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Our mission: inspire trust and enhance public health

JOE MANTUA, PE,
GENERAL MANAGER
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AGENDA

Regular Meeting of the Members of the Authority
Executive Board Room, 109B, Administration Building
6 Snake Road, Okatie SC
(Closed to the Public)

ELECTRONIC MEETING

Thursday, September 24, 2020 | 8:00 am

This meeting is being held via video conference in accordance with BJWSA Bylaws, as amended, and can be viewed live on the BJWSA's website page (<https://bjwsa.org/publicmeeting/>)

- I. CALL TO ORDER**
Members Roll Call

- II. INVOCATION AND PLEDGE OF ALLEGIANCE**

- III. PUBLIC COMMENT***
Advanced Comments

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 as indicated in Item XII, noted below.

MICHAEL L. BELL
CHAIR

LORRAINE W. BOND
R. THAYER RIVERS, JR

JAMES E. BAKER, JR
VICE CHAIR

BRANDY M. GRAY
GERALD H. SCHULZE

GREGORY A. PADGETT
SECRETARY/TREASURER

ANDERSON M. KINGHORN, JR
WILLIAM SINGLETON, Ed.D

DONNA L. ALTMAN
IMMEDIATE PAST CHAIR

VACANT

IV. APPROVAL OF MINUTES

Regular Meeting of 7/23/2020

V. GENERAL MANAGERS REPORT

- Public Affairs Report – *Pamela Flasch*

VI. COMMITTEE REPORTS

- A. Executive Committee – *Committee Chair, Michael Bell*
- B. Capital Projects Committee – *Committee Chair, Bill Singleton*
- C. Finance Committee - *Committee Chair, Greg Padgett*
- D. Personnel Committee – *Committee Chair, Brandy Gray*

VII. OLD BUSINESS

- A.

VIII. NEW BUSINESS

A. Capital Improvement Program

- *CIP Additions ~ Approval:*

- 1) CIP- 2293 Town of Port Royal (TOPR) Sewer CDBG Project for \$206,500.00 contingent upon TOPR receiving Grant.

- *CIP Budget Adjustments ~ Approval:*

- 2) CIP-1807 Misc. WW Pump Station Replacements for \$750,000.00 from FY23 to FY21.
- 3) CIP-2203 Chelsea WTP Waste Water Pump Replacement for \$140,000.00.

- *CIP Contract Awards ~ Approval:*

- 4) CIP-1807 Misc. WW Pump Station Replacement to BRW Construction for \$1,335,519.00 rehab work associated with Pump Stations HD05, CP01, BR16, SP10 & SH05.
- 5) CIP-2202 Beacon Water Meter Retrofit of 6,000 units to Outsource Service for \$144,000 (FY21).
- 6) CIP-2203 Chelsea WTP Waste Water Pump Replacement to BRW Construction for \$483,122.00.

B. Operations & Maintenance

- *Contract Award ~ Approval:*

- 7) Amendment of CIP 2189 Asset Management Strategy – Phase I, for professional services to Arcadis for \$260,000.00.

- *Purchase Order ~ Approval:*
 - 8) Yearly Maintenance Contract with Mission Communications for \$151,617.11.

C. Employee Handbook

- *Changes for ~ Approval:*

- 1) Employee Recognition, 2) Hiring Process, 3) Emergency PTO.

IX. EXECUTIVE SESSION

A. Attorney-Client, Litigation/Claim Issues,

Pursuant to SC Code Ann. Section 30-4-40(a)(7), regarding:

- 1) Kinard v. BJWSA

B. Attorney-Client Communication Related to a Contractual Matter, Pursuant to SC Code Ann. Section 30-4-40(7).

- 1) IT Presentation
- 2) Analysis of pending Legislation

X. RECONVENE

(Motion to end executive session and return to public session)

XI. POSSIBLE ACTION OF EXECUTIVE SESSION AGENDA ITEMS

XII. 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.

XIII. ADJOURNMENTⁱ

ⁱ Next Scheduled Meeting Thursday, 10/22/2020 8:00 a.m.

Section 30-40-80(A)(D)(E) In accordance with Chapter 4, Title 30, South Carolina Code of Laws, 1976, commonly known as the “*Freedom of Information Act*” (FOIA), as amended, notification of regular meetings was given at the beginning of the calendar year. This agenda was posted on the Authority’s bulletin board and website at www.bjwsa.org twenty-four hours prior to the meeting. A copy of the agenda was given to the requested public on file. Local media was properly notified.

