

## **MINUTES OF THE MEMBERS OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY MEETING HELD ON THURSDAY 7/22/2021**

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its *Annual* meeting on Thursday, 7/22/2021 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 Jimmy Baker; Vice-Chair Greg Padgett; Secretary/Treasurer 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; Jeremy Sponseller, Capital Projects Manager; Libby Breland, Executive Assistant/Clerk to the Board; Jon Torrescano, IT Systems Engineer; 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; Becca Bowyer, Director of Engineering; Pamela Flasch, Director of Public Affairs; Tricia Kilgore, Director Technology & Innovation; Allena Lee-Brown, Director of Human Resources; Andy Mattie, Director Field Operations and Military Programs; Tammy Holman, Procurement and Risk Manager; Jane McCormick, Customer Service Manager, Steven Pecko, Finance Manager; Kevin Sexton, Water Operations Manager; Nicholas Scott, Accountant IV.

Legal Counsel attending by video conferencing: Erin Dean, Esq., Tupper, Grimsley, Dean & Canaday, PA.

### **CALL TO ORDER**

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

### **INVOCATION AND PLEDGE OF ALLEGIANCE**

Greg Padgett gave the invocation and all joined in the Pledge of Allegiance to the flag of the United States.

### **PUBLIC COMMENT**

Chairman Baker 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 XIII, noted below.

He then asked for advanced comments from the Clerk at this time. Libby reported no comments were received in advanced.

### **APPROVAL OF MINUTES**

**Motion:** Moved by, Greg Padgett, seconded by, Thayer Rivers, to approve the minutes of the 6/24/2021 regular board meeting as written and distributed in advance to the Members of the Authority.

**Vote:** *With no corrections noted, the 6/24/2021 board minutes stand approved by General Consent, with no objections. The motion passed 8- 0.*

### **GENERAL MANAGERS REPORT**

*Joe Mantua submitted the following report: He first recognized Michael Bell as the Boards' past chair and the longest member of the Authority. Michael has been unrelenting in his support and involvement serving on the Board and Committees. New chair Jimmy Baker echoed Joe's sentiments.*

### **Asset Management**

1. Water Main Break Cat Island - Field Operations crews responded to reports of a leak under the road on Islands Causeway at roughly 6:45 am on Saturday July 10. It was quickly determined that it was a 12" water main and crews began mobilizing around 8:00 am to begin repair. It took several hours to dewater the hole with the intent of making repairs without the need for an outage however an outage was necessary. A water outage impacting customers on Cat Island took place from 1:30-3:15 while the repair was completed. The cause of the failure was corrosion of the 12" main due to exposure to the salt water. Follow-up actions include replacing the corroded section of pipeline, completed on July 15, and internal coordination on public notification procedures.
2. Savannah River Clean Water Fund Documentary - The Georgia Forestry Foundation visited the Purrysburg Plant to do some filming for a documentary they are producing related to source water protection and the efforts of the Savannah River Clean Water Fund. We look forward to seeing the finished product in the coming months.
3. Galvanized Pipe Replacement Program - Staff have made great progress with this program and we will provide a project update under New Business.

### **Workforce Investment**

4. Safety Report - Staff completed 281 Take Twos and 62 Safety Talks this month. For the year, we averaged 225 Takes Two's per month, congratulations to the NOB Pipeline group who completed the most take twos for the year. We close out the month with more than 93,000 safe work hours since our last preventable lost work day case.

5. Recent Promotions - We are pleased to announce several employees who were promoted this month:
  - Chris Graham - Inspector III
  - Thomas Mike - Inspector III
  - Cliff Schwabauer- Inspector III
  - Nate Baez - Water Operator II
  - Aaron Brantley - Water Operator I
  - Justin Schmitt - Water Operator Trainee

### **Preparation for Change**

6. COVID-19 - We've started to see an uptick in positive cases with 9 in the past month. We are working to minimize operational impacts and following the CDC guidelines. We still plan to re-open the lobby to the public effective September 1, however will be closely monitoring local case numbers and within the organization prior to making the final decision.

