

**MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY HELD ON MARCH 25, 2010.**

Be it remembered that the Board of Directors of the Beaufort-Jasper Water and Sewer Authority held its Regular Meeting Thursday, March 25, 2010 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: Chairman David Taub, Vice-Chair Brandy Gray; Secretary/Treasurer Mark Snyder; Donna Altman; Michael Bell; Lorraine W. Bond; Jim Carlen; B.G. Pat O'Neal; John Rogers; Bill Singleton and Charlie White.

Guest:

Brian Flewelling, Member Beaufort County Council, District 9.

BJWSA Members of Staff: Dean Moss, General Manager; Ed Saxon, Deputy General Manager, E&O; Dottie Hofmann, CFO; John Wells, Director of Administrative Services/HR Manager; Matthew Brady, Communication Manager; Tricia Kilgore, Capital Projects Manager; Sarah Linkimer, Controller; Chris Petry, Director of Treatment; Paula Power, Purchasing Manager; Charles Sexton, Director of Engineering; Mandy Abbott, Communications Administrative Assistant and Libby Breland, Administrative Assistant.

Legal Counsel: Raymond H. Williams, General Counsel.

**CALL TO ORDER**

Chairman David Taub called the meeting to order at 9:03 am announced that a quorum was present. Secretary/Treasurer Mark Snyder gave the invocation and the Pledge of Allegiance followed.

**WELCOME AND SEAT NEW BOARD MEMBER** - Dr. William Singleton.

Chairman Taub welcomed new member, Dr. William Singleton, who was nominated by the Jasper County Delegation.

**APPROVAL OF MINUTES**

Chairman David Taub requested a motion to approve the February 25, 2010 Minutes.

**Motion: Jim Carlen made a motion, seconded by Gen. Pat O'Neal, to approve the Minutes of the regular meeting of February 25, 2010. A vote was held and the motion passed unanimously.**

## **PUBLIC COMMENT**

Chairman David Taub welcomed back member Donna Altman and recognized the attending guest, Councilman Brian Flewelling, District 9.

## **GENERAL MANAGERS REPORT**

Dean Moss, General Manager, reported on the following issues:

- **February Safety Report.** 181 calendar days since the last preventable lost time case. 0 recordable injuries have been reported. One Near Miss report and 57 Take Two's were completed. *The Safety Report for the month of February 2010 is attached to these minutes and made a part hereof.*
- **SC Environmental Conference.** Several employees attended the annual SCEC held in Myrtle Beach. BJWSA was presented the SC DHEC ***Facility Excellence Award 2009*** for all of its 10 waste water facilities including the military plants. This award is a great honor and BJWSA is a leader in the state.
- **AMWA (Association of Metropolitan Water Agencies) Washington DC.** He attended the 2010 Water Policy Conference/Workshop and gave a presentation at the Security Committee meeting. He shared a copy of BJWSA's Quick Guide on emergency recovery procedures and it was so well received that other utilities requested a copy. While in DC, he met with various Senators and House members on key policies and water issues.
- **Strategic Initiatives.** Workshops have been set up and he encouraged the members to participate.
- **Integrated Emergency Management Course (EIMC)** Beaufort County Emergency Preparedness key staff along with staff of BJWSA, Chris Petry, Ken Jordan and Joe DeVito will be attending the EIMC course being held at the National Emergency Training Center in Emmitsburg, Maryland March 29-April 2
- **Beaufort/Jasper County Legislative Delegation.** He gave a presentation to the Delegation members at their meeting on March 19 of BJWSA's position on various House and Senate Bills. A critical Bill in the House is the *Surface Water Withdrawal Bill (HB 4285)*. A web site link of a summary to the Legislation bills will be forwarded to the Members. Michael Bell noted that Dean was well received and well respected by the Delegation. The Delegation also took action and approved the reappointment of Michael Bell to serve another term on the Authority's Board. A recommendation will be forwarded to the Governor.
- **Southside Boulevard Property.** BJWSA has officially transferred the former site of the Southside Wastewater Treatment Plant back to the City of Beaufort. BJWSA has kept 5 acres to build a North of the Broad Operations facility. A press event will be planned to memorialize this transfer.

### **Public Affairs Report**

Matthew Brady, Communications Manager, reported on the following issues:

- **BJWSA New Website.** The development of the site is near completion and a link will be provided to the Board Members for review of the site before it's launched.

