

## MINUTES OF THE MEMBERS OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY MEETING HELD ON THURSDAY 9/28/2017

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its regular meeting Thursday, 9/28/2017 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, (Telephonically); Thayer Rivers; Jerry Schulze; Dr. Bill Singleton.

Members of the Authority not in attendance: James Scott.

Staff in attendance: Ed Saxon, General Manager; Jeff Boss, DGM of O&TS; Sarah Linkimer, DGM, F&A; Brian Chemsak, Director of Engineering; Pamela Flasch, Communications Manager; Will Bettis, Director of Business Services; Kenneth Frazier, Director of Information Technology; Tricia Kilgore, Director of Treatment; Libby Breland, Executive Assistant/Clerk to the Board; Justin Thomas, NOB Field Operations Manager; Justin Vaughn, SOB Field Operations Manager; Natalia Laney, Contract and Planning Specialist.

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

Beaufort County Liaison to BJWSA: Not in attendance.

Public in attendance: Joe DeVito, BJWSA retiree.

### CALL TO ORDER

The meeting convened at 8:00 a.m., Chair Donna Altman presiding.

### TELEPHONIC STATEMENT

"I Donna Altman, announce that a quorum for this Meeting is physically present and DAVID LOTT IS ATTENDING THIS MEETING TELEPHONICALLY."

### 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 Lorraine Bond, to approve the minutes of the 7/27/2017 annual 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 carried.**

## **PUBLIC COMMENT**

The public was introduced and welcomed.

Joe DeVito addressed the Board and expressed his appreciation for them giving him the opportunity to work for BJWSA. Joe stated that he hoped the Board was satisfied with the way he worked to achieve the Board's desired goals. He remains committed to helping BJWSA and is always available if needed.

## **GENERAL MANAGERS REPORT**

*Ed Saxon submitted the following report:*

1. Safety Report - July and August were very good safety months. We did not have a single recordable injury and only had 1 minor incident. Our employees have worked over 750,000 safe work hours since our last lost workday injury. To celebrate this remarkable achievement, we are offering everyone a choice of various prizes and the Board is also invited to select one. We are on track to reach the 1 million safe hours work by the end of FY18. From a wellness perspective, a PEBA free health screening clinic has held on Thursday, 9/14 and we had over 90 employees participate, a record.
2. Savannah River Basin - The Basin received average rainfall amounts in July and August. Irma was forecasted to bring 7 inches of rain but the basin only received ~2.5 inches. Lake levels are similar to same period last year and remain near the Stage 2 Level and are predicted to slightly decline over to next 30 days.
3. Utility of the Future Recognition - BJWSA was one of only 25 utilities nationwide that received national recognition as a **Utility of the Future Today** and will be given an award during the upcoming WEFTEC. The award recognizes BJWSA as a forward thinking, innovative utility that provides resilient and value-added services to our community.
4. FY18-FY21 Strategic Plan - Strength, Weaknesses, Opportunities and Threats (SWOT) workshops were held with BJWSA Managers and Supervisors in August and September. Sarah, Jeff and I look forward to our SWOT workshop with you following today's Board meeting. The Strategic Plan will be completed by March 2018 and will be presented to the Board at the 3/22 Board meeting.
5. Savannah River Clean Water Fund Update -The SRCWF is holding a Savannah River Watershed Initiative Kickoff Meeting with various Watershed Partners today here at BJWSA starting at 10:15 AM in our Training Room. Approximately 25 forestry, drinking water, watershed, and land conservation practitioners in the Lower Savannah River Watershed are scheduled to attend.
6. Levy-Limehouse-Bellinger Hill Advisory Committee - A meeting was held on August 29<sup>th</sup> to welcome new member Marcella Woode and to review development activity in the area. I also introduced Jeff and Sarah to the committee.
7. Former Board Member John Graves - Mr. Graves passed away on August 7. He was an at large Beaufort County Board member from the March 19, 1993 to July 1, 1998.

8. New Board Member - The Jasper County delegation has recommended to Gov. McMaster that Mr. Gregory Padgett from Hardeeville become Hardeeville's representative on the BJWSA Board. Mr. Scott will continue to serve until the Governor officially makes the appointment.
9. Irma - As you know, we suffered our 3<sup>rd</sup> tropical storm/hurricane in a year when TS Irma came through our area on Monday 9/11. Will Bettis, Justin Thomas & Justin Vaughn will provide a brief update on Irma's impact on BJWSA and how we responded.

