

MINUTES OF THE MEMBERS OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY MEETING HELD ON FEBRUARY 27, 2014

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its regular meeting Thursday, February 27, 2014, 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: David Lott, Chair; James N. Scott, Secretary/Treasurer; Jimmy Baker; Jack Burke; Brandy Gray; Donald Manson; Dr. Bill Singleton and Skeet Von Harten.

Members of the Authority not in attendance: Donna Altman, Vice-Chair; Michael Bell and Lorraine Bond.

Staff in attendance: Ed Saxon, General Manager; Dottie Hofmann, Chief Financial Officer; Chris Petry, Chief Operating Officer; Charles Sexton, Chief Technical Services Officer; Tricia Kilgore, Director of Treatment Operations; Will Bettis, Purchasing & Risk Manager; Matthew Brady, Communications Manager; Allena Lee-Brown, HR Manager; Brian Chemsak, Capital Projects Manager; Sarah Linkimer, Controller; Benjie Bennett, Maintenance Mechanic II and Libby Breland, Executive Assistant/Clerk to Board.

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

Public in attendance: Brian Flewelling, District 5, Beaufort County Council; Frank Turano, Regional Manager, Alliance Consulting Engineers, Inc., Bluffton, SC and Deepal Eliatamby, President, Alliance Consulting Engineers, Inc., Bluffton, SC.

CALL TO ORDER

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

INVOCATION AND PLEDGE OF ALLEGIANCE

Skeet Von Harten gave the invocation and all joined in the Pledge of Allegiance to the flag of the United States.

APPROVAL OF MINUTES

Motion: Moved by Dr. Bill Singleton, seconded by Skeet Von Harten, to approve the minutes of the January 23, 2014 regular board meeting as written and distributed in advance to the Members of the Authority.

A vote was held, Motion carried.

PUBLIC COMMENT

The public was recognized.

GENERAL MANAGERS REPORT

Ed Saxon submitted the following report:

1. Safety/Wellness Report – There were no lost workday cases and no incidents in January. We have gone over 600 days without a lost work day case and are approaching 500,000 safe man-hours worked. Details of the 500,000 safe man-hour celebration are forthcoming.
2. Savannah River Basin – January rainfall in the basin was a bit less than normal and both Hartwell and Thurmond are now on their guide curves and flows in the river at our intake are near normal levels. The basin is in good shape for the spring. A 4.1 magnitude earthquake occurred on 2/14 near the edge of the basin in Edgefield, SC and was felt throughout the basin. The COE inspected the basin dams after the quake and found no damage.
3. Statement of Economic Interests Report – A reminder, these annual reports are due by March 30. Libby will be glad to assist you in preparing the report.
4. BJWSA Employee of the Year – Benjie Bennett, our Fleet Maintenance mechanic, was selected as the EOY for 2013 and is here with us today.
5. Sr. Beaufort Leadership Presentation - Gave a presentation to ~ 40 members of Sr Beaufort Leadership group at their February meeting on the role that BJWSA plays in economic development. Matthew attended with me and we also discussed the Taste & Odor event, and our new Mission Statement. The talk was well received and they liked our new Mission.
6. Taste & Odor Event – The event is behind us and we are making normal water at our Chelsea facility. We have received many phone calls from happy customers acknowledging that the water is back to normal and thanking us for our efforts. Chris will provide a summary of the event.
7. Strategic Focus Plan – Staff reviewed the SFP Business Objectives, Key Strategies and Goals document distributed at the January Board meeting with all the committees last week. The discussions focused on the work remaining, what the final document would include, the stakeholder communication strategy and our plans to periodically update the SFP. Identifying the resources needed to accomplish these goals is the priority so we can include them in our FY15-17 Budget.
8. Purrysburg to Pritchardville 36” Waterline – This 15 mile waterline project is complete and plans are being made to bring the largest waterline in our system on line prior to the March Board meeting. Charles will brief you on this plan.
9. Unregulated Contaminate Monitoring Rule Brief – At the January Board meeting, a list of Board Informational Issues was presented and it was decided that Staff would prepare and present brief presentations on a selected topic at each Board meeting. To that end, Tricia Kilgore is our initial presenter and will discuss an EPA program we are participating in.

Employee of the Year Benjie Bennett was recognized for receiving the “2013 Employee of the Year” award. Benjie has been employed with BJWSA for eight years and has worked in various positions. He is currently the maintenance mechanic who handles the vehicle fleet and equipment. He discussed his background and certifications. The Board congratulated Benjie and he received a round of applause.

Taste & Odor Event Recap Chris Petry discussed the lessons learned from the taste and odor event and corrective actions needed. The engineering firm of Hazen and Sawyer has been engaged and along with the staff, will develop and implement a formal plan to monitor the overall raw water and put controls in place which will allow for early detection of algae before the bloom occurs. Jack Burke commended the staff and Chris Petry's Memo, dated February 24, 2014, summarizing the taste and odor event, including formalizing a corrective action plan. Jimmy Baker suggested engaging our customers in focus groups. Chair David Lott would like the executive committee to meet with staff after the report is received from the engineering consultants.

