



## **Minutes of the Seabrook Island Utility Commission Regular Meeting November 18, 2020**

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 9:32 AM.

Commissioners Present: Vancini, Morawski, and Smith-Jones.

Others Present: Tommy West, Beth Geiss, and Chris Houghton of LBH.

Minutes from the previous SIUC meeting of October 21<sup>st</sup> were discussed but not approved. Commissioner Morawski indicated he would submit via email his changes requesting that the minutes of this meeting be approved at the next SIUC meeting.

### **FINANCIAL REPORT October, by Ms. Geiss**

Net income for the month of October was a surplus of \$ 25,750. All revenue sources were above budget apart from Impact Fees. Expenses were under budget nearly \$16k which includes the open position, reduced O&M despite purchased water being above budget. Capital Expenditures this month were \$ 23,750 which was the Deep Well repair. After adjusting for Bond P&I, October showed a net profit of \$ 25,383.

The Balance Sheet shows available Cash totals \$ 2,752,483 as of October 31, 2020.

During September, the Commission approved the transfer of \$ 181,777.82 from the Operations account to pay vendor invoices.

The conversion process with Edmunds continues. The November Utility Billing is planned to be generated from Edmunds and the online payment website should be live by the end of November.

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

## OPERATIONS REPORT, 2020 by Mr. West

### SEABROOK WATER RESOURCE FACILITY

Effluent quality continued to meet permit requirements during the month. Daily average flows were 0.377 million gallons per day (MGD). The maximum day was 0.470 million gallons for the month. The average effluent Total Suspended Solids (TSS) was 3 mg/l and the average effluent Biochemical Oxygen Demand (BOD) was 7 mg/l, indicating excellent process control. During October 3572 gallons of Sodium Hypochlorite (Bleach) was used for effluent disinfection and process control.

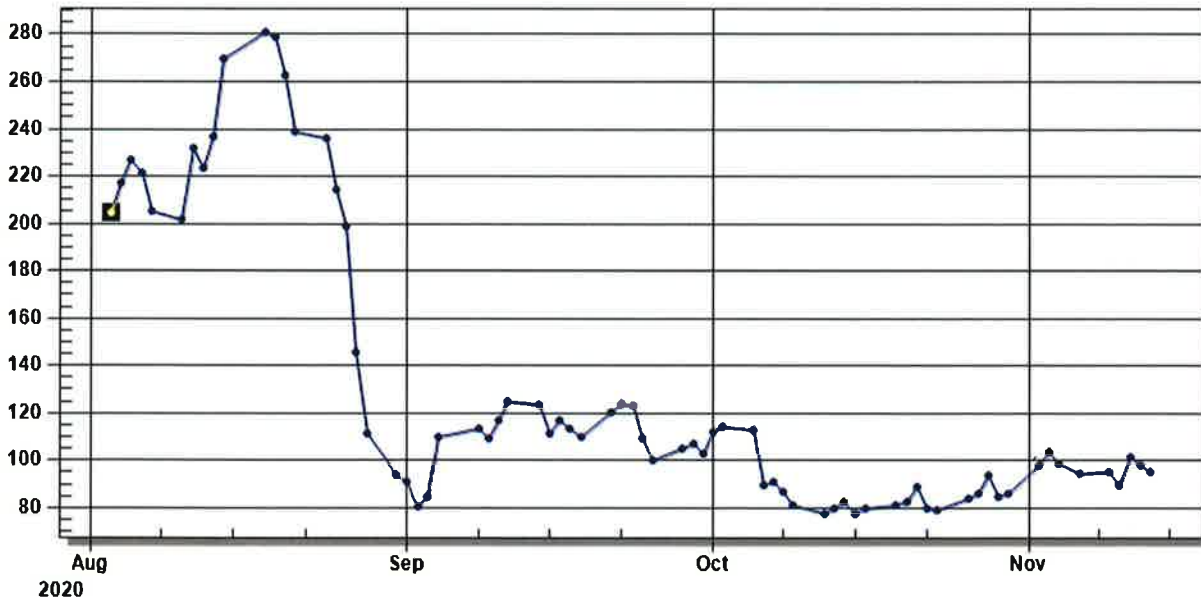
SVI is still trending around 100, indicating good settling sludge. This month's report also includes other Key Performance Indicators (KPI) that we monitor for the wastewater treatment process.

