

MINUTES OF THE MEMBERS OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY MEETING HELD ON THURSDAY 4/22/2021

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its regular meeting virtually on Thursday, 4/22/2021 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; Vice-Chair Jimmy Baker; Greg Padgett, Secretary/Treasurer; Thayer Rivers.

Members of the Authority attending by video conferencing: Donna Altman; Brandy Gray; Andy Kinghorn; Jerry Schulze; Dr. Bill Singleton.

Staff physically present: Joe Mantua, General Manager; Sarah Linkimer, Deputy General Manager; Kenneth Frazier, Chief of Technical Services; Linda Tillery, Chief of Customer Care; Becca Bowyer, Director of Engineering; Andy Mattie, Director of Field Operations & Military Programs; Jeremy Sponseller, Capital Projects Manager; Eric Pratt, IT Manager; Jon Torrescano, IT Systems Engineer; Libby Breland, Executive Assistant/Clerk to the Board.

Staff attending telephonically: Brian Chemsak, Chief of Plant Operations; Beth Lowther, Chief of Finance & Support Services; Pamela Flasch, Director of Public Affairs; Tricia Kilgore, Director Technology & Innovation; Allena Lee-Brown, Director of Human Resources; Tammy Holman, Procurement and Risk Manager; Jane McCormick, Customer Service Manager; Steven Pecko, Finance Manager; Kevin Sexton, Water Operation Manager.

Legal Counsel physically present: 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).

Prospective Member attending by video conferencing: Rob McFee.

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.

ACKNOWLEDGEMENT OF PUBLIC ATTENDANCE

Chairman Bell recognized Councilman York Glover, who was 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. 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 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.

He then asked for advanced comments at this time. Clerk to the Board, Libby Breland reported no comments were received in advanced.

Chairman Bell encouraged the public watching to submit their comments to publicmeeting@bjwsa.org.

APPROVAL OF MINUTES

Motion: Moved by Thayer Rivers, seconded by Vice-Chair Jimmy Baker, to approve the minutes of the 3/25/2021 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 3/25/2021 board minutes stand approved by General Consent with no objections. The motion passed 8-0 (Chair non-vote)*

GENERAL MANAGERS REPORT

Joe Mantua submitted the following report:

Asset Management

1. Administrative Professional's Day – Recognition was given to all support staff in honor of Administrative Professional's Day for their efforts and hard work.
2. Asset Management Program Update – We continue to work with Arcadis, and have completed the Remaining Useful Life workshop. The Condition Assessment Plan workshop has been scheduled for April 26, which is the final workshop for the Phase I scope. The Roadmap session will be held in June and will include a presentation of the work completed in Phase I, and the strategic roadmap we will use going forward. We expect to receive the finalized scope for Phase II in the coming weeks, which includes the development of the Asset Management policy, Governance, as well as process optimization for our field teams. We remain on track to complete Phase I by the end of the fiscal year, and are working to deliver a Phase I overview presentation to the Board in July.

3. Purrysburg Main Repairs – Kudos to staff for their efforts in repairing a major infrastructure incident this month with extra care to minimize customer impacts. Field crews in collaboration with plant staff worked long hours, including over the Easter holiday weekend to address a damaged 36” main coming out of the Purrysburg plant.

Workforce Investment

4. Safety Report – We completed 212 Take Twos this month, exceeding our target of 175. Safety talks were slightly down with 56, short of our goal of 80 per month. We did have a lost work day case in March halting our consecutive hour mark at 1,984,371 hours. This period spanned 2191 days or just over 6 years without a preventable lost work day case. Fantastic effort by the BJWSA Team to stay safe. We also received “Commendation of Excellence” Award presented March 25, 2021, from the South Carolina Chamber of Commerce for BJWSA’s 2020 Safety Program Recognition.
5. New Employees – We are pleased to welcome several new members to the BJWSA Team:
 - Nicholas Scott —Accountant III
 - Heather Milone —Cycle Billing Coordinator
 - Daniel Kline – Field Operator Trainee
 - Adam Nowacki – Field Operator Trainee
 - Sharif Smith - Field Operator Trainee
 - Tarelle Hamilton - Field Operator Trainee
 - Jermaine Dorsey - Field Operator Trainee
 - Jacob Williams – IT Systems Analyst
 - Justin Schmitt – Well Operator Trainee

