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The Lowcountry Regional Water System Commission held its regular monthly meeting at 4:00 pm on Tuesday, November 29, 2022 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 Nat Shaffer, Varnville

Mayor Robert Brown, Hampton

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. Blake Hodge, Field Operations Manager

**Visitors Present:** None

**Quorum Met:** Yes

1. **Call to Order**

Chairman Rocky Hudson called the meeting to order at 4:01 pm.

2. **Invocation and Pledge of Allegiance**

Invocation was given by Robert Brown.

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 Robert Brown, seconded by Peggy O’Banner to adopt the agenda. Motion carried unanimously.

5. **Approval of Minutes**

Moved by Robert Brown, seconded by Nat Shaffer to approve the minutes for the October 25, 2022 meeting. Motion carried unanimously.

6. **Reports:**

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

B. General Managers Report- Brian stated that he has been discussing job opportunities with a few people. He also informed the Commissioners of a compliance issue.

(Staff Reports)

1. Deputy General Managers Report
2. Human Resource Managers Report
   1. Marlene provided the work hours for the month of October. She informed the Board about a new employee in the wastewater treatment department. We also have an interview scheduled for tomorrow.
3. Billing Managers Report
   1. Sara provided the billing numbers on the operations report for the month of October. It was noted that these numbers were the first since the rate change.
4. Engineers Report
   1. A letter was mailed to the owners and renters pertaining to the new connections in the Gifford Waterline Extension Project. An application was included in those letters, and we have received some back.
   2. The Gifford Lift Station Project is under construction.
   3. We received a “no permit required” letter from USACE and are awaiting EDA concurrence for the Sewer Service Extension Project in Early Branch.
   4. We are working on developing an elevated tank inspection and washout plan for 2023.
5. Field Operations Managers Report
   1. Blake provided a handout of the work that the field crew had done since the last meeting. He let the Commissioners know that the field office has been cleaned and organized. He is very proud of the work that has been done there.
6. Treatment Operations Managers Report
   1. Not in attendance

7. **System Member Commissioners Reports**

A. Town of Brunson- The town has a new sign in front of the town hall. The Christmas Festival will be held on December 20th. There will be a parade and the fire department will be grilling hot dogs. A choir will be singing starting at 6:00pm.

B. Town of Gifford- Not in attendance

C. Town of Hampton- The town will hold its annual Tree Lighting Ceremony on December 2nd. On December 9th the town will partner with the Chamber of Commerce for the Christmas Parade.

D. Town of Varnville- The town will host a “Down Home Christmas” on December 16th. This event will feature food trucks, movies, caroling, door prizes and an ugly sweater contest. There will be a display of fireworks at 8:45pm. This event will take place in front of the town hall.

E. Yemassee- The Shrimp Festival Committee is already hard at work to prepare for the event. A grant of $25,000 was given to the Marine Corp Park. The basketball court will be named in honor of Simon Jinks. There will be a ceremony for this occasion sometime in the future. The town’s Tree Lighting Ceremony will take place on December 4th at 5:30pm. The Christmas Parade will be held on December 18th.

F. Hampton County- Not in attendance.

8**. Old Business**

9. **New Business**

* 1. Mr. Corey Housey Water Bill
     1. Mr. Housey was not in attendance to state his concern therefore nothing was discussed on the matter.
  2. Resolution 2022-09 Engineering Services Agreement for Services Related to the Town of Hampton Jackson Street Elevated Tank Rehabilitation Project
     1. Brian noted that the grant does not pay for the watermelon logo that the Commissioners would like to be placed on the tank.
     2. Moved by Robert Brown, seconded by Peggy O’Banner to approve Resolution 2022-09 Engineering Services Agreement for Services Related to the Town of Hampton Jackson Street Elevated Tank Rehabilitation Project. Motion carried unanimously.
  3. Resolution 2022-10 Engineering Services Agreement for Services Related to the Lowcountry Regional Industrial Park Sewer Pump Station Rehabilitation Project
     1. Moved by Nat Shaffer, seconded by Robert Brown to approve Resolution 2022-10 Engineering Services Agreement for Services Related to the Lowcountry Regional Industrial Park Sewer Pump Station Rehabilitation Project. Motion carried unanimously.
  4. Commission Employee Appreciation Luncheon
     1. Brian informed the Board that the luncheon will be held on December 16th at 12:00pm. The event will take place at the library.
     2. Moved by Nat Shaffer, seconded by Robert Brown to allow LRWS employees to spend $500 on the gifts for the appreciation luncheon.

**10. Public Comments**

**11. Adjournment**

Moved by Nat Shaffer, seconded by Robert Brown to adjourn. Motion carried unanimously. Meeting then adjourned at 4:30 pm.

*Respectfully submitted by Sara Craven.*