

**RICHLAND COUNTY**

**ADMINISTRATION AND FINANCE**

**COMMITTEE AGENDA**



**Tuesday, APRIL 26, 2022**

**6:00 PM**



# Richland County Council 2022



Derrek Pugh  
District 2



Jessica Mackey  
District 9  
Vice Chair



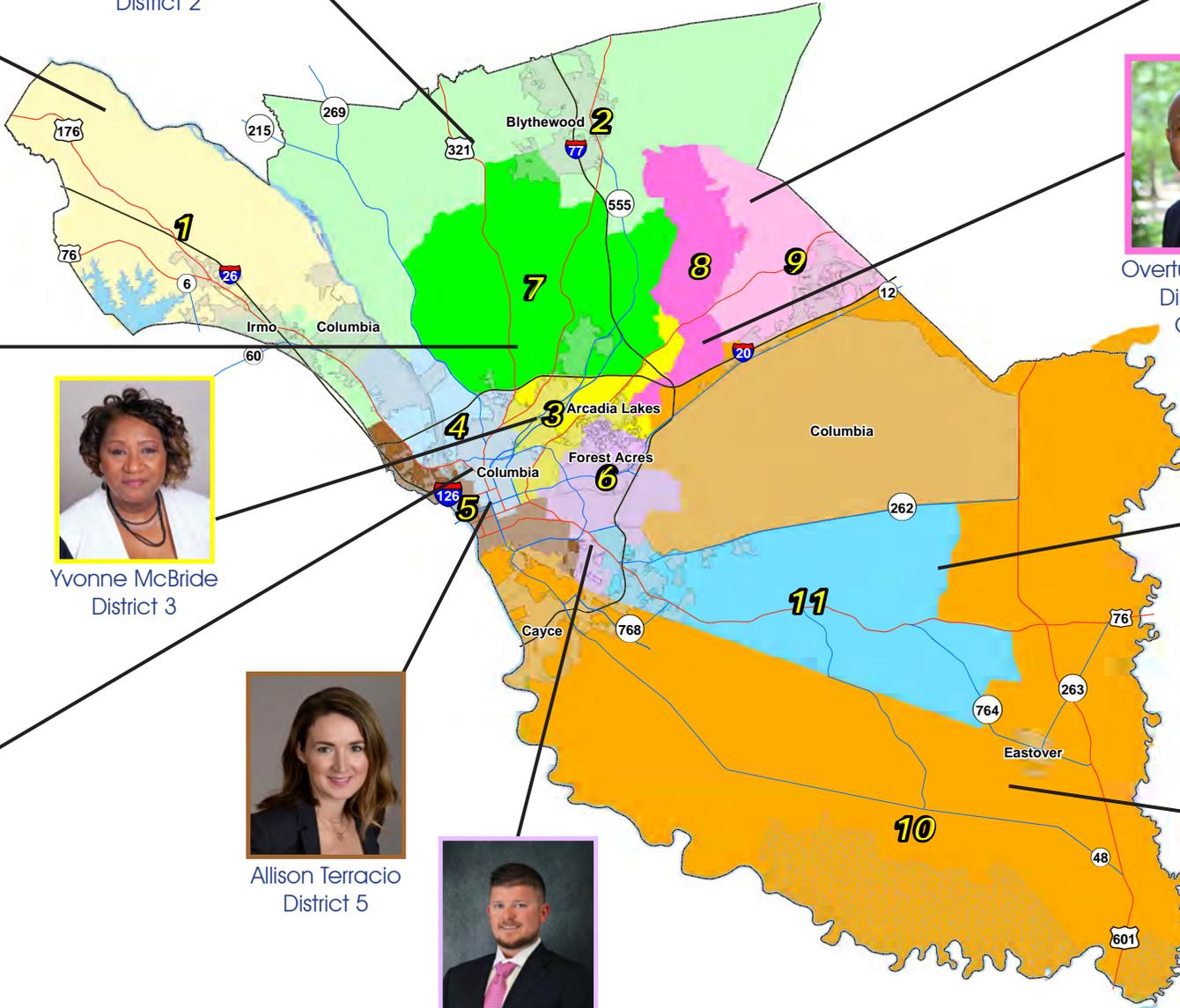
Bill Malinowski  
District 1



Overture Walker  
District 8  
Chair



Gretchen Barron  
District 7



Yvonne McBride  
District 3



Chakisse Newton  
District 11



Paul Livingston  
District 4



Allison Terracio  
District 5



Joe Walker, III  
District 6



Cheryl English  
District 10



Richland County Administration and Finance Committee

**AGENDA**

April 26, 2022 - 6:00 PM

Council Chambers

2020 Hampton Street, Columbia, SC 29204

The Honorable Bill Malinowski	The Honorable Yvonne McBride	The Honorable Paul Livingston	The Honorable Joe Walker	The Honorable Jessica Mackey
County Council District 1	County Council District 3	County Council District 4	County Council District 6	County Council District 9

1. **CALL TO ORDER** The Honorable Bill Malinowski
2. **APPROVAL OF MINUTES** The Honorable Bill Malinowski
  - a. March 22, 2022 [PAGES 6-10]
3. **APPROVAL OF AGENDA** The Honorable Bill Malinowski
4. **ITEMS FOR ACTION** The Honorable Bill Malinowski
  - a. Request the Business License Ordinance be reviewed and changed to address items that are allowedf by state law but are not being done by Richland County and resulting in large amounts of money not being collected. I will provide additional information to Assistant Administrator Jensen for review and handling prior to it getting to a committee [MALINOWSKI - December 7, 2021] [PAGE 11]
  - b. Emergency Services - Fire Division - Purchase of Fire Pumper Truck [PAGES 12-13]
  - c. Department of Public Works - Engineering Division - Springwood Lakes Community Drainage Project [PAGES 14-16]
  - d. Upper Township Magistrate - Sheriff's Department Substation [PAGES 17-21]

- e. Court Appointed Special Advocate (CASA) - Budget Adjustment to Increase Attorney Pay [**PAGES 22-27**]
- f. East Richland County Public Service District - Whitehouse Road 404 Hatchery and Genetic Management Plan (HMGP) Project [**PAGES 28-30**]

**5. ITEMS FOR INFORMATION**

- a. Utilities Department - Willingness to Serve - Kennerly Road Tract [**PAGES 31-35**]
- b. Utilities Department - Willingness to Serve - Kim Boufawaz [**PAGES 36-39**]
- c. Utilities Department - Willingness to Serve - Mallard Subdivision [**PAGES 40-46**]

**6. ITEMS PENDING ANALYSIS: NO ACTION REQUIRED**

The Honorable Bill Malinowski

- a. Evaluation of Offer: Tax Map Serial # R06400-01-01 and Tax Map Serial # R06500-01-01

*\*\*Staff is compiling relevant information regarding the request to present to the Committee.*

**7. ADJOURN**



Special Accommodations and Interpreter Services Citizens may be present during any of the County's meetings. If requested, the agenda and backup materials will be made available in alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), as amended and the federal rules and regulations adopted in implementation thereof. Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the Clerk of Council's office either in person at 2020 Hampton Street, Columbia, SC, by telephone at (803) 576-2061, or TDD at 803-576-2045 no later than 24 hours prior to the scheduled meeting.



Richland County  
Administration and Finance Committee  
March 22, 2021  
**MINUTES**  
Council Chambers  
2020 Hampton Street, Columbia, SC 29204

COMMITTEE MEMBERS PRESENT: Bill Malinowski, Chair, Yvonne McBride, Paul Livingston, Joe Walker (via Zoom) and Jessica Mackey

OTHERS PRESENT: Overture Walker, Michelle Onley, Anette Kirylo, Leonardo Brown, Patrick Wright, Lori Thomas, John Thompson, Abhi Despande, Dale Welch, Nadia Rutherford, Randy Pruitt, Steven Gaither, Syndi Castelluccio, Kyle Holsclaw, Justin Landy, Geo Price, Zachary Cavanaugh, Bill Davis, Michael Maloney, David Bertolini, Stacey Hamm, Jennifer Wladischkin, Tamar Black, Aric Jensen, Dwight Hanna, Ashiya Myers, Michael Byrd, Jani Hussain and John Ansell

1. **CALL TO ORDER** – Chairman Bill Malinowski called the meeting to order at approximately 6:00PM.

2. **APPROVAL OF MINUTES**

a. **Regular Session: February 22, 2022** – Mr. Livingston moved, seconded by Ms. Mackey, to approve the minutes as distributed.

In Favor: Malinowski, McBride, Livingston, J. Walker and Mackey

The vote in favor was unanimous.

3. **APPROVAL OF AGENDA** – Ms. McBride moved, seconded by Ms. Mackey to adopt the agenda as published.

In Favor: Malinowski, McBride, Livingston, J. Walker, and Mackey

The vote in favor was unanimous.

4. **ITEMS FOR ACTION**

a. **Emergency Services – Emergency Management Division – Hazard Mitigation Plan Resolution**

– The County Administrator, Mr. Brown, noted every 5 years Richland County goes through a process which includes 4 Midlands counties and the Central Midlands Region South Carolina to review, update and approve a joint all-natural hazards risk and mitigation plan. He noted it was important the plan is approved. Updating the plan will address the threat to natural hazards they pose to people on the property and allows the County to seek funding associated with those hazards.

Ms. McBride moved, seconded by Mr. Livingston, to forward to Council with a recommendation to

**Administration and Finance Committee**  
**March 22, 2022**

adopt a resolution to approve the “All Natural Hazards Risk Assessment and Mitigation Plan” for Richland County and the Central Midlands Region of South Carolina.

Mr. Malinowski inquired if the updated plan is being written in conjunction with everyone or is one group drafting the plan.

Mr. Espinosa responded the Central Midlands Council of Governments are the stewards of the plan and contracted a consultant, but the plan was reviewed by Richland County Emergency Management Services.

Mr. Malinowski requested a list of the changes.

Mr. Espinosa responded he would provide the changes.

Mr. Malinowski requested the other units of government be listed to avoid confusion in the future.

In Favor: Malinowski, McBride, Livingston, J. Walker and Mackey.

The vote in favor was unanimous.

- b. Emergency Services – Fire Division – Notification of Fire Intergovernmental Agreement Expiration in 2023** – Mr. Brown stated we previously discussed bringing items to the body before they expire for consideration. He noted we have an agreement with the Columbia-Richland Fire Department and the City of Columbia. The expiration of this agreement will be coming up next year. He stated there are several alternatives, which are listed in the agenda, and include, renewing the existing IGA. In conversations with the City Manager, there are things both governments want to reconsider and drafting a new IGA would be the most reasonable option. He noted there is an opportunity for Council to consider other alternatives, as well. There is not an immediate need to make a decision, this is just an advance notice of the agreement’s expiration.

Mr. Malinowski requested more details about the alternatives for the committee, as well as Council when it comes back. He requested Mr. Byrd provide a synopsis of what previously took place.

The committee received this as information.

- c. Administrator’s Office – Federal Certifying Officer and Environmental Officer** – Mr. Aric Jensen, Assistant County Administrator (ACA), stated HUD, as well as other federal agencies, require a federal environmental review for a majority of their projects. As a part of that process, the County must have a designated certifying officer and a designated environmental officer. It has to be accomplished by resolution. The Certifying Officer has to be either the chair of the committee, CEO/Administrator, the Chief Administrative Officer or their designee, specifically the Council. HUD wants someone that can be held responsible for an environmental process to confirm what is actually accomplished. The Environmental Officer has to be someone that is a technical expert in environmental review. It is recommended it not be the same person as the Certifying Officer. The recommendation is for Mr. Brown, or a designated ACA, be the Certifying Officer and a technical person, of Mr. Brown’s choosing, be the Environmental Officer.

Mr. Malinowski inquired if the Environmental Officer can be assumed by an administering agency or consultant.

Mr. Jensen responded typically the Environmental Officer would be a third-party, or an in-house

**Administration and Finance Committee**

**March 22, 2022**

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expert in that field.

Ms. Mackey moved, seconded by Mr. McBride, to forward to Council with a recommendation to approve a resolution designating Mr. Brown, or his designee, as the Certifying Officer, and allow Mr. Brown to select an Environmental Officer, in compliance with the various federal rules and regulations.

In Favor: Malinowski, McBride, Livingston, J. Walker and Mackey

The vote in favor was unanimous

- d. **Administrator's Office – Pawmetto Lifeline Request** – Mr. Brown stated this item was introduced as a part of the Administrator's Report. It is being brought to the committee to seek direction on how to proceed. He noted the letter in the packet communicated a request for Richland County to donate their 50% of the facility to Pawmetto Lifeline.

Mr. Livingston stated 10 years ago the County and Lexington County had a problem with homeless pets. There was about 20,000 homeless pets with 90% of them being euthanized. The County wanted to gift half of the building to Pawmetto Lifeline, but was unable to due to outside issues.

Mr. Malinowski inquired if Lexington County has agreed to gift their half.

Ms. Denise Wilkinson, CEO- Pawmetto Lifeline, stated, at this time, they have not approached Lexington County. She noted there are a lot of upgrades needed.

Mr. Malinowski inquired if there was a memorandum of understanding or an IGA between Lexington and Richland counties.

