

MINUTES OF THE MEMBERS OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY MEETING HELD ON THURSDAY 6/24/2021

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its regular meeting on Thursday, 6/24/2021 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; Secretary/Treasurer Greg Padgett; Donna Altman; Lorraine Bond; Brandy Gray; Andy Kinghorn; Dr. Bill Singleton.

Members of the Authority attending telephonically: Jerry Schulze.

Staff physically present: Joe Mantua, General Manager; Sarah Linkimer, Deputy General Manager; Brian Chemsak, Chief of Plant Operations; Kenneth Frazier, Chief of Technical Services; Kenneth Frazier, Chief of Technical Services; Beth Lowther, Chief of Finance & Support Services; Linda Tillery, Chief of Customer Care; Becca Bowyer, Director of Engineering; Andy Mattie, Director of Field Operations & Military Programs; Steven Pecko, Accounting Manager; Jeremy Sponseller, Capital Projects Manager; Libby Breland, Executive Assistant/Clerk to the Board; Jon Torrescano, IT Systems Engineer; Phillip McCright, IT Systems Engineer; Steve Lee, Safety Specialist and the Safety Team Members; Interns; Jada Garvin, Kyler Marshburn-Foushee and Travis Cogswell.

Staff attending telephonically: Pamela Flasch, Director of Public Affairs; Allena Lee-Brown, Director of Human Resources; Tricia Kilgore, Director Technology & Innovation; Tammy Holman, Risk and Procurement Manager.

Legal Counsel physically present: Erin Dean, Esq., Tupper, Grimsley, Dean & Canaday, PA.

Members of Public physically present: Frank Turano, Alliance Consulting Engineers, Inc. Bluffton Regional Manager.

**CALL TO ORDER**

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

**TELEPHONIC STATEMENT**

“I, Chair Michael Bell announce that a quorum for this Meeting is physically present and Jerry Schulze IS ATTENDING THIS MEETING TELEPHONICALLY.”

**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.

## **PUBLIC COMMENT**

Chairman Bell read into record the following statements:

Public Comments may be made in person at this meeting or 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. Comments presented in person will be limited to three (3) minutes.

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 XIV, 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 in advanced.

## **APPROVAL OF MINUTES**

*Motion:* Moved by, Andy Kinghorn, seconded by, Dr. Bill Singleton, to approve the minutes of the 5/27/2021 regular board meeting as written and distributed in advance to the Members of the Authority,

*Vote:* With no corrections noted, the 5/27/2021 board minutes stand approved by General Consent with no objections. The motion passed 8-0.

## **PRESENTATION OF THE BJWSA 2021 BOARD LEADERSHIP AWARD**

2021 Board Leadership Award: The Safety Team

Submitted by Brandy Gray, Personnel Committee Chair

“This past year has been challenging on all levels for everyone in our organization but especially our Safety Team. One of the biggest responsibilities we have as managers and leaders is how do we keep our staff safe at work. We all want our team members to go home to their families each and every day. I do not think we ever imagined we would be challenged with a pandemic of such uncertainty. I, for one, would take a Hurricane any day over this past year but our employees have persevered beyond the challenge. Our Safety Team jumped into high gear to put in parameters to keep us safe and ensure that we were constantly made aware of the changing situations. This allowed management to make critical decisions to protect the organization. As we start to come back to some sense of normal business there will be many safety protocols that will remain in place and additional safety talks in-house and, in the field, will continue to protect our employees. Keep up the awesome job and know that we are so proud of each and every one

of our employees.”

Steve Lee and each of the Safety Team Members were recognized followed by a round of applause.

Team Members: Craig Alston, Clayton Balassi, Meagan Browder, Rachel Ferrara, Jeff Kilbarger,

Natalia Laney, Steven Rucker, Jacob Smith, Mandy Anderson, Travis Barnes, Alyssa Dolan,

Walter Mingledorff, Morgan Ruscetta, Jake Waldron, Darius Witte.

