

MINUTES OF THE MEMBERS OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY MEETING HELD ON THURSDAY 4/25/2019

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its regular meeting Thursday, 4/25/2019 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; Dr. Bill Singleton.

Members of the Authority not in attendance: Brandy Gray; Jerry Schulze.

Staff in attendance: Joe Mantua, General Manager; Sarah Linkimer, DGM, F&A/O&TS; Will Bettis, Director of Business Services; Brian Chemsak, Director of Engineering; Kenneth Frazier, Director of Information Technology; Tricia Kilgore, Director of Treatment; Allena Lee-Brown, Director of Human Resources; Pamela Flasch, Public Affairs Manager; Shawn Flood, Capital Projects Manager; Justin Thomas, Director of Field Operations; Linda Tillery, Director Customer Care & Billing; Beth Lowther, Accounting Manager; Patrice Moore, GIS Supervisor; Jon Torrescano, IT Systems Administrator; 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: York Glover Sr., District 3 (Beaufort/Lady's Island/St. Helena Island/Parris Island) was not in attendance.

Public in attendance: Frank Turano, Regional Manager, Alliance Consulting Engineers; Andy Kinghorn, Prospective BJWSA Board Member.

CALL TO ORDER

The meeting convened at 8:05 a.m., Chair Donna Altman presiding.

INVOCATION AND PLEDGE OF ALLEGIANCE

Dr. Bill Singleton gave the invocation and all joined in the Pledge of Allegiance to the flag of the United States.

APPROVAL OF MINUTES

Motion: Moved by Vice-Chair Michael Bell, seconded by Lorraine Bond, to approve the minutes of the 3/28/2019 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:

Staff Recognition

1. Administrative Professional's Day was yesterday, April 24, 2019. He recognized Libby and the entire Administrative/Coordinators Team and thanked them for all they do for the organization. A round of applause was received.

Asset Management

1. Coastal Georgia Regional Water Planning Council – Earlier this week I had the opportunity to attend this group's outreach meeting focused on the long term protection of our vital natural resources.
2. Asset Manager Position – The proposed budget for FY 20 includes a new position for an Asset Manager as a key step in building our formal asset management program.

Workforce Investment

3. Safety Report – Take twos this month were at 160 and the monthly average for the year is 183, exceeding our stated goal. We are getting very close to 1.3 million safe work hours. We also had a visit this month from a Loss Control consultant from Accident Fund who was very impressed and in their remarks stated, "All of these measures you have in place and continually improve on show a dedication to safety for your staff and your interest in providing as safe a working environment as possible to everyone."
4. New Staff – We welcome several new staff to the team including Alfred Delaney and Kenneth Alsop, Water Operator Trainees at Chelsea, and four new Field Operator I's, DJ Lawrence, Huntley Murray, Bret Mixson and Jacob Smith.
5. BJWSA Fun Day – Thanks to Pam, Lou and many other employees who helped make our Annual Fun Day a great success. Despite some challenging weather it looked like everyone was having a great time. We will be soliciting feedback from employees about the picnic and other employee events to make sure we are optimizing our recognition efforts.

Preparation for Change

6. Workforce Analysis – We had a successful two day workshop with Jacobs, looking at our current staffing, organizational structure and also focus on our succession planning needs. We are expecting to get their observations and recommendations very soon.

Organizational Excellence

7. Partnership for Clean Water Recognition – Cherry Point Water Reclamation Facility received the Directors level Award from the Partnership for Clean Water, an AWWA sponsored program. Congrats to the team for this outstanding accomplishment, in the notification letter received from the Program Chair, they noted that the review team was especially impressed with the thoroughness of our report, demonstration of willingness to daylight important operational issues and evidence of a culture of continuous improvement.
8. Security Awareness Training – This program was launched this past month by IT to ensure that all of our employees receive training on various fundamentals to protect our cyber assets.
9. Employee of the Quarter – Congratulations to our Employee of the First Quarter, Darius Witte, NOB Pipeline. Darius was recognized for, among other things, his exemplary work ethic and team leadership.

Customer Satisfaction and Engagement

10. Customer Satisfaction Survey – We received preliminary results from the Customer Satisfaction Survey conducted by USCB. More than 4500 customers completed the survey and the average score for Overall Satisfaction was 4.23 out of 5. A more detailed report will be available soon.
11. Sun City Water Quality Presentation – Many thanks to Tricia Kilgore for delivering a very well received presentation to leaders at Sun City who asked to be briefed on our source water and overall water quality. We will be heading back to Sun City in June for a more general town hall type meeting to talk with residents, tell them more about us and hear any questions or concerns. This was also a great opportunity to talk with them about our Eye on Water program and how it can benefit them to sign up.

