

**MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING OF THE  
BEAUFORT-JASPER WATER AND SEWER AUTHORITY HELD ON  
NOVEMBER 17, 2011.**

Be it remembered that the Board of Directors of the Beaufort-Jasper Water and Sewer Authority held its Regular Meeting Thursday, November 17, 2011 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 in attendance: Brandy Gray, Chairman; Michael Bell, Vice-Chairman; Lorraine Bond, Secretary/Treasurer; Donna Altman; John Rogers; David Lott; B.G. "Pat" O'Neal; Dr. Bill Singleton; Skeet Von Harten and Charlie White.

Member not in attendance: Mark Snyder

Staff in attendance: Ken Griffin, General Manager; John Wells, Director of Administrative Services/HR Manager; Dottie Hofmann, CFO (telephonically); Matthew Brady, Communications Manager; Charles Sexton, Director of Engineering; Joe DeVito, Director of Field Operations; Chris Petry, Director of Treatment; Sarah Linkimer, Controller; Tricia Kilgore, Capital Projects Manager; Patrice Whitmore, Accounting Specialist; Leslie Bright, Accounting Specialist; Angie Murdaugh, Accounts Payable, Jeanie Phillips, Payroll and Libby Breland, Executive Assistant/Clerk to Board.

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

Auditors: Bonnie Cox, CPA, Partner, (telephonically) and Bobby Smith, of Cherry, Bekaert & Holland., LLP.

**CALL TO ORDER**

Chairman Brandy Gray called the meeting to order at 8:00a.m. and announced that a quorum was present. Michael Bell gave the invocation and the Pledge of Allegiance followed.

**AGENDA AMENDMENT**

**Motion:** David Lott moved, seconded by Charlie White, to amend the Agenda for November 17, 2011, adding Resolutions for adoption: the Sewer Use Regulations, Industrial Pre-Treatment Program Policy, Development Policy and Procedure Manual, and Grease Trap Standards.

**Motion passed unanimously.**

## **PUBLIC HEARING**

To allow for comments for the proposed changes and approval of the Sewer Use Regulations, Industrial Pretreatment Program, Development Policy and Procedure Manual, and Grease Trap Program.

**Chair Brandy Gray opened the Hearing to the public at 8:05 a.m.**

Charles Sexton presented the changes to the Sewer Use Regulations, Industrial Pretreatment Program, Development Policy and Procedure Manual, and Grease Trap Program. One advanced comment was received from Beaufort County, inquiring about using stormwater for non-potable use. Charles Sexton noted that DHEC has not permitted this practice in South Carolina, while Georgia does allow for it.

**Chair Brandy Gray closed the Public Hearing at 8:10 a.m.**

## **APPROVAL OF MINUTES**

The October 27, 2011 Board minutes was deferred until the December Board Meeting.

## **PUBLIC COMMENT**

**No public was in attendance.**

## **PRESENTATION OF THE FY 2011 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)**

Sarah Linkimer gave a power point presentation on the FY 2011 Comprehensive Annual Financial Report (CAFR) highlights. She recognized her accounting staff and thanked them for their efforts. A copy of the 2011 CAFR is available on BJWSA's website at [www.bjwsa.org](http://www.bjwsa.org) and available upon request.

Bonnie Cox, CPA, Partner, of Cherry Bekaert & Holland, LLP, Certified Public Accountants, telephonically gave an overview of the Audit results for the Financial Statements. She reported that there were no significant difficulties, no corrected or uncorrected financial statement misstatements in the Audit. They stated that there were no adjustments proposed and that they had issued an unqualified "clean" audit opinion.

