



## Lowcountry Council of Governments

Phone (843) 726-5536  
Fax (843) 726-5165  
Email: [office@lowcountrycog.org](mailto:office@lowcountrycog.org)  
Website: [www.lowcountrycog.org](http://www.lowcountrycog.org)

P.O. Box 98  
Yemassee, SC 29945-0098  
Delivery Address: 634 Campground Rd.  
Office at Point South: I-95 Exit 33 at US Hwy. 17

Lowcountry Regional Development Corporation • Lowcountry Workforce Investment Area  
Lowcountry Economic Development District • Lowcountry Regional HOME Consortium  
Lowcountry Aging & Disability Resource Center/ Area Agency on Aging  
Lowcountry Area Transportation Study

### MEMORANDUM

TO: LCOG Board of Directors  
FROM: Chris Bickley/Executive Director  
SUBJECT: Board Meeting Notice  
DATE: September 19, 2014

The regular monthly LCOG Board meeting will be held at 6:30 p.m. on Thursday, September 25, 2014, at our Point South office. The fellowship period will begin at 6:00 p.m. Please use the enclosed proxy if you are unable to attend.

### Agenda

- I. Call to Order.
  1. Pledge of Allegiance
  2. Invocation
  3. Introduction of Guests and Staff
  4. Action on August 28, 2014 Minutes (Enclosed)
  5. Proxies
- II. Public Hearing.
  1. Lowcountry Regional HOME Consortium CAPER – Barbara Johnson.  
(A public hearing has been properly advertised to receive comments on the Consolidated Annual Performance and Evaluation Report [CAPER], which sets out last year's affordable housing program activity. See enclosed memo.)
- III. Old Business.
- IV. New Business.
  1. Lowcountry Regional HOME Consortium CAPER.  
(This item is before you now for approval. The Affordable Housing Advisory Committee and staff recommend approval.)
- V. Reports.
  1. August Finance Report – Sherry Smith
  2. Community and Economic Development Report – Michelle Knight
  3. Director's Report – Chris Bickley
- VI. Executive Session.
  1. Executive Director Search Committee Report – Brian Flewelling.
- VII. Council Time.
- VIII. Adjourn.



LOWCOUNTRY COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS MEETING  
August 28, 2014  
6:30 p.m.

MINUTES

	<u>PRESENT:</u>	<u>ABSENT:</u>
<b>BEAUFORT COUNTY:</b>	Gerald Dawson Brian Flewelling Marc A. Grant Mary Beth Heyward Bill McBride Joseph McDomick Lisa Sulka Tabor Vaux George Williams	Billy Keyserling (Proxy to B. Flewelling) Jim Outlaw (Proxy to Pete Hagood) Jerry Stewart
<b>COLLETON COUNTY:</b>	Bobby Bonds Jane Darby Joseph Flowers Tommy Mann Evon Robinson Gene Whetsell	Esther Black (Proxy to Chair)
<b>HAMPTON COUNTY:</b>	Frankie Bennett Pete Hagood Pete Mixson Buddy Phillips Nat Shaffer	
<b>JASPER COUNTY:</b>	Henry Etheridge Carolyn Kassel Joey Malphrus Gwen Johnson Smith	Henry Lawton, Sr.
<b>GUESTS:</b>	Beaufort County Council Member Cynthia Bensch; City of Hardeeville Mayor Bronco Bostick; Hardeeville Interim City Manager Mike Phillips; Hardeeville City Council Member Mike Sweeney	
<b>STAFF:</b>	Hank Amundson, Chris Bickley, Ginnie Kozak, Sherry Smith, Carol Stonebraker	

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Chairman Gwen Johnson Smith called the August 28, 2014 Lowcountry Council of Governments regular board meeting to order at 6:30 p.m. She then turned the gavel over to incoming Chairman Nat Shaffer. Chairman Shaffer led the Pledge of Allegiance after which Evon Robinson gave the invocation. The Chairman asked everyone to remember Jim Outlaw, whose wife Ann passed away earlier in the week. Introduction of guests and staff followed. New LCOG Board Member (Hardeeville City Council Member) Carolyn Kassel was welcomed. Chairman Shaffer presented the June 26, 2014 Board Meeting Minutes, and without objection, declared the minutes approved. He then presented Gwen Smith with a plaque commemorating her tenure as LCOG Board Chairman and thanked her for her year's service. Proxies noted by the Executive Director included Esther Black to

the Chair, Billy Keyserling to Brian Flewelling, and Jim Outlaw to Pete Hagood. All were general proxies. The meeting proceeded after determining a quorum was present.

