

The Lowcountry Regional Water System Commission held its regular monthly meeting at 4:00 pm on Tuesday, July 27, 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 Mitchell, Gifford

Mayor Bilka, Hampton

Mayor Nat Shaffer, Varnville

**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:** 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 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 Horney Mitchell, seconded by Nat Shaffer to adopt the Agenda. Motion carried unanimously.

5. **Approval of Minutes: June 22, 2021 Meeting**

Moved by Jimmy Bilka, seconded by Nat Shaffer to approve the minutes for the June 22, 2021 meeting. Motion carried unanimously.

6. **Reports**

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

B. General Managers Report-

* Brian encouraged the Commissioners to lobby for funds for the wastewater extensions to serve the Agricultural Technology Campus.
* He mentioned the American Rescue Plan Act which will provide funds to the towns which can be used to help fix old valves, pump stations and other aging infrastructure.
* Brian announced that 3 LRWS employees had left or will be leaving all within a month’s time.
* The rate study is being finalized and we should have a report for that soon.
* The Industrial Park has been using a lot more water than was originally expected.
* Brian asked the Commissioners to award the bid to the second lowest bidder for the Brunson Sewer Upgrade Project because of delays with the original contractor. The contractor has been having issues getting bonds. The financing has been extended to August 9, 2021.
  + The Board agreed to give Brian the power to go ahead with this plan and would make a formal vote at the next meeting. This would also have to be approved with the USDA.

(Staff Reports)

1. Deputy General Managers Report
   1. The Deputy General Manger was not in attendance.
2. Human Resource Managers Report

Marlene went over the work hours for the month of June. She also noted a worker’s comp incident but mentioned that there was no work time lost.

1. Billing Managers Report

Sara provided a report that showed the billing amounts for the month of May. She also provided a report for the meter technician for the month of June.

1. Engineers Report

Kari discussed some ongoing projects.

A timeline was given for the Brunson WWTP Project.

Eight parcels have been filed and compensation deposited pertaining to the Gifford Waterline Project. Two parcels are being advertised and one is under review by an attorney.

AGI is working on a Performance Agreement required by the Grant Agreement on the Sewer Service Extension Project.

The request date for proposals regarding the Gifford Lift Station Project is August 5, 2021.

1. Field Operations Managers Report

Bradley provided a report for the field work done from 5/17/21 to 7/18/21. He noted that we receive a lot of locates. Bradley also informed the Commissioners that the field technicians have been doing more flushing.

1. Treatment Operations Managers Report

Cyndie was not in attendance, but she provided a report showing the number of tests, inspections and repairs made by the Water & Wastewater Treatment Technicians from 6/19/21- 7/23/21.

7. **System Member Commissioners Reports**

A. Town of Brunson- The town is working on the Streetscape and the Preacher House Projects.

B. Town of Gifford- The Rural Development Project is making progress. The contractor is currently working on installing a bathroom.

The town had the surveying done and hopes to start the sidewalk project soon.

C. Town of Hampton- The town is looking to hire because they only have 4 employees in the public works department.

After the brick renovations on the museum were completed, a leak was found. A contractor is working on fixing this issue now.

In the Council Meeting next Tuesday there will be a discussion about purchasing new equipment.

D. Town of Varnville- The town is pleased to announce that the Intersection Project should begin this Thursday. The delay was caused because the sub-contractor had let their sims license expire and they were having trouble getting concrete.

E. Town of Yemassee- Not Present

F. County of Hampton- Not Present

8. **Old Business**

1. Update of Temporary Water Service off of Hill Rd Yemassee

Kari provided an audio clip of a voicemail that a customer left her pertaining to the service on Hill Rd. The customer informed LRWS that a well was put in and the service could be removed as it was no longer needed.

* Brian noted that action would need to be taken on this matter due to the customer being in the town limits.
* The Chairman stated that he would call the customer to get more details about the situation.

9. **New Business**

* 1. Request by Mr. Julian Smith (Lack of Communications)
     1. Mr. Smith was not in attendance, but the matter was discussed.
     2. The Chairman asked when the bills were mailed out and noted the message on the bill about past due amounts.
        1. The billing manager answered the Chairman’s questions. The bills are mailed out a week before the final day to pay a past due amount so that the customer has time to pay after reading the message on the bill. The message on the bill tells the customer the amount that they owe from the previous month and the final day to pay it before disconnection.
  2. Town of Yemassee Public Project Application Requirements
     1. The Commissioners asked for this item to be tabled and put under old business at the next meeting.
  3. Thomas & Hutton Engineering Co. Addendum #3 for Sewer System Improvements to Serve Alpha Genesis
     1. Moved by Jimmy Bilka, seconded by Horney Mitchell to approve Thomas & Hutton Engineering Co. Addendum #3 for Sewer System Improvements to Serve Alpha Genesis. Motion carried unanimously.
  4. Spruce Street Sewer SCDHEC Permitting
     1. This matter was discussed, and Nat Shaffer stated that he may have some information pertaining to the topic. The Commissioners asked to table the decision and the item to be on the agenda for next month.
  5. Town of Yemassee Unauthorized Use of the Old Dog Kennel at the I-95 Water Tank Site
     1. Brian informed the Board that the town of Yemassee had placed dogs in the old kennels which are inside of the LRWS fence. One of the dogs had broken out of the pen and became aggressive with a LRWS employee. The Chairman announced that he would call the Mayor of Yemassee and tell him to remove the dogs from LRWS property.
  6. 1st Reading of 2021-2022 Proposed Operating Budget
     1. Moved by Horney Mitchell, seconded by Jimmy Bilka to accept the 1st Reading of 2021-2022 Proposed Operating Budget. Motion carried unanimously.

10. **Public Comments**

None

11. **Adjournment**

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

Respectfully submitted by Sara Craven.