## **GENERAL MANAGERS REPORT**

Ken Griffin, General Manager, reported on the following issues:

- Colleton River Estates. He thanked Ed Saxon and his staff for completing the collection system modifications for Colleton River Estates service, which will eliminate BJWSA's contractual obligation with Moss Creek to treat wastewater from Colleton River Estates, in turn, will provide a cost savings of approximately \$155,000 per year. In addition, Moss Creek sees an economic advantage for them to contract with BJWSA to treat their wastewater discharge on a wholesale basis. Staff will continue negotiations with them, including exploring the possibility of providing residential wastewater services to the 969 connections in Moss Creek.
- Safety Standdown. The safety standdown identified improved communication skills and improved employee-supervisor interaction as key areas for addressing our recent six month increase in preventable accidents. All employees and management participated in training to improve their ability to more effectively communicate.

- Employee Climate Survey. The survey has been completed with a total of 75% participation. The results will be provided to the Board very soon.
- Employee Health Insurance. The annual “Open Enrollment” was held in October allowing employees the opportunity to review and make certain changes to their health insurance coverage. This is an enormous task that John Wells and his HR staff handles and they have done an excellent job.
- Veterans Day Breakfast. A breakfast event was held at the Golden Corral, honoring employees, retirees, and the Board members who served in the US Armed Forces. Special thanks go to Mandy Abbott and Libby Breland.
- Dean Moss Retirement. Staff did an excellent job coordinating Dean’s retirement celebrations. He thanked the Members for all their efforts to make honoring Dean at these occasions so successful.
- Wastewater Video. Another professional video was produced by Stephen Wollwerth on BJWSA’s wastewater system, including collection, treatment and disposal. This video will be posted on YouTube, which can be used by teachers in the class room, and a QR Code for scanning from a smart phone.

Matthew Brady reported on the following issues:

- Community Projects Updates. A summary sheet was provided to the Members identifying several projects taking place throughout the community. *A copy of the memo to Ken Griffin and from Matthew Brady dated November 8, 2011 is attached to these minutes and is made a part hereof.*
- Free Chlorine Switch. The switch to Free Chlorine for flushing purposes will begin December 3, and will follow last years plan. The military will be notified, and a press release. It will also be added to the front page of the website during that time.
- Scheduled Meetings with Town Managers. Meetings are being scheduled with managers and key staff of the Town of Bluffton and Town of Port Royal to discuss project activity in their associated area. Michael Bell asked to be included with the Town of Bluffton meeting.

## **COMMITTEE REPORTS**

### **Capital Projects**

Capital Projects did not meet this month and has no report to present at this time.

### **Finance**

Committee Chair, Lorraine Bond, reported that the Committee did not meet. The October financials will be discussed next month. Also next month there will be a resolution brought before the Board seeking authorization to apply for a SRF Loan for the Hardeeville to Pritchardville 36” water main.

### **Personnel**

Committee Chairman, Dr. Bill Singleton, reported that the Personnel Committee did not meet.

## **OLD BUSINESS**

There was no old business to discuss.

**NEW BUSINESS**

**BJWSA Board of Directors Annual Award.**

A memorandum was prepared by Pat O’Neal, introducing the idea for formerly recognizing significant contributions to the Board. *A copy of the referenced Memorandum dated October 29, 2011 outlining the proposed guidelines and process is attached to these minutes and is made a part hereof.*

**Motion:** Moved by John Rogers, and seconded by Michael Bell, to allow the Personnel Committee to review the proposal and bring a recommendation back to the Board.

**Motion passed unanimously.**

**Resolutions Sewer Use Regulations**

**Motion:** Moved by Committee Chair, Skeet Von Harten, not voted on in committee, requires second, John Rogers, seconded.

**Motion passed unanimously.** *A copy of the referenced Memorandum dated September 12, 2011 is attached to these minutes and is made a part hereof.*

**PUBLIC COMMENT**

No comments were provided.

**EXECUTIVE SESSION (8:55)**

**No executive Session was needed.**

**ADJOURNMENT**

Chair, Brandy Gray adjourned the meeting at 9:30 a.m.

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*Respectfully submitted by:  
Libby Breland, Clerk to Board*

Attachments on file.