

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

**Commission Present:** Mr. William “Rocky” Hudson, Brunson

Mayor Jimmy Bilka, Hampton

Ms. Peggy O’Banner, Yemassee

Mr. Clay Bishop, Hampton County

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

Ms. Sara Craven, Secretary

Ms. Marlene Marchyshyn, Treasurer

Ms. Kari Foy, Engineer

**Visitors Present:** Ms. Rose Elliot-Dobson

Mr. Mixon Zahler

**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 Rocky Hudson.

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 Clay Bishop, seconded by Peggy O’Banner to adopt the Agenda. Motion carried unanimously.

5. **Approval of Minutes: August 27, 2019, September 24, 2019 and October 22, 2019 Regular Meetings**

Moved by Jimmy Bilka, seconded by Clay Bishop to approve the minutes of the August 27, 2019 Meeting. Motion carried unanimously.

Moved by Clay Bishop, seconded by Peggy O’Banner to approve the minutes of the September 24, 2019 meeting. Motion carried unanimously.

Moved by Clay Bishop, seconded by Jimmy Bilka to approve the minutes of the October 29, 2019 meeting. Motion carried unanimously.

6. **Reports**

1. **Financial Report**

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

October

Total monthly revenue: $257,634.09

Total monthly expenditures: $224,254.33

Cash Account Balances

General Revenue: $386,286.40

Designated Purpose Funds: $57,141.53

Capital Improvement Funds: $106,264.38

Bond Funds & Reserves: $418,454.63

Unrestricted: $386,286.40

Restricted: $1,616,550.79

1. **Operations Report**

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

October

The water system total gallons produced for the month was 22,761,771 with total gallons sold at 17,522,348. Total water unaccounted for was 5,239,423 with percentage inefficiency at 23%.

The wastewater system total gallons received was 22,198,399 with a total gallons treated at 14,854,420. Total percentage inefficiency was 33%.

Total active water services was 3,129 with total active sewer services at 2,502.

Service orders issued was 138 with 124 completed.

Total work hours were 2,498 with 2 hour overtime in Administration, 57 hours overtime in Distribution and Collection and 5 hours overtime in Treatment.

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

1. **Manager’s Report**

* Brian Burgess informed the commision about a break in at the shop. He proposed increasing security. We met with Yemassee’s Mayor and town clerk to discuss past due accounts. Brian asked that all the towns provide any water and sewer health santation ordinances so that we can create a universal one.

1. **Engineer’s Report**
   * Bid documents have been submitted to EDA for the Brunson WWTP/ Sewer Rehab Project.
   * The Nix St Project is about 80% complete.
   * SCDOT is requiring asphalt resurfacing along Lightsey and Lightsey Ext. The change order has been submitted to request the remaining grant funds.
   * We have received a RIA grant totaling $402,000 for the Tank Renovation and Electrical Upgrade Project.
   * We have received a grant for $250,000 for the Sewer Extension Project. We have 6 months to secure additional funds for the project.

8. **System Member Commissioners Report**

(A) **Town of Brunson**- Rocky survived the election! The town has continued with negotiations for the “Old Preacher” house. The new street lights should be complete within the next month. In December the town will host the annual tree lighting ceremony. Santa Claus will be in Brunson on December 12th. There will be a nativity scene with real animals. The Fire Department will provide hot dogs. There will also be music to enjoy.

(B) **Town of Gifford-**

(C) **Town of Hampton**- The town is in the process of getting their Christmas decorations up. The town is thinking about getting a live tree for next year. The town switched garbage companies.

(D) **Town of Varnville**-

(E) **Town of Yemassee**- The Christmas decorations are going up in town. They are almost complete. The town applied for and was awarded a grant to demolish 17 dilapidated homes. This project will help beautify the town of Yemassee. This project was broadcasted on tv. The Christmas parade is next Saturday. It starts at 10:00am. The election is over and Peggy hopes to represents Yemassee very well.

(F) **County of Hampton**- Friday evening will be the black Friday concert at the Palmetto Theater. The Gullah Geechee exhibit will be on December 15th. Our new solar wind sock is working very well. There is a possibility that we may have a flight school at the airport in the future. The solar lights should be in soon.

9. **Old Business**

A) Policy Position on Individual Residential Pumping Systems.

* No discussions or actions taken

10. **New Business**

* 1. Resolution 2019-06 Establishing Just Compensation for Easements Related to the Gifford Water Main Extension Project

Moved by Clay Bishop, seconded by Jimmy Bilka to approve Resolution 2019-06 Establishing Just Compensation for Easements Related to the Gifford Water Main Extension Project. Motion carried unanimously.

* 1. Proposal by WEC for Wastewater Modeling Assistance at the Yemassee WWTP

Moved by Jimmy Bilka, seconded by Clay Bishop to approve the Proposal by WEC for Wastewater Modeling Assistance at the Yemassee WWTP. Motion carried unanimously.

* 1. Resolution 2019-09 - SCRIA Grant Award Holly Street Elevated Tank Rehab ($402,000)

Moved by Clay Bishop, seconded by Jimmy Bilka to approve Resolution 2019-09 - SCRIA Grant Award Holly Street Elevated Tank Rehab ($402,000). Motion carried unanimously.

* 1. Resolution 2019-10 - SCRIA Grant Award Sewer Service Extension ($250,000)

Moved by Jimmy Bilka, seconded by Peggy O’Banner to approve Resolution 2019-10 - SCRIA Grant Award Sewer Service Extension ($250,000). Motion carried.

|  |  |  |
| --- | --- | --- |
| Town | Aye | Nay |
| Brunson- Rocky Hudson | **√** |  |
| Hampton- Jimmy Bilka | **√** |  |
| Yemassee- Peggy O’Banner | **√** |  |
| Hampton County- Clay Bishop |  | **√** |

* 1. Task Order for AECOM to Provide Engineering Services for the Holly St Elevated Tank Rehab Project

Moved by Peggy O’Banner, seconded by Jimmy Bilka to approve Task Order for AECOM to Provide Engineering Services for the Holly St Elevated Tank Rehab Project. Motion carried unanimously.

* 1. Task Order for Thomas & Hutton to Provide Engineering Services for Sewer Service Extension Project

Moved by Jimmy Bilka, seconded by Peggy O’Banner to approve task Order for Thomas & Hutton to Provide Engineering Services for Sewer Service Extension Project. Motion carried.

|  |  |  |
| --- | --- | --- |
| Town | Aye | Nay |
| Brunson- Rocky Hudson | **√** |  |
| Hampton- Jimmy Bilka | **√** |  |
| Yemassee- Peggy O’Banner | **√** |  |
| Hampton County- Clay Bishop |  | **√** |

* 1. Adoption of Regular Meeting Schedule for Calendar Year 2020

Moved by Jimmy Bilka, seconded by Clay Bishop to approve the Regular Meeting schedule for calendar year 2020. Motion carried unanimously.

12. **Executive Session**

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

* 1. 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)**
  2. Discussion of Matters related to the General Manager’s Performance Evaluation as allowed by SC Code of Laws as Amended, **Section 30-4-70 (a) (1)** discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, a student, or a person regulated by a public body or the appointment of a person to a public body.

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

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

13. **Adjournment**

Moved by Jimmy Bilka, seconded by Clay Bishop to adjourn. Motion carried unanimously. The meeting then adjourned at 5:45.

Respectfully submitted by Sara Craven