

Please note that the Lowcountry Regional Water System Commission held its regular, monthly meeting at 2:00 pm on Tuesday, April 28, 2020 at 513 Elm St West, 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. The Commission conducted its meeting in electronic form as provided by Resolution 2020-01 adopted March 20, 2020.

**Commission Present:** Mr. William “Rocky” Hudson, Brunson

Mayor Jimmy Bilka, Hampton

Mayor Nat Shaffer, Varnville

Mayor Horney Mitchell, Gifford

Ms. Peggy O’Banner, Yemassee

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

 Ms. Sara Craven, Secretary

 Ms. Marlene Marchyshyn, Treasurer

 Ms. Kari Foy, Engineer

**Visitors Present:** None

 **Quorum Met:** Yes

1. **Call to Order**

Chairman Rocky Hudson called the meeting to order at 2:12 pm.

2. **Invocation and Pledge of Allegiance**

Invocation was given by Jimmy Bilka.

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 Jimmy Bilka, seconded by Horney Mitchell to adopt the Agenda. Motion carried unanimously.

5. **Approval of Minutes: Called Meeting March 20, 2020 and Regular Meeting March 24, 2020**

Moved by Peggy O’Banner, seconded by Horney Mitchell to approve the minutes of the called meeting March 20,2020 and regular meeting March 24, 2020. Motion carried unanimously.

6. **Reports**

1. **Financial Report**

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

Total monthly revenue: $251,657.10

Total monthly expenditures: $332,398.39

Cash Account Balances

General Revenue: $228,929.16

Designated Purpose Funds: $55,800.16

Capital Improvement Funds: $191,113.00

Ancillary Town Charges: $53,715.13

Bond Funds & Reserves: $486,986.54

Unrestricted: $228,929.16

Restricted: $1,764,332.15

1. **Operations Report**

The Operations Report for March was presented by Brian Burgess and is summarized below:

The water system total gallons produced for the month was 19,483,760 with total gallons sold at 14,541,526. Total water unaccounted for was 4,523,346 with percentage inefficiency at 23%.

The wastewater system total gallons received was 78,131,346 with a total gallons treated at 13,542,116. Total percentage inefficiency was 83%.

Total active water services was 3,105 with total active sewer services at 2,794.

Service orders issued was 153 with 149 completed.

Total work hours were 2,814.25 with 0 hours overtime in administration, 103.5 hours overtime in Distribution and Collection and 4 hours overtime in Treatment.

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

1. **Manager’s Report**
* Operations are going well. We are practicing social distancing and our hours have changed due to COVID-19. We have not had any complaints or issues about the office closing at 3:00pm every day. We have had a decrease in revenue from Brunson due to Brunson Laundry closing and we are not getting the expected revenues from Carolina Textile Care in Yemassee.
1. **Engineer’s Report**
	* Covanta has a revised approach for sludge removal in Yemassee.
	* The contractor completed repairs in Basin 2 at the Yemassee WWTP on April 10th.
	* We are awaiting USDA review and concurreence on the Brunson WWTP Project.
	* The Nix Street Project is complete. We are requesting reimbursement for unplanned service reconnections from the Town of Hampton via CDBG.
	* Mayor Mitchell was able to help us get in contact with some customers pertaining to the Gifford Waterline Extension Project.
	* The Tank Renovation Project has been advertised and we will start receiving bids beginning May 13th.

7. **System Member Commissioners Report**

(A) **Town of Brunson**- The town has canceled all meetings so there is nothing new to report.

(B) **Town of Gifford-** The annexation for Ginn Hill has been approved. The June Festival has been cancelled due to COVID-19. The Demo Project is in progress.

(C) **Town of Hampton**- The Town Council Meeting is tonight at 6:00pm. Everyone will have masks and gloves and remain 6 feet apart. The Public Works employees are very busy taking care of the extra garbage.

(D) **Town of Varnville**- The Town has not had a meeting due to COVID-19. Business Licenses and Local Option Sells Tax Revenues are down because of COVID-19. The Town is waiting on CSX for the Intersection Project. Fred’s Closing made a big impact on the town.

(E) **Town of Yemassee**- The Public Works department is doing an excellent job taking care of the excess garbage. All of the Town’s meetings are virtual right now.

(F) **County of Hampton**-

8. **Old Business**

* 1. Decommission of Sycamore St Tank in Varnville

Moved by Nat Shaffer, seconded by Peggy O’Banner to remove the Decommission of Sycamore St Tank in Varnville from the agenda until the July Meeting. Motion carried unanimously.

9. **New Business**

* 1. Acceptance of Proposal for Financial Auditing Services
		1. Each Auditing Firm was rated by several employees of LRWS and the final scores were given to the Board. Brian Burgess informed the Board that The Brittingham Group, LLC rated the highest and was the most economical financially.

Moved by Nat Shaffer, seconded by Jimmy Bilka to award the contract for financial services to The Brittingham Group, LLC. Motion carried unanimously.

* 1. Acceptance of Proposal for Water and Sewer Rate Study
		1. These proposals were rated by several employees of LRWS. Brian discussed with the Board the reasons for a rate study and stated that American Engineers had the best scores. This will cost $28,500.

Moved by Jimmy Bilka, seconded by Horney Mitchell to award the contract for a rate study to American Engineers. Nat Shaffer opposed. The motion carried.

* 1. Proclamation Declaring May 3-9, 2020 as Drinking Water Week

Moved by Nat Shaffer, seconded by Peggy O’Banner to declare May 3-9, 2020 as Drinking Water Week. Motion carried unanimously.

10. **Questions & Comments**

11. **Executive Session**

12. **Adjournment**

Moved by Peggy O’Banner, seconded by Jimmy Bilka to adjourn. Motion carried unanimously. The meeting then adjourned at 3:09.

Respectfully submitted by Sara Craven