- Facebook Website. A Facebook site is being developed and scheduled to launch during drinking water week, May 2-8.
- Summer Splash. In progress.
- Consumer Confidence Reports. Are being distributed to the wholesale customers this week.
- Green Events. BJWSA will be attending the opening of the Farmer's Market and attending an event that Beaufort Memorial Hospital has planned on Earth Day.
- Military Consolidation Project. The project is still ahead of schedule.
- Drug Take Back Program. The next event is planned for May 1<sup>st</sup> in Burton, Shanklin Recycling Center from 9a.m.-3:00p.m.

Michael Bell reported to Matthew Brady that a reporter with the Bluffton Today may be contacting him regarding the Mears Group, Inc., Horizontal Directional Drill installation for BJWSA's Military Consolidation project.

## **COMMITTEE REPORTS**

### **Executive**

The Executive Committee did not meet.

### **Capital Projects**

Committee Chair Michael Bell reported that the committee did not meet. *The Memorandum from Charles Sexton dated March 12, 2010 CIP & Developer Update is attached to these minutes and made a part hereof.*

### **Finance**

Committee Chair Brandy Gray reported that the Committee met on March 18, and she reported on the following issues:

- Financial Report February 28, 2010. Confirmation was received on the bond rating; *Moody's Investors Service: Aa2* rating and *Standard & Poor's Rating Services: AA*. The interest savings for the Authority will be between \$2.5 & \$3 million. Capacity fees received for the month of February were \$217,000. Revenues were under budget by \$1.4 million for a loss of revenue for February of \$34,000. Operating expenses without depreciation were \$600,000 under budget and with depreciation were \$164,000 over budget.
- Call Center Metrics. Average wait time for February was 1.45 minutes. The total calls decreased 18% from last month and cut-offs increased by 20% compared to the prior month.

*The Financial Report for February 28, 2010 is attached to these minutes and made a part hereof.*

### **Personnel**

The Personnel Committee did not meet. No report was given.

## **OLD BUSINESS**

### **Port Royal Railroad Easement Update.**

Dean Moss reported that the negotiations of the easements are very close to being finalized. BJWSA committed that the rails would not be removed until the end of April, 2010.

## **NEW BUSINESS**

No new Business to present.

## **CHAIRMAN'S REPORT**

Chairman David Taub announced that he was stepping down as Chairman. He will be accepting an appointment of a Magistrate Judge position for Beaufort County. This position would be in conflict with dual office holding. The appointment is expected to be made during April. He will continue to serve as a member until the appointment is confirmed. He stated that he was honored to have served as Chair for BJWSA and thoroughly enjoyed working with the staff. He then announced and passed the gavel over to new Chair, Brandy M. Gray. Brandy Gray thanked Dr. Taub and welcomed the opportunity to serve as new Chair.

## **COMMITTEE APPOINTMENTS**

Chair, Brandy Gray made the following appointments:

- Executive Committee Appointment. She asked Gen. Pat O'Neal to replace Dr. Taub on the Executive Committee for the remainder of the year, which he agreed. No motion was required.
- Committee Appointment of Dr. William Singleton. She assigned Dr. Singleton to serve on the Personnel Committee. He agreed.

**Motion: David Taub moved, seconded by Jim Carlen, for Dr. William Singleton to serve on the Personnel Committee. A vote was held and the motion passed unanimously.**

## **PUBLIC COMMENT**

Councilman Brian Flewelling commented that he was glad to see BJWSA establish a legislative agenda and would like for he and Chairman Newton to be on the distribution list. He thanked Dr. Taub for his service not only to BJWSA but also to the community and congratulated him on his upcoming position as Magistrate.

## **EXECUTIVE SESSION (10:30am) To discuss Personnel Matters.**

**Motion: Jim Carlen moved, seconded by Charlie White, to adjourn into Executive Session for the purpose of discussing personnel matters. Non debatable motion, motion carried.**

**RECONVENE** The following action was taken:

General Counsel Raymond H. Williams submitted a letter announcing that he will be retiring as General Counsel of BJWSA effective December 31, 2010. He expressed his sincere appreciation to the members of the Board of Directors for the opportunity and the privilege of being General Counsel for over thirty (30) years. The Members unanimously commended Mr. Williams for his service and dedication to BJWSA over this long period.

**Motion: Gen. James P. O’Neal moved that the contract with Raymond H. Williams for services as General Counsel to the Authority be amended to extend its term from July 1, 2010 to December 31, 2010 and further that this amended contract contain a provision specifying that the authorized duties include the provision of assistance and counsel in the transition to the new General Counsel selected by the Board. Secretary/Treasurer Mark Snyder seconded the motion. A vote was held and the motion passed unanimously.**

**ADJOURNMENT**

The meeting adjourned at 10:45am.

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Attachments: Safety Report dated February 2010, CIP and Developer Update Memo dated March 12, 2010, Financial Report dated February 28, 2010.