

The Lowcountry Regional Water System Commission (herein referred to as “LRWS” of the “Commission”) held its regularly scheduled meeting on Tuesday, January 22, 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:** 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 Henry Tuten.

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 Henry Tuten to adopt the Agenda. Motion carried unanimously.

5. **Approval of Minutes: November 27, 2018 Regular Meeting and December 18, 2018 Special Called Meeting**

Moved by Jimmy Bilka, seconded by Horney Mitchell to approve the minutes of the November 27, 2018 regular meeting. Motion carried unanimously.

Moved by Henry Tuten, seconded by Horney Mitchell to approve the minutes of the December 18, 2018 special called meeting. Motion carried unanimously.

6. **Reports**

1. **Financial Report**

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

November

Total monthly revenue: $244,295.54

Total monthly expenditures: $214,906.83

Cash Account Balances

General Revenue: $329,687.79

Operation & Maintenance: $14,765.45

Short Term Assets: $702,430.90

Bond Funds & Reserves: $291,143.02

Unrestricted: $329,687.79

Restricted: $1,427,452.46

December

Total monthly revenue: $235,936.13

Total monthly expenditures: $249,141.41

Cash Account Balances

General Revenue: $321,451.55

Operation & Maintenance: $19,911.81

Short Term Assets: $712,392.65

Bond Funds & Reserves: $310,960.29

Unrestricted: $321,451.55

Restricted: $1,466,754.30

1. **Operations Report**

The Operations Report for November and December of 2018 was presented by Brian Burgess and is summarized below:

November

The water system total gallons produced for the month was 24,440,427 with total gallons sold at 14,405,972. Total water unaccounted for was 10,034,455 with percentage inefficiency at 41%.

The wastewater system total gallons received was 28,803,662 with a total gallons treated at 13,727,529. Total percentage inefficiency was 52%.

Total active water services was 3,085 with total active sewer services at 2,779.

Service orders issued was 145 with 144 completed.

Total work hours were 2,385.16 with 4.75 hours overtime in Administration, 31 hours overtime in Distribution and Collection and 7 hours overtime in Treatment.

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

December

The water system total gallons produced for the month was 19,946,895 with total gallons sold at 14,422,807. Total water unaccounted for was 5,524,088 with percentage inefficiency at 28%.

The wastewater system total gallons received was 32,017,698 with a total gallons treated at 13,472,746. Total percentage inefficiency was 58%.

Total active water services was 3,070 with total active sewer services at 2,764.

Service orders issued was 156 with 149 completed.

Total work hours were 2,398 with 3.46 hours overtime in Administration, 82.5 hours overtime in Distribution and Collection and 10.5 hours overtime in Treatment.

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

1. **Manager’s Report**

None

1. **Engineer’s Report**

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

* The Salkehatchie Sewer Upgrade Project has past all the tests. The contractor will begin cleaning up.
* Large meters are now being replaced and a punch list is being created for the contractors to finish things up on this project.
* There will be a meeting tomorrow for the Nix Street Project.
* The rain has caused a delay in the Sludge Dewatering Project.
* We have received Commerce approval of Engineering Agreement for the Gifford Waterline Project. The surveyors were there today.
* The Pre-CCTV work is complete for the Hampton Sewer Rehab Project. The rehab should begin 1/28/19.
* Project Tide has begun to clear the site for the building. Construction should begin next month.

7. **System Member Commissioners Report**

(A) Town of Brunson- The Christmas celebration went well. There were about 200 people in attendance. They served hot dogs and hot chocolate. They also had a live nativity scene. The town has met with SCE&G and Jerry Gosnell about the street scape project. The town was approached by the Fields Foundation about a historical marker for the old Rosenwall School. That project will require some fundraising.

(B) Town of Gifford- The surveyors from Davis & Floyd came today. An architect is coming Thursday for the school project. The town will be sending a letter of intent for the $150,000 for the school project.

(C) Town of Hampton- The Nix Street Project is in progress. There will be a meeting with LCOG tomorrow. There were some complaints that the town did not have a Christmas parade and that the banner at five points said “Happy Holidays”.

(D) Town of Varnville- The town got permission from SCDOT for streetscaping so that project should begin soon. The town is very thankful to the citizen who donated $10,000 for Christmas lights. The town is on track to be debt free by June of this year.

(E) Town of Yemassee-

(F) County of Hampton-

8. **Old Business**

 A) Proposed Property Purchase from the Town of Hampton

 I) Brian informed the Board that the Town of Hampton declined their offer. He suggested that a few board members attend the next Town meeting to discuss the offer with them.

 B) Development of Draft “Cost Recovery Policy”

 I) Brian went over the first 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. Resolution 2019-01 Approval of Engineering Services Agreement with Davis & Floyd for the Gifford Water System Improvement Project
		1. Moved by Henry Tuten, seconded by Jimmy Bilka to approve Resolution 2019-01 Approval of Engineering Services Agreement with Davis & Floyd for the Gifford Water System Improvement Project. Motion carried unanimously.
	2. Commission Strategic Goal Setting
		1. Brian suggested that the Board set up a time to discuss future goals.
	3. Discussion of Policy Development on CDBG Matching Funds
		1. After discussing the issue the Board asked Brian to develop a policy for this matter.
	4. Discussion of Policy On Termination of Service for Non Payment as Applied to Furloughed Federal Government Employees
		1. Brian suggested that LRWS allow these Federal employees to be 3 months past due without penalties and without disconnection of services. These customer will need to provide proof that they are Federal employees in order to receive this arrangement. The Board agreed to this plan.

10. **Comments or Questions**

11. **Executive Session**

None

12. **Adjournment**

Moved by Henry Tuten, seconded by Jimmy Bilka to adjourn. Motion carried unanimously. Meeting then adjourned at 5:50 pm.

Respectfully submitted by Sara Craven