Ms. Wilkinson stated there were certain tasks they had to achieve annually, and they exceeded them every year.

Mr. Malinowski inquired if this building is on the list of County-owned buildings, as it is partly owned by Lexington County.

Mr. Brown responded he was not sure, but can provide that information.

Mr. Malinowski stated they would not be selling the building, but gifting it. He wants to make sure it is done in accordance with the guidelines for disposal of property.

Mr. Malinowski moved, seconded by Ms. McBride, to forward to Council with a recommendation to move forward with the donation of the County's 50% interest in the facility pending the following: review by Administration and Legal of any existing IGAs or MOUs and determination if we would be in violation of anything with the donation.

In Favor: Malinowski, McBride, Livingston, J. Walker and Mackey

The vote in favor was unanimous.

- e. **Richland County Utilities – "Willingness to Serve" Letter for Savannah Wood Amenity (Tax Map Serial # R21900-06-14)** – Mr. Brown stated before the committee is the standard "willingness to serve" letter. Anytime there is a request for service the County looks at capacity, and based on

**Administration and Finance Committee**

**March 22, 2022**

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whether or not there is capacity, the County will issue a “willingness to serve”. Staff brings the willingness to serve to the committee stating they have the capacity for the request and asks the committee if they are willing to extend the willingness to serve.

Ms. Mackey inquired if this is an extension of a sewer line.

Mr. Brown stated, for example, if someone requests sewer availability for 5 taps, and the County has 10 taps available, staff would come before the committee to request to submit the willingness to serve letters notifying the individual we have 5 taps available, based on our capacity. If an individual asked for 15 taps, and we only had 10 available, we would not be able to serve them because it would be beyond our capacity.

Ms. Mackey stated, for clarification, the sewer infrastructure is already there and we are giving them access to taps.

Mr. Brown responded in the affirmative.

Ms. Mackey inquired about the timeframe of when someone requests a tap.

Mr. Bill Davis, Utilities Director, responded, when a piece of property is available, the driving factor for the letters is an attempt to get the real estate sold, as it is often a requirement to have sewer and water available. He noted, when a request for taps comes in, Utilities has two responses, either we do not have capacity or we are willing to serve and a letter is issued.

Mr. O. Walker inquired if this request is for staff to issue willingness to serve letters for taps already in place, which will allow the individual to use the taps.

Mr. Brown responded in the affirmative.

Mr. O. Walker stated, in the media, it was portrayed as an expansion of sewer services. As a result, there would be a massive development to follow.

Mr. Brown stated, while the County is expanding sewer service in another community, the two issues might have gotten conflated and this request was a part of an expansion. This is just a letter stating the County’s willingness to serve.

Ms. McBride inquired if there is a competitive process in granting the willingness to serve requests.

Mr. Brown responded it is first come, first served.

Mr. Davis noted if someone asked for all of the capacity, they would have to show the County a plan or resubmit for construction within one year.

Mr. Malinowski stated his concern is the letter gives someone 12 months, and they could change their mind in the 11<sup>th</sup> month, and cause an individual who is ready to move forward to lose out on securing taps because of the 12-month window.

Mr. Davis stated currently we do not have the ability to stop that from happening.

Mr. Malinowski stated, in the media, it stated the committee would approve the particular sewer service to these potential developments, but that was not true. The committee, after vetting

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different information and situations, recommends to Council what they think Council should do. It is Council that gives final approval, not the committee.

Ms. Mackey moved, seconded by Ms. McBride, to forward to Council with a recommendation to approve the willingness to serve letters for Savannah Wood Amenity (Tax Map Serial #R21900-04-14), McCords Ferry Phases II and III, Laurinton Farms (Tax Map Serial #R24700-02-08), Bunch Tract (Hunter's Branch) (Tax Map Serial #R21800-01-06), Bunch Tract – Commercial (Tax Map Serial #R21800-01-06), and Alexander Point (Tax Map Serial #R21900-04-26).

In Favor: Malinowski, McBride, Livingston, J. Walker and Mackey

- f. **Richland County Utilities – “Willingness to Serve” Letter for McCords Ferry Phase II and III** – See motion on Item 4(e).
- g. **Richland County Utilities – “Willingness to Serve” Letter for Laurinton Farms (Tax Map Serial #R24700-02-08)** – See motion on Item 4(e).
- h. **Richland County Utilities – “Willingness to Serve” Letter for Bunch Tract (Hunter’s Branch) (Tax Map Serial # R21800-01-06)** – See motion on Item 4(e).
- i. **Richland County Utilities “Willingness to Serve” Letter for Bunch Tract – Commercial (Tax Map Serial #R21800-01-06)** – See motion on Item 4(e).
- j. **Richland County Utilities “Willingness to Serve” Letter for Alexander Point (Tax Map Serial #R21900-04-26)** – See motion on Item 4(e).

5. **ITEMS PENDING ANALYSIS: NO ACTION REQUIRED**

- a. **Request the Business License Ordinance be reviewed and changed to address items that are allowed by state law but are not being done by Richland County and resulting in large amounts of money not being collected. I will provide additional information to Assistant Administrator Jensen for review and handling prior to it getting to a committee [MALINOWSKI - December 7, 2021]** – No action was taken.
- b. **Evaluation of Offer: Tax Map Serial # R06400-01-01 & Tax Map Serial # R06500-01-01** – No action taken.

6. **ADJOURNMENT** – Ms. Mackey moved, seconded by Ms. McBride to adjourn.

In Favor: Malinowski, McBride, Livingston, J. Walker and Mackey.

The vote in favor was unanimous

The meeting adjourned at approximately 6:40PM.



## **ISSUES BRIEFING**

At the December 07, 2021 Regular Session County Council meeting, Councilmember Bill Malinowski made the below motion:

*Request the Business License Ordinance be reviewed and changed to address items that are allowed by state law but are not being done by Richland County and resulting in large amounts of money not being collected. I will provide additional information to Assistant Administrator Jensen for review and handling prior to it getting to a Committee.*

## **BACKGROUND**

In the past, the Business Service Center exempted the business license tax for resident and non-resident contractors who pulled a Richland County building permit through an ordinance exemption.

The Business Service Center also allowed new and used car dealers to deduct the amount of revenue paid out for trade-in vehicles. This deduction was filed along with their annual gross revenue during the business license renewal period. The car dealer was required to provide a list to the Business Service Center with the year, make, model, and amount paid out for each vehicle to have that deduction approved.

## **ACTIONS**

The Business License ordinance was reviewed and amended to reflect Councilman Malinowski's motion. An ordinance amendment was passed with 3<sup>rd</sup> reading during the April 05, 2022 Regular Session County Council meeting. Along with the adoption of the new business license rate structure, the removal of the ordinance exemption for resident and non-resident contractors pulling permits, and allowable deductions for new and used car dealers were included in the ordinance amendment. These changes will go into effect in the 2023 business license year so revenue neutrality would still be met with the adoption of the new business license rate structure required by SC Act 176 (Business License Standardization Act).



**Agenda Briefing**

<b>Prepared by:</b>	Michael A. Byrd	<b>Title:</b>	Director
<b>Department:</b>	Emergency Services	<b>Division:</b>	Fire
<b>Date Prepared:</b>	March 25, 2022	<b>Meeting Date:</b>	April 26, 2022
<b>Legal Review</b>	Patrick Wright via email	<b>Date:</b>	April 5, 2022
<b>Budget Review</b>	Abhijit Deshpande via email	<b>Date:</b>	April 7, 2022
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	April 7, 2022
<b>Approved for consideration:</b>	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM, SCCEM	
<b>Committee</b>	Administration & Finance		
<b>Subject:</b>	Purchase of Fire Truck Pumper		

**RECOMMENDED/REQUESTED ACTION:**

Staff recommends approval of the purchase of a fire truck pumper for the Lower Richland Station using Community Development Block Grant (CDBG) funds.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department’s current fiscal year budget?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If no, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

The associated cost of the fire truck pumper is \$589,227.00. The proposed funding source is an accumulation of remaining CDBG funds from the past 4+ program years. Using CDBG funds will not impact the Fire Fund or the General Fund.

**COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

None.

**REGULATORY COMPLIANCE:**

The proposed use of CDBG Funds requires an environmental review, confirmation that the equipment will be used in a qualifying Low-to-Moderate-Income (LMI) area, and other documentation which will be prepared in-house by the Community Development Division of Community Planning and Development (CP&D). Payment/reimbursement from CDBG funds cannot be accomplished until all US Department of Housing and Urban Development (HUD) requirements are satisfied.

**MOTION OF ORIGIN:**

There is no associated Council motion of origin.

<b>Council Member</b>	Click or tap here to enter text.
<b>Meeting</b>	Click or tap here to enter text.
<b>Date</b>	Click or tap here to enter text.

### STRATEGIC & GENERATIVE DISCUSSION:

The purpose of this report is to obtain Council approval to purchase a new fire pumper for the County's Lower Richland Fire Station. Funding is proposed to be from residual/reserve CDBG Funds that have accumulated since PY 2016 and that need to be expended or refunded to the federal government. No additional funds are needed. This will be the fifth truck purchased using CDBG funds. The first pumper is stationed at the Hopkins Station, the second pumper is stationed at the Capital View station, the third pumper is stationed at the Gadsden station, and the fourth is a tanker stationed at the Hopkins station. This action supports Strategic Plan Goal 3 - Fiscal Responsibility (3.3); Goal 4 - Community Enhancement (4.2); Goal 7 - Operational Excellence (7.3, 7.7).

Richland County needs to add additional fire trucks to the fleet to meet front-line demand and reserve truck capacity. Currently, we have six available reserve trucks and should increase the number of reserves to maintain our current Insurance Services Office (ISO) Public Protection Classification (PPC). This purchase will improve our ability to respond to fire calls in the Lower Richland area. The older pumper currently in use at the Lower Richland station will be reassigned or become a reserve truck.

Richland County contacted builders to identify available ready built trucks. Ready built trucks are demos and stock vehicles that reduce the delivery time. The industry standard for delivery of new vehicles built to customer specifications is now over 365 days.

The only builder that has a truck available for delivery within the time frame is Spartan Fire. The advantage of purchasing a stock truck option is that it provides a quick delivery time verses developing specifications and having a long bid and evaluation process. Ready built stock trucks are available on a first come - first purchase basis, so this purchase is time sensitive.

Fire Trucks sold by Spartan Fire and Emergency Vehicles are on the Sourcewell Contract (#022818 – ID#805). Richland County is a member of Sourcewell.

Once approved, Council is asked to reconsider this item due to the time sensitive purchase. After reconsideration, no further action is required, and Procurement will issue the purchase order.

### ADDITIONAL COMMENTS FOR CONSIDERATION:

Click or tap here to enter text.

### ATTACHMENTS:

1. Click or tap here to enter text.

**RICHLAND COUNTY  
ADMINISTRATION**

2020 Hampton Street, Suite 4069  
Columbia, SC 29204  
803-576-2050



**Agenda Briefing**

<b>Prepared by:</b>	Jennifer Wladischkin	<b>Title:</b>	Manager
<b>Department:</b>	Finance	<b>Division:</b>	Procurement
<b>Date Prepared:</b>	April 6, 2022	<b>Meeting Date:</b>	April 26, 2022
<b>Legal Review</b>	Patrick Wright via email	<b>Date:</b>	April 20, 2022
<b>Budget Review</b>	Abhijit Deshpande via email	<b>Date:</b>	April 7, 2022
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	April 7, 2022
<b>Approved for consideration:</b>	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM, SCCEM	
<b>Committee</b>	Administration & Finance		
<b>Subject:</b>	Springwood Lakes Community Drainage Project Engineering Services		

**RECOMMENDED/REQUESTED ACTION:**

Staff recommends Council to approve the award of a contract for Springwood Lakes Community Drainage Project engineering services to NOVA Engineering and Environmental, LLC.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department’s current fiscal year budget?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If no, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

Funding for this project is provided under a SCDHEC grant approved by County Council on May 4, 2021. Funds are encumbered on requisition R2201317 under account 1200992030.526500/4844200.526500.

**COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

None.

**REGULATORY COMPLIANCE:**

None applicable.

**MOTION OF ORIGIN:**

There is no motion of origin for this request.

<b>Council Member</b>	Click or tap here to enter text.
<b>Meeting</b>	Click or tap here to enter text.
<b>Date</b>	Click or tap here to enter text.

#### STRATEGIC & GENERATIVE DISCUSSION:

Portions of Creekwood Drive and Overpond Road are located on the crests of dams that impound Springwood Lake and Crestbrook Pond respectively. Springwood Lake dam is regulated as a High Hazard Dam by SCDHEC. Crestbrook Pond Dam is not regulated by the Dam Safety Section of SCDHEC. At these dams, the roads are presently closed as the result of embankment damage, presumably related to failed or damaged spillway conduits. The goal of the project is to design and, ultimately, construct the embankment as well as drainage improvements that will permit the reopening of Creekwood Drive and Overpond Road in such a way that the reservoir can be maintained, in the case of Crestbrook Pond, or if restored in the future, in the case of Springwood Lake.