Total effluent & deep well pumped to Seabrook golf courses for irrigation for October was 12.461 million gallons effluent and 4.109 million gallons deep well. Total effluent and deep well pumped to Oak Point golf course were 4.718 million gallons effluent and 0.102 million gallons deep well. Total potable water delivered to Seabrook was 2.482 million gallons. Total potable water delivered to Oak Point was 0.000 million gallons. **SEABROOK WATER DISTRIBUTION** SIUC delivered 31,997,407 gallons of water for the month compared to 35,470,019 gallons last year. The accounted for water received the month from St Johns 97.55% compared to 92.96% last year. Installed 88 new Radio Read Meters.

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### 46 - Sludge Volume Index

8/3/2020 - 11/13/2020



Key Performance Indicators				
10/17/2020 thru 11/16/2020				
	Last	Min	Max	Avg
WWTP Flow {gal}	377,528	297,173	411,937	349,781
Sludge Volume Index	95	79	104	91
Sludge Retention Time {days}	22.3	18.5	31.5	25.5
SRT Moving Average {7Day}	22.9	20.4	30.6	26.2
WAS Moving Average {gal}	5,457	3,893	6,257	4,924
Mixed Liquor Suspended Solids (MLSS) {mg/l}	2730	2,360	3,120	2,655
Biomass Aeration {lbs}	12,523	10,825	14,311	12,180
F/M Ratio (Food to Mass) {lbs}	0.086	0.061	0.089	0.074
Biomass Wasted (WAS) {lbs}	523	382	626	487

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**SIUC Completed Work Orders October 2020**

Task	Work Orders	Meters
UGT180	Inspect New Sewer Service	2
UGT200		
New Radio Read Meters Installed		33
Meter Reread (Billing)		57
UGT310	Read Meter (Account Transfers, Closing etc...)	38
UGT240	Locates	95
AGT180	Repair Water Service Line Leaks	2
UGSS350	Sewer Lateral Repair	2
AGSS200	Sewer Pump Station PM	54
AGSS300	Sewer Pumps PM	2
AGTP100	WWTP PM	9
AGTPP	WWTP Aerators PM	12
<b>Total</b>		<b>306</b>

**OLD BUSINESS**

FY2021 Budget was discussed along with the proposed Capital Budget items and the proposed Rate Increase for 2021. A motion was made by Commissioner Vancini and seconded by Commissioner Morawski to accept the 2021 Budget as presented. Motion was passed unanimously. A copy of the full passed budget is attached to these minutes.

Commissioner Smith-Jones readdressed the issue of the need for the Expansion Pond Project as approved last month. The project was reaffirmed.

**NEW BUSINESS**

Mr. West indicated that the AWIA project would need to start. Thomas & Huton has provided a proposal to complete the first phase for \$20K due June 30<sup>th</sup>, 2021 and the second phase for 12.5K due December 30<sup>th</sup>, 2021. Mr. West is to provide these proposals and to seek a second bid for this work.

The Commissioners determined that the December SIUC Meeting was not necessary given the December normally is for the next year's budget which has already been passed.

The next regular meeting of the Commission is scheduled for January 20<sup>th</sup>, 2020 at 9:30 am via a Zoom video conference call.

A motion was made by Vancini and seconded by Morawski to adjourn the meeting. Motion passed; meeting was adjourned at 11:04 pm.



Date: January 20, 2021

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Town Clerk

# Seabrook Budget

2021

## Operating Revenue

1. Sewer Revenue: 14% rate increase. Inside rate will increase from \$39.22 to \$44.71 and outside rate will increase from \$41.02 to \$46.76.
2. Water Revenue: 29% base increase.
3. Water Usage: \$0.11/1000 gallons pass through. \$4.26/1000 gallons to \$4.37/1000 gallons.

