

MINUTES OF THE MEMBERS OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY MEETING HELD ON THURSDAY 2/27/2020

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its regular meeting Thursday, 2/27/2020 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 Michael Bell; Vice-Chair Jimmy Baker; Secretary/Treasurer Greg Padgett; Donna Altman; Lorraine Bond; Brandy Gray; Andy Kinghorn; Don Manson; Thayer Rivers; Jerry Schulze; Dr. Bill Singleton.

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

Key Staff in attendance: Joe Mantua, General Manager; Pat Burke, DGM of O&TS; Sarah Linkimer, DGM, F&A; Brian Chemsak, Director of Engineering; Tricia Kilgore, Director of Treatment; Allena Lee-Brown, Director of Human Resources; Al Legare, Director of Tech Maintenance & SCADA; Beth Lowther, Director of Finance & Support Services; Justin Thomas, Director of Field Operations; Linda Tillery, Director Customer Care & Billing; Pamela Flasch, Public Affairs Manager; Shawn Flood, Capital Projects Manager; Tammy Holman, Procurement & Risk Manager; Andy Mattie, Field Operations Manager; Kevin Sexton, Water Operations Manager; Marlene Myers, Procurement Specialist; Libby Breland, Executive Assistant/Clerk to the Board as well as the following staff members - Kelly Alston, Justin Burke, Maurice Burries, Jonathan Carey, Lori Crews, Marilyn Fields, Ken Hanna, Debbie Hodge, Dennis Holland, Michael Ingram, Rob Lemieux, Jacqueline Major, Lloyd Middleton, Thomas Mike, Patrice Moore, Jason Quick, Sarah Santana, Patrice Whitmore.

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: Matthew Berrelli, P.E., Senior Project Engineer, Alliance Consulting Engineers.

CALL TO ORDER

The meeting convened at 8:00 a.m., Chair Michael Bell presiding.

INVOCATION AND PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

The public was introduced and welcomed. There were no comments from Mr. Berrelli at this time. Prior to receiving staffs remarks regarding the employee handbook changes, Chairman Bell, explained the findings and careful consideration of various benefits changes and its transition including, preserving benefits of the SC Retirement System and Health Plan and maintaining BJWSA's financial sustainability and justification to the rate payers. Chairman Bell then recognized staff who signed in to address the Board. *Staff addressing the Board were: Thomas Mike, Ken Hanna, Patrice Whitmore, Justin Burke, and Patrice Moore.* Chairman Bell thanked the staff for attending and sharing their comments and concerns.

APPROVAL OF MINUTES

Motion: Moved by Brandy Gray, seconded by Don Manson, to approve the minutes of the 1/23/2020 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.

Motion: Moved by, Brandy Gray, seconded by Don Manson, to approve the minutes of the 2/17/2020 special 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.

GENERAL MANAGERS REPORT

Joe Mantua submitted the following report:

Asset Management

1. SOB Operations Center Update – The air quality testing was done on January 30 as planned and the results indicated 5 of the office spaces had elevated levels of mold compared to outside air. A remediation contractor was onsite to develop a proposal for cleaning. Staff are currently evaluating the proposal.
2. Savannah River Clean Water Fund – BJWSA hosted a meeting of the SCRWF executive committee and partner utilities on January 29, 2020. An update of the group's activities and on-going projects is provided for your information.

A copy of the SRCWF Update memo dated 2/27/2020, is attached to these minutes and is made a part hereof.

Workforce Investment

3. Safety Report – Our Take Twos and Safety Talks were back up this month, well above our monthly average target. For the year we are still averaging above our stated monthly goal of 175. We are now at 1774 days (1,581,231 hours) since our last preventable lost work day case.

4. New Employees and Promotions – We are pleased to welcome Marlene Myers to the BJWSA Team as Procurement Specialist.
5. Winter Gala – Many thanks to Pam Flasch and the Public Affairs Team for planning the 2020 Winter Gala at the Callawassie Club on February 15.

Preparation for Change

6. Microplastics and PFAS – Tricia Kilgore, Director of Treatment Operations, will be providing the Board with a presentation on emerging contaminants, more specifically our work on microplastics as well as an update on the development of regulations related to PFAS.
7. Employee Handbook Changes – A series of meetings were held with all employees to discuss the various handbook changes that are in front of the Board at today’s meeting. Additional meetings will be scheduled to answer questions about the implementation process
8. Collaborative Delivery Workshops – The Engineering Team held two workshops related to alternative and collaborative delivery approaches. Both meetings provided insights into the advantages and challenges of utilizing non-traditional delivery methods for major capital projects.

