

MINUTES OF THE MEMBERS OF THE BEAUFORT-JASPER WATER AND SEWER  
AUTHORITY MEETING HELD ON THURSDAY 5/27/2021

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its regular meeting on Thursday, 5/27/2021 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 physically present: Chair Michael Bell; Vice-Chair Jimmy Baker; Secretary/Treasurer Greg Padgett; Donna Altman; Lorraine Bond; Andy Kinghorn; Thayer Rivers; Jerry Schulze; Dr. Bill Singleton.

Members of the Authority attending telephonically: Brandy Gray.

Staff physically present: Joe Mantua, General Manager; Sarah Linkimer, Deputy General Manager; Brian Chemsak, Chief of Plant Operations; Kenneth Frazier, Chief of Technical Services; Becca Bowyer, Director of Engineering; Tricia Kilgore, Director Technology & Innovation; Jeremy Sponseller, Capital Projects Manager; Libby Breland, Executive Assistant/Clerk to the Board; Jon Torrescano, IT Systems Engineer.

Staff attending telephonically: Pamela Flasch, Director of Public Affairs; Allena Lee-Brown, Director of Human Resources; Tammy Holman, Risk and Procurement Manager; Steven Pecko, Finance Manager.

Legal Counsel physically present: Erin Dean, Esq., Tupper, Grimsley, Dean & Canaday, PA.

Beaufort County Liaison to BJWSA viewing via Live Streaming: York Glover Sr., District 3 (Beaufort/Lady's Island/St. Helena Island/Parris Island).

Prospective Member attending telephonically: Rob McFee.

**CALL TO ORDER**

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

**PUBLIC COMMENT**

Chairman Bell read into record the following statements:

Public Comments may be submitted electronically by emailing your comments to [publicmeeting@bjwsa.org](mailto:publicmeeting@bjwsa.org). Advanced Comments will be accepted up to 1 hour prior to the

scheduled meeting start time and shall be limited to three (3) minutes or 390 words. All Advanced Comments will be provided to the Chair and read aloud for the record during the initial Public Comment period.

Public Comments may also be submitted throughout the course of the meeting. Those comments should also be emailed to [publicmeeting@bjwsa.org](mailto:publicmeeting@bjwsa.org) and limited to 3 minutes or 390 words. Comments submitted during the meeting will be provided to the Chair and read aloud as indicated in Item XIII, noted below.

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He then asked for advanced comments at this time. Clerk to the Board, Libby Breland reported no comments were received in advanced.

Chairman Bell encouraged the public watching to submit their comments to [publicmeeting@bjwsa.org](mailto:publicmeeting@bjwsa.org).

### **ORDER OF BUSINESS**

Chairman Bell announced that legal counsel Erin Dean has a prior appointment and may need to leave the meeting before reaching the Executive Session portion of the Agenda and asked to amend the Agenda to move the Executive Session immediately following the General Managers Report.

**Motion:** Moved by Thayer Rivers, seconded by Jimmy Baker, to move Agenda Item X. Executive Session, after the General Managers Report, allowing General Counsel to report on legal matters.

**Vote:** *The motion passed 9-0.*

### **APPROVAL OF MINUTES**

**Motion:** Moved by, Andy Kinghorn seconded by, Secretary/Treasurer Greg Padgett, to approve the minutes of the 4/22/2021 regular board meeting as written and distributed in advance to the Members of the Authority,

**Vote:** *With no corrections noted, the 4/22/2021 board minutes stand approved by General Consent with no objections. The motion passed 9-0.*

### **GENERAL MANAGERS REPORT**

*Joe Mantua submitted the following report:*

#### **Asset Management**

1. Asset Management Program Update – We remain on track to complete Phase I by the end of the fiscal year, and will to deliver a Phase I overview presentation to the Board in July. Phase I work deliverables have included an assessment of current data and processes, development of a risk methodology and risk statistics, development of a long-term plan for asset condition assessment. All of these lead us to the development of our roadmap which will guide us beyond the current state to the future state.

#### **Workforce Investment**

2. Safety Report – We completed over 200 Take Twos and 50 Safety Talks this month. We close out the month with 30,327 safe work hours since our last preventable lost work day case.
3. New Employees – We are pleased to welcome several new members to the BJWSA Team:

Terrell Brown —Field Operator Trainee  
Ontario Fishburne — Field Operator Trainee  
Amie Williams – Accountant II  
Elizabeth Ellis – Customer Service Representative  
Kaitlyn Fote – Training Coordinator  
Jessica Gibbs - Customer Service Representative  
Taylor Caldwell – Field Operator Trainee  
Woody Fowlkes – Field Operator Trainee  
Eric Dedrick - Field Operator Trainee  
LeRome Dupont - Field Operator Trainee  
Brayden Smith – Meter Technician  
Jada Garvin – Customer Service Representative  
Kyler Marshburn Foushee - Field Operator Trainee