Chairman Shaffer continued by recognizing the 2014-2015 Board Officers and At-Large Executive Committee Members: Vice Chairman – Tommy Mann/Colleton County, Secretary – Gerald Dawson/Beaufort County, Treasurer – Henry Etheridge/Jasper County; Executive Committee Members Brian Flewelling/Beaufort County, Gene Whetsell/Colleton County, Pete Hagood/Hampton County, and Gwen Smith/Jasper County.

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Chairman Shaffer addressed Old Business and recognized Ginnie Kozak for an update on the US 17 Widening Project in Jasper County. An updated LCOG Transportation Committee Project Summary, prepared by SCDOT staff, was reviewed. The US 17 project was on the Agenda for information only. Ginnie spoke about the project's rising cost, the road's poor condition and safety issues, its statewide and national importance, and the need to secure other funding sources. She said SCDOT Commissioners recommended a joint meeting between the LCOG Board and the LATS Policy Committee. The meeting is scheduled September 17 at 5:30 p.m. in the Sargent Jasper Park meeting room. Discussion followed and centered on the project's importance well beyond the Lowcountry Region. SCDOT staff will attend. Transportation Committee Chairman George Williams urged all LCOG Board Members to be there. Ginnie Kozak briefly reviewed other transportation projects on the list.

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With no New Business on the Agenda, Chairman Shaffer called for Reports and recognized Sherry Smith for the June and July Finance Reports. Copies were in meeting packets. Sherry reported June Accounts Receivable at an all-time high. There was considerable improvement in July, but cash-flow continues to be challenging. The COG increased invoicing State for Workforce expenses to twice monthly and is considering doing the same for Aging. Chris Bickley noted that slow reimbursement from the State is a statewide issue. Sherry said the COG's auditors will soon begin their annual audit, and the report will be presented at the October meeting.

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Michelle Knight was unable to attend, and Chris Bickley submitted the Community & Economic Development Report as written. The department has 53 active projects with another three in the application process.

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The Executive Director's Report was submitted by Chris Bickley as written and without additional comment.

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Chairman Shaffer called for a motion to enter Executive Session to discuss personnel matters that was made by Brian Flewelling, seconded by Mary Beth Heyward, and unanimously approved. Three items were on the Agenda for Executive Session discussion: New Executive Director Search Committee Status Report, Loaned Employee Program, and Employee Annual Leave Accrual. Afterwards, Chairman Shaffer declared the meeting returned to Open Session. He stated the items discussed were those listed on the Agenda and that only one item required action. Bill McBride made a motion to approve the COG's Loaned Employee Program as described in the statement and recommended by staff during the Executive Session. Mary Beth Heyward seconded the motion. Brief discussion followed during which Chris Bickley confirmed the program will be managed to have fewer than fifty employees at all times. The motion carried by majority with dissenting votes from Bobby Bonds and Tommy Mann.

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During Council Time Pete Hagood commented on the recent Nevamar plant closing in Hampton County.

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With no additional business to address, and on motion duly made, seconded and approved, the Chairman adjourned the meeting at 8:05 p.m. Copies of the agenda were distributed prior to the meeting. A notice of the meeting was posted on the LCOG bulletin board at least twenty-four hours prior to the meeting.

Respectfully submitted,

L. Chriswell Bickley, Jr.  
Executive Director

Attachments





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### MEMORANDUM

**TO:** LCOG Board of Directors  
**FROM:** Barbara A. Johnson, Affordable Housing Manager  
**DATE:** September 25, 2014  
**RE:** Beaufort County/Lowcountry Regional HOME Consortium

The Beaufort County/Lowcountry Regional HOME Consortium Advisory Committee met on Thursday, September 18, 2014 at 2:00PM at Lowcountry Council of Governments to discuss the following and make recommendations to the Board for approval:

#### **Review of 2013-2014 Consolidated Annual Performance and Evaluation Report (CAPER)**

The Program Year 2013-2014 was Beaufort County/Lowcountry Regional HOME Consortium's eighth year of funding through the US Department of Housing and Urban Development Department's HOME Investment Partnerships Program. This Consolidated Annual Performance and Evaluation Report highlights progress made in implementing the Consolidated Plan and Annual Action Plan for Housing. During the eighth program year (July 1, 2013 – June 30, 2014) Lowcountry Regional HOME Consortium (LRHC) expended approximately \$772,210 in HOME funds and contributed 25% local match.

