

MINUTES OF THE MEMBERS OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY MEETING HELD ON THURSDAY 10/28/2021

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its regular meeting on Thursday, 10/28/2021 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 Jimmy Baker; Secretary/Treasurer Donna Altman; Past Chair Michael Bell; Lorraine Bond; Andy Kinghorn; Rob McFee; Thayer Rivers; Dr. Bill Singleton.

Members of the Authority attending by video conferencing: Vice Chair Greg Padgett; Brandy Gray; Jerry Schulze.

Staff physically present: Joe Mantua, General Manager; Sarah Linkimer, Deputy General Manager; 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: Brian Chemsak, Chief of Plant Operations; Beth Lowther, Chief of Finance & Support Services; Linda Tillery, Chief of Customer Care; Pamela Flasch, Director of Public Affairs; Andy Mattie, Director Field Operations and Military Programs; Allena Lee-Brown, Director of Human Resources; Tammy Holman, Procurement and Risk Manager; Jane McCormick, Customer Service Manager, Steven Pecko, Finance Manager.

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

CALL TO ORDER

The meeting convened at 8:00 a.m., Chair Jimmy Baker presiding.

TELEPHONIC STATEMENT

“I, Jimmy Baker announce that a quorum for this Meeting is physically present and Greg Padgett, Brandy Gray, and Jerry Schulze 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.

PUBLIC COMMENT

Chairman Baker read into record the following statements:

Public Comments may be submitted electronically by emailing your comments to 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 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.

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

APPROVAL OF MINUTES

Motion: Moved by, Dr. Bill Singleton, seconded by, Lorraine Bond, to approve the minutes of the 9/23/2021 regular board meeting as written and distributed in advance to the Members of the Authority.

Vote: *With no corrections noted, the 9/23/2021 board minutes stand approved by General Consent with no objections. The motion passed 10-0.*

GENERAL MANAGERS REPORT

Joe Mantua submitted the following report:

Asset Management

1. Asset Management Program – We kicked off the Phase II activities on September 29th, starting with the GIS data cleanup activity. The primary desired outcomes of this activity are to populate missing water and sewer linear asset attributes (such as install date, diameter and material type), as well as to create and index missing reference drawing polygons in GIS. We anticipate the GIS data cleanup activity to be completed by May 2022. We also kicked off the maintenance process review for Field Ops on October 19, where we have begun the work to document the current as-is business process maps. This will be followed by the development of the to-be future state business process maps and processes, which will be used as the blueprint for work processes for the new Tyler EAM work and maintenance management system. We are on track to complete all Phase II tasks by June 30, 2022.
2. Bluffton SSO – A Sanitary Sewer Overflow (SSO) occurred at 98 Fording Island Road at approximately 9:00 am on October 8. A contractor working in that area damaged a forcemain which resulted in a release of an estimate 250,000 gallons of wastewater. Our crews responded quickly to repair the damaged main and were able to set up pumps to return the water to a containment pond.

Workforce Investment

3. Safety Report – Staff completed 403 Take Twos and 62 Safety Talks this month. We close out the month with 183 days since our last preventable lost workday case.

4. Recent Promotions – We are pleased to announce several employees who were promoted this month:
 - Derrick Washington – Pipeline Supervisor
 - Michelle Beck – Accountant I
 - Nia Frazier – Cycle Billing Coordinator
5. Employee Incentive Program – Staff continue to do a great job meeting monthly goals for the new incentive plan, far surpassing our Take Two targets each month and to date we have hit 100% completion for all training classes.
6. Compensation Study Project – The compensation study being performed by Segal is underway. Interviews with management have been conducted and a salary survey has been sent out to 10 water utilities and municipalities. We expect the draft report in January and final report in February.