I’d also like to congratulate the following employees for their recent promotions

Lee Greene - Fleet Maintenance Manager
Juan Martinez-Colon – AMI/AMR Technical Specialist
Norman Jenkins – Field Operator I
Ryan Albridge – Field Operator I
Tori Major – Field Operator I
Gerardo Castro - Field Operator I
Morgan Ruschetta – Public Affairs Specialist
Chanse Breland - Pipeline Specialist III
Steven Pecko – Accounting Manager

Preparation for Change

6. COVID- 19 – We’ve had no new positive cases since February. We continue to develop and execute our transition plan which includes allowing employees currently working remotely to continue to do so or return to the office. We are also planning to allow use of the Community Room to external groups effective June 1 and re-open the lobby to the public effective September 1. The suspension on business related travel will be lifted effective August 1. We’ve also coordinated with Beaufort Memorial to provide vaccination appointments to any

interested employees. Approximately 20% of the workforce has confirmed they have begun or completed the vaccination process. We are continuing to practice in accordance with CDC and DHEC recommendations of social distancing and mask wearing until further direction.

7. NACWA 2021 Public & Education Award – Joe passed around the very prestigious award received from NACWA for BJWSA’s “*Trick or Treatment A Guided Tour of BJWSA’s Water Reclamation Facilities*”. Congratulations again to Pam and everyone for putting this together.

Organizational Excellence

8. Employee of the Quarter – Congratulations to Craig Alston, Pump Stations Specialist III in Field Operations, who was selected as our Employee of the First Quarter. Craig was recognized for his devotion to duty and commitment to teamwork. Congratulations to our first and second runners up, Lori Crews and Keith Rivers.
9. Board Leadership Award – We did receive one nomination and will be bringing to the board for review during executive session at the May board meeting.
10. Phishing Attack – Kudos to our IT Team for their excellent response to a mass phishing attack.
11. Fleet Optimization Study – The Fleet Optimization study was completed and findings were presented to the Sustainability Ad Hoc Committee. A copy of the presentation is included in your board packet.

Customer Satisfaction and Engagement

- **Public Affairs Report.** Pamela Flasch highlighted recent and upcoming initiatives taking place throughout the service area:
 1. Customer Newsletter-NewsSplash: The electronic version of our very first spring issue of our customer newsletter received 34.5% opens, and was sent to 37,477 customer emails. The recycled-paper copy went out last week to 14,671 customers via regular mail. We’ve had great feedback on the irrigation program from the electronic copies.
 2. May Consumer Academy: we have recorded all three episodes of the May series, which will run May 11, 18 and 25. Staff provided excellent delivery and Lou is proving her chops as our videographer/editor.
 3. Events: planning tentative in-person Trick or Treatment and our inaugural Sustainability Symposium for October.
 4. Customer Satisfaction Survey: Our consultants are completing their final report, which we will share in July.

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 Dr. Bill Singleton reported that the Capital Projects Committee did not meet on 4/14/2021 as scheduled, however he provided a review of the status of the Capital Program and Development Activity. A summary of noteworthy projects was included in the Board Packet. Some projects of note:

Developer Report

1. During March, capacity fees were collected in the amount of \$265,769.00; Year-To-Date total for capacity fees is \$9,072,085.44; 10 precons were held and 10 service authorizations were issued; new water taps totaled 265 and sewer taps totaled 228.

