

The Lowcountry Regional Water System Commission (herein referred to as “LRWS” of the “Commission”) held its regularly scheduled meeting on Tuesday, January 28, 2020 at 200 Jackson Avenue East, Hampton South Carolina. The meeting was advertised as prescribed by law.

**Commission Present:** Mr. William “Rocky” Hudson, Brunson (Telephonic-Via Skype)

Mayor Jimmy Bilka, Hampton

Mayor Nat Shaffer, Varnville

Mayor Horney Mitchell, Gifford

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:** Mr. Bill Hancock

Ms. Rose DeLoach

**Quorum Met:** Yes

1. **Call to Order**

Chairman Rocky Hudson called the meeting to order at 4:00 pm. Chairman Hudson then vacated the chair and Vice-Chairman Jimmy Bilka presided over the meeting.

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 Peggy O’Banner to adopt the Agenda. Motion carried unanimously.

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

Moved by Peggy O’Banner, seconded by Horney Mitchell to approve the minutes of the November 26, 2019 Meeting. Motion carried unanimously.

6. **Reports**

1. **Financial Report**

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

November

Total monthly revenue: $259,326.84

Total monthly expenditures: $240,282.60

Cash Account Balances

General Revenue: $373,174.03

Designated Purpose Funds: $54,627.82

Capital Improvement Funds: $122,936.52

Ancillary Town Charges: $46,004.92

Bond Funds & Reserves: $400,278.06

Unrestricted: $373,174.03

Restricted: $1,603,000.47

December

Total monthly revenue: $256,052.81

Total monthly expenditures: $233,061.64

Cash Account Balances

General Revenue: $380,591.39

Designated Purpose Funds: $62,767.16

Capital Improvement Funds: $143,463.25

Ancillary Town Charges: $56,141.96

Bond Funds & Reserves: $401,885.15

Unrestricted: $380,591.39

Restricted: $1,671,249.15

1. **Operations Report**

The Operations Reports for November and December were presented by Brian Burgess and is summarized below:

November

The water system total gallons produced for the month was 22, 270,742 with total gallons sold at 17,746,162. Total water unaccounted for was 3,391,833 with percentage inefficiency at 15%.

The wastewater system total gallons received was 20,372,621 with a total gallons treated at 14,475,863. Total percentage inefficiency was 28%.

Total active water services was 3,107 with total active sewer services at 2,793.

Service orders issued was 114 with 109 completed.

Total work hours were 2,383 with 1.75 hour overtime in Administration, 42 hours overtime in Distribution and Collection and 4 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 21,184,537 with total gallons sold at 16,386,005. Total water unaccounted for was 4,798,532 with percentage inefficiency at 23%.

The wastewater system total gallons received was 33,447,796 with a total gallons treated at 14,140,615. Total percentage inefficiency was 58%.

Total active water services was 3,105 with total active sewer services at 2,797.

Service orders issued was 130 with 126 completed.

Total work hours were 2,159 with 2 hour overtime in Administration, 50.5 hours overtime in Distribution and Collection and 8 hours overtime in Treatment.

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

1. **Manager’s Report**

* Brian Burgess informed the commissioners that we have 3 new employees. These employees have been with us for almost and month and everything is going well.

1. **Engineer’s Report**
   * The contractor is scheduled to return to Yemassee on February 3rd to complete the sludge removal.
   * The contractor has found some holes in basin 2 at the YEmassee WWTP which will be repaired.
   * We are reviewing change orders and the final pay request for the Meter Replacement Project.
   * We received the EDA concurrence for the Brunson WWTP/ Sewer Rehab Project. We are addressing final comments from USDA.
   * The Nix Street Project is about 95% complete.
   * The Hampton Sewer Rehab (Lightsey/ Kinard) Project is complete and being closed out.

7. **System Member Commissioners Report**

(A) **Town of Brunson**- The town was able to purchase the “Old Preacher House”. They are currently thinking about all the possibilities for this building.

(B) **Town of Gifford-** The town has signed a $32,000 grant to purchase the building by the traffic light. This building will be renovated and used for business.

(C) **Town of Hampton**- An election is coming up in April. There are 2 council seats up for the election.

(D) **Town of Varnville**- An Election will be held in April. The ballot will consist of 3 seats on the council and the position of Mayor. SC DOT and DSX are stilling going back and forth with the traffic light. The time is almost up for the grant pertaining to this project.

(E) **Town of Yemassee**- The town has had issues with garbage customers paying so an audit was performed. The audit was successful at identifying the issues. The Town Hall has been remodeled.

(F) **County of Hampton**-

8. **Old Business**

A) Policy Position on Individual Residential Pumping Systems.

* No discussions or actions taken

9. **New Business**

* 1. Presentation of the FY 2018-2019 Financial Audit by The Brittingham Group, LLP.

Mr. Bill Hancock presented the final annual audit for the year ending September 30, 2019. He explained several items within the audit including financial statements, long term debt, pension liability reporting, internal controls, compliance, and single audit requirements.

10. **Questions & Comments**

* Ms. Rose DeLoach informed the Board about an ongoing leak that she has due to a faulty line installation. She told the Board that she did not feel that she should be responsible for fixing the line and that she could not afford to do so. The Board stated that a credit could be applied to Ms. DeLoach’s bill so that she could apply those funds to fixing the leak.

11. **Executive Session**

Moved by Rocky Hudson, seconded by Peggy O’Banner to enter into executive session. Motion carried unanimously.

A) Discussion of Matters Related to the Negotiations Incident to Proposed Contractual Arrangements and Proposed Sale or Purchase of Property as Allowed by SC Code of Laws as Amended, Section 30-4-70 (a) (2)

Moved by Peggy O’Banner, seconded by Horney Mitchell to exit executive session. Motion carried unanimously.

Moved by Peggy O’Banner, seconded by Horney Mitchell to accept the highest bid for the property. Motion carried unanimously.

12. **Adjournment**

Moved by Jimmy Bilka, seconded by Horney Mitchell to adjourn. Motion carried unanimously. The meeting then adjourned at 6:15.

Respectfully submitted by Sara Craven