### **Organizational Excellence**

7. Employee of the Quarter - Congratulations to Keith Rivers, Pipeline Specialist II in the Field Operations Department who was selected as the Employee of the Second Quarter. Keith was recognized for his exemplary attitude and teamwork approach and particularly for the great support he has provided the Customer Service and Billing teams. Congrats also to our runners-up Ebony Brown, Customer Service and Huntley Murray, Field Operations.
8. Beaufort Water Festival - Congratulations to the Sewer Rats, the BJWSA Raft Race team who participated in the water festival event and captured first place in the non-profit division and second in the overall competition by a very slim margin. Team members included Rob Lemieux, Darius Witte, Joseph Patterson, Andrew Dudley, Norman Jenkins, Nate Goodwin, Kyler Marshburn-Foushee, Kent Davis, Mathew Morgan, Will Able, Jason Quick, and Justin Burke.

### **Customer Satisfaction and Engagement**

9. North Street Transmission Main Public Meeting - A virtual public meeting was held to brief interested citizens on the North Street project.
10. Customer Survey Results - We will be providing summary presentation under New Business.

### **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 Chair Andy Kinghorn reported that the Capital Projects Committee met on 7/14/2021 and reviewed the status of the Capital Program and Development Activity. He highlighted a few noteworthy projects. The full report is included here:

#### **Developer Report**

1. Capacity fees collected in June totaled \$1,273,091.70. Capacity fees Year-To-Date are \$10,972,139.44. In June there were 11 pre-cons, 7 Service Authorizations, 226 water taps and 186 sewer taps.

## CIP Project Highlights

2. Purrysburg WTP Expansion to 30 MGD (CIP-1366) - GMC has determined a new Base Flood Elevation and is currently scheduling a meeting with the Jasper county Building inspector. Following that meeting, the plan is to submit a variance application to the Jasper County Plan Commission.
3. Highway 170 36-Inch Water Main Extension (CIP-1696) - J H Hiers experienced another pressure test failure in the water line. Efforts to remedy the issue will resume after the company's July 4<sup>th</sup> operations shutdown. We still plan to apply for partial permit to use the portion west of the traffic circle that will allow us to continue our flushing efforts. We are still working through the ROW issue on the east side of the traffic circle.
4. Galvanized Water Line Replacement Program (CIP-2185) - Phase II:
  - Division I: July 19 2021 - Advertise Bids August 22 2021 - Receive Bids September 23 2021 - Award recommendation the Board.
  - Division II: Emmons St - Complete and in service. Laudonniere St - Complete and in service. LeChere St - Complete and in service. Calhoun St - Pipe installation is complete. Pigeon Point intx tied in, Church St intx tied in, New Castle St intx tied in. In process of switching over services. Church St - Pipe installation is complete. Washington St intx tied in, Duke St intx tied in. In process of switching over services.
  - Division III: Pine Court N - Complete and in service. Still need to abandon and remove connection of the 2" GWL from the system.
5. Chelsea WTP Waste Water Pump Replacement (CIP-2203) - Preconstruction meeting was held on 6/29/21 and Notice to Proceed was issued. Contractor mobilized to the site and began construction activities on 7/5/21.
6. Raw Water Canal Improvements (CIP-1894) - Work for Division I & II is complete. Division III staff contacted the engineering design firm Hazen & Sawyer through the BJWSA Indefinite Quantities Contract (IQC) for an alternatives analysis and design to re-examine the construction of a new intake tower, the alignment of the new 48" pipe across Snake Road and the tie-in location for the new 48" pipe.
7. North Street Transmission Main/Bluffton Pkway (CIP-2224/1927) - Ruby Collins and Barge Design have submitted the final HDD GMP and we will be seeking approval in July's meetings.
8. Misc. Waste Water Pump Station Replacements (CIP-1806 & 1807) -
  - CIP-1806 - Work at BR16 is complete and upgrades and construction at CP01 is underway.
  - CIP-1807 - Project is in design for 20 identified pump stations.
9. Chelsea Filter Rehab (CIP 1898) - We have ordered the underdrains from AWI and they are currently in the manufacturer's cue. We will also be ordering 8 - 20" butterfly valves, through

internal approval, due to long lead times for these as well. We are trying to have everything we need on site before the November time frame to start construction.

