

The Lowcountry Regional Water System Commission held its regular, (November) monthly meeting at 4:00 pm on Thursday, December 03, 2020 in the Council Chambers at the Hampton County Adminstratve 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 Jimmy Bilka, Hampton

Mayor Nat Shaffer, Varnville

Ms. Peggy O’Banner, Yemassee

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

 Ms. Sara Craven, Secretary

 Ms. Marlene Marchyshyn, Treasurer

Ms. Kari Foy, Engineer

**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**

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 Jimmy Bilka, seconded by Peggy O’Banner to adopt the Agenda. Motion carried unanimously.

5. **Approval of Minutes:**

* 1. November 05, 2020 (October) Regular Meeting

Moved by Peggy O’Banner, seconded by Jimmy Bilka to approve the November 5, 2020 Regular Meeting Minutes with the correction in item 7E- System Member Commissioners Reports to read that the toy drive is a community event and not sponsored by the town of Yemassee. Motion carried unanimously.

6. **Reports**

* 1. **Financial Report**

The financial report for the month of October was presented by Marlene Marchyshyn and is summarized below.

Total monthly revenue: $277,086.68

Total monthly expenditures: $224,031.84

Cash Account Balances

General Revenue: $280,693.00

Designated Purpose Funds: $98,213.64

Capital Improvement Funds: $102,135.30

Ancillary Town Charges: $56,875.34

Bond Funds & Reserves: $398,197.15

Depreciation/Contingency Funds: $794,332.50

Unrestricted: $280,693.00

Restricted: $1,392,878.59

* 1. **Operations Report**

The Operations Report for September was presented by Brian Burgess and is summarized below:

The water system total gallons produced for the month was 21,706,065 with total gallons sold at 17,379,261. Total water unaccounted for was 4,023,401 with percentage inefficiency at 19%.

The wastewater system total gallons received was 27,776,428 with a total gallons treated at 15,369,365. Total percentage inefficiency was 43%.

Total active water services was 3,110 with total active sewer services at 2,794.

Service orders issued was 159 with 150 completed.

Total work hours were 2,339 with 0 hours overtime in administration, 34 hours overtime in Distribution and Collection and 10 hours overtime in Treatment.

There were no Workers Comp incidents and no loss time reported.

* 1. **Manager’s Report**

We have been busy but operations have been going well. We have filled the Field Operations Supervisor position. The new employee will start January 4, 2021.

* + 1. **Engineers Report**
* We have received approval from EDA for the Brunson PS & Sewer Project.
* The LRIP tank and fire pump are back in service.
* The Holly St tank sandblasting should be done soon.
* We received 8 engineering design proposals for the Yemassee Water and Sewer Improvements Project. There will be a meeting tomorrow to review the proposals.

7. **System Member Commissioners Reports**

A) Town of Brunson- The town has new snowflake Christmas lights and will hopefully find someone to put up the Christmas tree soon.

B) Town of Gifford- Not Present

C) Town of Hampton- Beth Chafin did a great job decorating downtown Hampton with Christmas decorations. The town is shorthanded and will be posting an ad in the paper for a job opening.

D) Town of Varnville- The Garden Club will be helping to decorate the town for Christmas.

E) Town of Yemassee- The community toy drive has had great success. They received so many items that they will have some for next year. This program will give 150 kids Christmas presents this year. The annexation on Cochran St is going well even though there was one resident who did not wish to be annexed.

F) County of Hampton- Not Present

8. **Old Business**

None

9. **New Business**

A) GIS User Agreement

Moved by Nat Shaffer, seconded by Peggy O’Banner to approve the GIS User Agreement. Motion carried unanimously.

* 1. Right of Way and Water Main Extension for Property Adjacent to Hill Rd. in Yemassee

Brian informed the Board that there are several properties on a private road off of Hill Rd which do not connect to the public road. A resident at one of these properties has requested water. The resident purchased the lot with the understanding that water service would be available however, it is not available without a water main extension.

Moved by Nat Shaffer, seconded by Jimmy Bilka to allow LRWS to provide a temporary meter at Hill Road for the customer contingent upon her obtaining a building permit from the town and providing LRWS with an easement for the service. Motion carried unanimously.

* 1. Commission Meeting Schedule for 2021

Moved by Peggy O’Banner, seconded by Jimmy Bilka to approve the Commission Meeting Schedule for 2021. Motion carried unanimously.

* 1. Observed Holiday Schedule for 2021

Moved by Jimmy Bilka, seconded by Peggy O’Banner to approve the Observed Holiday Schedule for 2021. Motion carried unanimously.

10. **Public Comments**

None

11. **Executive Session**

None

12. **Action on Items Discussed in Executive Session**

“Upon returning to open session, the Commission may take action on matters discussed in executive session.”

13. **Adjournment**

Moved by Jimmy Bilka, seconded by Peggy O’Banner to adjourn the meeting. Motion carried unanimously. The meeting then adjourned at 5:10pm.

Respectfully submitted by Sara Craven.