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

Customer Satisfaction & Engagement

1. Drinking Water Week | May 5-11, 2019: DRINKING WATER WEEK Open House will be Thursday, May 9 from 10 am – 2 pm at the Historic Chelsea Water Treatment Plant, 14 Snake Road, Okatie.
2. “Be the BEACON” Campaign: will kick-off Wednesday, May 1, to boost Eye on Water engagement.
3. Customer Satisfaction Survey: USC-B will have a full report of the online survey to share with the board this summer.

4. STEM (Science, Technology, Engineering and Math) Outreach: Reminder that the *MCAS Air Show STEM Day* event is tomorrow, *Friday April 26, 2019, MCAS Beaufort*.

- ***Proposed FY 2020 Operating Budget Presentation*** - Sarah Linkimer, Deputy GM, F&A/O&TS, along with Beth Lowther, gave a PowerPoint presentation for the FY20 Operating Budget. This and all presentations are now standardized with the same layout and color scheme.

Note: Thayer Rivers exited the meeting.

COMMITTEE REPORTS

Report of the Executive Committee. Committee Chair Donna Altman stated that the Executive Committee will meet immediately following today's Board Meeting.

Report of the Capital Projects Committee. Committee Chair Michael Bell reported that the Capital Projects Committee met on 4/17/2019 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 through 3/31/2019 Review & Discussion: The committee reviewed the list of projects; highlighting a few as follows: once finalized, the PER report will be submitted to SC DHEC for approval for the Purrysburg WTP Expansion to 30 MGD | the boardwalk is complete and approximately 1800 feet of the monitoring board is installed for the Great Swamp Expansion to 15 MGD | the Hardeeville Water Reclamation Facility punch list items are complete; the project will be closed out next month | the Hwy 170 36-inch Water Main Extension is ongoing with easement acquisition and a revised PER is being submitted to SC DHEC | Lady's Island Sewer Diversion project flow has been diverted and the old SS01 station has been demolished | Bonaire Estates Sewer Extension CDBG construction is ongoing with mainlines and road crossings completed and vacuum can installation started | Purrysburg WTP Structure Filter Rehab filter #4 recoating is underway with project closeout expected next month and the Galvanized Water line replacement Divisions are ongoing.
2. Capacity Fee Collections FY19: March total revenue for water and sewer is \$470,691.00. Cumulative year-to-date capacity revenue is \$8,083,178.82. Water Taps for NOB and SOB doubled; Sewer Inspections NOB and SOB totaled 184.
3. Developer Projects Activity Summary 3/1/2019 – 3/31/2019: 13 new projects reviewed/0 REU's • 5 DPR submittals/171 REU's • 9 pre-constructions/80 REU's • 8 service authorizations/103 REU's. *Developer Project Activity Report is included in Board Packet.*
4. CIP Agenda Items: The committee reviewed contract memos for new business for the Board and recommends approval. *Copies of these memos were included in the Board Packet.*
5. Safety Report March-19: Was discussed and included in the Board Packet.

A copy of the CIP Update Memorandum from Shawn Flood dated 4/12/2019 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 4/18/2019 and submitted the following report:

1. 3/31/2019 Interims: Total operating revenues are \$ 817 thousand over budget, while total operating expenses (including depreciation) are \$1.5 million under budget. Operating cash and ratios are healthy and within our limits and policies.
2. Investments: The committee received and reviewed the Wells Fargo Investment Proposal for the \$5M that went into the market in March with an average yield of 2.4%.
3. FY2020 Operating Budget Update: The committee received and discussed the FY20 Operating Budget and the public hearing is scheduled for May.
4. March Call Center Metrics: The committee reviewed the call center metrics. The average call wait time was 55 seconds and the abandonment rate was 2% in March.
5. IT Update: Kenneth provided the IT FY19 Areas of Focus that included six significant project updates.
6. Miscellaneous: Handbook changes were discussed and will be in New Business today.

