

MINUTES OF THE MEMBERS OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY MEETING HELD ON THURSDAY 11/18/2021

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its regular meeting Thursday, 11/18/2021 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: Chairman Jimmy Baker; Vice-Chairman Greg Padgett; Lorraine Bond; Andy Kinghorn; Rob McFee; Thayer Rivers; Jerry Schulze, Dr. Bill Singleton.

Members of the Authority attending by video conferencing: Secretary/Treasurer Donna Altman; Past Chairman Michael Bell; Brandy Gray.

Staff physically present: Joe Mantua, General Manager; Sarah Linkimer, Deputy General Manager; Kenneth Frazier, Chief of Technical Services; Becca Bowyer, Director of Engineering; Beth Lowther, Chief of Finance & Support Services; Steven Pecko, Finance Manager; Libby Breland, Executive Assistant/Clerk to the Board; Jon Torrescano, IT Systems Engineer.

Staff attending telephonically: Brian Chemsak, Chief of Plant Operations; Linda Tillery, Chief of Customer Care; Pamela Flasch, Director of Public Affairs; Tricia Kilgore, Director of Technology & Innovation; Jeremy Sponseller, Capital Projects Manager; Andy Mattie, Director of Field Operations and Military Programs; Allena Lee-Brown, Director of Human Resources; Tammy Holman, Procurement and Risk Manager; Jane McCormick, Customer Service Manager.

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

CALL TO ORDER

The meeting convened at 8:00 a.m., Chairman Jimmy Baker presiding.

TELEPHONIC STATEMENT

“I, Jimmy Baker announce that a quorum for this Meeting is physically present and **Donna Altman, Michael Bell,** and **Brandy Gray** ARE ATTENDING THIS MEETING TELEPHONICALLY.”

INVOCATION AND PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

Chairman Jimmy Baker 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.

APPROVAL OF MINUTES

Motion: Moved by, Vice-Chairman Greg Padgett, seconded by, Thayer Rivers, to approve the minutes of the 10/28/2021 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 10-0.

GENERAL MANAGERS REPORT

Joe Mantua submitted the following report:

Asset Management

1. Asset Management Program – We continue to capture the as-is and to-be process states for Field Ops, the GIS reference drawing task is underway, and the GIS department is working with Arcadis to update our water and sewer linear asset attributes (such as install date, diameter and material). We anticipate the governance, policy and strategic asset management plan tasks to begin in January. We continue to track towards completion of Phase II activities by June 30.
2. Infrastructure Funding – The recent enactment of the Infrastructure Investment and Jobs Act will result in the reauthorization of a number of existing drinking water and clean water programs and expand funding for water infrastructure. This, coupled with the American Recovery Plan Act (ARPA), will provide opportunity to apply for funding to support our asset investments. We are monitoring the development of the details related to these programs and will provide an update when more information is available.

Workforce Investment

3. Safety Report – Staff completed 359 Take Twos and 72 Safety Talks this month. We close out the month with 214 days since our last preventable lost workday case.
4. Recent Promotions – We are pleased to announce several employees who were promoted this month:

Robert Wilson – Water Operator I
Arthur Fell – Field Operator I

5. Human Resources Director - I am pleased to announce the hiring of Kathy McKie as our new Human Resources Director. Kathy will start on December 6 and have a month to work directly with Allena prior to her retirement in January.
6. High School Internship Program – We’ve expanded the program this year to include 2 positions in Treatment Operations for a total of 6 interns. Applications are currently being accepted and we will conduct interviews in December in order for the students to start the program in January.

Preparation for Change

7. COVID-19 – We have not had any new positive cases in nearly 2 months and with the local numbers going down we have lifted the mandatory face covering requirement in our facilities. The lobby remains closed to visitors until further notice; this has had minimal impact as customers have been able to conduct business at the drive-up window. We continue to offer an incentive for employees who choose to get vaccinated. Our current vaccination rate is approximately 59%. We are currently reviewing the Emergency Temporary Standard issued by OSHA last week regarding a vaccination policy. We are monitoring the situation as it unfolds and will implement a policy if ultimately required under the law.

