

**Beaufort Jasper Water & Sewer Authority**



**Local Government  
Partnership Policy Manual**

September 18, 2025

## **PREFACE**

Beaufort-Jasper Water Sewer Authority (BJWSA) supports the installation of water and wastewater infrastructure within its service area and has established policies to partner with entities to create such systems that are considered beneficial including those extensions that are designed to serve future customers, address wastewater related environmental issues and are economically feasible to install efficient to operate and maintain. The purpose of this policy manual is to provide guidelines for partnering with local governments to extend water and sewer infrastructure in an effort to support the needs of the existing population base and provide for the growing community while protecting the Lowcountry environment. These partnership guidelines were written to be flexible enough to accommodate the individuality of each project while adhering to other BJWSA policies and procedures for extending services. Each BJWSA partnership must be fair and equitable to all parties involved, meet all applicable federal, state, and local rules and regulations, and take into consideration the needs of the communities being served. It is through this policy that BJWSA hopes to establish guidelines for establishing productive partnerships that are beneficial to the community and meet the mission of BJWSA.

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## **CHAPTER 1: GENERAL OVERVIEW AND POLICIES**

### **1.1 - Introduction**

In an effort to provide consistency, the following policies and procedures apply to all partnerships between BJWSA and the referenced local governments as they relate to the extension of public water and wastewater services. The provisions of this manual apply to all such activities and are intended to be flexible based on the nature of the project, the priorities set forth by Beaufort-Jasper Water and Sewer Authority (BJWSA), and each project's impacts to localized or system-wide improvements.

### **1.2 Definitions**

- 1.2.1 **Authority** - The Board of Directors of BJWSA, its delegates, and/or employees.
- 1.2.2 **Board** – The governing body of BJWSA whose members are recommended by the local municipalities and Beaufort and Jasper County legislative delegations and appointed by the Governor of South Carolina, and under their authority executes the functions and powers bestowed upon the BJWSA, including the ability to execute agreements with other governmental agencies.
- 1.2.3 **Capital Contribution Fees (CCF)** – Also called capacity fees, these fees are assessed to new developments and customers to contribute to the cost of current and future infrastructure constructed by BJWSA to accommodate additional customers. The cost of providing new water and wastewater treatment capacity is extremely expensive, and these fees are a widely accepted utility practice. The fees take into account the cost to build treatment plant capacity as well as major distribution and collection system infrastructure. Fees are based on each service's maximum anticipated allotment of water and/or sewer capacity in the BJWSA system.
- 1.2.4 **Capital Improvement Project (CIP) – Capital Investment** - BJWSA's contribution through the following, or a combination of the following:
  - 1) contribution for use towards a Local Government's project for the installation of water and/or sewer infrastructure;
  - 2) an offset to current water and/or sewer capacity fees and/or project fees for a Local Government owned public facility project;
  - 3) an offset to current water and/or sewer capacity fees and/or project fees for the installation of water and/or sewer services for a workforce housing project; and
  - 4) an offset to current water and/or sewer capacity fees and/or project fees for other projects as agreed upon in writing by BJWSA and the local government from time to time.
- 1.2.5 **Development** – a process performed by commercial, institutional, or like entities that encompass the performance of any land improvement operation, OR the making of any material change in the use of any structure or land, OR the renovation of existing buildings for change in use, OR the division of land into two (2) or more parcels or rights-of-way.

- 1.2.6 **Infrastructure** – Physical assets, such as treatment plants, pump stations and pipelines, which are required to provide water and sewer service to BJWSA customers.
- 1.2.7 **Intergovernmental Agreement (IGA)** – An agreement between two or more governmental entities.
- 1.2.8 **Local Government Partner (LGP)** – Those Counties and Municipalities located within the BJWSA's service area.
- 1.2.9 **Project** - Water and/or sewer construction activities required to serve a development or an extension of the BJWSA water and/or sewer system.
- 1.2.10 **Project Fees** – Fees required to offset the costs associated with design review, construction inspection, conversion of record drawings and legal documents.

### **1.3 – BJWSA Development Policies**

BJWSA has created a Development Policy and Procedure Manual (DPPM) to address the policies and procedures necessary for permitting and constructing a project. However, there are distinct differences between developments being constructed by private individuals and companies and those undertaken by local governments. The policies herein for collaborating with local governments are specifically for partnering opportunities that will have a water and/or sewer purpose and provide for public/environmental benefit. The DPPM, as amended from time to time, shall provide guidance when direction is not specifically stated herein.

