

MINUTES OF THE MEMBERS OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY ANNUAL MEETING HELD ON THURSDAY 7/23/2020

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its annual meeting Thursday, 7/23/2020 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; Thayer Rivers; Jerry Schulze; Dr. Bill Singleton.

Staff physically present: Joe Mantua, General Manager; Sarah Linkimer, Deputy General Manager; Andrew Dudley; Project Engineer/Capital; 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; Allena Lee-Brown, Director of Human Resources; Tricia Kilgore, Director of Innovation & Technology; 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).

Public viewing via Live Streaming: Mayor Joe DeVito, Town of Port Royal.

CALL TO ORDER

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

INVOCATION AND PLEDGE OF ALLEGIANCE

Chair Michael 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 Mayor DeVito, Town of Port Royal, 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.

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

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

APPROVAL OF MINUTES

Motion: Moved by, Andy Kinghorn, seconded by, Dr. Bill Singleton, to approve the minutes of the 6/25/2020 regular board meeting as written and distributed in advance to the Members of the Authority.

Vote: *After a Roll Call Vote, and with no corrections noted, the 6/25/2020 board minutes stand approved by General Consent with no objections. (Thayer Rivers did not vote due to audio trouble).*

GENERAL MANAGERS REPORT

Joe Mantua submitted the following report:

Asset Management

1. Asset Management Program – Technical Services is currently working with our consultant, Arcadis on finalizing a scope of work and received an updated task order on July 14. We expect to finalize the scope by the end of July, and get started soon after.
2. Hurricane Preparedness – The stay behind team has been established and with social distancing concerns and our experience from past events has been reduced accordingly. An updated plan will be reviewed with the stay behind members in the next few weeks.
3. SOB Operations Building Update - We completed the quarterly testing in June, results were negative for mold. No visible indication of a problem at this time. The next quarterly testing will be in September.

Workforce Investment

4. Safety Report – Take Twos are slightly down this month, as we did not meet our monthly target. For FY 20 we did exceed the monthly target of 175 per month on average. We also begin FY 21 having completed 1,733,083 safe work hours since our last preventable lost work day case. Congrats to our staff for this amazing accomplishment.
5. New Employees – We are pleased to welcome Cordrin Green and Noah Barco to the BJWSA Team. Both join the Field Operations Department as Field Operator 1. I would also like to congratulate Timothy Dobbs on his promotion to Field Operations Manager and Taylor Daley on her promotion to Procurement Specialist. Thanks to the HR Team and all the hiring supervisors for all their efforts filling these positions.
6. Leadership Development – The Leadership Team participated in a coaching work session with our development consultant, Lead Smarter Associates. The session focused on continued growth as a team and with emphasis on the organizations core values. Additionally, three members of the group are working one on one with our leadership coach.

Preparation for Change

7. COVID- 19 – Due to the continued elevated number of new cases in the State and Counties, we continue to utilize remote workplaces for eligible positions. This will be in place until further notice. 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 three employees contract the virus; one has fully recovered and is back to work. The other two are working remotely until it is safe for them to return to work. The additional cleaning and disinfecting of occupied work facilities continues on a regular basis.
8. Joint EDA Grant Application with City of Hardeeville – Working collaboratively with the City of Hardeeville, we are joint applicants on an Economic Development Administration (EDA) grant request for funding to support our Highway 17 Corridor Sewer Upgrades. This grant request is in response to CARES Act funding made available by the US Department of Commerce to aid communities impacted by the coronavirus pandemic.
9. Website Update – The website has been updated to include a space for public comments received along with our responses to any questions.

Organizational Excellence

10. Employee of the Quarter – I am very pleased to announce that Jim Dyke was selected as our Employee of the Quarter. Jim serves as a Technical Maintenance Specialist III in the Tech Maintenance Department. Congrats to Jim as our Employee of the Quarter and thanks to the selection team for their work.

Customer Satisfaction and Engagement

11. Public Affairs Report – The third annual State of the Authority meeting will be a virtual meeting Friday, August 7. We will also have videos on FY20 accomplishments and FY21

Goals. Staff will follow up with their departments within 60 days to ensure that key takeaways are implemented.