Project Highlights

2. Purrysburg WTP Expansion to 30 MGD – SC DNR has questioned the variance request for the County flood plain ordinance and a field meeting is scheduled. After this meeting, the county will discuss the variance.
3. Highway 170 36-Inch Water Main Extension – Contractor is installing pipe toward the traffic circle. The Town of Bluffton approved the easement at the traffic circle.
4. CPWRF UV Replacement – Startup and commissioning of the channel began the week of April 5th.
5. Galvanized Water Line Replacement Program (CIP-2185) Phase II –
 - Division I: Engineer is preparing final construction plans.
 - Division II: Emmons Street is complete. Lafayette, Rodgers and La Chere Streets are under construction.
 - Division III: Pine Court is under construction.
6. Chelsea WTP Waste Water Pump Replacement – Construction to start once equipment is delivered.
7. Raw Water Canal Improvements – Construction activities continue at Purrysburg Pump House and Purrysburg Road crossing. Division I completion is anticipated for late April. Division II is complete, and Division III work has been removed from this contract. More details of the Purrysburg 36” water main repair will be provided in May.
8. North Street Transmission Main/Bluffton Pkwy – GMP documents are being finalizing by Ruby Collins, and will be brought to the Board in May.
9. Misc. Waste Water Pump Station Replacements –
 - CIP-1806 – Contractor will start construction at BR16 near end of April
 - CIP-1807 – Survey crews are starting field work.

10. Chelsea Static Mixer – Staff is waiting on the mixer quote.
11. Chelsea Filter Rehab – Engineer is gathering information for the project.
12. Cherry Point WRF Expansion – Engineer is preparing PER.
13. CP 19 and CP 67 Pump station rehab – 90% drawings are complete. CP67 force main is being evaluated.

A copy of the CIP Update Memorandum from Jeremy Sponseller dated 4/8/2021 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 4/15/2021 and submitted the following report:

1. O&M PO Approvals: The committee discussed and approved an O&M Purchase Order Approval to Eagle Dynamics, LLC in the amount of \$196,067.50 that will be presented on the Consent Agenda today.
2. IT Update: Eric provided the IT FY20 Areas of Focus that included four significant project updates and other notable items.
3. Call Center Metrics: The committee reviewed the call center metrics. The average call wait time was 1 minute 7 seconds and the abandonment rate was 2.53% in March. The total number of installed Beacon meters is 63,192.
4. FY2021 YTD Financial Information: The committee received an Operational update on the Accounting Department and also reviewed the March Financials, AR, Cutoffs, Investment report and Estimated Budget Summary for CIP projects 2224 and 1927.
5. Fleet Optimization Study: Was discussed and Beth will give a presentation under New Business.
6. Miscellaneous: The committee received an update on the Purrysburg Leak.

A copy of the financial report dated 3/31/2021, was included in the Board packet and is attached to these minutes and is made a part hereof.

Report of the Personnel Committee. Committee Brandy Gray reported that the Personnel Committee met on 4/13/2021 and submitted the following report:

1. Safety: Previously updated by Joe in his GM report.
2. Personnel Actions Report: There were 3 involuntary separations and 1 voluntary separation.
3. Coronavirus: Reviewed the Transition Plan as Joe discussed earlier.

4. Board Leadership Award: As Joe reported earlier, we received one nomination that will be reviewed during executive session at the May board meeting.
5. Internship Program Update: Employees that are currently going through the program may become employees; discussions are being held to modify the program to include summer and fall programs.
6. Coaching and Leadership Development Update: Working to improve the overall scope of leadership across the board.

Report of the Sustainability Ad-Hoc Committee. Committee Chair Jimmy Baker was not in attendance but reported that the Committee met on April 15 in the BJWSA Board Room.