## **CHAPTER 2: LOCAL GOVERNMENT PARTNERSHIPS**

### **2.1 Overview**

- 2.1.1. It is BJWSA's mission to "provide quality water and wastewater services to our current and future customers" throughout the service area, whether in an incorporated or unincorporated area of Beaufort or Jasper County. Local governments are also established to improve quality of life. Local governments can be responsive to constituents' needs, revitalize communities and developments, and have the ability to obtain funding from sources not available to BJWSA. Together, BJWSA and local governments can partner financially to expand and extend infrastructure into locations currently on septic and/or wells and to address infrastructure needs for affordable housing and economic growth. It is through this policy that BJWSA intends to seek partnerships that encourage utility extension and development.

### **2.2 Local Government Partnership Program**

- 2.2.1 Local Governmental Partners (LGP) shall consist of those county and municipal entities within BJWSA's service area as determined by the Authority.
- 2.2.2. BJWSA will reserve an annual capital investment to each LGP with a value of Two Hundred Thousand Dollars (\$200,000.00) per year with a 5-year rollover for a maximum capital investment by BJWSA in the amount of One Million Dollars (\$1,000,000.00) per LGP over the course of those 5 years. To the extent any LGP has any unused capital investment reserves at the end of the five-

year term, those reserves will be brought to a zero balance unless exigent circumstances are present. BJWSA will be the final decision maker with regard to the existence of exigent circumstances that may warrant a brief extension outside of the five year window. The partnership program will expire January 1, 2031. At that time, BJWSA will work with the LGP's to evaluate the program and determine future outlook.

- 2.2.3 All such infrastructure installation or extension shall be subject to BJWSA's DPPM and Technical Specifications.
- 2.2.4 This Local Government Partnership program will supersede any previous Agreement between BJWSA and the LCP which references the award of capacity fee credits and such Agreements shall be amended to reflect this change.
- 2.2.5 LGP's will notify the Director of Government Affairs of selected project. The LGP and BJWSA will work together to determine project eligibility and to establish necessary IGAs for said project.
- 2.2.6 Mandatory connections to the BJWSA water and/or sewer system (as available) will be required for projects in which BJWSA contributes a capital investment through partnerships with local governments.

### **2.3 Intergovernmental Agreements (IGA)**

- 2.3.1. It is the intent of BJWSA to establish IGAs with each LCP for the qualified projects that will utilize BJWSA's capital investment as defined herein.
- 2.3.2. An IGA established between BJWSA and a local government(s) will have precedence over other policies and procedures related to the extension of utilities within the BJWSA service area. However, for items not specifically addressed in the IGA, other policies and procedures issued by the Board will remain in effect, with the exception of DPPM sections 1.5.6, 1.5.7 and 1.5.8. Such policies may include, but are not limited to the following:
  - a. General development and extension policies
    - i. Design and permitting procedures
    - ii. Construction procedures
    - iii. Project Close-out procedures
  - b. Front footage assessment policies
  - c. Sewer Use Regulations

RESOLUTION

**ADOPTING THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY LOCAL GOVERNMENT PARTNERSHIP POLICY MANUAL DATED September 18, 2025.**

**WHEREAS**, it is the intention of the Beaufort-Jasper Water and Sewer Authority to partner with local governments to extend water and wastewater services ; and,

**WHEREAS**, it is the policy of the Beaufort-Jasper Water and Sewer Authority to require all entities connecting to its water and wastewater systems to follow certain specific procedures; and,

**WHEREAS**, the Authority has previously adopted a formal procedures document, which has recently been refined by the staff; and,

**WHEREAS**, the Authority's Local Government Ad Hoc Committee has reviewed the Local Government Partnership Policy Manual and recommends its adoption by the BJWSA Board of Directors,

**NOW, THEREFORE, BE IT RESOLVED** by the members of the Beaufort-Jasper Water and Sewer Authority duly assembled, that the revised Local Government Partnership Policy Manual dated September 18, 2025 is hereby adopted.

**ADOPTED**, this 26th day of June, 2025 in Regular Session.

(SEAL)

**BEAUFORT-JASPER WATER AND SEWER AUTHORITY OF SOUTH CAROLINA**

By: Gregory A. Padgett

Gregory A. Padgett, Chair

Attest:



Dr. William Singleton, Secretary/Treasurer