12. Public Education and Engagement - We are working on online public education and engagement and will host “virtual” events to teach students about water and wastewater. Working with Tricia Kilgore, we are experimenting with at-home activities for teachers and parents.
13. Irrigation Program - The irrigation campaign contest ended with 1,408 participants. Three customers will receive a \$25 credit on their next bill. The campaign continues! We are seeing positive impacts from this program as water demand is more spread out during the week and the heavy demand of Monday mornings has been reduced.
14. FAQs Fact Sheets - We are working with a translator to provide key messaging in Spanish. Our first project involves our fact sheets on our website!
15. NewsSplash - Our Summer/Fall 2020 newsletter publishes soon, to more than 27,000 customers digitally!

Discussion regarding Asset Management Program: Member Jerry Schulze asked about the Asset Management program and what the consultants would be doing. Joe Mantua reported that it has been challenging to locate a candidate for this position, so consultants, Arcadias, will build the program, and lay out the charter and frame work. This will allow someone to grow with the position who may not otherwise be specialized in this area.

Discussion regarding COVID and Employees: Member Donna Altman asked for the total retirements for 2020, and if an employee with the coronavirus had to use their PTO. Sarah Linkimer reported that there were 9 retirements for FY20 (this Year) and that no employees have had to use their PTO due to COVID-19. Member Greg Padgett asked, under the Family CARES Act, what are employees required to have before returning to work. Joe Mantua reported that employees are required to have the employee policy’s form, “Return to Work” showing a negative test for COVID 19. If they show symptoms or been around someone confirmed, they immediately report it and we can determine the best course of action away from work.

COMMITTEE REPORTS

Report of the Executive Committee. Committee Chair Michael Bell stated that the Executive Committee met to receive two additional comments for the GM evaluation and to close the loop with Counsel Erin Dean and Allena Lee-Brown, regarding salary adjustments. A report will be given in executive session under personnel matters. The Chair thanked all the members for their comments and thanked Erin for her guidance.

Report of the Capital Projects Committee. Committee Chair Andy Kinghorn reported that the Capital Projects Committee met on 7/15/2020 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:

CIP Projects:

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 by early September.
2. Highway 170 36-Inch Water Main Extension – Currently working with engineer to obtain necessary. DOT approvals for encroachment permit issuance. DOT's recent information request was for a list of trees to be removed as part of the project. Notice of Award to be issued to JH Hiers when the DOT encroachment permit is obtained. NOA must be issued prior to July 20th per 90 day Bid guarantee.
3. Bonaire Estates Sewer Extension CDBG – Punchlist generated and given to the contractor to complete. SCDOT did their inspection on 6/19/20 and had minimal correction requests. As part of original contract, the contractor has three intersections to overlay and is in process of addressing punchlist and DOT correction items.
4. Point South Sewer System Rehab – Teleconference with AECOM on 6/24 to discuss project findings, repair recommendations will be forthcoming.
5. CPWRF UV Replacement – Work to resume near end of July after transformer arrives to address electrical issues encountered during construction, should arrive within 2 weeks as the equipment had 6 week lead time for fabrication.
6. Galvanized Water Line Replacement Program:
 - ❖ **Phase I:**
 - Division I and II - Construction is complete and Division is closing out.
 - Division III - Construction is nearing completion. Newcastle meters are in process of being swapped over to new main, paving and restoration remain.
 - Division IV - is nearing completion construction and punchlist items anticipated to be completed in late July 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 have provided redlines to design engineer, teleconference to be scheduled in the next week to discuss redlines and have the design team correct issues identified.
7. Chelsea WTP Waste Water Pump Replacement – BJWSA has completed pump testing to confirm sizing for new submersible pumps. Plans & Specs to be updated by design engineer and put out for public Bid in late July.
8. Causeway Bypass Valves – Project was awarded to JP Utilities during the June Board meeting, Precon was held on 7/8/20 with construction beginning in late July.

9. Raw Water Canal Improvements – BJWSA opened Bids on 6/11, results were presented to the June Board Meeting and contract awarded to L-J, Inc. NOA issued and currently working on executing contract and required paperwork.
10. 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 with them will begin to determine scope and fee of phase 1 services.

Developer Activity:

11. During May, Capacity fees were collected in the amount of \$125,053.10; Year-To-Date total for capacity fees is \$9,854,924.11; 3 Precons were held and 8 Service Authorizations were issued; new water taps totaled 119 and sewer taps totaled 214.

CIP Activity for Board Approval:

12. Contract Award for CIP-1806 Misc. WW Pump Station Replacements.
13. Contract Award for CIP-2186 SCADA Plant Segmentation.
14. Change Order for CIP-2185 Galvanized Water Line Replacement Program.

