

MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY HELD ON AUGUST 15, 2011.

Be it remembered that the Board of Directors of the Beaufort-Jasper Water and Sewer Authority held its Regular Meeting Thursday, August 15, 2011 at the Beaufort-Jasper Water & Sewer Authority Administration Building. This meeting met the notice requirements of, and was properly constituted pursuant to, Chapter 4, Title 30 of the Code of Laws for South Carolina, 1976, as amended, commonly known as the "Freedom of Information Act".

ATTENDANCE

Members of the Authority in attendance: Brandy Gray, Chairman; Michael Bell, Vice-Chairman; Secretary/Treasurer; Donna Altman; David Lott (telephonically); B.G. "Pat" O'Neal; Dr. Bill Singleton; Mark Snyder; Skeet Von Harten and Charlie White.

Members of the Authority not in attendance: Lorraine Bond and John Rogers.

Staff in attendance: Dean Moss, General Manager; John Wells, Director of Administrative Services/HR Manager; Kelly Lee, HR Generalist.

Legal Counsel in attendance: Erin Dean, Esq., Tupper, Grimsley and Dean, P.A.

Guests in attendance: D. Paul Sommerville, Beaufort County Council, (District 7).

CALL TO ORDER

Chair, Brandy Gray, called the meeting to order at 8:59 a.m. and announced that a quorum was physically present. Mike Bell gave the invocation and the Pledge of Allegiance followed.

TELEPHONIC STATEMENT

Chair, Brandy Gray, gave the following statement: "*I Brandy Gray, Chair, announce that a quorum for this Meeting is physically present and that **David Lott** is attending this meeting telephonically*".

APPROVAL OF MINUTES

The approval of the July 28, 2011 Minutes was deferred to the September board meeting.

PUBLIC COMMENT

Chair, Brandy Gray, welcomed and recognized the attending guest, Councilman Paul Sommerville.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

Approval of the Employment Package for the New General Manager (Kenneth C. Griffin, PE, PhD).

Donna Altman asked for clarification in regards to the annual leave accrual rate and the potential for a 5% increase at the end of Ken Griffin's 180 day evaluation. John Wells explained that BJWSA's normal 180 day evaluation process is to award a 2.5% to 7% increase for a successful introductory appraisal and also explained the leave accrual rate.

Dean Moss recommended that the board review the pay plan for all employees to allow them a better understanding.

Motion: Moved by Donna Altman, and seconded by Charlie White, to approve the Employment Package for the New General Manager.

Motion passed unanimously.

Transition to the New General Manager.

Discussion:

Dean Moss will tour Ken Griffin around to various job sites allowing Ken Griffin to meet all employees and see our service area.

Dean Moss will also introduce Ken Griffin to various council members, delegates, wholesale customers, key military personnel, etc. Dean Moss plans to take Ken Griffin to the September 30, 2011 military meeting, area city council meetings and will set up meetings with the delegates.

Ed Saxon will take Ken Griffin to Columbia introducing him to key personnel at DHEC, DNR and the Governor's office.

David Lott recommended a military tutorial booklet be given to Ken Griffin.

General O'Neal also recommended a booklet for Ken Griffin containing key names, so he can easily keep track of who's who.

Dean Moss requested a salary analysis for all employees be given to Ken Griffin after Skeet Von Harten requested Ken Griffin be notified of Ed Saxon's salary.

It was requested to have a cocktail party for Ken Griffin, allowing him the chance to meet all the board members and vice versa. Dean Moss and Libby Breland will set this up.

Dean Moss will update the Members on any and all meetings that Ken Griffin will attend, so that they may attend as well if so desired.

General O'Neal requested that the Members review his draft letter, dated August 15, 2011(containing a limited list of items Ken Griffin should focus on during his first six months of

employment) and submit suggestions to him before the September board meeting. General O'Neal will then collaborate with Brandy Gray and John Wells to finalize the letter.

