

MINUTES OF THE MEMBERS OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY MEETING HELD ON THURSDAY 9/27/2018

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its regular meeting Thursday, 9/27/2018 at the Beaufort-Jasper Water & Sewer Authority Administration Building. This meeting met the notice requirements of, and was properly constituted pursuant to, Chapter 4, Section 30-4-80(A) 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; Greg Padgett; Thayer Rivers; Jerry Schulze; Dr. Bill Singleton.

Members of the Authority not in attendance: All were present.

Staff in attendance: Ed Saxon, General Manager; Sarah Linkimer, DGM, F&A; Will Bettis, Director of Business Services; Brian Chemsak, Director of Engineering; Kenneth Frazier, Director of Information Technology; Tricia Kilgore, Director of Treatment; Shawn Flood, Capital Projects Manager; Pamela Flasch, Communications Manager; Mike Jones, Revenue and Billing Manager; Linda Tillery, Customer Care Manager; Beth Lowther, Accounting Supervisor; Lou Brown, Communications Specialist; Tracey Gandhi, Training and Development Specialist; Steve Lee, Safety Specialist; Libby Breland, Executive Assistant/Clerk to the Board.

Legal Counsel in attendance: Erin Dean, Esq., Tupper, Grimsley, Dean & Canaday, PA.

Beaufort County Liaison to BJWSA: Not in attendance.

Public in attendance: Frank Turano, Regional Manager, Alliance Consulting Engineers.

CALL TO ORDER

The meeting convened at 8:00 a.m., Chair Donna Altman presiding.

INVOCATION AND PLEDGE OF ALLEGIANCE

Jimmy Baker gave the invocation and all joined in the Pledge of Allegiance to the flag of the United States.

APPROVAL OF MINUTES

A. Annual Meeting of 7/26/2018.

Motion: Moved by, Vice-Chair Michael Bell, seconded by Secretary/Treasurer Don Manson, to approve the minutes of the 7/26/2018 regular board meeting as written and distributed in advance to the Members of the Authority. No corrections were noted,

All voted in favor, none opposed,

Motion carried.

B. Special Called Meeting of 8/13/2018.

Motion: Moved by, Jerry Schulze, seconded by Lorraine Bond, to approve the minutes of the 8/13/2018 special called board meeting as written and distributed in advance to the Members of the Authority. No corrections were noted,

All voted in favor, none opposed,

Motion carried.

PUBLIC COMMENT

The public was introduced and welcomed. There was no public comment at this time.

GENERAL MANAGERS REPORT

Ed Saxon submitted the following report:

1. Safety Report – We have gone over 3 ½ years without a lost workday case totaling >1.1M safe work hours. The Safety Team kicked off our “Take 2 for 2 Million” campaign and set a challenge goal of 175 Take Twos/month. August was our first month of the challenge and our workforce responded by completing 250+ Take Twos. We received the “**2018 Industry Leader Award**” from the National Safety Council, one of 63 companies nationwide that were recognized. Steve Lee, our Safety Specialist is here with the award.
2. Savannah River Basin – The basin has experienced higher than normal rainfall in July and August and all lakes are at or near full pool. The projections call for the lakes to remain near full pool for the remainder of the summer.
3. BJWSAU Leadership Academy – To demonstrate our commitment to develop a high-performing, innovative workforce, our Training Division has developed an excellent leadership skills training course to be given in a classroom setting once/month from September to May. We offered this training opportunity to all employees and had tremendous response. 2 classes of 15 employees each will start this month with plans to hold subsequent classes starting again this summer. Thanks to Tracey Gandhi for developing and teaching this course.
4. Annual Distribution System Maintenance - Our annual maintenance will occur from October 26 through November 9. We jointly issued a press release with Hilton Head PSD and Broad Creek PSC informing our customers of this temporary change in disinfection and that they may detect a slight chlorine taste and odor during this time.
5. Hurricane Florence – We used this event as a real time training exercise of our hurricane plan. We prepared the system for the storm and our stay behind crews spent the Friday night of the storm at their assigned stations. We saw no impacts from the storm and are working with FEMA to recover a portion of our storm preparation and employee overtime costs.
6. Developer Community Meetings – We hosted two meetings with the development community in August to discuss the approved phased increases in our capacity fees and

proposed revisions to the Development Policy & Procedures Manual. Brian will brief the Board on these meetings.

Michael Bell also suggested issuing a public notice that would link back to our website where the new Development Policy & Procedure Manual is referenced.

➤ **Public Affairs Report.** Pamela Flasch highlighted recent and upcoming initiatives taking place throughout the service area:

1. **Community Events:** We currently have collateral out to all schools in both counties for our “Imagine a Day without Water” contests.
2. **Customer Focus Group:** Next month we will report on the results from our Farmers Market “Focus Groups.”

❖ **Archive Room Presentation – Printology**

Wendi Russell and Katja Burnett with Printology presented graphic designs and layouts on presentation boards accompanied by power point slides for the new Archive Room.

COMMITTEE REPORTS

Report of the Executive Committee. Committee Chair Donna Altman stated that the Executive Committee communicated via email regarding the new general manager hiring status which will be reported in executive session.

Report of the Capital Projects Committee. Committee Chair Michael Bell reported that the Capital Projects Committee met on 9/25/2018 and reviewed Staff’s request for the Capital Improvement Program and projects to be presented on today’s Agenda.

Report of the Finance Committee. Committee Don Manson, Chair reported that the Finance Committee did not meet. Sarah Linkimer did give a brief update on the financial status. *A copy of the financial report dated 8/31/2018, was included in the Board packet an attached to these minutes and is made a part hereof.*

Report of the Personnel Committee. Committee Chair Jimmy Baker, reported that the Personnel Committee did not meet.