Progress includes: completed 69 rehab units, completed 1 new construction unit, and assisted 6 families with tenant based rental assistance.

#### **Rehab Projects:**

BEAUFORT COUNTY: completed 11 rehab units  
COLLETON COUNTY: completed 2 rehab units  
HAMPTON COUNTY: completed 10 rehab units  
JASPER COUNTY: completed 5 rehab units and the 41-unit Mercy Circle Complex  
Total: 69 rehab units completed

#### **New Construction:**

LowCountry Habitat for Humanity: 1 unit completed, 1 unit under construction, 2 units to get started

#### **Tenant Based Rental Assistance**

Beaufort Housing Authority – 6 units

All programs are project based and participants usually come from a waiting list. The only program an individual can directly contact LRHC about is the down payment assistance program.





**Lowcountry Council of Governments**  
**Balance Sheet**  
**For the Period Ending August 2014**

**Assets**

Cash - Unrestricted	152,172	
Cash - Restricted TDR	254,198	
Accounts Receivable	1,494,697	
Prepaid Expenses	23,724	
Property, Building & Equipment	1,660,115	
Amount to be Provided for Debt	681,168	
<b>Total Assets</b>		<u><u>4,266,072</u></u>

**Liabilities & Equity**

*Liabilities*

Accounts Payable	\$533,555	
Accrued Liabilities	510,890	
Long-Term Debt	681,168	

*Total Liabilities* \$1,725,613

*Fund Equity*

Investment in Fixed Assets	\$1,660,115	
Unassigned Fund Balance	\$614,751	
Restricted Fund Balance	\$253,099	
Nonspendable Fund Balance	\$3,272	
Revenues over Expenditures	9,223	

*Total Fund Equity* \$2,540,459

**Total Liabilities & Equity** \$4,266,072

**Lowcountry Council of Governments**  
**Statement of Revenues and Expenditures**  
**For the Period Ending August 2014**

	Actual YTD	Revised Budget	Variance	%
<b>Revenues</b>				
Federal	\$680,451	4,155,283	(\$3,474,832)	.164
State Restricted	143,244	1,417,245	(1,274,001)	.101
State Unrestricted	10,666	42,664	(31,998)	.250
Local Restricted	169,104	813,792	(644,689)	.208
Local Unrestricted	24,749	148,195	(123,446)	.167
Other Sources	12,158	82,638	(70,480)	.147
<b>Total Revenues</b>	\$1,040,371	6,659,817	(\$5,619,446)	.156
<b>Expenditures</b>				
<i>Personnel and Related Costs</i>	404,735	\$2,541,362	(2,136,627)	.159
<i>Building and Related Costs</i>	28,909	245,865	(216,956)	.118
<i>Operating Costs</i>				
Advertising	1,062	\$26,100	(25,038)	.041
Contracts	538,762	3,459,360	(2,920,598)	.156
Depreciation	730	4,380	(3,650)	.167
Dues, Subscriptions & Publicat	5,928	10,950	(5,022)	.541
Equipment Maintenance & Lease	7,912	29,750	(21,839)	.266
Insurance & Bonding	1,857	11,500	(9,643)	.161
Meetings	138	14,275	(14,137)	.010
Miscellaneous	1,175	24,900	(23,725)	.047
Legal Fees	60	2,750	(2,690)	.022
Postage & Shipping	2,092	11,500	(9,408)	.182
Printing	7,621	21,500	(13,879)	.354
Supplies	5,553	24,400	(18,847)	.228
	572,888	3,641,365	(3,068,477)	.157
<i>Other Expenditures</i>				
Equipment Purchases	2,128	\$34,000	(31,872)	.063
Travel Costs	17,334	101,083	(83,749)	.171
Auto Costs	5,155	35,522	(30,367)	.145
Bad Debt	-	-	0	
	24,617	170,605	(145,988)	.144
<b>Total Expenditures</b>	1,031,148	6,599,196	(5,568,049)	.156
<b>Revenues over Expenditures</b>	\$9,223	\$60,621	(51,398)	0.15
<b>Operations</b>	\$9,223	\$60,621	(51,398)	0.15