Preparation for Change

7. COVID- 19 – We have not had any new positive cases in several weeks and with the local numbers going down we have lifted the mandatory face covering requirement in our facilities. The lobby remains closed to visitors until further notice; this has had minimal impact as customers have been able to conduct business at the drive-up window. We continue to offer an incentive for employees who choose to get vaccinated. Our current vaccination rate is approximately 58%.
8. Board Retreat – Thanks to all the Board members for a great retreat on October 8 in Bluffton. The focus of the day was on our strategic planning process and we were able to identify the key areas to build the new plan around. We are currently working on proposed themes and goals based on the feedback received and discussion from the retreat.
9. AMWA Conference – I attended the Association of Metropolitan Water Agencies Board meeting and annual fall conference in early October. The primary discussion topics included challenges and lessons learned from the pandemic, diversity, equity and inclusion programs, cybersecurity, and regulatory issues such as the Lead and Copper rule revision. A common challenge around the industry is hiring and retaining employees.

Organizational Excellence

10. Sustainability Workshop – We held our inaugural Sustainability Workshop on October 20 as an opportunity to highlight the sustainability efforts of many regional organizations and open a dialogue on what we can be working on collaboratively to enhance sustainability in the lowcountry. Approximately 30 people representing 12 different organizations attended the virtual event. We also produced our very first Sustainability Report, a copy has been included in your board packet.
11. State of the Authority – The annual State of the Authority meeting for all employees was converted to a virtual event on October 15 and included a video highlighting the many staff accomplishments of FY 21 as well as goals and initiatives for FY 22.

12. Employee of the Quarter – Greg Haynes of the IT department was selected as the Employee of the Third Quarter. Multiple nominations in support of Greg were submitted and he was chosen for his outstanding customer service, knowledge and work ethic. Congrats to Greg! The committee selected Morgan Ruschetta, Public Affairs Department, and Sarah Santana, Engineering Department as the runners up. Many thanks to the evaluation committee and all the employees who took time to nominate their co-workers.

Customer Satisfaction and Engagement

13. Imagine a Day Without Water – Public Affairs coordinated our Imagine a Day Without Water campaign at two Corner Perk locations on October 21. We had booths set up in Port Royal and Okatie with educational materials, a customer feedback survey and a few giveaways.
14. Customer Service Week – The Customer Service Department celebrated National Customer Service Week, October 4-8.
15. Walk for Water Event – We participated in the Annual Walk for Water event on October 9 at the Chelsea Plant to raise money for those who do not have access to clean, safe water. The Water Mission Walk for Water events are held in cities throughout the country, this year's Beaufort event raised more than \$58,000.

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

1. Sustainability Report/Workshop: Was held last week with a mix of government and non-profits.
2. Team Goals for 2026: Yesterday we buried a time capsule with the Fleet Team, honoring their individual and team goals for 2026. This motivational project was 100% Manager Benjie Bennett's idea. Look for photos in the Watercooler.
3. Trick or Treatment Event: Public Affairs staff provided virtual **Trick or Treatment** with 500 fifth graders in Beaufort and Jasper counties, delivering water testing kits (Brian's brainchild) and lesson plans. Our award-winning 2019 edition was featured in this month's Treatment Plant Operator magazine:
<https://www.tpomag.com/editorial/2021/10/beaufort-jasper-water-and-sewer-authority-finds-a-super-way-to-teach-kids-about-water>
4. Outreach: Public Affairs is delivering twice monthly news to NOB and SOB on current projects in Bluffton and Beaufort on behalf of Engineering. Symbiosity, a PR firm working with contractors, is providing content, which we deliver via email. Our total outreach number via email is **42,000**. We thanked customer service reps with breakfast earlier this month. We've assisted HR with the upcoming intern program, delivering posters and other promotional material to the school districts and on our social channels/website.
5. Events: Veterans Day breakfast is November 4.

COMMITTEE REPORTS

Report of the Executive Committee. Committee Chair Jimmy Baker stated that the Executive Committee did not meet.

Report of the Capital Projects Committee. Committee Chair Andy Kinghorn reported that the Capital Projects Committee met on 10/20/2021, and reviewed the status of the Capital Program and Development Activity. The full report is included here and attached to these minutes and is made a part hereof.

Developer Report

1. Capacity Fees – Fees collected in September totaled \$646,084.10; Capacity fees Year-To-Date are \$3,668,041.90; In September there were 5 pre-cons, 5 Service Authorizations, 137 water taps and 180 sewer taps.

