

The Lowcountry Regional Water System Commission (herein referred to as “LRWS” of the “Commission”) held its regularly scheduled meeting on Tuesday, July 9, 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

Henry Tuten, Varnville

Horney Mitchell, Gifford

Peggy O’Banner, Yemassee

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

 Sara Craven, Secretary

 Marlene Marchyshyn, Treasurer

**Visitors Present:** C.D. Rhodes

 Kevin Brown

 **Quorum Met:** Yes

1. **Call to Order**

Chairman Rocky Hudson called the meeting to order at 2:00 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 Horney Mitchell, seconded by Henry Tuten to adopt the Agenda. Motion carried unanimously.

5. **Approval of Minutes: May 28, 2019 Regular Meeting**

Moved by Henry Tuten, seconded by Jimmy Bilka to approve the minutes of the May 28, 2019 regular meeting. Motion carried unanimously.

6. **Reports**

1. **Financial Report**

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

Total monthly revenue: $247,513.14

Total monthly expenditures: $232,574.52

Cash Account Balances

General Revenue: $233,398.86

Operation & Maintenance: $27,898.65

Short Term Assets: $728,025.22

Bond Funds & Reserves: $319,653.47

Unrestricted: $233,398.86

Restricted: $1,459,316.57

1. **Operations Report**

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

The water system total gallons produced for the month was 20,011,179 with total gallons sold at 15,549,870. Total water unaccounted for was 4,461,309 with percentage inefficiency at 22%.

The wastewater system total gallons received was 30,003,948 with a total gallons treated at 15,556,168. Total percentage inefficiency was 52%.

Total active water services was 3,098 with total active sewer services at 2,790.

Service orders issued was 135 with 133 completed.

Total work hours were 2,474.5 with .5 hours overtime in Administration, 36.5hours 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**
* We bought a new ice machine for the shop. We use ice for water coolers and ice chests to transport biological samples and other water or sewer samples to the lab.
* The two way radio system is currently being installed and we hope to have everything operating next week.
* On June 4th we had a kickoff meeting with EDA to discuss and review grant requirements for the EDA funded portion of the Town of Brunson sewer rehab project.
* Brian spoke with Dalton Tresvant from Congressman James Clyburn’s office for assistance in dealing with FEMA and the SCEMD office about getting reimbursed for our expenses related to the Sanders Branch Project. We are due to be reimbursed $35,775.75.
1. **Engineer’s Report**

7. **System Member Commissioners Report**

(A) **Town of Brunson**- The Town passed the yearly budget of $269,000.00. The Town Hall Remodeling Project and the streetscaping is still in progress.

(B) **Town of Gifford-** Everyone enjoyed the June Fest. The town thanked LRWS for sponsoring the restroom for the festival. The town applied for a USDA grant to renovate a building in town that would be turned into a business.

(C) **Town of Hampton**- The town has been cleaning up what was left behind from the Watermelon Festival. The town is currently looking to hire a town clerk and a public works person. The Kinard/ Lightsey Project is almost done.

(D) **Town of Varnville**- The town is happy to announce that it is debt free!

(E) **Town of Yemassee**- The town will have its 2nd reading on Friday for the budget. Books, Bubbles & Buns was a success. The kids enjoyed playing in the bubbles and everyone appreciated taking the books home. The train station is almost complete. They are currently working on the last room. The Shrimp Festival is coming along. Three out of the four community watch zones are up and going. The fourth zone will be kicking off in August. The town has started a Friday night kickball event.

(F) **County of Hampton**-

8. **Old Business**

A) Cost Recovery Policy

Tabled for now

B) Policy Position on Individual Residential Pumping Systems

Tabled for now

9. **New Business**

* 1. Approval and Adoption of Amended and Restated Series Bond Resolution and Other Matters Related to the Issuance and Sale of a Waterworks and Sewer System Revenue Bond not to Exceed $6,500,000.00

C.D. Rhodes presented the Amended and Restated Series Bond Resolution and Other Matters Related to the Issuance and Sale of a Waterworks and Sewer System Revenue Bond to the Board. He discussed the previously adopted, amended, and restated resolutions and the revenue bonds issued under the terms of the Original Bond Resolution. The 2019 Series Resolution is being adopted to ensure that all terms and previsions applicable to the Series 2019 Bond to be issued are consistent with the previsions of the Bond Resolution. The proceeds of the Series 2019 Bond will be used to redeem the 2017 BAN (Bond Anticipated Note), finance a portion of the cost of improvements, and pay the costs related to the issuance of the Series 2019 Bond.

Moved by Jimmy Bilka, seconded by Horney Mitchell to adopt the Approval and Adoption of Amended and Restated Series Bond Resolution and Other Matters Related to the Issuance and Sale of a Waterworks and Sewer System Revenue Bond not to Exceed $6,500,000.00. Motion carried unanimously.

* 1. A Resolution of the Lowcountry Regional Water System Appointing a Custodian and Paying Agent with Respect to LRWS’ Series 2016A Bond and Debt Service Fund; and Other Matters Related Thereto

C.D. explained how and why custodians or paying agents are appointed for Bond and Debt Service Funds. The custodian for the 2016A Carter Bank Debt Service will be US Bank.

Moved by Henry Tuten, seconded by Peggy O’Banner to adopt the Resolution of the Lowcountry Regional Water System Appointing a Custodian and Paying Agent with Respect to LRWS’ Series 2016A Bond and Debt Service Fund; and Other Matters Related Thereto. Motion carried unanimously.

* 1. Modification # 3 and # 4 to Davis & Floyd Engineering Service Agreement for the Salkehatchie Road Sewer Project in Yemassee

Brian gave the Board a detailed handout showing a breakdown of the previous and pending funding approvals and explained the reasons for the change in costs for the project. The total pending approval for engineering services is $61,937.00. He explained that the contractor was responsible for and has paid $13,970.21 in liquidated damages and that LRWS would be responsible for the remaining amount of $47,966.79. He told the Board that this amount was higher but that they were able to negotiate with Davis & Floyd to lower the cost to this amount.

Moved by Jimmy Bilka, seconded by Peggy O’Banner to approve the Modification # 3 and # 4 to Davis & Floyd Engineering Service Agreement for the Salkehatchie Road Sewer Project in Yemassee. Motion carried unanimously.

* 1. Adoption of Commission Member Handbook

Brian briefly discussed the Commission Member handbook with the Board. The handbook will be reviewed by the Board members and discussed further at the next meeting.

10. **Comments or Questions**

11. **Executive Session**

None

12. **Adjournment**

Moved by Jimmy Bilka, seconded by Peggy O’Banner to adjourn. Motion carried unanimously. Meeting then adjourned at 3:08 pm.

Respectfully submitted by Sara Craven