

MINUTES OF THE MEMBERS OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY MEETING HELD ON THURSDAY 3/24/2022

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its regular meeting in person and virtually on Thursday, 3/24/2022 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; Brandy Gray; Andy Kinghorn; Rob McFee; Thayer Rivers; Jerry Schulze; Dr. Bill Singleton.

Leadership: Joe Mantua, General Manager; Sarah Linkimer, Deputy General Manager; 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.

Consultant: Vito Pandolfo, Lead-Smarter Associates, Inc., Leadership Coaching.

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.

TELEPHONIC STATEMENT

“I, Jimmy Baker announce that a quorum for this Meeting is physically present and *Brandy Gray* and *Lorraine Bond* ARE ATTENDING THIS MEETING TELEPHONICALLY.”

INVOCATION AND PLEDGE OF ALLEGIANCE

Chairman Baker 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. 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 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 XI, noted below.

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, Greg Padgett, to approve the minutes of the 2/24/2022 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 10-0.*

GENERAL MANAGERS REPORT

Joe Mantua submitted the following report:

Asset Management

1. Asset Management Program Update – We have had two working sessions to develop levels of service and identify key performance indicators necessary to measure and monitor. The KPI's selected are included in the AWWA Utility Benchmarking Performance Management for Water and Wastewater program, which gives us the ability to compare against other utilities. We continue the GIS data cleanup activities, which include updating the linear asset attributes (such as install date, diameter and material), as well as the creation of reference drawings from existing as-builts. We have also begun work to develop the methodology for our vertical assets, which will include as-is and to-be process mapping and an asset inventory. We remain on track to deliver this phase by June 30.
2. Preventive Maintenance Program Update – Since we last reported to you in December, the PM group has been busy completing cleaning of 31 wet wells, 9 smoke testing jobs leading to 49 clean out cap replacements and 6 manhole repairs. They've cleared an additional 7,700 feet of right of way and have conducted visual inspections of right of ways for forcemains from MCAS and Parris Island to the Port Royal Plant.

Workforce Investment

3. Safety Report – This month we completed 243 Take Twos and 58 Safety Talks. We close out the month with 334 days or 346,158 safe work hours since our last preventable lost workday case.
4. Recent Promotions – We are pleased to announce a number of employees who were promoted this month:
 - Zed LaTourette – Field Operator I
 - Mason Peeples – Field Operator I

Jake Waldron – Field Operator II

5. Employee Appreciation Week – Many thanks to the Public Affairs Department which took the lead in coordinating events for our Employee Appreciation Week, held February 28 – March 4. The week included daily activities in recognition of our hard-working, essential team.

Preparation for Change

6. COVID- 19 – We have not had any positive cases in over a month. This month’s board meeting is open to the public for the first time since 2020. We are planning to re-open the lobby area on April 4. We will move forward with scheduling the field trip for new and interested Board members to visit several of our facilities.
7. Ad Hoc Committee – We have retained JD Solomon to assist with the formation and facilitation of a proposed Board Ad Hoc Committee to review issues related to underserved populations in our service area.

Organizational Excellence

8. South Carolina Environmental Conference – BJWSA was well represented at the recent SCEC in Myrtle Beach. The conference brings together utilities from all over the state and region to share information and provide training and networking opportunities. BJWSA had several speakers including Tricia Kilgore, Becca Bowyer and Andrew Dudley. Tricia presented on our new solar project, Becca provided an overview of our design build project and Andrew spoke on the Cherry Point expansion project. Additionally, Earl Sheppard will move into the role of President of the Water Environmental Association of South Carolina on July 1.
9. SCEC Competitions – A big congratulations to both our tapping and hydrant hysteria teams, who captured first place in their respective competitions and will represent the South Carolina Section at the AWWA conference in San Antonio this coming June. Ken Hanna serves as coach to both teams which are comprised of Rob Lemieux, Darius Witte and Nate Goodwin (Tapping) and Hunter Murray and Justin Burke (Hydrant). Way to go Team BJWSA!
10. AMWA Board Meeting – Many thanks to Linda Tillery who filled in for me at the AMWA Board meeting this month in Washington DC.
11. Ethics Filing – Just a reminder to all board members to complete your Ethics filings this month. Please coordinate with Libby if you need assistance.
12. AMWA Webinar – I had the opportunity to serve as Moderator for an AMWA webinar on PFAS in water supplies. The session included a case study from Anaheim, CA and was attended by over 200 participants across the country.

