

## **MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY HELD ON JUNE 23, 2011.**

Be it remembered that the Board of Directors of the Beaufort-Jasper Water and Sewer Authority held its Regular Meeting Thursday, June 23, 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; Lorraine Bond, Secretary/Treasurer; Donna Altman; David Lott (telephonically); B.G. "Pat" O'Neal, (telephonically); John Rogers; Mark Snyder; Skeet Von Harten and Charlie White.

Members of the Authority not in attendance: Michael Bell, Vice-Chairman and Dr. Bill Singleton.

Staff in attendance: Dean Moss, General Manager; Dottie Hofmann, CFO; John Wells, Director of Administrative Services/HR Manager; Charles Sexton, Director of Engineering; Matthew Brady, Communications Manager; Sarah Linkimer, Controller; Will Bettis, Purchasing Manager; Tricia Kilgore, Capital Projects Manager and Libby Breland, Administrative Assistant.

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

Guests in attendance: Brian Flewelling, Beaufort County Council, (District 9-Burton).

### **CALL TO ORDER**

Chairman Brandy Gray called the meeting to order at 9:00 a.m. and announced that a quorum was present. Charlie White 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 **Gen. Pat O'Neal and David Lott** are attending this meeting telephonically*".

### **APPROVAL OF MINUTES**

**Motion:** Moved by Lorraine Bond and seconded by Skeet Von Harten, to approve the Minutes of the regular Board of Directors meeting of May 26, 2011.

**Motion passed unanimously.**

## **PUBLIC COMMENT**

Chairman Brandy Gray welcomed and recognized the attending guests. Brian Flewelling commented on the proposed budget and said that it was a good budget.

## **GENERAL MANAGERS REPORT**

Dean Moss, General Manager, reported on the following issues:

- May 2011 Safety Report. There were 29 calendar days since the last preventable lost time case as of June 1, 2011 with 2 recordable injuries, 4 Near Miss reports and 102 Take Twos completed. The *Safety Commitment Day* is being held tomorrow at 11:30a.m. and all Board Members are invited. *The Safety Report for the month of June 1, 2011 is attached to these minutes and is made a part hereof.*
- Military Consolidation. BJWSA received its first *Contractor Performance Assessment Report (CPAR)* on the Utilities Privatization contract, and received “very good” ratings. Skeet Von Harten congratulated the staff.
- Congressional Visit in Washington. He and Ed Saxon had the opportunity to meet with staff members of Representative Tim Scott.
- Drought Conditions. Moved from incipient drought to moderate drought. There continues to be a deficiency in rainfall. He prepared a letter dated, June 21, 2011 to the U.S. Corps of Engineers, Savannah District, supporting the change in flow reductions to 3100 cfs from 3600 cfs during a Level 4 drought. Charles Sexton noted that under the new plan, the reservoirs can withstand about three additional years of drought.
- Sea Islands Conservation Efforts. BJWSA issued a press release urging customers to conserve water due to the reduced rainfall and increased visitors in the resort areas. This includes St. Helena Island, Lady’s Island, Fripp Island, Dataw Island, Cat Island and surrounding areas. Southern Beaufort County and other areas in Northern Beaufort County were not affected.

### ***Public Affairs Report***

Matthew Brady reported on the following issues:

1. Community CDBG Projects Update.  
***Town of Bluffton, Simmonsville Road, Sewer Project.*** The Town is finalizing a few easements before they can get started on Phase II.  
***Burton, Water Line Project.*** No Updates. The grant application to the Department of Commerce is being considered.  
***Town of Port Royal*** – No updates.

General O’Neal asked for an update on the Stuart Point water line interest. Matthew Brady noted that there had not been any further interest and discussed community involvement.

## **COMMITTEE REPORTS**

### **Executive**

Chairman Brandy Gray reported that the Executive Committee and members of the selection committee met and narrowed down the candidates to three for a second interview.

### **Capital Projects**

Committee Chairman John Rogers reported that the Capital Projects Committee met with staff on June 15 and reviewed the status of the CIP and developer projects. The Capital Improvements Plan for FY12-FY14 was further discussed and will be presented as an Agenda item for approval under Old Business. *The Memorandum from Charles Sexton dated June 10, 2011 CIP & Developer Update is attached to these minutes and is made a part hereof.*

### **Finance**

The operating budget and rate public hearing was held on June 14<sup>th</sup> at 5:00. No public was in attendance. Lorraine Bond noted that the Finance Committee met on the 16<sup>th</sup>. Total operating expenses, including depreciation, are under budget by \$645 thousand and capacity fees received in May were \$19.5 thousand. The average call wait time was 1.53 minutes. *The Financial Report dated May 31, 2011 is attached to these minutes and is made a part hereof.*

### **Personnel**

Committee Chairman Michael Bell reported that the Personnel Committee met with staff on June 14 and received the following updates:

- Directors and Insurance coverage. Information was provided regarding liability limits and costs.
- Hiring and Recruiting Status. Two Field Operator I positions were filled in early June; the Planning Analyst position job description has been completed and pending grade & FLSA determination. The Revenue and Billing Manager and the Meter Reader positions have been advertised externally. A Wastewater Operator and a Field Operator I position will be advertised within the next few weeks.
- Annual Update on Certifications and Licenses. There has been an increase in the total number of licenses held by BJWSA employees and the increase in the proficiency level of those licenses especially in the Environmental and Mechanical Maintenance disciplines.
- General Manager Performance Measures for FY12. A draft copy of the GM Performance Measures was provided in the Board packets for review. The General Manager Discussions of Contributions will be distributed through committees next month.

