

MINUTES OF THE MEMBERS OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY MEETING HELD ON THURSDAY 10/27/2022

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its regular meeting in-person and virtually on Thursday, 10/27/2022 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: Chair Jimmy Baker; Vice-Chair Greg Padgett; Secretary/Treasurer Donna Altman; Michael Bell; Lorraine Bond-absent; Andy Kinghorn; Rob McFee; Thayer Rivers; Jerry Schulze; Dr. Bill Singleton; David Strange.

Leadership: Joe Mantua, General Manager; Sarah Linkimer, Deputy General Manager; 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-virtual; Tricia Kilgore, Director of Technology & Innovation; Curt Palmer, Director of Human Resources; Steven Pecko, Finance Manager; Kevin Sexton, Water Operations Manager; Jon Torresco, IT Manager; Libby Breland, Executive Assistant/Clerk to the Board.

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

CALL TO ORDER

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

INVOCATION AND PLEDGE OF ALLEGIANCE

Rob McFee 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 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.

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, Greg Padgett, seconded by, Jerry Schulze, to approve the minutes of the 9/22/2022 regular board meeting as written and distributed in advance to the Members of the Authority. No corrections were noted,

Vote: *All voted in favor, none opposed,*

Motion: *The motion passed 9-0.*

GENERAL MANAGERS REPORT

Joe Mantua submitted the following report:

Invest in our Workforce

1. Recent Promotions – We are pleased to announce the following employees who have been promoted since last month’s meeting:
 - Ethan Witt – Field Operator I
 - Oliver Simmons – Pretreatment Program Specialist
 - Jackie Kastner – Accountant IV
 - Davel Smalls – Procurement Specialist Trainee
 - Justin Edwards – Field Operator II
2. High School Internship Program – Our intern program will be featured in the February 2023 edition of *Treatment Plant Operator* magazine. We met this week with the school districts to initiate year 3 of the program with intern opportunities in Field Operations, Customer Service and Treatment Operations. Our next group of interns will begin in January 2023.

Ensure Infrastructure System Viability

3. Lead and Copper Rule Update – We continue to reduce the number of unknowns in our pipe material inventory and stay on track to meet the new rule requirements. Tricia will be providing a more detailed update during New Business.
4. Purrysburg Expansion Project - The Purrysburg Expansion project went out for advertisement in late September and a pre-bid meeting was held on October 3. Bid opening is scheduled for November 15.
5. SCIP Funding – The Rural Infrastructure Authority that is responsible for reviewing SCIP applications and making grants awards has indicated they have received about twice the amount of applications than the amount of funding available. Many utilities submitted multiple applications. They remain committed to spreading the funds to as many entities as possible and following the stated criteria. They are also still on track for announcement of grants awards in the first quarter of 2023.

Promote Financial Sustainability

6. Year to Date Financials – With a relatively wet first quarter of the fiscal year, our operating revenues are \$2.1 M under budget, however with reduced consumption and production we also are well under on expenses at \$5.7M under budget.
7. FY 22 Audit –FY 22 Audit is still on track and we expect to have the auditor presentation at the November board meeting.

Engage Customers and Stakeholders

8. Municipal Coordination Meetings and Briefings– We held our first planned briefing to educate and inform our local officials on our irrigation management program. The briefing was held with the City of Beaufort Council on October 25. Additionally, Board member Andy Kinghorn provided an update on projects and development in the City to the Council. Similar briefings are scheduled for Beaufort County Council and Town of Bluffton Council in November. We also held quarterly coordination meetings this week with the Town of Port Royal.

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

1. We were proud to host 400 fifth graders from both Beaufort and Jasper counties at yesterday's inaugural Sustainability Fair. It's been three years since our last in-person event, which was Trick or Treatment. We welcomed six outside agencies who are eager to return to our next event. Additionally, a number of members of staff provided expert information as per our Strategic Focus Plan. Teachers and students were incredibly engaged, and are also keen to return to learn more about how BJWSA and our partners address sustainability.
2. We've resumed our Farmers Market engagement for the fall/winter/spring, where we get face-to-face with customers in a casual setting, where we often include a subject matter expert who can help answer questions and collect information, such as current email addresses and phone numbers.
3. We recently sent our electronic fall newsletter (thanks to customer service) to nearly 45,000 customers – and enjoyed a 53% open rate. This edition included some changes we had planned and which were supported by the focus groups we held in July.

Manage Risk and Leverage Innovation

9. Generator Service Contract - In a continued effort to protect our infrastructure and manage risk, the Fleet Department introduced a new concept in the FY 23 budget for a support, maintenance and critical repair service contract for the generators throughout our system. Through this new, innovative approach, the Yancey Caterpillar Support Team has completed necessary services at 8 locations since entering the contract in July.