10. Cherry Point WRF expansion (CIP 1958) - Project kickoff meeting took place on 6/22/21 with PER discussions and data collection and BJWSA as-built information requested by Black & Veatch. Site visit scheduled for 7/29/21.
11. CP 19 and CP 67 Pump station rehab (CIP 1970) - Black and Veatch has submitted a proposal to supply modeling and costing for 4 possible mitigations to the force main problem in the CP67 basin. Also included are their thoughts and recommendations on the impacts to the current project design and construction. We will be seeking approval for the B&V proposal in the July meetings.
12. Biosolids Master Plan (CIP 2286) - The study has been approved and we are moving forward.
13. Hwy 17 Corridor Water and Wastewater Master Plan (CIP 2291)- Hussey Gay Bell has submitted a final draft of the study and we are currently reviewing it.
14. Master Plan Update FY22 (CIP2284) - We have approached Black and Veatch about updating our water and wastewater Master Plan for 2022. The last update was 2017 and in order to stay current in our planning and estimating, we need this update. We expect the update to be finished by February, 2022. This will allow us to use current information for submitting the CIP update to the board in March/April.

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

15. Two new Purchase Order awards and two Purchase Order Amendments are being presented in the Board Agenda for approval.

#### **Miscellaneous Item Discussions**

16. Galvanized Pipe Project Update is being presented in the Board Agenda.
17. Engineering Department Year End Update. *A copy of the FY21 Engineering Department Accomplishments will be emailed to the full Board.*

*A copy of the CIP Update Memorandum from Jeremy Sponseller dated 7/7/2021 was included in the Board Packet and is attached to these minutes and is made apart hereof*

**Report of the Finance Committee.** Committee Chair Donna Altman reported that the Finance Committee met on 7/15/2021 and submitted the following report:

1. FY21 Audit Presentation: Trey Scott from the new audit firm, Mauldin & Jenkins, presented to the committee. Fieldwork is scheduled for the week of August 23<sup>rd</sup>. In the fall, a presentation will be made to the Board at the conclusion of the audit.
2. Capital Improvement Program: The committee received and approved change orders for CIP-2224 North Street Transmission Main and CIP-1970 CP19 and CP67 Upgrades.

3. IT Update: Kenneth provided updates on the remaining IT FY21 Areas of Focus and FY22 Areas of Focus will be discussed in future committee meetings.
4. Sustainability Update: Tricia provided sustainability metrics to the committee.
5. Call Center Metrics: The committee reviewed the call center metrics. The average call wait time was 1 minute and 28 seconds and the abandonment rate was 3% in May. The total number of installed Beacon meters is 64,800.
6. FY2021 YTD Financial Information: The committee reviewed the Investment report, Estimated Budget Summary for CIP projects 2224 and 1927, and Low-Income Assistance Program reports.

***Report of the Personnel Committee.*** Committee Chair Brandy Gray reported that the Personnel Committee met on 7/13/2021. A full copy of the Committee report is attached to these minutes and is made apart hereof. Brandy highlighted a few items:

1. Personnel Actions Report: 0 involuntary separations and 5 resignations with some due to area relocations.
2. Employee Handbook Updates: The Personnel Committee approved certain changes and will recommend approval under New Business today.

### **CONSENT AGENDA**

1. Contract Amendment 3 - for CIP-1970 CP19 & CP67 Upgrades, to Black & Veatch in the amount of \$102,800.
2. Contract Amendment 3 - Guaranteed Maximum Price (GMP) for CIP-2224 North Street Transmission Main - Horizontal Directional Drill, to Ruby Collins in the amount of \$441,045.
3. IQC Task Order #2 - for CIP-1894 Raw Water Canal Improvements, to Hazen and Sawyer in the amount of \$228,500.
4. Contract Award - for CIP-2284 2022 Water and Wastewater Master Plan Update, to Black & Veatch in the amount of \$249,975.

