

## **MINUTES OF THE MEMBERS OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY MEETING HELD ON THURSDAY 3/28/2019.**

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its regular meeting Thursday, 3/28/2019 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; Greg Padgett; Thayer Rivers; Jerry Schulze; Dr. Bill Singleton.

Members of the Authority not in attendance: Brandy Gray.

Staff in attendance: Joe Mantua, General Manager; Sarah Linkimer, DGM, F&A/O&TS; Brian Chemsak, Director of Engineering; Kenneth Frazier, Director of Information Technology; Tricia Kilgore, Director of Treatment; Allena Lee-Brown, Director of Human Resources; Al Legare, Director of Tech Maintenance & SCADA; Linda Tillery, Director of Customer Care & Billing; Pamela Flasch, Public Affairs Manager; Shawn Flood, Capital Projects Manager; Beth Lowther, Accounting Manager; Earl Sheppard, Wastewater Manager; Andrew Dudley, Project Engineer-Capital Projects; Ken Hanna, Pipeline Field Operator III; Libby Breland, Executive Assistant/Clerk to the Board.

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

Beaufort County Liaison to BJWSA: York Glover Sr., District 3 (Beaufort/Lady's Island/St. Helena Island/Parris Island).

Public in attendance: Frank Turano, Regional Manager, Alliance Consulting Engineers and Prospective Board Member Andy Kinghorn, City of Beaufort.

### **CALL TO ORDER**

The meeting convened at 8:04 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**

**Motion:** Moved by, Jerry Schulze, seconded by, Lorraine Bond, to approve the minutes of the 2/28/2019 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.**

## **PUBLIC COMMENT**

The public was introduced and welcomed. There was no public comment.

## **GENERAL MANAGERS REPORT**

*Joe Mantua submitted the following report:*

### **Asset Management**

1. Coordination with Local Fire Departments – Justin Thomas and I met with representatives from local fire departments to discuss issues of common interest related to our infrastructure and we have established a regular coordination meeting to promote collaboration.
2. Galvanized Water Line Replacement Program - The fourth division of work is on today's agenda for approval. Upon approval and contract execution we will soon have all four divisions in active construction status.

### **Workforce Investment**

3. Safety Report – Another solid month of take twos, exceeding our monthly goal of 175. Monthly average for the year is 183. We are closing in on 1.3 million safe work hours.
4. Director of Customer Care and Billing – Congratulations to Linda Tillery on her promotion to Director of Customer Care and Billing.
5. BJWSA Fun Day – Reminder that our annual Employee Fun Day will be held on Saturday April 6 from 10:00 – 2:00 at Sgt. Jasper Park. We look forward to recognizing and celebrating with our employees and hope that you are able to join.

### **Preparation for Change**

6. Contract Review – We are currently working with Erin Dean to review all current template contracts for legal sufficiency and will be adding language to any contracts/agreements outside of the standard ones that indicates a legal review has been performed.
7. Crystal Clear 2022 Strategic Focus Plan Status Report – *Beth Lowther provided the following update:*

#### Theme Highlights:

#### **Customer Satisfaction and Engagement**

1.2 - AUS/Lucity/BJWSA integration summit was held Feb 11-13.

#### **Asset Management**

2.0 - Asset Manager FTE was requested in FY20 Budget.

## **Workforce Investment**

3.2 - Increased Assessments for new hires in Customer Service and Treatment.

## **Preparing for Change**

4.1 - Succession planning kickoff scheduled April 2/3 – Jacobs/CH<sup>2</sup>M Consultants.

## **Organizational Excellence**

5.3 - “Best Places to Work in SC” survey goes out to employees on April 26<sup>th</sup>.

### Roadshow Update:

- Will and Beth have been holding Road Show meetings (in the mornings) where they go to each operating location and talk about the SP with employees, ask questions, have discussions and remind all employees that they’re very much a part of this plan and their input and participation is valued.
- They’ve met with all of BJWSA’s N.O.B facilities as well as different groups at the Admin campus & Chelsea Treatment plant and will go to the SOB location in early April.

## **Organizational Excellence**

8. SCEC Conference – BJWSA was well represented at the annual *South Carolina Environmental Conference* held in Myrtle Beach and attended by water professionals from around the region. Many of our BJWSA team members are active contributors to the association and listed below are some notable achievements:
  - a. *Partnership for Safe Water Award* – Chelsea (Director, 14<sup>th</sup> year), Purrysburg (President, 1<sup>st</sup> year).
  - b. *Kelly Hunsucker Award* - excellent achievement in the area of water system protection in cross connection control.
  - c. *Facilities Excellence Award* – Wastewater Plants – 6 of our 8 plants received Facilities Excellence Awards from DHEC.
  - d. *Tapping Team* – finished 3<sup>rd</sup> overall with very competitive time of 1:43 and significant improvement from 2018.
  - e. *Hydrant Hysteria Team* – improved from 2018 with a very competitive time of 1:44.
  - f. *Wet Weather Flows/Wastewater Collection Storage Solutions* - presentation by Brian Chemsak with Black & Veatch.
  - g. *Lady’s Island Sewer Diversion Project* - presentation by Shawn Flood with Hazen.
  - h. *Jar Testing Calibration Part of the Process Optimization Study* - presentation by Kevin Sexton with Hazen.
  - i. *Distribution Committee Chair* –named Ken Hanna.
  - j. *Operators Conference Committee Chair* – named Earl Sheppard.
  - k. *WEASC Life Membership Award* – presented to Al Legare.