The engineering services for this project include schematic designs (surveying, geotechnical investigation, jurisdictional waters investigation, schematic design drawings and calculations, preliminary design review and cost estimate), construction documents (construction drawings and specs, calculations and reports, permit submittals) and construction period services (assistance in bidding, construction conferences, meetings, inspections and testing and project closeout). Additionally, this engineer will include services in support of seeking another grant needed to restore Springwood Lake. The consultant won the qualification based selection based on their understanding of the project and methods to provide the greatest outcome for the Springwood Lake Community. They were the only consultant to have charted a path not only to restore the roadways, but to also ultimately restore the normal operation of the wet basins.

A Request for Proposals was issued in December 2021. There were three submissions which were evaluated and ranked. NOVA Engineering and Environmental was the highest ranked offeror.

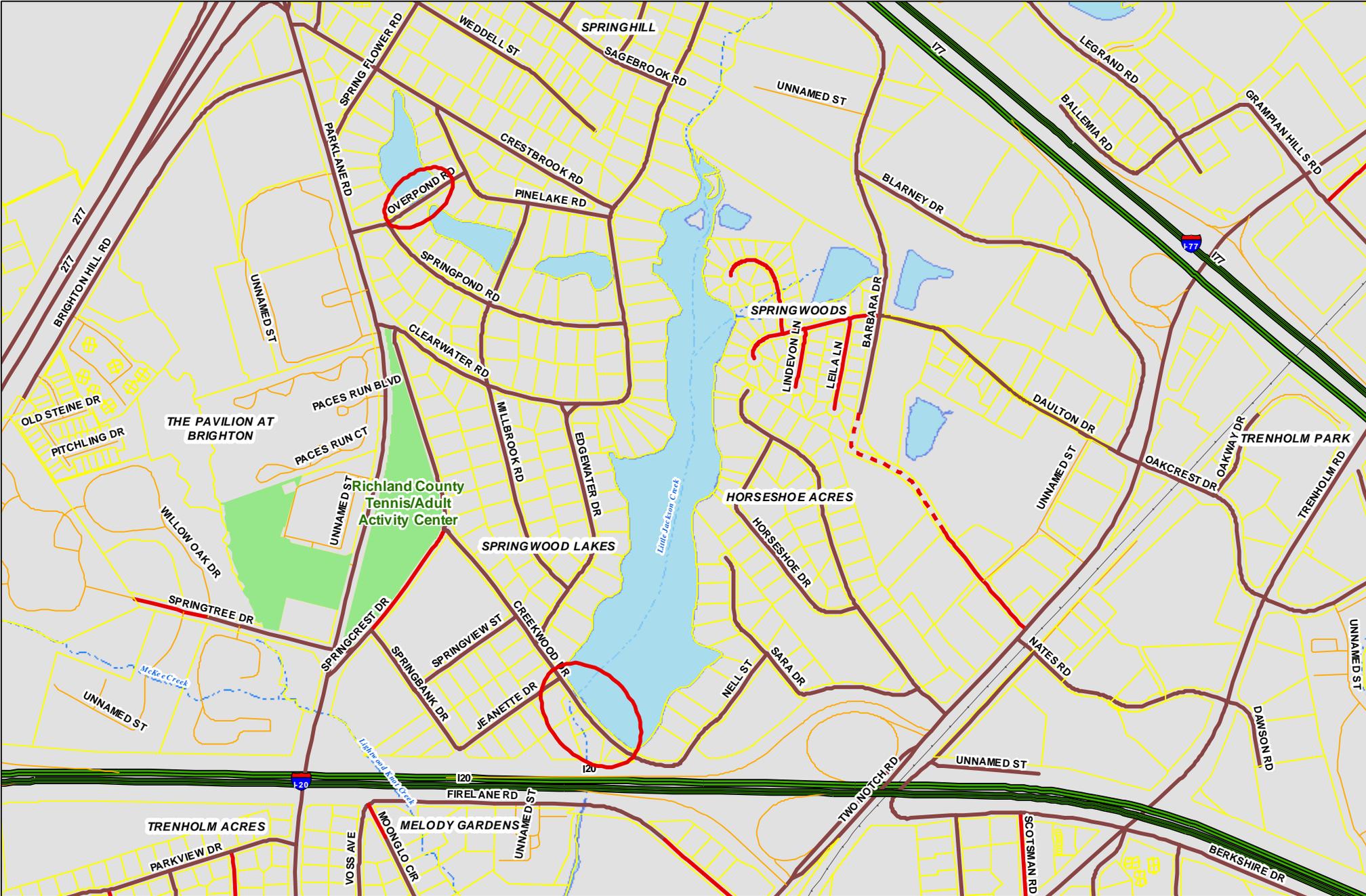
#### ADDITIONAL COMMENTS FOR CONSIDERATION:

Click or tap here to enter text.

#### ATTACHMENTS:

1. Area Map
2. CONFIDENTIAL- Scoring to be provided under separate cover.

# Springwood Lake



### Legend

- |                 |                |            |
|-----------------|----------------|------------|
| Parcels         | Other          | SCDOT      |
| Waterbody       | County Paved   | Interstate |
| Streams         | County Unpaved | Proposed   |
| Private / Other | None           |            |

**Note: Areas circled in red indicate where majority of work will take place.**



16 of 46 1 inch = 775 feet

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**RICHLAND COUNTY  
ADMINISTRATION**

2020 Hampton Street, Suite 4069  
Columbia, SC 29204  
803-576-2050



**Agenda Briefing**

<b>Prepared by:</b>	Jennifer Wladischkin	<b>Title:</b>	Manager
<b>Department:</b>	Finance	<b>Division:</b>	Procurement
<b>Date Prepared:</b>	April 4, 2022	<b>Meeting Date:</b>	April 26, 2022
<b>Legal Review</b>	Patrick Wright via email	<b>Date:</b>	April 5, 2022
<b>Budget Review</b>	Abhijit Deshpande via email	<b>Date:</b>	April 7, 2022
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	April 5, 2022
<b>Approved for consideration:</b>	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM, SCCEM	
<b>Committee</b>	Administration & Finance		
<b>Subject:</b>	Upper Township Sheriff Substation		

**RECOMMENDED/REQUESTED ACTION:**

Staff recommends approval to award a contract to Solid Structure for the design/build of the Upper Township Sheriff's Substation.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department's current fiscal year budget?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If no, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

A budget estimate of \$1.2 million was identified for this project. Funding is encumbered using two sources- 1100201001.526500 Special Duty- Professional Services and 1344995000.532200/13441860.532200 Magistrates bond- Construction. The cost proposal provided by the recommended contractor does not exceed this amount.

**COUNTY ATTORNEY'S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

None.

**REGULATORY COMPLIANCE:**

Not applicable.

**MOTION OF ORIGIN:**

There is no associated Council motion of origin.

<b>Council Member</b>	Click or tap here to enter text.
<b>Meeting</b>	Click or tap here to enter text.
<b>Date</b>	Click or tap here to enter text.

## STRATEGIC & GENERATIVE DISCUSSION:

In May of 2018, Council approved the design and construction of the Upper Township Magistrate's office on property which was purchased by the County for this use. The property, located at 7615 Wilson Blvd, included a pre-engineered metal building. Approximately half of the building, or 4,830 square feet, was renovated into the magistrate's office including perimeter and parking lot refurbishment. The remaining portion of the structure was upfitted with utility connections for future use.

The space attached to the Upper Township Magistrate's Office was always planned to be used as a substation for the Sheriff's Department. The goal of the Sheriff and the Chief Magistrate has always been to co-locate their offices for the convenience of the citizens and as a cost-saving measure to the County. Currently Region Two, Region Four, and Region Six are co-located with Central Court, the Dutch Fork Magistrate, and the Blythewood Magistrate respectively. Generally speaking, having the Richland County Sheriff's Department (RCSD) presence in the Upper Township community is critically needed and placing this office space there will help fulfill that need. The Midlands Fugitive/Gang Task Force office is currently located in a leased space that is in need of renovation. Moving investigators from a space that is currently leased to a County-owned facility will create a space that meets the current and future operational needs of staff, and will additionally provide a meeting space for community events and outreach opportunities. If the request to upfit the additional space next to the magistrate's office is denied, then the space will remain unoccupied, and the substation will remain in the leased facility. Any efficiencies that could be realized by the move would be lost.

A Request for Qualifications was issued by the Procurement office on February 11, 2022. A pre-bid meeting and site visit were held at the Upper Township Magistrate office and interested contractors were provided with the opportunity to tour the space. There was one submittal received from Solid Structures. Procurement reviewed the submittal, and an evaluation team provided their scoring. The Solid Structures submittal is responsive and responsible, and the recommendation is to award a contract for this project. Solid Structures is a certified M/DBE by the State of South Carolina and South Carolina Department of Transportation (SCDOT).

## ADDITIONAL COMMENTS FOR CONSIDERATION:

Click or tap here to enter text.

## ATTACHMENTS:

1. 01 May 2018 – Relevant Regular Session Council Meeting Minutes
2. Floorplan of 7615 Wilson Blvd
3. Preliminary layout provided for solicitation
4. Scoring and cost summary (CONFIDENTIAL- to be provided under separate cover)

17. **REPORT OF THE ADMINISTRATION & FINANCE COMMITTEE**

- a. Approval to negotiate and enter into a Design/Build Contract for Two Magistrate offices – Mr. Malinowski stated the question was divided on this item in committee and a vote taken on each of the magistrate’s offices, so that one would not hold up the other if there were some glitch. Therefore, they need to be voted on individually here.

Ms. Kennedy inquired if we are referring to the magistrate’s office in the Northeast section.

Mr. Malinowski stated he is referring to both of the offices. We can vote on both of them together, but ensure they are divided out.

Mr. N. Jackson stated, for clarification, the motion is to vote on them together, but they need to be divided out. He requested Mr. Malinowski to explain.

Upper Township Magistrate Office – Mr. Malinowski moved, seconded by Ms. McBride, to approve this item.

In Favor: Malinowski, C. Jackson, Myers, Pearce, Kennedy, Manning, Dickerson, N. Jackson, Livingston, Rose and McBride

The vote in favor was unanimous.

Hopkins Magistrate Office – Mr. Malinowski moved, seconded by Ms. McBride, to approve this item.

Mr. N. Jackson stated while he supports the Hopkins Magistrate’s Office he wants to make sure the community is aware that a courthouse will be placed in front of their neighborhood and there is some community input or discussion.

In Favor: Malinowski, C. Jackson, Myers, Pearce, Kennedy, Manning, Dickerson, N. Jackson, Livingston, Rose and McBride

The vote in favor was unanimous.

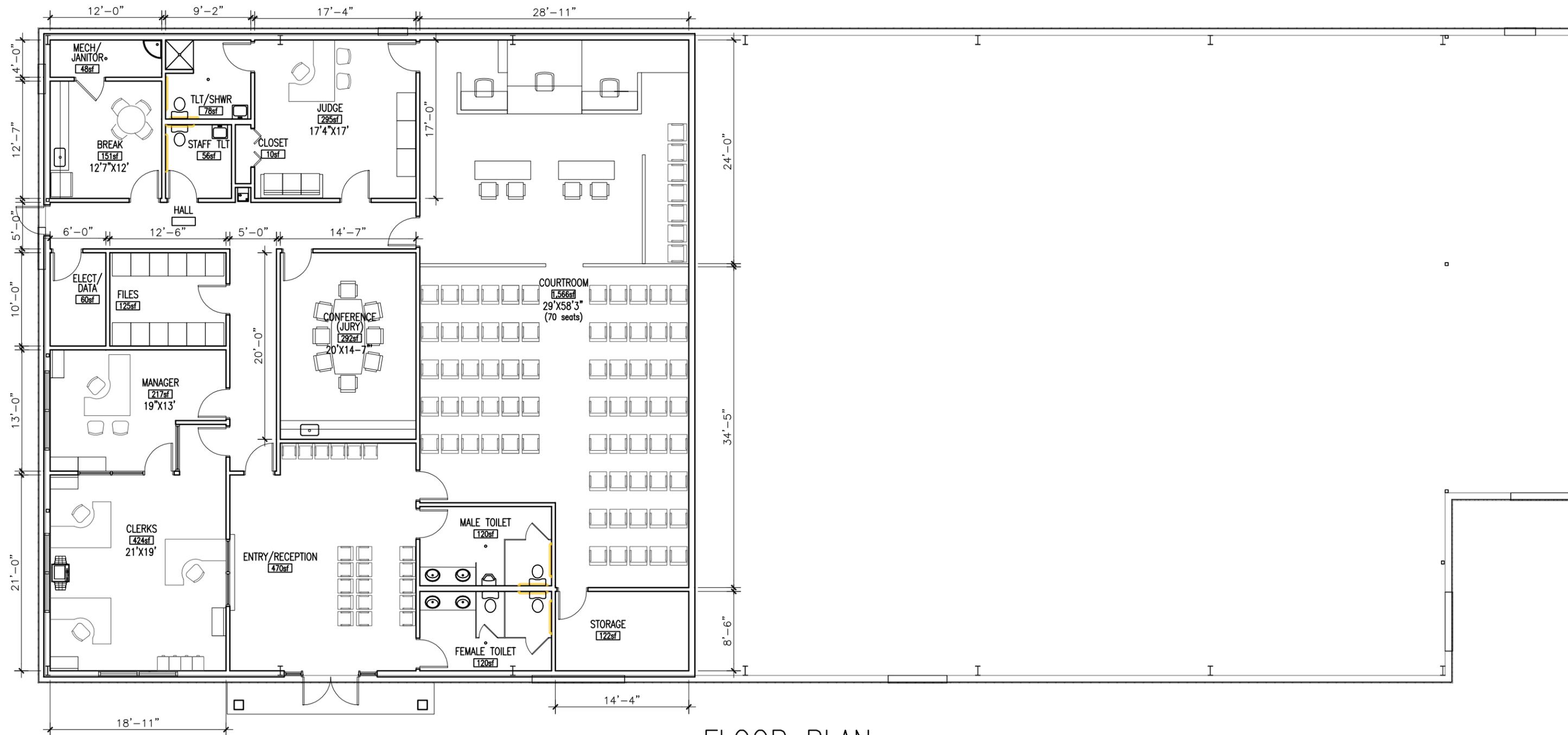
18. **REPORT OF RULES & APPOINTMENTS COMMITTEE**19. **NOTIFICATION OF VACANCIES**