## **GENERAL MANAGERS REPORT**

*Joe Mantua submitted the following report:*

### **Remarks on Leadership**

1. Joe commended the staff on their leadership during the past year with the added adaption to the pandemic. Also, he and Jimmy Baker recognized Michael Bell on his leadership chairing the Board and are looking forward to his continued value serving on the Board.

### **Internship Program**

2. Joe recognized the new employees who, after completing their 15-week internships, transitioned to full-time employees: Jada Garvin, Customer Service Representative; Kyler Marshburn-Foushee, Field Operations Trainee/pipeline and Travis Cogswell, also a Field Operations Trainee/pipeline.

### **Asset Management**

3. Water Main Break in Levy Area – In the early morning of June 5, we were alerted to a water main break at Freedom Parkway and S Okatie Highway. Water Operations and Field Operations coordinated activities necessary to expeditiously assess the situation and make the necessary repairs while minimizing customer impacts. Repairs were completed that evening and the system was returned to normal operation. The failure appears to have been caused by corrosion of the pipe and retainer gland.
4. Hardeeville SSO – On Wednesday June 9, a pump failed at a station located at 31918 Whyte Hardee Boulevard in Hardeeville. Our on-call operator failed to respond which resulted in a Sanitary Sewer Overflow of roughly 75,000 gallons. The SSO flowed to a wooded area south and east of the station. Crews recovered what they could however heavy rains caused much of the SSO to be unrecoverable. DHEC was properly notified. Management and staff have reviewed the situation for necessary action.
5. ARPA Task Force – Director of Engineering, Becca Bowyer has been serving on a local task force headed by Jared Fralix at Beaufort County to coordinate funding requests as part of the American Rescue Plan. The task force submitted a list of 38 projects to address infrastructure needs in our region including over \$30M in funding for BJWSA specific projects.

## **Workforce Investment**

6. **Safety Report** – Staff completed 167 Take Twos and 58 Safety Talks this month. For the year, we are averaging well over 200 Takes Two's per month. We close out the month with 60,036 safe work hours since our last preventable lost work day case.
7. **New Employees** – We are pleased to welcome several new members to the BJWSA Team:
  - Ethan Witt —Field Operator Trainee
  - Robert Iovine – Accountant III
  - Travis Cogswell – Field Operator Trainee

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

Charles Cox – Field Operator I  
Austin Reeves - Field Operator I  
Kenneth Alsop - Water Operator II

## **Preparation for Change**

8. **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. The Community Room has been opened back up effective June 1 and we plan to re-open the lobby to the public effective September 1. The suspension on business related travel will be lifted effective August 1. In accordance with CDC guidance we have lifted mask requirements.
9. **Board Retreat** – We have confirmed date and location for this year's Board Retreat. It will be held at the Rotary Community Center at Oscar Frazier Park in Bluffton on October 8. JD Solomon will again serve as our Retreat Facilitator. More details including agenda will be forthcoming.

## **Organizational Excellence**

10. **Partnership for Safe Water** – Chelsea Water Treatment Plant was recognized by this program with the Excellence in Water Treatment Award, the highest award given to a water treatment facility. The partnership awards are based on qualitative optimization factors related to communications, administration and overall plant performance.
11. **Blood Drive** – Thanks to all the employees who participated in our most recent blood drive held on June 16. The blood mobile saw 26 individuals and received 21 units of blood with the potential to save 63 lives.

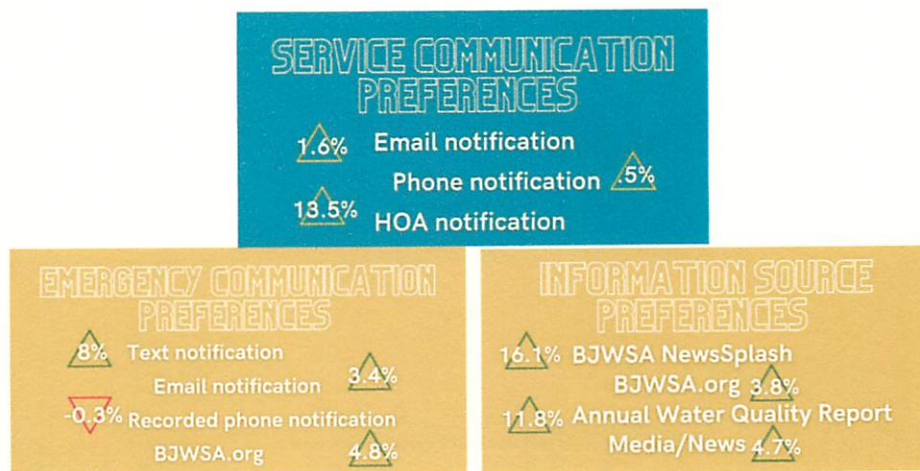
## **Customer Satisfaction and Engagement**

