

MINUTES OF THE MEMBERS OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY MEETING HELD ON THURSDAY 10/27/2016

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its regular meeting Thursday, 10/27/2016 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: Chair Donna Altman; Vice-Chair Michael Bell; Secretary/Treasurer Don Manson; Jimmy Baker; Lorraine Bond; Brandy Gray; David Lott; Jerry Schulze; James Scott; Dr. Bill Singleton.

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

Staff in attendance: Ed Saxon, General Manager; Dottie Hofmann, DGM of F&A; Brian Chemsak, Director of Engineering; Joe DeVito, Director of Field Operations; Ken Jordan, Director of Planning, Safety & Security; Will Bettis, Purchasing & Risk Manager; Pamela Flasch, Communications Manager; Allena Lee-Brown, HR Manager; Tricia Kilgore, Director of Treatment; Al Legare, Director of Maintenance & Military Programs; Sarah Linkimer, Controller; Kenneth Frazier, Director of IT; Steve Lee, Safety Specialist.

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

Beaufort County Liaison to BJWSA: Council Member Brian E. Flewelling, District 5 (Okatie/Burton/Shell Pt.)

Public in attendance: No public attended.

CALL TO ORDER

The meeting convened at 8:00 a.m., Chair Donna Altman 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 Vice-Chair Michael Bell, seconded by David Lott, to approve the minutes of the 9/22/2016 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

Councilman Flewelling. Expressed County Councils sincere gratitude and appreciation for all BJWSA did helping Beaufort County and its citizens recover from Hurricane Matthew. He reminded us that this is an ongoing event and that Beaufort County will be glad to assist the Authority in any way they can. Godspeed and good luck on your continued recovery efforts. Thanks again to BJWSA and its employees.

GENERAL MANAGERS REPORT

Ed Saxon submitted the following report:

1. **Safety Report** – Through September, we have worked 460,000 hours without a lost work day injury and should reach 500,000 hours in December. We had 1 minor vehicle incident in September. I am proud to report that even though our crews faced a tremendous number of hazards and unusual circumstances during the Hurricane Matthew recovery process, we did not experience any injuries.
2. **DGM – Ops & Tech Services** – I'm glad to report that Jeff Boss will report to work on Monday 10/31 and that Dottie returned on October 17th. Welcome back Dottie.
3. **Savannah River Basin** – The upper basin only received 1.5 inches of rainfall (57% below normal) in September and lake levels continue to remain in the Stage 2 drought level. The levels are expected to continue to decline through mid-December then level out. A SC Drought Committee call occurred on October 26th and Beaufort County returned to normal status. 3 counties in the upper basin were placed in the extreme drought category due to their 60 day rainfall total being less than an inch.
4. **SC Wastewater Sales Tax Refund Update** – Total refunds received to date are \$494,000 and we anticipate receiving close to \$500,000. Again, great job by Accounting and all involved.
5. **Boundary St Project** – Work has resumed on the project. BJWSA will begin relocating water laterals in anticipation of the duct bank work scheduled for the north side of Boundary St.
6. **Employee of the 3rd Quarter CY16** – I am pleased to announce that Sarah Linkimer was chosen as the EOQ.
7. **United Way Update** – We have received \$14,250 of pledges with a 40% employee participation rate. We are \$750 short of our \$15k goal and plan to end the campaign on 10/31. The Board still has a chance to make a pledge and count toward our total. Allena has pledge forms in you need one.
8. **November Meetings** – A reminder, with the Thanksgiving holidays, the Board meeting is scheduled for 11/17 and the committee meetings will occur the week of 11/7.

9. **Veterans Day Breakfast** – Our 11th annual breakfast to honor BJWSA veterans is set for Friday, November 11th at the Beaufort Golden Corral starting at 0800. The Board was mailed an invitation and we'd love to have you attend.
10. **Hurricane Matthew** – As you know, BJWSA was significantly impacted by Hurricane Matthew. Several members of staff will brief you on our preparations and recovery efforts. Questions are encouraged as we present the story.