Organizational Excellence

8. DHEC Sanitary Survey – The South Carolina Department of Health and Environmental Control (DHEC), conducted a sanitary survey of the BJWSA system on October 18-20. The overall rating was Satisfactory and included the following comments: “the distribution system maintenance programs were robust as written and the execution of these programs was excellent. The staff take great pride in their work and the finished water quality reflects that.” Many thanks to Kevin Sexton, Andy Mattie, Michael Ingram, and Mark Ferrell who assisted with the survey.
9. Veteran’s Day Breakfast – The annual Veteran’s Day breakfast was held on November 4 to honor and recognize our employees and board members who have served in the armed forces. Thanks to the Public Affairs team for coordinating the event.
10. Blood Drive – The blood mobile event held in late October saw 29 individuals with 23 units of whole blood donated. This has the potential to save 69 lives, a great big thank you to our blood drive coordinator, Kelly Lee and all the employees who participated.

Customer Satisfaction and Engagement

11. Website Refresh – We have received responses to the RFI that was posted and will be developing a scope and request for proposals to evaluate and update the website.

12. Customer Focus Groups – Pam is working with EMG to hold customer focus groups as a supplement to our customer survey done earlier this year and provide additional insights from our customer base.

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

- Veterans Day Recognition: We were delighted to have an in-person Veterans Day breakfast November 4, where we also hosted Greg and Andy.
- Outreach: We are in the planning stages on a number of projects, including the new website design, our 2022 Focus Group and a strategic, targeted plan for virtual AND in-person community outreach on hot topics such as using the Eye on Water app and irrigation.
- Employee Engagements: We hosted our first “Coffee Chat” and “Whine & Cheeze” last week via Teams, and learned a lot about what our folks are binge watching. We look forward to having more informal conversations with staff!

COMMITTEE REPORTS

Report of the Executive Committee. Committee Chair Jimmy Baker stated that the Executive Committee did not meet.

Report of the Capital Projects Committee. Committee Member Michael Bell, reported that the Capital Projects Committee met on 11/10/2021 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:

Developer Report

1. Capacity Fees – Fees collected in October totaled \$1,168,693.90; Capacity fees Year-To-Date are \$4,838,295.80; in October there were 8 pre-cons, 6 Service Authorizations, 128 water taps and 191 sewer taps.

CIP Project Highlights for October

2. Highway 170 36-Inch Water Main Extension (CIP-1696) - Waterline construction west of the traffic circle is complete, and we are working to receive the Partial Permit to Operate.
3. Misc. WW Pump Station Replacements (CIP-1807) - Draft final design plans anticipated to be delivered for BJWSA staff to review mid-late November for HD05; CP01; BR16; SP10; SH05.
4. Chelsea Canal Crossing Improvements (CIP-1874) - Kickoff meeting with CDM Smith scheduled for Friday November 12.
5. Raw Water Canal Improvements (CIP-1894) - Div. III re-design is underway with geotech

and survey now complete.

6. Filter Rehabilitation - Chelsea WTP (CIP-1898) - Working on contract paperwork with BRW. Media and underdrains have been delivered and are on site. Precon meeting tentative week of November 8.
7. North Street Transmission Main/Bluffton Pkwy (CIP-2224/1927) – Construction permits are in our possession.
 - o Bluffton Pkwy - Pipe will begin to come in Monday, November 8. Ruby Collins plans to start on Hwy 170 at Gibbet Road and move north.
 - o NSTM - HDD under Battery Creek is complete and tie ins will occur as piping along the trail is complete. Trail is open until the contractor begins to lay pipe across the way, tentatively in January.
 - o Tank – Submittals and special inspection needs are being coordinated.
8. CPWRF Expansion to 11.25 MGD (CIP-1958) – A draft of the Preliminary Engineering Report should be ready for review in mid-November.
9. Galvanized Water Line Replacement Program Phase I and II (CIP-2185) -
 - o Ph II Div. I (Hardeeville) - Preconstruction meeting was scheduled for October 14. Work is to begin mid- to late-November.
 - o Ph II Div. II (Beaufort) – Remaining streets include North St., Whitefield St., Capers St and Center Dr. West.
 - o Ph II Div. III (Port Royal) – Remaining streets include Horton CT, Black Oak Circle, Morning Mist Dr., Cypress St., Parris Island Gateway, Edinburgh Ave., 15th Street and 17th Street.
10. Master Plan Update FY22 (CIP-2284) – Black and Veatch has received the requested data and is finalizing a summary.