*Article X, Section 2(g), BJWSA Bylaws, as amended, with respect to any electronic meeting, any public comment periods provided for by local ordinance, resolution, policy, or bylaws are hereby suspended. Members of the public may submit written public comments which shall be distributed to the members of the Authority both before and during the meeting as set forth in the agenda.

MINUTES OF THE MEMBERS OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY ANNUAL MEETING HELD ON THURSDAY 7/23/2020

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its annual meeting Thursday, 7/23/2020 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 Michael Bell.

Members of the Authority attending by video conferencing: Vice-Chair Jimmy Baker; Secretary/Treasurer Greg Padgett; 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; Andrew Dudley; Project Engineer/Capital; Libby Breland, Executive Assistant/Clerk to the Board; Jon Torrescano, IT Systems Administrator; 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; Pamela Flasch, Director of Public Affairs; Allena Lee-Brown, Director of Human Resources; Trisha Kilgore, Director of Innovation & Technology; Tammy Holman, Procurement and Risk Manager.

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

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

Public viewing via Live Streaming: Mayor Joe DeVito, Town of Port Royal.

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 and all joined in the Pledge of Allegiance to the flag of the United States.

ACKNOWLEDGEMENT OF PUBLIC ATTENDANCE

Chairman Bell recognized Mayor DeVito, Town of Port Royal, who was viewing via live streaming.

PUBLIC COMMENT

Chairman Bell 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 as indicated in Item XII, noted below.

He then asked for advanced comments at this time.

Libby Breland, Clerk to the Board, reported that no advanced comments were received.

Chairman Bell encouraged the public watching to submit their comments to publicmeeting@bjwsa.org.

APPROVAL OF MINUTES

Motion: Moved by, Andy Kinghorn, seconded by, Dr. Bill Singleton, to approve the minutes of the 6/25/2020 regular board meeting as written and distributed in advance to the Members of the Authority.

Vote: *After a Roll Call Vote, and with no corrections noted, the 6/25/2020 board minutes stand approved by General Consent with no objections. (Thayer Rivers did not vote due to audio trouble).*

GENERAL MANAGERS REPORT

Joe Mantua submitted the following report:

Asset Management

1. Asset Management Program – Technical Services is currently working with our consultant, Arcadis on finalizing a scope of work and received an updated task order on July 14. We expect to finalize the scope by the end of July, and get started soon after.
2. Hurricane Preparedness – The stay behind team has been established and with social distancing concerns and our experience from past events has been reduced accordingly. An updated plan will be reviewed with the stay behind members in the next few weeks.
3. SOB Operations Building Update - We completed the quarterly testing in June, results were negative for mold. No visible indication of a problem at this time. The next quarterly testing will be in September.

Workforce Investment

4. Safety Report – Take Twos are slightly down this month, as we did not meet our monthly target. For FY 20 we did exceed the monthly target of 175 per month on average. We also begin FY 21 having completed 1,733,083 safe work hours since our last preventable lost work day case. Congrats to our staff for this amazing accomplishment.
5. New Employees – We are pleased to welcome Cordrin Green and Noah Barco to the BJWSA Team. Both join the Field Operations Department as Field Operator 1. I would also like to congratulate Timothy Dobbs on his promotion to Field Operations Manager and Taylor Daley on her promotion to Procurement Specialist. Thanks to the HR Team and all the hiring supervisors for all their efforts filling these positions.
6. Leadership Development – The Leadership Team participated in a coaching work session with our development consultant, Lead Smarter Associates. The session focused on continued growth as a team and with emphasis on the organizations core values. Additionally, three members of the group are working one on one with our leadership coach.