Meter Size	Current Rate	Increase Percentage	New Rate
0.75	\$19.03	29%	\$24.55
1	\$47.58	29%	\$61.38
1.5	\$95.16	29%	\$122.76
2	\$152.26	29%	\$196.42
3	\$308.67	29%	\$398.18
4	\$475.80	29%	\$613.78

4. Impact Fees Sewer: Estimating 18 new for Seabrook and Kiawah River Estates.
5. Impact Fees Water: Estimating 12 new connections.
6. Tap Fees Sewer: 18 for Seabrook and Kiawah River Estates.
7. Tap Fees Water: Estimating 12 new connections.
8. Availability Fees Increase: Sewer \$40.00/Yr. to \$80.00/Yr. Water \$40.00/Yr. to \$80.00/Yr.
9. Irrigation Effluent: \$0.25/1000 gallons SIC

## Purchased Water Expense

1. Water Purchased: Charleston Water Increase \$0.11/1000 gallons.
2. O&M St. Johns:

## Salary and Wage

1. Contract Labor: 2.5% Increase

## O&M Expense

1. Chemical: Chlorinating influent to improve treatment process.
2. 99 Outside Services: VC3 added full workstation for DN & two tablets for mobile workorders, GIS, and locates.
3. Management Fee: Increase per contract.

## SEABROOK ISLAND UTILITY COMMISSION BUDGET

Description	BUDGET	BUDGET	CURRENT	Annualized	% Change
2 Sewer		ACTUAL	BUDGET	minus	2020
3 Water				Current	Budget VS
99 G/A	2021	2020	2020		Annual
<b>Operating Revenue</b>					
2 Revenue Sewer	1,726,822	1,515,717	1,507,000	8,717	13.9%
3 Revenue Water	2,055,832	1,835,105	1,795,365	39,740	12.0%
3 Revenue Irrigation D/W	90,000	110,000	70,000	40,000	-18.2%
2 Avail. Fees Sewer	42,000	21,320	24,000	(2,680)	97.0%
3 Avail. Fees Water	25,600	13,200	14,000	(800)	93.9%
2 Impact Fees Sewer	26,500	26,350	32,300	(5,950)	0.6%
3 Impact Fees Water	33,000	37,175	17,700	19,475	-11.2%
2 Tap Fees Sewer	7,500	12,500	7,500	5,000	-40.0%
3 Tap Fees Water	4,500	8,500	4,500	4,000	-47.1%
3 Antenna Rent	126,000	126,016	120,000	6,016	0.0%
2 Misc Income Sewer	3,900	29,970	3,900	26,070	-87.0%
3 Misc Income Water	18,920	18,920	18,920	0	0.0%
2 Late Fees Sewer	15,000	15,000	5,500	9,500	0.0%
3 Late Fees Water	40,000	43,000	7,500	35,500	-7.0%
<b>Total Operating Rev</b>	<b>4,215,574</b>	<b>3,812,773</b>	<b>3,628,185</b>	<b>184,588</b>	<b>10.6%</b>
<b>Purchased Water Expense</b>					
3 Water Purchased-St. Johns	1,032,000	1,070,951	970,407	100,544	-3.6%
3 O & M - St. Johns	61,500	61,534	59,500	2,034	-0.1%
3 Capital - St. Johns			0	0	
<b>Gross Profit</b>	<b>3,122,074</b>	<b>2,680,288</b>	<b>2,598,278</b>	<b>82,010</b>	<b>16.5%</b>
<b>Salary and Wage</b>					
2 Contract Labor Sewer	222,484	233,766	216,311	17,455	-4.8%
3 Contract Labor Water	162,493	113,034	158,024	(44,990)	43.8%
99 Contract Labor Admin	421,567	381,860	412,532	(30,672)	10.4%
2 Overtime Plus Fringe	17,852	17,603	17,852	(249)	0.0%
3 Overtime Plus Fringe	5,955	4,998	5,955	(957)	0.0%
<b>Total Salary &amp; Wage</b>	<b>830,351</b>	<b>751,261</b>	<b>810,674</b>	<b>-59,413</b>	<b>10.5%</b>

