

LOWCOUNTRY COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS
THURSDAY, MAY 24, 2018 6:30 P.M.
POINT SOUTH, SOUTH CAROLINA

MINUTES

	<u>PRESENT:</u>	<u>ABSENT:</u>
BEAUFORT COUNTY:	Phil Cromer Herbert Glaze York Glover Joseph McDomick Dan Wood	Michael Covert Gerald Dawson, proxy to H. Glaze Brian Flewelling, proxy to A. Howard Marc Grant Mary Beth Heyward, proxy to A. Howard Alice Howard, proxy to P. Cromer
COLLETON COUNTY:	Esther Black Bobby Bonds Tim Grimsley Crawford Moore Evon Robinson	Joseph Flowers, proxy to G. Whetsell Gene Whetsell
HAMPTON COUNTY:	J.L. Goodwin Pete Hagood Ronald Mixson Travis Mixson Buddy Phillips	Nat Shaffer
JASPER COUNTY:	John Carroll Tom Johnson Henry Lawton Joey Malphrus Gwen Smith	

GUESTS: Randy Pellisero, Catawba Regional COG; Celia Price, Colleton County.

STAFF: Sabrena Graham, Connie Schroyer, Sherry Smith.

1. Call to Order Chairman Johnson called the meeting to order at 6:30 pm.

1.1. Pledge of Allegiance

1.2. Invocation

– Led by John Carroll

1.3. Introduction of Guests and Staff

1.4. Proxies

– Gerald Dawson to Herbert Glaze; Brian Flewelling & Mary Beth Heyward to Alice Howard; Joseph Flowers to Gene Whetsell; Alice Howard to Phil Cromer.

1.5. Approval of April 26, 2018 Minutes

Action – MOVED by York Glover, seconded by Joseph McDomick to approve the minutes as presented. Motion carried unanimously.

2. Presentations

2.1. Revolving Loan Fund Report – Catawba Regional Council of Governments

– Randy Pellisero, Senior Lending Loan Officer with Catawba COG gave a report of the loan activity in LCOG region. Catawba Regional Development Corporation offers several

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- lending programs in four different COG regions to help area businesses.
- Funds from the Revolving Loan Fund Program (RLF) or the SBA 504 Loan Program, combined with bank financing, can be a powerful economic development tool. These funds are available to new and expanding businesses for the purpose of increasing the local tax base and creating jobs. Business loans are generally financed with 50% from a bank, 40% RLF or SBA and 10% equity.
- Funding for Agri-business is now included in the RLF Program. Eligible uses include agricultural/farming related fixed asset purchases and working capital.
- The loan programs managed by Catawba COG can provide additional lending power as active partnerships are maintained with a variety of banks, and by open communication with economic development entities to identify opportunities. Mr. Pellisero's team visits the Lowcountry COG area at least quarterly to meet with banks and prospects.
- A report of the loan activity in the Lowcountry region was distributed during the meeting.
- Q: How does the program assist a daycare center?
- A: It can buy the building, furniture, fixtures and equipment.
- Q: Speaking of Agribusiness, has there been any movement to open a peanut shelling plant in South Carolina?
- A: Not that I am aware of.
- Q: How can we refer people to the RLF and SBA 504 Programs?
- A: They can contact the Lowcountry COG, Catawba COG or Randy Pellisero directly. Contact information can be found on the Lowcountry and Catawba COG websites.
- Q: Is there a limit to the loan amounts?
- A: Yes. The RLF Program can grant loan amounts from \$50,000 - \$300,000. The SBA 504 Program lending range is \$50,000 - \$5,500,000. But these amounts combined with a bank loan can provide for up to double the program cap.

3. New Business

3.1. FY 2017-2018 Agency Budget Revisions – Sherry Smith

- Year-end budget revisions are necessary to adjust for unknown revenues or expenditures incurred during the year.
- The year-end budget totals \$6,586,278, a decrease of \$272,254 from the original budget. The revised contingency is \$89,222 in general operations.
- A memo detailing the revisions was distributed in agenda packets.
- Q: Will the local Councils on Aging be impacted by the decrease in the Aging Budget?
- A: There will be very little impact with the local COAs. Most of the \$16,000 cut was absorbed internally. One new position was not filled and other projected expenditures were decreased.