A copy of the financial report dated 3/31/2019, 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 Jimmy Baker reported that the Personnel Committee met on 4/16/2019 and submitted the following report:

1. Tablet Tutorial: Jon Torrescano, provided a tutorial on the member's new tablets that will be used to receive Board information eliminating or reducing paper.
2. Safety Report: Was reviewed in committee.
3. Personnel Actions Report: Year to date overall turnover rate is 4.46% with 1 retirement; 0 resignations/terminations in March.
4. GM Performance Evaluation form: General sense that the form is too complex and longer than necessary; will complete an informal performance evaluation for FY19 and will have a new form finalized in time for the FY20 performance evaluation.
5. Succession Planning: Jacobs Consulting, conducted meetings and interviews April 1-3 with managers and directors and then met with each department's leaders. The goal was to identify and evaluate current and future gaps due to retirements, attrition, new requirements, etc. and determine optimal strategies for responding staffing, use of technology and workload

were explored. Jacobs Consulting will benchmark BJWSA with similar utilities and will hold a workshop with executive and leadership teams to discuss draft recommendations.

6. Deputy General Manager, O&TS Recruitment Update: Of the 12 candidates presented by Cabot Consultants, interviewed 5 via videoconference; selected 1 for an in-person interview. Very pleased with candidate interviewed; going through due diligence now.
7. Board Leadership Award: Submitted a nominee.
8. Employee Handbook Changes: Will be presented under New Business for consideration of approval for; 1. Lead Worker Pay, and 2. Exempt Leave.

OLD BUSINESS

Chair Donna Altman reported that two nominees for the Board Leadership Award has been received. The submittals will be reviewed and discussed in Executive Session next month.

NEW BUSINESS

A. Capital Improvement Program

Contract/Purchase Award(s)

1. CIP-2181 McTeer Bridge Waterline Replacement Contract Award to BRW for Final Invoice of \$145,763 as presented and referenced in the memorandum from Brian Chemsak dated 4/8/2019 and is attached to these minutes and is made a part hereof:

Motion: Recommendation for approval of CIP 2181 McTeer Bridge Waterline Replacement Contract Award to BRW for Final Invoice of \$145,763 came from the Capital Projects Committee, *requiring no second,*

All voted in favor, none opposed,

Motion passed unanimously.

2. CIP 1727 Capital Equipment Replacement - Sewer - FY19 for Nine Dissolved Oxygen (DO) Monitors for \$52,265 and O&M Capital for Five Ammonia Monitors for \$64,036; CIP & O&M, Totaling \$116,301.

Motion: Recommendation for approval of CIP 21727 Capital Equipment Replacement - Sewer - FY19 for Nine Dissolved Oxygen (DO) Monitors for \$52,265 and O&M Capital for Five Ammonia Monitors for \$64,036 to the manufacturer, Hach totaling \$116,301 came from the Capital Projects Committee, *requiring no second,*

All voted in favor, none opposed,

Motion passed unanimously.

B. Proposed Changes to Employee Handbook.

The proposed changes were discussed. Committee Chair Jimmy Baker, while supporting Management, would abstain the vote.

Motion: Recommendation for approval of the proposed changes to the Employee Handbook for: 1. **Lead Worker Pay**, as presented and referenced in the memo from Allena Lee-Brown dated 4.18.19, and is attached to these minutes and is made a part hereof, came from the Personnel Committee, *requiring no second*,
A vote was held, one abstention-Jimmy Baker,
Motion carried.

Motion: Recommendation for approval of the proposed changes to the Employee Handbook for: 2. **Exempt Leave**, as presented and referenced in the memo from Allena Lee-Brown dated 4.18.19, and is attached to these minutes and is made a part hereof, came from the Personnel Committee, *requiring no second*,
A vote was held, one abstention-Jimmy Baker,
Motion carried.

PUBLIC COMMENT

There was no public comment.

(9:22 a.m.)

EXECUTIVE SESSION

Motion: Vice-Chair Michael Bell moved, seconded by Lorraine Bond, to go into executive session for the purpose of discussing litigation matters regarding: A. Attorney-Client Litigation/Claim Issues, Pursuant to SC Code Ann. Section 30-4- 70(a)(2), regarding: 1) Edge v. BJWSA. 2) Kinard v. BJWSA

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

(9:25 a.m.)

RECONVENE

Motion: Jimmy Baker moved, seconded by Lorraine Bond, to reconvene regular session,
All voted in favor, none opposed,
Motion passed unanimously.

ACTION ITEMS ARISING FROM EXECUTIVE SESSION

No action was taken.

ADJOURNMENT

With no further business to come before the Board, and without objection, Dr. Bill Singleton, moved, seconded by Greg Padgett, to adjourn the meeting at, 9:31 a.m.

All voted in favor, none opposed,

Motion passed unanimously.

APPROVED: 5/23/2019

Respectfully submitted,

Libby Breland, Clerk to Board

Signatures and Attachments on file.