**LOWCOUNTRY COUNCIL OF GOVERNMENTS  
COMMUNITY AND ECONOMIC DEVELOPMENT ACTIVITIES  
ACTIVITY REPORT SUMMARY**

September 25, 2014

**ACTIVE PROJECTS:**

CDBG Community Investment	20
CDBG Economic Development	1
CDBG Ready to Go	0
CDBG Planning Grants	1
EDA Public Works	3
EDA Title IX Loans	24
RD Grants	1
 TOTAL NUMBER OF ACTIVE PROJECTS	 50

**DOLLAR VOLUME OF ACTIVE PROJECTS**

CDBG Community Investment	\$ 10,336,224
CDBG Economic Development	\$ 165,000
CDBG Ready to Go	\$ 0
CDBG Planning Grants	\$ 50,000
 TOTAL CDBG PROJECTS	 \$ 10,551,224
EDA Title IX Loans	\$ 2,374,192
RD Grants	\$ 50,000
EDA Public Works	\$ 2,392,700
TOTAL DOLLAR VOLUME OF ACTIVE PROJECTS	\$ 15,368,116

Total Number of Projects in Application Process -  
3

Total Dollar Volume of Projects in Application  
\$2,205,000



Beaufort County

<u>GRANTEE</u>	<u>NUMBER</u>	<u>PURPOSE</u>	<u>AMOUNT</u>	<u>AWARD</u>		<u>CONTACT</u>
				<u>LMI</u>	<u>DATE</u> <u>STATUS</u>	
<u>CDBG Investment Projects:</u>						
Beaufort County	4-C1-11-002	Burton Water	\$405,000		Jul-11	Programmatically closed. M. Knight
Town of Bluffton	4-V-12-007	Buck Island - Simmonsville Village Renaissance III	\$500,000		Apr-13	Startup cleared. Working on acquisition. M. Knight
City of Beaufort	4-V-12-004	Northwest Quadrant Renaissance III	\$500,000		Apr-13	Contract under review. B. Johnson
Town of Bluffton	4-C1-14-002	Possum Pt. Sewer	\$320,000			Startup cleared. M. Knight

CDBG Economic Development:

EDA Public Works

Penn Center	04-01-05665	Purchase & renovation of hotel/restaurant	\$544,700		Jan-06	Closeout complete. Gov. Performance Results Act tracking. M. Knight
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Title IX Loans:

	5		\$400,000	41 jobs		M. Knight
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Grant Applications

Requested/In Process

Beaufort County		Stuart Point Water	\$750,000			Application declined. M. Knight
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Colleton County

<u>GRANTEE</u>	<u>NUMBER</u>	<u>PURPOSE</u>	<u>AMOUNT</u>	<u>LMI</u>	<u>AWARD</u>		<u>CONTACT</u>
					<u>DATE</u>	<u>STATUS</u>	
<u>CDBG Investment Projects:</u>							
City of Walterboro	4-V-11-007	Lemacks St. VR Phase II	\$500,000		Jan-12	Programatically closed.	M. Knight
Colleton County Demolition	4-W-12-004	Demolition of Two Buildings	\$285,300		Nov-12	Closeout submitted.	M. Knight
City of Walterboro	4-W-13-005	South Jefferies Streetscape	\$500,000		Nov-13	Startup underway / ERR cleared.	M. Knight
City of Walterboro	4-C1-14-020	Walterboro Looping	\$750,000		Jun-14	Startup underway.	K. Bryan
City of Walterboro	4-V-14-002	Lemacks VR Phase III	\$500,000		Aug-14	Awarded/startup underway Housing guidelines being reviewed.	M. Knight
<u>CDBG Economic Development:</u>							
<u>EDA - Public Works:</u>							
Colleton County-EDA	04-01-05665	Technical Training Center	\$1,252,500			GPRA Tracking completed.	M. Knight
<u>Title IX Loans:</u>		1	\$75,000	8 jobs			M. Knight
Grant Applications							
<u>Requested/In Process</u>							
Colleton County		Bama Rd Drainage	\$705,000			Application declined.	M. Knight

