

The Lowcountry Regional Water System Commission (herein referred to as “LRWS” of the “Commission”) held its regularly scheduled meeting on Tuesday, August 27, 2019 at 200 Jackson Avenue East, Hampton South Carolina. The meeting was advertised as prescribed by law.

**Commission Present:** Rocky Hudson, Brunson

Jimmy Bilka, Hampton

Nat Shaffer, Varnville

Horney Mitchell, Gifford

Peggy O’Banner, Yemassee

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

Sara Craven, Secretary

Marlene Marchyshyn, Treasurer

Kari Foy, Engineer

**Visitors Present:** Clay Bishop, Chairman - Hampton County Council

Darrell Russell

Lakisha Bowers

**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 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 Horney Mitchell to adopt the Agenda. Motion carried unanimously.

**Chairman Hudson said a few words about Mr. Henry Tuten and a moment of silence was given in honor of Mr. Tuten.**

5. **Approval of Minutes: June 25, 2019 Regular Meeting (This meeting was moved to July 9, 2019**

Moved by Peggy O’Banner, seconded by Horney Mitchell to approve the minutes of the July 9, 2019 meeting. Motion carried unanimously.

6. **Reports**

1. **Financial Report**

The financial report for the month of June & July was presented by Marlene Marchyshyn and is summarized below.

June

Total monthly revenue: $262,549.10

Total monthly expenditures: $238,458.37

Cash Account Balances

General Revenue: $232,907.59

Operation & Maintenance: $69,740.51

Short Term Assets: $726,628.85

Bond Funds & Reserves: $358,199.81

Unrestricted: $232,907.59

Restricted: $1,513,695.27

July

Total monthly revenue: $238,255.38

Total monthly expenditures: $238,255.38

Cash Account Balances

General Revenue: $281,793.50

Operation & Maintenance: $23,667.05

Short Term Assets: $735,815.41

Bond Funds & Reserves: $290,026.45

Unrestricted: $281,793.50

Restricted: $1,403,125.67

1. **Operations Report**

The Operations Report for June & July was presented by Brian Burgess and is summarized below:

June

The water system total gallons produced for the month was 22,578,409 with total gallons sold at 18,450,681. Total water unaccounted for was 4,127,728 with percentage inefficiency at 18%.

The wastewater system total gallons received was 24,057,936 with a total gallons treated at 15,594,244. Total percentage inefficiency was 35%.

Total active water services was 3,106 with total active sewer services at 2,796.

Service orders issued was 131 with 128 completed.

Total work hours were 2,370.75 with .5 hours overtime in Administration, 52 hours overtime in Distribution and Collection and 17 hours overtime in Treatment.

There were no Workers Comp incidents and no loss time reported.

July

The water system total gallons produced for the month was 21,382,153 with total gallons sold at 16,922,108. Total water unaccounted for was 4,460,045 with percentage inefficiency at 21%.

The wastewater system total gallons received was 43,854,144 with a total gallons treated at 14,368,275. Total percentage inefficiency was 67%.

Total active water services was 3,109 with total active sewer services at 2,794.

Service orders issued was 157 with 146 completed.

Total work hours were 2,365.5 with 5.5 hours overtime in Administration, 51.5hours overtime in Distribution and Collection and 9 hours overtime in Treatment.

There were no Workers Comp incidents and no loss time reported.

1. **Manager’s Report**

* A fire hydrant in Varnville was damaged on June 28th. This break caused damage to an adjacent property owner’s carport and mudroom. As a courtesy LRWS offered to help with the clean up. We do not know the cause of the damage to the hydrant.
* The Hampton WWTP is back in operation after the sludge removal from basin 4/5. We experienced permit violations during the time the sludge removal was taking place.
* The two way radio system has been installed and we are currently testing it.
* Brian was deposed for the Ruby Gadson Vs LRWS, et al. suit on July 11, 2019. Danny Padgett will be deposed on September 6, 2019.
* We are still waiting on the reimbursement of $35,775.75 from FEMA and the SCEMD office.
* Brian and Kari met with Water Environment Consultants (WEC) on August 21st to discuss their findings for the review of our NPDES permits.

1. **Engineer’s Report**
   * Sludge removal from the Hampton WWTP is complete, however there is more work to be done at the Yemassee WWTP.
   * The meter replacement project is complete and we are working on finalizing the pay request.
   * We had the pre-construction conference for the Nix Street Neighborhood Waterlines project and work will start in September.
   * Gifford Waterline easement sketches are in so we will be making offers to the landowners soon.
   * We are waiting for funds for the Hampton Sewer Rehab Project.
   * The tap was made today for Carolina Textile Care.
   * We are looking at options to serve Alpha Genesis in Early Branch. Alpha Genesis will pay for the pump and grants will be applied for to help with the funding the connecting line. Residents in the area will have the option to tie into the system but will not be forced to. New construction in the area will not be forced to tie into the line. The waste from this line would go into the Yemassee WWTP which goes into the Combahee River after it is treated.

