

## **MNUTES OF THE BOARD OF DIRECTORS REGULAR MEETING OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY HELD ON NOVEMBER 18, 2010.**

Be it remembered that the Board of Directors of the Beaufort-Jasper Water and Sewer Authority held its Regular Meeting Thursday, November 18, 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:**

**Present:** Chair, Brandy Gray; Michael Bell, Vice-Chair; Lorraine Bond, Secretary/Treasurer; Donna Altman; B.G. "Pat" O'Neal, via telephonically; John Rogers and Bill Singleton.

**Absent:** Jim Carlen; Mark Snyder and Charlie White.

**Guests:** Paul Sommerville, Vice-Chairman, Beaufort County Council (District 7-Ladys Island/Beaufort); Brian Flewelling, Beaufort County Council (District 9-Burton), William McBride, Beaufort County Council (District 5-St. Helena); Skeet Von Harten, Perspective new Board Member; Bonnie Cox, CPA, Partner and Jennifer Heath, CPA of Cherry Bekaert & Holland, LLP.

**BJWSA Members of Staff:** Dean Moss, General Manager; Ed Saxon, Deputy GM, Operations; Dottie Hofmann, CFO; John Wells, Director of Administrative Services; Matthew Brady, Communications Manager; Charles Sexton, Director of Engineering; Sarah Linkimer, Controller; Chris Petry, Director of Treatment; Joe DeVito, Director of Field Operations; Dick Deuel, Development Project Manager; Shelia Felton, Lab Manager; Tricia Kilgore, Capital Projects Manager; Annie Short, GIS Coordinator; Will Bettis, Purchasing Manager; Tammy Isham, Buyer, Patrice Whitmore, Senior Accountant; Leslie Bright, Accounting Specialist; Angie Murdaugh, Accounting Assistant; Jeannie Phillips, Accounting Assistant; and Libby Breland, Administrative Assistant.

**Legal Counsel:** Raymond H. Williams, Esq. and Erin Dean, Esq.

### **CALL TO ORDER**

Chair, Brandy Gray, called the meeting to order at 9:04am and announced that a quorum was present. Skeet Von Harten gave the invocation and the Pledge of Allegiance followed.

### **TELEPHONIC STATEMENT**

Chair, Brandy Gray, gave the following statement: *"I Brandy Gray, Chair, announce that a quorum for this Meeting is physically present and that Gen. Pat O'Neal is attending this meeting telephonically"*.

## **PRESENTATION OF THE FY 2010 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR).**

Bonnie Cox, CPA, Partner, along with Jennifer Heath, of Cherry Bekaert & Holland, LLP, Certified Public Accountants, gave a power point presentation on the Audit. They highlighted the Audit findings and reported that there were no difficulties, no new accounting policies, and no corrected or uncorrected statements in the Audit. They stated that there were no adjustments proposed and that they had issued a “clean” audit opinion. Dottie Hofmann recognized the staff of Cherry Bekaert & Holland for doing a great job. She stated that this was her smoothest audit process thus far.

Sarah Linkimer gave a power point presentation on the FY 2010 Comprehensive Annual Financial Report (CAFR) highlights and major initiatives. Dottie Hofmann recognized her accounting staff and thanked them for their efforts with the CAFR process. A copy of the 2010 CAFR will be available on BJWSA’s website at [www.bjwsa.org](http://www.bjwsa.org) and available upon request.

## **APPROVAL OF MINUTES**

Chair, Brandy Gray, requested a motion to approve the October 28, 2010 Minutes.

**Motion: Lorraine Bond, moved, seconded by Dr. Bill Singleton, to approve the Minutes of the regular meeting of October 28, 2010. A vote was held and the motion passed unanimously.**

## **PUBLIC COMMENT**

Chair Brandy Gray, welcomed and recognized the attending guests.

## **GENERAL MANAGERS REPORT**

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

- Introductions of Will Bettis, Annie Short and Erin Dean. William Bettis, new Purchasing Manager, Annie Short, GIS Coordinator and Erin Dean, new Legal Counsel beginning in January.
- September Safety Report. There were 121 calendar days since the last preventable lost time case as of October 30 with 3 Near Miss reports and 46 Take Twos completed. *The Safety Report for the month of October 2010 is attached to these minutes and made a part hereof.*
- Sewer Use Ordinance. The staff is in the process of reviewing and updating the current Sewer Use Ordinance, along with the Development Policy and Procedures, Grease Trap Policy, and Industrial Pre-Treatment Program. The adoption of the changes will be proceeded by an advertised public hearing.
- Port Royal Railroad Corridor. The rails will be removed and three (3) intersections will be repaved starting the week of November 29<sup>th</sup>. The three intersections are located at railroad crossings on Old Sheldon Church Road, Highway 170 (Robert Smalls Parkway), and Parris Island Gateway.
- BJWSA Facilities Awards. Chris Petry reported on two DHEC awards that BJWSA had received. 1) Sanitary Survey Award, with **Zero Deficiencies**. A Sanitary survey is the evaluation of the entire water system, including treatment

plants, wells, tank sites, booster pump stations and distribution system operation. 2) Area Wide Optimization Program (AWOP) which recognizes maximizing public health protection through increasing water quality at surface water treatment plants. Both Chelsea and the Purrysburg Water Treatment Plants received this award. Chelsea WTP has been recognized with this award for seven (7) years in a row. The Purrysburg WTP has received this award five (5) years in a row.