- a. Accommodations Tax – Five (5) Vacancies (One applicant must have a background in the Cultural Industry; Three applicants must have a background in the Hospitality Industry; One is an at-large seat)
- b. Hospitality Tax – Three (3) Vacancies (At least two applicants must be from the Restaurant Industry)
- c. Employee Grievance Committee – Three (3) Vacancies (MUST be a Richland County employee)
- d. Business Service Center Appeals Board – One (1) Vacancy (Applicant must be an attorney)

Regular Session

May 1, 2018

-13-



4,830 GSF

FLOOR PLAN

3/32" = 1'-0"

**GMK**  
 ASSOCIATES, INC.  
 Design/Planning/Construction  
 1201 Main Street, Suite 2100  
 Columbia, S.C. 29201  
 tel. 803-256-0000  
 fax 803-255-7243

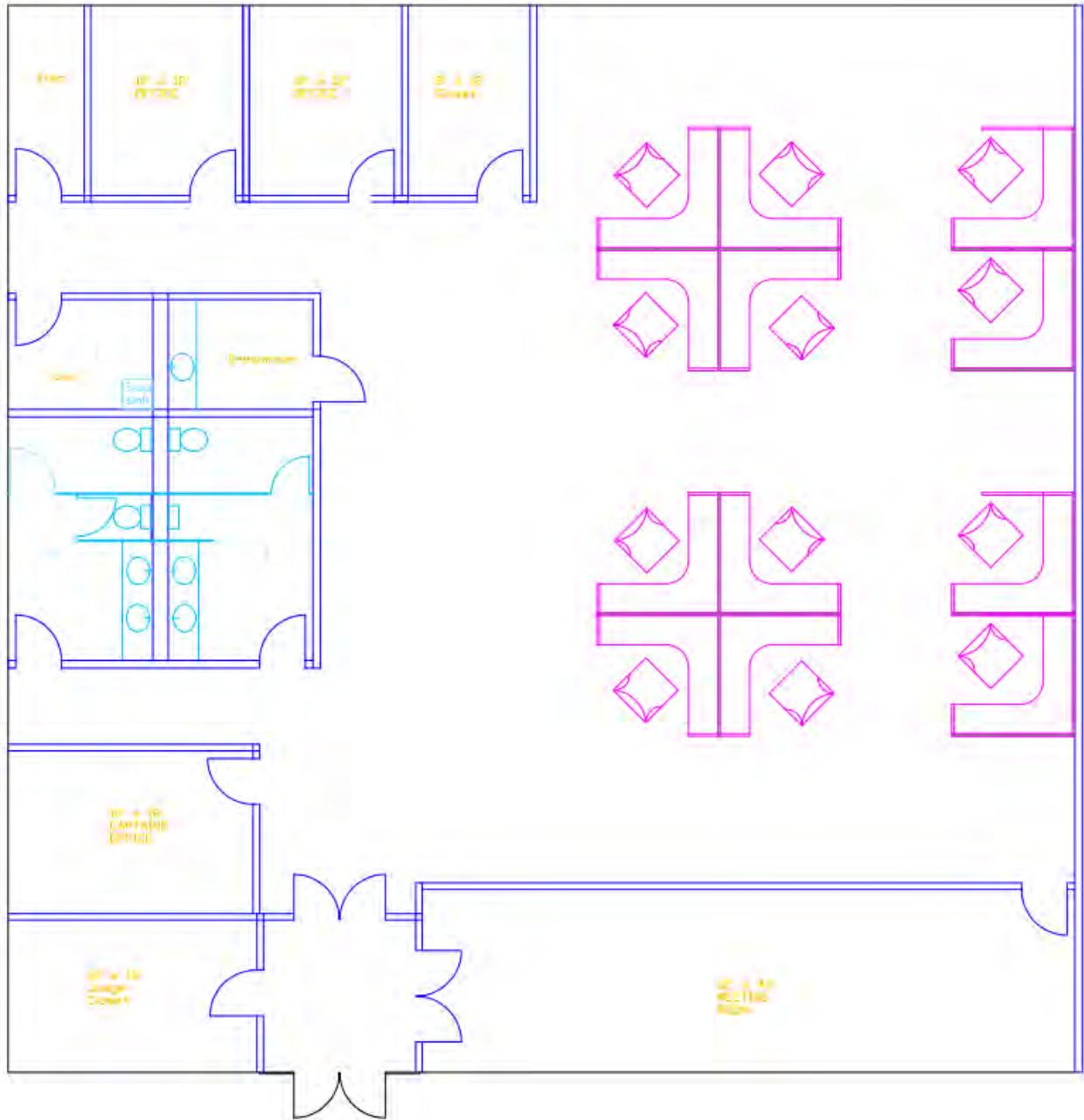
owner



project name  
**Richland County  
 Magistrate's  
 Offices**  
 project number  
 17810.00A

title CONCEPTUAL FLOOR PLAN – Option 7  
 UPPER TOWNSHIP MAGISTRATE FACILITY  
 issued for BUDGET UPDATE date 4/3/2018  
 from  
 drawn by **UT-2.1.7**

# Attachment A: Preliminary Layout





**Agenda Briefing**

<b>Prepared by:</b>	Dante Roberts	<b>Title:</b>	Executive Director
<b>Department:</b>	Richland County Court Appointed Special Advocate (RCCASA)		
<b>Date Prepared:</b>	March 7, 2022	<b>Meeting Date:</b>	April 26, 2022
<b>Legal Review</b>	Patrick Wright via email	<b>Date:</b>	March 16, 2022
<b>Budget Review</b>	Abhijit Deshpande via email	<b>Date:</b>	March 24, 2022
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	March 29, 2022
<b>Approved for consideration:</b>	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM, SCCEM	
<b>Committee</b>	Administration & Finance		
<b>Subject:</b>	Budget Adjustment to Increase Attorney Pay		

**RECOMMENDED/REQUESTED ACTION:**

Staff recommends increasing Richland County Court Appointed Special Advocate's (RCCASA) budget in order to hire qualified attorneys and decrease turnover in our Legal Department due to salary.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department's current fiscal year budget?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If no, is a budget amendment necessary?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

*Other attempted sources of income:*

Grants are not applicable because attorneys do not provide direct services to the children; rather, pursuant to SC Code 63-7-1620, CASA's attorneys represent the Guardians ad Litem (GAL).

RCCASA receives Title IV-E Foster Care Funding through the Department of Social Services (DSS). Those funds are utilized to hire three grant positions that work directly with victims. Because the attorneys do not provide direct services to victims, IV-E funding cannot be utilized to adjust attorney pay pursuant to SC Code 63-7-1620.

While DSS also has an IV-B budget that allows attorneys' funding, it has indicated those funds are already allocated for other South Carolina agencies, which represent victims.

*Analysis of inability to hire attorneys:*

The University of South Carolina School of Law reports that the average local government attorney makes approximately \$57,256 as a new graduate hire.

A Richland County Public Defender makes approximately \$53,000 as a new graduate. Public Defender's caseloads are roughly between 100 to 120 cases.

A Richland County Solicitor makes approximately \$55,000 as a new graduate. Solicitors usually have 50 cases at a time.

The Richland County Court Appointed Special Advocate Attorney position requires two years of experience, with a starting salary of approximately \$49,900.

A Richland County DSS attorney with two years of experience makes approximately \$55,000, and increases to the mid-\$60,000s with three years of experience. The managing attorney makes approximately \$75,000.

The Charleston County part-time Guardian ad Litem (GAL) attorneys, who carry approximately half the caseload than a RCCASA attorney, make approximately \$44,000 per year.

Attorneys who have expressed an interest in the public sector, including those with a focus on children's issues, have indicated that the starting salary is their barrier to applying. In approximately five months of posting the RCCASA attorney positions, we have received zero applicants. Of the four, available full time employee positions (FTEs), there are currently only the Legal Services Manager and one RCCASA Staff Attorney, who is due to go on maternity leave in June, on staff. The RCCASA Attorney who left in 2010 made approximately \$62,000.

**COUNTY ATTORNEY'S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

None.

**REGULATORY COMPLIANCE:**

SECTION 63-7-1620: Legal representation of children. In all child abuse and neglect proceedings: (1) Children must be appointed a guardian ad litem by the family court. A guardian ad litem serving on behalf of the South Carolina Guardian ad Litem Program or Richland County CASA must be represented by legal counsel in any judicial proceeding pursuant to Section 63-11-530(C).

SC Supreme Court Order, issued 11/20/2009, amending SC Appellate Court Rule 608, to reflect that attorneys cannot be appointed as GALs in abuse and neglect proceedings, only volunteers (from CASA in Richland County).

SC Rules of Professional Conduct, Rule 1.3 Diligence, Comment 2: A lawyer's work load must be controlled so that each matter can be handled competently.

**MOTION OF ORIGIN:**

There is no associated Council motion of origin.

Council Member	Click or tap here to enter text.
Meeting	Click or tap here to enter text.
Date	Click or tap here to enter text.

## STRATEGIC & GENERATIVE DISCUSSION:

Richland County Court Appointed Special Advocate (RCCASA) is requesting a 15% increase in salary for its three staff attorney positions (\$7,490.56 X 3 = \$22,471.67) and Manager of Legal Services position (\$8,389.42) which is a total of \$30,861.10) to keep the experienced and talented Staff Attorney and Legal Service Manager currently employed with RCCASA, and to attract other attorneys to fill vacant positions. RCCASA attorney positions experience high turnover due to the salary not being competitive with other attorney's salaries in the same field. The two Staff Attorney positions have been vacant and posted for five months with no applicants. This proposal will:

- help address the lack of sufficient legal representation for the abused and neglected children of Richland County resulting from large caseloads;
- increase the likelihood of attorneys applying for the Staff Attorney positions; and,
- allow RCCASA to provide the statutorily required representation to Guardians ad Litem (GAL).

RCCASA attorneys, including the Legal Services Manager, provide legal services to protect the children of Richland County from ongoing abuse or neglect. These legal services include: appearing at hearings four to five days per week; drafting, filing, and arguing motions; drafting, circulating, filing, serving orders; client meetings; record keeping and case tracking; enforcing court orders; negotiating settlements; drafting responsive pleadings and affidavits; recruiting, training and supporting new volunteers; coordinating communication with the Court to swear-in new volunteers; reviewing orders from approximately 200 hearings a month; subpoenaing and preparing witnesses for trial; participating in trials by calling witnesses and cross examining other witnesses; participating in new court initiatives such as Project H.O.M.E. and the Safe Baby Court; and advising on changes to legislation and case law. The attorneys are an integral part of the child abuse and neglect court system as the Court cannot proceed without the Guardian ad litem, who cannot appear without well prepared counsel.

Section 63-7-1620 of the South Carolina Code of Laws, regarding the legal representation of children, requires that "[i]n all child abuse and neglect proceedings: (1) Children must be appointed a guardian ad litem by the family court. A guardian ad litem serving on behalf of the South Carolina Guardian ad Litem Program or Richland County CASA must be represented by legal counsel in any judicial proceeding pursuant to Section 63-11-530(c)." In November 2009, the South Carolina Supreme Court Order issued an order amending South Carolina Appellate Court Rule 608 to reflect that attorneys cannot be appointed as GALs in abuse and neglect proceedings, only volunteers, in part, of Richland County CASA. National CASA guidelines recommend that an attorney carry a caseload of only 100. Currently, the Legal Services Manager and one Staff Attorney are carrying a caseload of approximately 270, which exceeds the recommended amount and is outside of their ability to provide adequate representation. Increasing the salary would invite prospective attorney applicants and would assist in retention once hired.

Though RCCASA has had multiple law clerks who wished to become RCCASA Staff attorneys, they seek other, better paid positions as many are faced with over \$200,000.00 of student loan debt. Similarly, those who work for RCCASA as staff attorneys leave after a very short tenure because of their financial burdens and the non-competitive pay.