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- MOVED by Joseph McDomick, seconded by Joey Malphrus to approve the FY 2017-2018 Agency Budget Revisions. Motion carried unanimously.

3.2. Approval: Request for Proposal for Classification and Compensation Study – Sherry Smith

- LCOG solicited Requests for Proposals for a firm to conduct an agency-wide comprehensive study of staffing positions, classifications, structure and compensation. The last study was conducted in 2008 by Michael Ryan, formerly of the Beaufort Hospital HR Department.
- Proposals were received from four firms: Susan E. Crocker HR Consulting, The Archer Company, McCartney Resources LLC, and GovHR.
- It was recommended to accept the proposal from The Archer Company pending the remaining reference checks and negotiation of a schedule and time line.
- A Memorandum detailing the proposals was distributed during the meeting.
- MOVED by Buddy Phillips, seconded by Esther Black to approve The Archer Company or the second choice pending the outcome of the reference checks and schedule negotiations. MOVED by Pete Hagood, seconded by York Glover to amend the motion by naming

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GovHR as the second choice. The amended motion carried unanimously.

3.3. Appointment of a Board Officer Nominating Committee – Chairman Johnson

- Chairman Johnson appointed a Nominating Committee, comprised of one member from each county, to present a slate of board officers for the upcoming year. Recommendations will be received at the June meeting.
- Appointed to the committee were: Herbert Glaze (B), Esther Black (C), Buddy Phillips (H), and Joey Malphrus (J). Buddy Phillips will chair.

4. Department Reports

4.1. Finance Report for April 2018 – Sherry Smith

- Based on the approved revised budget, revenues over expenditures are \$115,887. This is \$26,665 over budget. The overage is due to the unanticipated replacement of three outside storage containers which have become rusted, leaky and moldy. Contingency funds will be used to balance the budget once the project is complete.

4.2. Community and Economic Development Report – Sabrena Graham

- As reported in the HOME Consortium Status Report, the consortium has rehabilitated (11) units during this fiscal year; (5) in Beaufort County, (2) each in Colleton, Hampton & Jasper Counties. \$373,271 in HOME funds have been expended.
- HOME applications have been mailed to (62) households and (6) applications are currently under review.
- An additional EDA grant application for the City of Hardeeville was submitted in the spring round along with (7) CDBG grant requests. Requests were submitted from all four counties.

4.3. Director's Report – Sabrena Graham

- A copy of the Director's Report was distributed during the meeting.
- Larrow Construction will be repairing the uneven sidewalk in the next few weeks.
- The activation of the 208 Water Quality Committee is needed. Beaufort and Hampton Counties will caucus at the end of tonight's meeting to fill the empty seats. The committee will meet prior to the June board meeting to recommend the approval of an amendment to the Lowcountry Water Quality Management Plan. Amendments are required when the capacity of a wastewater treatment facility are expanded significantly. That is the current situation for the Brunson Wastewater Treatment Plant which is going from a capacity of 110,000 gallons per day (GPD) to 300,000 GPD.
- I attended the ribbon cutting and dedication of the Dominion Energy Jasper County Facility on May 4, 2018. It is South Carolina's Largest Solar Farm. Per an announcement from Dominion, the facilities include: 71.4-megawatt Solvay Solar Energy-Jasper County, solar array, and the 10-megawatt companion Ridgeland Solar location. More than 300,000 solar panels were deployed on nearly 1,000 acres of land. South Carolina Electric & Gas has signed long-term power purchase agreements for the electricity. The sites can produce enough energy to power 20,000 area homes.
- I attended the SouthEast Regional Director's Institute Conference May 18 – 22 in Kingsport, TN. It was a good conference where COG directors in the south east region received training and shared best practices.
- Edisto Indian Free Clinic. LCOG Staff will join Dr. Creel and others in a second meeting with USDA staff on June 22, to determine possible projects that are eligible for USDA funding.
- Pocatigo Road-Buckfield Dam Repair. Craig Winn, Lowcountry RPG provided the following in an email on May 18: *"SCDOT has contracted with HDR to complete the dam/road assessment and it is anticipated to take approximately 2 months to complete before we receive a final report. If there is dam damage a request will be sent to the property owner (Ray Jacobs) for repair of the dam and they can decided to repair the dam or abandon the dam and DOT would go through the process of acquiring the property by Easement/ROW to make the repairs. If the property owner decides to not repair the dam*