## SEABROOK ISLAND UTILITY COMMISSION BUDGET

Description	BUDGET	BUDGET	CURRENT	Annualized	% Change
2 Sewer		ACTUAL	BUDGET	minus	2020
3 Water				Current	Budget VS
99 G/A	2021	2020	2020		Annual
<b>O&amp;M Expense</b>					
99 Gas & Oil	25,000	18,000	20,000	(2,000)	38.9%
99 Truck Repairs	15,000	15,000	12,000	3,000	0.0%
99 Bad Debt Expenses	7,200	7,200	7,200	0	0.0%
99 Bank Charges	5,500	5,500	5,500	0	0.0%
2 Certification	250	515	250	265	-51.5%
3 Certification	550	737	550	187	-25.4%
2 Chemicals	30,000	17,000	20,000	(3,000)	76.5%
99 Comm.General Exp.	2,000	0	2,000	(2,000)	#DIV/0!
2 Depreciation Expense	559,500	545,400	528,557	16,843	2.6%
3 Depreciation Expense	260,500	254,473	236,786	17,687	2.4%
99 Depreciation Expense	1,000	1,000	1,000	0	0.0%
99 Dues & Subs.	1,000	600	1,000	(400)	66.7%
3 Tank Maintenance	24,817	24,817	24,817	0	0.0%
99 Emp. Recruitment	0	0	0	0	#DIV/0!
99 Ins. Exp. General Liab	33,000	32,077	24,000	8,077	2.9%
2 Ins. Exp. Vehicle	5,500	5,068	3,200	1,868	8.5%
3 Ins. Exp. Vehicle	3,500	3,378	2,150	1,228	3.6%
99 Lab Equipment	1,000	1,000	1,000	0	0.0%
99 Lab Supplies	3,000	3,000	3,000	0	0.0%
2 Maint/Repair Bldg.	1,000	0	1,000	(1,000)	#DIV/0!
3 Maintenance-Building	1,000	0	1,000	(1,000)	#DIV/0!
99 Maintenance-Building	10,000	10,000	10,000	0	0.0%
99 Maint. Grounds	18,000	17,237	12,000	5,237	4.4%
99 Office Equip & Furn.	5,000	4,828	3,500	1,328	3.6%
99 Office Mach.Maint.	0	0	1,000	(1,000)	#DIV/0!
2 Outside Services	45,000	45,303	45,000	303	-0.7%
3 Outside Services	40,000	34,299	40,000	(5,701)	16.6%
99 Outside Services	75,000	70,784	58,000	12,784	6.0%
2 Pts & Mat-Maintenance	35,000	33,877	35,000	(1,123)	3.3%
3 Pts & Mat-Maintenance	40,000	33,093	40,000	(6,907)	20.9%
2 Permit Fees	1,800	1,500	1,800	(300)	20.0%
3 Permit Fees	10,260	10,506	10,260	246	-2.3%
99 Permit Fees	900	475	900	(425)	89.5%
99 Billing, Post., Stat.&Supply	25,000	25,000	27,500	(2,500)	0.0%
99 Professional Exp.	25,000	15,000	35,000	(20,000)	66.7%
99 Public & Personal	500	500	500	0	0.0%
99 Safety	5,000	4,500	5,000	(500)	11.1%
99 Safety Shoes 7@150	1,200	1,200	1,200	0	0.0%
2 SCADA Services	12,600	12,555	12,500	55	0.4%
3 SCADA Services	2,000	1,690	2,500	(810)	18.3%

