



**Minutes of the Seabrook Island Utility Commission Regular Meeting
January 15, 2020
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, 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 December 11, 2019 meeting were approved as submitted.**

Election of Officers

- **Upon a motion by Vancini second by Morawski, Smith-Jones was elected Chairperson.**

Smith-Jones indicated concern that her other work load may require her to reconsider if she was unable to meet SIUC needs.

Smith-Jones assumed the Chairperson responsibilities at this point in the meeting.

FINANCIAL REPORT

- The Operating Income and Charges report for December and Year-to-Date were reviewed. Ms. Geiss reported that net income for the month was \$177. Adjusting for Bond principal and capital expenditures resulted in a loss of \$194,380, which reflected several capital expenditures in December. On a year-to-date basis, net income was \$183,160 and a cash flow loss of \$103,589, again reflecting December's capital

expenditures. While the Water operation was positive for both Net Income and Cash Flow, losses in the Sewer operation impacted the overall results.

There was additional discussion regarding the increased capital expenditures and sewer rate increase.

- Ms Geiss submitted a "Statement of Net Position" which replaces a Balance Sheet for government enterprises. It indicated the SIUC continues to be financially strong.
- The Accounts Payable Check Register report was submitted to Commissioners.

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

OPERATIONS REPORT

- Mr. West reported that December wastewater plant performance was in compliance with all permit parameters. Wastewater flows for the month averaged 385,000 gallons per day, with the average for the past 12 months of 382,000 gallons per day. He further reported that SIUC delivered 16,553,269 gallons of water for the month compared to 15,268,333 gallons last year. This accounted for 97.96% of the water received from St. John's for the month compared to 95.22% last year. This brings the year-to-date water accounted for to 95.96% compared to 93.35% last year
- Besides routine operations, Mr. West updated the Commission on repairs and component replacements for the SCADA system.

OLD BUSINESS

- Mr. Houghton reported on a change in benefits for HLB employees which results in a direct labor cost increase of \$5,100 cost to SIUC. It was noted that SIUC also pays a 31% load for LBH employee benefits, further increasing cost impact. Mr. Houghton indicated he would provide further details for the Commission to consider.

Upon a motion by Morawski, second by Vancini, the matter was tabled until the next regular SIUC meeting.

NEW Business

- Ms. Geiss submitted proposed increases for all SIUC fees and further proposed two new fees. There was discussion regarding the need for a larger Notification Fee for a second notification within a 12 month period, and additional increase to the Service Call fee. (See attached Fee Schedule)

Upon a motion by Vancini, second by Morawski, the Fee schedule was approved.

- Mr. West submitted an updated Emergency Plan to be included with the Town's Emergency Plan. Chairperson Smith-Jones requested the Plan be resubmitted next month after rearranging certain tasks between OPCON 3 and OPCON 2 and adding notification to the Commissioners when appropriate.
- Mr. Houghton reviewed the EMA proposal to assist in replacement of the current SIUC financial software system. While it was noted that a new system was needed, there was an issue on how the cost was to be covered. Mr. Houghton indicated he would provide additional information to the Commission within the week since the current software license expires June 30 and to have a new system in place will be a tight schedule. The Commission indicated a willingness to call a special meeting before the next regular meeting to address the proposal.
- Mr. West submitted a contract with W. K. Dixon to provide Engineering work to meet the requirements of the State Revolving Fund for the anticipated expansion of the WWTP. After some discussion regarding the possibility of seeking proposals from other engineering firms, it was decided to proceed with WK Dickson. The cost for this work was approved in the 2020 Budget.

Upon a motion by Vancini, second by Morawski, the WK Dickson Contract 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 February 19, 2020 at 9:30 am at Town Hall.

2/19/2020
Date


Town Clerk

Service Fees effective 02.01.2020

Origination Fee	\$35/\$20	One-time nonrefundable and nontransferable fee for establishing a service account by location Water & Sewer/Vacant Lot
Temporary Cut On/Off Fee- Non-Emergency	\$25 \$150	Normal business hours Night/Weekend/Holiday
Availabilty Fees	\$40 \$40	Water availability fee charged annually to owners of unimproved lot Sewer availability fee charged annually to owners of unimproved lot
Late Payment Fee	\$10	Fee for payments received after the due date
Returned Payment Fee	\$30	Fee for returned checks or ACH bank drafts
Notification Fee	\$35 \$50	Fee for notification of past due account prior to disconnection 1" Notice Subsequent notices within a 12-month period
Water Reconnect Fee	\$85	Fee for restoration of water service after termination due to nonpayment
Sewer Reconnect Fee	\$85	Fee for restoration of sewer service after termination due to nonpayment when Elder valve previously installed
Sewer Disconnection Fee	\$600	One-time flat fee charged for the installation of a wastewater Elder valve on a sewer only disconnection for nonpayment.
Security Deposit	\$150	Refundable deposit charged to accounts outside the Town of Seabrook Island OR within Town after disconnection for nonpayment.
Renter Deposit	\$250	Refundable deposit charged for renter accounts within Town of Seabrook
Meter Replacement & Test Fee	\$75	Fee for testing and replacing a water meter at a customer's request. If the meter is deemed defective, the fee is waived.
Revisit/Service Call Fee	\$40	Charged for requests to reread a meter or other return visit requests Waived at SIUC error.