

**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 27, 2020 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 23, 2020.

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

INVOCATION: Kennamer

MEMBERS PRESENT: Johnson, Clark, Creswell, Kennamer, Timmerman, and Kitchens.

MEMBERS ABSENT: Williams

STAFF PRESENT: Administrator Hare, Business Manager Carroway

GUEST PRESENT: None

AGENDA: A motion was made by Johnson to approve the January 27, 2020 Agenda. Second by Timmerman. Vote unanimous to approve the agenda.

MINUTES: A motion was made by Johnson to approve the November 25, 2019 Minutes. Second by Clark. Vote unanimous. A motion was made by Johnson to approve the minutes from the Special Called meeting on December 16, 2019. Second by Creswell. Vote unanimous.

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

FINANCIAL STATEMENT: Administrator Hare discussed the Financial Statement ending December 31, 2019. Budget should be at 50%, Revenues are 55.94%, and Expenses are at 47.41%. Administrator Hare also updated the Board that the Federal Prison's payments to the Authority had been delayed for a month, but were now caught up and on schedule.

REPORTS:

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

- Administrator Hare covered with the Board that the Authority has set 31 meters during December and made 6 taps, the highest number in recent memory. This is due to the continued housing growth on the Lower End of the system.
- Administrator Hare shared a vehicle listing with age and mileage with the Board, including the number of vehicles with over 100,000 miles. The Authority has over the last year spent over \$30,000 in repairs, so the future replacement of vehicles over the next several years will be an on-going endeavor for the Authority.

Administrator Hare detailed recent issues with fluctuating pressure on the lower end of the system and how it related to malfunctioning Pressure Reducing Valves (PRV's) on the Authority's main water lines. This had been an issue for several weeks while parts were ordered to repair a valve. These were now installed and pressures were back to normal. There had been comments on social media saying the Authority had purposefully raised pressure to supply new development. Administrator Hare characterized these statements as "untrue" and not based on facts.

A list of scheduled Board meetings for 2020 was provided to the Board as well. It was suggested that the May 25, 2020 date (Memorial Day Holiday) be moved to the preceding Monday, May 18, 2020. There were no objections to rescheduling this date.

BUSINESS:

A. ELECTION OF OFFICERS

An election of Board officers for the term of January 2020 through January 2022 was held as per Board by-laws. The Board decided to forgo using the secret ballot method. Before nominations for officers began, John Timmerman announced that he would be retiring from the Board after the end of his current term (expires September 2020) or when a replacement could be found whichever came first. Each member of the Board expressed their gratitude for his service. Nominations were then held for Board officers: Kennamer-Chairman, Johnson-Vice Chairman, Creswell-Secretary/Treasurer. A motion was made by Johnson to accept these nominations. Second by Timmerman. No further discussion. Vote unanimous.

B. WATER LINE EXTENSION POLICY

Administrator Hare presented a revised water line extension policy for potential residential customers who wish to have service extended to their property. This revised policy is in response to recent line extensions under the old policy that were no longer financially feasible.

ECWSA LINE EXTENSION POLICY FEBRUARY 2020

A. POLICY & FEES

This policy is intended only for extension of ECWSA water mains for potential residential users. Commercial, industrial, and other developers please refer to ECWSA's Development Policies.

1. Customers who wish to have ECWSA water mains extended to their property for **service** are subject to bear the entire cost of such extensions to their properties.
2. ECWSA will refund a portion of the engineering costs for the line extension, not to exceed \$5,000. **This refund will only occur if the extension is constructed and receives an approval to place into operation from SCDHEC.**

3. ECWSA will not charge a tap fee or set meter fee on the line extension, provided all materials have been installed for the tap, excluding the meter.
4. ECWSA will charge all appropriate security deposit fees.

B. RESPONSIBILITIES

This section will outline the responsibilities of each party, further referred to as the Customer (person wanting line extension) and ECWSA.

Customer Responsibilities:

- Contact ECWSA if water mains can be extended to the property in question.
- Contract with a registered engineer, licensed in South Carolina, to prepare plans and specifications for construction of the water main extension.
- Submit plans to ECWSA for comments and approval.
- Submit plans to SCDHEC for issuance of a construction permit.
- Coordinate with ECWSA for any needed SCDOT encroachment permits.
- If any private easements are required, coordinate with ECWSA and ECWSA legal representation. All cost associated with easement acquirement are the responsibility of the customer.
- Obtain a contractor that is licensed by SCLLR to install underground water utilities.
- Coordinate with ECWSA for a Pre-Construction meeting to include the Customer, Customer's Engineer, Contractor, and ECWSA.
- Hydrostatically test the water main after construction. Customer's engineer to witness this test.
- Collect bacteriological samples from the new water main. A minimum of two samples that are negative for the presence of coliforms are required by SCDHEC. This will be done at a SCDHEC approved lab.
- Customer's engineer will submit a package to SCDHEC for an approval to place into operation.
- **ECWSA RESPONSIBILITIES**
- Discuss with customer if line extension is feasible, including a preliminary cost estimate
- Coordinate with Customer and Customer's engineer during the design and approval phases
- Provide documents and letters (O&M, Willingness to Serve) to Customer's engineer for SCDHEC Construction Permit Application
- Coordinate with Customer for SCDOT Encroachment Permit
- Inspect project during construction
- Provide Final O&M Letter once project is installed to ECWSA's Specifications and Standards
- Install water meter in meter box once SCDHEC Approval to Place into Operation has been received.
- Reimburse Customer Engineering Cost, not to exceed \$5,000.


A motion was made by Johnson to approve the Water Line Extension Policy Revisions. Second by Kitchens. No discussion. Vote unanimous.

EXECUTIVE SESSION – A motion was made by Johnson to enter into Executive session to discuss two Contractual matters, a Legal matter, and several Employee matters. Second by Timmerman. Vote unanimous.

The Board exited Executive Session with no action taken.

Motion was made by Kitchens to adjourn.
Second by Clark
Time: 6:50 p.m., January 27, 2020
Vote Unanimous

Approved


James Earl Kennamer, Chairman