## SEABROOK ISLAND UTILITY COMMISSION BUDGET

Description	BUDGET	BUDGET	CURRENT	Annualized	% Change
2 Sewer		ACTUAL	BUDGET	minus	2020
3 Water				Current	Budget VS
99 G/A	2021	2020	2020		Annual
<b>O&amp;M Expense Cont.</b>					
2 Sludge Rem-Treat/Disp	20,000	22,746	16,000	6,746	-12.1%
2 Small Tools	4,000	4,000	4,000	0	0.0%
3 Small Tools	4,000	2,500	4,000	(1,500)	60.0%
99 Small Tools	500	0	500	(500)	#DIV/0!
99 Taxes & Licenses	2,000	2,000	10,727	(8,727)	0.0%
99 Telephone	9,500	9,500	9,500	0	0.0%
99 Training Expense	4,000	3,500	4,000	(500)	14.3%
99 Travel	7,000	4,500	7,000	(2,500)	55.6%
99 Uniform Expense	2,500	2,500	2,500	0	0.0%
2 Utilities	85,000	82,129	85,000	(2,871)	3.5%
3 Utilities	75,000	64,548	70,000	(5,452)	16.2%
99 Utilities	4,500	4,500	4,500	0	0.0%
2 Effluent/Monitoring Wells Test	14,300	11,639	12,300	(661)	22.9%
3 Water Testing	2,500	4,000	2,500	1,500	-37.5%
2 Mgmt fee	86,400	79,200	79,200	0	9.1%
3 Mgmt fee	57,600	52,800	52,800	0	9.1%
99 LBS ODC	29,600	29,600	29,600	0	0.0%
<b>Total O&amp;M</b>	<b>1,740,977</b>	<b>1,636,774</b>	<b>1,630,797</b>	<b>5,977</b>	<b>6.4%</b>
99 Interest Income	6,500	20,000	55,398	(35,398)	-67.5%
2 Interest Expense	23,929	26,038	26,038	0	-8.1%
3 Interest Expense	6,357	7,831	7,831	0	-18.8%
99 Interest Expense	48,086	62,715	62,715	0	-23.3%
99 Gain/Loss Sale Asset		0	0	0	
99 Inter. Exp. - Deferr			0	0	
<b>Total Other Inc/ Exp</b>	<b>-71,871</b>	<b>-76,584</b>	<b>-41,186</b>	<b>-35,398</b>	<b>-6.2%</b>
<b>Total Revenue</b>	<b>4,215,574</b>	<b>3,812,773</b>	<b>3,628,185</b>	<b>184,588</b>	<b>10.6%</b>
<b>Total O &amp; M</b>	<b>3,664,828</b>	<b>3,520,520</b>	<b>3,471,378</b>	<b>49,142</b>	<b>4.1%</b>
<b>Total Other Inc/ Exp</b>	<b>-71,871</b>	<b>-76,584</b>	<b>-41,186</b>	<b>-35,398</b>	<b>-6.2%</b>
<b>Net Income</b>	<b>478,875</b>	<b>215,669</b>	<b>115,621</b>	<b>100,048</b>	<b>122.0%</b>



## Pro Forma Water / Sewer 2021

Water Base Increase 29% & Sewer Increase 14%		
REVENUE	Water	Sewer
Monthly Service	2,055,832	1,726,822
Irrigation	90,000	
Connection Fee	4,500	7,500
Impact Fees(New Service)	33,000	26,500
Availability Fees	25,600	42,000
Misc and Late Fees	40,920	33,000
<b>Total Revenue</b>	<b>2,249,852</b>	<b>1,835,822</b>
EXPENSES	Water	Sewer
Total Purchased Water	1,032,000	
St Johns O&M Water	61,500	
Contract Labor	331,120	475,424
Overtime	5,955	17,852
Operations and Maintenance	336,387	447,790
G&A LBS/WSP	57,600	86,400
<b>TOTAL EXPENSES</b>	<b>1,824,562</b>	<b>1,027,466</b>
<b>Operating Income before Depreciation</b>	<b>425,290</b>	<b>808,356</b>
<b>Depreciation</b>	<b>260,500</b>	<b>559,500</b>
<b>Operating Income</b>	<b>164,790</b>	<b>248,856</b>
<b>Other Income/Expense</b>		
Rent Antenna Space	126,000	
Interest Income	3,250	3,250
Interest Expense	(30,400)	(47,972)
<b>Total Other Income/Expense</b>	<b>98,850</b>	<b>(44,722)</b>
<b>Net Operating Income</b>	<b>263,640</b>	<b>204,134</b>
Depreciation	260,500	559,500
<b>Net Revenues</b>	<b>524,140</b>	<b>763,634</b>
<b>Debt Service Principle</b>	332,064	356,634
<b>2021 Planned Capital</b>	150,250	392,250
<b>Cash Surplus (Deficit)</b>	41,826	14,750

