



**Minutes of the Seabrook Island Utility Commission Regular Meeting
February 20, 2019
Town Hall**

The meeting was called to order by Chairman Morawski at 9:30 AM.

Commissioners Present: Vancini and Smith-Jones.

Others Present: Tommy West and Carmella Montgomery of Hawthorne Services, and Chris Houghton of Louis Berger.

The minutes of the January 16, 2019 meeting were approved as submitted.

ELECTIONS

- Commissioner Vancini volunteered to serve as Vice-Chairman in the event the Chairman was unable to preside over a meeting.
Upon a motion by Vancini and second by Smith-Jones, Vancini was elected Vice-Chairman.

FINANCIAL REPORT

- The financial report for January was reviewed. Ms. Montgomery reported that net income for the month was a loss of \$8,992. Adjusting for Bond principal and capital expenditures shows a reduction in cash of \$3,712. As January is the first month of the fiscal year, year to date figures were identical.
- Miss Montgomery also inquired if the Commissioners were willing to review and approve invoices on a weekly basis. Some vendors were issuing invoices on a "Due Immediately" and could result in additional fees if not paid sooner than the current procedure. Commissioners indicated willingness for the change. Chairman Morawski requested that a summary of approved invoices be confirmed at each subsequent Commission meeting to provide a public record of approvals.

OPERATIONS REPORT

- Mr. West reported that January wastewater plant performance was in compliance with all permit parameters. Wastewater flows for the month averaged 379,000 gallons per day, and the average for the [past 12 months](#) of 419,000 gallons per day. He further reported that SIUC delivered 13,177,770 gallons of water for the month compared to 19,789,000 gallons last year, likely reflecting the increased rainfall this year. This accounted for 87.80% of the water received from St. John's for the month compared to 98.61% last year. He explained the difference was due to timing of meter reads. Mr. West also reviewed the more significant work orders completed during the month.
- Mr. West informed the Commission that DEHC had done an inspection of the wastewater operation with no issues found.
- Finally, Mr. West indicated that they would be taking the ground storage tanks out of service for cleaning.

OLD BUSINESS

- Mr. West reviewed the W. K. Dixon proposal for an engineering study of SIUC ability to handle the increase flows from developing property in SIUC's service area. Commissioner Smith-Jones expressed concern for the 3 page limit on the final report. Mr. West indicated he had discussed that matter with Dixon, and they were willing to increase the report to 9 pages. Commissioner Vancini inquired where the money for the study would come from. Mr. West indicated that there was sufficient money in the capital budget due to the lower cost of work on the ground storage tank.

Upon a motion by Vancini, second by Smith-Jones, the Contract was approved at a cost of \$30,800.
- Chris Houghton updated the Commission regarding Louis Berger's proposal to The Beach Company (developers of Kiawah River) to provide Wastewater Treatment management. There hasn't been any further discussion between Louis Berger and The Beach Company, and it's expected the entire matter may terminate by the next Commission meeting. He did indicate that an amendment to the SIUC Agreement would be needed if Louis Berger and The Beach Company were to proceed with an agreement that involved any SIUC workers and/or equipment.
- Mr. West submitted the current pricing for workers and equipment approved within the past few years. Because the current use is for SIUC customers, the Town, POA, and Club, the current prices were left unchanged.
- Chairman Morawski indicated that because there hadn't been any meeting with the Town's attorney there would be no action on fire protection fees.
- Ms Montgomery indicated that the Harris Billing System was working on including messages on the MyHub website.

NEW BUSINESS

- Mr. West submitted a proposal for replacing windows at the SIUC Office building at a cost of approximately \$2400. He had also received another bid at a higher cost.
Upon a motion by Smith-Jones, second by Vancini, the windows replacement was approved with cost to be expensed.
- Mr. West indicated he had purchased two new RAM pick-up trucks through the State at a cost \$24,000 each.
- Mr. West informed the Commission that the premium on Fixed Asset insurance purchased through State Fund will be increasing by \$5-6,000 or 25%. Offsetting this is a scheduled decline in the Elevated Tank maintenance Contract cost from \$48k to \$24k in accordance with the terms in the fifth year of the contract.
- Mr. West submitted a proposal for replacing the current phone system with a system similar to the Town offices. The proposal would be more functional at a similar cost to the current system. Commissioners will review the proposal for action at their next meeting.
- Ms. Montgomery informed the Commission that they had received permission from the Town to obtain a credit card for purchasing items that couldn't be obtained under an existing purchasing arrangements. Commissioners indicated support but requested that Commissioners receive a copy of each monthly credit card statement.
- Ms. Montgomery also indicated the annual audit was to begin on April 1, 2019.

ADJOURNMENT

There being no further business, upon a motion by Vancini, second by Smith-Jones, the meeting adjourned at 10:54 am.

The next regular meeting of the Commission is scheduled for March 20, 2019 at 9:30 AM at Town Hall.



Town Clerk

Date: March 21, 2019