



**Minutes of the Seabrook Island Utility Commission Regular Meeting  
December 11, 2019  
Town Hall**

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

Commissioner: Present: Vancini.

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 Vancini second by Morawski, minutes of the November 13, 2019 meeting were approved as submitted.**

**Election of Officers**

- **Upon a motion by Vancini second by Morawski, the election was postponed until January's meeting to allow the full Commission to be present.**

**FINANCIAL REPORT**

- The Operating Income and Charges report for November and Year-to-Date were reviewed. Ms. Geiss reported that net income for the month was \$10,872. Adjusting for Bond principal and capital expenditures resulted in a positive cash flow of \$252. On a year-to-date basis, net income is \$183,035 and a positive cash flow of \$90,756. The Sewer operation continues to show a loss.
- No Balance Sheet was available as LBH personnel must now bring entries up-to-date with the completion of the 2018 audit.
- The Accounts Payable Check Register report was submitted to Commissioners.

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

- Ms. Geiss submitted a list of write offs for the year totalling \$2,344.13.

**Upon a motion by Vancini, second by Morawski, the write offs were approved as submitted.**

## **OPERATIONS REPORT**

- Mr. West reported that September wastewater plant performance was in compliance with all permit parameters. Wastewater flows for the month averaged 347,000 gallons per day, with the average for the past 12 months of 394,000 gallons per day. He further reported that SIUC delivered 21,183,967 gallons of water for the month compared to 21,475,516 gallons last year. This accounted for 100% of the water received from St. John's for the month compared to 98.12% last year. This brings the year-to-date water accounted for to 95.84% compared to 93.30% last year
- Mr. West also reported repair costs for Pump Station #16 are close to amount approved by the Commission last month and should be completed within the week.
- Mr. West also reported on repairs and component replacements for the SCADA system.
- Mr. West reported on the installation of a flushing hydrant near the horse trail. It provides the ability to flush the waterline in the low use area.
- Finally, Mr. West reported on the waterline break caused by contractors boring through the SIUC's waterline. The contractor will be invoiced for the full cost.

## **OLD BUSINESS**

- Mr. West reported that the after-hours emergency call arrangement began operation November 22. Since then, there have been 6 emergency calls. He also indicated that he had made some changes to the website, bills, and message to clarify the process.
- Mr. West reported W. K. Dixon had resubmitted the emergency generator grant application modifying it for 3 instead of 6 emergency generators to achieve a better cost/benefit calculation.

- The 2020 Budget was reviewed. While it indicated a loss would occur in the Sewer Utility, there were few options that would impact the results. Discussion turned to the need for rate relief in the Sewer operations.

**Upon a motion by Vancini, second by Morawski, the budget was approved with the stipulation that capital items must be separately approved during the year. In addition, the Sewer Base Charge per ERU will be increased by \$2.70 per month. There was no change to rates in the Water operation. It was noted that the Capital item for the Engineering Study by W. K. Dixon was authorized to proceed.**

- Chairman Morawski reported that the Town would be approving the contract with Maudlin & Jenkins for auditing services at their meeting on December 17, with the Mayor authorized to make changes as needed.

**Upon a motion by Vancini, second by Morawski, the contract with Maudlin & Jenkins for auditing services was approved with the same stipulation for the Mayor authorized to make changes.**

- The issue of requested landscape improvements along Old Drake Drive following damage from Hurricane Dorian was discussed.

**Upon a motion by Vancini, second by Morawski, the Chairman was authorized to notify the Mayor that the Commission is not responsible for the damage.**

## **NEW Business**

- Mr. Morawski reported the meeting schedule for 2020 as will be approved by the Town Council at their meeting on December 17, 2019. Except for November and December, SIUC meetings will be held the third Wednesday of the month at 9:30 am. For November, the meeting will be held on Thursday, the 12th, and in December, on Wednesday, the 9th.

**Upon a motion by Vancini, second by Morawski, the 2020 meeting schedule was approved.**

## **ADJOURNMENT**

**There being no further business, upon a motion by Vancini, second by Morawski, the meeting was adjourned at 11:00 am.**

The next regular meeting of the Commission is scheduled for January 15, 2020 at 9:30 am at Town Hall.

Date: January 15, 2020



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Town Clerk