Organizational Excellence

9. Lowcountry HR Managers Meeting – Human Resources hosted a quarterly meeting of human resource managers from some of our neighboring utilities and municipalities. This open forum provides an opportunity to share and discuss common issues amongst HR professionals. Discussion topics included updates on DOT Testing policy change, continuing education programs, succession planning, wellness and benefit programs and legal updates.

Customer Satisfaction and Engagement

10. Developer Summit – The Engineering Department hosted a Developer Summit on January 28 and 18 attendees representing various companies were in attendance. The meeting provided an opportunity to have an open dialogue with our development community regarding our processes and areas for collaboration and process improvement. We will be holding semi-annual meetings to continue the discussion.
11. Stakeholder Engagement – Staff attended several local community meetings this month including the Beaufort Legislative luncheon, the Jasper State of the County breakfast and a workshop with the Bluffton Town Council on future sewer needs.
12. Newsletter – Congrats to our Public Affairs Team for putting out another fantastic newsletter and I am pleased to report that we have increased the number of newsletters sent out electronically to over 31,000, reducing postage and printing costs.

- **Public Affairs Report.** Pamela Flasch highlighted recent and upcoming initiatives taking place throughout the service area: She gave special recognition to Linda and her staff for contributing to the increased number of electronic newsletters by collecting customers email addresses.
 - Public Education & Engagement: Please join us for our World Water Day Open House March 24-25, 9 am to Noon, where our superheroes will showcase the Chelsea Water Treatment Plant for our future workforce!
 - Customer Focus Group: The next Focus Group will be conducted in late March. We will have a report in June or July.
 - Smithsonian H2O Today: The Smithsonian H2O Today exhibit will open in late spring. More to come soon!
 - Employee Fun Day: Please let Morgan know if you'll be attending Employee Fun Day at a Savannah Bananas baseball game, Saturday, July 11. There are sign up forms at your places today.
- **Staff Presentations-** Update on Microplastics and PFAS - *Tricia Kilgore.* *Tricia provided a power point presentation regarding Microplastics and Per- and Polyfluoroalkyl Substances (PFAS) chemicals that have been detected in drinking water and groundwater but the health risks are still unknown. More scientific data is needed for regulatory limits. A copy of the presentation titled: "Emerging Contaminants" by Tricia H. Kilgore, P.E., is attached to these minutes and is made a part hereof.*

Joe recognized Al Legare, retiring February 28, 2020, for his 33½ years of service. Al is the Director of Tech Maintenance & SCADA and the Military Program. Al has been a valuable asset to the Authority and we wish him well upon his retirement. Chairman Bell also expressed appreciation to Al for his experienced contributions to BJWSA and personally congratulated him on his retirement. (Al left the meeting prior to this acknowledgement).

COMMITTEE REPORTS

Report of the Executive Committee. Committee Chair Michael Bell, stated that the Executive Committee did not meet.

Report of the Capital Projects Committee. Committee Chair Don Manson reported that the Capital Projects Committee met on 2/19/2020 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:

Project Highlights

1. The Purrysburg Expansion to 30 MGD Phase 1 construction continues, phase 2 60% design review has been completed by staff and the engineer is working towards a 90% design.

2. The Cherry Point Equalization tank is nearing completion, interior coatings are complete. Final structural leak testing will take place in late February.
3. The Bonaire Estates Sewer Extension pump station is complete, customers are being connected now.
4. Galvanized Waterline Projects:
 - a. DIV I – Construction Complete; completing closeout documents
 - b. DIV II – Construction Complete; completing closeout documents
 - c. DIV III – Work is around 90% Complete
 - d. DIV IV – Work is around 90% Complete

Developer Report

5. During December, capacity fees were collected in the amount of \$218,643.20; The Year-To-Date total for capacity fees is \$9,661,218.97; 8 precons were held and 6 service authorizations were issued; new water taps totaled 113 and sewer taps totaled 182.

