

## MINUTES OF THE MEMBERS OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY MEETING HELD ON THURSDAY 6/27/2019

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its regular meeting Thursday, 6/27/2019 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; Brandy Gray; Greg Padgett; Thayer Rivers; Jerry Schulze; Dr. Bill Singleton.

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

Staff in attendance: Joe Mantua, General Manager; Pat Burke, DGM of O&TS; Sarah Linkimer, DGM, F&A; Brian Chemsak, Director of Engineering; Kenneth Frazier, Director of Information Technology; Tricia Kilgore, Director of Treatment; Allena Lee-Brown, Director of Human Resources; Al Legare, Director of Tech Maintenance & SCADA; Justin Thomas, Director of Field Operations; Linda Tillery, Director Customer Care & Billing; Shawn Flood, Capital Projects Manager; Beth Lowther, Accounting Manager; Pamela Flasch, Public Affairs Manager; Libby Breland, Executive Assistant/Clerk to the Board. IT Department Staff: Ian DeNeeve, GIS Specialist; Patrice Moore, GIS Supervisor; Dakota Moore, GIS Specialist; Phillip McCright, Systems Engineer; Jon Torrescano, Systems Administrator; Vince Guess, Network Analyst; (*Absent were AJ Gumataotao, Network Administrator and Clarice Major, Desktop Support Analyst I*).

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).

Public in attendance: Frank Turano, Regional Manager, Alliance Consulting Engineers, Mrs. David Lott, (Helena Appleton) and Andy Kinghorn, Prospective BJWSA Board Member.

### CALL TO ORDER

The meeting convened at 8:00 a.m., Chair Donna Altman presiding.

### AMEND AGENDA

**Motion:** Moved by, Vice-Chair Michael Bell, seconded by Jerry Schulze, to amend the Agenda to move Item III., Presentation of the BJWSA Board Leadership Award, after the second Public Comment period to allow time for the recipients to arrive.

*All voted in favor, none opposed,*

**Motion carried.**

## **INVOCATION AND PLEDGE OF ALLEGIANCE**

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

## **APPROVAL OF MINUTES**

**Motion:** Moved by, Thayer Rivers, seconded by Greg Padgett, to approve the minutes of the 5/23/2019 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 at this time.

## **GENERAL MANAGERS REPORT**

*Attending his first Board meeting, Joe recognized and welcomed new Deputy General Manager, Operations/Technical Services, Pat Burke, P.E.*

*Joe Mantua submitted the following report:*

### **Asset Management**

1. Asset Manager Position – Job solicitation has been posted for this key position. We also posted at the Career Fair at the AWWA Conference.
2. Water System Demand Challenges – Kudos to our Treatment Operations, Field Operations, Communications and Customer Service folks for the continued coordination and collaboration to meet the record demands saw under the severely dry conditions during the past month. We had a very challenging several weeks and took a total team effort to get us through that period. The recent rain has stabilized things and water demand has been normal.
3. 14” Force Main Break – At approximately 5:50 pm on June 12, during a severe thunderstorm, we experienced a force main break on Sea Island Parkway causing an SSO. DHEC was properly notified and our crews worked with a contractor to make the repair.

### **Workforce Investment**

4. Safety Report – Earlier this month we participated in the National Safety Council’s Safety Survey with nearly 90% participation. We expect to get our results within the next 2 months. We are closing in on 1.4 million safe work hours, congrats to the team for continued excellence in keeping everyone safe.
5. Blood Drive – Thanks to those responsible for coordinating our recent blood drive. The 18 units of blood that were received have the potential to save 54 lives.

6. New Employees and Promotions – We welcome three new members to our team, Fara Seagraves and Rachel Ferrara join us as Customer Service Representatives, Mark Heck is a new Field Operator 1. I am also pleased to announce the promotion of James Clardy to the role of Development Projects Manager. James replaces Dick Deuel who retired on June 14.

### **Preparation for Change**

7. Leaders on the Same Page – We held our inaugural Leaders on the Same Page meeting on May 30, bringing together all levels of our management team to discuss our Customer Satisfaction and Engagement strategic theme. We had a great presentation from Col. John Dorrian from the Citadel on leadership and communication. The group will meet quarterly focusing on a different strategic theme each meeting.

