



Minutes of the Seabrook Island Utility Commission Regular Meeting January 21, 2021

Due to Covid-19 mandates, the meeting was held via Zoom conference call with Zoom link published to the public on the Town's website. Meeting was called to order by Chairperson Smith-Jones at 9:44 AM.

Commissioners Present: Vancini and Smith-Jones.

Others Present: Tommy West, Beth Geiss, and Chris Houghton of LBH and Jim Ferland, SI Resident. Mr. Houghton left the meeting at 10:29 am.

Minutes from the previous October 21st SIUC Meeting were reviewed. Motion made by Vancini to approve the Oct. 21, 2020 minutes. Motion seconded and passed.

Minutes from November 18, 2020 SIUC Meeting were reviewed. Motion made by Vancini to approve the Nov.18, 2020 minutes. Motion seconded and passed.

FINANCIAL REPORT November, by Ms. Geiss

Net income for the month of November was \$ 41,894. Aside from Irrigation, all revenue sources were above budget. Purchased Water, Salaries, O & M and Depreciation expenses were under budget which resulted in Operating Income of \$49k. After adjusting for Bond P&I and Capital Expenditures of \$ 119,083, November showed a deficit of \$ 71,808.

On a year-to-date basis there is a surplus of \$ 55,597 over budget.

The Balance Sheet shows available Cash totals \$ 2,729,010.

During the month of November SIUC paid vendor invoices totaling \$ 156,779 as reflected in the disbursement reports.

November billing was generated from Edmunds with minimal conversion issues. The new online payment portal went live in November and the former portal will be closed on December 31, 2020.

December report was not given as there are still outstanding income and expenses for this month. Mr. Houghton reported that LBH has not invoiced SIUC for the months of October,

November and December as LBH has had computer issues. Mr. Houghton expects the issues to be resolved and the invoices reviewed with October invoice being sent out the end of this week, and the other two months of invoices in the following week. It was requested that those invoices be sent to the Commissioners at the same time that they are sent to Ms. Geiss. The Chairperson expressed much concern that LBH did not communicate to the Commissioners this billing issue until this meeting. LBH did indicate that payment for these three months could be paid on a staggered, delayed basis.

Financial Report with October and November payables that were approved electrically were accepted by the Commissioners.

OPERATIONS REPORT November, 2020 by Mr. West

SEABROOK WATER RESOURCE FACILITY

Effluent quality continued to meet permit requirements during the month. Daily average flows were 0.359 million gallons per day (MGD). The maximum day was 0.438million gallons for the month. The average effluent Total Suspended Solids (TSS) was 2 mg/l and the average effluent Biochemical Oxygen Demand (BOD) was 5 mg/l, indicating excellent process control. During November 4016 gallons of Sodium Hypochlorite (Bleach) was used for effluent disinfection and process control.

SVI started trending up through the Thanksgiving Holidays due to increase loading from higher flows. We are still feeding hypochlorite to the influent to help with the process. We try to maintain our SVI average between 80 and 140.

SEABROOK WATER DISTRIBUTION

SIUC delivered 21,851,519 gallons of water for the month compared to 21,183,967 gallons last year. The accounted for water received the month from St Johns 95.86% compared to 99.99% last year.

Total of 133 radio meters installed.

OPERATIONS REPORT December, 2020 by Mr. West

SEABROOK WATER RESOURCE FACILITY

Effluent quality continued to meet permit requirements during the month. Daily average flow was 0.374 million gallons per day (MGD). The maximum day was 0.425 million gallons for the month. The average effluent Total Suspended Solids (TSS) was 4 mg/l and the average effluent Biochemical Oxygen Demand (BOD) was 3 mg/l, indicating excellent process control. During December 4063 gallons of Sodium Hypochlorite (Bleach) was used for effluent disinfection and process control.

SVI averaged 109 and we are still adding sodium hypochlorite to the influent. Approximately 60% of the hypochlorite being used is added to the influent to aid the biological process.

SEABROOK WATER DISTRIBUTION

SIUC delivered 21,625,430 gallons of water for the month compared to 17,902,620 gallons last year. The accounted for water received the month from St Johns 97.77% compared to 97.96% last year.

Total of 133 radio meters installed.

Mr. West provided an update on the FEMA Generator project. The 3 FEMA generators have been ordered by Mr. West and are expected in March. Phase 2 of the WK Dickson proposal in the amount of \$5,000. for the installation bid process is now needed to be approved. Mr. Vancini made a motion and Smith-Jones seconded which was then passed to approve Phase 2 in the amount of \$5,000. of this contract.

OLD BUSINESS

Mr. West updated the Commission that Phase 1 for the AWIA package due on June 30, 2021 will be completed inhouse by Mr. West.

Review of the 2020 final numbers for the year and 2021 Capital Expenditures will be placed on next month's agenda as Ms. Weis has not been able to complete December financials.

Mr. West requested that the Commissioners approve \$49,000 from the 2021 Capital budget so that the needed parts to replace the clarifier could be ordered. Mr. Vancini made a motion which was seconded by Smith-Jones. Motion was passed.

Mr. West requested that \$75,000 be approved to order 180 new meters and handhelds as approved in the 2021 Capital Budget. Mr. Vancini made a motion which was seconded by Smith-Jones. Motion was passed.

Mr. West reported that he had been contacted by the Developer of the Andell property. A Developer's Agreement along with appropriate impact fees would be needed. Additionally, a further development, Marsh Walk Villa was also discussed. The Chair requested that at the time of the Developer's Agreement for these properties begins, the Commissioners need to work with Mr. West to establish what impact fees are appropriate for each location.

NEW BUSINESS

Chair Smith-Jones notified those present that Commissioner Morawski resigned effective December 31st. The Town's Administrator put out a notice for interested individuals to apply. SIUC received two applicants, both were interviewed and the Commissioners recommended to the Mayor that Mr. Jim Ferland be appointed. Town Council will vote on this at the next Town Council meeting on 1/26/2021. Swearing in should occur shortly thereafter.

Mr. Jim Ferland was then introduced.

Chair Smith-Jones stated that SIUC's attorney Stephen Brown will be present for our next meeting on February 17, 2021 for an Executive Session.

A motion was made by Vancini and seconded by Smith-Jones to adjourn the meeting. Motion passed; meeting was adjourned at 10:56 am.

Date: February 18, 2020



Town Clerk