

**EDGEFIELD COUNTY WATER & SEWER AUTHORITY
BOARD MEETING MINUTES**

The January Regular Board of Directors Meeting of Edgefield County Water and Sewer Authority was held on January 22, 2024, starting at 5:30 p.m. at 100 Waterworks Rd., Edgefield, SC (ECWSA Administrative Building). No individual or organization requested a copy of the Agenda. Notice of this Board of Directors Meeting was posted in the Administration Office 4 weeks prior to meeting and the Agenda was posted January 18, 2024.

CALL TO ORDER: Kennamer, 5:30 p.m.

INVOCATION: Creswell

PLEDGE OF ALLEGIANCE

MEMBERS PRESENT: Kennamer, Smith, Clark, Creswell, Kitchens, Washington, Johnson

MEMBERS ABSENT: None

STAFF PRESENT: Administrator Hare, Business Manager Carroway,

GUEST PRESENT: None

AGENDA: A motion was made by Washington to approve the January 22, 2024 Agenda. Second by Kitchens. Vote unanimous to approve the agenda.

MINUTES: A motion was made by Johnson to approve the November 27, 2023 & December 20, 2023 Minutes. Second by Clark. Vote unanimous.

PUBLIC COMMENT: No comments from the public and no one present from the public.

FINANCIAL STATEMENT: After the reading of the bank balances, Administrator Hare discussed the Financial Statement ending December 31, 2023. Budget should be at 50%, Revenues are 55.01%, and Expenses are at 49.67%. Water & Sewer sales are roughly equivalent to last year.

REPORTS:

John Hare, Administrator covered the following items during the report section:

1. Administrator Hare held a brief discussion and outline of major Authority projects and goals of 2024. These include the following:
 - Completion of Federal Prison Sewer Force Main Project
 - Begin WTP Phase 1 Upgrade Project
 - Financial Planning for WTP Phase 2 & Distribution Phase 1

- Work Order / Asset Management System
- Zone Metering
- Lead & Copper Inventory
- Potential Capital Expenditures
 - Lanier Rd Lift Station (RIA Grant-Spring)
 - Lift Station Control Panel Rehab's
 - Mini-Excavator
 - WTP Filter Rehab
 - Brooks St. MCC & SCADA Upgrades

BUSINESS

A. Election of Officers

Administrator Hare advised the Board that it was time for the election of officers. This is done at the first meeting of every even numbered calendar year. A motion was made by Clark to retain the current officers as constituted – Kennamer (Chairman), Johnson (Vice Chair) and Creswell (Sec/Treasurer). Second by Kitchens. No discussion. Vote unanimous.

B. Records Retention Policy

Administrator Hare presented to the Board a Records Retention Policy and Schedule to be used by the Authority in regard to record keeping. This policy would also allow staff to modify the schedule in the future as legal and accounting standards change over time. A motion was made by Kitchens to adopt the policy. Second by Washington. No discussion. Vote unanimous.

C. Pinehouse P/S Rotating Assembly

Administrator Hare presented to the Board the need to purchase a rotating assembly for the Pinehouse sewer pump station. Given the continued supply chain issues and the criticality of the pump station, Hare explained the need to order one and have in stock to repair a pump “not if, but when it fails”. This is a proprietary part made by Gorman Rupp pumps, so only one quote was presented from their distributor for our area,

Tencarva. Hare requested that \$33,276.43 be approved for this purchase. A motion was made by Creswell. Seconded by Clark. No discussion. Vote unanimous.

D. Purchase of Land adjacent to Brooks St. WWTP

Hare presented for consideration to the Board the potential to purchase approximately 8 acres of land adjacent to the Brooks St. WWTF (TM# 137-02-02-004-000). The Authority currently owns almost all of the property surrounding this parcel, and Hare suggested that it would be prudent to purchase for future expansion or the need to build a new WWTF in coming years. An offer had been made to the owners of the property in the amount of \$42,000 (\$5,250/acre) and they had tentatively agreed on this price. Because of the large number of owners attached to this property, it will take some time to complete the transaction. A motion was made by Washington to purchase the property. Seconded by Kitchens. No discussion. Vote unanimous.

EXECUTIVE SESSION – None

Motion was made by Clark to adjourn.
Second by Kitchens
Time: 6:15 p.m., January 22, 2024
Vote Unanimous

Approved


James Earl Kennamer, Chairman