### **Organizational Excellence**

8. Security Awareness Training – The second training installment was rolled out this month and focused on safe web browsing.
9. NACWA Peak Performance – As noted last month, Point South Wastewater Treatment Plant earned the NACWA Platinum5 Peak Performance Award for achieving 5 years of 100% compliance. Please see the video of our award winning facilities and staff.
10. AWWA Conference Report – Attendees at this year's AWWA Conference in Denver, Colorado included Pat Burke, Tricia Kilgore, Kevin Sexton and myself. We all had the opportunity to attend the Partnership Awards Luncheon where BJWSA was recognized with several awards including President level for Chelsea and Director level for Port Royal and Cherry Point. Several other highlights included attending the opening session (Kevin and Tricia represented on stage for the Partnership Awards) which had a great keynote speaker focused on the importance of innovation in our industry. The four of us were able to cover a lot of ground between technical sessions and the exhibit hall, including numerous sessions on asset management, water modeling, plant startups, and dealing with algae. Kevin attended a workshop on filter optimization and Tricia participated in a tour of the Denver Zoo, where they are actively engaged in water reuse and solicited feedback from the tour participants on a variety of their water focused challenges.

### **Customer Satisfaction and Engagement**

11. Rotary Presentation – I was invited to speak at the Sea Island Rotary Club earlier this week and used the time to talk about our organization, share some of the industry trends we are seeing and how BJWSA is planning to approach ongoing changes and challenges.
12. Bridges Charter School Career Day – Thanks to Brian Chemsak and Lou Brown who attended career day at Bridges Charter School in Beaufort. Our team spoke to 3 classes of 6<sup>th</sup> and 7<sup>th</sup> graders about careers in engineering and the water industry.

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

### **Customer Satisfaction & Engagement**

1. FY19 Engagement Stats:  
Farmers Markets: 7 (total survey cards completed: 169)  
Tours: 10  
School visits: 5  
Events: 19
2. Consumer Confidence Report (CCR): The CCR is being published Monday; we will send a link to access an online copy when completed. This was a wonderful group effort!
3. Public Affairs Coordinator: Our department will expand to three soon, and our new Public Affairs Coordinator will be handling internal customer engagement, logistics/admin support for media and government engagement.

### **COMMITTEE REPORTS**

**Report of the Executive Committee.** Committee Chair Donna Altman stated that the Executive Committee did not meet.

**Report of the Capital Projects Committee.** Committee Chair Michael Bell reported that the Capital Projects Committee met on 6/20/2019 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 Sheet Review & Discussion - The PER for Purrysburg WTP Expansion has been submitted to DHEC for review/approval | All boardwalks are completed in the Great Swamp Expansion, some work related to the 24” supply line remains | Bonaire Estates Sewer Extension is 60% complete | Galvanized Waterline Projects: DIV I, Construction is Complete | DIV II – Work is around 75% complete | DIV III – Work is around 10% complete | DIV IV, PO Issued, scheduling precon | End of the FY goals is to have DIV I & II completed with the other two in construction
2. Developer Report - During May, capacity fees were collected in the amount of \$179,534. The yearly total for capacity fees is \$8,673,822. 9 precons were held in April and Service Authorizations were issued to 85 REUs. New water taps totaled 200 and sewer taps totaled 151.

3. CIP Activity for Board Approval - An update of new projects and some budget adjustments for FY20 was reviewed and will be presented under new business today. The Committee reviewed and approved contract awards also being presented under new business.
4. Miscellaneous - Water Sewer Ratio will be adjusted in the Developer Policy and brought to the Board for revisions in July.

*Jerry Schulze commended, Keith Schubert, Chief Operator and Rodney Kiser, Operator, at the Cherry Point WFR, for keeping it running during the recent thunderstorm. (Round of applause was received)*

*A copy of the CIP Update Memorandum from Shawn Flood dated 6/14/2019, was included in the E (Electronic)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 6/20/2019 and submitted the following report:

1. 5/31/2019 Interims: Total operating revenues were \$1.5 million 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 reviewed the investment report. Interest received to date is \$16,875.
3. May Call Center Metrics: The committee reviewed the call center metrics. The average call wait time was 1 minute 56 seconds and the abandonment rate was 4% in May.
4. FY2019 Audit Schedule: The Auditors will have a planning call with the Finance Committee at the July committee meeting. They are doing inventory counts tomorrow and year-end fieldwork will be in August.
5. Capital Improvements: The committee received and approved the updates to the FY18-FY20 CIP Plan that will be presented in New Business today.
6. IT Update: Kenneth provided the IT FY19 Areas of Focus that included six significant project updates.
7. Miscellaneous: The committee discussed and reviewed the Water Sewer Ratio Study that will be presented to the Board next month.

