

The Lowcountry Regional Water System Commission held its regular monthly meeting at 4:00 pm on Tuesday, October 26, 2021 in the large conference room at the Hampton County Adminstrative Center in the Town of Hampton, 200 Jackson Avenue East, Hampton South Carolina. All meetings are open to the public (except for information, if any, to be discussed in Executive Sessions) and all interested parties are invited to attend.

**Commission Present:** Mr. Rocky Hudson, Brunson

Mayor Bilka, Hampton

Mayor Nat Shaffer, Varnville

Ms. Peggy O’Banner, Yemassee

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

Ms. Sara Craven, Secretary

Ms. Marlene Marchyshyn, Treasurer

Ms. Kari Foy, Engineer

Mr. Bradley Harriott, Fields Operations Manager

**Visitors Present:** C.D. Rhodes- Pope Flynn Group

Bill Bingham- AECOM

**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 Nat Shaffer.

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 Peggy O’Banner, seconded by Jimmy Bilka to adopt the Agenda. Motion carried unanimously.

5. **Approval of Minutes: August 24, 2021, Meeting & September 30, 2021, Special Called Meeting**

Moved by Jimmy Bilka, seconded by Peggy O’Banner to approve the minutes for the August 24, 2021, meeting. Motion carried unanimously.

Moved by Nat Shaffer, seconded by Jimmy Bilka to approve the minutes for the special called meeting on September 30, 2021. Motion carried unanimously.

6. **Public Hearing**

1. Amendment to Water and Wastewater Rate Schedule
2. Fiscal year 2021- 2022 Operating Budget, Capital Improvement Renewal & Replacement Budget, and Extension & Expansion Budget

There was no public questions or comments.

7. **Reports**

A. Financial Report- The financial report for September was presented by Marlene Marchyshyn.

B. General Managers Report- Brian discussed the Alpha Genesis Project and problems with a fire pump. He informed the Board that the second contractor backed out of the Brunson Sewer Rehab Project.

(Staff Reports)

1. Deputy General Managers Report
2. Human Resource Managers Report

Marlene provided the work hours and gave an update on the job listings for LRWS.

1. Billing Managers Report

Sara provided the billing numbers on the operations report and noted that LRWS now provides paperless billing.

1. Engineers Report

Kari discussed some ongoing projects.

* The bid documents were modified for rebidding and submitted to USDA and EDA for approval.
* The bid package for the Gifford Waterline Extension was submitted to CDBG.
* A grant agreement between AGI and LRWS was executed pertaining to the Sewer Service Extension Project. A revised CSX permit was also submitted.

1. Field Operations Managers Report

Bradley provided a report for the field work done from 8/19/21 to 10/17/21.

1. Treatment Operations Managers Report

8. **System Member Commissioners Reports**

A. Town of Brunson- The Streetscape Project is still ongoing. A public election will be held next Tuesday. The Town Council will vote on Wednesday whether the annual Christmas celebration should happen.

B. Town of Gifford- Not Present

C. Town of Hampton- The town is still looking to hire more employees. The public works employees have really appreciated the new equipment. This has helped them to beautify the town. The Police Department and Fire Department will be hosting a trick or treating event. The town clock is currently being restored.

D. Town of Varnville- The downtown merchants will be participating in trick or treating this year. The town is allowing door to door trick or treating but the civilians will not be able to gather at the public parks due to COVID restrictions. The town’s garbage department had some employees out with COVID- 19. Mayor Shaffer drove the trash truck for a week so that service was not interrupted. The town has since then found some part time help in this department.

E. Town of Yemassee- The town will hold elections soon. There are 6 candidates and only 2 positions available. The town now has a new building inspector and an office assistant. The Police Department will be hosting trick or treating on Saturday and the community will be doing it on Sunday.

F. County of Hampton- Not Present

9. **Old Business**

* 1. Town of Yemassee Public Project Application Requirements

Brian informed the Board that Matt from the town of Yemassee sent the form. He made note of some reasons why this would not be good for LRWS. The Board decided to get more information. Peggy O’Banner will be reaching out to Matt to gather more information.

10. **New Business**

* 1. Second and Final Reading Resolution 2021-07 Adoption of Water and Wastewater Rate Schedule. Mr. Bill Bingham with American Engineering Consultants presented the Water and Sewer Rate Study Final Report. Mr. Bingham answered questions from the Board and recommended that the Board consider adopting Alternative 4 of the report to meet the needs of the proposed budget. Brian requested that the proposed Fire Sprinkler Fees, except for the fees for the dedicated fire system serving LRIP/SCIC, be considered at a later date and not part of the proposed fee schedule at this time.
     1. Moved by Jimmy Bilka, seconded by Nat Shaffer to approve Resolution 2021-07 Adoption of Water and Wastewater Rate Schedule with the proposed Fire Sprinkler Fees to be considered at a later date. Motion carried unanimously.
  2. Second and Final Reading Resolution 2021-08 Adoption of Fiscal Year 2021-2022 Operating Budget, Capital Improvement Renewal & Replacement Budget, and Extension & Expansion Budget; Brian reviewed the proposed budget with the Board. Brian informed the Board that the proposed budget provided for customer rate and fee adjustments to cover the increased cost in operations. He noted that the CPI changed by 5.8% over the past year. Brian also, informed the Board that the proposed budget included moving the General Managers pay to the mid-point range of the pay scale in line with all other employees and providing a minimum 5.8% COLA pay adjustment for all employees.
     1. Moved by Jimmy Bilka, seconded by Peggy O’Banner to approve Resolution 2021-08 Adoption of Fiscal Year 2021-2022 Operating Budget, Capital Improvement Renewal & Replacement Budget, and Extension & Expansion Budget. Motion carried.

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| **Commissioner** | **Yay** | **Nay** |
| Jimmy Bilka | 45 Votes |  |
| Nat Shaffer |  | 27 Votes |
| Rocky Hudson | 8 Votes |  |
| Horney Mitchell |  |  |
| Peggy O’Banner | 16 Votes |  |
| Clay Bishop |  |  |
| *Total* | *69 Votes* | *27 Votes* |

* 1. C.D. Rhodes of Pope Flynn Group – Information Related to Ancillary Fees
     1. C.D. Rhodes informed the Board of possible issues that could come from LRWS billing customers for certain town fees.
  2. Resolution 2021-09 Revising Apportionment of Member Votes of the LRWS Commission
     1. Moved by Nat Shaffer, seconded by Peggy O’Banner to approve Resolution 2021-09 Revising Apportionment of Member Votes of the LRWS Commission. Motion carried unanimously.
  3. Resolution 2021-10 Election of Officers
     1. Moved by Jimmy Bilka, seconded by Peggy O’Banner to appoint Rocky Hudson as Chairman. Motion carried unanimously.
     2. Moved by Rocky Hudson, seconded by Peggy O’Banner to appoint Jimmy Bilka as Vice Chairman. Motion carried unanimously.
     3. Moved by Rocky Hudson, seconded by Jimmy Bilka to appoint Sara Craven as Secretary. Motion carried unanimously.
     4. Moved by Rocky Hudson, seconded by Peggy O’Banner to appoint Marlene Marchyshyn as Treasurer. Motion carried unanimously.

11. **Public Comments**

None

12. **Adjournment**

Moved by Jimmy Bilka, seconded by Nat Shaffer to adjourn. Motion carried unanimously. Meeting then adjourned at 5:45 pm.

Respectfully submitted by Sara Craven.