I'd also like to congratulate the following employees for their recent promotions

Nic Scott – Accountant IV  
Joseph Patterson – Field Operator I  
Benjie Bennett – Fleet Technician IV  
Jason Smalls - Field Operator I  
Clay Crosby - Field Operator I  
Chanse Breland – Tech Maintenance Specialist I  
Alfred Delaney – Water Operator II

### **Preparation for Change**

4. COVID- 19 – We've had no new positive cases since February. We continue to develop and execute our transition plan which includes allowing employees currently working remotely to continue to do so or return to the office. We are also planning to allow use of the Community Room to external groups effective June 1 and re-open the lobby to the public effective September 1. The suspension on business related travel will be lifted effective August 1. In accordance with CDC guidance we have lifted mask requirements.
5. Telework Policy – A telework policy has been drafted and is currently under review by the board for any comments.
6. Sustainability Ad Hoc Committee – The Board Sustainability Committee has been sunset and our focus on sustainability will be reported on monthly as a regular part of the Finance Committee charge. The Committee was successful in launching a new solar project, developing a sustainability website, establishing the idea for an annual regional sustainability symposium and calculating our company carbon footprint. Many thanks to the Committee members, Jimmy Baker, Andy Kinghorn and Greg Padgett along with special thanks to Tricia Kilgore for all the hard work.

### **Organizational Excellence**

7. Annual Moody's Report – We received the annual comment report from Moody's Investors Service regarding our overall financial position. We received very positive feedback, noting a very strong credit position, strong system profile and superlative financial position.

8. Mossy Oaks Stormwater Project – Several staff attended the ribbon cutting ceremony held by the City of Beaufort for this important project that will help address chronic flooding issues in the Mossy Oaks neighborhood. The project involved much coordination and collaboration amongst numerous agencies. Special thanks to the Engineering Team and specifically Andrew Dudley and Chris Graham who worked hand in hand with the many project partners.
9. NACWA Peak Performance – We received word from the National Association of Clean Water Agencies that the St. Helena Wastewater Treatment Plant has achieved Platinum Peak Performance making it the 6<sup>th</sup> of our 8 plants to reach this level.

### **Customer Satisfaction and Engagement**

10. Customer Satisfaction Survey – We received the initial results of the customer satisfaction survey and are currently reviewing the data. We had a record response with more than 7300 surveys collected including for the first time a Spanish version option. Our overall satisfaction rate was slightly higher at 4.2 (0.3% increase) than the 2019 survey. We will provide a detailed summary at the July board meeting.

➤ **Public Affairs Report.** Pamela Flasch highlighted recent and upcoming initiatives taking place throughout the service area:

1. Summer News/Splash Newsletter and Consumer Confidence (Water Quality) Report: these go out by July 1, as a heads up for rates and to distribute CCR in time for EPA deadline.
2. May Consumer Academy: we didn't have the number of viewers we anticipated, but we were happy to see how many staff members tuned in. We're mailing a follow-up survey, along with any questions we received from viewers Friday. We may host an in-person version this fall.
3. Customer Satisfaction Survey (sneak preview): we will share, with consultants, the final results in July. A major takeaway is that we need to do whatever it takes to collect cell numbers and increase our use of mobile engagement.
4. Community Events: planning tentative in-person Trick or Treatment and our inaugural Sustainability Workshop for October.

(8:19 a.m.)

### **EXECUTIVE SESSION**

**Motion:** Andy Kinghorn moved, seconded by Lorraine Bond, to go into executive session for the purpose of Attorney-Client privileged information and Legal Advice pursuant to SC Code Ann. Section 30-4-70(a)(2), regarding: 1) Potential claim arising out of SOB Operation Center; and 2) Potential claim arising out of 36" Water Main at Purrysburg Road/Canal, and for the purpose of Personnel/Privacy Issues, Pursuant to SC Code Ann. Section 30-4-70(a)(2), regarding: 1) Selection of Nominee to receive the BJWSA the BJWSA Board Leadership Award,

**Vote:** *The motion passed 9-0.*

*Chair Michael Bell, excused all persons from the meeting. Legal counsel, GM, DGM remained for executive session.*

(8:36 a.m.)

## RECONVENE

**Motion:** Thayer Rivers moved, seconded by, Vice-Chair Jimmy Baker, to reconvene regular session,

**Vote:** *The Motion passed 9-0.*

## ACTION ITEMS OCCURING FROM EXECUTIVE SESSION

Information was received from Legal Counsel regarding the potential claims, and the following action was taken regarding the Board Leadership Award;

**Motion:** Andy Kinghorn moved, seconded by Lorraine Bond, to approve the selected nominee to receive the BJWSA Board Leadership Award. The Nominee will remain anonymous until awarded in June.