**Report of the Personnel Committee.** Committee Chair Jimmy Baker reported that the Personnel Committee met on 6/18/2019 and submitted the following report:

1. Safety: The safety report for May-19 was covered in the General Manager's report.
2. Employee Safety Survey: The results will be presented at the July meeting.
3. Personnel Actions Report: Year to date turnover rate is slightly up, 7.5 % and is expected to increase as we see more retirements.
4. Best Places to Work in SC-Survey: Efforts to win Best Places to Work in SC, were unsuccessful, we will share the detailed results when received. These results will hopefully prepare us to make another attempt next year.
5. Succession Planning: Staff discussed the pay charts in the new Trade and Pay Chart, the data is market driven and we will continue working with Pontifex, BJWSA's compensation consultant who reviewed our Pay Structure and recommended some changes for BJWSA "Trade" positions.
6. Board Leadership Award: Will be presented today.
7. Slate of officers for FY19-20: The Personnel Committee will bring a Slate of Officers for consideration for FY19-20 during New Business.
8. Performance Evaluations: Staff is working with performance evaluations and processing merit increases.
9. Blood Drive: Appreciation given to all who participated.

## **OLD BUSINESS**

Chair, Donna Altman, reported that Andy Kinghorn, received an email from the Legislative Delegation that they will meet in July to consider nominations to boards and commissions.

## **NEW BUSINESS**

### Capital Improvement Program

#### *CIP Update to the Approved FY18-FY20 CIP Plan*

Approval for New CIP Projects for FY20; Budget Transfers for FY20; and Budget Adjustments for FY20 added to the FY18-FY20 as presented and referenced in the memorandum from Brian Chemsak dated 6/16/2019 and is attached to these minutes and is made a part hereof:

**Motion:** Recommendation for approval for New CIP Projects for FY20; Budget Transfers for FY20; and Budget Adjustments for FY20 added to the FY18-FY20, came from the Capital Projects Committee, *requiring no second,*  
*All voted in favor, none opposed,*  
**Motion passed unanimously.**

*Contract Award(s)*

1. CIP-2174 Greenlawn Drive and Greenlawn Circle Sewer Extension Project Contract Award to Potter Construction for \$108,189.51 as presented and referenced in the memorandum from Shawn Flood, dated 6/13/2019 and is attached to these minutes and is made a part hereof:

**Motion:** Recommendation for approval of CIP 2174 Greenlawn Drive and Greenlawn Circle Sewer Extension Project Contract Award to Potter Construction for \$108,189.51 came from the Capital Projects Committee, *requiring no second,*

*All voted in favor, none opposed,*

**Motion passed unanimously.**

2. CIP 2182 CPWRF UV Replacement Contract Award to BRW Construction Group for \$1,450,211 as presented and referenced in the memorandum from Brian Chemsak, dated 6/13/2019 and is attached to these minutes and is made a part hereof:

**Motion:** Recommendation for approval of CIP 2182 CPWRF UV Replacement Contract Award to BRW Construction Group for \$1,450,211 came from the Capital Projects Committee, *requiring no second,*

*All voted in favor, none opposed,*

**Motion passed unanimously.**

3. CIP 2222 Beaufort River Waterline Protection Contract Award to Logan Diving for \$182,933 as presented and referenced in the memorandum from Brian Chemsak, dated 6/13/2019 and is attached to these minutes and is made a part hereof:

**Motion:** Recommendation for approval of CIP 2222 Beaufort River Waterline Protection Contract Award to Logan Diving for \$182,933 came from the Capital Projects Committee, *requiring no second,*

*All voted in favor, none opposed,*

**Motion passed unanimously.**

4. Chelsea Chemical Brine Tank Installation Contract Award to BRW for \$63,000 as presented and referenced in the memorandum from Tricia Kilgore, dated 6/7/2019 and is attached to these minutes and is made a part hereof:

**Motion:** Recommendation for approval of Chelsea Chemical Brine Tank Installation Contract Award to BRW for \$63,000 came from the Capital Projects Committee, *requiring no second,*

*All voted in favor, none opposed,*

**Motion passed unanimously.**

Election of Board Officers to take effect July 1, 2019.

A recommendation from the Personnel Committee for a Proposed Slate of Officers for FY 19-20 was received:

1. Chair: **Michael Bell**
2. Vice-Chair: **Jimmy Baker**
3. Secretary/Treasurer: **Greg Padgett**

Chair Donna Altman opened the floor and called for additional nominations. Seeing none, the Chair closed the floor and declared the proposed slate of names as the new Officers for FY19-20 effective July 1, 2019.