Activity for Board Approval

11. No items are being presented in the Board Agenda.

Miscellaneous Item Discussions

12. Local Government Policy was reviewed.

Report of the Finance Committee. Committee Chair Donna Altman reported that the Finance Committee met on 11/10/2021 and submitted the following report:

1. Call Center Metrics: The committee reviewed and discussed the call center metrics. The average call wait time was 1 minute and 30 seconds and the abandonment rate was 10% in October. The Customer Service team is still adjusting to the new phone system and the metrics may be slightly skewed this month and next. The total number of installed Beacon meters is 65,836. United Way assisted 15 customers for a total of \$3,019.28. The number of Eye on Water Users is currently 11,422 or 21%.

2. IT Update: Kenneth provided updates on the FY22 Areas of Focus to include the Tyler Migration project and the Security Platform Upgrade.
3. Sustainability Update: The sustainability metrics were reviewed by the committee as Tricia was attending the City of Hardeeville Planning Commission meeting to vote to rezone the parcel of land between the Hardeeville plant and Church Rd. This is the location where the solar array will be placed.
4. FY2022 YTD Financial Information: The FY21 financial audit presentations by Mauldin & Jenkins to the finance committee and board meeting have been rescheduled for December. The committee reviewed the YTD FY22 financial information. Total operating revenues are \$957 thousand under budget, while total operating expenses (including depreciation) are \$3.0 million under budget.
5. Miscellaneous: The committee reviewed and discussed the edits to the Local Government Policy Manual draft.

A copy of the financial report dated 10/31/2021, was included in the Board packet and is attached to these minutes and is made a part hereof.

Report of the Personnel Committee. Committee Chair Brandy Gray reported that the Personnel Committee met on 11/9/2021, and highlighted a few items.

1. Personnel Actions Report: 1 involuntary separation, 1 voluntary resignation.
2. Employee Annual Incentive Plan Status: Goal attainment is 100% for first 4 months; Defensive Driving and Driver Safety.
3. Training Update: Scheduling more training.
4. Open Enrollment: HR has been busy completing Open Enrollment.
5. Miscellaneous: Local Government Policy was reviewed.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

(8:36 a.m.)

EXECUTIVE SESSION

Motion: Dr. Bill Singleton moved, seconded by Lorraine Bond, 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)(1)(2), regarding: 1). Potential claim arising out of 36" Water Main at Purrysburg Road/Canal ~ *Update*, and 2). Potential employment claim,
All voted in favor, none opposed,
Motion carried. 10-0

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

(8:50 a.m.)

RECONVENE

Motion: Lorraine Bond, moved, seconded by, Jerry Schulze, to reconvene regular session,
All voted in favor, none opposed,
Motion carried. 10-0

ACTION ITEMS OCCURRING 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.*

TELEPHONIC STATEMENT

"I Jimmy Baker, the Presiding Officer of this Meeting have previously stated that **Donna Altman, Michael Bell, and Brandy Gray** WAS ATTENDING THIS MEETING TELEPHONICALLY. This meeting is in full compliance with the criteria for the attendance of this Meeting telephonically as set forth in Article II Section 11 of the Bylaws."

ADJOURNMENT

With no further business to come before the Board, and without objection, Thayer Rivers, moved, seconded by Vice-Chair Greg Padgett, to adjourn the meeting at, 8:53 a.m.

All voted in favor, none opposed,

Motion carried.10-0



Chair, James E. Baker, Jr.



Secretary/Treasurer, Donna L. Altman

APPROVED: 12-16-2021
Respectfully submitted, Libby Breland, Clerk to Board
Signatures and Attachments on file.