Having sufficient legal representation for Guardians ad Litem ensure a key function of Richland County's Family Court system is not hindered by unnecessary delays. The RCCASA GAL serves as one of the checks and balances to ensure that the State adequately protects the residents of Richland County from

overreaching or underserving families. Court cases cannot proceed without legal representation of the Guardian ad Litem, which would cause Richland County children to languish in foster care. Additionally, NCASA could revoke our membership as their recommendation is for attorneys to have no more than 100 cases assigned to each attorney.

Presently, there are no alternative to providing legal representation to the GALs in court. One suggested alternative has been to utilize funding from the Office of Indigent Defense South Carolina Supreme Court Appellate Rule 608 to contract attorneys. However, those attorneys are currently used for our attorney conflict cases, and the GALs find them to be unresponsive in nature and apathetic to RCCASA's mission.

Another proposed alternative is the use of Richland County funded contract attorneys. Department of Social Services (DSS) abuse and neglect proceedings are a niche area of law; even very experienced Family Court attorneys are unfamiliar with Titles 7 and 11 of the Children's Code of Laws as well as with the voluminous, yet necessary, DSS Policy and Procedure. Moreover, contract attorneys often have their own practice and are unwilling to dedicate the time to not only provide legal representation, but to also fulfil the remainder of RCCASA's mission. RCCASA attorneys provide 24 hours a day, seven day a week service to ensure the safety and well-being of the County's children. Contract attorneys are also paid hourly. One day of week, there are usually 30 cases scheduled for a docket, with morning cases set on the hour and all afternoon cases set for 2:00 p.m. The nature of the docketing system necessitates long waits for hearings to be held, often in no particular order. On trial days, six to seven trials are scheduled for 9:30 a.m., and six to seven trials are scheduled for 2:00 p.m. This system would result in paying a contract attorney for sitting and waiting for hearings, which is inefficient use of County funds.

#### **ADDITIONAL COMMENTS FOR CONSIDERATION:**

While the non-competitive salary for the RCCASA staff attorney position has dissuaded potential applicants, RCCASA is also asking to increase the Legal Services Manager salary. The position has the same role and responsibilities as a RCCASA Staff Attorney, in addition to attending additional meetings, supervising attorneys and law clerks, providing staff with legal education, and ensuring legal systems are in place. Additionally, the RCCASA Legal Services Manager is subject to discipline by the South Carolina Supreme Court's Office of Disciplinary Counsel for the actions of those who she or he supervises. An increase to the RCCASA Staff Attorney position salary would put the Staff Attorney position at nearly the same rate. The Legal Services Manager should be compensated at a higher rate based upon the additional responsibilities.

#### **ATTACHMENTS:**

1. Title IV-E Foster Care

# Title IV-E Foster Care

Listen

Publication Date: May 17, 2012

## Program Description

The Federal Foster Care Program helps to provide safe and stable out-of-home care for children until the children are safely returned home, placed permanently with adoptive families or placed in other planned arrangements for permanency. The program is authorized by title IV-E of the Social Security Act, as amended, and implemented under the Code of Federal Regulations (CFR) at 45 CFR parts 1355, 1356, and 1357. It is an annually appropriated program with specific eligibility requirements and fixed allowable uses of funds. Funding is awarded by formula as an open-ended entitlement grant and is contingent upon an approved title IV-E plan to administer or supervise the administration of the program. The title IV-E Agency must submit yearly estimates of program expenditures as well as quarterly reports of estimated and actual program expenditures in support of the awarded funds. Funds are available for monthly maintenance payments for the daily care and supervision of eligible children; administrative costs to manage the program; training of staff and foster care providers; recruitment of foster parents and costs related to the design, implementation and operation of a state-wide data collection system.

The fifty (50) States, District of Columbia and Puerto Rico are eligible to participate in the Foster Care Program awards. In FY 2010, direct funding became available to Indian Tribes, Indian Tribal organizations and Tribal consortia (hereafter "Tribes"), with approved plans to operate the program. In addition, \$3 million of appropriated funds was reserved for technical assistance and plan development grants to eligible Tribes beginning in FY 2009. Only the public agency or Tribe designated to provide a program of foster care is eligible to apply for and receive direct title IV-E funding. Individuals and private entities may apply to the title IV-E Agency as sub-grantees or contracted providers.

## Program Highlights

Periodic and systematic review of State title IV-E foster care eligibility programs are conducted by the Children's Bureau to ensure Federal funds are expended for intended purposes and to recover improper expenditures. Full implementation of the final regulatory rule for the monitoring review advanced the Federal government's efforts in partnering with States to improve overall management of the foster care eligibility program and to secure safer foster care placements for children. Implementation also assisted our efforts in fulfilling our oversight responsibilities and in decreasing erroneous Federal payme States. States responded to the monitoring reviews by initiating program assessments and impr

to meet compliance standards in anticipation of the reviews or by developing and implementing program improvements as a result of the reviews.

Since FY 2000, title IV-E Foster Care Eligibility Reviews have been conducted in each of the 50 States, Washington DC, and Puerto Rico. The regulatory reviews identified over \$21.8 million in Federal payments to States targeted for recovery of improperly claimed payments for foster care maintenance payments and related administrative costs.

A national payment error rate is calculated annually using data collected in the most recent eligibility review of each State and a corrective action plan is developed to strategically reduce or eliminate improper payments. The steps taken to monitor and reduce erroneous payments enable the Children Bureau to redirect resources as well as ensure Federal resources are spent in the most strategic way possible.

**Topics:**

**Child Welfare , Foster care**

**Types:**

**Grants & Funding**

**Audiences:**

**States**

Current as of: June 25, 2020



**Agenda Briefing**

<b>Prepared by:</b>	Ed Schooler	<b>Title:</b>	Deputy Director
<b>Entity:</b>	East Richland County Public Service District	<b>Division:</b>	Click or tap here to enter text.
<b>Date Prepared:</b>	March 7, 2022	<b>Meeting Date:</b>	April 26, 2022
<b>Legal Review</b>	Patrick Wright via email	<b>Date:</b>	April 5, 2022
<b>Budget Review</b>	Abhijit Deshpande via email	<b>Date:</b>	April 7, 2022
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	April 5, 2022
<b>Utilities Review</b>	Bill Davis via email	<b>Date:</b>	April 5, 2022
<b>Public Works Review</b>	Michael Maloney via email	<b>Date:</b>	April 5, 2022
<b>Approved for consideration:</b>	County Administrator	Leonardo Brown, MBA, CPM	
<b>Committee</b>	Administration & Finance		
<b>Subject:</b>	Whitehouse Road 404 HMPG Project 4241-F#14-S#277		

**RECOMMENDED/REQUESTED ACTION:**

It is requested to elevate and harden Whitehouse Road from Bluff Road (State Highway 48) to the entrance of the East Richland County Public Service District's wastewater treatment plant (Gills Creek WWTP) at 1050 Whitehouse Road to eliminate the potential loss of sewer service to over 20,000 customers and 88,000 residents during flooding events.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department's current fiscal year budget?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If no, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

This project is divided into two (2) phases. Phase One is the preliminary engineering phase with Richland County delivering technical and environmental documents to FEMA through the State of South Carolina Emergency Management Division for review and approval. Upon approval of the Phase One documents, Phase Two activities may be implemented. Phase Two activities include the final engineering and construction of the project. The cost analysis for the FEMA-approved project is as follows:

	Total Project Cost	Federal Share	Local Share
Phase One	\$ 141,760.00	\$ 106,320.00	\$ 35,440.00
Phase Two	\$ 696,384.00	\$ 522,288.00	\$ 174,096.00
Total	\$ 838,144.00	\$ 628,608.00	\$ 209,536.00

The East Richland County Public Service District and Richland County will be responsible for the Local Share of the updated project costs. It is the District's hope that the County would see the benefit of this project for the residents of the County in the District's service area as we would be able to maintain sewer service during flooded conditions at the treatment plant. Based on the District's estimates, the District provides sewer service to approximately 20% of the population in Richland County. As such, the District hopes that the County would consider participating in the local share of up to 50%.

With regard to the source of the money for the local share, the District understands that operating budgets are tight, but it is the District's hope that an amount of money within the County's Capital Improvements Program for Roads and Drainage could be directed to this project. The bulk of the local share (Phase 2) would not need to be available for approximately a year after the project commences (Phase 1).

Per the Richland County Director Public Works Director, DPW did not previously review this as a County funded project. Additionally, the estimate appears low for the large fill planned to build the road above flood plain. All DPW capital projects are on hold at this time, and special projects like this are not a part of the plan. DPW has not commenced its dirt road paving plan which is the closest type of project to this project. This project, however, deviates from the routine given the high level of fill and anticipated costs.

**COUNTY ATTORNEY'S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

None.

**REGULATORY COMPLIANCE:**

It is anticipated that permitting would be required from the US Army Corps of Engineers and the Richland County Public Works Department.

**MOTION OF ORIGIN:**

There is no associated Council motion of origin.

Council Member	Click or tap here to enter text.
Meeting	Click or tap here to enter text.
Date	Click or tap here to enter text.

**STRATEGIC & GENERATIVE DISCUSSION:**

The East Richland County Public Service District requests that approximately 1,200 feet of Whitehouse Road from Bluff Road to the entrance of the District's Gills Creek WWTP be elevated to the FEMA 500-year base flood elevation and paved in order for the roadway to be passable during the next heavy rain event. The Gill's Creek WWTP is already constructed above this elevation to be operable during flooding conditions.

It is expected that an average depth of eight (8) feet of fill for the length of the roadway to be raised and approximately ten (10) 36-inch drainage culverts to prevent the damming off of flood waters will be required. A consulting engineering firm will be hired for the engineering services. Phase One engineering services will include preliminary engineering, surveying, hydraulic analysis and geotechnical analysis. Prescribed Technical and Environmental documents will be required for the Phase One deliverables to FEMA through SC EMD for review and approval. Upon approval of the Phase One deliverables, Phase Two activities will commence. Phase Two engineering services will include final engineering, permitting and bidding for construction of the roadway. During construction, the consultant will provide Project Management and Resident Inspection services.

The raising and paving of this section of Whitehouse Road will allow the operators and trucks to have access to the Gills Creek WWTP during flooding conditions to continue the treatment and disposal of raw wastewater generated by approximately 20,000 customers of the East Richland County Public Service District and 88,000 residents of Richland County in the East Richland County Public Service District service area.

If this section of Whitehouse Road is not raised and paved, the operators will have access to the treatment plant by boat, which is possible but not safe due to power lines paralleling the roadway, but trucks will not have access. Trucks needed for the operation and maintenance of the treatment plant include fuel trucks for the emergency generators, container trucks for the removal of dewatered sludge, lime slurry trucks for the adjustment of the wastewater alkalinity (treatment) and miscellaneous trucks for parts and service of mechanical components. Therefore, the operation and maintenance of the treatment plant and corresponding treatment and disposal of raw wastewater would be on a very limited basis with resulting discharge of raw wastewater to the Congaree River.

The only alternative to using Whitehouse Road from Bluff Road to access the treatment plant from the east is to go the "back way" using South Beltline Blvd. from Bluff Road, then Simmon Tree Lane, then Metro Lane, and then Whitehouse Road to access the treatment plant from the west. However, Simmon Tree Lane is also subject to flooding and is a State Road which would require more extensive improvements to provide safe access during flooding conditions.

#### **ADDITIONAL COMMENTS FOR CONSIDERATION:**

Utilities Director Bill Davis has expressed his strong support for the road improvement project. Per Director Davis, the need to have all weather access to the Waste Water Treatment Plant (WWTP) is critical. When there is a flood, the current situation does not provide adequate access to the ERCPSD WWTP, limiting treatment capacity in many ways (i.e. cannot bring service vehicles in, cannot deliver chemicals/fuel, personnel are limited to boat access to the facility). When the treatment of wastewater is limited, the public and the environment are at risk. As the technical manager and a FEMA Contractor following the 2015 flood, Mr. Davis saw firsthand that both the Metro WWTP and the ERCPSD WWTP were inaccessible from either direction on Whitehouse Road or from Simmon Tree Lane.

#### **ATTACHMENTS:**

1. [Click or tap here to enter text.](#)



**Informational Agenda Briefing**

<b>Prepared by:</b>	Bill Davis	<b>Title:</b>	Director
<b>Department:</b>	Utilities	<b>Division:</b>	Administration
<b>Date Prepared:</b>	March 25, 2022	<b>Meeting Date:</b>	April 26, 2022
<b>Approved for consideration:</b>	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM, SCCEM	
<b>Committee</b>	Administration & Finance		
<b>Subject:</b>	"Willingness to Serve" Letter for Kennerly Road Tract (Portion of Tax Map Serial # R04200-06-08)		

Richland County Utilities (RCU) is an enterprise fund operating under Richland County Government. RCU provides sewer services to portions of Northwest and Southeast Richland County, and we are approved by the South Carolina Department of Health and Environmental Control (SCDHEC) as a Delegated Review Program (DRP). This means that RCU can perform plan reviews and request construction permits to be issued by SCDHEC for new developments within our area as long as the criteria of the DRP are satisfied. In consideration of our ability to serve new sewer customers and meet regulatory obligations of the DRP, we have initiated a Capacity Assurance Program (CAP). When a residential or commercial development requests sewer service for a property, we analyze the property to determine if we have enough capacity to serve them. We issue a unique CAP Identification Number for each request, and if capacity is available, we send the developer a letter stating our "Willingness to Serve" the new development. Each "Willingness to Serve" letter is presented to Council for consideration and general awareness.