9. State Ethics Filing – All forms have now been filed. Many thanks to Libby for coordinating with everyone and getting these completed on time.

### **Customer Satisfaction and Engagement**

10. Oldfield Environmental Fair – Many thanks to Pam and Lou for setting this up. Special thanks to Kevin Sexton and Brian Chemsak for the interactive display they created for this and other programs to educate children about the water system.
  - **Public Affairs Report** – Pamela Flasch highlighted recent and upcoming initiatives taking place throughout the service area:

### **Customer Satisfaction & Engagement**

1. Customer Satisfaction Survey: In just 3.5 hours into the survey, we had 864 completed surveys! Overall satisfaction with BJWSA is 4.24 (on a 1-5 rating scale); or a 90% top-2-box score ('very satisfied' and 'satisfied').

*Michael Bell, inquired about adding an electronic feedback survey after customer engagement with BJWSA. Staff will certainly look into this feature.*

2. Growth & Development Award: We are receiving the *Growth & Development Award* from the Jasper County Chamber of Commerce at tonight's banquet, for the Hardeeville Water Reclamation Facility Expansion.
3. Drinking Water Week | May 5-11, 2019: Open House and TED's Debut Chelsea Water Treatment Plant Archive, Thursday, May 9, 10 am to 2 pm.
4. STEM (Science, Technology, Engineering and Math) Outreach: Event at the *MCAS Air Show STEM Day Friday, April 26, 2019*, MCAS Beaufort.

### **Organizational Excellence**

5. Family Fun Day – Camp BJWSA: With the Organizational Excellence goal of cross-appreciation clearly in sight, we look forward to "*Camp BJWSA*" *Saturday, April 6, 2019*, at Sergeant Jasper Park. Please plan to come out and be part of our BJWSA FAMILY!

### **COMMITTEE REPORTS**

**Report of the Executive Committee.** Committee Chair Donna Altman stated that the Executive Committee did not meet.

**Report of the Capital Projects Committee.** Committee Chair Michael Bell reported that the Capital Projects Committee met on 3/27/2019 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:

1. Project Activity Sheet Review & Discussion: The committee reviewed the list of projects; highlighting a few as follows: a PER review meeting is set for the end of March for the Purrysburg WTP Expansion to 30 MGD | the Great Swamp Expansion to 15 MGD is progressing | the Hardeeville Water Reclamation Facility work is complete on the suction piping, and the blower issue has been resolved | the Hwy 170 36-inch Water Main Extension is in its initial stages of SRF funding and PER review by SC DHEC.
2. Capacity Fee Collections FY19: February total revenue for water and sewer is \$471,312.92. Cumulative year-to-date capacity revenue is \$7,395,347.82.
3. Developer Projects Activity Summary 2/1/2019 – 2/28/2019: 10 new projects reviewed/6 REU's • 4 DPR submittals/240 REU's • 6 pre-constructions/0 REU's • 9 service authorizations/125 REU's. *Developer Project Activity Report is included in Board Packet.*
4. CIP Agenda Items: The committee reviewed memos for new business for the Board and recommends approval. *Copies of these memos were included in the Board Packet.*
5. Safety Report February -19: Was discussed and included in the Board Packet.

*A copy of the CIP Update Memorandum from Shawn Flood dated 3/15/2019 was included in the Board Packet and is attached to these minutes and is made a part hereof.*

**Report of the Finance Committee.** Committee Chair Don Manson, reported that the Finance Committee met on 3/21/2019 and submitted the following report:

1. 2/28/2019 Interims: Total operating revenues are \$569 thousand over budget, while total operating expenses (including depreciation) are \$1.4 million under budget. Operating cash and ratios are healthy and within our limits and policies.
2. Investments: The committee discussed the current interest rates and continue to actively watch the market and work with Wells Fargo.
3. Moody's Annual Report: The committee received and reviewed the annual Moody's Investors Service report.
4. FY2020 Operating Budget Update: The committee discussed the budget schedule and the FY20 Operating Budget presentation will be at the April Board meeting.
5. February Call Center Metrics: The committee reviewed the call center metrics. The average call wait time was 56 seconds and the abandonment rate was 2% in February.

6. Capital Improvements: The committee received and approved a new project request for CIP-2199 for the Chelsea Filter 8 Underdrain in the amount of \$150 thousand that will be presented in New Business today.
7. IT Update: Kenneth provided the IT FY19 Areas of Focus that included five significant project updates.

