

MINUTES OF THE MEMBERS OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY MEETING HELD ON THURSDAY 11/15/2018

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its regular meeting Thursday, 11/15/2018 at the Beaufort-Jasper Water & Sewer Authority Administration Building. This meeting met the notice requirements of, and was properly constituted pursuant to, Chapter 4, Section 30-4-80(A) 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; Jerry Schulze; Dr. Bill Singleton.

Members of the Authority not in attendance: Thayer Rivers.

Staff in attendance: Ed Saxon, General Manager; 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; Justin Thomas, Director of Field Operations; Dick Deuel, Development Projects Manager; Shawn Flood, Capital Projects Manager; Andy Mattie, Manager of field Operations; Linda Tillery, Customer Care Manager; Beth Lowther, Accounting Supervisor; 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: Council Member Brian E. Flewelling, District 5 (Okatie/Burton/Shell Pt.), 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

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, Lorraine Bond, seconded by, Greg Padgett, to approve the minutes of the 10/25/2018 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 carried.

PUBLIC COMMENT

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

PRESENTATION OF AUDIT RESULTS FOR THE FY 2018.

Sarah Linkimer introduced Keith Hundley, CPA, Partner of Carr, Riggs & Ingram, L.L.C. who provided the audit highlights for FY 2018. Mr. Hundley reported that FY2018 was a good audit and was very pleased with the continued IT improvements. It was recommended by the auditors to continue the IT ad hoc committee. *Chair Donna Altman commended the entire Finance Department, with special recognition to Sarah Linkimer and Beth Lowther.*

GENERAL MANAGERS REPORT

Ed Saxon submitted the following report:

1. Safety Report - Unfortunately, we had 2 minor injuries in October, both were trips and falls. Take Two submittals continue to be strong with another month exceeding 200. We continue to work without suffering a lost workday case and our running total safe work hour's record now exceeds 1.15M hours. We had a successful Safety/Health/State of BJWSA event on Friday 11/9, 143 employees attended. We held a successful Health Screening on October 30th and 97 employees/spouses participated.
2. Savannah River Basin - Basin October rainfall was slightly above normal and Hartwell is at Guide Curve and Thurmond is slightly below. Corps of Engineers (COE) forecast calls for a slightly warmer winter and normal rainfall.
3. New Manager of Field Operations - Andy Mattie was promoted to the Manager of Field Operations. Andy was the NOB Field Operation Supervisor and has been with BJWSA for 4 years. Congratulation Andy. *(There was a round of applause)*
4. United Way Campaign - Our goal is \$14,500 and to date we have received pledges totaling \$7,622 (53% of goal). We will run the campaign through November and the Board is welcome to participate. We have pledge forms available at today's meeting.
5. December Board Meeting - A reminder, due to the holidays, the December Board meeting will be on Thursday 12/20 and the committee meetings will be held the week of 12/10.
6. Holiday Events - The Company Christmas Party is set for Saturday 12/1 at the MCAS Officers Club with the social beginning at 6 and dinner at 7. Please make sure you have RSVP'd with Lou. The Holiday Sharing event will be on Friday 12/14 here at the Admin Building beginning at noon and the Board is welcome to attend.
7. Joe Mantua - Joe's 1st day is Monday 11/26. I have set up introductory lunches with the Administrators/Managers and Council Chairs/Mayors of Jasper County, Port Royal,

Beaufort and Hardeeville. I am waiting to get confirmation from Bluffton and will schedule Beaufort County once the Interim Manager is in place. We also will meet with the Hilton Head Utility Managers and Town Manager. All these introductory meetings are scheduled to occur prior to the December Board meeting. Sarah will attend these meetings as well. We will meet with Ridgeland and members of the local legislative delegations later in the month. *A press release announcing my retirement and Joe's selection as the new GM will be issued today after the Board Meeting.*

- **Public Affairs Report.** In Pam's absence, Sarah Linkimer highlighted recent and upcoming initiatives taking place throughout the service area:
 1. Featured Article: The McTeer Bridge waterline project is the focus of an article in the February issue of NACWA's *Clean Water Advocate*.
 2. Highlighting Focus Groups: The winter "SPLASH" newsletter publishes in January and will feature BJWSA's customer surveying and feedback efforts conducted at area farmers markets and will list a schedule of next year's visits.
 3. Community Events: Next month, we will announce the winners of our *Imagine a Day without Water* video contest.
 4. BJWSA Holiday Events: We look forward to seeing you at the Holiday Dinner, Saturday, December 1. (As Ed said in his GM report, if you have not contacted Lou, please do so today.) Holiday Sharing is Friday, December 14.

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 11/7/2018 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. Project Activity Sheet Review & Discussion: Purrysburg WTP Expansion to 30 MGD is scheduled for design kickoff meeting this month | SOB Operations Center will receive the CO in December and a Board tour will be held after the December meeting | Contractor is completing the Hardeeville Water Reclamation Facility expansion punch list, a ribbon cutting event is planned for January | Lady's Island Sewer Diversion; the pump station is nearing completion and project should be online by the end of March | contract signing is expected in the next two weeks for the Galvanized Water Line Replacement Program.
2. FY19 Second Quarter Capacity Fee Collections: \$3.958M YTD total water and sewer capacity revenue for October; great first 4 months.