Preparation for Change

7. COVID- 19 – Due to the continued elevated number of new cases in the State and Counties, we continue to utilize remote workplaces for eligible positions. This will be in place until further notice. The lobby and community room will continue to be closed to public access while the drive-through remains open for customers to conduct business. These practices will also continue indefinitely and until the spread of coronavirus begins to diminish. We have had three employees contract the virus; one has fully recovered and is back to work. The other two are working remotely until it is safe for them to return to work. The additional cleaning and disinfecting of occupied work facilities continues on a regular basis.
8. Joint EDA Grant Application with City of Hardeeville – Working collaboratively with the City of Hardeeville, we are joint applicants on an Economic Development Administration (EDA) grant request for funding to support our Highway 17 Corridor Sewer Upgrades. This grant request is in response to CARES Act funding made available by the US Department of Commerce to aid communities impacted by the coronavirus pandemic.
9. Website Update – The website has been updated to include a space for public comments received along with our responses to any questions.

Organizational Excellence

10. Employee of the Quarter – I am very pleased to announce that Jim Dyke was selected as our Employee of the Quarter. Jim serves as a Technical Maintenance Specialist III in the Tech Maintenance Department. Congrats to Jim as our Employee of the Quarter and thanks to the selection team for their work.

Customer Satisfaction and Engagement

11. Public Affairs Report – The third annual State of the Authority meeting will be a virtual meeting Friday, August 7. We will also have videos on FY20 accomplishments and FY21

Goals. Staff will follow up with their departments within 60 days to ensure that key takeaways are implemented.

12. Public Education and Engagement - We are working on online public education and engagement and will host “virtual” events to teach students about water and wastewater. Working with Tricia Kilgore, we are experimenting with at-home activities for teachers and parents.
13. Irrigation Program - The irrigation campaign contest ended with 1,408 participants. Three customers will receive a \$25 credit on their next bill. The campaign continues! We are seeing positive impacts from this program as water demand is more spread out during the week and the heavy demand of Monday mornings has been reduced.
14. FAQs Fact Sheets - We are working with a translator to provide key messaging in Spanish. Our first project involves our fact sheets on our website!
15. NewsSplash - Our Summer/Fall 2020 newsletter publishes soon, to more than 27,000 customers digitally!

Discussion regarding Asset Management Program: Member Jerry Schulze asked about the Asset Management program and what the consultants would be doing. Joe Mantua reported that it has been challenging to locate a candidate for this position, so consultants, Arcadias, will build the program, and lay out the charter and frame work. This will allow someone to grow with the position who may not otherwise be specialized in this area.

Discussion regarding COVID and Employees: Member Donna Altman asked for the total retirements for 2020, and if an employee with the coronavirus had to use their PTO. Sarah Linkimer reported that there were 9 retirements for FY20 (this Year) and that no employees have had to use their PTO due to COVID-19. Member Greg Padgett asked, under the Family CARES Act, what are employees required to have before returning to work. Joe Mantua reported that employees are required to have the employee policy’s form, “Return to Work” showing a negative test for COVID 19. If they show symptoms or been around someone confirmed, they immediately report it and we can determine the best course of action away from work.

COMMITTEE REPORTS

Report of the Executive Committee. Committee Chair Michael Bell stated that the Executive Committee met to receive two additional comments for the GM evaluation and to close the loop with Counsel Erin Dean and Allena Lee-Brown, regarding salary adjustments. A report will be given in executive session under personnel matters. The Chair thanked all the members for their comments and thanked Erin for her guidance.

Report of the Capital Projects Committee. Committee Chair Andy Kinghorn reported that the Capital Projects Committee met on 7/15/2020 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:

CIP Projects:

