**. New Business**

**9. Public Comments**

None

**10. Adjournment**

Moved by Nat Shaffer, seconded by David Paul Murray to adjourn. The motion carried unanimously. The meeting then adjourned at 4:32 pm.

*Respectfully submitted by Sara Craven.*