

## **MINUTES OF THE MEMBERS OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY MEETING HELD ON THURSDAY 9/24/2020**

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its regular meeting Thursday, 9/24/2020 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 physically present: Chair Michael Bell.

Members of the Authority attending by video conferencing: Vice-Chair Jimmy Baker; Secretary/Treasurer Greg Padgett; Donna Altman; Lorraine Bond; Brandy Gray; Andy Kinghorn; Jerry Schulze; Dr. Bill Singleton. *Thayer Rivers was not in attendance.*

Prospective Member of the Authority attending by video conferencing: Rob McFee.

Staff physically present: Joe Mantua, General Manager; Sarah Linkimer, Deputy General Manager; Becca Bowyer, Director of Engineering; Andy Mattie, Director of Field Operations; Eric Pratt, IT Manager; Jeremy Sponseller, Capital Projects Manager; Libby Breland, Executive Assistant/Clerk to the Board; Jon Torrescano, IT Systems Administrator; Phillip McCright, IT Systems Engineer.

Staff attending telephonically: Brian Chemsak, Chief of Plant Operations; Kenneth Frazier, Chief of Technical Services; Beth Lowther, Chief of Finance & Support Services; Linda Tillery, Chief of Customer Care; Pamela Flasch, Director of Public Affairs; Trisha Kilgore, Director of Innovation & Technology; Allena Lee-Brown, Director of Human Resources; Tammy Holman, Procurement and Risk Manager.

Legal Counsel attending by video conferencing: Erin Dean, Esq., Tupper, Grimsley, Dean & Canaday, PA.

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

### **CALL TO ORDER**

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

### **INVOCATION AND PLEDGE OF ALLEGIANCE**

Chairman Bell gave the invocation and all joined in the Pledge of Allegiance to the flag of the United States.

### **ACKNOWLEDGEMENT OF PUBLIC ATTENDANCE**

Chairman Bell recognized Councilman York Glover, viewing via live streaming.

## **PUBLIC COMMENT**

Chairman Bell read into record the following statements:

Public Comments may be submitted electronically by emailing your comments to [publicmeeting@bjwsa.org](mailto:publicmeeting@bjwsa.org). Advanced Comments will be accepted up to 1 hour prior to the scheduled meeting start time and shall be limited to three (3) minutes or 390 words. All Advanced Comments will be provided to the Chair and read aloud for the record during the initial Public Comment period.

Public Comments may also be submitted throughout the course of the meeting. Those comments should also be emailed to [publicmeeting@bjwsa.org](mailto:publicmeeting@bjwsa.org) and limited to 3 minutes or 390 words. Comments submitted during the meeting will be provided to the Chair and read aloud as indicated in Item XII, noted below.

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He then asked for advanced comments at this time.

Clerk to the Board, Libby Breland, reported no comments were received.

## **APPROVAL OF MINUTES**

**Motion:** Moved by, Donna Altman, seconded by Dr. Bill Singleton, to approve the minutes of the 7/23/2020 regular board meeting as written and distributed in advance to the Members of the Authority.

**Vote:** *After a Roll Call Vote, with no corrections noted, the 7/23/2020 board minutes stand approved by General Consent with no objections. The motion passed 8-0 (Chair not voting, one absentee, one vacancy)*

**Note:** *There was no meeting in August, summer break.*

## **GENERAL MANAGERS REPORT**

*Joe Mantua submitted the following report:*

### **Asset Management**

1. SRCWF Update – The Savannah River Clean Water Fund continues to pursue grants and other funding for the Meyer Lake projects. This project will preserve a 975 acre tract, just adjacent to our Purrysburg intake, through a fee simple purchase. Funding sources include SC Department of Natural Resources, SC Conservation Bank and North American Wetlands Conservation Act. SRCWF has initiated a review of their business plan and is utilizing a consultant. Interviews with key stakeholders, including BJWSA, have been held and a stakeholder meeting is scheduled for next week as a follow-up to the interviews. SRCWF is also working with the University of Georgia on development of a comprehensive conservation plan to collaboratively and scientifically identify the highest priority land parcels.
2. Sanitary Sewer Overflow (SSO) on Parris Island - We experienced a Sanitary Sewer Overflow on Parris Island on August 27 due to a power failure at a pump station. The outage lasted approximately 44 minutes resulting in the release of 6800 gallons of wastewater into the Beaufort River. We suspect that the cause was either a motor or a VFD shorted out causing the main breaker to the station to trip. The backup auxiliary engine that should crank during

