

The Lowcountry Regional Water System Commission (herein referred to as “LRWS” of the “Commission”) held its regularly scheduled meeting on Tuesday, April 23, 2019 at 200 Jackson Avenue East, Hampton South Carolina. The meeting was advertised as prescribed by law.

**Commission Present:** Rocky Hudson, Brunson

Jimmy Bilka, Hampton

Peggy O’Banner, Yemassee

Rose Elliott-Dobson, Hampton County

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

Sara Craven, Secretary

Marlene Marchyshyn, Treasurer

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 Jimmy Bilka.

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 Rose Elliot-Dobson, seconded by Jimmy Bilka to adopt the Agenda. Motion carried unanimously.

5. **Approval of Minutes: March 26, 2019 Regular Meeting**

Moved by Rose Elliot-Dobson, seconded by Peggy O’Banner to approve the minutes of the March 26, 2019 regular meeting. Motion carried unanimously.

6. **Public Hearing**

* 1. Establishing Rates for Labor, Equipment and Material

Moved by Jimmy Bilka, seconded by Rose Elliott-Dobson to open the Public Hearing for Establishing Rates for Labor, Equipment and Material. Motion carried unanimously.

Moved by Rose Elliott-Dobson, seconded by Jimmy Bilka to close the Public Hearing for Establishing Rates for Labor, Equipment and Material. Motion carried unanimously.

7. **Reports**

1. **Financial Report**

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

Total monthly revenue: $218,085.33

Total monthly expenditures: $248,463.17

Cash Account Balances

General Revenue: $330,227.59

Operation & Maintenance: $33,902.65

Short Term Assets: $739,469.51

Bond Funds & Reserves: $374,576.85

Unrestricted: $330,227.59

Restricted: $1,656,563.31

1. **Operations Report**

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

The water system total gallons produced for the month was 17,283,354 with total gallons sold at 13,779,373. Total water unaccounted for was 3,503,981 with percentage inefficiency at 20%.

The wastewater system total gallons received was 32,596,060 with a total gallons treated at 13,357,742. Total percentage inefficiency was 59%.

Total active water services was 3,072 with total active sewer services at 2,768.

Service orders issued was 175 with 165 completed.

Total work hours were 3,908 with 1.17 hours overtime in Administration, 151.75 hours overtime in Distribution and Collection and 23 hours overtime in Treatment.

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

1. **Manager’s Report**

* The field staff has been busing repairing leaks, repairing sewer pumps and repairing sewer mains. We had a 10” sewer main collapse on a section of line that flows through the former Nevamar property. The field staff made repairs and restored operations through this main. We will be hiring a contractor to clean and perform video inspections on this section of line in the future.
* The treatment staff has noticed some wood chips come through the sewer system in Yemassee. We will be investigating this to determine the source.
* We have experienced several voilations for ammonia and cadmium which the treatment staff attribute this to the Sludge Removal Project. The project has limited our ability to treat the wastewater due to the reduction in treatment process time and increased flows from rain compounding the effect.
* The surveyor has flagged the corners of the LRWS Operations Center property. The closing for this property will take place this Thursday. There is a road on the north side of the property that several of the neighbors are using. This road will need to be closed once construction starts.

1. **Engineer’s Report**

The Engineers report was presented by Kari Foy and included the following:

* We are negotiating the final engineering fees to close out the Salkehatchie Sewer Project.
* The contractor estimates 30- 45 days to finish sludge removal in Basin 4/5.
* There are 166 meter locations left for the contractors to work on pretaining to the Meter Replacement Project.
* We will receive bids on May 14th for the Nix Street Neighborhood Waterlines Project.
* The preliminary design is complete for the Gifford Waterline Project.
* We are preparing change orders for some additional work for the Hampton Sewer Rehab Project.
* We met with Spatial Engineering about updating and migrating existing GIS mapping data to RightSpot. The completion date is set for the end of May.

8. **System Member Commissioners Report**

(A) **Town of Brunson**-

(B) **Town of Gifford-**

(C) **Town of Hampton**-

(D) **Town of Varnville**-

(E) **Town of Yemassee**-

(F) **County of Hampton**-

9. **Old Business**

10. **New Business**

A) Establishing Rates for Labor, Equipment and Material

Moved by Rose Elliott-Dobson, seconded by Peggy O’Banner to approve the rates for Labor, Equipment and Material. Motion carried unanimously.

* 1. Project Priority Policy for CDBG Funded Capital Improvement Projects

Moved by Jimmy Bilka, seconded by Peggy O’Banner to approve the Project Priority Policy for CDBG Funded Capital Improvement Projects. Motion carried unanimously.

* 1. Cost Recovery Policy (Final Review)

Brian inform the Board of a few items that should be changed and asked the Board to review them.

* 1. Policy Position on Individual Residential Pumping Systems.

Brian informed the Board about some residents that have pumping systems instead of gravity fed sewer. These pumps were put in by the contractors that built the houses years ago. The small pumps should only be used for one house but the contractor installed one for several homes. The pump is having trouble keeping up with the waste. Brian asked the Board to think about creating a policy on who should be responsible for purchasing and maintaining these pumps.

11. **Comments or Questions**

12. **Executive Session**

None

13. **Adjournment**

Moved by Rose Elliott-Dobson, seconded by Jimmy Bilka to adjourn. Motion carried unanimously. Meeting then adjourned at 5:30 pm.

Respectfully submitted by Sara Craven