

The Lowcountry Regional Water System Commission (herein referred to as “LRWS” of the “Commission”) held its regularly scheduled meeting on Tuesday, May 26, 2020 at 200 Jackson Avenue East, Hampton South Carolina. The meeting was advertised as prescribed by law.

**Commission Present:** Mayor Jimmy Bilka, Hampton

Mayor Nat Shaffer, Varnville

Ms. Peggy O’Banner, Yemassee

Mr. Clay Bishop, Hampton County

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

Ms. Sara Craven, Secretary

Ms. Marlene Marchyshyn, Treasurer

**Visitors Present:** None

**Quorum Met:** Yes

1. **Call to Order**

Vice Chairman Jimmy Bilka called the meeting to order at 4:00 pm.

2. **Invocation and Pledge of Allegiance**

Invocation was given by Nat Shaffer.

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 Clay Bishop, seconded by Nat Shaffer to adopt the Agenda. Motion carried unanimously.

5. **Approval of Minutes: Regula Meeting April 28, 2020**

Moved by Peggy O’Banner, seconded by Nat Shaffer to approve the minutes of the regular meeting. Motion carried unanimously.

6. **Reports**

1. **Financial Report**

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

Total monthly revenue: $232,234.19

Total monthly expenditures: $261,255.92

Cash Account Balances

General Revenue: $210,121.40

Designated Purpose Funds: $99,436.84

Capital Improvement Funds: $119,280.19

Ancillary Town Charges: $54,728.24

Bond Funds & Reserves: $445,138.96

Unrestricted: $210,121.40

Restricted: $1,704,751.82

1. **Operations Report**

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

The water system total gallons produced for the month was 20,214,492 with total gallons sold at 15,940,103. Total water unaccounted for was 3,820,594 with percentage inefficiency at 19%.

The wastewater system total gallons received was 66,561,076 with a total gallons treated at 14,836,637. Total percentage inefficiency was 78%.

Total active water services was 3,110 with total active sewer services at 2,797.

Service orders issued was 93 with 92 completed.

Total work hours were 2,360.75 with 0 hours overtime in administration, 21 hours 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**

Our employees have worked over 228,744 hours without a single loss time injury since we started in 2013.

We have had issues with the sewer line along Yemassee Hwy. We will have a company to come in and perform a video inspection of the line.

Covanta plans to return to Yemassee to remove sludge.

We continue to have permit violations at the Brunson WWTP. This issue will exist until the plant is upgraded which we hope to begin in August.

During our weekly staff meetings we have been discussing safety topics.

1. **Engineer’s Report-** N/A

7. **System Member Commissioners Report**

(A) **Town of Brunson**- N/A

(B) **Town of Gifford-** N/A

(C) **Town of Hampton**- The town has been holding its regular meetings. Everyone has been practicing social distancing and wearing masks. The parks are being cleaned and should be open to the public this weekend. The public works employees have done an amazing job during the COVID-19 time.

(D) **Town of Varnville**- The town has not had any meetings but may try a zoom meeting in the near future. The public works department has done a great job during this time.

(E) **Town of Yemassee**- The town is live streaming its meetings on Facebook and Youtube. The public seems to like the live streaming meetings. The town has received great feedback from these meetings. The town hall is still not open to the public yet.

(F) **County of Hampton**- None of the county offices other than the Recreation Center were closed during the pandemic. County meetings were livestreamed. The county is thrilled to have a new business in the Industrial Park. The county is moving forward with the Airport Development Project. We were proud to see Hampton County coming together after the tornadoes. The DOT and many others did an excellent job cleaning up and helping others. The Arts Council has completed 2 murals on sign boards. One will be put up soon in Yemassee and the other still needs a location.

8. **Old Business**

None

9. **New Business**

* 1. Proposals to Refund Bond Not to Exceed $2,275,000
     1. Proposals received were not low enough to reach the anticipated savings at this time therefor, no action was taken.
  2. Resolution 2020-02 Acceptance of Bids and Award of Contract for Holly St Elevated Tank Rehabilitation Project and Other Matters Related Thereto
     1. Moved by Clay Bishop, seconded by Nat Shaffer to accept the bid and award the contract for the Holly St. Elevated Tank Project to Leary Construction Company. A request was made to include a watermelon on the tank if it could be done without changing the cost.
  3. Adoption of “Return to Normal Billing and Service Operations Plan”
     1. Moved by Nat Shaffer, seconded by Clay Bishop to adopt the return to normal billing and service operations plan. Motion carried unanimously.
  4. Consideration and Recommendation for Improvements to Office Lobby
     1. Moved by Nat Shaffer, seconded by Clay Bishop to allow Brian Burgess to make improvements to the office lobby as long as the improvements do not cost more than $4,000. If the cost would be more than the allowed amount the Board would need to be notified. Motion carried unanimously.
  5. Assignment of Personnel Committee for General Manager’s Annual Evaluation
     1. Vice Chairman Jimmy Bilka appointed Peggy O’Banner, Clay Bishop and Nat Shaffer to the personnel committee.

10. **Questions & Comments**

None

11. **Executive Session**

None

12. **Adjournment**

Moved by Clay Bishop, seconded by Peggy O’Banner to adjourn. Motion carried unanimously. The meeting then adjourned at 5:18.

Respectfully submitted by Sara Craven