## **OLD BUSINESS**

### **Resolution for Adoption of the FY 2012-2014 Capital Improvement Plan.**

The FY 2012-2014 CIP forecasts spending \$45,019,916 for capital projects. The Capital Projects Committee has reviewed this plan along with the Personnel and Finance Committees and recommends adoption.

**Motion:** Moved by Charlie White, seconded by John Rogers, to approve the Resolution of approval for the FY 2012-2014 Capital Improvement Plan.

**Motion passed unanimously.**

## **NEW BUSINESS**

### **Capital Improvement Program.**

#### *1. FY 2009-2011 CIP Modifications – MILCON Projects.*

CIP #22131, MCAS Building 790 Fire Line in the amount of \$28,488.00. This project involves installation of an 8” fire line to provide a fire suppression water service to Building 790, the MCAS Bowling Alley. This work has been approved by NAVFAC through Contract Mod #P00033.

**Motion:** Moved by Charlie White, seconded by Skeet Von Harten, that CIP #22131, be approved as presented and referenced in the Memorandum to Ed Saxon, and from Charles Sexton dated June 10, 2011.

**Motion passed unanimously.** *A copy of the referenced Memorandum dated June 10, 2011 is attached to these minutes and is made a part hereof.*

#### *2. Contract Award.*

CIP #21322, Engineering Services Award for Purrysburg Road Waterline Project to Brown and Caldwell in the amount of \$349,000. This project consists of the construction of approximately 50,000 feet of 36-inch pipeline to provide surface water from the Purrysburg Water Treatment Plant mainline to serve Levy and the Riverport development as well as a connection from Levy to Bluffton across the New River. The project will be funded with an SRF loan.

**Motion:** Moved by Charlie White, and seconded by John Rogers that CIP #21322, contract award for engineering services for the Purrysburg Rd. Waterline Project to Brown and Caldwell in the amount of \$349,000 be approved as presented and referenced in the Memorandum to Ed Saxon, and from Charles Sexton dated June 13, 2011.

**Motion passed unanimously.** *A copy of the referenced Memorandum dated June 13, 2011 is attached to these minutes and is made a part hereof.*

### **Resolutions**

The following Resolutions were presented to the Board for adoption:

1. Water & Wastewater Rates for Retail Customers for FY Ending June 30, 2012.
2. Water Rates for Wholesale Customers for FY Ending June 30, 2012.
3. Wastewater Rates for Wholesale Customers for FY Ending June 30, 2012.
4. Water and Wastewater Capital Contribution Fees for FY Ending June 30, 2012.
5. Ancillary Charges for FY Ending June 30, 2012.

**Motion:** Moved by John Rogers, and seconded by Skeet Von Harten, to approve the above listed Resolutions as presented before the Board.

**Motion passed unanimously.**

6. Fiscal Year 2012 Operating Budget.

A Public Hearing was properly advertised and held at 5pm on June 14<sup>th</sup> at the administration office of the Authority. There was no public in attendance therefore, no comments were received.

**Motion:** Moved by Donna Altman, seconded by Skeet Von Harten, to approve the Operating Budget for FY 2012 as presented.

**Motion passed unanimously.**

**Report from Nominating Committee.**

Nominating Committee Chair Michael Bell had asked Chairman Brandy Gray to give the following report in his absence. The Nominating Committee recommends keeping the same slate of officers for FY12: Chair, Brandy Gray; Vice-Chair, Michael Bell; Secretary/Treasurer, Lorraine Bond.

**Election of Officers.**

No other nominations were received.

**Motion:** Charlie White moved, seconded by John Rogers, to approve the following slate of officers for FY 12: Brandy Gray, Chair; Michael Bell, Vice-Chairman and Lorraine Bond, Secretary/Treasurer.

**Motion passed unanimously.**

**PUBLIC COMMENT**

No comments were noted.

**EXECUTIVE SESSION (9:35)**

**Motion:** Moved by John Rogers, seconded by Lorraine Bond, to go into Executive Session for the purpose of discussing personnel matters related to the transition process of the General Manager.

**Motion passed unanimously.**

**RECONVENE**

**Motion:** Moved by Donna Altman, seconded by Charlie White, to return to regular session.

**Motion passed unanimously.**

**ACTION TAKEN**

There was no action taken.

**TELEPHONIC STATEMENT**

Chair Brandy Gray, made the following statement: *“I, Brandy Gray, the Presiding Officer of this Meeting have previously stated that **Gen. Pat O’Neal and 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**

**Motion:** Moved by Mark Snyder, seconded by Donna Altman, to adjourn the meeting.

**Motion passed unanimously.** The meeting was adjourned at 10:45a.m.


Attachments: Safety Report dated May 2011, CIP and Developer Update Memo dated June 10, 2011, Financial Report dated May 31, 2011, CIP Modification dated June 10, 2011.