

## **MINUTES OF THE MEMBERS OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY MEETING HELD ON THURSDAY 1/23/2020**

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its regular meeting Thursday, 1/23/2020 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 Michael Bell; Secretary/Treasurer Greg Padgett; Donna Altman; Lorraine Bond; Brandy Gray; Andy Kinghorn; Don Manson; Jerry Schulze; Dr. Bill Singleton.

Members of the Authority not in attendance: Vice-Chair Jimmy Baker; Thayer Rivers.

Staff in attendance: Joe Mantua, General Manager; Sarah Linkimer, DGM, F&A; Brian Chemsak, Director of Engineering; Kenneth Frazier, Director of Information Technology; Allena Lee-Brown, Director of Human Resources; Al Legare, Director of Tech Maintenance, SCADA, and Military Programs; Beth Lowther, Director of Finance & Support Services; Justin Thomas, Director of Field Operations; Linda Tillery, Director Customer Care & Billing; Pamela Flasch, Public Affairs Manager; Shawn Flood, Capital Projects Manager; Tammy Holman, Procurement & Risk Manager; Laura Pappas, Training and Development Coordinator; 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: York Glover Sr., District 3 (Beaufort/Lady's Island/St. Helena Island/Parris Island), along with his brother-in-law, Leslie Collins, visiting from Louisiana.

Public in attendance: Frank Turano, Regional Manager, Alliance Consulting Engineers; and Matt Berrelli, PE, Senior Project Engineer, Alliance Consulting Engineers.

### **CALL TO ORDER**

The meeting convened at 8:00 a.m., Chair Michael Bell presiding.

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

Andy Kinghorn gave the invocation and all joined in the Pledge of Allegiance to the flag of the United States.

### **PUBLIC COMMENT**

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

## **APPROVAL OF MINUTES**

**Motion:** Moved by, Donna Altman, seconded by Lorraine Bond, to approve the minutes of the 12/19/2019 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.**

## **GENERAL MANAGERS REPORT**

*Joe Mantua submitted the following report:*

### **Asset Management**

1. Boil Water Advisory in Levy – Due to a water main break in the Levy area on January 5 that resulted in a pressure drop, a boil water advisory was issued to approximately 40 customers. All impacted residents were notified directly, the main was repaired within a few hours and the sample tested negative for any bacteria.
2. SOB Operations Center Update – The contractor has completed the sealing of the mechanical room and warehouse/interior walls. A Carrier technician was on site reviewing the controls and operation and has verified they are operating correctly. We are working with RKD, an environmental health consultant, to complete an air quality test of the building. That work is scheduled for January 30 and we expect to have the results within 2-3 days after completion. If results come back negative for any mold, we will begin moving staff back into the building in mid-February.

### **Workforce Investment**

3. Safety Report – Our Take Twos and Safety Talks were down in December, not meeting our monthly average target. For the year we are still averaging above our stated monthly goal of 175. We are now at 1743 days (1,558,313 hours) since our last preventable lost work day case.
4. New Employees and Promotions – We are pleased to welcome Laura Pappas to the BJWSA Team as Training Coordinator in Human Resources.
5. Asset Manager Position – We have retained the services of the executive search firm Cabot in the recruitment of the Asset Manager. They have begun their search process and we expect to begin receiving qualified candidates from them by the end of the month.

### **Preparation for Change**

6. Draft Lead and Copper Rule – The South Carolina Water Quality Association has developed extensive comments on the proposed EPA revisions to the rule. We are currently reviewing and will provide our comments to SCWQA by their February 7 deadline.

7. Strategic Focus Refresh – The Leadership Team held a workshop on January 8 to evaluate and revisit the current Strategic Focus. The group focused on identifying our top strategic priorities based on feedback from the board retreat and alignment with our on-going key initiatives.

### **Organizational Excellence**

8. Electronic Discharge Monitoring Report – BJWSA was recognized by South Carolina Department of Health and Environmental Control (DHEC) for being the first in the state to submit a discharge monitoring report (DMR) electronically. DMR's are submitted monthly for wastewater facilities so this enhancement will eliminate significant printing and paper usage. Kudos to the Treatment Operations Department.