Lowcountry Council of Governments  
 Community and Economic Development Activities  
 Activity Summary Report-September 2014

Hampton County

GRANTEE	NUMBER	PURPOSE	AMOUNT	LMI	AWARD		CONTACT
					DATE	STATUS	
<u>CDBG Investment Projects:</u>							
Town of Varnville	4-CI-10-029	Water Looping	\$500,000		Jul-10	Programmatically closed.	M. Knight
Town of Estill	4-CI-11-010	Ruth St. Sewer Improvement	\$500,000		Jul-11	Construction completed. Project Amendment being worked on.	M. Knight
Town of Varnville	4-CI-11-033	Mill Pond Pump Station Upgrades	\$190,000		Jul-11	Programmatically closed.	M. Knight
Town of Brunson	4-CI-12-004	Water Tank Improvements	\$347,474			Construction underway.	B. Johnson
Hampton County	4-W-13-002	DHEC Health Clinic	\$500,000		Nov-13	Design/permitting.	K. Bryan
Hampton County	4-C1-14-009	Brunson-Gifford Water Connection	\$1,000,000		Jun-14	Startup underway/RFP-engineering.	K. Bryan
Town of Yemassee	4-C1-14-024	Sewer Line upgrade	\$750,000		Jun-14	Startup underway/RFP-engineering.	M. Knight
<u>CDBG Economic Development Projects:</u>							
Hampton County	4-CD-11-001	Econ Dev Project/Rail Expansion	\$165,000			Contract under review.	M. Knight
<u>JEDA Projects:</u>							
<u>CDBG Planning Grant:</u>							
Hampton County	4-RP-13-005	2013 Regional Planning Grant	\$50,000			Awarded.	M. Knight
<u>RD Grants</u>							
Town of Hampton		Old Bank Demolition	\$50,000			Awarded.	M. Knight
<u>EDA</u>							
Hampton County	04-01-06151	Jobs Training Center Renovation - EDA	\$598,000		Jul-09	Closeout paperwork submitted & approved. GPRA Reporting.	M. Knight
<u>Home Program Projects:</u>							
<u>Title IX Loans:</u>		11	\$559,192				M. Knight

Grant Applications  
Requested/In Process

Jasper County

<u>GRANTEE</u>	<u>NUMBER</u>	<u>PURPOSE</u>	<u>AMOUNT</u>	<u>AWARD</u>		<u>CONTACT</u>
				<u>LMI</u>	<u>DATE</u> <u>STATUS</u>	
<u>CDBG Investment Projects:</u>						
City of Hardeeville	4-CI-11-014	Drainage	\$500,000		Jul-11	Programmatically closed. B. Johnson
Town of Ridgeland	4-CI-12-023	First Avenue PS upgrade	\$500,000		Jul-12	Programmatically closed. B. Johnson
Jasper County	4-W-12-006	DHEC Addition	\$500,000		Nov-12	Construction underway. M. Knight
Jasper County	4-CI-13-001	Old Baileys Sewer Extension	\$389,050		Jul-13	Design underway. Acquisition. K. Bryan
City of Hardeeville	4-W-13-003	Hardeeville Library	\$500,000		Nov-13	Design underway. B. Johnson
Town of Ridgeland	4-C1-14-017	Wise Street Pump Station Upgrade	\$399,400		Jun-14	Startup underway. B. Johnson
<u>EDA Public Works</u>						
LCOG/EDA Planning Grant	04-05-11077-99	Fund LCOG Economic Dev. Activities	\$58,500		Jan-13	New Award. M. Knight
Title IX Loans:	15		\$1,340,000	205 jobs		M. Knight
<u>Grant Applications</u>						
<u>Requested/In Process</u>						
City of Hardeeville		Hardeeville Drainage 2014	\$750,000			Application not funded. B. Johnson

