

## MINUTES OF THE MEMBERS OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY MEETING HELD ON THURSDAY 2/22/2018

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its regular meeting Thursday, 2/22/2018 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, Greg Padgett, Thayer Rivers, Jerry Schulze, Dr. Bill Singleton.

Members of the Authority not in attendance: David Lott.

Staff in attendance: Jeff Boss, DGM of O&TS; Sarah Linkimer, DGM, F&A; Will Bettis, Director of Business Services; Brian Chemsak, Director of Engineering; Kenneth Frazier, Director of Information Technology; Tricia Kilgore, Director of Treatment; Allena Lee-Brown, Director of Human Resources; Al Legare, Director of Tech Maintenance & SCADA; Pamela Flasch, Communications Manager; Justin Thomas, NOB Field Ops Manager; Beth Lowther, Accounting Supervisor; Linda Tillery, Customer Care Manager; Libby Breland, Executive Assistant/Clerk to the Board.

Legal Counsel in attendance: Erin Dean, Esq., Tupper, Grimsley, Dean & Canaday, PA.

Beaufort County Liaison to BJWSA: Not in Attendance.

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

### CALL TO ORDER

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

### INVOCATION AND PLEDGE OF ALLEGIANCE

Thayer Rivers 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 Greg Padgett, to approve the minutes of the 1/25/2018 regular board meeting as written and distributed in advance to the Members of the Authority,

*All voted in favor, none opposed,*

**Motion carried.**

## **PUBLIC COMMENT**

The public was introduced and welcomed. There was no public comment at this time.

## **GENERAL MANAGERS REPORT**

*Jeff Boss submitted the following GM report on behalf of Ed Saxon who was attending the Utility Management Conference in San Antonio.*

1. Safety Report - BJWSA has now worked over 900,000 hours without a lost workday case and are on track to hit the 1,000,000 hr. mark by the end of May. We had another month of no incidents or recordable injuries, 3rd in a row, and we have been selected to receive a safety award based from the SC Chamber of Commerce. Members of the BJWSA Safety Team will attend the March 29<sup>th</sup> ceremony to receive the award. Our Safety & Wellness Festival is scheduled for Friday, March 9<sup>th</sup> at the Community Bowling Center in Beaufort from noon to 3. Pam will provide the details during her report.
2. Savannah River Basin - The upper basins rains in January and early February have raised levels in Hartwell and Thurmond ~ 4 feet and they have recovered to the Stage 1 Drought level and are predicted to stay at that level for the next 60 days. The US weather service continues to predict higher than normal temps and lower than normal rainfall for the next 90 days.
3. FY18-FY21 Strategic Plan - Workshop #6, Implementation, was held with the Core Group on February 14. The Strategic Planning Committee was established and work plans were created for a key goal in each strategic theme category. The SPC's main responsibilities are to form work teams for each goal associated with the 5 strategic themes and to monitor and report progress on their efforts opposite the SFP and schedule. We will hold a 2<sup>nd</sup> Board workshop the week of April 2<sup>nd</sup> from 10-2 to review the draft FY18-21 SFP.
4. Call Center Update - At the January Board meeting, the Board expressed a strong concern over the long wait times customers have been experiencing when trying to call BJWSA. Staff has made significant changes in the Call Center to alleviate this issue and Sarah will review them and the result with the Board.

***Staff Presentations-*** Sarah Linkimer gave a brief update regarding the call center and was pleased to report by adding temporary support team members to the department, significant positive impacts were made to the call center. She thanked Linda Tillery, and all those involved in making this effort happen. She said after the transition period, staff will evaluate if five temps are needed for the remainder of the year. *A round of applause was received.*

*Both Jimmy Baker and Lorraine Bond complimented Sarah Linkimer and her staff on their expeditious efforts. Ms. Bond was even approached by the public acknowledging the shorter wait times.*

*A copy of the CS Update power point presentation, is attached to these minutes and is made a part hereof.*