➤ ***Staff Presentations:***

- ***“Tropical Storm Irma”- Debriefing.*** Will Bettis, along with Justin Thomas and Justin Vaughn gave a PowerPoint presentation about BJWSA’s preparation and response associated with Hurricane Irma. *A copy of the PowerPoint presentation titled, “Hurricane Irma September 2017”, is attached to these minutes and is made a part hereof.*
- ***Public Affairs Report.*** Pamela Flasch highlighted recent and upcoming initiatives taking place throughout the service area:
  - Imagine a Day without Water Awareness. This year’s *Imagine a Day without Water* is October 12. We’re placing about 3,000 coasters in restaurants and bars in Beaufort and Jasper counties. We have a winner for our poster contest, and will be awarding that student a Kindle and a pizza party soon.
  - Water Mission Awareness and Fund Campaign. The 2017 *Beaufort Walk for Water* is October 14, benefitting Water Mission. BJWSA will sponsor a team, and provide planning and support for the event, which will be held in Port Royal. Please see your rack cards for more information, or to volunteer or walk.
  - Crisis Communication Plan. Lou and I have had several training opportunities recently on crisis communications – plus the opportunity to study Mount Pleasant’s recent issues. Next month we’ll take a few moments to review our *Crisis Communication Plan* and *SOP*.
  - Public Information Officer’s Meeting October 10. Tiger Wells, Esq., government affairs liaison with the Municipal Association of South Carolina will talk to the PIO group about *FOIA*, and cover recent changes as well.

*A summary memo dated 9/28/2017, 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 Donna Altman stated that the Executive Committee did not meet, therefore no report was given.

**Report of the Capital Projects Committee.** Committee Chair Michael Bell reported that the Capital Projects Committee met on 9/20/2017 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:

1. Project Activity Sheet Review & Discussion: Old Bailey's Loop Sewerline CDBG project is complete.
2. Military Projects Report: Total of 4 projects, totaling \$1M.
3. Capacity Fee Collections: Down in comparison to last month, but expected to change.
4. Safety Report: Was reviewed in committee.
5. Hardeeville WRF Project: Progress report dated 8-17-17 was reviewed in detail in committee and is included in the Board packets for review.
6. Agenda Items: Committee will bring forth several Agenda items under New Business for approval.

*A copy of the CIP Update Memorandum from Jim Baker dated 9/20/2017 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 Don Manson reported that the Finance Committee met on 9/21/2017 and submitted the following report:

1. August Financials: Total operating revenues are \$17 thousand over budget, while total operating expenses (including depreciation) are \$115 thousand under budget. Capacity Fees year to date are \$109 thousand and developer contributions of systems are \$667 thousand. Three MILCON projects closed in July and August resulting in \$911 thousand in non-operating revenue. Operating cash and ratios are healthy and within our limits and policies.
2. Call Center Metrics: The Committee reviewed the call center metrics. The stats are showing improvement over the last several months primarily due to the call center having a full staff. The Average call wait time was 1.37 minutes in August, which is down from July's wait time of 3.51 minutes. The abandonment rate was 4.15% in August compared to 9.75% in July.
3. Customer Service FTE addition: A customer service representative FTE was requested by staff due to the high turnover the department experiences. The committee voted and approved the FTE request and is included in new business today.

4. FY2017 Audit Update: The audit is on schedule. Carr, Riggs & Ingram will present the audit results to the Finance Committee in October and then to the full Board in November.
5. Sewer Use Regulation & Industrial Pretreatment Program: Tricia presented the Sewer Use Regulation & Industrial Pretreatment Program updates.

*A copy of the financial report dated 8/31/2017, was included in the Board packet and is attached to these minutes and is made a part hereof.*

**Report of the Personnel Committee.** Committee Chair Jimmy Baker reported that the Personnel Committee met on 9/19/2017 and submitted the following report:

1. New Committee Members. Welcomed new committee members Jimmy Baker, Chair; Brandy Gray; David Lott.
2. Safety. 757,242 hours and 891 days without lost work day; rewards for this outstanding achievement are being provided to employees.
3. Personnel Actions Report. Most notable is the retirement of 2 long service employees Joe DeVito, Director of Field Operations and Anthony Cannick, Meter Reader both with 29 years of service.
4. Succession Planning. Senior Staff has met with CH2M with their expertise in Succession Planning and with the high turnover of retirees in the next 5-10 years working through a process to identify high potential employees with a goal to further their development; an internship program is also under development.
5. GM Hiring Process and Timeline. Began review of a proposed draft and will meet again on October 10 to complete review.
6. Additional FTE - Customer Service Representative. Discussed the turnover in Customer Service that necessitated an additional FTE which was mostly due to internal promotions.
7. United Way Campaign. The goal of this year's campaign is \$14,500. The Board is encouraged to participate.
8. Benefits Update. Open enrollment is during the month of October. The annual Health Screening/Flu Shots was held September 14<sup>th</sup>. 87 employees participated plus 10 spouses for the health screening and 55 employees received flu shots.
9. Sewer Use Regulation and Industrial Pretreatment Program. Reviewed the updates required to meet state and federal regulatory changes.