7. **System Member Commissioners Report**

* **Town of Brunson**- The town has an election coming in November. SCE&G will be mapping out where the new street lights will be place in the next couple of weeks. The town has demolished 8 condemned properties which gives people the opportunity to put new homes in their place. The town is working on the annual Christmas celebration which Rocky’s wife will be singing at.
* **Town of Gifford-** The summer program at the Gifford Luray School has been complete. The program was a success. The kids really enjoyed the food. The town chose a contractor for demolition. There was an issue with the paperwork for a business grant.
* **Town of Hampton**- The town has put new doors up in the museum. Next week the Council will be deciding what to do with the old doors. The town is very excited to announce that the Nix St Project will be starting next Tuesday. The town now has a new town clerk. The town police received bicycles from Manning, SC. These bicycles are equipped with lights and will allow the officers to maneuver in tight areas.
* **Town of Varnville**- The town will have a special election on November 5th to fill Mr. Tuten’s place on the Town Council. The town has had some issues with CSX and DOT when it comes to the proposed eastbound turning lane.
* **Town of Yemassee**- An election will be held this year. The town has been working on the Shrimp Festival which will be held in September. Friday night kickball is going very well. The town has added some more annexations and also hired a man to help Mr. Green. The Depot is looking great! The town is very pleased with the work that has been done.
* **County of Hampton**- Hampton County Chairman Clay Bishop reported that the County has finished renovating the building located at 200 Jackson Ave, the recreation center and the Stanley Arts Building. The Senior Center signs have been replaced. The airport will be renovated soon. The run way will be repaired and solar powered lights added. A 22 hanger will be added in the future. The county is working with the Chamber of Commerce and the Hampton County Arts Council on Business After Hours which will be held in September. There will be an auction and an art exhibit. The town of Yemassee will be getting some new murals thanks to the Hampton County Arts Council and some private donators. One of these murals will be a Marine Corps tribute mural which will hopefully be done in time for the Shrimp Festival. Mr. Ernie Washington has retired so the county is waiting to see who will be the new coroner.

8. **Old Business**

1. Final Review and Adoption of Cost Recovery Policy

Moved by Jimmy Bilka, seconded by Horney Mitchell. Motion carried unanimously.

1. Policy Position on Individual Residential Pumping Systems

Tabled for now

9. **New Business**

* 1. Request by Lakisha Bowers - 607 Mill Pond Rd Varnville SC to Reset Terms of Payment Agreement
     1. The Board agreed to give Mrs. Bowers 2 weeks to fix the leak and to pay $340.00.
  2. Request by Leroy Davis Jr. - 72 Reeves St. Yemassee SC to Waive Water Tap Fee
     1. Brian informed the Commissioners that the service was put there by the town of Yemassee but we have not been able to locate it. Alfred Washington a former employee of the town of Yemassee verified that the service was there.

The Board agreed to waive the tap fees for Leroy Davis, Jr. since the service was previously put in by the town of Yemassee.

* 1. Adoption of Commission Member Handbook

Moved by Nat Shaffer, seconded by Peggy O’Banner to adopt the Commission Member Handbook.

* 1. Approval of Audit Services Agreement with The Brittingham Group L.L.P., for FY 2018-2019

Moved by Nat Shaffer, seconded by Jimmy Bilka to approve the audit services agreement with The Brittingham Group L.L.P, for FY 2018-2019. Motion carried unanimously.

* 1. First Reading Resolution 2019-04 Adoption of Water and Wastewater Rate Schedule
     1. Brian reviewed the rate schedule with the Board. The base rate for sewer will increase from $16.50 to $17.50. The volumetric charges will increase by 2%. There will be no change in the base rate for water.

Moved by Jimmy Bilka, seconded by Nat Shaffer to adopt the First Reading of Resolution 2019-04 Adoption of Water and Wastewater Rate Schedule. Motion carried unanimously.

* 1. First Reading Resolution 2019-05 Adoption of Fiscal Year 2019-2020 Operating Budget and Capital Improvement R&R Budget and E&E Budget.
     1. Brian reviewed the proposed 2019-2020 budget with the Board. The proposed Operating Budget is $3,040,092 and includes a 1.4% cost of living raise as well as funds for employee evaluations. The proposed budget represents a change of 6.33% from last year’s budget. Brian explained the financial operating and debt coverage ratios.

Moved by Peggy O’Banner, seconded by Jimmy Bilka to adopt the First Reading Resolution 2019-05 Adoption of Fiscal Year 2019-2020 Operating Budget and Capital Improvement R&R budget and E&E Budget. Motion carried unanimously.

* 1. Operations Facility Access Road Closure

Brian informed the Commissioners that a property owner near the new operations center property would like to continue using the road, but would not be able to due to liability issues. The Board agreed to offer it for sale to the property owners so that they may continue using it.

10. **Comments or Questions**

11. **Executive Session**

None

12. **Adjournment**

Moved by Peggy O’Banner, seconded by Nat Shaffer to adjourn. Motion carried unanimously. Meeting then adjourned at 6:50 pm.

Respectfully submitted by Sara Craven