Lowcountry Regional Water System

Regular Monthly Meeting Minutes

July 28, 2026 | 4:00 p.m.

The Lowcountry Regional Water System Commission ("Commission") held its regular monthly meeting on Tuesday, July 28, 2026, at 4:00 p.m. in the Large Conference Room of the Hampton County Administrative Center, located at 200 Jackson Avenue East, Hampton, South Carolina. All meetings of the Commission are open to the public, except for matters discussed in Executive Session as permitted by law.

Commissioners Present

- Mayor Robert Brown (Town of Hampton)
- Mayor Nat Shaffer (Town of Varnville)
- Mayor Horney Mitchell (Town of Gifford)
- Daniel Anderson (Town of Yemassee)

Officers and Staff Present

- Brian Burgess, General Manager
- Sara Craven, Secretary
- Marlene Marchyshyn, Treasurer
- Blake Hodge, Field Operations Manager
- Jake Skinner, Treatment Operations Manager

Visitors Present

- Brenna Hancock

Quorum: A quorum was present.

1. Call to Order

Vice Chairman Robert Brown called the meeting to order at 4:01 p.m.

2. Invocation and Pledge of Allegiance

Horney Mitchell delivered the invocation. The Pledge of Allegiance was recited by all in attendance.

3. Public Hearing

A) Proposed LRWS Industrial Pretreatment Regulations, Pretreatment Program Enforcement Response Plan and the Proposed Industrial Pretreatment Program Schedule of Rates, Fees and Charges.

Moved by Nat Shaffer, seconded by Daniel Anderson to begin the public hearing. Motion carried.

Vice Chairman Robert Brown asked if there were any questions or comments. There were no questions or comments from the public.

Moved by Horney Mitchell, seconded by Nat Shaffer to end the public hearing. Motion carried.

4. Approval of Minutes

Moved by Daniel Anderson and seconded by Horney Mitchell to approve the minutes of the June 23, 2026, regular meeting as presented.
Motion carried.

5. Reports

A. Financial Report

Marlene presented the financial report for June 2026. She provided a full detailed budget/revenue report showing a breakdown of each line item. From that report, she pointed out the credit card bank fees as of June 30th were at $214,926.00.

B. General Manager's Report

General Manager Brian Burgess provided an update on events happening in the area.

- LRWS does not show any issues with the wells going dry.
- There has not been any response from the customer who sought legal help with their tap fees. Brian will reach out to CD to see what LRWS should do.
- Certified letters were mailed to the customers in the Industrial Park to inform them of the date change for the fire system.
- The consent orders for the Hampton and Brunson wastewater treatment plants have been resolved.

Staff Reports

1. Human Resources Manager's Report

- Work hours for all departments were reviewed.
- There were no workers' comp incidents or lost-time injuries.

2. Billing Manager's Report

- Billing activity for May and June was reviewed as part of the Operations Report.

3. Engineer's Report

- Construction is complete, and the final payment was made for the Brunson WWTP- New Force Main to Hampton Project. We are waiting on construction documents from the engineer.
- There were contract issues with the contractor and his supplier for the Yemassee WWTP Upgrade Project. The issue has been resolved.
- The water lines are being filled and tested for the Yemassee Water and Sewer Project.
- The new elevated tank is in operation with a partial permit to operate.
- The water main has been filled and is undergoing testing for the Industrial Area Water-New Transmission Project.
- The SRF Water Systems Improvement Project is being advertised. We will take bids on August 13th.
- The engineer has completed the design for the Railroad Ave Emergency Project and is ready to submit for permits.
- The Hampton County High School water and sewer lines have been completed.

- The SCIC Project should be completed by the end of August.

4. Field Operations Manager's Report

- There were 16 water leaks and 5 sewer leaks that were repaired in the last month.

5. Treatment Operations Manager's Report

- Production and treatment data were reviewed and discussed for May and June.

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6. System Member Reports

A. Town of Brunson

Not in attendance.

B. Town of Gifford

The playground equipment was installed. The contractor will be coming back to finish the walking trail.

C. Town of Hampton

There will be a ribbon-cutting ceremony next Tuesday for the Dave Daniels Park.

D. Town of Varnville

Nothing to report at this time.

E. Town of Yemassee

The town is working on the new budget. The police chief requested a 5% increase in pay for his staff.

The Fourth of July Celebration at the train station was a success.

The new police station will open on August 4th.

The Pine St division is growing rapidly.

The new health clinic will be breaking ground soon.

F. Hampton County

Not in attendance.

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7. Old Business

A) Cost Estimate to Install approx. 2,000 Feet of Low-Pressure Sewer Main from Existing Gravity Sewer System on Guess Dr to 105 LeCreuset Rd (Charlotte Reeves Request for Service)

An estimate was provided based on the numbers for the River Rd Project. It would cost around $76,000. The Commissioners asked Brian to get an exact amount and try to bring the cost down some.

B) Resolution 2026-04 Adoption of LRWS Industrial Pretreatment Regulation, Pretreatment Program Enforcement Response Plan and Other Matters Related Thereto

Moved by Nat Shaffer, seconded by Horney Mitchell to approve Resolution 2026-04 Adoption of LRWS Industrial Pretreatment Regulation, Pretreatment Program Enforcement Response Plan and Other Matters Related Thereto. Motion carried.

C) Resolution 2026-05 Adoption of the Lowcountry Regional Water System Industrial Pretreatment Program Schedule of Rates, Fees and Charges; and Other Matters Thereto

Moved by Nat Shaffer, seconded by Daniel Anderson to approve Resolution 2026-05 Adoption of the Lowcountry Regional Water System Industrial Pretreatment Program Schedule of Rates, Fees and Charges; and Other Matters Thereto. Motion carried.

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8. New Business

A) Resolution 2026-07 Adopting Certain Amendments to the Lowcountry Regional Water and Sewer Regulations and Supplemental Sewer Regulations and Other Matters Related Thereto

Moved by Nat Shaffer, seconded by Horney Mitchell to approve Resolution 2026-07 Adopting Certain Amendments to the Lowcountry Regional Water and Sewer Regulations and Supplemental Sewer Regulations and Other Matters Related Thereto. Motion carried.

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8. Executive Session

A) Discussion of matters related to contract negotiations and receipt of legal advice as allowed by S.C. Code Section 30-4-70 (A)(2) - Discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property, the receipt of legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege, settlement of legal claims, or the position of the public agency in adversary situations involving the assertion against the agency of a claim.

I) Project Hortix XS Phase I

Moved by Daniel Anderson, seconded by Horney Mitchell, to enter executive session.

Moved by Horney Mitchell, seconded by Daniel Anderson, to exit executive session.

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9. Action on Items Discussed in Executive Session

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

Moved by Robert Brown, seconded by Nat Shaffer, to grant Brian Burgess authority to conduct an inspection and enter into an agreement with those customers. Motion carried.

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10) Public Comments

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11) Adjournment

Moved by Horney Mitchell, seconded by Nat Shaffer, to adjourn the meeting. The meeting was adjourned at 5:13 pm.

Respectfully submitted,
Sara Craven, Secretary