

SUMMARY OF THE ANNUAL BOARD RETREAT OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY HELD ON THURSDAY 5/25/2017

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its *Annual Board Retreat* Thursday, 5/25/2017 at the Hilton Head Lakes, The Lake Club House, 300 Harborside Dr., Hardeeville, SC. 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: Chair Donna Altman; Vice-Chair Michael Bell; Secretary/Treasurer Don Manson; Jimmy Baker; Lorraine Bond; Brandy Gray; Thayer Rivers; Jerry Schulze; James Scott; Dr. Bill Singleton.

Members of the Authority not in attendance: David Lott.

Staff in attendance: Ed Saxon, General Manager; Jeff Boss, DGM of O&TS; Sarah Linkimer, DGM, F&A; Brian Chemsak, Director of Engineering; Joe DeVito, Director of Field Operations; Kenneth Frazier, Director of Information Technology; Tricia Kilgore, Director of Treatment ; Al Legare, Director of Technical Maintenance & SCADA; Dick Deuel, Development Projects Manager; Allena Lee-Brown, Director of Human Resources; Libby Breland, Executive Assistant/Clerk to the Board.

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

Consultants: Jonathan S. Ladd, P.E., Engineering Manager and William J. (Jeff) Wells, P.E., Associate Vice President/Client Director of Black & Veatch Corporation.

Welcome and Opening Comments: Ed Saxon
Welcomed the attendees and gave opening remarks.

Water/Wastewater Master Plan: Brian Chemsak and Black & Veatch

An overview of the updated master plan was presented. In the plan update, no major failing assets were identified. Treatment infrastructure is well maintained. A recommendation was to continue providing updates on a 5-year cycle to adapt to actual system conditions.

BREAK

Initiatives - Staff Presentations

- Customer Service - Linda Tillery
Some of the highlights included implementing new online payment web portal; review internal processes for automation and efficiencies and queue and reporting software updates. In the FY18 Budget, a request has been made for a Customer Service Project Specialist.

- Solar Projects – Al Legare

It was explained how the solar process works including cost comparison and why now is a good time to invest in this system. The first proposed sites to receive the solar system are the St. Helena Island Water Reclamation Facility and the Port Royal Island Water Reclamation Facility. It is projected to pay for itself in 10 years, with a life expectancy over 30 which is good for BJWSA and its customers.

- Predictive (PDM) and Reliability Centered Maintenance (RCM) – Jeff Boss

RCM is a process used to determine what must be done to ensure any physical asset continues to do what its users want it to do in its present operating context. The PDM involves using condition-based assessment techniques to determine the health of equipment. As a result, it is possible to schedule repairs before failure occurs. Benefits of a PDM program were highlighted.

- Payment Card Industry (PCI) Compliance – Kenneth Frazier

The PCI is a global organization that maintains, evolves and promotes Payment Card Industry. They help vendors understand and implement standards for creating secure payment solutions. BJWSA plans to be compliant by December 31, 2018.

- Partnership for Clean Water – Tricia Kilgore

Identified Partnerships and Agencies and program phases which include: to commit and subscribe; baseline data submission; self-assessment and demonstrated optimization.

- Sewer Collection System Operations - Joe DeVito

Identified the division teams and their duties: Collections; Pipeline; Utility Compliance. These teams are an asset and critical in storm response, as demonstrated in Hurricane Matthew. One Field operator is on call 24/7.

ACTION ITEM - Contract Approval for a FY18 O&M Capital Budget Project GexPro 977.7KW Solar Installation at St. Helena & PRIWRF for \$1,605,097 as presented and referenced in the memorandum from Al Legare dated 5/25/2017 and is attached to this summary and is made a part hereof:

Motion: Moved by Vice-Chair Michael Bell, seconded by Lorraine Bond, to approve GexPro 977.7KW Solar Installation at St. Helena & PRIWRF for \$1,605,097,

All voted in favor, none opposed,

Motion carried.

LUNCH – *Managers joined for lunch.*

FY18 Budget Discussion – Sarah Linkimer

Highlights were presented, that included utilizing a new cost of service model, increases in net assets by \$4M, realistic projections, exceeding required debt service coverage and achieving a four-month operating cash requirement.

FY18 Development Forecast – Dick Deuel

Highlighted areas of current and projected development activity; capacity commitments and developer contributions.

Questions & FY18-20 Strategic Plan - Ed Saxon

Highlights were presented for the 2018-2021 Strategic Plan process which included: goals; providing effective utility management through workshops, and future challenges and opportunities were identified.

Questions were answered by staff.

Close

With no further items, the Retreat ended at 2:00 p.m. *Presentations are made a part hereof and available upon request.*

APPROVED: 6/22/2017

Respectfully submitted,

Libby Breland, Clerk to Board

Signatures and Attachments on file.