Graphical user interface, text, chat or text message

Description automatically generated

The Lowcountry Regional Water System Commission held its regular monthly meeting at 4:00 pm on Tuesday, February 27, 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 Robert Brown, Hampton

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:** Bill Hancock

**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 Robert Brown, seconded by Horney Mitchell to adopt the agenda. Motion carried unanimously.

5. **Approval of Minutes**

Moved by Robert Brown, seconded by Horney Mitchell to approve the minutes for the January 26, 2024 meeting. Motion carried unanimously.

6. **Reports:**

1. Financial Report- The financial report for January was provided by Marlene.
   1. Moved by Robert Brown, seconded by David Paul Murray to accept the Financial Report as information given. Motion carried unanimously.

B. General Managers Report- Brian discussed some Senate Bills that are being passed. March 1st is now officially Water Professionals’ Day. We are working on agreements with Verizon and Hampton County School District. Brian also stated that he would like the Board to set some goals. Brian informed the Board that the Mayor of Fairfax contacted him regarding the agreement for wastewater services. They would like to modify the agreement. We have received several applications for employment. One of these applications is for the wastewater treatment manager position. The interview will be held tomorrow. We are working on an Industrial Pretreatment Program. This program will have to be approved by the Board. We are working on a computerized maintenance and management system. A lead and copper service line inventory is due in October for EPA Compliance. Brian also spoke about a leak at Carolina Textiles and asked the Commissioners if they would like to offer an adjustment on the sewer part of their bill. The Board agreed to allow Brian to issue an adjustment.

(Staff Reports)

1. Deputy General Managers Report
2. Human Resource Managers Report
   1. Marlene provided the work hours for January. Marlene also noted that we have received 16 applications for the utility technician job.
3. Billing Managers Report
   1. Sara provided the billing numbers for the month of January.
4. Engineers Report
   1. Kari went over the progress of ongoing projects.
      1. The Brunson PS Upgrade Project is being closed out.
      2. A grant extension has been awarded for the Sewer Service Extension Project. We are awaiting active construction.
      3. The town has acquired easements for the Yemassee Water and Sewer Improvements Project. We are waiting on a notice from CO to proceed.
      4. We are preparing a contract award for the LRIP Lift Station Project.
      5. We are preparing a contract award for the Jackson Ave Elevated Tank Project.
      6. Contractors are currently removing sludge in Yemassee.
      7. Hampton County is building a second spec building at the Industrial Park.
5. Field Operations Managers Report
   1. Blake provided a report to show the work that has been done since the last board meeting.
   2. Blake discussed some hydrant repairs that will be done soon.
6. Treatment Operations Managers Report

7. **System Member Commissioners Reports**

A. Town of Brunson- The town made an agreement with the Sherriff’s office. This agreement was that the town would purchase radar equipment for the officer’s car that would be patrolling the town of Brunson. The town hall has been renovated thanks to the Mayor and Karen Armstrong.

B. Town of Gifford- The town is working on getting money for the Rosenwald school.

C. Town of Hampton- The town received a grant for playground equipment in the Nix St Park. The town also requested $2.9 million for the Kinard St ballpark. A 2-hour parking has been implemented on Main St.

D. Town of Varnville- Nothing to report at this time.

E. Town of Yemassee- A community sunrise service will be held on March 31st. There will be an Easter egg hunt on March 28th. The town is currently working on rezoning some areas.

F. Hampton County- Not in attendance.

8**. Old Business**

9**. New Business**

* 1. Presentation of Audited Financial Statements as of Year Ended September 30, 2023, by Mr. William “Bill” Hancock of The Brittingham Group L.L.P.

Mr. Bill Hancock provided a report of the audit.

* + 1. Moved by Robert Brown, seconded by David Paul Murray to accept the Financial Audit Statement for the year ended September 30, 2023. Motion carried unanimously.
  1. Mr. Harry Kramer Representing Kramer Apartments Dispute with Cleaning Policy
     1. The Board discussed the current policy for cleaning accounts.
        1. Moved by David Paul Murray, seconded by Horney Mitchell to no longer offer a cleaning account. Motion carried unanimously.
  2. Edward Ginn Request for Water Service Extension to 957 Horney Rd, Gifford SC

An invoice was provided to show the Commissioners the cost to extend the water service to this area.

* + 1. Moved by Robert Brown, seconded by David Paul Murray to waive the water tap fee of $1,000. Motion carried unanimously.
  1. LRWS Member Requirements for Service Connections
     1. LRWS does not have the authority to require anyone to connect to the water system. The state does require homes that are within a certain distance to connect to the sewer system. Town ordinances could require homes to connect. Brian suggested that all of the towns and county adopt the same ordinance.
        1. Moved by Nat Shaffer, seconded by Robert Brown to authorize Brian to draft a resolution for all of the towns. Motion carried unanimously.
  2. Resolution 2024-04 Authorizing and Approving the Acceptance of Certain Loan Assistance Monies from the South Carolina Water Quality Revolving Fund Authority; Authorizing the General Manager to Execute that Certain Loan Assistance Agreement Between The Lowcountry Regional Water System and the South Carolina Water Quality Revolving Fund Authority; and Other Matters Relating Thereto.
     1. Moved by Nat Shaffer, seconded by Robert Brown to approve Resolution 2024-04 Authorizing and Approving the Acceptance of Certain Loan Assistance Monies from the South Carolina Water Quality Revolving Fund Authority; Authorizing the General Manager to Execute that Certain Loan Assistance Agreement Between The Lowcountry Regional Water System and the South Carolina Water Quality Revolving Fund Authority; and Other Matters Relating Thereto. Motion carried unanimously.
  3. Resolution 2024-05 Transferring Previous Committed Funds from the Jackson ST Elevated Tank Project to the Lowcountry Regional Industrial Park Sewer Pump Station Rehab Project; and Other Matters Related Thereto.
     1. Moved by Robert Brown, seconded by Horney Mitchell to approve Resolution 2024-05 Transferring Previous Committed Funds from the Jackson ST Elevated Tank Project to the Lowcountry Regional Industrial Park Sewer Pump Station Rehab Project; and Other Matters Related Thereto. Motion carried unanimously.
  4. Resolution 2024-06 Authorizing the General Manager to Renew, Update and Execute the Membership Application with the South Carolina 811 and Other Matters Related Thereto.
     1. Moved by Nat Shaffer, seconded by Robert Brown to approve Resolution 2024-06 Authorizing the General Manager to Renew, Update and Execute the Membership Application with the South Carolina 811 and Other Matters Related Thereto. Motion carried unanimously.

**10. Public Comments**

None

**11. Adjournment**

Moved by Robert Brown, seconded by Nat Shaffer to adjourn. Motion carried unanimously. The meeting then adjourned at 5:37 pm.

*Respectfully submitted by Sara Craven.*