a power outage failed to do so. Staff had started it 2 weeks prior to the incident and it worked fine. Additionally, it started manually during a site visit following the incident. The backup generator that should run to keep power to the RTU cabinet during a power failure also failed. It's showing voltage regulator fault and not producing electricity. There is evidence of rodent damage, and we have someone coming in to dig into it and get it up and running next week. During a regularly scheduled inspection on 5-18-20 it worked fine. The UPS that powers the RTU cabinet held charge long enough to send a power failure, but without the generator we received no high level alarms.

As a result of this failure several actions have been implemented. Additional layers of protection have been added including a missions unit outside the station inside a manhole and a unit installed inside the station that should send alarms along with the SCADA unit.

The motor and the VFD for pump 3 that did not operate properly have been repaired or replaced. Notification procedures have also been revised to include email notifications to the NOB Pump Station Duty phone as well as the Department Director.

*Discussion: Andy Mattie provided additional information on the SSO event and enhanced notification measures that are now in place.*

*Follow-up: Greg Padgett inquired about the cost and time of repairs to correct all other stations.*

### **Workforce Investment**

3. Safety Report – Take Twos for July and August increased from June however fell just short of our monthly average target. We continue to close in on our goal of 2M safe work hours and have now achieved 1,786,840 hours since our last preventable lost work day case. Congrats to everyone for continued dedication to the safety and well-being of all employees.

4. New Employees – We are pleased to welcome a number of new members to the BJWSA Team:

Becca Bowyer – Director of Engineering  
Eric Pratt – IT Manager  
Jeremy Sponseller – Capital Projects Manager  
Michelle Beck – Cycle Billing Coordinator  
Tori Major – Field Operator I  
Ryan Albridge – Field Operator I

I would also like to congratulate several employees on their recent promotions including Jonathan Carey, SCADA Administrator, Ken Hanna, Field Operator IV, Kevin Throne, Tech Maintenance Specialist, Nathan Goodwin, SOB Pipeline Supervisor, Travis Barnes, SOB Pump Stations Supervisor, Jamie Sease, Human Resources Specialist and Rachael Ferrara, Administrative Coordinator-Plant Operations.

5. State of the Authority Meeting – The third annual State of the Authority meeting was held as a virtual meeting on Friday, August 7. Unfortunately we were not able to gather together as one team and so communications were done via videos on FY20 accomplishments and FY21 Goals. Many thanks to Pam and her Public Affairs Team for the event coordination.

### **Preparation for Change**

6. COVID- 19 – The lobby and community room will continue to be closed to public access while the drive-through remains open for customers to conduct business. These practices will also continue indefinitely and until the spread of coronavirus begins to diminish. We have had four employees contract the virus; all are fully recovered and back to work. The additional cleaning and disinfecting of occupied work facilities continues on a regular basis. We are currently transitioning staff back to the office. This phased in approach will limit occupancy in the admin building offices to 50% during the initial phase.
7. CARES Act Funding – Thanks to our Finance team for quickly assembling our request for CARES Act funding. We received a sub recipient agreement from the State Administration Department on August 17 with a very short deadline to submit. We were able to submit a request for \$108,000 for expenses directly related to impacts of COVID-19 including cleaning expenses and time off for employees due to COVID.