CIP Activity for Board Approval

6. Contract award for CIP-1879 (Renovation of Building E – Tech Maintenance)
7. Contract award for CIP-2221 (NOB Ops Center Electrical Rehabilitation)

Miscellaneous

8. Reviewed Purchasing Policy.

A copy of the CIP Update Memorandum from Shawn Flood dated 2/14/2020 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 Greg Padgett, reported that the Finance Committee met on 2/20/2020 and submitted the following report:

1. FY2020 YTD Financial Statements and Investments: Total operating revenues are \$1.7 million over budget, while total operating expenses (including depreciation) are \$2 million under budget. The committee reviewed the investment report and interest received this period was \$20,625.
2. January Call Center Metrics: The committee reviewed the call center metrics. The average call wait time was 1 minute 3 seconds and the abandonment rate was 3% in January.
3. IT Update: Sarah provided the IT FY20 Areas of Focus that included three significant project updates.

4. Purchasing Policy: The committee discussed the Draft Purchasing Policy that will be presented in New Business today.
5. Miscellaneous: The committee received the Draft Customer Service Policies.

A copy of the financial report dated 1/31/2020, 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 did not meet.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Capital Improvement Program

Contract Award(s)

CIP-1879 Renovation of Building E-Tech Maintenance Chelsea Water Treatment Plant Contract Award to Neal's Construction, LLC-Beaufort for \$ \$250,628.40 as presented and referenced in the memorandum from Shawn Flood dated 2/14/2020 and is attached to these minutes and is made a part hereof:

Motion: Recommendation for approval of CIP 21879 Renovation of Building E-Tech Maintenance Chelsea Water Treatment Plant Contract Award to Neal's Construction, LLC-Beaufort for \$250,628.40 came from the Capital Projects Committee, *requiring no second, All voted in favor, none opposed,*

Motion passed unanimously.

CIP-2221 NOB Ops Center Electrical Rehabilitation Contract Award to L&L Contractors for \$188,143.04 as presented and referenced in the memorandum from Shawn Flood dated 2/14/2020 and is attached to these minutes and is made a part hereof:

Motion: Recommendation for approval of CIP 2221 NOB Ops Center Electrical Rehabilitation Contract Award to L&L Contractors for \$188,143.04 came from the Capital Projects Committee, *requiring no second, All voted in favor, none opposed,*

Motion passed unanimously.

Approvals

Purchasing Policy Revisions - Approval

Motion: Jerry Schulze moved, seconded by Donna Altman, approving the Purchasing Policy Revisions,

All voted in favor, none opposed,

Motion passed unanimously.

Employee Handbook Revisions – *Approval*

Motion: Thayer Rivers moved, seconded by Jerry Schulze, approving the Employee Handbook Revisions,

All voted in favor, none opposed,

Motion passed unanimously.

Benefits Transition Procedures - *Approval*

Motion: Thayer Rivers moved, seconded by Secretary/Treasurer Greg Padgett, approving the Benefits Transition Procedures,

Further Discussion: Members asked staff to respond to the timeline. *Sarah responded by saying that it was critical to transition the changes within the current fiscal year ending verses time phasing. The benefits payouts, which are unbudgeted expenses for the fiscal year July 1, 2019-June 30, 2020, are expected to be absorbed within the O&M expenses that are under budget for the fiscal year as well.*

All voted in favor, none opposed,

Motion passed unanimously.

PUBLIC COMMENT

There was no additional public comments.

(9:35 a.m.)

EXECUTIVE SESSION

Motion: Brandy Gray moved, seconded by Vice-Chair Jimmy Baker, to go into executive session for the purpose of discussing litigation matters regarding: Kinard v. BJWSA; McCracken v. BJWSA; Hornbeak v. BJWSA, Vanessa Hopkins v. BJWSA; media inquiries, pursuant to SC Code Ann. Section 30-4-70(a)(2) and Attorney-Client Communication Related to a Contractual Matter, Pursuant to SC Code Ann. Section 30-4-40(7).

All voted in favor, none opposed,

Motion passed unanimously.

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

(10:06 a.m.)

RECONVENE

Motion: Lorraine Bond moved, seconded by Secretary/Treasurer Greg Padgett, to reconvene regular session,

All voted in favor, none opposed,

Motion passed unanimously.

ACTION ITEMS OCCURRING FROM EXECUTIVE SESSION

No action was taken.

ADJOURNMENT

With no further business to come before the Board, and without objection, Thayer Rivers moved, seconded by Brandy Gray, to adjourn the meeting at 10:06 a.m.,

All voted in favor, none opposed,

Motion passed unanimously.

APPROVED: 3/26/2020

Respectfully submitted,

Libby Breland, Clerk to Board

Signatures and Attachments on file.