

## **MINUTES OF THE MEMBERS OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY MEETING HELD ON THURSDAY 5/28/2015.**

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its regular meeting Thursday, 5/28/2015, 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: David Lott, Chair; Donna Altman, Vice-Chair; James N. Scott, Secretary/Treasurer; Jimmy Baker; Michael Bell; Lorraine Bond; Jack Burke; Brandy Gray; Donald Manson; Dr. Bill Singleton and Skeet Von Harten.

Members of the Authority not in attendance: All members were in attendance.

Staff in attendance: Ed Saxon, General Manager; Dottie Hofmann, Chief Financial Officer; Frank Eskridge, Chief Technical Services Officer; Ken Jordan, Chief Administrative Officer; Allena Lee-Brown, HR Manager; Brian Chemsak, Capital Projects Manager; Joe DeVito, Director Field Operations; Joshua Terry, IT Director Information Technology; Pamela Flasch, Communications Manager; Sarah Linkimer, Controller; Will Bettis, Purchasing & Risk Manager; Libby Breland, Executive Assistant/Clerk to the Board; Steve Lee, Safety Specialist and Tracey Gandhi, Training and Development Specialist.

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

Public in attendance: Frank Turano, Regional Manager, Alliance Consulting Engineers.

### **CALL TO ORDER**

The meeting convened at 8:00 a.m., Chair David Lott presiding.

### **INVOCATION AND PLEDGE OF ALLEGIANCE**

Dr. Bill Singleton gave the invocation and all joined in the Pledge of Allegiance to the flag of the United States.

### **APPROVAL OF MINUTES**

**Motion:** Moved by Michael Bell, seconded by Lorraine Bond, to approve the minutes of the 4/23/2015 regular board meeting as written and distributed in advance to the Members of the Authority. No corrections were noted,

*All voted in favor, none opposed,*

**Motion passed unanimously.**

### **PUBLIC COMMENT**

The public was introduced and welcomed.

Chair David Lott expressed his appreciation to Ken Jordan, and Libby Breland for their role in the Board Retreat and again to the staff.

## **GENERAL MANAGERS REPORT**

*Ed Saxon submitted the following report:*

1. Safety Report – We did not have any incidents or injuries in April and our safe man-hours work record has surpassed 30,000 hours. Our bi-annual employee survey of the BJWSA Safety Program (150 respondents) was held on 4/21. *Steve Lee gave the results of the survey, and our score (84%) improved 16% points from our 2013 survey (68%) which means that we scored more positively than 84% of the organizations in the National Safety Council's nationwide database.* Ed thanked Steve for his efforts on the BJWSA's safety program.
2. Savannah River Basin – All basin lakes are near full as we enter our high demand season.
3. Senate Labor & Employment Subcommittee Hearing – On behalf of 230+ SC water/wastewater utilities, I testified against S.685, the Engineers/Surveyors Practice Act on May 20th. There is a section of the Bill that restricts the way public agencies can award engineering and surveying contracts. Awards could only be based on qualifications and we would be prohibited from discussing cost until after the selection was made. We were successful in getting the Bill tabled and will amend the Bill by removing that section prior to the 2016 Legislative Session.
4. September Board Meeting – A reminder, we will move the September Board meeting up a week from Sept 24<sup>th</sup> to Sept 17<sup>th</sup>. Committee meetings will be a week earlier as well (week of 9/7).
5. Palmetto Pipeline Project – This project consists of a \$1 billion 360 mile long oil pipeline project from Anderson, SC to Jacksonville proposed to be installed parallel to the Savannah River from Anderson to Savannah. I sent the Board a recent update on this project that included the Georgia DOT's denial of their permit required in Georgia. I've emailed Kinder Morgan requesting additional information and have also been in touch with the Savannah Riverkeeper to let them know our concerns. I will keep the Board up to date on the progress of this project.
6. Board Retreat – The Staff would like to thank the Board for their participation in the Retreat. Please let us know if you have any follow-up questions to the items we discussed.
7. Training & Development Specialist Introduction – Allena introduced new T&D Specialist, Tracey Gandhi. Tracey was formerly with BB&T Bank for about 10 years as their operations manager in training and compliance. One of Tracey's challenges will be getting the BJWSA University underway.
  - **Staff Presentation-Joshua Terry – IT Vision.** Josh gave a presentation that included areas of focus on Mobility, Efficiency, and Security.  
*A copy of the power point presentation titled, "IT Vision" is attached to these minutes and is made a part hereof.*
  - **Public Affairs Report.** Pamela Flasch highlighted community events and identified several projects taking place throughout the service area:
    - Drinking Water Week – Winning students were awarded on their essay and poster contest.

- Customer Appreciation Day and Employee Fun Day. She thanked the staff for their help with these events and others. These events would not be successful without the help of the BJWSA staff.
- Tours and Public Appearances. Taste of Beaufort, Career Day at Battery Creek High School and Thomas Heyward Academy, and a presentation was given to 2<sup>nd</sup> graders at Robert Smalls International Academy.
- Splash Newsletter and Consumer Compliance Report (CCR). These reports will be out in June in addition to some new communication pieces.
- Beaufort Water Festival. We will again be participating in the Beaufort Annual Water Festival events this year.

*A summary memo dated 5/15/2015, was included in the Board packet and is attached to these minutes and is made a part hereof.*

## **COMMITTEE REPORTS**

***Report of the Executive Committee.*** Committee Chair David Lott stated that the Executive Committee did meet and discussed an employment matter relating to the GM which will be discussed in executive session.

