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The Lowcountry Regional Water System Commission held its regular monthly meeting at 4:00 pm on Tuesday, January 23, 2024 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 Horney Mitchell, Gifford

David Paul Murray, Yemassee

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

Ms. Sara Craven, Secretary

Ms. Marlene Marchyshyn, Treasurer

Ms. Kari Foy, Engineer

Blake Hodge, Field Operations

**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**

The 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, seconded by Nat Shaffer to adopt the agenda. Motion carried unanimously.

5. **Approval of Minutes**

Moved by Nat Shaffer, seconded by David Paul Murray to approve the minutes for the November 28, 2023 meeting. Motion carried unanimously.

6. **Reports:**

A. Financial Report- The financial reports for November and December were provided by Marlene. She also provided a handout which shows a breakdown of the budget for the first quarter.

B. General Managers Report- Brian informed the Board that he looked on the site in December and noticed that the USDA application for the disaster grant was returned. It was concerning because there was no notice given. We have resubmitted the paperwork for that project. We received a violation from DHEC for dissolved oxygen at the Brunson wastewater treatment plant.

(Staff Reports)

1. Deputy General Managers Report
2. Human Resource Managers Report
   1. Marlene provided the work hours for the months of November and December.
3. Billing Managers Report
   1. Sara provided the billing numbers for the month of November. She also provided a handout comparing the number of late payments for November and December for each town.
4. Engineers Report
   1. Kari went over the progress of ongoing projects.
      1. The final walk through for the Brunson PS Upgrade Project is scheduled for tomorrow.
      2. A RIA grant extension has been requested due to an updated completion date.
      3. We are preparing to issue a notice of award for the LRIP Lift Station Upgrade.
      4. Bids were received on 1/17/24 for the Jackson Ave Elevated Tank Rehab. Kari recommends SE Tank & Tower. The bid came in lower than others and the contractor has provided us with great quality work in the past.
      5. The documents have been submitted for the Industrial Area Water Project (SCIIP). The survey has been completed and design is underway.
      6. We are still working on the CMMS Implementation.
5. Field Operations Managers Report
   1. Blake provided a report to show the work that has been done since the last board meeting. Blake also discussed some recent repairs.
6. Treatment Operations Managers Report

7. **System Member Commissioners Reports**

A. Town of Brunson- The town will be building a transit shelter and is hoping to add more street lighting. The Preacher House Project may be moving in a different direction than the town had planned.

B. Town of Gifford- The state is giving the town money for new playground equipment. Contractors have been looking at the Rosenwald school.

C. Town of Hampton- Not in attendance.

D. Town of Varnville- The town applied for a demolition grant but did not receive it. The reasoning was that the town did not have enough complaints about the properties. The town will be demolishing a few of these properties on their own. The two-story building on Main St. will be renovated soon. The town has seen a lot more land transfers recently.

E. Town of Yemassee- Iron Line Metals is progressing. Stoney Creek has provided the first finalized plans for their project. Love’s Travel Stop is adding more gas pumps to provide better service. The town has been working with the Sheldon Fire Department to implement emergency access to private gates. About a year ago the town made a deal with a resident. The deal was that the town would receive the deed to the land behind the town hall and the resident’s house on Pocataligo Rd would be demolished by the town. The town is now offering permits online.

F. Hampton County- Not in attendance.

8**. Old Business**

9**. New Business**

* 1. Resolution 2024-01 Approval of Vendor for Real Estate & Appraisal Services And Other Matters

Related Thereto

Moved by Horney Mitchell, seconded by David Paul Murray to approve Resolution 2024-01 Approval of Vendor for Real Estate & Appraisal Services And Other Matters Related Thereto. Nat Shaffer obstained from voting.

* 1. Resolution 2024-02 Authorizing The Issuance Of A Waterworks And Sewer System Improvement Revenue Bond Anticipation Note In The Principle Amount Of Not Exceeding Two Million Seven Hundred Thousand Dollars ($2,700,000) By The Lowcountry Regional Water System, South Carolina In Anticipation Of The Receipt Of The Proceeds Of The Sale Of Waterworks System Improvement Revenue Bonds Of The Lowcountry Regional Water System, South Carolina And Other Matters Relating Thereto.

Moved by Nat Shaffer, seconded by Horney Mitchell to approve Resolution 2024-02 Authorizing The Issuance Of A Waterworks And Sewer System Improvement Revenue Bond Anticipation Note In The Principle Amount Of Not Exceeding Two Million Seven Hundred Thousand Dollars ($2,700,000) By The Lowcountry Regional Water System, South Carolina In Anticipation Of The Receipt Of The Proceeds Of The Sale Of Waterworks System Improvement Revenue Bonds Of The Lowcountry Regional Water System, South Carolina And Other Matters Relating Thereto. Motion carried unanimously.

* 1. Resolution 2024-03 Contract Award For Services Related To The Town Of Hampton Jackson Street Elevated Tank Rehabilitation Project; And Other Matters Related Thereto.

Moved by Nat Shaffer, seconded by David Paul Murray to approve Resolution 2024-03 Contract Award For Services Related To The Town Of Hampton Jackson Street Elevated Tank Rehabilitation Project; And Other Matters Related Thereto. Motion carried unanimously.

**10. Public Comments**

None

**11. Adjournment**

Moved by Nat Shaffer, seconded by David Paul Murray to adjourn. Motion carried unanimously. The meeting then adjourned at 4:58 pm.

*Respectfully submitted by Sara Craven.*