1. Purrysburg WTP Expansion to 30 MGD – 100% design documents have been received for final review. Engineering and procurement is reviewing the prequalification process for contractors. Bid should be advertised by early September.
2. Highway 170 36-Inch Water Main Extension – Currently working with engineer to obtain necessary. DOT approvals for encroachment permit issuance. DOT's recent information request was for a list of trees to be removed as part of the project. Notice of Award to be issued to JH Hiers when the DOT encroachment permit is obtained. NOA must be issued prior to July 20th per 90 day Bid guarantee.
3. Bonaire Estates Sewer Extension CDBG – Punchlist generated and given to the contractor to complete. SCDOT did their inspection on 6/19/20 and had minimal correction requests. As part of original contract, the contractor has three intersections to overlay and is in process of addressing punchlist and DOT correction items.
4. Point South Sewer System Rehab – Teleconference with AECOM on 6/24 to discuss project findings, repair recommendations will be forthcoming.
5. CPWRF UV Replacement – Work to resume near end of July after transformer arrives to address electrical issues encountered during construction, should arrive within 2 weeks as the equipment had 6 week lead time for fabrication.
6. Galvanized Water Line Replacement Program:
 - ❖ **Phase I:**
 - Division I and II - Construction is complete and Division is closing out.
 - Division III - Construction is nearing completion. Newcastle meters are in process of being swapped over to new main, paving and restoration remain.
 - Division IV - is nearing completion construction and punchlist items anticipated to be completed in late July 2020.
 - ❖ **Phase II:**
 - Division I - Design is nearing completion and will be reviewed by staff prior to placing project out for public Bid.
 - Division II & III – Received 60% design and staff have provided redlines to design engineer, teleconference to be scheduled in the next week to discuss redlines and have the design team correct issues identified.
7. Chelsea WTP Waste Water Pump Replacement – BJWSA has completed pump testing to confirm sizing for new submersible pumps. Plans & Specs to be updated by design engineer and put out for public Bid in late July.
8. Causeway Bypass Valves – Project was awarded to JP Utilities during the June Board meeting, Precon was held on 7/8/20 with construction beginning in late July.

9. Raw Water Canal Improvements – BJWSA opened Bids on 6/11, results were presented to the June Board Meeting and contract awarded to L-J, Inc. NOA issued and currently working on executing contract and required paperwork.
10. North Street Transmission Main – Design Build qualifications were received and reviewed by BJWSA staff. Ruby Collins/Barge Design Services was the team selected and discussion with them will begin to determine scope and fee of phase 1 services.

Developer Activity:

11. During May, Capacity fees were collected in the amount of \$125,053.10; Year-To-Date total for capacity fees is \$9,854,924.11; 3 Precons were held and 8 Service Authorizations were issued; new water taps totaled 119 and sewer taps totaled 214.

CIP Activity for Board Approval:

12. Contract Award for CIP-1806 Misc. WW Pump Station Replacements.
13. Contract Award for CIP-2186 SCADA Plant Segmentation.
14. Change Order for CIP-2185 Galvanized Water Line Replacement Program.

A copy of the CIP Update Memorandum from Andrew Dudley dated 7/10/2020 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 7/16/2020 and submitted the following report:

1. FY2020 Audit Planning: Carr, Riggs & Ingram reviewed the audit plan and schedule with the committee. A presentation to the full Board will be held in November.
2. Capital Improvement Program: The committee received and approved a change order in the amount of \$78,366.50 for CIP-2185 Galvanized Water Line Replacement (Ph 1 Div III) that will be presented in New Business today.
3. IT Update: Kenneth provided the IT FY20 Areas of Focus that included three significant project updates and it was recommended that he provide this update to the full Board as well.
4. O&M PO Approvals and Contract Awards: The committee discussed and approved an IT Master Plan Purchase Order Approval to Tyler Technologies in the amount of \$887,008.00 and Contract Award to Hilton Head Landscapes in the amount of \$168,408.96 for FY21-FY23 Landscape and Site Maintenance that will be presented in New Business today.
5. June Call Center Metrics: The committee reviewed the call center metrics. The average call wait time was 37 seconds and the abandonment rate was 1.49% in June.

6. FY2020 YTD Financial Information: The committee reviewed the AR, Cutoffs and Investment reports.
7. Low Income Assistance Funds: The committee reviewed the 2020 activity for the Thad Coleman Fund, Juanita White Fund and the Hardship Fund.
8. Miscellaneous: The committee received updates on the Developer Policy, Board Retreat/Work Session for October and the Purrysburg Alum Pond Excavation.

***Discussion:** Chair Michael Bell encouraged the members to review the A/R Aging Report that was included in the Board packets. Member Jerry Schulze asked for the budgeted amount of FY21. Sarah reported that the increase in the allowance for doubtful accounts for the FY21 budget is \$175,000 and the actual increase for FY20 is \$190,000.*

Report of the Personnel Committee. Committee Chair Jimmy Baker, reported that the Personnel Committee met on 7/14/2020 and submitted the following report:

