



**Minutes of the Seabrook Island Utility Commission Regular Meeting
February 19, 2020
Town Hall**

The meeting was called to order by Chairperson Smith-Jones at 9:30 AM.

Commissioners Present: Vancini and Morawski

Others Present: Tommy West, Beth Geiss, and Chris Houghton of Louis Berger Hawthorne Services, Inc. (LBH)

There were no comments from the public.

Upon a motion by Morawski and second by Vancini, minutes of the January 15, 2019 meeting were approved as submitted.

FINANCIAL REPORT by Ms. Geiss

Net income for the month of January was a loss of \$8747. After adjusting for bonds P & I, the result was a net loss of \$2800. There were no capital expenditures in January. Water Revenue was almost \$10k less than budgeted which greatly contributed to the loss. Monthly expenses were less than budgeted.

The Balance Sheet continues to reflect a strong financial position.

On the January 31 customer invoices, the new service fees schedule was printed on the reverse and will continue with printing fees on the bills for the next two months. In the future, quarterly printing will be done.

Effective March 1st there will be a pass-through increase from St. Johns Water of \$0.11. The new rate will be \$ 4.26 per 1000 gallons.

Mauldin & Jenkins will be onsite starting March 9 to begin the annual audit.

Upon a motion by Vancini, second by Morawski, the December payables, as submitted electronically to Commissioners were approved.

OPERATIONS REPORT by Mr. West

Wastewater plant performance was in compliance with all permit parameters.

Wastewater flows for the month averaged 345,000 gallons per day, with the average for the past 12 months of 379,000 gallons per day. SIUC delivered 12,360,666 gallons of water for the month compared to 13,177,077 gallons last year. The accounted for water received the month from St Johns 89.19% compared to 87.80 last year.

Switched aeration basin process from #2 to #1 basin. Draining #2 basin to prepare it for cleaning.

Installed new phones and switched service from Segra to VC3. We are now using an auto attendant to help direct customer's phone calls. There is an after- hour emergency option for customers as needed.

OLD BUSINESS

Emergency Plan updates were completed by Mr. West. Ms. Smith-Jones met with Mr. West on 2/14/2019 to review the Plan. Copies of the updates will be provided to the Commissioners and to Councilman Crane.

Upon a motion by Morawski, second by Vancini, the Emergency Plan was approved by the Commission.

The SIUC Employee Benefit Change Request by Mr. Houghton was discussed. The Commissioners inquired if the 2.5% annual salary increase for this year has already been fully allocated. Mr. Houghton believed that it had not but was unaware of how much might be left and what dollar amount this would represent.

The matter was tabled until the next meeting to allow Mr. Houghton to research the answers to these questions.

The EMA proposal submitted by Mr. Houghton was discussed. It was agreed that a new financial accounting system is necessary. LBH has paid for the first two Phases and they are requesting SIUC fund payment of next Phase for not to exceed \$9,180.

Upon a motion by Morawski, second by Vancini, the EMA Phase 3 funding was approved.

NEW Business

Mr. West requested funding approval of Atlas Survey and ECS Geotech for Phase One of the WWTP contract. Some discussion occurred as to funding the full survey at this time as it will eventually be required for both Phases of the WWTP contract.

Upon a motion by Vancini, second by Morawski, the full Atlas Survey (\$9950 for Phase 1 and 2) and ECS Geotech (\$3900) work was approved for funding.

Mr. West requested approval of funding for the clean out of Aeration Basin #2.

Upon a motion by Vancini, second by Morawski, the Aeration Basin clean out was approved for funding.

Executive Session

The stated purpose of this session was in regard to our current contract with LBH.

Upon a motion by Vancini, second by Morawski, Executive Session was commenced at 11am.

ADJOURNMENT

There being no further business, upon a motion by Vancini, second by Morawski, the meeting was adjourned at 11:13 am.

The next regular meeting of the Commission is scheduled for March 18th, 2020 at 9:30 am at Town Hall.

Date: March 18, 2020



Town Clerk