

MINUTES OF THE MEMBERS OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY MEETING HELD ON THURSDAY 12/19/2019

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its regular meeting Thursday, 12/19/2019 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 in attendance: Chair Michael Bell; Vice-Chair Jimmy Baker; Secretary/Treasurer Greg Padgett; Donna Altman; Lorraine Bond; Brandy Gray; Andy Kinghorn; Don Manson; Thayer Rivers; Jerry Schulze; Dr. Bill Singleton.

Members of the Authority not in attendance: All members were physically present.

Staff in attendance: Joe Mantua, General Manager; Pat Burke, DGM of O&TS; Sarah Linkimer, DGM, F&A; Brian Chemsak, Director of Engineering; Kenneth Frazier, Director of Information Technology; Tricia Kilgore, Director of Treatment; Allena Lee-Brown, Director of Human Resources; Al Legare, Director of Tech Maintenance & SCADA; Beth Lowther, Director of Finance & Support Services; Pamela Flasch, Public Affairs Manager; Shawn Flood, Capital Projects Manager; Tammy Holman, Procurement & Risk Manager; Matthew Michaels, Project Engineer-Development Projects; Patrice Moore, IT/GIS Supervisor; Libby Breland, Executive Assistant/Clerk to the Board.

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

Beaufort County Liaison to BJWSA: York Glover Sr., District 3 (Beaufort/Lady's Island/St. Helena Island/Parris Island).

Public in attendance: Frank Turano, Regional Manager, Alliance Consulting Engineers, Inc.; Matthew Berrelli, PE, Senior Project Manager, Alliance Consulting Engineers, Inc.; Mr. Joseph A. and Mrs. Georgene M. Mongarella, BJWSA customers.

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, with special acknowledgement of those in need and condolences to the Frazier family on their recent tragedy. All joined in the Pledge of Allegiance to the flag of the United States.

PUBLIC COMMENT

The public was introduced and welcomed.

Ms. Georgene Mongarella addressed the Board regarding a recent overflow at her residence. She first commended the professionalism of every BJWSA staff member who handled her calls and especially to Barry Washington who responded at her residence to clear the blockage. She was unaware that BJWSA was responsible for clearing the blockage and should have been called first before calling a plumber. Ms. Mongarella is seeking consideration of reimbursement of expenses incurred to her by her plumber. She kindly thanked the Board for hearing her request.

APPROVAL OF MINUTES

Motion: Moved by, Vice-Chair Jimmy Baker, seconded by Dr. Bill Singleton, to approve the minutes of the 11/19/2019 regular board meeting as written and distributed in advance to the Members of the Authority. No corrections were noted,

All voted in favor, none opposed,

Motion carried.

GENERAL MANAGERS REPORT

Joe Mantua submitted the following report:

Asset Management

1. Administration Building Vehicle Incident – Sometime over the Thanksgiving Day weekend, three BJWSA vehicles that were parked in the employee lot adjacent to the admin building were vandalized and catalytic converters were stolen from the vehicles. The police were notified, responded and conducted a brief investigation. In response to this incident we have moved all BJWSA pool and assigned vehicles to the Chelsea Plant parking lot. We are also evaluating potential additional security measures.
2. SOB Operations Center Update – BJWSA Engineering staff met with the building contractor on November 21 to discuss next steps with remediation of the humidity/mold issues at the building. Following this meeting, the contractor completed the following tasks: the sealing of the mechanical room, garage louvre operation was tested and a delay switch will be added to the fan to allow time for louvre opening prior to start of the fan, cleaning of the visible mold, duct inspection and the report indicated no active moisture intrusions and no elevated levels of mold in the structure. An HVAC technician from Carrier was on site on 12/17 to assess the make-up air fan operation and controls logic. Engineering is contacting independent firms to conduct air quality testing from inside the building.

Workforce Investment

3. Safety Report – We completed over 200 Take Twos this month and 69 Safety Talks. For the year we are averaging 186 Take Twos per month. This month we also conducted Mandatory Fire Extinguisher Training and continue toward our goal of 2 million hours without a lost work day. As noted last month we have surpassed the 1.5 million mark.

4. New Employees and Promotions – We are pleased to welcome Matthew Michaels to the BJWSA Team as a Project Engineer in Development. Also, congrats to Ron Spikes who was promoted to the position of Tech Maintenance Specialist I and Vince Guess who was promoted to Network Administrator. Many thanks to our Human Resources Team and hiring supervisors, during this calendar year we have brought on 25 new hires and handled 18 promotions.
5. Asset Manager Position – We completed a second round of interviews with our one candidate. We are contemplating bringing in a single search firm to assist in the process.

