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The Lowcountry Regional Water System Commission held its regular monthly meeting at 4:00 pm on Tuesday, November 28, 2023 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

**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 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 Nat Shaffer to approve the minutes for the August 22, 2023 meeting. Motion carried unanimously.

Moved by Robert Brown, seconded by Nat Shaffer to approve the minutes for the October 24, 2023 meeting. Motion carried unanimously.

6. **Public Hearing**

* 1. FY 2023-2024 Operating, Renewal & Replacement and Extension and Expansion Budgets
  2. Amendments to Water, Wastewater and Industrial Park Fire System Connection Schedule of Rates

Moved by Robert Brown, seconded by Horney Mitchell to start the public hearing. Motion carried unanimously.

Moved by Robert Brown, seconded by Nat Shaffer to close the public hearing. Motion carried unanimously.

7. **Reports:**

A. Financial Report- The financial report for October was provided by Marlene.

B. General Managers Report- Brian gave the Commissioners an update on the SCIIP Project.

He noted that LRWS made an application for USDA’s Disaster Grant. On November 30th USDA members are holding a meeting which they have invited Brian to attend. Brian also informed the Commissioners that someone drilled a hole in the gas tank of an LRWS vehicle last night.

(Staff Reports)

1. Deputy General Managers Report
2. Human Resource Managers Report
   1. Marlene provided the work hours for the month of October.
3. Billing Managers Report
   1. Sara provided the billing numbers for the month of October.
4. Engineers Report
   1. Kari went over the progress of ongoing projects.
      1. Bid documents are under review by USDA relating to the Brunson WWTP.
      2. All work is complete except for SCADA Integration for the Brunson Pump Station Project.
      3. We are waiting for materials to be delivered for the Sewer Extension Project. Construction should begin in December.
      4. We received preliminary approval of additional funding from Dominion in the amount of $150,000 for the LRIP Lift Station Project.
      5. SRF has reviewed bid documents and authorized us to proceed with bid advertisement. Bid date to be set for January 2024 for the Jackson Tank Rehab Project.
5. Field Operations Managers Report
6. Treatment Operations Managers Report

8. **System Member Commissioners Reports**

A. Town of Brunson- The Christmas parade will be on December 7th at 5:00pm.

B. Town of Gifford- On December 7th, the town will be treating their employees to lunch. The town received a $63,000 Public Service Grant.

C. Town of Hampton- The Christmas parade will be on December 1st at 5:30pm. The annual tree lighting ceremony will start after the parade.

D. Town of Varnville- The annual Christmas celebration will be held on December 15th.

E. Town of Yemassee- Not in attendance.

F. Hampton County- Not in attendance.

9**. Old Business**

10**. New Business**

1. Resolution 2023-11 Amendment to Schedule of Water and Wastewater System Schedule of Rates
   1. Moved by Robert Brown, seconded by Nat Shaffer to adopt Resolution 2023-11 Amendment to Schedule of Water and Wastewater System Schedule of Rates. Motion carried unanimously.
2. Resolution 2023-12 Final Reading and Adoption of Fiscal Year 2023-2024 Operating Budget, Capital Improvement Renewal & Replacement Budget and Extension and Expansion Budget
   1. Moved by Robert Brown, seconded by Nat Shaffer to adopt Resolution 2023-12 Final Reading and Adoption of Fiscal Year 2023-2024 Operating Budget, Capital Improvement Renewal & Replacement Budget and Extension and Expansion Budget. Motion carried unanimously.
3. Resolution 2023-13 Engineering Services Task Orders #5, #6, #7 and #8 Thomas & Hutton
   1. Moved by Robert Brown, seconded by Nat Shaffer to adopt Resolution 2023-13 Engineering Services Task Orders #5, #6, #7 and #8 Thomas & Hutton. Motion carried unanimously.
4. Intergovernmental Agreement Hampton County School District
   1. Moved by Robert Brown, seconded by Horney Mitchell to allow Brian Burgess to act as a representative for LRWS and enter into an agreement with the Hampton County School District. Motion carried unanimously.
5. Resolution 2023-14 Award of Contract for LRIP Sewer Pump Station Rehab and Other Matters
   1. Moved by Robert Brown, seconded by Nat Shaffer to adopt Resolution 2023-14 Award of Contract for LRIP Sewer Pump Station Rehab and Other Matters. Motion carried unanimously.

**11. Public Comments**

The Commissioners discussed the public comment policies.

**12. Adjournment**

Moved by Robert Brown, seconded by Nat Shaffer to adjourn. Motion carried unanimously. The meeting then adjourned at 4:47 pm.

*Respectfully submitted by Sara Craven.*