13. Water Fluoridation Quality Award – We received a commendation from the Centers for Disease Control for promoting good oral health through high-quality water fluoridation.
14. Leadership Coaching Program – We continue to work with our coaching consultant, Lead Smarter Associates and have work sessions scheduled for today and tomorrow with our leadership team.

Customer Satisfaction and Engagement

15. Stakeholder Coordination – Pam Flasch and Morgan Ruscetta attended the Jasper State of the County Annual Luncheon on March 9.
16. Developer Policy Workshop – The Engineering Department hosted a workshop with a variety of engineering firms to gather feedback and input on the proposed changes to the Developer Policy and Procedure Manual. Representatives from 5 firms attended and several others have provided written comments for staff consideration.
 - **Public Affairs Report.** Pamela Flasch highlighted recent and upcoming initiatives taking place throughout the service area:
 1. Internal Engagement: Many thanks to Morgan, who orchestrated *Employee Appreciation Week* in short order and with amazing expertise and detail.
 2. Spring newsletter: Look for the second spring issue of our customer newsletter in April!
 3. Other external electronic engagement: emails to 130 HOAs/POAs, 42,597 Customers to drive home the importance.
 4. Public Education/Engagement Events: Last week, we chatted face-to-face with more than 100 customers and collected 64 survey cards. Our very last interaction Saturday evening: “Thank you for the water you deliver and for all you do to keep us safe and informed!” WOW! It’s good to be back “out there.”
 5. World Water Day: We’re also currently running a student poetry contest in conjunction with World Water Day, and will have winners to announce soon.
 6. Earth Day Events: Lou and I will be at two Earth Day events: Saturday, April 23 in Port Royal and Sunday, April 24 in Sun City.
 7. Consumer Confidence Report: Our wholesale CCR will go out next week to all wholesale customers and contains the technical data for the annual Water Quality Report, which we will publish June 30.

8. Website Refresh: The RFP for the website refresh closed, and we received 14 submissions. We look forward to taking customer input about the site and using that to inform an improved customer experience, along with studying usage on a daily basis.

Andy Kinghorn announced the passing of BJWSA retiree, Timothy Andrepont, Engineering Technician. Timothy retired from BJWSA in 2018. A funeral mass will be tomorrow at St. Peters, Chapel at 2pm. Condolences were expressed to the Andrepont family.

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 3/16/2022 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 February totaled \$1,497,152.01; Capacity fees Year-To-Date are \$16,994,912.51; In February there were 12 pre-cons, 6 Service Authorizations, 191 water taps and 204 sewer taps.

CIP Project Highlights for February

2. Purrysburg WTP Expansion to 30 MGD (CIP-1366) – Purrysburg remains on hold for permitting issues with Jasper County. Trying to set up meeting with County management to discuss process forward.
3. Miscellaneous WW Projects - FY22 (CIP-1781) –
 - 1781A - SCDOT US Route 17 and 315 Improvements – Design includes the relocation of the existing 8" force main for 150' in two locations to accommodate Hwy 17 widening and drainage improvements.
 - 1781B - Argent Blvd and New River Pkwy FM Connection – Award recommendation for emergency project to connect 18" force-main to 24" force-main.
4. Misc. WW Pump Station Replacements (CIP-1806) - Construction is complete. As-builts being reviewed for project completion.
5. Raw Water Canal Improvements (CIP-1894) - Phase-III redesign Technical Memo for alternatives received from design engineering team; design is underway.
6. Filter Rehabilitation - Chelsea WTP (CIP-1898) – Filters 1 and 2 will be completed at the end of the month. Once complete BRW will pull off until November.