*Chair Jimmy Baker 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 4 items listed on the consent agenda, is there a second, any discussion, We will now have a roll call vote "*

***Motion:*** Moved by, Brandy Gray, seconded by, Lorraine Bond, to approve the 4 items listed on the consent agenda: 1. Contract Amendment 3 - for CIP-1970 CP19 & CP67 Upgrades, to Black & Veatch in the amount of \$102,800; 2. Contract Amendment 3 - Guaranteed Maximum Price (GMP) for CIP-2224 North Street Transmission Main - Horizontal Directional Drill, to Ruby Collins in the amount of \$441,045; 3. IQC Task Order #2 - for CIP-1894 Raw Water Canal Improvements, to Hazen and Sawyer in the amount of \$228,500; 4. Contract Award - for CIP-2284 2022 Water and Wastewater Master Plan Update, to Black & Veatch in the amount of \$249,975.

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

## OLD BUSINESS

There was no old business.

## NEW BUSINESS

### A. Customer Survey Results ~ *Presentation by Pam Flasch.*

Pam presented results of the 2021 Customer Satisfaction Survey that was conducted by EMC Consulting. She explained the implementation process and topics that were surveyed. Feedback was received and information gaps were identified along with solutions. The "overall" satisfaction percentage is 89.3% with only 2.1% dissatisfied.

*A copy of the Power Point Presentation by EMC Consulting as presented and referenced is attached to these minutes and is made apart hereof.*

### B. Galvanized Pipe Project Update ~ *Presentation.*

Becca gave an update on the Project objectives, Phases that have been completed, and areas of ongoing work. She shared a graphic of Calhoun Street, Pigeon Point area, showing issues that have been found in the system and how it was corrected. Becca also outlined future work, focusing on water quality and addressing other issues along the way.

*A copy of the Power Point Presentation titled: "Galvanized Water Line Replacement Program " dated July 2021 as presented and referenced is attached to these minutes and is made apart hereof*

### C. Committee Recommendation for Approval of Employee Handbook Updates.

**Motion:** Recommendation for approval of the proposed Employee Handbook changes came from the Personnel Committee, *requiring no second,*

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

*A copy of the proposed Employee Handbook changes as presented and referenced is attached to these minutes and is made apart hereof*

### D. Appointment by the Chair of FY 2022 Standing Committees ~ Majority Consent, pursuant to, Article V, Section 1 of the Bylaws. (*Memo dated July 7, 2021*)

Chair Jimmy Baker, presented the Committee Appointments for Fiscal Year 2022 as referenced in his Memo dated 7/7/2021.

**Approved:** *All members concurred.* The following are chair and members of each standing committee for fiscal year 2022:

**Executive Committee** – Jimmy Baker, Chair; Greg Padgett, Vice-Chair; Donna Altman, Secretary/Treasurer; Michael Bell, Immediate Past Chair

**Capital Projects** - Andy Kinghorn, Chair; Michael Bell; Lorraine Bond

**Finance Committee** - Donna Altman, Chair; Greg Padgett; Rob McFee (*Impending*)

**Personnel Committee** - Brandy Gray, Chair; Thayer Rivers; Jerry Schulze; Bill Singleton

*A copy of the Officers of the Authority and Committees for Fiscal Year 2022 Memo, dated July 7, 2021, as presented and referenced is attached to these minutes and is made apart hereof.*

E. August Board Meeting.

Staff discussed and has determined that an August Board meeting is necessary to move certain projects forward. This will be an abbreviated virtual Teams meeting. No committee meetings will be necessary.

**Motion:** Moved by, Andy Kinghorn, seconded by, Bill Singleton, to hold a virtual Board meeting, August 26, 2021 necessary for approval of certain projects.

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

(9:05 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)(2); regarding, 1). Potential claim arising out of SOB Operation Center ~ Update; 2). Potential claim arising out of 36" Water Main at Purrysburg Road/Canal ~ Update; 3). Personal Injury claim of Rashawn Glover ~ Update; 4). Board Communications.

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

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

(9:30 a.m.)

**RECONVENE**

**Motion:** Donna Altman moved, seconded by Greg Padgett, to reconvene regular session,

**Vote:** The Motion passed 9-0.

**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](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.*

**ADJOURNMENT**

With no further business to come before the Board, and without objection, Brandy Gray, moved, seconded by, Andy Kinghorn, to adjourn the meeting at, 9:30 a.m.

**Vote:** The motion passed by majority 9-0.

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Chair, Jimmy Baker

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Secretary/Treasurer, Donna Altman

APPROVED:

Respectfully submitted, Libby Breland, Clerk to Board  
Signatures and Attachments on file.