**Note:** *Gen. Pat O'Neal left the meeting at this time.*

### **Public Affairs Report**

Matthew Brady reported on the following issues:

#### **Community Projects Update.**

##### **➤ *Beaufort County***

***Dale Area (CDBG) - Waterline Extension, Phase III*** –All of the LMI residents have been connected.

***Christine Place (Front Foot Assessment) – Retro-sewering Project*** – Ballots were mailed out and thus far, 4 yes votes out of the nine yes votes required have been received.

##### **➤ *Town of Bluffton***

***Buck Island/Simmonsville Road (CDBG) – Buck Island Rd.*** Sewer laterals are being installed and once the permit to operate is received from DHEC, LMI customers' septic tanks will be decommissioned and connected to the new sewer line extension. *Simmonsville Rd.* The design of the project is near completion and the engineer is in the process of obtaining his permits prior to construction.

*Free Chlorine Switch.* The switch from chloramines to free chlorine will begin the end of November for North of the Board customers. Notices have been sent to the public including a public service announcement that will be on the County's TV Channel and the military Tri-Command has also been alerted.

*Red Water Project- Update.* An engineer has been selected and the staff is planning the communications aspects of the project.

*BJWSA Website.* The site has a new search engine with approximately 9,000 visits, focusing mostly on the customer service site, bill pay, establishing service and rates.

### **COMMITTEE REPORTS**

The following committees did not meet in November due to the Holiday schedule Therefore no reports were given.

#### **Executive**

#### **Capital Projects**

*The Memorandum from Charles Sexton dated November 08, 2010 CIP & Developer Update is attached to these minutes and made a part hereof.*

## **Finance**

*The financial report dated October 31, 2010 is attached to these minutes and made a part hereof.*

## **Personnel**

### **OLD BUSINESS**

Approval of Legal Counsel Contract. Erin D. Dean to be duly appointed by the Board of Directors of BJWSA as General Counsel for a four (4) year term of office from January 1, 2011 to December 31, 2014.

**Motion: Michael Bell moved, seconded by Lorraine Bond, to approve the Legal Counsel contract. A vote was held and the motion passed unanimously.**

### **NEW BUSINESS**

*No new business.*

### **PUBLIC COMMENT**

Councilman Brian Flewelling commended BJWSA and its staff for excelling in providing safe reliable water to the citizens of Beaufort County.

### **Break 10:15**

### **(10:30a.m.) HIGH LEVEL STRATEGIC INITIATIVES REVIEW WORKSHOP**

**Attendance:** Councilman Paul Sommerville; Brandy Gray, Chairman; Michael Bell, Vice-Chairman; Lorraine Bond, Secretary/Treasurer; Donna Altman; John Rogers; Dr. Bill Singleton; Skeet Von Harten; Dean Moss; Ed Saxon; John Wells; Dottie Hofmann; Chris Petry; Joe DeVito; Matthew Brady; Ken Jordan; Sarah Linkimer; Shelia Felton; Al Legare; Dennis Holland; Dick Deuel; Will Bettis; Denise Morey and Libby Breland.

#### **I. Introduction and Review of Context**

Dean Moss gave an overview of the process focusing on 4 critical initiatives. Dr. Bill Singleton commended the staff on a well written document.

#### **II. Ground Rules**

Dean Moss outlined the ground rules of each presentation by the Team Leader.

#### **III. Draft Strategic Initiatives**

**Water Use Efficiency and Demand Management** – Dottie Hofmann presented this Initiative.

Objective: Achieve permanent, stable reduction in the per-capital demands of potable water.

Recommended Changes:

Recommended Policy Statement: Michael Bell made a recommendation to amend the statement to add: *BJWSA will set an example by being efficient in their use of water.*

**Maximizing Reuse Water** – Chris Petry presented this Initiative.

Objective: Maximize the utilization of Reuse Water for non potable uses in the communities of Beaufort and Jasper County.

Recommended Changes:

Recommended Policy Statement: Michael Bell made a recommendation to amend the statement to add: *cooperate with local governmental entities.*

### **Break for Lunch**

**Retro-Sewering** – John Wells presented this Initiative.

Objective: To provide a means for the installation of centralized wastewater collection systems within already developed areas when either directed by the DHEC, the county, the municipality or at the request of the community.

There were no recommended changes to the Retro-Sewering Policy Statement.

**Note:** *Vice-Chair, Michael Bell, left the meeting at this time.*

**Source Water Protection** – Dean Moss presented this Initiative.

Objective: To ensure that the quantity and quality of BJWSA’s existing and prospective water supplies is protected and that BJWSA continues to have access to the water resources it requires to meet the current and future needs of its customers.

There were no changes to the Retro-Sewering Policy Statement.

### **IV. Discussion of Path Forward and Next Steps**

Dean Moss discussed the next steps of the Initiatives.

The changes noted will be made and then adoption of each initiative will be brought before the board in December due to a quorum not being present. *(A copy of the High Level Strategic Initiatives Plan power point presentation is attached to these minutes and made a part hereof).*

### **TELEPHONIC STATEMENT**

Chair Brandy Gray, made the following statement: “I, Brandy Gray, the Presiding Officer of this Meeting have previously stated that **Gen. Pat O’Neal was attending this meeting telephonically.** This Meeting is in full compliance with the criteria for the attendance of this Meeting telephonically as set forth in Article II Section II of the Bylaws.”

**ADJOURNMENT**

Chairman Brandy Gray adjourned the meeting at 1:20.


Attachments: Safety Report dated October 2010, CIP and Developer Update Memo dated November 8, 2010, Financial Report dated October 31, 2010.