

The Lowcountry Regional Water System Commission held its regular monthly meeting at 4:00 pm on Tuesday, March 23, 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 Nat Shaffer, Varnville

Ms. Peggy O’Banner, Yemassee

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

Mr. Caskell Hudson, Deputy General Manager

Ms. Sara Craven, Secretary

Ms. Marlene Marchyshyn, Treasurer

Ms. Kari Foy, Engineer

Mr. Bradley Harriott, Field Operations Manager

Ms. Cyndie Moberly, Wastewater Treatment 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 Peggy O’Banner to adopt the Agenda. Motion carried unanimously.

5. **Approval of Minutes: February 23, 2021 Regular Meeting**

Moved by Horney Mitchell, seconded by Peggy O’Banner to approve the minutes for the February 23, 2021 meeting. Motion carried unanimously.

6. **Reports**

A) Financial Report- The financial report for February 2021 was presented by Marlene Marchyshyn. She also handed out an annual report.

B) General Managers Report

No report given.

(Staff Reports)

1. Deputy General Managers Report

Caskell went over the number of connections from the operations report with the Board.

1. Billing Managers Report

Sara informed the Commissioners that the number of customers on the cut off lists had decreased. A printout was provided that showed the number of customers on the cut off list for January, February and March.

1. Field Operations Managers Report

Bradley provided a report listing the day to day work load for the field technicians from 2/14/21- 3/14/21. He informed the Board of some of the issues with the Brunson sewer station and noted that there is a need for a rehab there.

1. Human Resource Managers Report

Marlene went over the work hours for the month of February and informed the Board that a new employee would be starting on March 29th.

1. Engineers Report

Kari discussed some ongoing projects.

The initial condemnation notices have gone out for the Gifford Waterline Extension Project.

Applications for RIA funds were submitted on March 15th for the Sewer Service Extension Project and the Gifford Lift Station Project.

1. Treatment Operations Managers Report

Cyndie provided a report showing the number of tests, inspections and repairs made by the Water & Wastewater Treatment Technicians from 2/20/21- 3/14/21.

She also let the Commissioners know that the Hampton WWTP is looking a lot better as the sand beds are regaining ground.

7. **System Member Commissioners Reports**

A) Town of Brunson- There have been a few issues with the Streetscape Project. The Preacher House Project is moving forward. Some individuals from the County administration helped with cleaning at the Preacher house.

B) Town of Gifford- The town will hold elections next month. A contractor has been chosen for the Rural Development Project. This project will probably be completed within a month.

C) Town of Hampton- Not Present

D) Town of Varnville- The Intersection Project should begin in April and finish in May or June.

E) Town of Yemassee- A grant has been awarded to resurface the basketball court and add a bathroom.

F) County of Hampton- Not Present

8. **Old Business**

None

9. **New Business**

* 1. USDA Response for Request to Amend Brunson Sewer Rehab LOC
     1. Brian made a suggestion of what he believed to be the best option for LRWS. He recommended that the Commission not reduce the grant amount.

Moved by Nat Shaffer, seconded by Peggy O’Banner to follow Brian’s suggestion to keep the grant and loan package that we have now with the USDA and proceed with the Brunson Sewer Rehab Project. Motion carried unanimously.

* 1. Proposal for Rehab and Upgrade of Electrical System at Live Oak & Palmetto Wells (Varnville)
     1. Brian informed the Board that the cost to make these upgrades would be about $80,000. He inform the Commissioners that the funds would come from the Depreciation & Assets fund account.

Moved by Peggy O’Banner, seconded by Horney Mitchell to approve the funds needed to upgrade the electrical system at Live Oak & Palmetto Wells in Varnville. Motion carried unanimously.

* 1. General Managers Request Reference Annual Leave
     1. The Board asked for this item to be put under executive session for the next meeting.

10. **Public Comments**

None

11. **Adjournment**

Moved by Nat Shaffer, seconded by Peggy O’Banner to adjourn. Motion carried unanimously. Meeting then adjourned at 4:56 pm.

Respectfully submitted by Sara Craven.