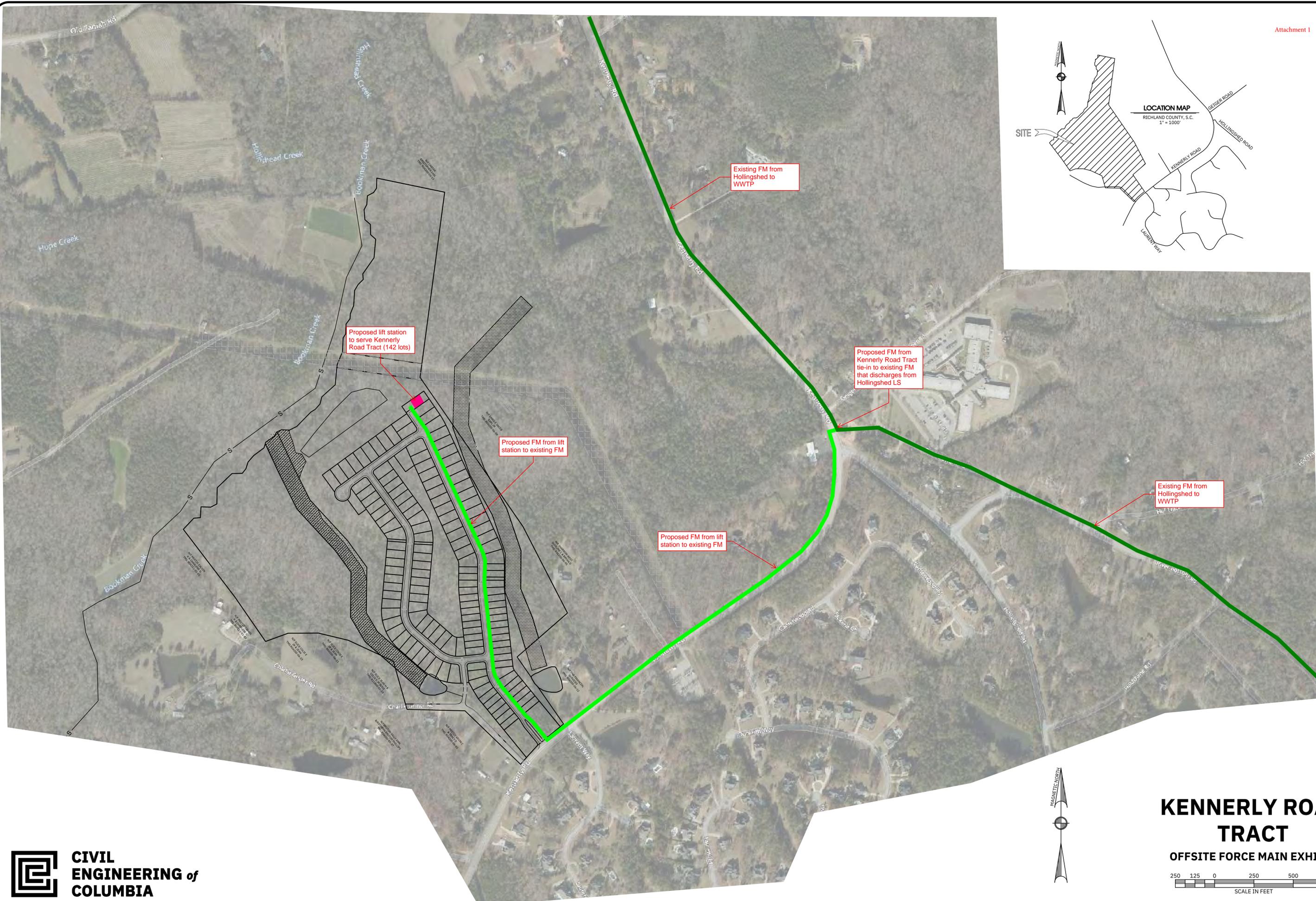
RCU staff has evaluated the sewer flow for the proposed development in accordance with our CAP and has determined that we currently have adequate capacity to collect, transmit, and treat the wastewater from this development at our Eastover Wastewater Treatment Plant. See Exhibit 1 for a map of the proposed development location. A letter of "Willingness to Serve" has been sent to the developer; see Exhibit 2.

The table below summarizes the proposed development:

Project Name	Project Address	TMS	Number of Units	Projected Sewer Tap Revenue	Projected Monthly Revenue for Sewer	Zoning	Sewer Flow Gallons Per Day
Kennerly Road Tract	Near the intersection of Kennerly Road and Charlie Grinder Road	R04200-06-08	142	\$568,000	\$10,228.26	See Exhibit 3	42,600

**ATTACHMENTS:**

1. Exhibit 1: Location Map
2. Exhibit 2: Willingness to Serve Letter
3. Exhibit 3: Zoning



Proposed lift station to serve Kennerly Road Tract (142 lots)

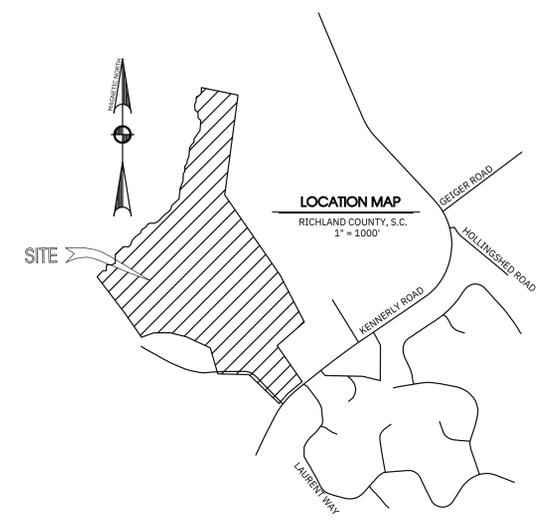
Proposed FM from lift station to existing FM

Proposed FM from lift station to existing FM

Proposed FM from Kennerly Road Tract tie-in to existing FM that discharges from Hollingshed LS

Existing FM from Hollingshed to WWTP

Existing FM from Hollingshed to WWTP



**RICHLAND COUNTY  
UTILITIES DEPARTMENT**

7525 Broad River Road  
Irmo, SC 29063



March 25, 2022

Elissa Filson  
Project Coordinator  
CEC  
3740-A Fernandina Road  
Columbia, SC 29201

Re: "Willingness to Serve Letter"  
Kennerly Road Tract  
Portion of TMS # R04200-06-08

Dear Elissa,

In response to your request for capacity on August 02, 2021, regarding sanitary sewer service for the above-referenced parcel, Richland County Utilities (RCU) currently has the capacity to serve 142 Residential Equivalent Units (REUs) (42,600 gpd) for this property.

Be advised that while sewer capacity may be available, we are not implying that requirements for zoning and permitting in accordance with local jurisdictions have been met. RCU has no authority to approve or comment on zoning or other types of permits. This letter pertains only to sewer capacity and our willingness to provide sewer service. Please contact local authorities for any information regarding additional approvals.

Your request has been entered into our Capacity Assurance Program as CAP B-2021009 and will be presented to the Administration and Finance (A&F) Committee for approval of our willingness to serve. If our request to serve is approved by the A&F Committee, it will be moved to the Council for final approval.

Upon Council's approval, you will be able to proceed with the design and submit plans and specifications in accordance with our Delegated Review Program (DRP).

The availability is valid for twelve (12) months from the date of council approval. If you have any questions, please contact me at 803-771-1235.

Sincerely,

William (Bill) H. Davis, PE  
Director of Utilities

Cc: Tariq Hussain, Deputy Director of Utilities  
Sahad Khilqa, Ph.D., Sanitary Engineer



**RICHLAND COUNTY  
COMMUNITY PLANNING & DEVELOPMENT**

2020 Hampton Street  
Columbia, SC 29204



June 15, 2021

Josh Rabon  
Civil Engineering of Columbia  
3608 Fernandina Road  
Columbia, SC 29210

**RE: Kennerly Road Tract  
RCF #SD21-049  
TMS # 04200-06-08**

Dear Mr. Rabon:

Please be advised that the referenced sketch plan has been reviewed by the Development Review Team (DRT). The sketch plan has been determined to be in compliance with the development regulations of Richland County, subject to revisions, which must be addressed upon the submittal of the preliminary plans.

***Monica L. Eustace, Land Development Planner II - Planning (803-576-2232):***

1. Cannot claim open space credit for areas that have been timbered.

***Kathleen Horsey, Engineering Associate II- Public Works (803-576-2386):***

2. Conditionally approved until a full Engineering submittal is uploaded.

***Heather Brown, Richland County Floodplain Coordinator - Public Works (803-576-2158):***

3. Sketch plan is conditionally approved. Please scale the 100 year floodplain on the proposed subdivision.
4. Please provide the approved USACE JD.

***Tina Robinette, Fire Plans Examiner, (803-576-3420):***

5. Approved.

***Alfreda Tindal, Addressing Coordinator Specialist - GIS Services Division (803-576-2147):***

6. Approved.

If you have any further questions or concerns, please feel free to contact me at (803)576-2232 or [eustacem@rcgov.us](mailto:eustacem@rcgov.us).

Sincerely,

Monica L. Eustace  
Land Development Planner II





**Informational Agenda Briefing**

<b>Prepared by:</b>	Bill Davis	<b>Title:</b>	Director
<b>Department:</b>	Utilities	<b>Division:</b>	Administration
<b>Date Prepared:</b>	March 30, 2022	<b>Meeting Date:</b>	April 26, 2022
<b>Approved for consideration:</b>	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM, SCCEM	
<b>Committee</b>	Administration & Finance		
<b>Subject:</b>	"Willingness to Serve" Letter for Kim Boufawaz (Tax Map Serial #R03300-03-14)		

**STRATEGIC & GENERATIVE DISCUSSION:**

Richland County Utilities (RCU) is an enterprise fund operating under Richland County Government. RCU provides sewer services to portions of Northwest and Southeast Richland County, and we are approved by the South Carolina Department of Health and Environmental Control (SCDHEC) as a Delegated Review Program (DRP). This means that RCU can perform plan reviews and request construction permits to be issued by SCDHEC for new developments within our area as long as the criteria of the DRP are satisfied. In consideration of our ability to serve new sewer customers and meet regulatory obligations of the DRP, we have initiated a Capacity Assurance Program (CAP). When a residential or commercial development requests sewer service for a property, we analyze the property to determine if we have enough capacity to serve them. We issue a unique CAP Identification Number for each request, and if capacity is available, we send the developer a letter stating our "Willingness to Serve" the new development. Each "Willingness to Serve" letter is presented to Council for consideration and general awareness.

RCU staff has evaluated the sewer flow for the proposed development in accordance with our CAP and has determined that we currently have adequate capacity to collect, transmit, and treat the wastewater from this development at our Eastover Wastewater Treatment Plant. See Exhibit 1 for a map of the proposed development location. A letter of "Willingness to Serve" has been sent to the developer; see Exhibit 2.

The table below summarizes the proposed development:

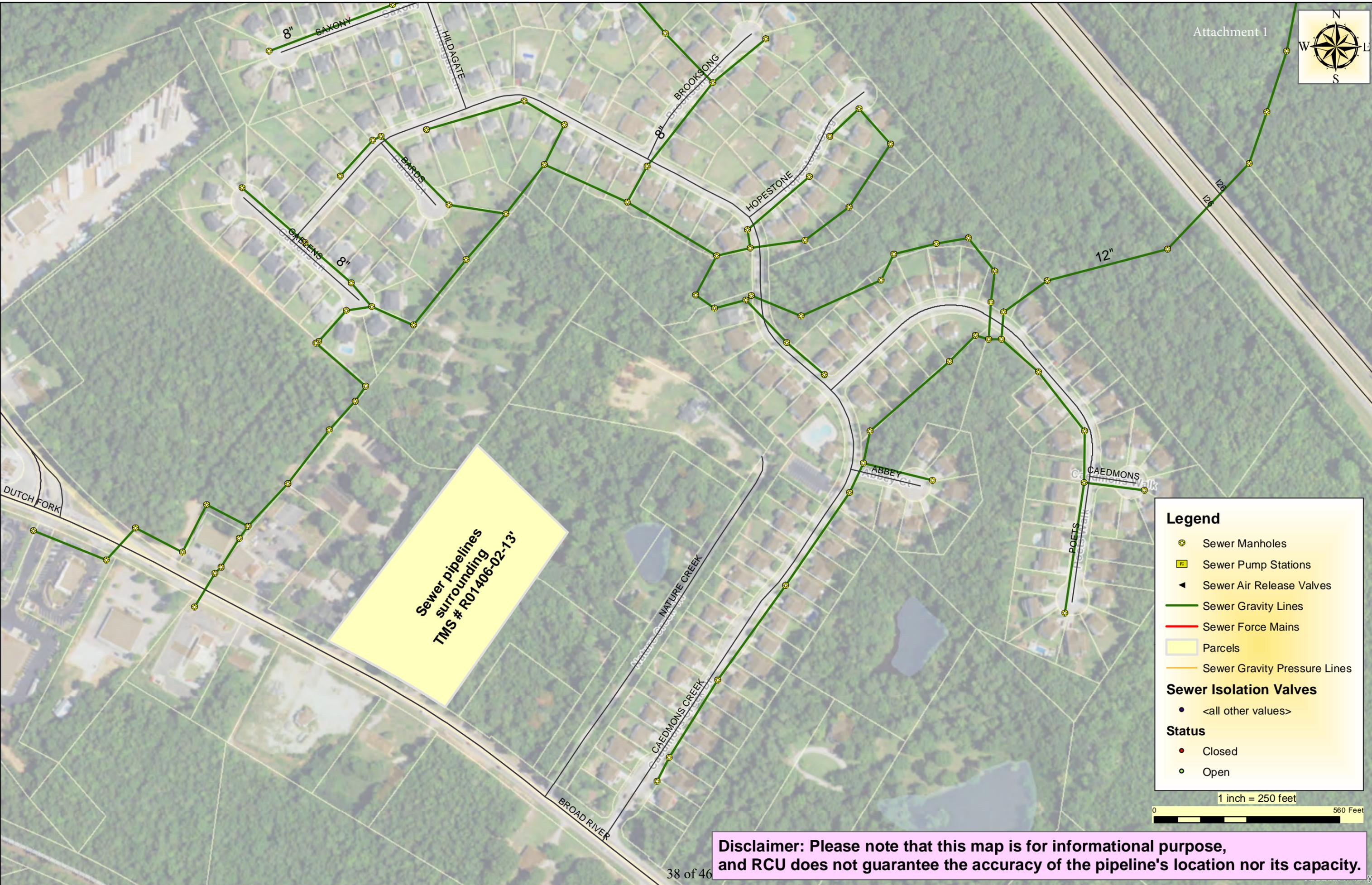
Project Name	Project Address	TMS	Number of Units	Projected Sewer Tap Revenue	Projected Monthly Revenue for Sewer	Zoning	Sewer Flow Gallons Per Day
Mallard Subdivision	10600 Broad River Road	R03300-03-14	90	\$360,000	\$6,482.70	Town of Irmo	27,000

**ADDITIONAL COMMENTS FOR CONSIDERATION:**

Click or tap here to enter text.

**ATTACHMENTS:**

1. Exhibit 1: Location Map
2. Exhibit 2: Willingness to Serve Letter



Sewer pipelines surrounding TMS # R01406-02-13'

**Legend**

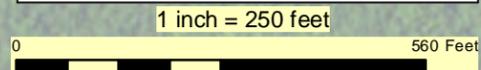
- Sewer Manholes
- Sewer Pump Stations
- Sewer Air Release Valves
- Sewer Gravity Lines
- Sewer Force Mains
- Parcels
- Sewer Gravity Pressure Lines

**Sewer Isolation Valves**

- <all other values>

**Status**

- Closed
- Open



**Disclaimer:** Please note that this map is for informational purpose, and RCU does not guarantee the accuracy of the pipeline's location nor its capacity.

**RICHLAND COUNTY  
UTILITIES DEPARTMENT**7525 Broad River Road  
Irmo, SC 29063

March 30, 2022

Kim Boufawaz  
253 Oak Haven Drive  
Lexington, SC 29072

Re: "Willingness to Serve Letter"

Kim Boufawaz  
TMS # R03300-03-14

Dear Mr. Boufawaz,

In response to your request for capacity on January 11, 2022 (previously submitted on May 25, 2021), regarding sanitary sewer service for the above-referenced parcel, Richland County Utilities (RCU) currently has the capacity to serve 90 Residential Equivalent Units (REUs) (27,000 gpd) for this property.

Be advised that while sewer capacity may be available, we are not implying requirements for zoning and permitting in accordance with local jurisdictions have been met. RCU has no authority to approve or comment on zoning or other types of permits. This letter pertains only to sewer capacity and our willingness to provide sewer service. Please contact local authorities for any information regarding additional approvals.

Your request has been entered into our Capacity Assurance Program as CAP B-2021014 and will be presented to the Administration and Finance (A&F) Committee for approval of our willingness to serve. If our request to serve is approved by the A&F Committee, it will be moved to the Council for final approval.

Upon Council's approval, you will be able to proceed with the design and submit plans and specifications in accordance with our Delegated Review Program (DRP).

The availability is valid for twelve (12) months from the date of council approval. If you have any questions, please contact me at 803-771-1235.

Sincerely,

A handwritten signature in blue ink, appearing to read "W. H. Davis".

William (Bill) H. Davis, PE  
Director of UtilitiesCc: Tariq Hussain, Deputy Director of Utilities  
Sahad Khilqa, Ph.D., Sanitary Engineer

Revised 01/11/22



**Informational Agenda Briefing**

<b>Prepared by:</b>	Bill Davis	<b>Title:</b>	Director
<b>Department:</b>	Utilities	<b>Division:</b>	Administration
<b>Date Prepared:</b>	March 30, 2022	<b>Meeting Date:</b>	April 26, 2022
<b>Approved for consideration:</b>	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM, SCCEM	
<b>Committee</b>	Administration & Finance		
<b>Subject:</b>	"Willingness to Serve" Letter for Mallard Subdivision (Tax Map Serial # R03300-03-02, R03300-03-37, and R03300-03-44)		

**STRATEGIC & GENERATIVE DISCUSSION:**

Richland County Utilities (RCU) is an enterprise fund operating under Richland County Government. RCU provides sewer services to portions of Northwest and Southeast Richland County, and we are approved by the South Carolina Department of Health and Environmental Control (SCDHEC) as a Delegated Review Program (DRP). This means that RCU can perform plan reviews and request construction permits to be issued by SCDHEC for new developments within our area as long as the criteria of the DRP are satisfied. In consideration of our ability to serve new sewer customers and meet regulatory obligations of the DRP, we have initiated a Capacity Assurance Program (CAP). When a residential or commercial development requests sewer service for a property, we analyze the property to determine if we have enough capacity to serve them. We issue a unique CAP Identification Number for each request, and if capacity is available, we send the developer a letter stating our "Willingness to Serve" the new development. Each "Willingness to Serve" letter is presented to Council for consideration and general awareness.

RCU staff has evaluated the sewer flow for the proposed development in accordance with our CAP and has determined that we currently have adequate capacity to collect, transmit, and treat the wastewater from this development at our Eastover Wastewater Treatment Plant. See Exhibit 1 for a map of the proposed development location. A letter of "Willingness to Serve" has been sent to the developer; see Exhibit 2.

The table below summarizes the proposed development:

Project Name	Project Address	TMS	Number of Units	Projected Sewer Tap Revenue	Projected Monthly Revenue for Sewer	Zoning	Sewer Flow Gallons Per Day
Mallard Subdivision	South of I-26 East of Shady Grove Road and North of Saxony Drive	R3300-03-02, R03300-03-37, and R03300-03-44	165	\$660,000	\$11,884.95	See Exhibit 3	49,500

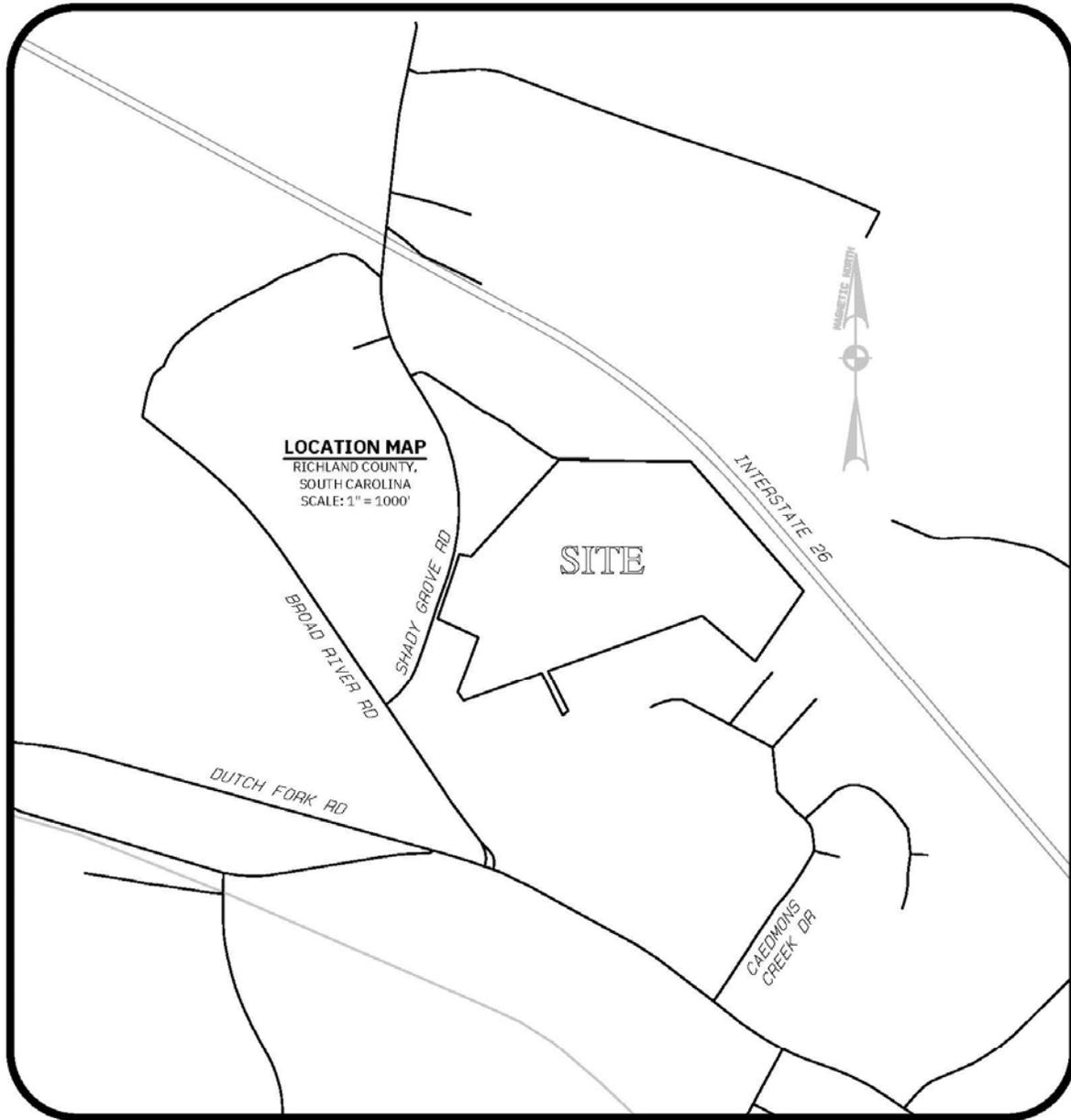
**ADDITIONAL COMMENTS FOR CONSIDERATION:**

Click or tap here to enter text.