12. **Customer Feedback** – During the recent Legislative Reception in Beaufort I received several very positive customer and stakeholder comments regarding staff.

13. Bluffton Tank Public Meeting – A virtual public meeting was held to brief interested citizens on the Bluffton Elevated Tank project. Approximately 70 customers registered to attend.

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

1. Summer newsletter and Consumer Confidence (Water Quality) Report: these go out by July 1, as a heads up for rates and to distribute CCR in time for EPA deadline.
2. Customer Satisfaction Survey (sneak preview): metrics below will appear in the summer NewsSplash. EMG Consulting will present full data at July meeting.



**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 6/16/2021 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 collected in May totaled \$518,470.70; Capacity fees Year-To-Date are \$9,699,048.04; In May there were 6 pre-cons, 14 Service Authorizations, 193 water taps and 186 sewer taps.

**Project Highlights**

2. Purrysburg WTP Expansion to 30 MGD – Staff is still working with County to get variance for the floodplain ordinance.

3. Highway 170 36-Inch Water Main Extension – J H Hiers has completed the installation to the traffic circle. We will begin testing this portion of the work.
4. Galvanized Water Line Replacement Program – PHASE II:
  - Division I: Staff anticipates bidding at the end of the month.
  - Division II: Emmons Street, Lafayette Street La Chere Street & Laudonniere Street are complete. Calhoun Street, Church Street & Congress Street are under construction.
  - Division III: Pine Ct is near the end of construction.
5. Chelsea WTP Waste Water Pump Replacement – Construction to start in June once equipment is delivered.
6. Raw Water Canal Improvements – Division I is operational and punchlist work is being completed. Division II is complete, and Division III work has been removed from this contract.
7. North Street Transmission Main/Bluffton Pkwy – Preliminary designs of the tank and horizontal direction drill work are being prepared.
8. Misc. Waste Water Pump Station Replacements –
  - CIP-1806 – Work has started at BR16. CP01 is next.
  - CIP-1807 – Project is in design.
9. Chelsea Filter Rehab – Engineer has started the design. Early purchase of equipment is recommended.
10. Cherry Point WRF expansion – Engineer has started the PER.
11. CP 19 and CP 67 Pump station rehab –90% drawings are complete. Force main to CP67 is being evaluated.
12. Biosolids Master Plan – Engineer has submitted a proposal through our IDC program to study options for managing biosolids.
13. Hwy 17 Corridor Water and Wastewater Master Plan - A draft report is being reviewed by staff

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

14. One contract award is being presented in the Board Agenda for approval.

#### **Miscellaneous Item Discussions**

15. Capital Plan Update FY22-24 was received for review
16. FY2022 Budget was received for review

*A copy of the CIP Update Memorandum from Jeremy Sponseller dated 6/9/2021 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 6/17/2021, and submitted the following report:

1. FY22 O&M Budget: The committee discussed the FY22 Operating Budget. The public hearing occurred on June 15<sup>th</sup> and there were no attendees.
2. Capital Improvement Program: The committee discussed the FY22 CIP Budget update and a Master Plan update to potentially be performed by Black & Veatch in FY22.
3. O&M PO Approvals: The committee discussed and approved a Purchase Order approval to Mission Communications in the amount of \$156,072.69 and a Purchase Order approval to Badger Meters in the amount of \$323,250.00 that will be presented on the Consent Agenda today.
4. IT Update: Kenneth provided the IT FY21 Areas of Focus that included open project updates and completion of the Boardroom upgrade.
5. Sustainability Update: Tricia provided sustainability metrics to the committee.
6. Call Center Metrics: The committee reviewed the call center metrics. The average call wait time was 1 minute and the abandonment rate was 2% in May. The total number of installed Beacon meters is 64,668.
7. FY2021 YTD Financial Information: Total operating revenues are \$2.5 million over budget, while total operating expenses (including depreciation) are \$1.4 million under budget. The committee also reviewed the AR, Cutoffs, Investment report and Estimated Budget Summary for CIP projects 2224 and 1927.

