



The Lowcountry Regional Water System Commission held its monthly meeting at 4:00 pm on Tuesday, September 23, 2025, in the large conference room at the Hampton County Administrative 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: Mayor Robert Brown, Hampton
Mayor Nat Shaffer, Varnville
David Paul Murray, Yemassee
Dennis Thompson Jr, Hampton County
Keith Mitchell, Gifford

Officers Present: Brian Burgess, General Manager
Sara Craven, Secretary
Marlene Marchyshyn, Treasurer
Kari Foy, Engineer
Sam Baker, Wastewater Treatment

Visitors Present: None

Quorum Met: Yes

1. Call to Order

Vice Chairman Robert Brown called the meeting to order at 4:00 pm.

2. Invocation and Pledge of Allegiance

Dennis Thompson Jr gave the invocation.

Pledge of Allegiance - Conducted by all.

3. FOIA Compliance Report

As required by the Code of Laws of South Carolina, notice of this LRWS Commission meeting was posted prominently in the Commission's offices at least twenty-four hours in advance. Additionally, the local news media and all individuals requesting notifications of LRWS Commission meetings were informed of the meeting's time, date, and location. They received a copy of the agenda at least twenty-four hours before this meeting.

4. Approval of Minutes

Moved by Nat Shaffer and seconded by David Paul Murray to approve the August 26, 2025, minutes. The motion carried.

5. Public Hearing

Moved by Dennis Thompson Jr and seconded by David Paul Murray to enter into the public hearing. The motion carried.

- a. FY 2025-2026 Operating, Capital Improvement Renewal & Replacement and Capital Improvement Extension and Expansion Budgets
- b. Amendments to Schedule of Rates including Water, Wastewater, Industrial Park Fire System Service Connection and Capacity Development Impact Fees

Moved by Nat Shaffer and seconded by Dennis Thomspn Jr to exit the public hearing. Motion carried.

6. Reports:

A. Financial Report—Marlene provided the financial report for August.

B. Manager's Report- Brian noted that the Governor declared November 2nd through November 8th as Environmental Operators Week. He also mentioned that Verizon has installed new antennas on the Holly St tank. They hope to be operational by October. We received a demand letter from an attorney requesting the removal of impact fees. Our legal counsel is currently reviewing this. We received a notice of violation for total suspended solids at the Brunson WWTP. Brian also informed the Board that the follow-up meeting with LRIP and SCIC customers will be tomorrow. We met with Dave Black (SCA) about the issues with extending the water and sewer lines.

(Staff Reports)

- (1) Human Resource Manager's Report
 - a. Marlene provided the work hours for August. She mentioned that 2 employees were terminated.
- (2) Billing Manager's Report
 - a. Sara provided two charts. One chart showed the number of customers who paid after their due date. The other chart showed the number of customers who were cut off.
- (3) Engineer's Report
 - a. Kari went over the progress of ongoing projects.
 - i. We received a partial permit to operate the new force main from Brunson to Hampton. The project will not be complete until the as-builts and final change order are done.
 - ii. The bid date is set for October 2, 2025, for the Yemassee WWTP Project.
 - iii. The pedestal should be completed this week for the new elevated tank in the Industrial Park.
 - iv. The contractor mobilized this week for the new 16" water main along Hwy 68.
 - v. 37 services have been installed and inspected for the Pine St (Jinks St) Project. The contractor will begin constructing the first 8 homes soon.
- (4) Field Operations Manager's Report
 - a. Blake provided a report of the work done for July, August, and part of September.
- (5) Treatment Operations Manager's Report
 - a. Sam provided a report that shows water production, wastewater treated and lab tests that were done. We are still doing the surveillance samples for the health department.

7. System Member Commissioners Reports

A. Town of Brunson- Not in attendance.

B. Town of Gifford- Not in attendance at that time.

C. Town of Hampton- There is nothing new to report at this time.

D. Town of Varnville- The town is excited for the Celebrate A Small Town Festival. The street dance will be on Friday. On Saturday, you will be able to enjoy food trucks, vendors and a car show.

E. Town of Yemassee- The town was pleased with the outcome of the Shrimp Festival. There was a fair, food trucks, and arts and crafts.

F. Hampton County- Buddy Phillips was awarded the Order of the Palmetto Award. This is the highest honor that can be bestowed upon a citizen. This award was presented in the Hampton County Chambers on September 15th.

8. Old Business

9. New Business

A) Resolution 2025-10 (Final Reading) Amending Water and Sewer Rate Schedule Amendment
Moved by Nat Shaffer and seconded by Dennis Thompson Jr to approve Resolution 2025-10 (Final Reading) Amending Water and Sewer Rate Schedule Amendment. The motion carried.

B) Resolution 2025-11 (Final Reading) Adoption of Annual Operating Budget with Supplemental Renewal & Replacement Budget and Extension & Expansion Budget

i. Brian mentioned that there was a change in the E & E budget.

Moved by Nat Shaffer and seconded by David Paul Murray to approve Resolution 2025-11 (Final Reading) Adoption of Annual Operating Budget with Supplemental Renewal & Replacement Budget and Extension & Expansion Budget. The motion carried.

C)Resolution 2025-15 Engineering Services Agreement Related to USDA/RD Grant for Yemassee Water System Interconnection and Other Matter Related Thereto

Moved by Nat Shaffer and seconded by David Paul Murray to approve Resolution 2025-15 Engineering Services Agreement Related to USDA/RD Grant for Yemassee Water System Interconnection and Other Matter Related Thereto. The motion carried.

D)Resolution 2025-16 Engineering Services Agreement Related to the SRF Grant Project for the Palmetto Tank Rehab, I-95 Well Rehab and Water System Improvements in the Town of Yemassee and Other Matters Related Thereto

Moved by Nat Shaffer and seconded by David Paul Murray to table Resolution 2025-16 Engineering Services Agreement Related to the SRF Grant Project for the Palmetto Tank Rehab, I-95 Well Rehab and Water System Improvements in the Town of Yemassee and Other Matters Related Thereto until the next Board Meeting. The motion carried.

E)Consideration of Proposals for Accounting and Billing Software Services

Brian informed the Commissioners about extremely high credit card fees. We have been exploring other accounting and billing software options due to these high fees. Brian went over 3 programs and what they would cost.

F)Consideration of Changes to Policy Providing that Customer Credit Card User Fees Will Be Paid by the Customer

Brian discussed the high fees with the Commissioners and asked if they would be interested in adding the fees to the customers. These fees cost LRWS about \$200,000 every year. The Commissioners do not want to push these fees to the customers at this time.

10. Public Comments

None

11. **Adjournment**

Moved by David Paul Murray, seconded by Nat Shaffer, to adjourn the meeting. The motion carried. The meeting then adjourned at 4:50 pm.

Respectfully submitted by Sara Craven.