7. North Street Transmission Main/Bluffton Pkwy (CIP-2224/1927) –
 - Bluffton Pkwy – Ruby Collins is progressing along Bluffton Parkway.
 - NSTM – Jordan Construction is working on the Jack and Bore at Ribault Rd. After they are finished, they will fall back and complete the Robert Smalls crossing and connection.
 - Tank – Submittals and special inspection needs are being coordinated.

8. Point South Sewer System Rehab (CIP-1990) - Construction and lining of CIPP is underway.

9. Galvanized Water Line Replacement Program Phase I and II (CIP-2185) –
 - Ph II Div I (Hardeeville) - Remaining streets in Div I include: Deerfield Rd, School Cut Rd, Jackson Loop, Church Rd, Sanders Rd, Williams Ave, Martin St, Horton St, Hardeeville Industrial Park and Eugenia.
 - Ph II Div II (Beaufort) – Construction ongoing.
 - Ph II Div III (Port Royal) – Remaining Streets in Div III include: Horton Ct, Morning Mist Dr, Cypress St, Parris Island Gateway, Edinburgh Ave, 15th St and 17th St.

10. Master Plan Update (CIP-2284) - CIP project list created by consultant based on model projections.
 - Canal Dike Void Assessment (CIP-2299) – Removed from CIP list.

Activity for Board Approval

11. Two Budget Adjustments, two New Purchase Order Awards and one Purchase Order Amendment are being presented in the Board Agenda for approval.

Report of the Finance Committee. Committee Chair Donna Altman, reported that the Finance Committee met on 3/17/2022 and submitted the following report:

1. Capital Improvement Program: The committee received and approved budget adjustments for CIP-2280 SP01 Sanitary Sewer System Rehab and CIP 1781B Miscellaneous Wastewater Projects: Argent Boulevard and New River Parkway.

2. O&M PO Approvals & Contract Awards: The committee discussed and approved a Purchase Order for an Envirosight Rovver camera combo system in the amount of \$296,154.65 and a contract award to Bio-Nomic Services, Inc. for 24” Gravity Sewer Cleaning and Inspection in the amount of \$146,250.00 that will be presented on the Consent Agenda today.

3. Call Center Metrics: The committee reviewed and discussed the call center metrics. The average call wait time was 55 seconds and the abandonment rate was 4% in February. The total number of installed Beacon meters is 66,743. United Way assisted 26 customers for a total of \$5,768.81. The number of Eye on Water Users is currently 12,042 or 22%. The number of Constant Consumption users is currently 2,998 (268 less than January). These users are still

being contacted to inform them of a possible leak to prepare for the high demand summer months.

4. IT Update: Jon provided updates on the call center phones issue and the ongoing Utility Billing training as part of the Tyler Migration project.
5. Sustainability Update: The sustainability metrics were reviewed by the committee. An update on the solar lease is expected soon from the South Carolina Office of Regulatory Services.
6. FY2022 YTD Financial Information: The committee reviewed the YTD FY22 financial information. Total operating revenues are \$1 million under budget, while total operating expenses (including depreciation) are \$3.3 million under budget. The FY23 Budget process is ongoing and additional information will be shared in future meetings.

Report of the Personnel Committee. Committee Chair, Brandy Gray, reported that the Personnel Committee met on 3/15/2022 and submitted the following report:

1. Safety: 346,158 work hours and 334 days since last preventable lost work day; 243 Take Twos and 58 Safety Talks; 2 incidents.
2. Personnel Actions Report:
 - 1 other—Field Ops Leave of Absence-Military Leave
 - 3 voluntary resignations
 - 4 new hires—3 Field Ops trainees and 1 Safety Specialist
 - 1 promotion—Field Ops trainee to Field Ops I
3. Employee Annual Incentive Plan Status: 100% completion of Security Awareness training in February
4. Coronavirus Update: Last positive case was Feb 8. Re-opening the lobby to the public on April 4.
5. Board Leadership Award: Eligibility criteria includes: Any employee, individual or community member, firm, business or other entity or current or past Board member. Submit nominations by the end of the month.

