

The Lowcountry Regional Water System Commission (herein referred to as “LRWS” of the “Commission”) held its regularly scheduled meeting on Tuesday, February 26, 2019 at 200 Jackson Avenue East, Hampton South Carolina. The meeting was advertised as prescribed by law.

**Commission Present:** Rocky Hudson, Brunson

Horney Mitchell, Gifford

Jimmy Bilka, Hampton

Henry Tuten, Varnville

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

Sara Craven, Secretary

Marlene Marchyshyn, Treasurer

Kari Foy, Engineer

**Visitors Present:** Bill Hancock

Lakisha Bowers

**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 Horney Mitchell.

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 Jimmy Bilka to adopt the Agenda. Motion carried unanimously.

5. **Approval of Minutes: January 22, 2019 Regular Meeting**

Moved by Jimmy Bilka, seconded by Henry Tuten to approve the minutes of the January 22, 2019 regular meeting. Motion carried unanimously.

6. **Reports**

1. **Financial Report**

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

Total monthly revenue: $246,409.43

Total monthly expenditures: $258,325.73

Cash Account Balances

General Revenue: $274,399.09

Operation & Maintenance: $34,191.57

Short Term Assets: $723,523.55

Bond Funds & Reserves: $305,912.71

Unrestricted: $274,399.09

Restricted: $1,649,542.32

1. **Operations Report**

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

The water system total gallons produced for the month was 20,018,000 with total gallons sold at 14,416,332. Total water unaccounted for was 5,601,668 with percentage inefficiency at 28%.

The wastewater system total gallons received was 45,872,744 with a total gallons treated at 13,719,025. Total percentage inefficiency was 70%.

Total active water services was 3,079 with total active sewer services at 2,774.

Service orders issued was 152 with 144 completed.

Total work hours were 2,072.75 with 7.25 hours overtime in Administration, 61.5 hours overtime in Distribution and Collection and 6 hours overtime in Treatment.

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

1. **Manager’s Report**

* Operations are going well. We had an employee leave so we are taking applications. After three weeks of advertising the job we have only received 4 applications.
* There was an issue with the Hampton bills this month. Our billing company put return envelopes for the town of Woodruff in about 200 bills. We informed the customers not to use these envelopes and are working with the town of Woodruff to return any that may be sent to them.
* We had a water leak on Holly St that was caused by a tree cutting service hitting a fire hydrant.
* Kari and Brian attended a LRWS sponsored breakfast for the Wade Hampton Fellowship of Christian Athletes on February 6th.
* Our meter technician will be attending a conference on the metering system this week.
* We will have several employees in attedance for the Environmental Conference which starts March 10th.

1. **Engineer’s Report**

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

* We are working to close out the grant for the Salkehatchie Sewer Upgrade Project before March 15.
* Sludge removal is underway in Basin 4/5. A change order for rain delays is under review.
* The meter project is substantially complete. We are conducting a review on all of the accounts to identify any remaining work.
* We are awaiting permit approvals for the Nix Street Project.
* The Hampton Sewer Rehad Project is underway. They are currently working on Kinard Ln. This project should be completed in the next 30 days.
* We are preparing funding applications to CDBG and RIA for the Hill Rd/ Salkehatchie Sewer Extension Project.

7. **System Member Commissioners Report**

(A) **Town of Brunson**- Mayor Williams has created some committees which consist of citizens who have volunteered. The Town has 15 people total on these committees. There is a streetscape committee, museum committee and a planning and zoning committee. Rocky is the Chairman of the planning and zoning committee. On April 13th the Town will be having a family fun day.

(B) **Town of Gifford-** Mayor Mitchell and the engineer walked the future site of the sidewalk project on Hwy 321. The Town received a letter saying that the project was approved. DOT will be contributing $400,000.00 and CTC will be contributing $100,000.00. They are hoping to start the demolition project in March. The Gifford Luray School will have an after school program. The program should be starting the second week of March.

(C) **Town of Hampton**- The Town will have an active Planning and Zoning Committee. This Committee currently has 5 members and is hoping to acquire two more members. The new building and zoning man is doing an excellent job. The Town has received positive feedback about him. Everyone is looking forward to the Nix St Project. The Town Council voted to sell the property next to John Deere. Mayor Bilka thanked the LRWS Board for attending the previous Town Meeting.

(D) **Town of Varnville**- Everything is going well in Varnville. They have uncovered the signs for the streetscape project. They should be starting that project soon.

(E) **Town of Yemassee**-

(F) **County of Hampton**-

8. **Old Business**

A) Proposed Property Purchase from the Town of Hampton

Moved by Henry Tuten, seconded by Horney Mitchell to submit an offer of $4,600 an acre to the town of Hampton for the purchase of the property. Motion carried unanimously.

B) Development of Draft “Cost Recovery Policy”

I) Brian went over the second half of the Cost Recovery Policy with the Board and explained to them certain things that could be changed should they chose to do so.

9. **New Business**

* 1. Presentation of FY 2017-2018 Audit, Mr. Bill Hancock of the Brittingham Group LLC

The annual audit report for 2017-2018 was presented by Bill Hancock. There were no issues reported.

* 1. Draft Policy on Project Priority for CDBG Capital Improvement Projects

To be reviewed by the Board and discussed at a later date.

* 1. Lakisha Bowers
     1. Moved by Henry Tuten, seconded by Horney Mitchell to enter into a payment arrangement with Mrs. Bowers. Motion carried unanimously.

10. **Comments or Questions**

11. **Executive Session**

None

12. **Adjournment**

Moved by Jimmy Bilka, seconded by Horney Mitchell to adjourn. Motion carried unanimously. Meeting then adjourned at 5:55 pm.

Respectfully submitted by Sara Craven