Unregulated Contaminant Monitoring Rule Brief Tricia Kilgore discussed the Environmental Protection Agency (EPA), "The Third Unregulated Contaminant Monitoring Rule (UCMR 3). The purpose of this rule is to investigate emerging contaminants in the drinking water. BJWSA has been participating with the EPA in the collection of drinking water samples and having them tested for UCMR contaminants. The data collected is used by the EPA to develop regulatory decisions for contaminants of concern to know whether these contaminants pose a health risk. The results of the test are available from the EPA's website and will be provided in BJWSA's annual Consumer Confidence Report (CCR).

Public Affairs Report Matthew Brady highlighted community events and identified several projects taking place throughout the service area:

- ***Taste & Odor Event Outreach Efforts.*** Four local press releases were issued, two television network spots (I THINK 8 TV) with several anchor updates. On social media, we engaged 13,200 through Facebook . Twitter updates were re-tweeted by several media members with a total following of over 1000 people. Four Island Packet stories.
- ***Tour Groups.*** Beaufort Middle School Junior Leadership will be touring the Chelsea Water Treatment Plant and Port Royal Island Water Reclamation Facility (PRIWRF) on Friday. A group from the Waddell Mariculture Research and Development Center will tour next month.
- ***SC Rural Infrastructure Authority (RIA) Grant.*** The grant application for replacing an old asbestos waterline in Hardeeville has been submitted and we will know something in May.

A summary memo dated February 18, 2014, was included in the Board packet and is attached to these minutes and is made a part hereof.

COMMITTEE REPORTS

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

Report of the Capital Projects Committee Committee Chair Dr. Bill Singleton reported that the Capital Projects Committee met on February 19, 2014 and reviewed the status of the Capital Program and Development Activity. A summary of noteworthy projects was included in the Board Packet. Some projects of note:

- Chelsea WTP Tube Settler Replacements. The replacement tube settlers have arrived and ready for installation.
- Cherry Point WRF Headworks Coating. The headworks is on by-pass and cleaned, and ready for the new coating.
- Strategic Focus Plan. Ed Saxon provided the Committee an update.
- Direct Deposit of Board Checks. The Members were asked to complete and return a direct deposit authorization form.

Report of the Finance Committee Dottie Hofmann gave the committee report and reported that the Finance Committee met on February 20, 2014 and submitted the following report:

- January 2014 Interims. \$205 thousand in revenue was made up in January. Year to Date revenues are \$733 thousand under budget, while total operating expenses are \$766 thousand under budget without depreciation and \$942 thousand including depreciation.
- FY2015 Budget Process. Tuesday, May 27 is proposed as the Board Retreat date where staff will present the rate recommendations and the FY 2015 budget. Libby will send an email to Board Members regarding availability for the retreat date. The Finance staff will have the information available in the drop box by Friday, May 16th for the budget and rate portion of the retreat. Finance Staff will also hold a question and answer session on Tuesday, June 10th for any remaining questions on the FY2015 rates and budget. Discussions regarding rates will begin with the March Committee cycle.
- Direct Deposit of Board Checks. The Members were asked to complete and return a direct deposit authorization form.

A copy of the financial report dated January 31, 2014, 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 February 18, 2014 and submitted the following report:

- Taste & Odor Event. The event has ended. Calls were received from customers expressing their “thanks”.
- Safety Initiatives. Training planned includes Confined Space, CPR and Defensive Driving; fall protection inspection is underway along with a renewed focus on Take Twos.
- Compensation Plan Update. Updating Performance Management forms with “best practice” guidance from CBIZ.
- Strategic Focus Plan. Summary (chart) questions addressed; Specific objectives will be available in a separate document.
- GM Evaluation Process. Seeking process information from other SC water utilities; Recommendation to be provided at next meeting.
- Vehicle Tracking. Goal met as efficiency and cost containment have improved.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

PUBLIC COMMENT

Councilman Flewelling, commended the Authority on keeping the public informed on the taste and odor event.

(9:10 a.m.)

EXECUTIVE SESSION

Motion: Dr. Bill Singleton moved, seconded by Brandy Gray, to go into executive session for the purpose of discussing legal matters,

All voted in favor, none opposed.

Motion passed unanimously.

Chair David Lott, excused all persons from the meeting. Legal counsel, the general manager, and staff of the leadership team remained for executive session.

(9:20 a.m.)

RECONVENE

Motion: Jimmy Baker moved, seconded by Dr. Bill Singleton, to reconvene regular session,

All voted in favor, none opposed.

Motion passed unanimously.

ADJOURNMENT

With no further business to come before the Board, Brandy Gray moved, seconded by Dr. Bill Singleton, to adjourn the meeting at 9:20 a.m.

APPROVED: 3/27/14

Respectfully submitted,

Libby Breland, Clerk to Board

Signatures and Attachments on file.