CIP Project Highlights for September

2. Purrysburg WTP Expansion to 30 MGD (CIP-1366) –GMC is working on the variance application so Jasper County will set up a BZA meeting.
3. Highway 170 36-Inch Water Main Extension (CIP-1696) - Disinfection of the line west of the traffic circle is complete and will be tied-in at the end of the month. Staff is still working with DOT regarding the location of the water main east of the traffic circle.
4. North Street Transmission Main/Bluffton Pkwy (CIP-2224/1927) – Construction has started on the bores along the Spanish Moss Trail. DOT Permits are still being reviewed.
5. CPWRF Expansion to 11.25 MGD (CIP-1958) – A draft of the Preliminary Engineering Report should be ready for review in mid-November.
6. Galvanized Water Line Replacement Program Phase I and II (CIP-2185) –
 - o Ph II Div I (Hardeeville) - Preconstruction meeting was held on 10/14/21, work to begin week of 10/25/21.
 - o Ph II Div II (Beaufort) - Emmons, Laudonniere, LeChere, Calhoun and Church Streets are complete and in service. Harrington Street is under construction. Remaining streets in Div II include North Street, Whitefield St, Capers St and Center Dr West.
 - o Ph II Div III (Port Royal)- Pine Court N is complete and in service. Remaining Streets in Div III include Horton Ct, Black Oak Circle, Morning Mist Dr, Cypress St, Parris Island Gateway, Edinburgh Ave, 15th St & 17th St.
7. Chelsea WTP Waste Water Pump Replacement (CIP-2203) - All piping modifications are complete and the new submersible pumps are in operation. The MCC electrical upgrades are delayed due to a breaker being on back order. Painting of new pipeline appurtenances and minor site cleanup remain.

8. Master Plan Update FY22 (CIP-2284) – Data is being compiled so that Black & Veatch can begin running the water model.
9. Biosolids Master Plan (CIP-2286) – Consultant is evaluating alternative disposal options.
10. PRWRF 20-inch Check Valve Replacement (CIP-2301) - Project has been awarded and materials are on order.

Activity for Board Approval

11. One Budget Adjustment and three new Purchase Order awards are being presented in the Board Agenda for approval.

Miscellaneous Item Discussions

12. DPPM Revision
13. Local Government Policy

Report of the Finance Committee. Committee Chair Donna Altman reported that the Finance Committee met on 10/21/2021. The full report is included here and attached to these minutes and is made a part hereof.

- 1) Call Center Metrics: The committee reviewed the call center metrics. The average call wait time was 48 seconds and the abandonment rate was 4% in September. The Customer Service team is adjusting to the new phone system and the metrics may be slightly skewed this month and next. The total number of installed Beacon meters is 65,686. United Way assisted 17 customers for a total of \$3,743.17. The number of Eye on Water Users is currently 11,401 or 21%.
- 2) IT Update: Kenneth provided updates on the FY22 Areas of Focus to include the Tyler Migration project and the Security Platform Upgrade.
- 3) Capital Improvement Program: The committee received and approved a budget adjustment for CIP-1898 Filter Rehab Chelsea WTP.
- 4) Sustainability Update: Tricia provided sustainability metrics to the committee.
- 5) FY2022 YTD Financial Information: The FY21 financial audit presentations by Mauldin & Jenkins to the finance committee and board meeting are set to occur in November. The committee reviewed the YTD FY22 financial information. Total operating revenues are \$856 thousand under budget, while total operating expenses (including depreciation) are \$2.7 million under budget.
- 6) Miscellaneous: The committee reviewed and discussed the revision to the Development Policy and Procedure Manual and the Intergovernmental Policy draft.