5. SCEC - The state Environmental Conference will be held on March 11-14 in Myrtle Beach. Brain and Sarah will be giving presentations and Ed will be moderating a session. Also, for the first time, we will be entering a team in the Pipe Tapping Competition on Sunday 3/11. Ed will report on our activities at SCEC at the March Board meeting.
  - **Public Affairs Report.** Pamela Flasch highlighted recent and upcoming initiatives taking place throughout the service area:
    1. BJWSA Website Homepage: The new homepage seeks to get ahead of our new strategic plan by improving our methods of education and notification. We will have this page live in March.
    2. FY18-21 Strategic Focus Plan: Our department is excited to take part in helping to execute the new strategic focus plan – especially the parts where we can make a difference.
    3. BJWSA Employee Events: Please keep these two dates top of mind: Friday, March 9 for the Safety & Wellness Festival and Saturday, April 28 for Employee Fun Day. *Rack Cards were distributed.*
    4. Customer Focus Group: We are planning our bi-annual customer focus group for May 19 on site, with USC-B's Lowcountry & Resort Islands Tourism Institute handling the project.
6. SC Legislative Update – Jeff Boss reported on two Statehouse Bills, 1.) The Conservation Bill, which passed through the House and being sent to the Senate for consideration, and 2.) The DOT Construction Bill for utility relocations reimbursements received a favorable vote from committee and was sent to the House floor for a vote. In order to be approved during this legislative session, the Bill must be approved by the House and sent to the Senate before the end of February. *Michael Bell asked what level of reimbursement the Authority can expect to receive. Jeff Boss replied that the relocation reimbursement will be capped between 4 - 4.5% of the total SCDOT project cost.*
7. McTeer Bridge Waterline Repair- Jeff Boss passed around one of the corrosive bolts that was removed from holding the restrained joints together and discussed ways of protecting the bolts by adding a sleeve over the joints. This also led to inspections of others bridges' finding the same type bolts being used and possibly replacing these with stainless steel.

## COMMITTEE REPORTS

**Report of the Executive Committee.** Committee Chair Donna Altman stated that the Executive Committee did not meet.

**Report of the Capital Projects Committee.** Committee Chair Michael Bell reported that the Capital Projects Committee met on 2/14/2018 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. Military Projects Report – 1 remaining project, Bolden Elementary-Middle School is nearing completion.
2. FY18 Capacity Fee Collections – \$1.8M YTD Capacity Revenue; ~65,000 gals. each in water and sewer for January.
3. Developer Projects Activity Summary – End of January were a total combined 182 REUs; 175,423 Water GPDs and 113,315 WW GPDs.
4. Change Order and Contract Award: Were discussed and will be brought under New Business for approval.
5. Purchasing Policy: The committee received a draft updated version of the BJWSA Purchasing Procedures which will be coming to the Board for approval in March.
6. Customer Service Update: Was received and the Capital Projects was also pleased with the significant changes.
7. New SOB Operations Center: Pleased to report that permitting has been received from Beaufort County and broken ground. Moving forward towards an expected completion date in June.
8. Solar Panel Projects: Al Legare reported that both sites PRIWRF and St. Helena are connected, meters are spinning. SCE&G will conduct the final site test. The grounds are being cleaned and Pam will begin planning a ribbon cutting.
9. Hardeeville Water Reclamation Facility Expansion: The Project is 68% complete. The contractors are on schedule and focusing on punch list items.

*A copy of the CIP Update Memorandum from Brian Chemsak dated 2/8/2018 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 2/15/2018 and submitted the following report:

1. January Financials: January was another great month for revenue. Total operating revenues are \$2.2 million over budget, while total operating expenses (including depreciation) are \$267 thousand over budget. Operating cash and ratios are healthy and within our limits and policies.
2. Thad Coleman, Juanita White Fund & Hardship Fund: The committee reviewed the Fiscal Year Summaries for the three assistance accounts. *Michael Bell asked about establishing an assistance fund for WEO Water Company. Sarah Linkimer said that at this time no fund is being established, but WEO is aware of BJWSA's current Hardship Fund and that they would be eligible to apply.*

3. Call Center Metrics: The Committee reviewed the call center metrics. A daily average call wait time and number of calls report was added this month to reflect the positive impact of adding support team members to the department after the January Board Meeting.
4. Capital Improvements: The Committee discussed and approved a \$45 thousand budget increase for CIP-1475 that will be presented in New Business today. The committee also received a new project request for CIP-2181 for the McTeer Bridge Waterline Replacement in the amount of \$200 thousand.
5. Purchasing Policy: The Committee received an updated version of the BJWSA Purchasing Procedures for their review and will be bringing to the Board for approval in March.