Report of the Information Technology Plan Ad Hoc. Committee Chair Jerry Schulze reported that the IT Plan Ad Hoc Committee also did not meet.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Capital Improvement Program

CIP Addition to the FY18-FY20 Capital Improvement Plan

1. CIP 2196 **Cherry Point EQ Tank Replacement** for \$3,800,000 as presented and referenced in the memorandum from Brian Chemsak dated 9/7/2018 and is attached to these minutes and is made a part hereof. A presentation was given by Shawn Flood providing the details associated with the tank roof failure.

Motion: Recommendation for approval of adding CIP Project #2196 Cherry Point EQ Tank Replacement for \$3,800,000 to the FY18-FY20 Capital Improvement Plan came from the Capital Projects Committee. A recommendation was made to have legal Counsel review the associated original tank construction contract documents and provide guidance prior to entering into a contract for the tank replacement or repair/rehabilitation, *requiring no second, All voted in favor, none opposed,*

Motion passed unanimously.

Purchase/Contract Award(s)

The Chair moved agenda items 4, 5 and 6 up at this time since it pertained to CIP 2196.

4. CIP 2196 **Cherry Point EQ Tank Replacement Preliminary Design to Black & Veatch** for \$198,000 on a non-competitive basis as presented and referenced in the memorandum from Brian Chemsak dated 9/7/2018 and is attached to these minutes and is made a part hereof:

Motion: Recommendation for approval of CIP 2196 Cherry Point EQ Tank Replacement Preliminary Design Contract Award to Black & Veatch for \$198,000 came from the Capital Projects Committee, *requiring no second, All voted in favor, none opposed,*

Motion passed unanimously.

5. CIP 2196 **Cherry Point EQ Tank Replacement Civil and Mechanical Work to State Utility Contractors** for \$2,105,000 as presented and referenced in the memorandum from Brian Chemsak dated 9/7/2018 and is attached to these minutes and is made a part hereof:

Motion: Moved by Jimmy Baker, seconded by Vice-Chair Michael Bell, to **table** the approval of CIP 2196 Cherry Point EQ Tank Replacement Civil and Mechanical Work Contract Award to State Utility Contractors for \$2,105,000 to allow legal review by Counsel, *All voted in favor, none opposed,*

Motion passed unanimously.

6. CIP 2196 **Cherry Point EQ Tank Replacement Construction to Crom** for \$1,125,000 as presented and referenced in the memorandum from Brian Chemsak dated 9/7/2018 and is attached to these minutes and is made a part hereof:

Motion: Recommendation to table the approval of CIP 2196 Cherry Point EQ Tank Replacement Contract Award to Crom for \$1,125,000 to allow legal review by Counsel came from the Capital Projects Committee, *requiring no second,*

All voted in favor, none opposed,

Motion passed unanimously.

2. CIP-2185 **Galvanized Water Line Replacement Program**, Phase I, Division I Contract Award to Malphrus Utilities, LLC for \$359,723 as presented and referenced in the memorandum from Shawn Flood dated 9/19/2018 and is attached to these minutes and is made a part hereof:

Motion: Recommendation for approval of CIP 2185 Galvanized Water Line Replacement Program, Phase I, Division I Contract Award to Malphrus Utilities, LLC for \$359,723 came from the Capital Projects Committee, *requiring no second,*

All voted in favor, none opposed,

Motion passed unanimously.

3. CIP-2187 **SCADA Radio Network Replacement to E2E Technologies** for \$174,843 as presented and referenced in the memorandum from Kenneth Frazier dated 9/19/2018 and is attached to these minutes and is made a part hereof:

Motion: Recommendation for approval of CIP 2187 SCADA Radio Network Replacement Contract Award to E2E Technologies for \$174,843 came from the Capital Projects Committee, this is a non-bid approval since the original service provider no longer provides this work, *requiring no second,*

All voted in favor, none opposed,

Motion passed unanimously.

7. CIP-1564 **Savannah River Clean Water Fund Approval of Groton Conservation Easement** for 534,125 as presented and referenced in the memorandum from Ed Saxon dated 9/21/2018 and is attached to these minutes and is made a part hereof:

Motion: Recommendation for approval of CIP 21564 Savannah River Clean Water Fund Approval of Groton Conservation Easement came from the Capital Projects Committee, *requiring no second,*

All voted in favor, none opposed,

Motion passed unanimously.

PUBLIC COMMENT

There was no public comment.

(9:25a.m.)

EXECUTIVE SESSION

Motion: Jimmy Baker moved, seconded by Brandy Gray, to go into executive session for the purpose of discussing litigation matters regarding: Michael Boltin, Edge, Rondelle Warren, and one claimant, Maria Del Marin Riley pursuant to SC Code Ann. Section 30-4-70(a)(2), and to discuss the GM Hiring Status, pursuant to SC Code Ann. Section 30-4-70(a)(1),

All voted in favor, none opposed,

Motion passed unanimously.

Chair Donna Altman, excused all persons from the meeting. Legal counsel; GM; DGM F&A, remained for executive session.

(9:50 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.

ACTION ITEMS ARISING FROM EXECUTIVE SESSION

Motion: Jimmy Baker moved, seconded by Brandy Gray, to approve hiring Joe Mantua as the new General Manager effective November 26, 2018.

All voted in favor, none opposed,

Motion passed unanimously.

ADJOURNMENT

With no further business to come before the Board, and without objection, Chair Donna Altman, declared the meeting adjourned.

APPROVED: 10/25/2018

Respectfully submitted,

Libby Breland, Clerk to Board

Signatures and Attachments on file.