Preparation for Change

6. Draft Lead and Copper Rule – Environmental Protection Agency (EPA) recently released proposed changes to the Lead and Copper rule and they are currently under the public comment period. It is anticipated that these changes will likely be adopted prior to the November election and may have significant implications for utilities. I have asked Tricia Kilgore, Director of Treatment Operations to provide a brief overview of some of the potential impacts.
 - *Tricia Kilgore discussed the draft proposed rule updating regulations on Water Quality Certification and reviewed, if approved, 3 main areas, of potential impacts to BJWSA: 1). Lead Service Line Inventory. All utilities will have 3 years to produce an inventory and make it public of all the service lines and what they are made of. First query search in BJWSA's GIS shows approximately 40% (of approximately 55,000 accounts) of unknown material. 2). Sampling of all Schools and licensed daycares in our service area will be required. Tricia has requested a CIP to install sampling stations at the meter of every school and licensed daycare in our service area. The results tested inside the school is the school districts responsibility, which they have EPA guidelines to follow if detected. By installing these sampling stations, BJWSA will be able to affirmatively determine that there is no lead in the water at the meter. 3). The NPDES permitting program imposes specific discharge limitations for regulated entities and EPA's total maximum daily loads (TMDLs) goal for lead is zero. They added a trigger level or action limit of 10 parts per billion (PPB). Currently our main system compliance level is at 9 PPB.*

Jimmy Baker encouraged staff to be proactive, and to get ahead of the potential impacts.

Joe Mantua reiterated that these are proposed revisions and unsure of the additional sampling requirements. We are bringing it to the Board for information, but also planning for it now, getting a head start.

Chair Michael Bell emphasized focusing on developing our GIS to eliminate the 40% unknown material.

7. Cross Connection Control Administration – We are planning to put out a Request For Proposal (RFP) in the near future to engage the services of a third party to assist with the administration of our Cross Connection Control Program. Pat will provide a brief overview.
- *Pat Burke discussed the phases of the backflow preventer program coming into compliance to meet the growing regulations and the purpose of the RFP: 1). Have the selected firm review our existing policies and procedures and ensure that the program is in compliance with state, federal and industry standards; 2). Review the existing devices within our system to make sure the actual devices are in compliance, 3). Survey remaining locations to access degree of hazard to determine if additional backflow devices are needed. All this information will be entered into a database that will, required by law, generate letters annually to have their backflow preventers inspected by a certified tester. This firm will also provide customer support and training for certified inspectors.*
- Chair Michael Bell along with Brandy Gray would like this to be discussed further in committees before an RFP is requested.*

Organizational Excellence

8. Employee of the Quarter and Employee of the Year – I am pleased to announce that Vince Guess of the IT Department was selected as our Employee of the Quarter and Cindy Heaton of Field Operations was chosen as Employee of the Year. Congratulations to both and to all of our 2019 awardees.

EOQ Quarter 1 – Darius Witte – Field Operations NOB
EOQ Quarter 2 – Cindy Heaton – Field Operations SOB
EOQ Quarter 3 – Taylor Daley – Treatment Operations
EOQ Quarter 4 – Vince Guess – IT
EOY – Cindy Heaton

Customer Satisfaction and Engagement

9. Community Events – On December 2, Lou Brown, Pat Burke and Brian Chemsak visited with members of the Dataw Island Club Board of Directors and Dataw Island Owners Association to discuss what goes into the decision making process and implications of shutting down systems during a hurricane event. Additionally, Lou, Derrick Washington and James Lynch participated in the Touch a Truck event in Port Royal on December 7.
- **Public Affairs Report.** Pamela Flasch highlighted recent and upcoming initiatives taking place throughout the service area:
 - Meet our Board: A new feature for 2020, *Meet our Board, starts in January with Mr. Bell.* You will receive a Q&A form for the content on these articles.

- Winter Gala: Please reply to Morgan's WWU invitation and join us for *Winter Gala February 15 from 6-9 PM at Callawassie*.
- Smithsonian Exhibit: We are reviewing the contract for the long-awaited *Smithsonian H2O Today exhibit*, which is scheduled for *March 2020 to March 2022*. More details to come soon!

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 Don Manson reported that the Capital Projects Committee met on 12/11/2019 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:

1. Project Highlights for the Month of November

- The Purrysburg Expansion to 30 MGD Phase 1 construction is underway and current work includes dredge pump station concrete placement and subgrade work for the access road. Phase 2 continue with a 60% design submittal expected for December.
- Work has started on the Point South Sewer System Rehab, work includes cleaning and CCTV for the gravity system.
- The Cherry Point Equalization tank is structurally complete and water testing has begun, the testing showed a leak somewhere in the system and work is underway to identify and correct.
- The Bonaire Estates Sewer Extension pump station is complete and start up is being scheduled for the beginning of the year.
- Galvanized Waterline Projects:
 - DIV I – Construction Complete
 - DIV II – Work to abandon existing lines remains
 - DIV III – Work is around 75% complete with tie-ins remaining
 - DIV IV – Work is around 60% complete
- All work is complete at the Parker's Sink Hole, some work remains to satisfy the SCDOT encroachment permit.

2. Developer Report

- During November, capacity fees were collected in the amount of \$1,434,750.
- The Year-To-Date total for capacity fees is \$4,988,470, \$5.2M was the budgeted amount!
- 5 preconcs were held and 13 Service Authorizations were issued.
- New water taps totaled 104 and sewer taps totaled 228.

