

## **MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY HELD ON MAY 27, 2010.**

Be it remembered that the Board of Directors of the Beaufort-Jasper Water and Sewer Authority held its Regular Meeting Thursday, May 27, 2010 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: Chair Brandy Gray,; Donna Altman; Michael Bell; Lorraine Bond, (attended telephonically); B.G. "Pat" O'Neal; Bill Singleton; and Charlie White. Absent were Secretary/Treasurer Mark Snyder; Jim Carlen (vacation) and John Rogers.

Guests: Paul Sommerville, Vice-Chair Beaufort County (District 6); Brian Flewelling, Member, Beaufort County (District 9) and Walt Fletcher, HDR Engineers.

BJWSA Members of Staff: Dean Moss, General Manager; Dottie Hofmann, CFO; John Wells, Director of Administrative Services/HR Manager; Matthew Brady, Communication Manager; Sarah Linkimer, Controller; Paula Power, Purchasing Manager; Charles Sexton, Director of Engineering; Chris Petry, Treatment Director; Vic Granquist, Environmental Compliance Process Analyst; Mandy Abbott, Communications Administrative Assistant and Libby Breland, Administrative Assistant.

Legal Counsel: Raymond H. Williams, General Counsel.

### **CALL TO ORDER**

Chair, Brandy Gray, called the meeting to order at 9:03am announced that a quorum was present. Michael 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 Lorraine M. Bond is attending this meeting telephonically".*

### **APPROVAL OF MINUTES**

Chair, Brandy Gray, requested a motion to approve the April 22, 2010 Minutes.

**Motion: Charlie White, made a motion, seconded by Bill Singleton, to approve the Minutes of the regular meeting of April 22, 2010. A vote was held and the motion passed unanimously.**

## **PUBLIC COMMENT**

Chair Brandy Gray, welcomed and recognized the attending guests.

Brian Flewelling expressed his appreciation for BJWSA on assisting him with the development of a project to bring sewer service to an area in Shell Point.

## **GENERAL MANAGERS REPORT**

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

- March Safety Report. 242 calendar days since the last preventable lost time case. 0 recordable injuries have been reported. Two Near Miss reports and 33 Take Two's were completed. The Safety Celebration will be held on June 25, from 11:30am-2:00p.m. The location will be the Hardeeville Elementary School in the new Hardeeville Schools Complex, 150 Hurricane Alley, near Sgt. Jasper Park, off Red Dam Rd. *The Safety Report for the month of April 2010 is attached to these minutes and made a part hereof.*
- Town of Yemassee Request for Water & Sewer Services. A letter was received from Mayor Goodwin, asking the Board to authorize Dean Moss to begin a dialogue with the Town for a more formalized relationship between the Town of Yemassee and BJWSA. He has prepared a memo outlining a range of options and implications and will provide a copy to the Board for comments and discussion before the June Board meeting.
- Railroad Corridor Updates. The RFP for the railroad materials salvage will be posted on the BJWSA Website today. Paula Power, Purchasing Manager, has contacted at least 10 contractors who have expressed an interest. The deadline to submit proposals is July 2.
- 2010 Drinking Water Week. The winning poster from the poster contest was displayed during the Board Meeting. Dean Moss encouraged everyone to visit the lobby and view all of the posters displayed along the hallway.
- Legal Counsel RFP. He asked the Board to review the draft RFP document. He will incorporate any changes and present it to the Board for approval during the June meeting.
- Call Experts. Is an after hours answering service used currently for the Military and with great success of this service handling the Military Calls, the Authority has contracted with them to now handle all of its after hour calls.
- BJWSA Board Membership. Dr. David Taub submitted his resignation to City Council during their meeting on Tuesday, May 25, 2010. The City of Beaufort Council nominated Mr. David Lott to replace Dr. Taub to serve on our Board. Dean Moss also reported that Beaufort County nominated Skeet Von Harten to serve as a county representative to replace Jim Carlen at the end of his term in July. He invited David Lott and Skeet Von Harten to the Board Meeting this morning. Both were out of town and unable to attend.
- General Managers Performance Measurers For FY 2011. A draft copy was provided to the Members to review and they were asked to provide comments back to the General Manager not later than June 11, 2010.

### **Public Affairs Report**

Matthew Brady, Communications Manager, reported on the following issues:

- **Community Projects Update.**  
***Beaufort County, Dale Area (CDBG) - Waterline Extension, Phase III*** – The Department of Commerce has approved the contract. The project can move forward and will serve approximately 34 homes, of which 98% are low-to-moderate income.  
***Town of Bluffton - Sewer Extension-*** Church and Bruin Street are complete and Maiden Lane is nearly complete. The Buck Island/Simmonsville (CDBG) project is moving forward. Phase I, of that project is ready for construction and Phase II will be ready for design approval this summer.  
***Town of Port Royal – Sewer Connections*** – Connections are being made and approximately 6 more homes are left to connect to sewer.
- **New Website.** He asked the Board to review the site and provide remaining comments to him by next week. The launch date is expected before the initial target date of July 1.
- **2010 Drinking Water Week.** The winning poster from the Poster Contest, themed “Water Works Wonder” was from Casey May, a 5<sup>th</sup> grade student from Thomas Heyward Academy. During the recognition of Drinking Water Week, refreshments were provided in the Community Room for Customers and they were asked to fill out a customer survey card. There was also a raffle of prizes, including a couple of rain barrels. He commended Mandy Abbott, Communications Administrative Assistant, for coordinating and her hard work on this major event.
- **Media Relationships.** He and Dean Moss met with the editorial Board of the Island Packet/Beaufort Gazette to update them on current issues of the Authority.

