

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

*The February 2025 Regular Board of Directors Meeting of Edgefield County Water and Sewer Authority was held on February 24, 2025, 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 February 20, 2025.*

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

**INVOCATION:** Creswell

**PLEDGE OF ALLEGIANCE**

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

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Administrator Hare, Business Manager Hope Carroway

**GUEST PRESENT:** Jennifer Sumner, ECWSA Legal Counsel

**AGENDA:** Administrator Hare and Chairman Kennamer requested that the Agenda be amended to move Executive Session from the last item to immediately following approval of the Minutes for the Authority to discuss a legal matter. A motion was made by Kitchens to approve the amended February 25, 2025 Agenda. Second by Clark. Vote unanimous to approve the agenda.

**MINUTES:** A motion was made by Johnson to approve the January 27, 2025 Minutes. Second by Washington. Vote unanimous.

**EXECUTIVE SESSION:** A motion was made by Johnson to enter into Executive Session to discuss a legal matter with ECWSA Counsel. Second by Kitchens. Board exited Executive Session with no action taken.

**PUBLIC COMMENT:** None

**FINANCIAL STATEMENT:** After the reading of the bank balances, Administrator Hare discussed the Financial Statement ending January 31, 2025. Budget should be at 58.33%, Revenues were at 71.44% and Expenses were at 60.2%. Usage and billing is in-line with the previous year. Chairman Kennamer brought up a discussion point with Hare and Carroway concerning the billing volumes and dollar amounts versus the previous month. Hare and Carroway explained an issue with one account in the billing system that skewed the volume reported out of line with the money actually billed.

**REPORTS:**

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

- Hare discussed the ongoing sales of taps and it continues at a strong pace.

- A brief update was given regarding sewer capacity and possible relief being granted by SCDES to Horsecreek. Hare expressed to the Board the amount of effort from the Legislative delegation, particularly Rep. Hixon, getting this effort going with DES. ECWSA is currently awaiting word from Horsecreek and City of North Augusta about future potential capacity sales.
- Administrator Hare gave brief update on a the WTP SCIIP Project. It is progressing well at this point. Slides were shown of some of the work that has been conducted to date on site.
- Hare also led a brief discussion about upcoming Budget Planning. Several issues for the upcoming FY2026 are loss of revenue from SCWSA sewer sales, lower projected interest revenue, and the need to add employees.
- The Board decided on May 5<sup>th</sup> for the Spring Board/Employee Supper.

## **BUSINESS**

### **A. EMPLOYEE HANDBOOK REVISIONS**

Administrator Hare led a review of several minor additions, deletions, and corrections to the current employee handbook. The Board had particular discussions regarding A/L time accrual, and wanted staff to come back with more specific recommendations on this item. A motion was made by Washington to adopt all changes to the handbook except annual leave changes at this time. Second by Creswell. No discussion. Vote unanimous.

### **B. PROCUREMENT POLICY REVISION**

Hare presented a revised Procurement Policy to the Board. The only changes to it from the previous policy was the addition of a statement regarding the Authority's position that quality and availability were of equal value as price, and raising the Administrators approval amount from \$20,000 to \$30,000. A motion was made by Kitchens to adopt the revised Procurement Policy. Second by Clark. No discussion. Vote unanimous.

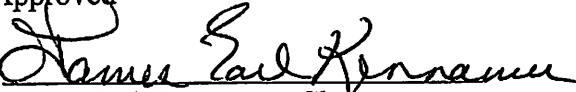
### **C. IMPACT FEE DISCUSSION**

Hare began presenting the baseline facts and figures regarding potential impact fees the Authority may consider in the future for new water services. These fees would be based on the a percentage of the future upgrades for the WTP and the Distribution System. The numbers discussed with the Board are draft only at this point and would be compared with neighboring utilities as a cost comparison prior to any final presentation to the Board. No vote was taken on this item at this time.

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Motion was made by Smith to adjourn.  
Second by Washington  
Time: 6:53 p.m., February 24, 2025  
Vote Unanimous

Approved

  
James Earl Kennamer, Chairman