A copy of the CIP Update Memorandum from Andrew Dudley dated 7/10/2020 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 7/16/2020 and submitted the following report:

1. FY2020 Audit Planning: Carr, Riggs & Ingram reviewed the audit plan and schedule with the committee. A presentation to the full Board will be held in November.
2. Capital Improvement Program: The committee received and approved a change order in the amount of \$78,366.50 for CIP-2185 Galvanized Water Line Replacement (Ph 1 Div III) that will be presented in New Business today.
3. IT Update: Kenneth provided the IT FY20 Areas of Focus that included three significant project updates and it was recommended that he provide this update to the full Board as well.
4. O&M PO Approvals and Contract Awards: The committee discussed and approved an IT Master Plan Purchase Order Approval to Tyler Technologies in the amount of \$887,008.00 and Contract Award to Hilton Head Landscapes in the amount of \$168,408.96 for FY21-FY23 Landscape and Site Maintenance that will be presented in New Business today.
5. June Call Center Metrics: The committee reviewed the call center metrics. The average call wait time was 37 seconds and the abandonment rate was 1.49% in June.

6. FY2020 YTD Financial Information: The committee reviewed the AR, Cutoffs and Investment reports.
7. Low Income Assistance Funds: The committee reviewed the 2020 activity for the Thad Coleman Fund, Juanita White Fund and the Hardship Fund.
8. Miscellaneous: The committee received updates on the Developer Policy, Board Retreat/Work Session for October and the Purrysburg Alum Pond Excavation.

***Discussion:** Chair Michael Bell encouraged the members to review the A/R Aging Report that was included in the Board packets. Member Jerry Schulze asked for the budgeted amount of FY21. Sarah reported that the increase in the allowance for doubtful accounts for the FY21 budget is \$175,000 and the actual increase for FY20 is \$190,000.*

Report of the Personnel Committee. Committee Chair Jimmy Baker, reported that the Personnel Committee met on 7/14/2020 and submitted the following report:

1. Safety: 1.7 Million hours without a lost work day; 123 Take Twos and 33 Safety Talks during June; 3 incidents.
2. Personnel Actions Report: The overall turnover rate is 9.33% Y-T-D FY20; 5 retirements, 1 resignation to relocate closer to home and family.
3. Emergency PTO Leave Balances: Total leave buyout - 41 employees/\$55,678.09; 14 leadership/management and 27 were in non-supervisory positions.
4. GM FY20 Performance Self-Evaluation – Next Steps: Jimmy Baker thanked all the board members for comments received in a timely manner and will meet with Joe next week to discuss feedback and pay change.
5. Employee Handbook: The Employee Handbook is being updated to include the many BJWSA employee recognition activities and will be presented during the September meeting.
6. Hiring Process: HR is seeking to streamline, increase efficiency and reduce time required to fill jobs and will be presenting an updated process during the September meeting.
7. Developer Policy: Is being updated and will be presented thereafter.
8. Board Retreat: Will be held in October.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Capital Improvement Program

Contract Award(s)

CIP-1806 Misc. WW Pump Station Replacements (PS SS16) – FY20 Contract Award to BRW Construction for \$316,657.00 as presented and referenced in the memorandum from Andrew Dudley dated 7/10/2020 and is attached to these minutes and is made a part hereof:

Motion: Recommendation for approval of CIP 1806 Contract Award to BRW Construction for \$316,657.00 came from the Capital Projects Committee, *requiring no second,*

Discussion: *Andy Kinghorn said it was reported that they were busy for the last project and if we had any concerns of BRW being the only bidder on this project. Andrew Dudley said that BRW's expertise is more towards Pump Station equipment work and most other bidders cannot compete in this specific area of work. Joe Mantua added that the bid numbers are very competitive and he is confident that the numbers are fair and that BRW is more efficient in this type of work.*

Vote: *After a Roll Call Vote, the Motion passed 9-0 (Chair not voting and one vacancy).*

CIP-2186 SCADA Plant Segmentation – FY21 Purchase Approval for Two DellEMC VRTX w/VMWare Virtual Server Software for \$101,840.31 as presented and referenced in the memorandum from Kenneth Frazier dated 7/15/2020 and is attached to these minutes and is made a part hereof:

Motion: Recommendation for approval of CIP 2186 SCADA Plant Segmentation – FY21 Purchase Approval for Two DellEMC VRTX w/VMWare Virtual Server Software for \$101,840.31 came from the Capital Projects Committee, *requiring no second,*