### **COMMITTEE REPORTS**

#### **Executive**

The Executive Committee did not meet.

#### **Capital Projects**

Committee Chair, Michael Bell, reported that the Committee met on May 16 and received an update on CIP and Developer Projects. Del Webb is preparing to launch another phase of their development, which will bring in capacity fees. The Military Consolidation work is moving forward, and the punch list is being finalized. There are no items to bring forward for approval. Dean Moss indicated that the staff was establishing pricing to bring the Phase II, ISM’s to NAVFAC by May. These will be brought before the committees next month. *The Memorandum from Charles Sexton dated May 17, 2010 CIP & Developer Update is attached to these minutes and made a part hereof.*

## **Personnel**

Committee Chair, Charlie White, reported that he met with staff on May 15 and he reported on the following issues:

- Recruiting and Hiring Actions. Six (6) vacancies were in various stages of the recruitment process and most were expected to be filled prior to end of the fiscal year.
- General Manager's Performance Measures for FY 2011. A draft copy was provided to the Members to review and provide comments to the General Manager not later than June 11, 2010. Approval will be scheduled during the June board meeting.
- Healthcare Reform Act. An information paper outlining several changes and timelines was provided to the committee.

Committee Chair, Charlie White, noted that no items required action by the Personnel Committee.

## **Finance**

Committee Chair, Brandy Gray, reported that the Committee met on April 15, and she reported on the following issues:

- Financial Report April 30, 2010. Total operating revenues were approximately \$1.4M under budget through April 10. Revenues for the month of April were very strong and increased \$700,000 over March revenue. Operating expenses, excluding depreciation, were \$846,000 under budget, but with depreciation were still \$118,000 over budget. Capacity fees received for the month of April were \$17,000. She commended management and staff for their efforts keeping costs down.
- FY2010 Audit Schedule and Timeline. The auditors of Cherry, Bekaert and Holland, LLC, will be here in August to begin the preliminary audit and they will be contacting Board Members with questions. The final audit and the Comprehensive Annual Financial Report (CAFR) will be presented to the Board in November.
- Call Center Metrics. The total calls received decreased 11% compared to the prior month. 131 new customers signed up on bank draft in April, which makes a total of 8,237 customers signed up on the system. The average call wait time was 1.59 minutes.
- Public Hearing for the FY2011 Operating Budget. Notification was properly publicized and the public hearing will be held June 17<sup>th</sup> at 5pm at the administration office of the Authority.

*The Financial Report for April 30, 2010 is attached to these minutes and made a part hereof.*

Michael Bell inquired about the status of the Thad Coleman Fund and challenged the Board Members along with staff to contribute by signing up for the round up program.

Sarah Linkimer, Controller gave a power point presentation of the Proposed FY 2011 Operating Budget, highlighting revenue forecasts, operating expenses and debt service. *A copy of the power point presentation for the Fiscal Year 2011 Operating Budget is attached to these minutes and made a part hereof.*

### **OLD BUSINESS**

Chair, Brandy Gray, gave a progress report on the policies for the Strategic Initiatives: SI #1-Source Water Protection 40% complete; SI #2- Demand Management/Water Efficiency 85% complete; SI #3-Maximizing Reuse 95% complete and SI #4-Retro Sewering 95% complete. Drafts will be provided through committees and brought to the Board for approval in August.

### **NEW BUSINESS**

#### **Appointment of Nominating Committee.**

Chair, Brandy Gray, stated that the standard practice has been to appoint the Personnel Committee to serve as the Nominating Committee, but since there have been reappointments that have affected the members of that committee, she appointed **Michael Bell, as Chair, Gen. Pat O'Neal and John Rogers to serve as the Nominating Committee** to bring a recommendation to the Members at the June meeting a slate of names to be officers of the Authority for the next fiscal year. John Rogers was not present, but both Michael Bell and Gen. Pat O'Neal accepted.

#### **June Board Meeting Schedule – Date & Time.**

Chair, Brandy Gray, asked the Board to reschedule the time of the June 24 Board Meeting to 4:00pm due to a personal conflict. There were no objections. Michael Bell raised a concern regarding the current vacancy of the Vice-Chairman. Legal Counsel, Ray Williams indicated that there was no legal ramification if the Board delayed the election of the Vice-Chair for a couple of months until the June election of officers. Michael Bell pointed out that it could have caused a situation where the Board would have been without leadership. Chair Brandy Gray, asked Michael Bell to serve as Vice-Chairman for the remainder fiscal year and he agreed. The Board concurred in this selection.

### **PUBLIC COMMENT**

There were no public comments, and the Chair Brandy Gray, asked for a motion to adjourn.

### **TELEPHONIC STATEMENT**

Chair Brandy Gray, made the following statement: *“I, Brandy Gray, the Presiding Officer of this Meeting have previously stated that **Lorraine M. Bond 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**

Chair Brandy Gray, asked for a motion to adjourn.

**Motion: Charlie White moved, seconded by Michael Bell, to adjourn the meeting. Non-debatable. The meeting adjourned at 10:30am.**


Attachments: Safety Report dated April 2010, CIP and Developer Update Memo dated May 17, 2010, Financial Report dated April 30, 2010.