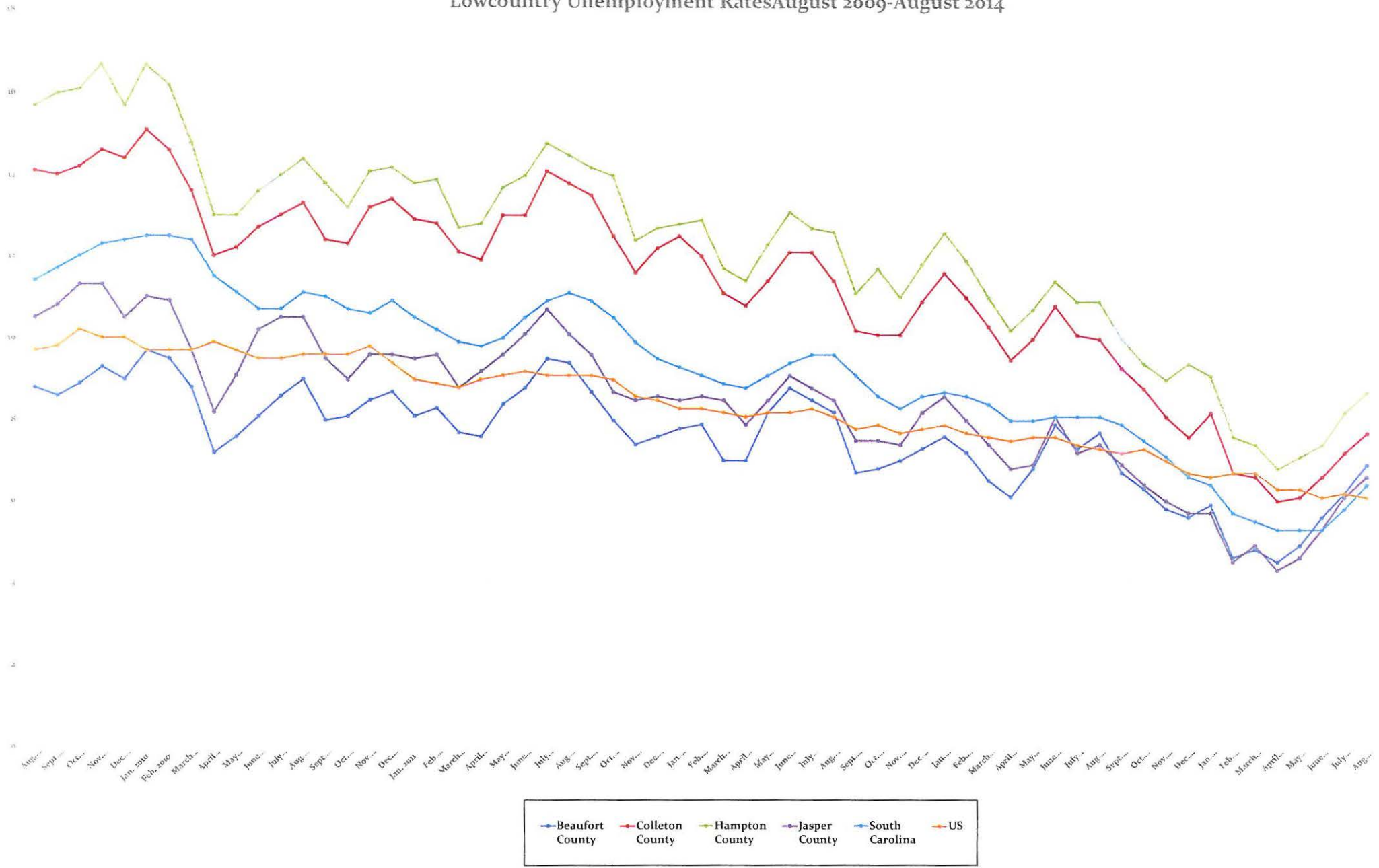


## 208 Plan Conformance Certifications - September 2014

Project	Description	Location	Wastewater Treatment Plant	Number of Lots	Date Certified	Conform	Fee Paid	Status
<i>Northern Beaufort County</i>								
<i>Southern Beaufort County</i>								
Salt Creek Landing	Gravity Sewer System	Hilton Head Island	HH #1 PSD	39	9/8/2014	Yes	\$230	Approved
New Riverside High School	Gravity Sewer System	Bluffton	Cherry Point	High School	9/23/2014	Yes	\$230	Approved
<i>Colleton County</i>								
<i>Hampton County</i>								
<i>Jasper County</i>								