*A copy of the financial report dated 5/31/2021, 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 6/15/2021, and submitted the following report:

1. Teleworking Policy: Incorporated suggested changes for approval under New Business.
2. Personnel Actions Report: 1 involuntary separation; 1 voluntary separation.
3. Safety: Previously addressed under the GM's report.
4. Board of Directors Handbook: Waiting on further comments and then Erin will review again once the comments are incorporated.
5. Slate of Officers: The Personnel Committee will bring a Slate of Officers for FY22 for

approval under New Business.

### **CONSENT AGENDA**

1. CIP 1898 Chelsea WTP Filter Rehab to Purchase the Underdrain Components from AWI for \$421,948.00.
2. O&M PO Yearly Maintenance PO with Mission Communications for \$156,072.69.
3. Emergency Procurement of 1500 Beacon Cellular Endpoints for the sum of \$323,250.00.

*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." There being none;*

**Motion:** Moved by, Secretary/Treasurer Greg Padgett, seconded by, Brandy Gray, to approve all items on the Consent Agenda: 1. CIP 1898 Chelsea WTP Filter Rehab to Purchase the Underdrain Components from AWI for \$421,948.00, 2. O&M PO Yearly Maintenance PO with Mission Communications for \$156,072.69, 3. Emergency Procurement of 1500 Beacon Cellular Endpoints for the sum of \$323,250.00.

**Vote:** *The motion passed 8-0.*

### **OLD BUSINESS**

There was no old business.

### **NEW BUSINESS**

#### **A. Asset Management Phase I - Presentation by Arcadis**

*A copy of the Power Point Presentation by Arcadis as presented and referenced is attached to these minutes and is made a part hereof.*

#### **B. FY2022-2024 Capital Improvement Plan-Resolution for Approval.**

**Motion:** Moved by, Donna Altman, seconded by, Brandy Gray, to approve the FY2022-2024 Capital Improvement Plan-Resolution as presented and referenced is attached to these minutes and is made a part hereof,

**Vote:** *The motion passed 8-0.*

#### **C. BJWSA Teleworking Policy.**

**Motion:** Moved by, Jerry Schulze, seconded by, Dr. Bill Singleton, to approve the BJWSA Teleworking Policy as presented and referenced is attached to these minutes and is made a part hereof,

**Vote:** *The motion passed 8-0.*

#### **D. FY22 Budget Resolutions for Approval:**

1. Water & Wastewater Rates for Retail Customers for FY Ending June 30, 2022 as presented and referenced is attached to these minutes and is made a part hereof,



**Motion:** Brandy Gray moved, seconded by Donna Altman, approving the Water & Wastewater Rates for Retail Customers for FY Ending June 30, 2022,

**Vote:** *The motion passed 8-0*

2. Water Rates for Wholesale Customers for FY Ending June 30, 2022 as presented and referenced is attached to these minutes and is made a part hereof,

**Motion:** Secretary/Treasurer Greg Padgett moved, seconded by, Andy Kinghorn, approving the Water Rates for Wholesale Customers for FY Ending June 30, 2022,

**Vote:** *The motion passed 8-0*

3. Ancillary Charges for FY Ending June 30, 2022 as presented and referenced is attached to these minutes and is made a part hereof,

**Motion:** Donna Altman moved, seconded by Jimmy Baker, approving the Ancillary charges for FY22 Ending June 30, 2022,

**Vote:** *The motion passed 8-0*

4. Capital Contribution /Capacity Fees for FY Ending June 30, 2022 as presented and referenced is attached to these minutes and is made a part hereof,