A copy of the financial report dated 9/30/2021, 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 10/19/2021, and highlighted a few items. *A copy of the full report is attached to these minutes and is made a part hereof.*

1. Safety: 183 days and 187,762 hours since last preventable lost work day; 403 Take Twos/62 Safety Talks for September; far exceeds monthly goal of 175 Take Twos per month.
2. Personnel Actions Report For September 21: 0 involuntary separation, 2 voluntary resignations and 1 other due to death.
3. Employee Annual Incentive Plan Status: Goal attainment is 100% for first 3 months, 64% so far (as of October 6th).
4. Coronavirus Update: An update was received.
5. Best Places to Work Survey Results: An update was provided and Joe spent some time drilling down in the various categories, nothing the Board was not familiar with, but certainly the employees were concerned with pay and benefits, sustainability, healthcare, and retirement.
6. Board Handbook – Update Status: Update to be provided next month.
7. Revised Telework Policy: Further revised to include staff feedback and lists equipment provided to employees working remotely.
8. United Way: 2020 – Spent time discussing the United Way’s “giving” program.
9. Miscellaneous: – Discussed the Local Government Policy and Developer Policy. Please respond to Joe’s email as he referred to earlier.

CONSENT AGENDA

1. CIP 1898 Filter Rehabilitation Chelsea WTP (ICQ) Budget Adjustment for FY23 in the amount of \$500,000 and Construction Award to BRW Construction Group in the amount of \$1,816,582.
2. CIP 1959 Great Swamp Transmission Main (IQC) Contract Award for Engineering Services to WK Dickson in the Not to Exceed amount of \$626,500.
3. CIP 2306 Laurel Bay WWTP Conversion (IQC) Contract Award for Engineering Services to Hussey Gay Bell (HGB) in the amount of \$354,810.

Chair Jimmy Baker 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.” “Hearing none, is there a motion to approve the 3 items listed on the consent agenda, is there a second, any discussion”

Motion: Moved by, *Andy Kinghorn*, seconded by *Lorraine Bond*, to approve the (3) items listed on the consent agenda: 1. CIP 1898 Filter Rehabilitation Chelsea WTP (ICQ) Budget Adjustment for FY23 in the amount of \$500,000 and Construction Award to BRW Construction Group in the amount of \$1,816,582. 2. CIP 1959 Great Swamp Transmission Main (IQC) Contract Award for Engineering Services to WK Dickson in the Not to Exceed amount of \$626,500. 3. CIP 2306 Laurel Bay WWTP Conversion (IQC) Contract Award for Engineering Services to Hussey Gay Bell (HGB) in the amount of \$354,810.

Vote: *The motion passed 10-0.*

OLD BUSINESS

There was no old business.

NEW BUSINESS

A. Telework Policy ~ *Approval.*

This Policy is to establish procedures under which eligible employees may telework. Teleworking may be granted to eligible employees and will be based upon consideration of the operational needs of the organization.

Motion: *Donna Altman* moved, seconded by *Thayer Rivers*, to approve the Teleworking Policy

Vote: *The motion passed 10-0.*

B. Lead and Copper Rule Revision ~ *Update by Tricia Kilgore.*

Tricia gave an update on the progress of the FY22 Work Plan with main activities building a service line inventory, identifying unknowns, public engagements and sampling.

The Power Point slides as presented by Tricia Kilgore is attached to these minutes and is made a part hereof.

(9:01 a.m.)

EXECUTIVE SESSION

Motion: *Lorraine Bond*, moved, seconded by, *Thayer Rivers*, 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)(1)(2); regarding, 1) Potential claim arising out of 36" Water Main at Purrysburg Road/Canal ~ *Update, and* 2) Potential employment claim.

Vote: *the motion passed 10-0*

Chair Jimmy Baker, excused all persons from the meeting. Legal counsel, GM; DGM remained for executive session for the legal briefing.

(9:47 a.m.)

RECONVENE

Motion: *Donna Altman* moved, seconded by *Lorraine Bond*, to reconvene regular session,

Vote: *The Motion passed 10-0.*

ACTION ITEMS OCCURRING FROM EXECUTIVE SESSION

Information was received from Legal Counsel. No action was taken.

PUBLIC COMMENT

Public Comments submitted throughout the course of the meeting should also be emailed to 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, Thayer Rivers, moved, seconded by Lorraine Bond, to adjourn the meeting at, 9:49 a.m.

Vote: the motion passed by majority 10-0.

APPROVED: 11/18/2021

Respectfully submitted, Libby Breland, Clerk to Board

Signatures and Attachments on file.