# Lowcountry Unemployment Rates August 2009-August 2014





# Lowcountry Labor Force and Employment

	Aug-14		Jul-14		Aug-13	
	Labor Force	Employment	Labor Force	Employment	Labor Force	Employment
Beaufort County	65,716	61,186	66,330	62,247	65,885	61,016
Colleton County	16,939	15,631	17,046	15,818	17,093	15,487
Hampton County	7,647	6,978	7,679	7,051	7,662	6,871
Jasper County	10,620	9,917	10,747	10,088	10,640	9,889
<b>Lowcountry Total</b>	<b>100,922</b>	<b>93,712</b>	<b>101,802</b>	<b>95,204</b>	<b>101,280</b>	<b>93,263</b>

	Labor Force	Employment
<b>Lowcountry Percent Change August 2013 - August 2014</b>	-0.35%	0.48%





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Lowcountry Area Transportation Study

### MEMORANDUM

TO: LCOG Board  
FROM: Chris Bickley/Executive Director  
SUBJECT: Director's Report  
DATE: September 25, 2014

1. The S. C. Association of Regional Councils (SCARC) annual conference will be held at the Embassy Suites in Kingston Plantation in Myrtle Beach. The opening reception is Sunday evening November 23<sup>rd</sup>, and it runs through Tuesday morning November 25<sup>th</sup>. (That is the usual Thanksgiving week schedule.) A registration form is attached. Please return it to Carol tonight if you know you're going or, in any case, by Friday, October 11<sup>th</sup>.
2. Back in March I told you that Workforce Director Hank Amundson would be assuming the additional responsibility of Interim Aging Director and Finance Director Sherry Smith would be taking on additional Aging Program duties until a new Aging Director was hired next year. This arrangement is working well. I also said I expected to adjust their salaries during the interim period to reflect these additional duties, and that has been done in line with the recommendation of our HR consultant in Beaufort.
3. The Federal Office of Management and Budget (OMB) is implementing significant changes to the federal grants process. It will change a lot that we do and how we do it here at the COG. Sherry and I attended a two-day briefing on the changes this week in Columbia and will be working with staff here to understand and implement the changes. If your jurisdiction is itself administering any federal grants, I suggest you check with your staff to be sure they are aware of and preparing for these changes.
4. Planning Director Ginnie Kozak has been appointed to one of the SCDOT steering committees charged with implementing the state's new Multi-Modal Transportation Plan.
5. Hank and I attended a recent Aging Program meeting with the new Lieutenant Governor Yancey McGill, who, by the way, is also the incoming president of SCARC.
6. Do you remember where you were 25 years ago when Hurricane Hugo hit the S. C. coast? I certainly do.





**South Carolina Association of Regional Councils  
2014 Annual Conference Registration  
November 23-25, 2014  
Embassy Suites, Kingston Plantation - Myrtle Beach, South Carolina**

Please return your completed registration form to your Council of Governments (LCOG) office before Friday, October 10, 2014

ROOM: King \_\_\_\_\_ Double \_\_\_\_\_

\_\_\_\_\_ Yes, I will attend

SPECIAL NEEDS: \_\_\_\_\_

Board Member Name: \_\_\_\_\_

\_\_\_\_\_ Yes, I am bringing a guest

Guest Name: \_\_\_\_\_

Please include me/us in the following:

\_\_\_\_\_ Opening Reception - Sunday Night  
How many? \_\_\_\_\_

\_\_\_\_\_ Monday lunch at 12 p.m.  
How many? \_\_\_\_\_

***Hotel Check In is 4:00 pm - Check Out is 11:00 am. The hotel will try to accommodate early check-ins, but there is no guarantee rooms will be ready for early arrivals.***

\_\_\_\_\_ Special Dietary Needs? \_\_\_\_\_ Diabetic

\_\_\_\_\_ Vegetarian

Registration forms should be returned to your COG office no later than  
Friday, October 11, 2013

**THANK YOU**

