

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

The November Regular Board of Directors Meeting of Edgefield County Water and Sewer Authority was held on November 23, 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 November 19, 2020.

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

INVOCATION: Kennamer

MEMBERS PRESENT: Johnson, Creswell, Kennamer, Smith, Washington and Kitchens.

MEMBERS ABSENT: Clark

STAFF PRESENT: Administrator Hare, Business Manager Carroway

GUEST PRESENT: None

AGENDA: A motion was made by Johnson to approve the November 23, 2020 Agenda. Second by Kitchens. Vote unanimous to approve the agenda.

MINUTES: A motion was made by Johnson to approve the October 26, 2020 Minutes. Second by Washington. 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 October 31, 2020. Budget should be at 33.3%, Revenues are 36.19%, and Expenses are at 32.02%. Interest income is down significantly as compared to last year. Water sales are also down. Administrator Hare discussed briefly the effects COVID-19 have had on water usage.

REPORTS:

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

- Administrator Hare gave a brief review of the status of the Authority's two bond projects, the Force Main from the Federal Prison, and the Brooks St. Improvements. Both are scheduled to be bid during early 2021.
- The Authority did not receive funding for its Fall RIA grant application to replace the water main on Martintown Rd. The Authority will either resubmit this project in the Spring or a different project, most likely tank mixers to control DPB's.
- The date for the December Board meeting is December 7, 2020 at 5:30 p.m. No business will be conducted and a meal will be provided for the Board members and their spouses. This meeting will be held at Three Star Vineyards.

- Business Manager Carroway gave a brief review of the Authority's new website.

BUSINESS:

A. COVID-19 RELATED ISSUES AT ECWSA

Administrator Hare presented information related to COVID-19 and the Authority. A wide ranging discussion was held on several topics related mainly to personnel. Administrator Hare recommended that the Board adopt a policy of granting 10 days (2 working weeks) of sick leave to any employee that was required to quarantine due to testing positive for COVID-19 or who had to quarantine due to a family member testing positive, contingent on proper documentation. A motion was made by Kitchens to approve the recommendation. Second by Johnson.

Washington asked Administrator Hare how the Authority would handle someone that had to quarantine because of a family member and then tested positive. Administrator Hare said that with proper documentation they would be covered. No further discussion. Vote unanimous.

Further discussion was held about positive employees testing negative before returning to work. A motion was made by Kitchens to require a mandatory negative COVID-19 test from anyone who had previously tested positive prior to that employee returning to work. Failure to submit to testing would result in automatic termination. Second by Johnson. This was discussed as a good idea by all Board members in order to protect the limited staff at the Authority. Vote unanimous.

Administrator Hare also discussed the potential of closing the lobby again due to increased COVID-19 cases. The Board allowed this decision to be at the discretion of the Administrator. Hare discussed closing the lobby on November 30 potentially through to at least January 1, 2021 depending on the number of COVID cases.

B. EMPLOYEE CHRISTMAS BONUS

Chairman Kennamer recommended that the Authority give a Christmas bonus to all employees based on the amount given last year. Johnson asked if this was in the budget. Administrator Hare replied that it was included in the budget. Motion by Johnson to give a bonus to all employees. Second by Kitchens. No discussion. Vote unanimous.


EXECUTIVE SESSION – A motion was made by Johnson to enter into Executive Session to discuss a legal issue and a personnel issue. Second by Washington. Vote Unanimous.

The Board exited Executive Session with no action taken.

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Motion was made by Kitchens to adjourn.
Second by Johnson
Time: 6:15 p.m., October 26, 2020
Vote Unanimous

Approved


James Earl Kennamer
James Earl Kennamer, Chairman