

MINUTES OF THE MEMBERS OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY MEETING HELD ON DECEMBER 19, 2013

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its regular meeting Thursday, December 19, 2013, 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 present: David Lott, Chair; Donna Altman, Vice-Chair; Jimmy Baker; Michael Bell; Lorraine Bond; Jack Burke; Donald Manson and Skeet Von Harten.

Member of the Authority absent: James N. Scott, Secretary/Treasurer; Brandy Gray and Dr. Bill Singleton;

Staff present: Ed Saxon, General Manager; Dottie Hofmann, Chief Financial Officer; Ken Jordan, Chief Administrative Officer; Chris Petry, Chief Operating Officer; Charles Sexton, Chief Technical Services Officer; Will Bettis, Purchasing & Risk Manager; Matthew Brady, Communications Manager; Sarah Linkimer, Controller; Diane Thames, HR Specialist; Kelly Lee, HR Generalist and Libby Breland, Executive Assistant/Clerk to Board.

Legal Counsel present: Erin Dean, Esq., Tupper, Grimsley and Dean, P.A.

Public present: Frank Turano, Regional Manager, Alliance Consulting Engineers, Inc., Bluffton.

CALL TO ORDER

Chair David Lott called the meeting to order at 8:00 a.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

Michael Bell gave the invocation and all joined in the Pledge of Allegiance.

AMENDING AGENDA

Motion: Lorraine Bond moved, seconded by Skeet Von Harten, to amend the Agenda to move executive session as the first order of business,

All voted in favor, none opposed.

Motion passed unanimously.

(8:05 a.m.)

EXECUTIVE SESSION

Motion: Lorraine Bond moved, seconded by Don Manson, to go into executive session for the purpose of discussing legal matters,

All voted in favor, none opposed.

Motion passed unanimously.

All persons were excused from the meeting. Legal counsel, the general manager, and staff of the leadership team remained for executive session.

(8:20a.m.)

RECONVENE

Motion: Vice-Chair Donna Altman moved, seconded by Lorraine Bond, to reconvene regular session,

All voted in favor, none opposed.

Motion passed unanimously.

All persons returned to the meeting.

ACTION

No action was taken.

APPROVAL OF MINUTES

Motion: Moved by Jack Burke, seconded by Vice-Chair Donna Altman, to approve the minutes of the November 21, 2013 regular board meeting as written and distributed in advance to the Members of the Authority.

A vote was held, Michael Bell abstained. He was not present during the November Board meeting.

Motion carried.

PUBLIC COMMENT

The public was recognized. There were no public comments at this time.

GENERAL MANAGERS REPORT

Ed Saxon submitted the following report:

1. Safety/Wellness Report. There were no lost workday cases and only 1 non-preventable incident in November. Just completed the annual audit by the SCHA Working Well Program of our Health/Wellness program and I am happy to report we improved our grade in many areas. The old and new grades are: Culture & Policy from a NG to a B; Physical Activity from a D to a C; Nutrition from a D to a D & Tobacco Cessation from a D to a C.
2. May River Water System. The Closing is scheduled to occur on 12/20 and the connection to our system is set for 12/30.
3. Savannah River Basin. The COE continues their winter drawdown of Lake Hartwell & Thurmond but November rains kept lake levels ~2 ft above their plan.
4. Board Member Liability Proposed Statute. Erin and I are planning to meet with Sen. Tom Davis in early January to determine if we should introduce this in the 2014 Legislative Session.
5. Jasper County Delegation Meeting. Pleased to report that the Governor's office determined that the original appointment letters for Mrs. Bond and Dr. Singleton contained a "typo" and their terms should have been from 2009 to 2015. We have received new appointment letters from the Governor's Office reflecting this.
6. Strategic Focus Plan. Staff continues to develop Key Strategies and Goals for the major Business Objectives identified. An update will be provided at the January Board meeting.