**Vote:** *The motion passed 9-0.*

## 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 Bill Singleton reported that the Capital Projects Committee met on 5/19/2021 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:

### Developer Report

1. Capacity fees collected in April totaled \$108,491.60; Capacity fees Year-To-Date are \$9,209,857.34; In April there were 10 pre-cons, 9 Service Authorizations, and 219 water taps and 228 sewer taps.

### Project Highlights

2. Purrysburg WTP Expansion – Staff is still working with County to get variance for the flood plain ordinance.
3. Highway 170 Water Main– Contractor is installing pipe toward the traffic circle.
4. Cherry Point UV Replacement –System is operational and project will begin to close out.
5. Galvanized Water Line Replacement–
  - o PHASE II:
    - Division I: Staff anticipates bidding at the end of the month.
    - Division II: Emmons Street, Lafayette Street & Laudonniere Street are complete. Rodgers Street and La Chere Street are under construction.
    - Division III: Pine Court is under construction.
6. Chelsea WTP Waste Water Pump Replacement – Construction to start in June once equipment is delivered.

7. Raw Water Canal Improvements – Division I is operational and cleanup work has started. Division II is incomplete, and Division III work has been removed from this contract.
8. North Street Transmission Main/Bluffton Pkwy –GMP pricing for the open-cut work has been submitted.
9. Misc. Waste Water Pump Station Replacements
  - o CIP-1806 – Work started at BR16.
  - o CIP-1807 – Project is in design.
10. Chelsea Static Mixer – Mixer unit has been ordered.
11. Chelsea Filter Rehab – Engineer has started the design.
12. Cherry Point WRF expansion – Engineer has started the PER.
13. CP 19 and CP 67 Pump Station Rehab – 90% drawings are complete. Force main to CP67 is being evaluated.
14. Biosolids Master Plan – Engineer has submitted a proposal through our IDC program to study options for managing biosolids.

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

15. Two budget adjustments and three change orders are being presented in the Board Agenda for approval.

#### **Miscellaneous Item Discussions**

16. Draft Capital Plan Update FY22-24 was received for review.
17. FY2022 Budget Highlights were received for review.

*A copy of the CIP Update Memorandum from Jeremy Sponseller dated 5/12/2021 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 5/20/2021, and submitted the following report:

1. Capital Improvement Program: The committee received and approved budget adjustments and change orders for CIP-1927 Bluffton Parkway Water Main Part 1 – GMP, CIP-2224 North Street Transmission Main – Open Cut GMP and Owner’s Representation that will be presented in New Business today. The committee also received the FY22 CIP Budget update.
2. O&M PO Approvals: The committee discussed and approved a Purchase Order approval to Advanced Utility Systems in the amount of \$118,134.26, a Purchase Order approval to Badger Meters in the amount of \$579,968.00 and awarded a contract to EDPR for the solar project that will be presented on the Consent Agenda today.

3. IT Update: Kenneth provided the IT FY21 Areas of Focus that included four significant project updates.
4. Sustainability Update: Tricia provided sustainability updates to the committee.
5. Call Center Metrics: The committee reviewed the call center metrics. The average call wait time was 1 minute 16 seconds and the abandonment rate was 3% in April. The total number of installed Beacon meters is 64,116.
6. FY2021 YTD Financial Information: Total operating revenues are \$2.4 million over budget, while total operating expenses (including depreciation) are \$1.6 million under budget. The committee also reviewed the AR, Cutoffs, Investment report and Estimated Budget Summary for CIP projects 2224 and 1927.
7. FY22 O&M Budget: The committee received and discussed the FY22 Operating Budget and the public hearing is scheduled for June.

*A copy of the financial report dated 4/30/2021, 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 Brandy Gray, reported that the Personnel Committee met on 5/18/2021, and submitted the following report:

1. Safety: Received an update on the current safety report.
2. Personnel Actions Report: 9 new hires; 1 involuntary separation; 3 resignations.
3. Coronavirus: Transition plan rolled out last month.
4. GM Performance Review: The Board Members received an email with a link to use the new format that will streamline the GM Performance Review process.
5. Board of Directors Handbook: Erin has provided a legal review, made several proposed edits and raised a number of questions for consideration. Board Members will be asked to provide any comments and will be discussed in June.
6. Holiday Bonus: A new policy is drafted for FY23. FY22 will be managed as per the old policy. Began with goal for FY23 to tie organization performance to reward, encourage teamwork, “keep it simple”
7. Coach/Leadership Development Update: Received an update on the program which seems to be going really well. The Senior Leadership Team is more unified with greater respect and appreciation for each other.
8. Internship Update: Pleased with how this program turned out. Inaugural program ended Friday, 5/21.