**ATTACHMENTS:**

1. Exhibit 1: Location Map
2. Exhibit 2: Willingness to Serve Letter
3. Exhibit 3: Zoning

Mallard Creek by Great Southern  
Homes Richland County, South Carolina



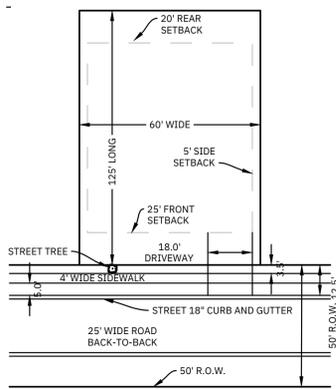
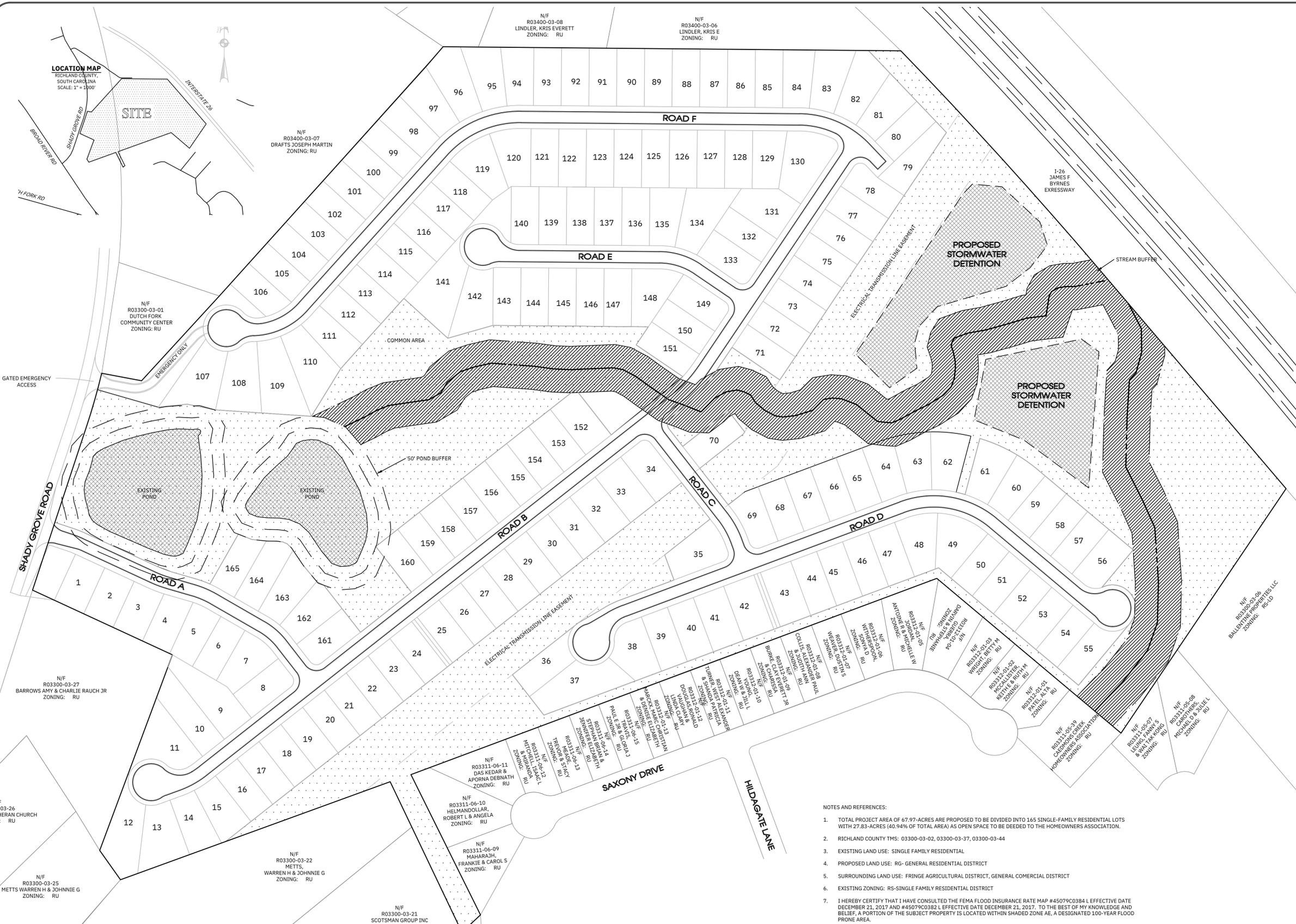
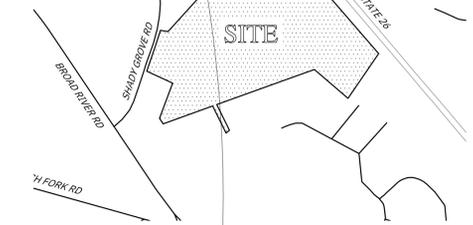
 **CIVIL ENGINEERING of COLUMBIA**

**SHADY GROVE TRACT**  
**CEC# 20240**  
**RICHLAND COUNTY, SC**  
**LOCATION MAP**

REFERENCE: GOOGLE MAPS

  
  
SCALE IN FEET  
0 1000 2000  
+/- 67.9 ACRES

**LOCATION MAP**  
RICHLAND COUNTY,  
SOUTH CAROLINA  
SCALE: 1" = 1000'



**TYPICAL LOT DETAIL**  
N.T.S.

- NOTES:
- STREET TREES SHALL BE PROVIDED ALONG ALL ROADS AT INTERVALS OF 35' AND SHALL BE 2.5" CALIBER/10' IN HEIGHT AT THE TIME OF PLANTING.
  - SIDEWALK SHALL MEET ADA STANDARDS AND BE PROVIDED ON AT LEAST ONE SIDE OF THE ROAD.
  - STREET TREES WILL BE SELECTED FROM THE RICHLAND COUNTY LANDSCAPE PLAN MATERIALS LIST AND A LANDSCAPE PLAN WILL BE SUBMITTED WITH THE PRELIMINARY PLANS.

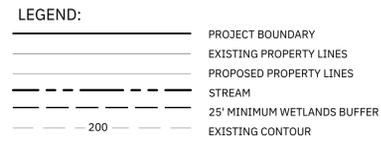
**THE ENGINEER AND SURVEYOR IS:**  
CIVIL ENGINEERING OF COLUMBIA  
3740A FERNANDINA ROAD  
COLUMBIA, S.C. 29210  
TEL: (803) 798-2820  
FAX: (803) 798-2826  
ATTN: MS. KIMBERLY SHYGERT  
EMAIL: KIMBERLY@CECOLA.COM

**THE STORMWATER OPERATOR IS:**  
RICHLAND COUNTY PUBLIC WORKS  
400 POWELL ROAD  
COLUMBIA, S.C. 29217  
TEL: (803) 929-6000  
FAX: (803) 576-2499  
ATTN: MS. KATHY HATCHELL  
EMAIL: HATCHELLK@RCGOV.US

**THE WATER OPERATOR IS:**  
THE CITY OF COLUMBIA  
COLUMBIA, S.C. 29217  
POST OFFICE BOX 147  
TEL: 803-545-3400  
FAX: 803-733-8674  
ATTN: MR. SCOTT ROGERS  
EMAIL: MSROGERS@COLUMBIASC.NET

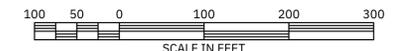
**THE OWNER IS:**  
GREAT SOUTHERN HOMES  
90 N ROYAL TOWER DRIVE  
IRMO, SC 29063  
TEL: (803) 699-4734  
ATTN:  
EMAIL:

**THE SEWER OPERATOR IS:**  
RICHLAND COUNTY UTILITIES  
7525 BROAD RIVER ROAD  
COLUMBIA, SC 29063  
TEL: (803) 576-1325  
FAX: (803) 401-0030  
ATTN: MR. BILL YETMAN  
EMAIL: YETMANWR@RCGOV.US



- NOTES AND REFERENCES:
- TOTAL PROJECT AREA OF 67.97 ACRES ARE PROPOSED TO BE DIVIDED INTO 165 SINGLE-FAMILY RESIDENTIAL LOTS WITH 27.83 ACRES (40.94% OF TOTAL AREA) AS OPEN SPACE TO BE DEEDED TO THE HOMEOWNERS ASSOCIATION.
  - RICHLAND COUNTY TMS: 03300-03-02, 03300-03-37, 03300-03-44
  - EXISTING LAND USE: SINGLE FAMILY RESIDENTIAL
  - PROPOSED LAND USE: RG-GENERAL RESIDENTIAL DISTRICT
  - SURROUNDING LAND USE: FRINGE AGRICULTURAL DISTRICT, GENERAL COMERCIAL DISTRICT
  - EXISTING ZONING: RS-SINGLE FAMILY RESIDENTIAL DISTRICT
  - I HEREBY CERTIFY THAT I HAVE CONSULTED THE FEMA FLOOD INSURANCE RATE MAP #45079C0384 L EFFECTIVE DATE DECEMBER 21, 2017 AND #45079C0382 L EFFECTIVE DATE DECEMBER 21, 2017. TO THE BEST OF MY KNOWLEDGE AND BELIEF, A PORTION OF THE SUBJECT PROPERTY IS LOCATED WITHIN SHADED ZONE AE, A DESIGNATED 100-YEAR FLOOD PRONE AREA.
  - LANDSCAPE BUFFERS WILL BE PROVIDED IN ACCORDANCE WITH ARTICAL 4 COMMUNITY APPEARANCE, BUFFERING, SCREENING, LANDSCAPING, COMMON OPEN SPACE, AND TREE PROTECTION OF THE TOWN OF IRMO, SC CODE OF ZONING AND LAND DEVELOPMENT REGULATIONS.
  - ALL ROAD R.O.W. ARE TO BE 50' WIDE AND DEDICATED TO RICHLAND COUNTY FOR PUBLIC USE.
  - SETBACKS:  
FRONT = 15'  
SIDE = 5'  
REAR = 20'
  - TOPOGRAPHIC INFORMATION OBTAINED AND REFERENCED FROM USGS NATIONAL MAP TOPOGRAPHIC VIEWER AND LIDAR DATA.
  - TYPICAL LOT SIZE = 60' X 125' (7500-SF)

**SKETCH PLAN**  
**SHADY GROVE TRACT**  
TOWN OF IRMO, SOUTH CAROLINA



<p>NO. DATE DESCRIPTION</p>	
<p>REVISION</p>	
<p>CIVIL ENGINEERING OF COLUMBIA NO. 000246 CERTIFICATE OF</p>	
<p>THE PRODUCT ON THIS SHEET WAS PREPARED FOR A SPECIFIC CLIENT FOR THE USE OF THAT CLIENT AND NO OTHER PERSON WITHOUT WRITTEN PERMISSION FROM THE DESIGN ENGINEER. IT IS STRICTLY PROHIBITED ANY CERTIFICATIONS, WARRANTIES, OR OTHER STATEMENTS TO BE MADE FOR THIS PROJECT ARE INTENDED TO EXPRESS THAT STANDARD AND, IN THE PREPARATION OF THESE DOCUMENTS.</p>	
<p><b>CIVIL ENGINEERING of COLUMBIA</b> 3740A FERNANDINA ROAD COLUMBIA, SC 29210 TEL (803) 798-2820 FAX (803) 798-2826</p>	
<p>SKETCH PLAN PREPARED FOR GREAT SOUTHERN HOMES IRMO, SOUTH CAROLINA</p>	
<p>CHECKED BY: <b>20240</b> JOB NUMBER</p>	
<p>SCALE: 1" = 100'</p>	
<p>DATE: FEB. 24, 2021</p>	
<p>DRAWN: GAV DESIGNED: GAV</p>	
<p>DRAWING NUMBER: <b>1 OF 1</b></p>	

**RICHLAND COUNTY  
UTILITIES DEPARTMENT**

7525 Broad River Road  
Irmo, SC 29063



March 30, 2022

Kimberly Swygert  
Project Coordinator  
CEC  
3740-A Fernandina Road  
Columbia, SC 29201

Re: "Willingness to Serve Letter"  
Mallard Subdivision  
TMS # R03300-03-02, R03300-03-37, and R03300-03-44

Dear Ms. Swygert,

In response to your request for capacity on July 21, 2021, regarding sanitary sewer service for the above-referenced parcel, Richland County Utilities (RCU) currently has the capacity to serve 165 Residential Equivalent Units (REUs) (49,500 gpd) for this property.

Be advised that while sewer capacity may be available, we are not implying that requirements for zoning and permitting in accordance with local jurisdictions have been met. RCU has no authority to approve or comment on zoning or other types of permits. This letter pertains only to sewer capacity and our willingness to provide sewer service. Please contact local authorities for any information regarding additional approvals.

Your request has been entered into our Capacity Assurance Program as CAP B-2021018 and will be presented to the Administration and Finance (A&F) Committee for approval of our willingness to serve. If our request to serve is approved by the A&F Committee, it will be moved to the Council for final approval.

Upon Council's approval, you will be able to proceed with the design and submit plans and specifications in accordance with our Delegated Review Program (DRP).

The availability is valid for twelve (12) months from the date of council approval. If you have any questions, please contact me at 803-771-1235.

Sincerely,

A handwritten signature in blue ink, appearing to read "W. Davis".

William (Bill) H. Davis, PE  
Director of Utilities

Cc: Tariq Hussain, Deputy Director of Utilities  
Sahad Khilqa, Ph.D., Sanitary Engineer

**IRMO PLANNING COMMISSION  
MEETING MINUTES  
Monday, April 5, 2021**

**MEMBERS PRESENT**

Ted Hewitt, Chairman  
Clint Scoville  
Ed Wadelington  
Michelle Carpenter  
Robert Cox

**MEMBERS ABSENT**

Walter Lindler, Vice-Chairman  
Audra Hawisher

**OTHERS PRESENT**

Vi Racine, Zoning Secretary  
Bob Brown, Town Administrator

**“The agenda was published and posted on March 18, 2021 to meet FOIA requirements.”**

**CALL TO ORDER:**

The Irmo Planning Commission held a regular meeting on Monday, April 5, 2021 in the Irmo Municipal Building located at 7300 Woodrow St, Irmo, SC 29063. Chairman Hewitt called the meeting to order at 6:01 p.m. and gave the invocation.

**READING OF THE MINUTES: March 1, 2021 Meeting**

Mr. Wadelington made a motion to approve the minutes and Mr. Cox seconded. The vote to approve the minutes as submitted was unanimous.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- A. Consideration of request to annex Richland County TMS# R03300-03 (lots) 02, 37 and 44 (68.6 acres) located on Shady Grove, adjacent to I-26; to be zoned General Residential (RG).**

Mr. Scoville made a motion to discuss and Mr. Wadelington seconded.

Present was Mr. Scott Morrison from Great Southern Homes. He went over the plans for the property and number of houses to be built. He anticipates between 150-160 single family homes. There are wetlands on the property and he will go through Corp of Engineers.

The commission asked many questions and all were answered by Mr. Morrison. The vote to approve was 3-1 with Mr. Cox voting in opposition. Ms. Carpenter was a non-voting member at this meeting.

**AJOURNMENT:** There being no further business, Mr. Wadelington made a motion to adjourn, Mr. Cox seconded. The vote was unanimous. The meeting was adjourned at 6:09 p.m.

ATTEST:

  
\_\_\_\_\_  
Kaye Hunke, Zoning Secretary