7. Transition to Wells Fargo. Our banking transition from BB&T to Wells Fargo is substantially complete. This was a big undertaking and the transition was smooth thanks to the hard work of our employees and Wells Fargo staff.
8. Reclassification of *Albergotti*/Portion of Beaufort River from SA to SFH. Attended the DHEC Public Meeting on 12/10 to discuss the status of the reclassification of these waters from Tidal Saltwater (SA) to Shellfish Harvesting (SFH). This reclassification will reopen these waters for shellfish harvesting and is a direct result of our PRIWRF project and military consolidation which eliminated the Shell PT, MCAS, Southside and PI WWTP discharges. The regulatory/legislative process will begin in January 2015. Matthew is working with DHEC and the Coastal Conservation League to prepare a 12/18 article for the Gazette informing the public about this historic event. It is very rare for waters to be reclassified as SFH.
9. HR Staff Certifications. I am pleased to announce that two of our HR Staff, Diane Thames and Kelly Lee, recently passed the HR Practices certification exam on their 1st attempt. Even though the certification is not a requirement of their job, they completed a 14 week course on their own time to be eligible to take the exam. Cindi Burke, the 3rd member of our HR staff was previously certified. John Wells told me he is not aware of any private or public entity in SC whose entire HR Office is staffed with nationally certified professionals. Let's congratulate Diane, Kelly and Cindi on this accomplishment.
10. RIA Grant Application Water/Sewer to Hardeeville Commerce Park. The project was not funded and we understand it was because the site certification process has not been completed. Hardeeville will complete the certification process and it was decided that Jasper County will be the applicant for the spring round of grants.
11. Energy Efficiency Update. Joe DeVito will review the successes we have had since implementing vehicle tracking. Joe DeVito gave a brief presentation on the vehicle tracking which includes the tracking of fuel, where the fuel was being used and mileage.

Public Affairs Report

Matthew Brady reported the following:

- Seabrook Point Potential CDBG. A community meeting was held in the area this month, with around 30 attendees. BJWSA, LCOG and Beaufort County are working to garner community interest via survey. The grant application will take place in the spring, and application results will be known by July.
- Greater Bluffton Chamber of Commerce. Attended the Chamber of Commerce meeting and provided general information about various projects.
- Sun City Community Meeting. A follow up meeting will be held on January 28.

A summary memo dated December 11, 2013, was included in the Board packet and is attached to these minutes and is made a part hereof.

COMMITTEE REPORTS

Executive Meeting

Chair David Lott stated that the Executive Committee did not meet therefore had no report.

Capital Projects

The Capital Projects Committee did not meet, therefore had no report.

Finance

Committee Chair Donna Altman reported that the Finance Committee did not meet and that even though it was a short month, staff was able to prepare the financials.

- November 2013 Interims. Total operating revenues are \$1.06 million under budget, and total operating expenses, excluding depreciation, are \$693 thousand under budget.

A copy of the financial report dated November 30, 2013, was included in the Board packet and is attached to these minutes and is made a part hereof.

Personnel

The Personnel Committee met on December 10, 2013 and submitted the following report:

- Safety Report. Reviewed incidences and company performance.
- Compensation Study. Reviewed the next phase to include review of performance appraisal form, developing a merit increase model and procedures and training. Managers will carry message to employees in the April-May timeframe of those employees' salaries getting capped or bumped up.
- Workforce Development. The workforce development goals were reviewed.
- New HR Manager. Allena Lee-Brown will begin December 30.

Legal Counsel Erin Dean left the meeting.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Approval of the Revised General Financial Policies

A draft copy of the updated General Financial Policies was provided last month for review and as stated, the majority of the changes are clerical in nature and the main change is an added paragraph to the Budgetary Controls section of the Operating Budget Policy: *Management will notify the Finance Committee and the Board of Directors of any unbudgeted expenditure that exceeds \$100,000 before it is incurred.*

Motion: Vice Chair Donna Altman moved, seconded by Lorraine Bond, to approve the Revised General Financial Policies,

All voted in favor, none opposed.

Motion passed unanimously.

Resolution Approval of the Revised Drought Management Plan and Response Regulation.

The Surface Water Withdrawal Act required that BJWSA update its current Drought and Response Regulation to comply with the new Surface Water Withdrawal Permit, which was

issued in July 2013. A draft of the Drought Plan and Regulation was distributed to the members in November for review and comments.

Motion: Jack Burke moved, seconded by Lorraine Bond, approving the Resolution of the Revised Drought Management Plan and Response Regulation.

Discussion was held, a couple of non-critical recommendations to the drought document were made and it was agreed that these could be incorporated during the next update.

All voted in favor, none opposed.

Motion passed unanimously.

PUBLIC COMMENT

There were no additional public comments.

ADJOURNMENT

With no further business Chairman Lott declared the meeting adjourned at 9:15 a.m.

APPROVED: 1-23-14

Respectfully submitted,

Libby Breland, Clerk to Board

Signatures and Attachments on file.