*A copy of the financial report dated 2/28/2019, was included in the Board packet and is attached to these minutes and is made a part hereof.*

*The Chair welcomed Councilman York Glover, Beaufort County Liaison to BJWSA.*

**Report of the Personnel Committee.** Committee Chair Jimmy Baker reported that the Personnel Committee met on 3/19/2019 and submitted the following report:

1. GM Performance Evaluation: Working with Pontifex Consulting regarding the new form and received feedback of likes and dislikes on the prior form. The committee agreed to conduct the GM Performance Evaluation informally in July 2019 with FY 20 being more structured.
2. Incentive Compensation: Peter Ronza, Pontifex Consulting, shared his experience with incentive compensation of public and private utilities and that it was rare for public utilities due to fear of rate payer and employee negative reaction. Also reluctance for private utilities because of potential pushback from regulatory agencies. This is “on hold” for now.
3. Safety Report February-19: 1,269,315 – hours since last preventable lost work day; the safety report is included in the Board packet.
4. Personnel Actions Report: Continue to operate at a 4.4% YTD FY19.
5. Deputy General Manager – Operations & Technical Services Recruitment Update: Cabot Consultants Inc., conducted executive searches, nine candidates have been presented, and a call is scheduled tomorrow with Cabot to determine the next steps forward.
6. Board Leadership Award: HR has not received any nominations, however, a nomination will be forthcoming.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

Motion to Approve Non-Cash Bonus for Retiring GM as Discussed in February’s Executive Session. This is for the acceptance of the retiring GM to purchase his assigned company vehicle at BJWSA’s Book value.

**Motion:** Jimmy Baker moved, seconded by Lorraine Bond, to approve non-cash bonus for retiring GM as discussed in February's Executive Session,  
*All voted in favor, none opposed,*

**Motion passed unanimously.**

### Capital Improvement Program

#### ***CIP Addition(s)***

1. CIP 2199 Chelsea Filter 8 Underdrain Replacement added to the FY18-FY20 CIP for \$150,000.00 as presented and referenced in the memorandum from Tricia Kilgore dated 3/18/2019 and is attached to these minutes and is made a part hereof:

**Motion:** Recommendation for approval of adding CIP Project #2199 Chelsea Filter 8 Underdrain Replacement added to the FY18-FY20 for \$150,000.00 came from the Capital Projects Committee, *requiring no second,*  
*All voted in favor, none opposed,*

**Motion passed unanimously.**

#### ***Contract Award(s)***

1. CIP-21854 Misc. WW Control Panel Replacements FY19 Contract Award to Apex Electric, for \$236,400.00 as presented and referenced in the memorandum from Shawn Flood dated 3/15/2019 and is attached to these minutes and is made a part hereof:

**Motion:** Recommendation for approval of CIP 21854 Misc. WW Control Panel Replacements FY19 Contract Award to Apex Electric, for \$ 236,400.00 came from the Capital Projects Committee, *requiring no second,*  
*All voted in favor, none opposed,*

**Motion passed unanimously.**

2. CIP-22185 Galvanized Water Line Replacement Program Phase 1 Division IV Contract Award to CBG, for \$889,863.00 as presented and referenced in the memorandum from Shawn Flood dated 3/15/2019 and is attached to these minutes and is made a part hereof:

**Motion:** Recommendation for approval of CIP 22185 Galvanized Water Line Replacement Program Phase I Division IV Contract Award to CBG, for \$889,863.00 came from the Capital Projects Committee. The work will consist of providing all labor, materials, and equipment for installing water lines, fire hydrants, and services along Capehart Circle, Capehart Drive, Capehart Lane, Dogwood Street, Belleview Circle, Old Jericho Road, Bay Pines Road and 14<sup>th</sup> Street in Beaufort County, *requiring no second,*  
*All voted in favor, none opposed,*

**Motion passed unanimously.**

3. CIP-22196 Cherry Point EQ Tank Replacement Contract Award to M.B. Kahn Construction Co., Inc., for \$3,041,800.00 as presented and referenced in the memorandum from Shawn Flood dated 3/15/2019 and is attached to these minutes and is made a part hereof:

**Motion:** Recommendation for approval of CIP 22196 Cherry Point EQ Tank Replacement Contract Award to M.B. Kahn Construction Co., Inc., for \$3,041,800.00 came from the Capital Projects Committee, *requiring no second*,

*Discussion:* the project is expected to be completed before Christmas 2019. Greg Padgett asked about the type of warranty. Brian Chemsak replied that there was a standard 12-month warranty, but that he will certainly look into an extended coverage,

*All voted in favor, none opposed,*

**Motion passed unanimously.**

#### **PUBLIC COMMENT**

There was no public comment.

*Michael Bell thanked the staff for the custom magnetic name badges.*

#### **ADJOURNMENT**

With no further business to come before the Board, and without objection, Jerry Schulze, moved, seconded by Secretary/Treasurer Don Manson, to adjourn the meeting at, 8:50 a.m.

*All voted in favor, none opposed,*

**Motion passed unanimously.**

APPROVED: 4/25/2019

*Respectfully submitted,*

*Libby Breland, Clerk to Board*

Signatures and Attachments on file.