1. Fleet Optimization Study: Mr. Randy Owen of Matrix Consulting provided a brief summary of the recently completed fleet optimization study they conducted for the Authority. A number of recommendations were made including adding funding to catch up our vehicle replacement program, adding another mechanic position, purchasing a fleet information system, eliminating several underutilized vehicles from the fleet, reducing the PM cycle frequency, implementing incentives for the technicians to obtain certifications and exploring options for a new fleet maintenance facility.
2. Solar Lease Services RFP: Tricia reported that we did receive 3 proposals to the solar expansion RFP. One was considered incomplete, however the other two are currently under review and evaluation by the technical review team. We expect to have a recommendation for the May board meeting.
3. Sustainability Symposium: Pam and Tricia are working on plans for BJWSA to host a regional Sustainability Symposium in October. The event will feature speakers from various regional organizations showcasing the sustainability efforts being made in the lowcountry.

CONSENT AGENDA

1. O&M Award Approval - Chelsea Alum Pond Excavation to Eagle Dynamics, LLC in the amount of \$196,067.50.

Chair Michael Bell asked, "Are there any items on the consent agenda that any member of the board wishes to move off the consent agenda and on to new business." "Hearing none, is there a motion to approve the (1) item listed on the consent agenda, is there a second, any discussion, We will now have a roll call vote"

Motion: Moved by, Thayer Rivers, seconded by Secretary/Treasurer Greg Padgett, to approve the (1) item listed on the consent agenda: 1. O&M Award Approval - Chelsea Alum Pond Excavation to Eagle Dynamics, LLC in the amount of \$196,067.50.

Vote: After a Roll Call Vote, the motion passed 8-0 (Chair non-vote).

OLD BUSINESS

There was no old business.

NEW BUSINESS

Fleet Optimization Study Briefing - *Beth Lowther*

As outlined in the presentation given by Beth, BJWSA engaged Matrix Consulting Group, to perform an operational fleet study to ensure the Authority is managing its fleet of vehicles and equipment in the most effective and efficient manner possible. Growth in the fleet is a main factor creating challenges. A plan has been developed that requires \$800,000 in additional spending over the next 5 years that will catch the fleet up with industry standard lifecycles. Other recommendations include: upgrading positions, increase staffing, fleet management information system and construction of a new fleet shop. The total implementation costs of the recommendations are \$2,980,000.

A copy of the Presentation on Fleet Optimization Study BJWSA by Matrix Consulting Group, was included in the Board Packet and is attached to these minutes and is made a part hereof.

(9:06 a.m.)

EXECUTIVE SESSION

Motion: Vice-Chair Jimmy Baker moved, seconded by Andy Kinghorn, to go into executive session for the purpose of Attorney-Client privileged information and Legal Advice pursuant to SC Code Ann. Section 30-4-70(a)(2); regarding: 1. Potential claim arising out of SOB; 2. Potential claim arising out of 36" Water Main at Purrysburg Road/Canal; 3. Cybersecurity update.

Vote: *After a Roll Call Vote, the motion passed 8-0 (Chair non-vote).*

Chair Michael Bell, excused all persons from the meeting. Legal counsel, GM; DGM remained for executive session. Staff Kenneth Frazier, Linda Tillery, Becca Bowyer, and Andie Mattie returned for discussion of item 2. Potential claim arising out of 36" Water Main at Purrysburg Road/Canal, and staff Kenneth Frazier, Eric Pratt, and Jon Torrescano returned for item 3. Cybersecurity update.

(10:13 a.m.)

RECONVENE

Motion: Vice-Chair Jimmy Baker moved, seconded by Thayer Rivers, to reconvene regular session,

Vote: *After a Roll Call Vote, the Motion passed 8-0. (Chair non-vote)*

ACTION ITEMS OCCURING FROM EXECUTIVE SESSION

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

PUBLIC COMMENT

Public Comments submitted throughout the course of the meeting should also be emailed to 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. *No comments were received.*

ADJOURNMENT

With no further business to come before the Board, and without objection, Thayer Rivers moved, seconded by, Vice-Chair Jimmy Baker, to adjourn the meeting at, 10:15 a.m.

Vote: After a Roll Call Vote, the motion passed by majority 8-0 (Chair non-vote)

APPROVED: 5-27-2021

Respectfully submitted,

Libby Breland, Clerk to Board

Signatures and Attachments on file.