Discussion: *None*

Vote: *After a Roll Call Vote, the Motion passed 9-0.*

Change Order

CIP 2185 Galvanized Water Line Replacement Program, Phase I Division III Change Order #5 to Malphrus Utilities for \$78,366.50, as presented and referenced in the memorandum from Andrew Dudley dated 7/11/2020 and is attached to these minutes and is made a part hereof:

Motion: Recommendation for approval of CIP 2185 Galvanized Water Line Replacement Program, Phase I Division III Change Order #5 to Malphrus Utilities for \$78,366.50, came from the Capital Projects Committee, *requiring no second,*

Discussion: *Member Andy Kinghorn asked about the previous memo that was reviewed in Committee which had a different amount seeking approval today. Joe Mantua explained that the memo was revised to show the previous change orders one through four, which were under the approval threshold of the General Manager. Change Order #5, in cumulative of \$100,000.00, will exceed the Board approval threshold.*

Vote: *After a Roll Call Vote, the Motion passed 9-0.*

Operations & Maintenance

FY21 Purchase Order

IT Master Plan to Tyler Technologies for \$887,008.00 as presented and referenced in the memorandum from Kenneth Frazier dated 7/15/2020 and is attached to these minutes and is made a part hereof:

Motion: Recommendation for approval of IT Master Plan to Tyler Technologies for \$887,008.00 came from Committee, *requiring no second,*

Discussion: *None*

Vote: *After a Roll Call Vote, the Motion passed 9-0.*

Contract Award

Landscape and Site Maintenance Services from July 1, 2020 – June 30, 2023 to Hilton Head Landscapes for \$168,408.96 as presented and referenced in the memorandum from Tammy Holman dated 7/14/2020 and is attached to these minutes and is made a part hereof:

Motion: Recommendation for approval of Landscape and Site Maintenance Services from July 1, 2020 – June 30, 2023, 3-year contract term, to Hilton Head Landscapes for \$168,408.96 came from Committee, *requiring no second,*

Discussion: *None*

Vote: *After a Roll Call Vote, the Motion passed 9-0.*

Appointment by the Chair of FY20-21 Standing Committees – Majority Consent, Pursuant to, Article V, Section 1 of the Bylaws.

Capital Projects – Bill Singleton, Chair, Donna Altman, Lorraine Bond

Finance Committee – Greg Padgett, Chair, Jimmy Baker, Andy Kinghorn

Personnel Committee – Brandy Gray, Chair, Jerry Schulze, Thayer Rivers, (vacant)

At this time, prior to Executive Session, Chairman Bell acknowledged Councilman York Glover, Beaufort County, for joining (8:36 a.m.) via live streaming.

(9:10 a.m.)

EXECUTIVE SESSION

Motion: Donna Altman moved, seconded by Brandy Gray, to go into executive session for the purpose of discussing litigation matters regarding: Kinard v. BJWSA, pursuant to SC Code Ann. Section 30-4-40(a)(7) and Personnel Matters, pursuant to SC Code Ann. Section 30-4-40(a)(2) and 30-4-40(7) regarding Attorney-Client Communication related to a contractual matter,

Vote: *After a Roll Call Vote, the Motion passed 8-0 (Thayer Rivers was not audible).*

Chair Michael Bell, excused all persons from the meeting. Legal counsel, GM; Deputy GM, remained for executive session for the legal briefing of items A. and B.

After the legal briefing by Counsel, Chairman Bell excused the GM and Deputy GM prior to discussion of item C., Personnel/Privacy Issues.

(9:50 a.m.)

RECONVENE

Motion: Brandy Gray moved, seconded by, Secretary/Treasurer Greg Padgett, to reconvene regular session,

Vote: *After a Roll Call Vote, the Motion passed 8-0 (Thayer Rivers was not audible).*

ACTION ITEMS OCCURING FROM EXECUTIVE SESSION

Item C. - GM Evaluation and compensation review.

Motion: Brandy Gray moved, seconded by, Vice-Chair Jimmy Baker, to approve a 3.5% merit increase for the General Manager, Joe Mantua.

Vote: *After a Roll Call Vote, the Motion passed 8-0 (Thayer Rivers was not present for this vote).*

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.

Clerk to the Board, reported that there were no comments submitted.

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, 9:57 a.m.

Vote: *After a Roll Call Vote, the Motion passed by majority (Thayer Rivers was not present for this vote).*

APPROVED: 9/24/2020

Respectfully submitted,

Libby Breland, Clerk to the Board

Signatures and Attachments on file.