### **Customer Satisfaction and Engagement**

9. Developer Summit – The Engineering Department is hosting a Developer Summit on January 28. The purpose is to establish an on-going communication with the development community to keep them up to date on our process and provide an opportunity for feedback and improvement.
  - **Public Affairs Report.** Pamela Flasch highlighted recent and upcoming initiatives taking place throughout the service area:
    - Meet our Board: Next up for *Meet our Board* in February is Ms. Erin Dean.
    - Smithsonian H2O Today Exhibit: Save the date of May 7 for the **Smithsonian H2O Today** exhibit Sneak Preview Night!
    - Upcoming Engagements: We have a number of spring festivals and events we're attending.

*Jerry Schulze stated that he has been approached by developers at various functions regarding adjusting BJWSA's impact fees for affordable/workforce housing developments, and asked for talking points when engaging with the public. Chair Michael Bell discussed the process that the Town of Bluffton uses for funding. Donna Altman recommended entities look into their receipt of franchise fees for possible funding. Brandy Gray suggested surveying other utilities/municipalities across the state to see how they address the issue. Chair Michael Bell asked Joe Mantua to take the lead, and; 1) prepare talking points for the Board, and; 2) revisit with the counties and other entities to development funding opportunities.*

### **COMMITTEE REPORTS**

**Report of the Executive Committee.** Committee Chair Michael Bell stated that the Executive Committee did not meet.

**Report of the Capital Projects Committee.** Committee Chair Don Manson reported that the Capital Projects Committee met on 1/15/2020 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:

### **Project Highlights**

1. The Purrysburg Expansion to 30 MGD Phase 1 continues with dredge pump station nearing completion and initial earthwork for new clearwell. Phase 2 60% design documents received and are under internal review.
2. The Cherry Point Equalization Tank is nearing completion, the application of the interior coating is underway and the under slab leak has been repaired. Installation of mixing equipment is expected to begin mid-January.
3. The Bonaire Estates Sewer Extension Pump Station is complete with a startup expected in January. The system will be ready for operation after DHEC approval.
4. Galvanized Waterline Projects:
  - DIV I – Construction Complete; completing closeout documents
  - DIV II – Construction Complete; working on SCDOT close out.
  - DIV III – Work is around 85% complete with tie-ins remaining.
  - DIV IV – Work is around 75%; work has started on the last road in Div. IV

### **Developer Report**

1. Capacity Fees - During December, capacity fees were collected in the amount of \$4,454,105.77; Year-To-Date total for capacity fees is \$9,442,575.77, \$5.2M was the budgeted amount
2. Precons - 12 precons were held and 6 Service Authorizations were issued.
3. New Taps - water taps totaled 136 and sewer taps totaled 194.

### **CIP Activity for Board Approval**

1. A change order for CIP-2185 Galvanized WL Replacement was reviewed and is recommended for Board approval in New Business today.

### **Miscellaneous**

1. Reviewed Cross Connection Control Program
2. Received DRAFT Purchasing Policy

*A copy of the CIP Update Memorandum from Shawn Flood dated 1/13/2020 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 Greg Padgett reported that the Finance Committee met on 1/16/2020 and submitted the following report:

1. FY2020 YTD Financial Statements and Investments: Total operating revenues are \$1 million over budget, while total operating expenses (including depreciation) are \$1.6 million under budget. The committee reviewed the investment report and total interest received to date of \$73K.
2. Low Income Assistance Funds: The committee reviewed the 2019 activity for the Thad Coleman Fund, Juanita White Fund, and the Hardship Fund.
3. December Call Center Metrics: The committee reviewed the call center metrics. The average call wait time was 1 minute 3 seconds and the abandonment rate was 3.1% in December.
4. Capital Improvements: The committee discussed and approved a \$36,303 thousand budget increase for CIP-2185 that will be presented in New Business today.
5. IT Update: Kenneth provided the IT FY20 Areas of Focus that included four significant project updates.
6. Miscellaneous: The committee also received the Draft Purchasing Policy and Cross Connection Control presentation.