9. Miscellaneous: O & M Budget – summary reviewed

**CONSENT AGENDA**

1. Approval of O&M Purchase Order to Badger Meters for CDMA Replacement Meters for \$579,968.00.
2. Approval of O&M Purchase Order to Advanced Utility Systems for Customer Service’s CIS Infinity Billing System’s annual maintenance for \$118,134.26.
3. Approval of O&M Contract Award to EDPR NA DG for the Solar Energy Lease at Cherry Point and Hardeeville.

*Chair Michael Bell asked, “Are there any items on the consent agenda that any member of the board wishes to move off the consent agenda and on to new business.”*

***Motion:*** *Vice-Chair Jimmy Baker made a motion to move item 3. from the Consent Agenda for discussion under New Business; Item D. The motion was properly seconded by, Jerry Schulze; Vote: The motion passed 9-0.*

***Motion:*** Moved by, Donna Altman, seconded by, Thayer Rivers, to approve items 1. and 2. on the consent agenda: 1. Approval of O&M Purchase Order to Badger Meters for CDMA Replacement Meters for \$579,968.00; 2. Approval of O&M Purchase Order to Advanced Utility Systems for Customer Service’s CIS Infinity Billing System’s annual maintenance for \$118,134.26;

***Vote:*** *The motion passed 9-0.*

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

- A. CIP 2224 North Street Transmission Main Budget Adjustment in the amount of \$4,534,615.00 and Contract Amendment 1 to Ruby Collins for the Open Cut in the GMP amount of \$6,489,950.00, and an owner contingency of \$500,000.00, as presented and referenced in the memorandum from Jeremy Sponseller dated 5/13/2021, and is attached to these minutes and is made a part hereof:

***Motion:*** *Recommendation for approval of CIP 2224 North Street Transmission Main Budget Adjustment in the amount of \$4,534,615.00 and Contract Amendment 1 to Ruby Collins for the Open Cut in the GMP amount of \$6,489,950.00, and an owner contingency of \$500,000.00 came from the Capital Projects Committee, requiring no second,*

***Vote:*** *The motion passed 9-0.*

- B. CIP 1927 Bluffton Parkway Water Main Budget Adjustment in the amount of \$7,232,286.00 and Contract Amendment 2 to Ruby Collins in the GMP amount of \$10,492,629.00 and an owner contingency of \$1,000,000.00, as presented and referenced in the memorandum from Jeremy Sponseller dated 5/13/2021, and is attached to these minutes and is made a part hereof:

***Motion:*** *Recommendation for approval of CIP 1927 Bluffton Parkway Water Main Budget Adjustment in the amount of \$7,232,286.00 and Contract Amendment 2 to Ruby Collins in the*



GMP amount of \$10,492,629.00 and an owner contingency of \$1,000,000.00, came from the Capital Projects Committee, *requiring no second*,  
*Vote: The motion passed 9-0.*

C. CIP 1927 Bluffton Parkway Water Main Part 1 & CIP 2224 North Street Transmission Main Contract Amendment 3 to Black & Veatch in the amount of \$298,400.00 to continue with owner's representative services on the Design Build project, as presented and referenced in the memorandum from Jeremy Sponseller dated 5/7/2021, and is attached to these minutes and is made a part hereof:

*Motion: Recommendation for approval of CIP 1927 Bluffton Parkway Water Main Part 1 & CIP 2224 North Street Transmission Main Contract Amendment 3 to Black & Veatch in the amount of \$298,400.00 to continue with owner's representative services on the Design Build project, came from the Capital Projects Committee, requiring no second,*

*Vote: The motion passed 9-0.*

D. Approval of O&M Contract Award to EDPR NA DG for the Solar Energy Lease at Cherry Point and Hardeeville.

*Motion: Recommendation for approval of O&M Contract Award to EDPR NA DG for the Solar Energy Lease at Cherry Point and Hardeeville, came from the Capital Projects Committee, requiring no second,*

*Vote: The motion passed 9-0.*

## **PUBLIC COMMENT**

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Public Comments submitted throughout the course of the meeting should also be emailed to [publicmeeting@bjwsa.org](mailto:publicmeeting@bjwsa.org) and limited to 3 minutes or 390 words. Comments submitted during the meeting will be provided to the Chair once the meeting has been reconvened following Executive Session and read aloud for the record at this time. *No comments were received.*

## **ADJOURNMENT**

With no further business to come before the Board, and without objection, Dr. Bill Singleton moved, seconded by Thayer Rivers, to adjourn the meeting at, 9:23 a.m.

*Vote: The motion passed by majority, 9-0.*

APPROVED: June 24, 2021

*Respectfully submitted,*

*Libby Breland, Clerk to Board*

Signatures and Attachments on file.