- ***“Hurricane Matthew” Briefing.*** Staff Members gave a slide presentation on the preparations and recovery efforts associated with Hurricane Matthew, including a briefing on the insurance claims and FEMA cost recovery processes. *A copy of the PowerPoint presentation entitled, “ Hurricane Matthew Board Brief JD”, is attached to these minutes and is made a part hereof.*

Vice-Chair Michael Bell expressed his appreciation on the daily status reports provided to the Board.

Chair Donna Altman also expressed her appreciation to all of the BJWSA staff and the local agencies, the communication was amazing. BJWSA's disaster plan was put to the test and worked, commendation to the entire staff... (Round of applause was given).

11. **Public Affairs** – Pam will provide the Public Affairs report

- ***Public Affairs Report.*** Pamela Flasch highlighted community events and identified several projects taking place throughout the service area:
- **Honoring Veterans Day** - We will hold our 11th annual Veterans Day Breakfast Friday, November 11 at 8 am at the Golden Corral, Beaufort. Please let me know if you would like to attend.
 - **Safety Event** - We will be in touch soon regarding our “*Safety Never Takes a Holiday*” event in December, tentatively planned for Friday, December 16.
 - **Hurricane Communication Plan** - Communications Department is developing a *Hurricane Communication Plan*, which will supplement our Strategic Communication Plan and the Crisis Communication Plan. This plan will include lessons learned from Hurricane Matthew for communicating using social media and our website. We will have canned versions of anticipated press releases and graphics that we'll encourage folks to screenshot in case of loss of communication. We will also be looking at an upgrade for our homepage, which will make it more useful as we direct residents to look there as the event unfolds.

COMMITTEE REPORTS

Chair Donna Altman stated that due to impacts from Hurricane Matthew on Staff time, Staff requested and she concurred that no Committee meetings be held, therefore no reports were given.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Capital Improvement Program

1. *CIP FY17 Budget Adjustment*

- CIP 1551 Old Baileys Road Sewer Extension - Increase the CIP budget amount by \$150,000.00, from \$600,000 to \$750,000 as presented and referenced in the memorandum from Brain Chemsak dated 10/18/2016 and is attached to these minutes and is made a part hereof:

Motion: Michael Bell moved, seconded by James Scott, to increase CIP 1551 Old Baileys Road Sewer Extension budget by \$150,000,

All voted in favor, none opposed,

Motion passed unanimously.

2. *Contract Award(s)*

- CIP-1557 St. Helena WWTP Driveway Improvements - Contract Award to Joco Construction for \$159,205.00 as presented and referenced in the memorandum from Jim Baker dated 10/27/2016 and is attached to these minutes and is made a part hereof:

Motion: Michael Bell moved, seconded by James Scott, to approve the Contract Award to Joco Construction for \$159,205.00,

All voted in favor, none opposed,

Motion passed unanimously.

- CIP 1566 Sam's Point Distribution Water Lines - Contract Award to Malphrus Utilities, LLC for \$446,364.00 as presented and referenced in the memorandum from Jim Baker dated 10/27/2016 and is attached to these minutes and is made a part hereof:

Motion: Jerry Schulze moved, seconded by Michael Bell, to approve the contract award to Malphrus Utilities, LLC for \$446,364.00,

All voted in favor, none opposed,

Motion passed unanimously.

PUBLIC COMMENT

Lorraine Bond expressed her gratitude to BJWSA on receiving continued updates during the Hurricane Matthew event and how important BJWSA is to this community by being such a reliable company. Also, kudos to Pam Flasch and Jimmy Baker for making Jasper County shine

at their Promise Zone established Jasper County Arts Council monthly meeting. Pam and Jimmy provided giveaways from BJWSA and Palmetto Co-op.

EXECUTIVE SESSION

Legal Counsel Erin Dean stated that there were no updates on litigation matters and one claim, therefore an executive session was waived.

ADJOURNMENT

With no further business to come before the Board, David Lott moved, seconded by Vice-Chair Michael Bell, to adjourn the meeting at 9:25,

All voted in favor, none opposed.

Motion passed unanimously.

APPROVED: 11/17/2016

Respectfully submitted,

Libby Breland, Clerk to Board

Signatures and Attachments on file.