*Greg Padgett added the announcement of the Ribbon cutting @ 10:30am for the new Royal Live Oaks Charter School, Hardeeville.*

*A copy of the financial report dated 12/31/2019, was included in the Board packet and is attached to these minutes and is made a part hereof.*

**Report of the Personnel Committee.** Committee Dr. Bill Singleton gave this month's report and reported that the Personnel Committee met on 1/7/2020 and submitted the following:

1. Safety Report: Joe covered in his report, we did have 4 incidents: 1) Fender damage while vehicle on job-site, 2) Rear-ended, 3)Catalytic convertors stolen from 3 vehicles at Admin Parking lot, 4) Back window broken when employees were loading material in the back of the truck on a Saturday night.
2. Personnel Actions Report: 1 involuntary termination; 2 voluntary resignations; Overall turnover for year-to-date FY20 = 2.75%.
3. Benefit Policies Discussion: All changes, except clocking In/Out will be presented during the February board meeting. Clocking In/Out requires non-exempt admin employees to clock Out/In when leaving the property for lunch or personal reasons. Will be deleting the

auto 30' meal deduction effective January 26, 2020. Since this is not in the Employee Handbook will communicate this change via management and emails;

- **Tobacco Use Policy:** Pursuing 2 potential changes to the policy; 1). No use of tobacco-free pouches, chews or snuff that require using spit cups on BJWSA property, 2). The addition of designated smoking areas on BJWSA property now means BJWSA is not Tobacco Free; policy title change to Tobacco Use Policy.
  - **Lead Worker:** This policy was only utilized in one department. That department is large enough that managers and supervisors can fill in for each other. As expected, senior staff is eliminating this policy.
  - **Performance Based Annual Merit Increase Schedule:** This pertains to employees hired during the current fiscal year. Except employees hired during the 4th quarter of the fiscal year, merit increases will be prorated based on their actual day of hire.
  - **Continuing Review of Other Policies.**
4. **Miscellaneous:** Pat presented more detail regarding the Cross Connection Program to aid understanding; Sarah distributed a draft of an updated Purchasing Policy to be discussed at the meeting next month.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

### Capital Improvement Program

#### *Change Order*

CIP-2185 Galvanized Water Line Replacement program, Phase I Division II, change order to Potter Construction for \$36,303.58 as presented and referenced in the memorandum from Shawn Flood dated 1/7/2020 and is attached to these minutes and is made a part hereof. This change order is for additional construction services, which is located in the Hardeeville area.

**Motion:** Recommendation for approval of CIP 2185 Galvanized Water Line Replacement program, Phase I Division II, change order to Potter Construction for \$36,303.58 came from the Capital Projects Committee, *requiring no second,*

*All voted in favor, none opposed,*

**Motion passed unanimously.**

Chair Michael Bell Complimented the staff for moving the replacement program along.

## **PUBLIC COMMENT**

There was no public comment.

(8:37 a.m.)

**EXECUTIVE SESSION**

**Motion:** Brandy Gray moved, seconded by Lorraine Bond, to go into executive session for the purpose of discussing litigation matters regarding: Kinard v. BJWSA; McCracken v. BJWSA; Hornbeak v. BJWSA, and proposed policy revisions pursuant to SC Code Ann. Section 30-4-40(a)(7) and, attorney-client communication related to a contractual matter, pursuant to SC Code Ann. Section 30-4-40(7),

*All voted in favor, none opposed,*

**Motion passed unanimously.**

*Chair Michael Bell, excused all persons from the meeting. Legal counsel, GM; DGM F&A; HR Director, remained for executive session for the legal briefing.*

(9:44 a.m.)

**RECONVENE**

**Motion:** Brandy Gray moved, seconded by Jerry Schulze, to reconvene regular session,

*All voted in favor, none opposed,*

**Motion passed unanimously.**

**ACTION ITEMS OCCURING FROM EXECUTIVE SESSION**

No action was taken.

**ADJOURNMENT**

With no further business to come before the Board, and without objection, Don Manson moved, seconded by Dr. Bill Singleton, to adjourn the meeting at, 9:49 a.m.,

*All voted in favor, none opposed,*

**Motion passed unanimously.**

APPROVED: 2/27/2020

*Respectfully submitted,*

*Libby Breland, Clerk to Board*

Signatures and Attachments on file.