*Chair Donna Altman, thanked the Board for the honor and privilege serving as Chair. She thanked Libby for always being by her side and providing accurate guidance. She also thanked the Executive Committee and Board Members for accepting any giving task, truly been an honor serving and she thanked the new officers for accepting.*

*Michael Bell, expressed his gratitude to Donna for serving as Chair. He commended her on a job well done through her terms even with her initial apprehension upon serving.*

*Joe Mantua, while only employed 7 months thus far, expressed his appreciation for her support and looks forward to the support of the new Chair as well.*

**PUBLIC COMMENT**

There was no public comment.

**BOARD LEADERSHIP AWARD**

The Board Leadership Award was created in 2011 to recognize significant contributions, above and beyond their normal service or duty to the overall operation of the organization.

This year after reviewing the submittals - The Board believed that two nominees had significant contributions over a longer period than 2019 and the “entire” agreed that 2 awards should be presented for their service.

The 2 worthy recipients for 2019 are: David S. Lott, posthumously, and the BJWSA’s IT/GIS Department. *(Round of applause received)*

**Information Technology Department**

“Information Technology (IT) is a major part of any organization in the 21<sup>st</sup> century and it is paramount that businesses have their house in order.

In 2016 the BJWSA’S auditors sited serious deficiencies in 5 major areas of the IT Department that became a priority of the Board. I think it is important to state that there were 3 different IT Directors in the previous 4 years prior to the 2016 findings.



In July 2016, Kenneth Frazier was hired as the IT Director and was immediately faced with addressing these deficiencies and reporting monthly to a special board committee on their progress in addition to reorganizing the IT Department.

The IT Department worked tirelessly and diligently on addressing each of the audit findings for the past 2 1/2 years to include: Implementing an IT information security program, fully implemented Office 365, replaced/upgraded end of life hardware and software platforms, and identified and operationalized metrics to improve performance and awareness of IT service standards, and lastly officially became PCI compliant on February 19, 2019! The IT Department's efforts and results from hard work and dedication to completing this work is why the Board has selected them to receive the 2019 Leadership Award." (*Round of applause received*)

*Recipients are:* Kenneth Frazier, IT Director; Ian DeNeeve, GIS Specialist; Patrice Moore, GIS Supervisor; Dakota Moore, GIS Specialist; Phillip McCright, Systems Engineer; Jon Torrescano, Systems Administrator; Vince Guess, Network Analyst; (Absent were AJ Gumataotao, Network Administrator and Clarice Major, Desktop Support Analyst I). Kenneth Frazier gave remarks and accepted the Leadership Award plaque on the Team's behalf.

#### **David Lott, Board Member, posthumously**

"David served on the board from 2011 until he passed away in June 2018. During his time on the Board he served on 3 different committees – Personnel, Capital Projects, Information Technology Ad hoc Committee and also held the office of Chairman for 3 years.

David was a leader, mentor, and colleague to board members. He gave unsparingly of his time, energy, and knowledge in supporting BJWSA's mission. David's expertise in business, government and law was invaluable and was demonstrated on a regular basis at board and committee meetings. Many milestones were achieved during David's time as Chairman including resolution of the class action lawsuit on the Railroad Corridor.

David's achievements, his commitment to and passion for this organization is why the Board is presenting this Leadership award, posthumously". The Leadership Award plaque was presented to David Lott's widow, Helena Appleton in his honor. (*A standing ovation was received*)

( 9:03 a.m.)

#### **EXECUTIVE SESSION**

**Motion:** Dr. Bill Singleton moved, seconded by Jimmy Baker, to go into executive session for the purpose of discussing litigation matters regarding: Kinard v. BJWSA and McCracken v. BJWSA, pursuant to SC Code Ann. Section 30-4-70(a)(2),

*All voted in favor, none opposed,*

**Motion passed unanimously.**

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

(9:28 a.m.)

**RECONVENE**

**Motion:** Brandy Gray moved, seconded by Lorraine Bond, to reconvene regular session,

*All voted in favor, none opposed,*

**Motion passed unanimously.**

**ACTION ITEMS OCCURING FROM EXECUTIVE SESSION**

No action was taken.

**ADJOURNMENT**

With no further business to come before the Board, and without objection, Jerry Schulze, moved, seconded by Lorraine Bond, to adjourn the meeting at, 9:30 a.m.

*All voted in favor, none opposed,*

**Motion passed unanimously.**

APPROVED: 7/25/2019

*Respectfully submitted,*

*Libby Breland, Clerk to Board*

Signatures and Attachments on file.