CONSENT AGENDA

1. CIP-1781 Miscellaneous Wastewater Projects - Argent Blvd and New River Pkwy Force Main Connection Budget Adjustment in the amount of \$101,014.00, and Contract Award to Potter Construction, LLC in the amount of \$170,607.00.
2. CIP-2280 SP01 Sanitary Sewer System Rehab Budget Adjustment in the amount of \$249,867.00, and Contract Award to CaJenn Construction & Rehabilitation Services, Inc., in the amount of \$705,908.00.

3. CIP-2185 Galvanized Water Line Replacement, Phase II Division II Award of Purchase Order Amendment to Potter Construction, LLC in the amount of \$57,456.00.
4. Award of New Purchase Order for the Envirosight Rovver X Sat II Lateral Launch Camera Combo System in the amount of \$296,154.65.
5. Contract Award Approval Providing 24” Gravity Sewer Cleaning and Inspection to Bio-Nomic Services Inc. in the amount of \$146,250.00.

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 {5} items listed on the consent agenda, is there a second, any discussion, All in favor”

Motion: Moved by, Rob McFee, seconded by, Jerry Schulze, to approve the (5) items listed on the consent agenda: **1).** (CIP-1781 Miscellaneous Wastewater Projects - Argent Blvd and New River Pkwy Force Main Connection Budget Adjustment in the amount of \$101,014.00, and Contract Award to Potter Construction, LLC in the amount of \$170,607.00; **2).** CIP-2280 SP01 Sanitary Sewer System Rehab Budget Adjustment in the amount of \$249,867.00, and Contract Award to CaJenn Construction & Rehabilitation Services, Inc., in the amount of \$705,908.00; **3).** CIP-2185 Galvanized Water Line Replacement, Phase II Division II Award of Purchase Order Amendment to Potter Construction, LLC in the amount of \$57,456.00; **4).** Award of New Purchase Order for the Envirosight Rovver X Sat II Lateral Launch Camera Combo System in the amount of \$296,154.65; **5).** Contract Award Approval Providing 24” Gravity Sewer Cleaning and Inspection to Bio-Nomic Services Inc. in the amount of \$146,250.00.

Vote: All voted in favor, none opposed,

Motion carried. 10-0

OLD BUSINESS

There was no old business.

NEW BUSINESS

Water Loss Audit ~ *Presentation by Tricia Kilgore*

Tricia, gave an update on BJWSA’s practices for monitoring water loss. AWWA provides a free water audit software that includes calculating water losses. Tricia noted some of BJWSA’s strengths for tracking water losses; Beacons on all BJWSA accounts, and good metrics relative to other utilities. BJWSA’s Infrastructure Leakage Index (ILI) is 1.5 for the Main system, compared to Georgia median of 2.5. Q&A followed.

(8:55 a.m.)

EXECUTIVE SESSION

Motion: Michael Bell moved, seconded by, Jerry Schulze, 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)(1)(2); regarding, 1) Pending Employment Claim.

Vote: All voted in favor, none opposed,

Motion carried. 10-0

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

(9:09 a.m.)

RECONVENE

Motion: Jerry Schulze moved, seconded by, Rob McFee, to reconvene regular session,

Vote: All voted in favor, none opposed,

Motion carried. 10-0

ACTION ITEMS OCCURING 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 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 Jimmy Baker, the Presiding Officer of this Meeting have previously stated that *Brandy Gray*, and *Lorraine Bond* WERE 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, Dr. Bill Singleton, moved, seconded by, Greg Padgett, to adjourn the meeting at, 9:11 am.

Vote: All voted in favor, none opposed,

Motion carried. 10-0

APPROVED: 4-28-22

Libby Breland, Clerk to Board

Signatures and Attachments on file.