

SUMMARY OF THE ANNUAL BOARD RETREAT OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY HELD ON FRIDAY 11/4/2022

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its *Annual Board Retreat* Friday, 11/4/2022 at the Hardeeville Recreation Center. This meeting met the notice requirements of, and was properly constituted pursuant to, Chapter 4, Title 30 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 (absent); Lorraine Bond; Andy Kinghorn; Rob McFee; Thayer Rivers; Jerry Schulze; Dr. Bill Singleton; David Strange.

Leadership and Staff: 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; Becca Bowyer, Director of Engineering; Earl Sheppard, Wastewater Operations Manager; Curt Palmer, HR Director; Pam Flasch, Public Affairs Director; Tricia Kilgore, Director of Technology and Innovation; Andy Mattie, Director of Field Operations and Military Programs; Jon Torrescano, IT Manager; Kevin Sexton, Water Operations Manager; Phillip McCright, IT Systems Engineer; Libby Breland, Executive Assistant/Clerk to the Board.

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

Facilitator: J.D. Solomon, PE, CRE, CMRP, JD Solomon, Inc., Program Development and Asset Management Consultant.

Consultant: Vito J. Pandolfo, Managing Principal, Lead Smarter, Organizational Consulting.

WELCOME, INTRODUCTIONS, AND ICE BREAKER

Chairman Jimmy Baker kicked off the meeting with opening remarks prior to turning over the meeting to the facilitator, JD Solomon.

The following topics were addressed by the Board:

1. Succession Discussion – *Earl Sheppard*
2. Pre-retreat Survey Results – *JD Solomon*
3. Prioritizations of Goals – *JD Solomon*
4. Ad Hoc Committee on Underserved – *Michael Bell, JD Solomon*
5. Staff Succession Strategy – *Curt Palmer, Consultant Vito Pandolfo*
6. Board Roles and Responsibilities – *JD Solomon*

LUNCH BREAK

Additional BJWSA staff joined for lunch.

TOURS

Breakout Session included Board Member rotating through demonstrations.

Employee Educational Display Tours:

1. Lead and Copper Rule Update – *Tricia Kilgore*
2. Safety – *Tracy Orphanoudakis*
3. Irrigation Management Campaign – *Pam Flasch, Lou Brown*
4. Growth and Development – *James Clardy, Becca Bowyer*
5. Vehicle/Equipment Demo – *Benjie Bennett, Andy Mattie, Tammy Isham, Beth Lowther*
6. Water Quality – *Brian Chemsak, Kevin Sexton*

IN CLOSING

The Retreat ended with a wrap-up and closing remarks at approximately 3:00pm.