Of particular note is a recent event at PRIWRF during hurricane prep for Ian that highlighted the importance of this contract. During the event, PRIWRF lost commercial power and the generator wasn't able to transfer through the switch gear. The lead Yancey technician arrived at the plant at 11:00 pm to assist our staff to get the switch gear to operate and keep the plant on generator power throughout the storm. Many thanks to Benjie Bennett, Rob Lampasona, Derrick Ray and Tyler McTeer for their collaboration and support with the Yancey rep.

10. Innovation Recognition – Our SCADA team, Jonathan Carey and Clayton Balassi, was selected to be recognized in Government Technology magazine in their “Ideas Worth Sharing” program for “*Innovative Collaboration for 4G Radios Upgrade*”. This project will be featured in the Districts newsletter and is under consideration for one of the Top 10 winner awards. Tricia Kilgore was also recognized for being the lead author on a chapter in the manual of the “Waste Water Treatment Fundamentals III Advanced Treatment” on leadership and management.
11. PFOA/PFAS Update - We continue to monitor the progress related to establishing enforceable limits on PFOA and PFAS in drinking water. We have done sampling and testing of our water and will be testing again in February. Once federal and state guidelines are established we will need to determine any future treatment upgrades needed to meet these limits.

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 10/19/2022, 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 September totaled \$2,111,060.00; Capacity fees Year-To-Date are \$2,790,041.66; In September there were 7 pre-cons, 8 Service Authorizations, 129 water taps and 346 sewer taps.

CIP Project Highlights for September

2. Purysburg WTP Expansion to 30 MGD (CIP-1366) – Bid opening scheduled for 11/15. Jasper Co. Development permit has been received. DHEC still reviewing permit.
3. HWY 170 36-inch Water Main Extension (CIP 1696) - BJWSA staff and design engineers are working to finalize plans for the work between the traffic circle and Gibbet Rd to give to DOT for review.
4. Misc. WW Pump Station Replacements (CIP-1807) – Bid opening scheduled for 11/3/2022.
5. Raw Water Canal Improvements (CIP-1894) – DHEC sent letter designating canal dam as a Class 1 High Hazard Dam. Design will incorporate needs of this designation and may require a contract amendment.
6. Filter Rehabilitation-Chelsea WTP (CIP 1898) – Construction activities to resume on October 31 on filters 5 and 6 and on both sedimentation basins. CO#1 is being presented to Board to rehabilitate filters 5&6 walls/troughs.

7. North Street Transmission Main/Bluffton Pkwy (CIP-1927/2224) –
 - o Bluffton Parkway – DHEC Permit to Operate has been issued. Operation of water main will coincide with free-chlorine burn at the end of October.
 - o North Street Transmission Main - DHEC Permit to Operate has been issued. Operation of water main will coincide with free-chlorine burn at the end of October.
 - o Buckwalter Tank - Tank sites are being provided to Board in October. Permits are on hold until a site is acquired.
8. Cherry Point WRF Expansion to 11.25 MGD (CIP 1958) – Design team has started project.
9. Galvanized Water Line Replacement Program Phase I and II (CIP 2185)–
 - o Ph II Div I (Hardeeville) – Jackson Loop Rd, Horton Rd, Martin St, Stiney Funeral Home, School Cut Rd, Sanders Ave, Deerfield, Williams Ave & Horton areas have been installed. Remaining streets include, Church Rd, Heyward Ave and Eugenia.
 - o Ph II Div II (Beaufort) – Division is complete. CO#4 is being presented to October Board for consideration for final closeout.
 - o Ph II Div III (Port Royal) – Pine Court N, Horton Ct, Black Oak Circle, Edinburgh Ave, Cypress Ave, 17th St installations are complete. Morning Mist is 50% complete on installation. Remaining streets include 15th St and Parris Island Gateway.
10. Chelsea Water Mixer (CIP 2270)– Static mixer has been procured by BJWSA. Getting quote from contractor for installation.
11. SP01 Sanitary Sewer System Rehab (CIP 2280)– Project is at substantial completion, initiating project closeout documentation.
12. Technical Specifications and Details Update (CIP 2326) –AECOM has started project.