Water Base Fee Increase from \$19.03 to \$24.55

Sewer Inside Increase from \$39.22 to \$44.71

Sewer Outside Increase from \$41.02 to \$46.76

**Seabrook Monthly W&S Total Base Fees Increase From: \$58.25 to 69.26**

**Monthly Increase \$11.01**

## Capital Five Year Projection

SEWER	2020	2021	2022	2023	2024
Aerators					
Vac Truck Rebuild	\$ 12,500.00		\$ 175,000.00		
Maintenance Truck			\$ 100,000.00		\$ 35,000.00
Phase 1 - Effluent Storage and Pumping					
Billing/Accounting Software/Conversion					
Chlorine & Effluent Building (Roof/Repair)					
Standby Generators		\$ 50,000.00			
Aeration Basin Cleaning			\$ 55,000.00		
Mini Excavator & Trailer		\$ 36,000.00			
Preliminary Engineering Report Phase 1					
Sewer Pumpstations Rehab (pumps, valves, panels)		\$ 60,000.00	\$ 100,000.00	\$ 100,000.00	\$ 200,000.00
Sewer Line & Manhole Rehab		\$ 50,000.00	\$ 100,000.00	\$ 100,000.00	\$ 315,000.00
Sewer Line & Manhole Condition Assessment		\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 100,000.00
Secondary Clarifier #1 Rebuild					
Secondary Clarifier #2 Rebuild		\$ 125,000.00		\$ 125,000.00	
<b>Total</b>	<b>\$ 192,113.00</b>	<b>\$ 371,000.00</b>	<b>\$ 580,000.00</b>	<b>\$ 375,000.00</b>	<b>\$ 650,000.00</b>

WATER	2020	2021	2022	2023	2024
St Johns Lime House River Crossing Replacement					
Deep Well Building	\$ 10,000.00			\$ 300,000.00	
Mini Excavator & Trailer		\$ 24,000.00			
Billing/Accounting Software /Conversion					
Maintenance Truck					
Small Line , Valve, Fire Hydrant / Meter Replacement (AMR)	\$ 12,500.00			\$ 30,000.00	
Handhelds Meter Readers (Replace Discontinued Handhelds)	\$ 50,000.00	\$ 85,000.00	\$ 150,000.00	\$ 150,000.00	\$ 200,000.00
Elevated Tank Maintenance <b>\$300,000 AT&amp;T</b>		\$ 25,000.00			
<b>Total</b>	<b>\$ 72,500.00</b>	<b>\$ 134,000.00</b>	<b>\$ 150,000.00</b>	<b>\$ 480,000.00</b>	<b>\$ 200,000.00</b>

Accounting & Billing Software	\$ 38,436.00				
Risk and Resilience Assessment & Emergency Response Plan Update - 2018 Amerca's Water Infrastructure Act (AWIA)		\$ 32,500.00			

<b>Total Water &amp; Sewer</b>	<b>\$ 303,049.00</b>	<b>\$ 537,500.00</b>	<b>\$ 730,000.00</b>	<b>\$ 855,000.00</b>	<b>\$ 850,000.00</b>
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Phase 1 - Effluent Pond 3,000,000  
Phase 2 - Wastewater Treatment \$2,690,000  
Current Year