3. Developer Projects Activity Summary: 10 new projects reviewed | 9 DPR submittals | 10 pre-constructions | 3 service authorizations.
4. October 2018 Water Taps & Sewer Inspections: NOB - 47 water taps/38 sewer taps; SOB - 140 water taps/128 sewer taps.
5. Cherry Point EQ Tank Failure Report: As a follow-up, Brian Chemsak prepared a “white paper” discussing the circumstances associated with the design and construction of the tank and our history with hydrogen sulfide issues in the SOB sewer collection and treatment system. The report was shared with the Board. Black & Veatch presented two options for the construction of the replacement tank and BJWSA has decided to completely demolish the existing tank and rebuild a similar sized tank without a top on that site. *Mike Bell commended Brian Chemsak on his “white paper”.*
6. FOIA Policy: The Committee discussed and reviewed the FOIA Policy that will be presented in New Business today.

A copy of the CIP Update Memorandum from Shawn Flood dated 11/5/2018 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 11/8/2018 and submitted the following report:

1. October Financials: Total operating revenues are \$185 thousand under budget, while total operating expenses (including depreciation) are \$1.3 million under budget. Operating cash and ratios are healthy and within our limits and policies.
2. October Call Center Metrics: The Committee reviewed the call center metrics. The average call wait time was 45 seconds and the abandonment rate was 1% in October.
3. FOIA Policy: The Committee also discussed and reviewed the FOIA Policy being brought under New Business today.
4. Cherry Point EQ Tank Update: The Committee also received and discussed the report for the Cherry Point EQ Tank Failure. *Don Manson expressed a good job by staff.*

A copy of the financial report dated 10/31/2018, 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 11/6/2018 and submitted the following report:

1. Safety: Nothing to add to Ed’s report.
2. Personnel Actions Report: Overall turnover rate is 3.33% year to date; 0 separations.

3. Welcome Event for New GM, Joe Mantua: Save the date for January 10, 2019 at Oldfield's River Club.
4. Farwell Event for Ed Saxon: A fish fry is planned for the employees on Friday, February 15th, and an event for the public is planned for February 22.
5. United Way: As Ed reported in his GM report, \$7,622 (53% of goal) of pledges have been received towards our goal of \$14,500. The campaign will run through November and the Board is welcome to participate. We have pledge forms available at today's meeting.
6. FIOA Policy: Was presented and reviewed by the committee.
7. Employee Survey Update: Deferred until the arrival of the new GM, Joe Mantua.

Report of the Information Technology Plan Ad Hoc. Committee Chair Jerry Schulze reported that the Committee reviewed the status of several projects and gave the following report:

1. Risk Assessment has started, Experis QSA (Qualified Security Assessor) is the contractor
 - PCI Compliance project proceeding well, includes areas of 12 different sections totaling 240 items. Still on track to be completed by end of calendar year.

OLD BUSINESS

CIP 1861 Bonaire Estates Sewer Extension CDBG Project.

Chair Donna Altman stated that she was asked how long it would take before being able to connect to the vacuum sewer system serving Bonaire Estates. Brian Chemsak reported that the entire project would take approximately 9 months to complete and start connecting customers.

NEW BUSINESS

Capital Improvement Program

Contract Award(s)

CIP-21487 Great Swamp Expansion to 15 MGD Contract Award to Nix Construction for \$1,869,820.60 as presented and referenced in the memorandum from Shawn Flood dated 11/5/2018 and is attached to these minutes and is made a part hereof:

Motion: Recommendation for approval of CIP 21487 Great Swamp Expansion to 15 MGD Contract Award to Nix Construction for \$1,869,820.60 came from the Capital Projects Committee, *requiring no second, All voted in favor, none opposed,*
Motion passed unanimously.

Approval of Revised FOIA Policy

Sarah reported that there were no significant changes to BJWSA's Freedom of Information policy, it was updated to align with the recent changes in the Act. All FOIA requests are reviewed by our attorney, Erin Dean.

- Beaufort-Jasper Water & Sewer Authority Public Information Policy (FOIA)
- BJWSA South Carolina FOIA Fee Schedule
- Request for Public Information

Motion: Vice-Chair Michael Bell moved, seconded by Secretary/Treasurer Don Manson, to approve the revised BJWSA Freedom of Information Act policy,

All voted in favor, none opposed,

Motion passed unanimously.

Capacity Fee Credit Presentation

Brian Chemsak gave a slide presentation on how Capacity Fees and Credits are calculated for projects. *Ed Saxon commended Brian Chemsak on his presentation.*

A copy of the slide presentation titled: "Water and Wastewater Capacity Overview, Brain Chemsak" is attached to these minutes and made a part hereof.

PUBLIC COMMENT

There was no public comment.

(9:25a.m.)

EXECUTIVE SESSION

Motion: Jimmy Baker moved, seconded by, Dr. Bill Singleton, to go into executive session for the purpose of discussing litigation matters regarding: Michael Boltin, Edge, Rondelle Warren, and one claimant, Maria Del Marin Riley pursuant to SC Code Ann. Section 30-4-70(a)(2),

All voted in favor, none opposed,

Motion passed unanimously.

Chair Donna Altman, excused all persons from the meeting. Legal counsel, GM; DGM F&A remained for executive session for the legal briefing. (Ed Saxon and Sarah Linkimer left for a brief session.)

(9:30a.m.)

RECONVENE

Motion: Brandy Gray moved, seconded by Lorraine Bond, to reconvene regular session,

All voted in favor, none opposed,

Motion passed unanimously.

ACTION ITEMS ARISING FROM EXECUTIVE SESSION

No action was taken.

ADJOURNMENT

With no further business to come before the Board, and without objection, Chair Donna Altman declared the meeting adjourned at 9:33.

APPROVED: [_Click here to enter a date.](#) _____

Respectfully submitted,
Libby Breland, Clerk to Board
Signatures and Attachments on file.