

The Lowcountry Regional Water System Commission (herein referred to as “LRWS” of the “Commission”) held its regularly scheduled meeting on Tuesday, March 26, 2019 at 200 Jackson Avenue East, Hampton South Carolina. The meeting was advertised as prescribed by law.

**Commission Present:** Rocky Hudson, Brunson

 Horney Mitchell, Gifford

Jimmy Bilka, Hampton

 Roy Hollingsworth, Hampton County

 Rose Elliott-Dobson, Hampton County

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

 Sara Craven, Secretary

 Marlene Marchyshyn, Treasurer

 Kari Foy, Engineer

**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**

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

5. **Approval of Minutes: February 26, 2019 Regular Meeting**

Moved by Jimmy Bilka, seconded by Roy Hollingsworth to approve the minutes of the February 26, 2019 regular meeting. Motion carried unanimously.

6. **Reports**

1. **Financial Report**

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

Total monthly revenue: $241,707.74

Total monthly expenditures: $222,528.54

Cash Account Balances

General Revenue: $297,137.99

Operation & Maintenance: $16,520.69

Short Term Assets: $725,875.98

Bond Funds & Reserves: $336,027.59

Unrestricted: $297,137.99

Restricted: $1,879,348.56

1. **Operations Report**

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

The water system total gallons produced for the month was 17,936,799 with total gallons sold at 14,704,759. Total water unaccounted for was 3,232,040 with percentage inefficiency at 18%.

The wastewater system total gallons received was 47,598,298 with a total gallons treated at 14,137,931. Total percentage inefficiency was 70%.

Total active water services was 3,065 with total active sewer services at 2,758.

Service orders issued was 152 with 151 completed.

Total work hours were 2,547 with 4.5 hours overtime in Administration, 87.75 hours overtime in Distribution and Collection and 8 hours overtime in Treatment.

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

1. **Manager’s Report**
* The field crew has been utilizing our new trucks and equipment. This equipment has helped us to better serve our customers and has increased employee morale.
* Our meter technician Scott Hiers attended a metering conference in Myrtle Beach. The conference was very imformative and has helped Scott to better understand our new metering system.
* Kari Foy, Joshua Chassereau and Brian Burgess attended the 2019 Environmental Conference in Myrtle Beach.
* Cyndie Moberly, Scott Hiers and Kari Foy attended the Wade Hampton High School Career Fair. Brian thanked them for doing a great job at representing LRWS and noted that attendance had substantially increased.
* The expansion at Nupi is well underway as well as the construction for Carolina Textile. There has also been a lot of work going on at the old “Carsonite” facility. The owner is renovating the building.
* We took proposals for a two way radio system and have requested that USDA approve the use of project funds for the system. This system will provide many benefits to our organiztion including GPS capabilites, man down alerts and provide cost savings with improved dispatching.
* FEMA has allowed the $27,775 that was given previously to be used to demolish the lab building in Yemassee and to purchase the building that is currently being used.
* The CDBG sewer line annexation project in Yemassee was denied due to the costs per house being to high.
1. **Engineer’s Report**

The Engineers report was presented by Kari Foy and included the following:

* We received the permit today from DHEC for the Salkehatchie Sewer Upgrade Project.
* The Sludge Dewatering Project is progressing now that the rain has slowed down. They are working in Basin 4 & 5. They have removed about 65% of the sludge from Basins 3, 4 and 5.
* The permits have been received for the Nix Street Project so we should be able to advertise for bids in the next 30 days.
* We have received 50% design documents for the Gifford Waterline Project. We are evaluating whether or not there is a need for easement acquisition.
* The Hampton Sewer Rehab Project for Lightsey St. and Kinard Ln. will be completed this week. We are evaluating options for some remaining funds.
* RIA and CDBG denied our requests for grant application for the Hill Rd/ Salkehatchie Sewer Extension Project.

7. **System Member Commissioners Report**

(A) **Town of Brunson**-

(B) **Town of Gifford-** Lowcountry Food Bank will be bringing a Produce Truck to sites in Varnville, Hampton, Gifford and Estill. The trucks will be dropping off produce once a month for senior citizens. They were hoping to stop in Brunson and Furman also but due to time constraints they will not be able to do that. Mayor Mitchell said that the seniors in Brunson could pick their produce up in Gifford and the seniors in Furman could go to Estill. The Varnville site is still in need of volunteers. This project will be starting April 8th.

(C) **Town of Hampton**- Mayor Bilka discussed the career fair at Wade Hampton. The town has been working to clean up the landscaping on Main St. for the Watermelon Festival. They are working to get the ball field at Kinard Lane in order such as putting up new poles.

(D) **Town of Varnville**-

(E) **Town of Yemassee**-

(F) **County of Hampton**- The County thanked the volunteers who helped to get the airport cleaned up. There were 48 aircrafts in January, 85 in February and 117 so far in March to use the airport. They have received 12 applications for hangers. They are hoping to get 20 hangers.

World Energy will have their ribbon cutting this Thursday at 3:00pm.

8. **Old Business**

9. **New Business**

* 1. 2018 Annual Report

Marlene presented the 2018 Annual Report for the year ending September 30, 2018. The report included information such as budgetary items, rates, fees, infrastructure, debts, water and wastewater production and sales, billings and collections, demographic and economic statistics.

* 1. GIS Proposal Spatial Engineering

LRWS received GIS proposals from Thomas & Hutton and Spatial Engineering. The annual budget for Spatial Engineering would be $17,300 and would include migrating and cleaning data, data maintenance, and date management with 10 users. The annual budget for Thomas & Hutton would be $94,400 and would include system assessment, data preparation, collection and conversion, software, training, and support.

Moved by Horney Mitchell, seconded by Rose Dobson- Elliott to award Spatial Engineering the GIS Project. Motion carried unanimously.

* 1. Brunson WWTP Sewer Rehab Project Legal Services Agreement

The Board reviewed an agreement for legal services for the Brunson WWTP Sewer Rehab Project. This agreement is between LRWS and Kevin Brown of Anderson and Brown LLC.

Moved by Rose Dobson-Elliott, seconded by Jimmy Bilka to enter into the Brunson WWTP Sewer Rehab Project Legal Services Agreement. Motion carried unanimously.

* 1. Brunson WWTP Sewer Rehab Project Engineering Services Agreement

Moved by Rose Dobson-Elliott, seconded by Horney Mitchell to enter into the Brunson WWTP Sewer Rehab Project Engineering Services Agreement. Motion carried unanimously.

* 1. Establishing Rates for Labor, Vehicles and Equipment

Brian gave the Board members a list of rates to look over to determine costs when making repairs or replacing equipment that may be damaged or destroyed by third parties.

Moved by Jimmy Bilka, seconded by Horney Mitchell to approve the First Reading of the Rates for Labor, Vehicles and Equipment. Motion carried unanimously.

* 1. Cleaning Account Policy (Corporate Account)

Brian discussed the cleaning account policies with the Board.

* 1. Commission Goal Setting (Scheduling Meeting Date & Time)

Brian informed the Board that Ms. Rebeca Battle Bryant would be hosting a goal setting meeting for the Board. The Board agreed to have this meeting on May 3rd or May 10th from 10:00 AM to 2:00 PM.

10. **Comments or Questions**

11. **Executive Session**

None

12. **Adjournment**

Moved by Jimmy Bilka, seconded by Horney Mitchell to adjourn. Motion carried unanimously. Meeting then adjourned at 6:05 pm.

Respectfully submitted by Sara Craven