### **Organizational Excellence**

8. Mod Rating – Congrats to our team for receiving a .73 mod rating from the National Council on Compensation Insurance (NCCI). The mod rating is used to compare organizations regarding their worker’s compensation exposure. The .73 mod rating is considered “best in class.” The rating is directly linked to our low claims volume, low cost of claims, drug free workplace status and safety record. To maintain this mod rating we must continue our efforts to keep employees safe and therefore maintain our low volume and cost of claims. Our emphasis on Take Twos, Safety Talks, hydration, proper PPE and traffic controls are all key!
9. NACWA Peak Performance Awards – We received notification from the National Association of Clean Water Agencies (NACWA), that all of our Wastewater Treatment Facilities have received Peak Performance Awards for 2019 as noted below:

Laurel Bay – Platinum 5  
Palm Key – Platinum 5  
Port Royal – Platinum 5  
Point South – Platinum 6  
Hardeeville – Platinum 8  
Cherry Point – Gold  
Palmetto Bluff – Gold  
St. Helena - Gold

## Customer Satisfaction and Engagement

### 10. Feedback from City of Beaufort/Town of Port Royal Fire Department –



City of Beaufort/Town of Port Royal Fire Department

3 hrs · 🌐

Hey Beaufort-Jasper Water & Sewer Authority, can we get this guy a raise?

The City of Beaufort/Town of Port Royal Fire Department responded to a service call of a water leak. Engine Company 1 requested BJWSA to respond to the incident as well. The technician arrived on scene and had two options. Use a pump, to pump the water out of the hole to reach the valve or jump in and shut the valve. He chose the route that would keep the customers water running. Does anybody recognize this BJWSA representative? We would like to thank him for a job well done. Please share until we can find out who this is.



11. Virtual Public Education and STEM Engagement – The Public Affairs team is working on a number of virtual and online education and engagement tools for parents, teachers and students. This year’s Trick or Treatment event will be done as a virtual tour and we hope to reach even more students than last year.

- **Public Affairs Report.** Pamela Flasch highlighted recent and upcoming initiatives taking place throughout the service area:
  1. WWCCR: The second annual Wastewater Consumer Confidence report is available online here: <https://bjwsa.org/wastewater-quality-reports/>
  2. Online Public Education and Engagement: Currently recording and editing our online public education and engagement projects and will host “virtual” events beginning with next month’s *Virtual Trick or Treatment*.
  3. Education Outreach Resources: Working with Tricia and an amazing team of staff children, we have developed at-home activities for teachers and parents, which are now online here: <https://bjwsa.org/education-outreach/resources-and-activities-for-teachers-and-parents/>
  4. FAQs Fact Sheets: We’ve now posted our fact sheets in *Spanish* and *English* on our website! See them here: <https://www.bjwsa.org/fact-sheets/>

## 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 Bill Singleton reported that the Capital Projects Committee met on 9/16/2020 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. Purrysburg WTP Expansion to 30 MGD: 100% design documents have been received for final review. Engineering and procurement is reviewing the prequalification process for contractors. Bid should be advertised in the coming month.
2. Highway 170 36-Inch Water Main Extension: Currently working with engineer to obtain necessary DOT approvals for encroachment permit issuance. BJWSA staff has been in contact with Town of Bluffton over concerns of identified tree removals.
3. Bonaire Estates Sewer Extension CDBG: Project is complete and in the initial stages of closing out grant funding obligations. DOT has signed off on their encroachment permit.
4. CPWRF UV Replacement: Work resumed with arrival of the new required transformer.
  - ❖ New project schedule:
    - 9/2- Transformer Installation complete and ready to continue channel 1 work
    - 9/14- Resume Channel 1 startup
    - 9/15-9/22 - BJWSA becoming familiar/ comfortable to decommission Trojan
    - 9/22-9/28 - Demo Existing UV equipment
    - 9/29-10/9 - Structural and Electrical Modifications & Equipment Installation
    - 10/12-10/26 - Startup of Channel 2 UV
5. Galvanized Water Line Replacement Program:
  - ❖ **Phase I:**
    - Division I, II & III - Construction is complete and Divisions are closing out.
    - Division IV - is nearing completion and punchlist items anticipated to be completed in late September 2020.
  - ❖ **Phase II:**
    - Division I – Design is nearing completion and will be reviewed by staff prior to placing project out for public Bid
    - Division II & III – Received 60% design and staff has provided redlines to design engineer, updated plans have been submitted to DOT for permitting and BJWSA staff comments have been reflected on current set of plans.
6. Chelsea WTP Waste Water Pump Replacement: Bids were opened on 9/3, results and award recommendation will be presented to the Board at September Mtg.
7. Causeway Bypass Valves: Contractor, L-J Construction, has completed the following areas: Vivian Island, Distant Island, Landing Hill, Horse Island, Kingston Key, Bermuda Bluff, Birdfoot & Warsaw Island. Tansi Village install week of 9/8/20. Pine & Myrtle Islands remain and will be addressed week of 9/14/20.
8. Raw Water Canal Improvements: Contractor has mobilized and is currently working at the Division 2 location, Aerial Flume Rehabilitation Repair.
9. North Street Transmission Main: Design Build qualifications were received and reviewed by BJWSA staff. Ruby Collins/Barge Design Services was the team selected and discussion has begun to determine the scope and fee of phase 1 services.