***Report of the Capital Projects Committee.*** Committee Chair Dr. Bill Singleton reported that the Capital Projects Committee met on 5/20/2015 and reviewed the status of the Capital Program and Development Activity. A summary of noteworthy projects was included in the Board Packet. Some projects of note:

- Hardeeville WWTP Upgrade. A meeting was held with HDR and Haskell and reviewed the completed 30% design documents.
- Increased Development. Construction has begun on 8 new projects and 300 projects have been reviewed.
- New Business Agenda Items. Two Military UP Contract additions will be presented under new business and a review of an update to the FY16 CIP. Due to budgetary concerns, bringing add-on's to the Board, the staff has drafted changes to the FY16 plan as a result of the economy's increasing development. Staff will seek board approval in June.

*A copy of the CIP Update memorandum from Brian Chemsak dated 5/19/2015 was included in the Board Packet and is attached to these minutes and is made a part hereof.*

***Report of the Finance Committee.*** Committee Chair Donna Altman reported that the Finance Committee did not meet due to the Board Retreat.

***Report of the Personnel Committee.*** Committee Chair Brandy Gray reported that the Personnel Committee met on 5/19/2015 and submitted the following report:

- Board Leadership Award. Will be discussed in executive session.
- GM Evaluation. Was reviewed and will be shared with the members.

- Human Resource Information System (HRIS). An update was received. The Authority still receives paper employment applications and supplemental documentation. HR is working diligently with the IT and the finance departments to roll out an electronic online application system.
- Compensation Consultant RFP. The second phase is underway, seeking an RFP process and the committee will bring further information.
- Personnel Recommendations. The committee reviewed the personnel recommendations for the FY16 budget.
- Charter Review. Minor changes were made to the charter.
- Slate of Officers. The Committee recommends that the slate of officers remain the same for FY16: Chair- David Lott; Vice-Chair - Donna Altman and Secretary/Treasurer - James Scott. A vote will be taken at the June meeting.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

### Capital Improvement Program

#### *CIP Additions*

The following projects need to be added to the FY2015-2017 CIP:

1. 2149 MCAS Replace Bolden Elementary Middle School for \$353,644. This project is being created per the request from the military to provide water and sewer service to the proposed school on Laurel Bay. Funds for this project will be added to the Military UP Contract using a contract mod.

**Motion:** Recommendation for approval of adding CIP Project 2149 to the FY2015-2017 CIP as presented and referenced in the memorandum from Brian Chemsak, dated 5/15/2015 came from the Capital Projects Committee, *requiring no second,*

*All voted in favor, none opposed,*

**Motion passed unanimously.**

2. 2164 PI 3<sup>rd</sup> Bn Water and Sewer Demo for \$3,600. This project will abandon the water and sewer services to the existing 3<sup>rd</sup> Battalion barracks scheduled for demolition. Funds for this project will be added to the Military UP Contract using a contract mod.

**Motion:** Recommendation for approval of adding CIP Project 2164 to the FY2015-2017 CIP as presented and referenced in the memorandum from Brian Chemsak, dated 5/15/2015 came from the Capital Projects Committee, *requiring no second,*

*All voted in favor, none opposed,*

**Motion passed unanimously.**

#### *Draft FY16 CIP Update*

The approved Capital Improvements Plan for FY15-17 was adopted by the Board Members on June 26, 2014. Since its adoption, BJWSA has seen a dramatic increase in development causing

a significant rise in construction costs. The update in this memo was created to adjust schedules of several planned FY15 projects, update project estimates and incorporate new projects that have become necessary since the adoption in 2014. The Board is asked to review this draft and staff will ask for approval at the June Board meeting.

*A copy of the Memo from Brian Chemsak dated May 15, 2015 as referenced and presented is attached to these minutes and is made a part hereof.*

## **PUBLIC COMMENT**

There was no public comment.

(9 :05a.m.)

## **EXECUTIVE SESSION**

**Motion:** Secretary/Treasurer James Scott moved, seconded by Lorraine Bond, to go into executive session for the purpose of discussing legal matters regarding, A. 1. Jarman litigation, 2. 10 Frontage Road litigation, 3. Hoogenboom/Smith/Van Zyle litigation, 4. Patel litigation appeal, 5. Sadowsky litigation, B. Selection for the Board Leadership Award and C. Personnel Matter Regarding General Manager Benefits.

*All voted in favor, none opposed.*

**Motion passed unanimously.**

*Chair David Lott, excused all staff except legal counsel while discussion of modification of benefits for general manager.*

*(9:25 a.m.) Ed Saxon and Ken Jordan joined remainder of executive session.*

*(9:28 a.m.) Dottie Hofmann and Frank Eskridge joined remainder of executive session.*

(9:35 a.m.)

## **RECONVENE**

**Motion:** Vice-Chair Donna Altman, moved, seconded by Dr. Bill Singleton, to reconvene regular session,

*All voted in favor, none opposed.*

**Motion passed unanimously.**

## **ACTION**

**Motion:** Brandy Gray, moved, seconded by Vice-Chair Donna Altman, to approve the Executive Committees recommendation of recipient for the BJWSA Board Leadership Award,

*All voted in favor, none opposed.*

**Motion passed unanimously.**

**Motion:** Vice-Chair Donna Altman moved, seconded by Lorraine Bond, to approve the General Manager Benefits Package as presented to the members,

*All voted in favor, none opposed.*

**Motion passed unanimously.**

**ADJOURNMENT**

With no further business to come before the Board, Brandy Gray, moved, seconded by Vice-Chair Donna Altman, to adjourn the meeting at 9:40,

*All voted in favor, none opposed.*

**Motion passed unanimously.**

APPROVED: 6/25/2015

*Respectfully submitted,*

*Libby Breland, Clerk to Board*

Signatures and Attachments on file.