**Report of the Ad hoc Committee - IT Technology.** Committee Chair Jerry Schulze reported that the IT Committee met on 9/21/2017 and submitted the following report:

1. Draft IT Policies and Procedures. Developed a draft policies and procedures handbook. *Chair Donna Altman, commended Kenneth Frazier and the IT Department on the development of the handbook and would love to see each department developing their own policy and procedures handbook.*
2. IT Corner Preview. IT will be publishing their own newsletter once a month and will share with staff. *Chair Donna Altman, asked to share the newsletter with the Board as well.*
3. IT Initiatives. IT is in a testing validation phase of a new ticketing system, which should help response times, and increase efficiencies; Office365 will began its testing with a pilot team of approximately 20 employees; on track for completing the EOL CISCO network equipment; recently completed platform upgrade for the BJWSA.org Website which will improve site experience.
4. Skype for Business Preview. The last few weeks, the IT team has also been piloting Skype for Business.
5. Brainstorm QuickHelp. Is a training platform for Office365 and other new Microsoft applications that the committee will learn more about and share with the Board.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

A. Approval of Customer Service FTE Addition. Approved by the Finance Committee.

**Motion:** Recommendation for approval of Customer Service FTE Addition came from the Finance Committee, *requiring no second,*

*All voted in favor, none opposed,*

**Motion passed unanimously.**

B. Resolution Approving the revised Sewer Use Regulation and Industrial Pretreatment Program as presented and referenced and is attached to these minutes and is made a part hereof:

**Motion:** Jerry Schulze moved, seconded by Jimmy Baker, to approve the Updated September 2017 Sewer Use Regulation and Industrial Pretreatment Program,

*All voted in favor, none opposed,*

**Motion passed unanimously.**

C. Purchase Order Approval for a 2018 Mack Dump Truck to Hughes Motors, Inc., for \$150,131.00 as presented and referenced and is attached to these minutes and is made a part hereof:

Purchase Order Approval for a 2018 Mack Dump Truck to Hughes Motors, Inc., for \$150,131.00 came from the Capital Projects Committee, *requiring no second*,  
*All voted in favor, none opposed*,  
**Motion passed unanimously.**

### Capital Improvement Program

#### *Contract Award(s)/ Procurement*

1. CIP-1822/1823 Misc. Wastewater Pump Station Replacements Contract Award to BRW Construction Group, LLC for \$608,202.00 as presented and referenced in the memorandum from Jim Baker dated 9/15/2017 and is attached to these minutes and is made a part hereof:

**Motion:** Recommendation for approval of CIP 1822/1823 Misc. Wastewater Pump Station Replacements to BRW Construction Group, LLC for \$608,202.00 came from the Capital Projects Committee, *requiring no second*,  
*All voted in favor, none opposed*,  
**Motion passed unanimously.**

2. CIP-1849 Miscellaneous Galvanized Waterline Replacements Contract Award to Potter Construction, LLC for \$100,622.74 as presented and referenced in the memorandum from Jim Baker dated 9/15/2017 and is attached to these minutes and is made a part hereof:

**Motion:** Recommendation for approval of CIP 1849 Miscellaneous Galvanized Waterline Replacements Contract Award to Potter Construction, LLC for \$100,622.74 came from the Capital Projects Committee, *requiring no second*,  
*All voted in favor, none opposed*,  
**Motion passed unanimously.**

3. CIP-1868 Equipment Procurement to Vulcan Manufacturing for \$210,000.00 as presented and referenced in the memorandum from Jim Baker dated 9/15/2017 and is attached to these minutes and is made a part hereof:

**Motion:** Recommendation for approval of CIP-1868 Equipment Procurement to Vulcan Manufacturing for \$210,000.00 came from the Capital Projects Committee, *requiring no second*,  
*All voted in favor, none opposed*,  
**Motion passed unanimously.**

### **PUBLIC COMMENT**

There was no public comment.

(8:55a.m.)

**EXECUTIVE SESSION**

**Motion:** Dr. Bill Singleton moved, seconded by Lorraine Bond, to go into executive session for the purpose of discussing litigation matters regarding: Smith/Van Zyle, Sauls Funeral Home, Denise Jones, O’Quinn, Michael Boltin and the Lempesis verified claim.

*All voted in favor, none opposed,*

**Motion passed unanimously.**

*Chair Donna Altman, excused all persons from the meeting. Legal counsel, GM; DGM O&TS DGM F&A; remained for executive session for the legal briefing.*

(9:07 a.m.)

**RECONVENE**

**Motion:** Dr. Bill Singleton moved, seconded by Lorraine Bond, to reconvene regular session,

*All voted in favor, none opposed,*

**Motion passed unanimously.**

**ADJOURNMENT**

With no further business to come before the Board, Brandy Gray moved, seconded by Lorraine Bond, to adjourn the business meeting at, 9:08 a.m. The Members took a short break and continued into a work session to create a SWOT Analysis to incorporate into the FY18-21 Strategic Plan. This initiative was facilitated by Sandra K. Ralston, Consensus, LLC. *This work session 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”.*

*All voted in favor, none opposed,*

**Motion passed unanimously.**

APPROVED: 10/26/2017

*Respectfully submitted,*

*Libby Breland, Clerk to Board*

Signatures and Attachments on file.