### **Developer Report**

10. During August, capacity fees were collected in the amount of \$180,274.14
11. The Year-To-Date total for capacity fees is \$228,403.14
12. 7 precons were held and 13 Service Authorizations were issued.
13. New water taps totaled 162 and sewer taps totaled 164.

### **CIP Activity for Board Approval**

14. CIP Addition for CIP-2293 Town of Port Royal Sewer CDBG
15. Budget Adjustment for CIP-1807 Misc WW Pump Station Replacement
16. Budget Adjustment for CIP-2203 Chelsea WTP Waste Water Pump Replacement
17. Contract Award for CIP-1807 Misc WW Pump Station Replacements
18. Contract Award for CIP-2202 Beacon Meter Retrofit – FY21
19. Contract Award for CIP-2203 Chelsea WTP Waste Water Pump Replacement

*A copy of the CIP Update Memorandum from Andrew Dudley dated 9/10/2020 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 9/17/2020 and submitted the following report:

1. Capital Improvement Program: The committee received and approved a new project request for CIP-2293 for the Town of Port Royal Sewer CDBG Project in the amount of \$206,500. The committee also discussed and approved a \$750 thousand budget increase for CIP-1807 and \$140 thousand budget increase for CIP-2203 that will all be presented in New Business today.
2. IT Update: Kenneth provided the IT FY20 Areas of Focus that included five significant project updates.
3. O&M PO Approvals and Contract Awards: The committee discussed and approved an O&M Purchase Order Approval to Mission Communications in the amount of \$151,617.11 and Contract Award/Amendment to Arcadis in the amount of \$260 thousand for the Asset Management Strategy – Phase I that will both be presented in New Business today.
4. August Call Center Metrics: The committee reviewed the call center metrics. The average call wait time was 32 seconds and the abandonment rate was 1.20% in August. The total number of installed Beacon meters is 56,390.
5. FY2021 YTD Financial Information: Total operating revenues are \$1.4 million over budget, while total operating expenses (including depreciation) are \$339 thousand under budget. The committee also reviewed the AR, Cutoffs and Investment reports.
6. FY2020 Audit Update: The committee received an audit update which included highlights from the virtual audit process.
7. Miscellaneous: The committee received updates on the Developer Policy, Savannah River Clean Water Fund and Accounting Manager.

**Discussion:** Donna Altman thanked the staff for providing the Cutoff report and asked for the number of customers on the payment plan.

**Follow-up:** Sarah will get the numbers and reply back.

*A copy of the financial report 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 Brandy Gray reported that the Personnel Committee met on 9/15/2020 and discussed the following topics:

1. COVID19: The committee received updates on the continued safety practices and the transitioning of staff back in the office in the admin building with limited occupancy as Joe reported in his GM Report.

