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The Lowcountry Regional Water System Commission held its regular monthly meeting at 4:00 pm on Tuesday, October 25, 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 4:00 pm.

2. **Invocation and Pledge of Allegiance**

Invocation was given by Rocky Hudson.

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 Robert Brown to adopt the agenda. Motion carried unanimously.

5. **Approval of Minutes**

Moved by Robert Brown, seconded by Peggy O’Banner to approve the minutes for the September 27, 2022 meeting. Motion carried unanimously.

6. **Reports:**

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

B. General Managers Report- Brian inform the Board that Mr. Thompson was offered to pay $800 for the tap after the last meeting. Mr. Thompson paid the fee, and the tap was installed. Brian also stated that he had gotten all the signatures needed from the Commissioners to mail a letter to Secretary Lightsey.

(Staff Reports)

1. Deputy General Managers Report
2. Human Resource Managers Report
   1. Marlene provided the work hours for the month of August. She noted that there were no worker’s comp incidents. Marlene informed the Commissioners that Blake will be holding interviews for the field operator’s position.
3. Billing Managers Report
   1. Sara provided the billing numbers on the operations report for the month of August.
4. Engineers Report
   1. Plans are under review by DHEC for the Brunson WWTP Project.
   2. We received bids for the customer side connections on 10/18/22 pertaining to the Gifford Waterline Extension.
   3. EDA is requesting a “no permit” letter from USACE for the Sewer Service Extension in Early Branch.
5. Field Operations Managers Report
   1. Blake provided a handout of the work that the field crew had done since the last meeting.
6. Treatment Operations Managers Report
   1. Not in attendance

7. **System Member Commissioners Reports**

A. Town of Brunson- Everything is going well in the town of Brunson.

B. Town of Gifford- Not in attendance

C. Town of Hampton- The Nix Street Project has received the approval to close out. The town is busy working on Christmas events/décor.

D. Town of Varnville- The town merchants will be holding a trunk or treat event. They will have a DJ and other activities.

E. Yemassee- There will be a trunk or treat event Thursday from 5:30pm to 7:30pm. The town is also working on upcoming holiday events.

F. Hampton County- Not in attendance.

8**. Old Business**

9. **New Business**

* 1. **Resolution 2022-07 Acceptance of Bids and Award of Contract for the Gifford Waterline Extension Project Plumbing from Meter to Home and Other Matters Related Thereto**

Moved by Robert Brown, seconded by Peggy O’Banner to approve Resolution 2022-07 Acceptance of Bids and Award of Contract for the Gifford Waterline Extension Project Plumbing from Meter to Home and Other Matters Related Thereto. Motion carried unanimously.

* 1. **Resolution 2022-08 Election of Officers**

Moved by Robert Brown, seconded by Nat Shaffer to appoint Rocky Hudson as the Chairman. Motion carried unanimously.

Moved by Peggy O’Banner, seconded by Nat Shaffer to appoint Robert Brown as the Vice- Chairman. Motion carried unanimously.

Moved by Nat Shaffer, seconded by Robert Brown to appoint Sara Craven as the secretary. Motion carried unanimously.

Moved by Robert Brown, seconded by Peggy O’Banner to appoint Marlene Marchyshyn as the treasurer. Motion carried unanimously.

**10. Public Comments**

**11. Adjournment**

Moved by Nat Shaffer, seconded by Robert Brown to adjourn. Motion carried unanimously. Meeting then adjourned at 4:24 pm.

*Respectfully submitted by Sara Craven.*