

The Lowcountry Regional Water System Commission held its regular monthly meeting at 4:00 pm on Tuesday, August 24, 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

Mr. Clay Bishop, Hampton County

**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 4:04 pm.

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 Clay Bishop, seconded by Horney Mitchell to adopt the Agenda. Motion carried unanimously.

5. **Approval of Minutes: July 27, 2021 Meeting**

Moved by Jimmy Bilka, seconded by Clay Bishop to approve the minutes for the July 27, 2021 meeting. Motion carried unanimously.

6. **Reports**

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

B. General Managers Report- Brian went through the residential and commercial usage on the operations report.

 (Staff Reports)

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

Marlene went over the work hours for the month of July. She informed the Commission of a part time employee that was filling in for the Treatment Operations Manager position. She also noted that a new full-time employee would be starting on September 1, 2021 as a utility technician.

1. Billing Managers Report

Sara went over the billing numbers on the operations report.

1. Engineers Report

Kari discussed some ongoing projects.

We are awaiting concurrence from USDA to award the Brunson PS & Sewer Rehab Project to the second lowest bidder.

The performance agreement is complete, so we are preparing the grant agreement for the Sewer Service Extension Project.

The project design is underway, and an onsite meeting/test was done for the Yemassee Water & Sewer Project.

We received four proposals for the Gifford Lift Station Rehab Project.

1. Field Operations Managers Report

Bradley provided a report for the field work done from 7/18/21 to 8/15/21. He noted that there were a lot of line breaks.

1. Treatment Operations Managers Report

7. **System Member Commissioners Reports**

A. Town of Brunson- The town is working on the Streetscape and the Preacher House Projects. Mr. Rocky Hudson is working on creating a Planning Committee and Zoning Board of Appeals.

B. Town of Gifford- Street paving began this week in the town. The town received a slow process letter for a project. A conference is scheduled for Thursday to resolve this issue.

C. Town of Hampton- There is some interest in building homes on the properties for sale on Nix St. This could help with the housing market as there are not many houses available right now.

D. Town of Varnville- The town is pleased to announce that the Intersection Project has been completed.

E. Town of Yemassee- Not Present

F. County of Hampton- The theater in Hampton is now showing movies using the new equipment. The picture and sound quality compares to the big theaters. Large industrial companies are showing interest in the County. In the last 2 ½ years Hampton County has been able to announce almost 2,000 jobs being created thanks to new industries coming to the County. PRTC has partnered with Palmetto Electric and will be bringing broadband internet to Hampton County.

8. **Old Business**

* 1. Update of Temporary Water Service off Hill Rd Yemassee
		1. Once the board was informed that the service was no longer needed, they agreed to have the tap and meter removed.
	2. Town of Yemassee Public Project Application Requirements
		1. Tabled
	3. Spruce Street Sewer SCDHEC Permitting
		1. Mayor Shaffer asked Brian and Kari to get him the costs for the permitting so that he could take it to the next town meeting. The town council would discuss the issue and determine if they would be able to provide any funds using the COVID-19 relief money.
		2. Mayor Shaffer asked that this item be removed from the agenda until it needs to be brought back to the Board’s attention.

9. **New Business**

* 1. Master Services Agreement for Engineering Services from Keck and Wood, Inc.
		1. Moved by Nat Shaffer, seconded by Clay Bishop to approve the Master Services Agreement for Engineering Services from Keck and Wood, Inc. Motion carried unanimously.
	2. Resolution 2021-05 Contract Award for Engineering Services for Gifford Lift Station Rehabilitation
		1. Moved by Clay Bishop, seconded by Jimmy Bilka to approve Resolution 2021-05 Contract Award for Engineering Services for Gifford Lift Station Rehabilitation. Motion carried unanimously.

10. **Public Comments**

None

11. **Adjournment**

Moved by Clay Bishop, seconded by Jimmy Bilka to adjourn. Motion carried unanimously. Meeting then adjourned at 5:15 pm.

Respectfully submitted by Sara Craven.