2. Employee Handbook Updates: The committee reviewed and approved the proposed changes that will be presented in New Business today: Employee recognition program including *length of service, noteworthy performance, spot awards, supervisor's toolbox, new baby, illness and bereavement; Emergency Paid Time Off (PTO) buy out leave and recruitment and hiring process*. The committee requested the last 12 months of exit interviews to review.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

### Capital Improvement Program

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

- CIP 2293 Town of Port Royal (TOPR) Sewer CDBG Project adding to the CIP budget in the amount of \$206,500.00 and payment of the project funds to the TOPR contingent upon TOPR receiving the CDBG grant as presented and referenced in the memorandum from Kenneth Frazier dated 9/16/2020 and is attached to these minutes and is made a part hereof:

***Motion:*** Recommendation for approval of adding CIP Project #2293 Town of Port Royal (TOPR) Sewer CDBG Project to the CIP budget in the amount of \$206,500.00 and payment of the project funds to the TOPR contingent upon TOPR receiving the CDBG grant came from committee, *requiring no second,*

***Vote:*** After a Roll Call Vote, the motion passed 8-0 (Chair not voting, one absentee, one vacancy)

#### ***CIP Budget Adjustment(s)***

- CIP 1807 Misc. WW Pump Station Replacements FY21-FY23 budget adjustment in the amount of \$750,000.00, from FY23 to FY21, as presented and referenced in the memorandum from Jeremy Sponseller dated 9/10/2020 and is attached to these minutes and is made a part hereof:

***Motion:*** Recommendation for approval of CIP 1807 Misc. WW Pump Station Replacements FY21-FY23 budget adjustment in the amount of \$750,000.00, from FY23 to FY21, came from committee, *requiring no second,*

***Vote:*** After a Roll Call Vote, the motion passed 8-0 (Chair not voting, one absentee, one vacancy)

- CIP 2203 Chelsea WTP Waste Water Pump Replacement budget adjustment in the amount of \$140,000.00 including a \$15,000.00 contingency as presented and referenced in the memorandum from Jeremy Sponseller dated 9/10/2020 and is attached to these minutes and is made a part hereof:

***Motion:*** Recommendation for approval of CIP 2203 Chelsea WTP Waste Water Pump Replacement budget adjustment in the amount of \$140,000.00 including a \$15,000.00 contingency, came from committee, *requiring no second,*

***Vote:*** After a Roll Call Vote, the motion passed 8-0 (Chair not voting, one absentee, one vacancy)

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

- CIP-1807 Misc. WW Pump Station Replacement contract award to BRW Construction for \$1,335,519.00 rehab work associated with Pump Stations HD05, CP01, BR16, SP10 & SH05 as presented and referenced in the memorandum from Jeremy Sponseller dated 9/10/2020 and is attached to these minutes and is made a part hereof:



**Motion:** Recommendation for approval of CIP-1807 Misc. WW Pump Station Replacement contract award to BRW Construction for \$1,335,519.00 rehab work associated with Pump Stations HD05, CP01, BR16, SP10 & SH05 came from committee, *requiring no second,*

**Vote:** *After a Roll Call Vote, the motion passed 8-0 (Chair not voting, one absentee, one vacancy)*

- CIP-2202 Beacon Water Meter Retrofit of 6,000 units to Outsource Service for \$144,000 (FY21) as presented and referenced in the memorandum from Tammy Holman dated 9/11/2020 and is attached to these minutes and is made a part hereof:

**Motion:** Recommendation for approval of CIP 2202 Beacon Water Meter Retrofit of 6,000 units to Outsource Service for \$144,000 (FY21) came from committee, *requiring no second,*

**Vote:** *After a Roll Call Vote, the motion passed 8-0 (Chair not voting, one absentee, one vacancy)*

- CIP-2203 Chelsea WTP Waste Water Pump Replacement contract award to BRW Construction for \$483,122.00 as presented and referenced in the memorandum from Jeremy Sponseller dated 9/10/2020 and is attached to these minutes and is made a part hereof:

**Motion:** Recommendation for approval of CIP 2203 Chelsea WTP Waste Water Pump replacement contract award to BRW Construction for \$483,122.00 came from committee, *requiring no second,*

**Vote:** *After a Roll Call Vote, the motion passed 8-0 (Chair not voting, one absentee, one vacancy)*

## Operations & Maintenance

### **Contract Award**

- CIP 2189 Asset Management Strategy - Phase I, Contract Amendment and Award for professional services to Arcadis for \$260,000.00 as presented and referenced in the memorandum from Kenneth Frazier dated 9/16/2020 and is attached to these minutes and is made a part hereof:

**Motion:** Recommendation for approval of CIP 2189 Asset Management Strategy - Phase I, contract amendment and award for professional services to Arcadis for \$260,000.00 came from committee, *requiring no second,*

**Vote:** *After a Roll Call Vote, the motion passed 8-0 (Chair not voting, one absentee, one vacancy)*

### **Purchase Order**

- Yearly Maintenance Contract with Mission Communications, a SCADA communications vendor utilized by BJWSA, for \$151,617.11 as presented and referenced in the memorandum from Kenneth Frazier dated 9/16/2020 and is attached to these minutes and is made a part hereof:

**Motion:** Recommendation for approval of the yearly maintenance contract with Mission Communications in the amount of \$151,617.11 funded from O&M came from committee, *requiring no second,*

**Vote:** *After a Roll Call Vote, the motion passed 8-0 (Chair not voting, one absentee, one vacancy)*

## Employee Handbook

### **Proposed Changes**

- The proposed changes to the Employee Handbook was reviewed and approved by the Personnel Committee: Employee Recognition Program—its associated Appendix F,

Recruitment and Hiring Process, and *Emergency PTO Buy Out*, and is attached to these minutes and is made a part hereof:

**Motion:** Recommendation for approval of the proposed changes to the Employee Handbook came from committee, *requiring no second*,

**Vote:** *After a Roll Call Vote, the motion passed 8-0 (Chair not voting, one absentee, one vacancy)*

(9:16 a.m.)

### **EXECUTIVE SESSION**

**Motion:** Vice-Chair Jimmy Baker moved, seconded by Jerry Schulze, to go into executive session for the purpose of discussing litigation matters regarding: Kinard v. BJWSA, pursuant to SC Code Ann. Section 30-4-70(a)(2) and 30-4-70(a)(2) regarding Attorney-Client Communication related to a contractual matter: IT presentation and Analysis of pending Legislation,

**Vote:** *After a Roll Call Vote, the motion passed 8-0 (Chair not voting, one absentee, one vacancy)*

*Chair Michael Bell, excused all persons from the meeting. Legal counsel, GM; Deputy GM remained for executive session for the legal briefing.*

(10:11 a.m.)

### **RECONVENE**

**Motion:** Donna Altman moved, seconded by Brandy Gray, to reconvene regular session,

**Vote:** *After a Roll Call Vote, the Motion passed 8-0. (Chair not voting, one absentee, one vacancy)*

### **ACTION ITEMS OCCURING FROM EXECUTIVE SESSION**

Information was received from Legal Counsel. No action was taken.

### **PUBLIC COMMENT**

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Public Comments submitted throughout the course of the meeting should also be emailed to [publicmeeting@bjwsa.org](mailto:publicmeeting@bjwsa.org) and limited to 3 minutes or 390 words. Comments submitted during the meeting will be provided to the Chair once the meeting has been reconvened following Executive Session and read aloud for the record at this time. *Clerk to the Board reported No comments were received.*

### **ADJOURNMENT**

With no further business to come before the Board, and without objection, Donna Altman, moved, seconded by Vice-Chair Jimmy Baker, to adjourn the meeting at, 10:12 a.m.

**Vote:** *After a Roll Call Vote, the motion passed by majority 8-0 (Chair not voting, one absentee, one vacancy)*

APPROVED: 10-22-2020

*Respectfully Submitted by,*

*Libby Breland, Clerk to the Board*

Signatures and Attachments on file