3. CIP Activity for Board Approval

- A contract award to CIP-1869 (St. Helena Generator and Switch Gear Replacement) was discussed and recommend for Board approval.
 - \$414,965 to Cogburn Brothers Inc.
- A change order for CIP-2196 (Cherry Point EQ Tank Replacement) was discussed and recommended for Board approval.
 - \$69,060 increase to Black and Veatch contract.

A copy of the CIP Update Memorandum from Shawn Flood dated 12/4/2019 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 12/12/2019 and submitted the following report:

FY2020 YTD Financial Statements and Investments: Total operating revenues are \$252 thousand over budget, while total operating expenses (including depreciation) are \$2.0 million under budget. Operating cash is healthy and an additional \$5M was moved to investments. Investments total \$9M as of November 30th with total interested received to date of \$59K.

1. Call Center Metrics: The committee reviewed the call center metrics. The average call wait time was 1 minute 24 seconds and the abandonment rate was 3.3% in November.
2. Capital Improvement Program: The committee discussed and approved a \$69,060 thousand budget increase for CIP-2196 that will be presented in New Business today.
3. IT Update: Kenneth provided the IT FY20 Areas of Focus that included two significant project updates.

A copy of the financial report dated 11/30/2019, 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 Jimmy Baker reported that the Personnel Committee met on 12/10/2019 and submitted the following report:

1. Safety: 1,533,317 work hours since last preventable lost work day; 2 Incidences in November A back injury; and Fence cut at Purrysburg Water Treatment Plant and contractor equipment stolen; 69 Safety talks; 201 Take Twos.
2. Personnel Actions Report: 0 = Involuntary Separations; 0 = Voluntary Resignations.
3. General Manager Performance Assessment Form: Form revised and includes updated goals.

Motion: Recommendation for approval of the revised GM Performance Assessment Form came from the Personnel Committee. This form will be the official instrument beginning with the GM's evaluation for FY2020, *requiring no second,*
All voted in favor, none opposed, Motion passed unanimously.

4. Benefits Discussion - Health Care Benefits – Cost Analyst: Broker reviewed our claims experience and reported that our costs with PEBA are approximately 38% less than the open market at this time
5. Asset Manager Search Update: 9 candidates considered; 2 interviewed via Go-To-Meeting; 1 scheduled to be interviewed in person 12/18. Next steps may include: a) Revising specifications, b) Touched base with Mt. Pleasant as they've recently hired an Asset Manager; c) Assign Executive Search Firm, d) Cabot Consulting may take on but level this level position is not in their "wheelhouse".
6. Miscellaneous: Issuing IPADS; January Meeting date changed to January 7th.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Capital Improvement Program

Contract Award

CIP-1869 St. Helena Waste Water Treatment Plant Auxiliary Generator with ATS and New Switch Gear Contract Award to Cogburn Bros. Inc., for \$414,965.00 as presented and referenced in the memorandum from Shawn Flood dated 12/4/2019 and is attached to these minutes and is made a part hereof:

Motion: Recommendation for approval of CIP 1869 St. Helena Waste Water Treatment Plant Auxiliary Generator with ATS and New Switch Gear Contract Award to Cogburn Bros. Inc., for \$414,965.00 came from the Capital Projects Committee, *requiring no second,*
All voted in favor, none opposed,

Motion passed unanimously.

Change Order

CIP-2196 Cherry Point EQ Tank Replacement Change Order for additional professional services to Black & Veatch for \$69,060.00 as presented and referenced in the memorandum from Shawn Flood dated 12/5/2019 and is attached to these minutes and is made a part hereof:

Motion: Recommendation for approval of CIP 2196 Cherry Point EQ Tank Replacement Change Order to Black & Veatch for \$69,060.00 came from the Capital Projects Committee, *requiring no second,*
All voted in favor, none opposed,

Motion passed unanimously.

PUBLIC COMMENT

There was no public comment.

(9:07 a.m.)

EXECUTIVE SESSION

Motion: Vice-Chair Jimmy Baker moved, seconded by Dr. Bill Singleton, to go into executive session for the purpose of discussing litigation matters regarding: Kinard v. BJWSA; McCracken v. BJWSA; Hornbeak 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 SC Code Ann. Section 30-4-40(7) regarding Attorney-Client Communication related to a contractual matter,

All voted in favor, none opposed,

Motion passed unanimously.

Chair Michael Bell, excused all persons from the meeting. Legal counsel, GM; DGM F&A; DGM O&TS remained for executive session for the legal briefing.

(9:44 a.m.)

RECONVENE

Motion: Donna Altman moved, seconded by Lorraine Bond, to reconvene regular session,

All voted in favor, none opposed,

Motion passed unanimously.

ACTION OCCURRING FROM EXECUTIVE SESSION

No action was taken.

ADJOURNMENT

With no further business to come before the Board, and without objection, Brandy Gray, moved, seconded by Jerry Schulze, to adjourn the meeting at 9:44 a.m.,

All voted in favor, none opposed,

Motion passed unanimously.

APPROVED: 1/23/2020

Respectfully submitted,

Libby Breland, Clerk to Board

Signatures and Attachments on file.