

MNUTES OF THE BOARD OF DIRECTORS REGULAR MEETING OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY HELD ON FEBRUARY 24, 2011.

Be it remembered that the Board of Directors of the Beaufort-Jasper Water and Sewer Authority held its Regular Meeting Thursday, February 24, 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:

Present: Brandy Gray, Chairman; Michael Bell, Vice-Chairman; Donna Altman; David S. Lott; B.G. "Pat" O'Neal; John Rogers; Bill Singleton; Skeet Von Harten and Charlie White. Mark Snyder attended via telephonically.

Absent: Lorraine Bond, Secretary/Treasurer.

Guests:

Paul Sommerville, Vice-Chairman, Beaufort County Council (District 7-Ladys Island/Beaufort); Gerald Dawson, Beaufort County Council, (District 6-Sheldon/Dale/Lobeco) and Brian Flewelling, Beaufort County Council, (District 9-Burton).

BJWSA Members of Staff: Dean Moss, General Manager; Ed Saxon, Deputy GM, Operations; Dottie Hofmann, CFO; John Wells, Director of Administrative Services; Matthew Brady, Communications Manager; Charles Sexton, Director of Engineering; Ken Jordan, Safety & Risk Manager; Sarah Linkimer, Controller; Will Bettis, Purchasing Manager; Mandy Abbott, Communications Administrative Assistant; Libby Breland, Administrative Assistant.

Legal Counsel: Erin Dean, Esq., Tupper, Grimsley and Dean, P.A., and Xiomara M. Ingram, Paralegal.

CALL TO ORDER

Chair, Brandy Gray, called the meeting to order at 9:05a.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 Mark Snyder is attending this meeting telephonically"*.

APPROVAL OF MINUTES

Chair, Brandy Gray, requested a motion to approve the minutes of the Regular Board of Directors Meeting of January 27, 2011.

Motion: John Rogers, moved, seconded by Charlie White, to approve the Minutes of the regular Board of Directors meeting of January 27, 2011. No discussion, the motion passed unanimously.

PUBLIC COMMENT

Chair Brandy Gray, welcomed and recognized the attending guests. No comments were given at this time.

GENERAL MANAGERS REPORT

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

- January Safety Report. There were 25 calendar days since the last preventable lost time case as of January 31 with 3 Near Miss reports and 44 Take Twos completed. *The Safety Report for the month of January 2011 is attached to these minutes and made a part hereof.*
- Safety Stand Down. He reported that a meeting of all employees was held on February 15th to reinforce the importance of safety. A professional video was made for this occasion, and was shown during the Board meeting. Five task forces were established and each employee was required to sign up and participate on one of the task forces. The five areas of focus will be, 1). **Hold each other accountable,** 2). **Make better decisions on the job -THINK TWO,** 3). **Improve employee involvement in the Safety Program,** 4). **Enhance and deliver more safety training,** and 5). **Develop a better safety reward program.** Each task force group will have a facilitator and the group will develop a recommendation for a course of action that can be implemented to significantly improve the safety program.
- Legislative Issues. Legislature is in full session. Ed Saxon, Charles Sexton, Chris Petry, and Joe DeVito are specifically involved in one way or another on important areas.

Public Affairs Report

Matthew Brady reported on the following issues:

Community CDBG Projects Update.

North of the Whale Branch, Dale Waterline Extension – Virtually done, only a few punch list items remain.

Town of Bluffton, Buck Island Road, Sewer Project – Phase I is ending and the staff is working with the Town to get residents signed up.

Burton Area, Waterline Project (Old Broad River Rd, Ramsey Rd, Glaze Rd) – Beaufort County, (Morris Campbell and Councilman, Herbert Glaze) have approached BJWSA about a water project in the Burton area. It was determined that this is a feasible project so BJWSA staff met with County officials to see if they want to move forward with a project. This project will also provide fire protection for those areas.

Jasper County, Purrysburg, Old Charleston Hwy. Sewer Project – A neighborhood public meeting was held and the Community Center has donated the site for the pump station. This project would serve about 40 residents and the County is still working to secure some additional funds.

Matthew Brady will be attending specialize training in the next few months on the CDBG process.

Free Chlorine Switch. The free chlorine switch has received plenty of media attention. A resident complimented on his improved water quality. A Bluffton news article reported on a tour of the Purrysburg Plant which received positive press. John Rogers would like to see more tours of the Authority's facilities. Matthew Brady indicated that he has been developing relationships and sees more opportunities to provide tours.

COMMITTEE REPORTS

Executive

The Executive Committee did not meet therefore no report was given.