Set Time Back to 8:00 a.m. for Regular Meetings.

Motion: Moved by David, and seconded by Mike Bell, to set the Board meeting start time back to 8:00 am.

Motion passed unanimously.

Dean Moss reported on the status of Community Projects:

- **Burton CDBG**
The Department of Commerce has funded this project in the amount of \$422,000. BJWSA is contributing to the match by donating capacity fees. The project can serve 91 people, 69 of whom are LMI. We are a sub-recipient on this project. LCOG is currently developing start-up documents. Our sub-recipient agreement is in Columbia awaiting approval. Environmental review has been completed, and an engineering RFP should be released soon. It will also require Commerce approval.
- **Stuart Point Waterline**
There has not been much change with this project. I have notified the community that it is still under consideration. LCOG has information from us (maps, etc.), and they anticipate doing preliminary "door knocking" in order to have a better grasp of their LMI demographics in the area. This would not happen before October. If County Council decides to proceed with this project as a CDBG, then LCOG, BJWSA and the County will work together to apply to Commerce for funding. We will hold community meetings in order to establish support.
- **Purrysburg CDBG**
Progress continues on this project. Much of the environmental review is completed, but it is out for public comment to satisfy the COE's requirements. This process will take some time, and Commerce will also have to review these documents. In all, it is anticipated that funds will be fully released in late September. Once released, and once design is completed by BP Barber, the project can go out to bid for construction.
- **Bluffton CDBG**
Construction should start in August on Phase II (Simmonsville Road). We are working with the Town of Bluffton, who is helping us with community outreach, connections and ensuring proper 911 addressing.
- **Downtown Waterline Replacement**
Construction is slated to begin around mid-September. Our Contractor is DuPriest Construction. We anticipate project completion around the start of 2012. The community has been notified several times about the project, and we have received positive feedback. We held a community meeting to inform interested neighbors about the project details. Our contractor intends to take time to "knock on doors" and make contact with the neighbors, making them aware of the situation. We have a website that we will occasionally update with any changes.
- **Port Royal CDBG**
A pre-con was held on August 11, and the project should begin construction in late August. We are working with the Town and LCOG to connect non-LMI residents, as connection to gravity sewer is mandatory.

Communications Manager, Matthew Brady, will begin regularly forwarding the Community Project Update Memo to all Members.

PUBLIC COMMENT

There were no public comments, and the Chair, Brandy Gray, asked for a motion to go into Executive Session.

EXECUTIVE SESSION (10:08 a.m.)

Motion: Moved by Mark Snyder, and seconded by Charlie White, to go into Executive Session for the purpose of discussing personnel matters related to the General Manager Evaluation and Salary Recommendation.

Motion passed unanimously.

RECONVENE

Motion: Moved by Mark Snyder, and seconded by Charlie White, to return to regular session.

Motion passed unanimously.

ACTION TAKEN

1. On recommendation from the Executive Committee, the New General Manager (Kenneth C. Griffin, PE, PhD) Salary & Compensation was unanimously approved.
2. On recommendation from the Personnel Committee, the General Manager (William D. Moss, Jr.) Salary Recommendation was unanimously approved.
3. Early Retirement of the General Manager (William D. Moss, Jr.).

Motion: Moved by David Lott, and seconded by Mark Snyder, to approve the request for early retirement with an effective date of November 5, 2011.

Motion passed unanimously.

TELEPHONIC STATEMENT

Chair, Brandy Gray, made the following statement: *“I, Brandy Gray, the Presiding Officer of this Meeting have previously stated that **David Lott** was attending this meeting telephonically. This Meeting is in full compliance with the criteria for the attendance of this Meeting telephonically as set forth in Article II Section II of the Bylaws.”*

ADJOURNMENT

Chairman Brandy Gray adjourned the meeting at 10:35 a.m.

Respectfully Submitted by Libby Breland, Clerk to Board

Attachments and Signatures on file.