**Motion:** Donna Altman moved, seconded by Jimmy Baker, approving the Capital Contribution /Capacity Fees for FY22 Ending June 30, 2022,

**Vote:** *The motion passed 8-0*

5. Approval of the Fiscal Year 2022 Operating Budget as presented and referenced is attached to these minutes and is made a part hereof:

**Motion:** Donna Altman moved, seconded by, Secretary/Treasurer Greg Padgett approving the FY 22 Operating Budget,

**Vote:** *The motion passed 8-0*

E. Election of Board Officers to take effect **July 1, 2021.**

Recommendation from the Personnel Committee for the Proposed Slate of Officers for FY2022 was received:

1. *Chair: Jimmy Baker*

2. *Vice-Chair: Greg Padgett*

3. *Secretary/Treasurer: Donna Altman*

Chairman Bell opened the floor and called for additional nominations. Seeing none,

**Motion:** Andy Kinghorn moved, seconded by Lorraine Bond, to close the floor. All in favor,  
**Vote:** *The motion passed 8-0;*

**Motion:** Recommendation of approval for the proposed slate of officers for FY21-22 effective July 1, 2021, came out of the Personnel Committee, *requiring no second,*

**Vote:** *The motion passed 8-0.*

(9:23 a.m.)

### **EXECUTIVE SESSION**

**Motion:** Brandy Gray 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)(2), regarding: 1). 2021 PCI Audit Results – Experis, 2). Potential claim arising out of SOB Operation Center; 3). Potential claim arising out of 36” Water Main at Purrysburg Road/Canal, and 4). Personal Injury claim of Rashawn Glover. Personnel/Privacy Issues, Pursuant to SC Code Ann. Section 30-4-70(a)(2), regarding: 1). GM Evaluation and Compensation Review.

**Vote:** *The motion passed 8-0.*

*Chair Michael Bell, excused all persons from the meeting. Legal counsel, GM, DGM, Brian Chemsak, Kenneth Frazier, Beth Lowther, Linda Tillery, Jon Torresco remained for executive session.*

*After the results of the PCI report, Chairman Bell excused staff; Brian Chemsak, Kenneth Frazier, Beth Lowther, Linda Tillery, and Jon Torresco.*

*After the legal briefing by Counsel, Chairman Bell excused the GM and Deputy GM prior to discussion of item B., Personnel/Privacy Issues regarding the GM Evaluation and Compensation Review.*

(10:31a.m.)

### **RECONVENE**

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

**Vote:** *The Motion passed 8-0.*

### **ACTION ITEMS OCCURRING FROM EXECUTIVE SESSION**

Information was received from Legal Counsel regarding the potential claims, and the following action was taken regarding the GM Evaluation and Compensation;

**Motion:** Brandy Gray moved, seconded by, Vice-Chair Jimmy Baker, to approve GM Joe Mantua salary increase and compensation package.

**Vote:** *The motion passed 8-0.*

### **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. *No comments were received.*

### **TELEPHONIC STATEMENT**

“I Michael Bell, the Presiding Officer of this Meeting have previously stated that JERRY SCHULZE WAS ATTENDING THIS MEETING TELEPHONICALLY. This meeting is in full

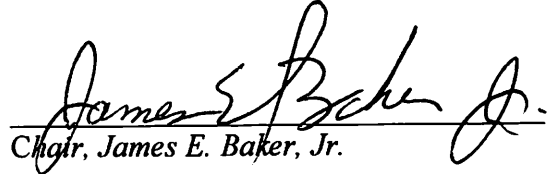
compliance with the criteria for the attendance of this Meeting telephonically as set forth in Article II Section 11 of the Bylaws.”

**ADJOURNMENT**

With no further business to come before the Board, and without objection, Brandy Gray moved, seconded by Secretary/Treasurer Greg Padgett, to adjourn the meeting at, 10:35 a.m.

*Vote: The motion passed by majority, 8-0.*

  
Secretary/Treasurer, Donna L. Altman

  
Chair, James E. Baker, Jr.

APPROVED: 7-22-2021  
Respectfully submitted,  
Libby Breland, Clerk to Board  
Signatures and Attachments on file.