Capital Projects

Committee Chairman, John Rogers reported that the Capital Projects Committee met with staff on February 16 and reviewed the status of the CIP and developer projects. A contract award requiring Board action will be brought before the Board under New Business as well as a request for a change order associated with the Beaufort Naval Hospital valve and hydrant replacement project. The rail road salvage project south of Depot Rd is nearly complete and capacity fees are slightly up. *The Memorandum from Charles Sexton dated February 11, 2011 CIP & Developer Update is attached to these minutes and made a part hereof.*

Finance

Dottie Hofmann gave the committee report in Lorraine Bond's absence. She reported that the Finance Committee met with staff on February 19 and received the following updates:

- Financial Report. Total operating revenues continue to be above budget by \$163 thousand through January. Total year-to-date operating expenses (including depreciation) are under budget by \$129 thousand. *A copy of the Financial Report dated January 31, 2011 is attached to these minutes and made a part hereof.*
- Call Center. The committee reviewed the January call center metrics, which included prior year comparisons. The abandonment rate and call wait times have leveled out.
- Thad Coleman Fund. The fund has enough funding to assist 4 more individuals for this fiscal year. Since the beginning of the fiscal year, 76 customers have signed up for the Thad Coleman Fund Roundup (28 of these since the mailing of the last News*Splash* customer newsletter.

- External Audit Services RFP. 13 Audit Service Proposals were received in the response to the RFP. Brandy Gray, Donna Altman, Dottie Hofmann, Sarah Linkimer and Will Bettis will be reviewing and scoring the proposals. Interviews will be scheduled if necessary. The staff will bring a recommendation to the Finance Committee by March 17.

Personnel

Committee Chairman, Michael Bell reported that the Personnel Committee met with staff on February 15 and received the following updates:

- Safety Stand Down. The Committee met on the morning of the Safety Stand Down and Dean Moss provided an overview of the program.
- Hiring and Recruiting Status. One Water Operator Trainee and one Wastewater Operator had been filled. Three Field Operator I positions and one Water Operator Trainee were in various stages of recruitment.
- FY12 Budget Request. The staff would be bringing FY 12 Personnel request to the committee in April.
- Retirement Eligibility. The committee reviewed the employees who are reaching retirement within the next five to ten years, the basic eligibility requirements for retirement and the average workforce age and identification of critical positions. He reported that the need to focus on building bench strength.
- Annual Affirmative Action Report. The committee reviewed a summary that included both a statistical and narrative analysis on hires, promotions, voluntary and involuntary terminations.
- Changes to Employment Application and Recruiting Process. John Wells reported on the mandatory changes to the Employment Application process due to BJWSA now being a government contractor. One significant change is that a person can no longer apply unless a position is open. Employment Applications will only be accepted during the time of the advertised vacancy. A BJWSA employee also applying for a position must complete a BJWSA Employment Application in its entirety and submit within the advertised deadline. They can no longer reference “See attached resume” or See BJWSA personnel file. This process has increased the workload of the staff and he will be monitoring this over the next months.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Contract Awards Presented.

CIP # 22068, ISM Parris Island Gravity Sewer Relining to Reynolds Inliner, LLC in the Amount of \$1,960,926.50. This project will bring the gravity sewer on Parris Island up to industry standards by: CIPP lining of 32,000 LF of 8-18” sewer, pipe bursting of 10,000 LF of 6-15” sewer and manhole ring and cover replacement of all manholes on Parris Island. Bids have been certified and the staff recommends award to Reynolds Inliner, LLC in the amount of \$1,960,926.50.

Motion: On behalf of the Capital Projects Committee, John Rogers, moved the adoption of the contract award for the ISM PI gravity sewer relining to Reynolds Inliner, LLC in the amount of \$1,960,926.50 as presented and referenced in the Memorandum to Charles Sexton from Brian Chemsak dated February 11, 2011. A second was not required, a vote was held and the motion passed unanimously.

Change Orders.

CIP #22025 & 22026, (Group I and Group II ISMs), Beaufort Naval Hospital Valve and Hydrant Replacement in the amount of \$135,025. This project will consist of 5 change orders associated with the Beaufort Naval Hospital Valve and Hydrant Replacement project in the amount of \$135,025. This project will be funded from the Military as part of Group I (valves and Group II (hydrants) ISMs.

Motion: On behalf of the Capital Projects Committee, John Rogers moved, the adoption of CIP #22025 & 22026, as presented and referenced in the Memorandum to Ed Saxon and Charles Sexton, from Brian Chemsak dated January 24, 2011. A second was not required, a vote was held and the motion passed unanimously.

PUBLIC COMMENT

No comments were noted.

EXECUTIVE SESSION

Motion: John Rogers moved, seconded by David Lott, to move into Executive Session for the purpose of discussing personnel matters related to the transition process of the General Manager. A vote was held and the motion passed unanimously.

RECONVENE

Motion: A motion was made by Michael Bell, seconded by Gen. Pat O’Neal, to return to regular session. A vote was held and the motion passed unanimously.

ACTION TAKEN

Motion: A motion was made by Gen. Pat O’Neal, seconded by Donna Altman, to adopt the planning process for the hiring of the General Manager with the addition of a step that would introduce the final candidate(s) to the local government/business leaders before a final selection. A vote was held and the 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 **Mark Snyder 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 asked for a motion to adjourn.

Motion: Charlie White moved, seconded by David Lott, to adjourn the meeting at 10:45am. Non-Debatable, the motion passed unanimously.

Attachments: Safety Report dated January 2011, CIP and Developer Update Memo dated February 11, 2011, Financial Report dated January 31, 2011.