Activity for Board Approval

13. Three Purchase Order Amendments are being presented in the Board Agenda for approval under the Consent Agenda.

Miscellaneous Items

14. Board member iPad configuration for multi-factor authentication

Report of the Finance Committee. Committee Rob McFee reported that the Finance Committee met on 10/20/2022 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 15 seconds and the abandonment rate was 4% in September. The total number of installed Beacon meters is 68,163. United Way assisted 23 customers for a total of \$4,788.17. The number of Eye on Water Users is currently 13,399 or 24%. The number of Constant Consumption users is currently 3,010.
2. IT Update: Jon provided updates on the FY23 IT Projects. The Chelsea Plant, NOB Ops Center and Hardeeville areas have been switched over to the new card system and the remaining locations will be upgraded over the coming months.
3. Sustainability Update: The sustainability metrics were reviewed by the committee. The power purchasing agreement for the solar lease has been agreed to verbally. The FY22 Sustainability

CONSENT AGENDA

1. Change Order #1 Approving CIP -1898 Chelsea Water Treatment Plant Filter Rehab to BRW Construction, in the amount of \$100,535.00.
2. Change Order #4 Approving CIP-2185 Galvanized Water Line Replacement, Phase II, Division II to Potter Construction, in the amount of \$150,395.00.
3. Design Contract Amendment #2 (IQC) Approving CIP-2348 Galvanized Water Line Replacement, Hardeeville & Jasper County to Alliance Consulting Engineers, Inc., in the amount of \$312,500.00.
4. Contract Award Approving FY23 Purrysburg Alum Pond Excavation to Bio-Nomic Services, in the amount of \$850,000.00.

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, All in favor"

Motion: Moved by, Jerry Schulze, seconded by, Thayer Rivers, to approve the (4) items listed on the consent agenda: 1. Change Order #1 Approving CIP -1898 Chelsea Water Treatment Plant Filter Rehab to BRW Construction, in the amount of \$100,535.00; 2. Change Order #4 Approving CIP-2185 Galvanized Water Line Replacement, Phase II, Division II to Potter Construction, in the amount of \$150,395.00; 3. Design Contract Amendment #2 (IQC) Approving CIP-2348 Galvanized Water Line Replacement, Hardeeville & Jasper County to Alliance Consulting Engineers, Inc., in the amount of \$312,500.00; 4. Contract Award Approving FY23 Purrysburg Alum Pond Excavation to Bio-Nomic Services, in the amount of \$850,000.00.

Vote: All voted in favor, none opposed,

Motion carried. 9-0

OLD BUSINESS

There was no old business.

NEW BUSINESS

A. Lead and Copper Rule Update - *Presentation by Tricia Kilgore*

Tricia gave an update on the service line inventory and the next steps of continuing to collect and refine data, identifying the unknowns and verifying the customer side through outreach initiatives.

(8:47a.m.)

EXECUTIVE SESSION

Motion: Donna Altman moved, seconded by, David Strange, 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, potential options and contractual negotiations for the Bluffton Water Tank Site, and Development and Policy Procedure Manual (DPPM), and discussion of Succession Planning Pursuant to SC Code Ann. Section 30-4-70(a)(1)(2).

Vote: All voted in favor, none opposed,

Motion carried. 9-0

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

(9:50 a.m.)

RECONVENE

Motion: Jerry Schulze moved, seconded by, Thayer Rivers, to reconvene regular session,

Vote: *All voted in favor, none opposed,*

Motion carried. 9-0

ACTION ITEMS OCCURRING FROM EXECUTIVE SESSION

Information was received from Legal Counsel.

Motion: Thayer Rivers, moved, seconded by, Rob McFee, for the Board to authorize staff to enter into negotiations for a tower site in the Buckwalter section of Bluffton along the guidelines established in executive session and to report back to the Board at the next meeting/30 days,

Vote: *All voted in favor, none opposed,*

Motion carried. 9-0

PUBLIC COMMENT

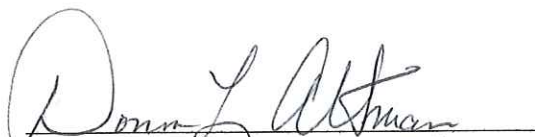
Public Comments submitted throughout the course of the meeting should also be emailed to publicmeeting@bjwsa.org and limited to 3 minutes or 390 words. Comments submitted during the meeting will be provided to the Chair once the meeting has been reconvened following Executive Session and read aloud for the record at this time. *No comments were received.*


ADJOURNMENT

With no further business to come before the Board, and without objection, Rob McFee, moved, seconded by, David Strange, to adjourn the meeting at, 9:55a.m.

Vote: *All voted in favor, none opposed,*

Motion carried. 9-0


Secretary/Treasurer, Donna L. Altman


Chair, James E. Baker, Jr.

APPROVED: 11/17/2022
Libby Breland, Clerk to Board
Signatures and Attachments on file.