*A copy of the financial report dated 1/31/2018, 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 2/19/2018 and submitted the following report:

1. **Action:** Contract Award Approval for GM Search Firm Selection.

Committee Chair Jimmy Baker stated that there were three selections and the Committee unanimously recommends **Cabot Consultants, McLean, Virginia**. Factors included, experience with the Water Industry, 2 out of the 3 partners traveled to meet with the committee and were very impressed by the research they conducted on BJWSA. Questions were asked regarding cost and expenses; and how the Search Firm intends to assess each candidate and also if the replacement came with some type of guarantee. Jimmy Baker noted that the Firm indicated a 10-step process. Michael Bell, and as Counsel Dean referred to, would like see some type of personality testing such as the *Myers-Briggs Test & Personality Assessment* (MBTI) incorporated in the process to ensure we find the right “fit” for the *Lowcountry*.

*Motion:* Recommendation for approval of Contract Award to **Cabot Consultants**, search firm to find a replacement GM came from the Personnel Committee, *requiring no second, All voted in favor, none opposed,*  
Motion passed unanimously.

2. Safety Report: Was reviewed.
3. Personnel Actions Report: There were zero voluntary resignation last month; overall Fiscal YTD turnover rate was 5.63%.
4. Succession Planning: A pilot Internship Program is underway; Operations is planning to hire 4 interns for FY19.
5. Customer Service Update: Was provided.

**Report of the Information Technology Plan Ad Hoc.** Committee Chair Jerry Schulze reported that the Committee met on February 14, 2018 and reviewed the status of several projects and gave the following report:

1. IT Initiatives Update. Office365 migration has kicked off, pausing the PCI requirements, though on the horizon within a month • CIS launcher and scheduler to be migrated by 2/28/2018 • Upgrading the existing financial platform, completion date is expected around 3/22/2018 • Production migration is complete • GIS is 60% through their mapping, ~4500 project boundaries in Project Tracker and halfway through project asbuilt conversions, to date, 73 asbuilts completed. The next IT Technology Ad hoc meeting is scheduled for March 15.

## **OLD BUSINESS**

Chair Donna Altman reminded the Committee Chairs that it was time to begin reviewing the *Committee Charters*. She also gave the timeline of the *Board Leadership Award*, and said that she would remind them again in March.

## **NEW BUSINESS**

### Capital Improvement Program

#### *Contract Award Change Order*

CIP-21475 SOB Operations Center Contract Change Order to Montgomery Architecture for \$45,328.96 from \$79,000 to \$124,328.96 as presented and referenced in the memorandum from Brian Chemsak dated 2/8/2018 and is attached to these minutes and is made a part hereof:

**Motion:** Recommendation for approval of CIP 21475 Contract Change Order to Montgomery Architecture for \$45,328.96 from \$79,000 to \$124,328.96 came from the Capital Projects Committee, *requiring no second,*

*All voted in favor, none opposed,*

**Motion passed unanimously.**

#### *CIP Project Addition*

CIP 22181 McTeer Bridge Waterline Replacement added to the FY18 CIP for \$200,000.00 as presented and referenced in the memorandum from Brian Chemsak dated 2/12/2018 and is attached to these minutes and is made a part hereof:

**Motion:** Recommendation for approval of adding CIP Project #22181 McTeer Bridge Waterline Replacement for \$200,000 to the FY18 CIP came from the Capital Projects Committee, *requiring no second. The Chair reiterated that this approval is for Phase I, engineering and permitting to start the design of the project,*

*All voted in favor, none opposed,*

**Motion passed unanimously.**

## **PUBLIC COMMENT**

There was no public comment.

*Greg Padgett acknowledged and thanked Jeff Boss for giving a presentation, being well received, to the Hardeeville City Council, regarding the new Hardeeville Water Reclamation Facility Expansion.*

*Jimmy Baker again, commended Sarah Linkimer and her entire staff and all those involved in making the positive impacts in the Customer Call Center.*

**ADJOURNMENT**

With no further business to come before the Board, Dr. Bill Singleton moved, seconded by Jimmy Baker, to adjourn the meeting at 8:54 a.m.,

*All voted in favor, none opposed,*

**Motion passed unanimously.**

APPROVED: 3/22/2018

*Respectfully submitted,*

*Libby Breland, Clerk to Board*

Signatures and Attachments on file.