then SCDOT would contract with a consultant or do the work in house to design the repairs to the earthen dam and install a pipe. SCDOT has been in contact with the property owner to let them know we would be on site but they still contend they do not actually own the dam. The consultant doing the evaluation is completing borings, site investigations, reviewing old plans, and wetland delineations.”

- The LCOG can reach out to District 7 Engineering Administrator Kevin Gantt to request the temporary repairs and I have spoken with him today to discuss any temporary solutions but he did not see anything moving faster than the current process as any repairs would need to be designed but the board can reach out to discuss further if they would like.
- On 5/22/18 Craig also shared more information on the dam and answered questions from other board members: *“I do not have a contact number for Ray Jacobs but Kevin Gantt phone number is (803) 395-7175. The other questions that were asked were concerning SC 170 and Snake Alley Road and the district is investigating the median and modifications at that location. The update for 321 is the resurfacing on that road should start within the next couple of weeks.”*
- Contacting the owners of Buckfield Plantation is not an easy thing to do. I have begun discussions with Craig and others about a temporary repair to the dam and road. Would the boards like to make an official request to SCDOT for this temporary repair?
 - Buddy Phillips reported that Hampton County Council passed a resolution on May 21, 2018 that called for an immediate repair of the washed out section of Pocotaligo Road. The resolution will be shared with the Governor and anyone else who will listen.
 - MOVED by Joey Malphrus, seconded by Henry Lawton to make an official request for the immediate repair of the washed out section of Pocotaligo Road. Motion carried unanimously.
 - Chairman Johnson requested the full name, phone number and email of HDR, the firm that is conducting the dam and road assessments.
 - If the property owners contest that the dam does not belong to them, then the LCOG Board would like to suggest the filing of a quick claim deed so the repairs can expeditiously move forward.

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4.4. Planning Reports –208 Report & Regional Unemployment Chart (for information)

- The 208 Report & Regional Unemployment Chart were not available. Going forward, the reports will be distributed quarterly.

5. Executive Session

5.1. Personnel Matter

- MOVED by York Glover, seconded by Evon Robinson to enter into an Executive Session to discuss the performance evaluation of the Executive Director. Motion carried unanimously. The Executive Session convened at 7:22 pm.
- MOVED by Joey Malphrus, seconded by John Carroll to conclude the Executive Session. Motion carried unanimously. The open session of the Board resumed at 7:39pm.
- MOVED by Herbert Glaze, seconded by Evon Robinson to accept the recommendation of the Executive Committee that the Director receive a perfect score, with the exception of two unrated statements where the measured performance was unknown. The overall evaluation of the Executive Director shall be in the “Exceptional” range. A 2% raise will also be granted. Motion carried unanimously.

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6. Council Time

- Bobby Bonds shared that Barnwell Fishburne was recently appointed as the SCDOT Commissioner for Congressional District 6. The LCOG Board may want to speak with him regarding the repair of Pocotaligo Road. Sabrena Graham will be meeting with him soon and will invite him to an upcoming board meeting.

7. **Adjourn**

Action – MOVED by Evon Robinson, seconded by Henry Lawton to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 7:44 pm.

Caucus: Selected to the 208 Water Quality Committee were Herbert Glaze (B) and Pete Mixson (H).

Minutes submitted by Connie Schroyer

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