1. Safety: 1.7 Million hours without a lost work day; 123 Take Twos and 33 Safety Talks during June; 3 incidents.
2. Personnel Actions Report: The overall turnover rate is 9.33% Y-T-D FY20; 5 retirements, 1 resignation to relocate closer to home and family.
3. Emergency PTO Leave Balances: Total leave buyout - 41 employees/\$55,678.09; 14 leadership/management and 27 were in non-supervisory positions.
4. GM FY20 Performance Self-Evaluation – Next Steps: Jimmy Baker thanked all the board members for comments received in a timely manner and will meet with Joe next week to discuss feedback and pay change.
5. Employee Handbook: The Employee Handbook is being updated to include the many BJWSA employee recognition activities and will be presented during the September meeting.
6. Hiring Process: HR is seeking to streamline, increase efficiency and reduce time required to fill jobs and will be presenting an updated process during the September meeting.
7. Developer Policy: Is being updated and will be presented thereafter.
8. Board Retreat: Will be held in October.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Capital Improvement Program

Contract Award(s)

CIP-1806 Misc. WW Pump Station Replacements (PS SS16) – FY20 Contract Award to BRW Construction for \$316,657.00 as presented and referenced in the memorandum from Andrew Dudley dated 7/10/2020 and is attached to these minutes and is made a part hereof:

Motion: Recommendation for approval of CIP 1806 Contract Award to BRW Construction for \$316,657.00 came from the Capital Projects Committee, *requiring no second,*

Discussion: *Andy Kinghorn said it was reported that they were busy for the last project and if we had any concerns of BRW being the only bidder on this project. Andrew Dudley said that BRW's expertise is more towards Pump Station equipment work and most other bidders cannot compete in this specific area of work. Joe Mantua added that the bid numbers are very competitive and he is confident that the numbers are fair and that BRW is more efficient in this type of work.*

Vote: *After a Roll Call Vote, the Motion passed 9-0 (Chair not voting and one vacancy).*

CIP-2186 SCADA Plant Segmentation – FY21 Purchase Approval for Two DellEMC VRTX w/VMWare Virtual Server Software for \$101,840.31 as presented and referenced in the memorandum from Kenneth Frazier dated 7/15/2020 and is attached to these minutes and is made a part hereof:

Motion: Recommendation for approval of CIP 2186 SCADA Plant Segmentation – FY21 Purchase Approval for Two DellEMC VRTX w/VMWare Virtual Server Software for \$101,840.31 came from the Capital Projects Committee, *requiring no second,*

Discussion: *None*

Vote: *After a Roll Call Vote, the Motion passed 9-0.*

Change Order

CIP 2185 Galvanized Water Line Replacement Program, Phase I Division III Change Order #5 to Malphrus Utilities for \$78,366.50, as presented and referenced in the memorandum from Andrew Dudley dated 7/11/2020 and is attached to these minutes and is made a part hereof:

Motion: Recommendation for approval of CIP 2185 Galvanized Water Line Replacement Program, Phase I Division III Change Order #5 to Malphrus Utilities for \$78,366.50, came from the Capital Projects Committee, *requiring no second,*

Discussion: *Member Andy Kinghorn asked about the previous memo that was reviewed in Committee which had a different amount seeking approval today. Joe Mantua explained that the memo was revised to show the previous change orders one through four, which were under the approval threshold of the General Manager. Change Order #5, in cumulative of \$100,000.00, will exceed the Board approval threshold.*

Vote: *After a Roll Call Vote, the Motion passed 9-0.*

Operations & Maintenance

FY21 Purchase Order

IT Master Plan to Tyler Technologies for \$887,008.00 as presented and referenced in the memorandum from Kenneth Frazier dated 7/15/2020 and is attached to these minutes and is made a part hereof:

Motion: Recommendation for approval of IT Master Plan to Tyler Technologies for \$887,008.00 came from Committee, *requiring no second*,

Discussion: *None*

Vote: *After a Roll Call Vote, the Motion passed 9-0.*

Contract Award

Landscape and Site Maintenance Services from July 1, 2020 – June 30, 2023 to Hilton Head Landscapes for \$168,408.96 as presented and referenced in the memorandum from Tammy Holman dated 7/14/2020 and is attached to these minutes and is made a part hereof:

Motion: Recommendation for approval of Landscape and Site Maintenance Services from July 1, 2020 – June 30, 2023, 3-year contract term, to Hilton Head Landscapes for \$168,408.96 came from Committee, *requiring no second*,

Discussion: *None*

Vote: *After a Roll Call Vote, the Motion passed 9-0.*

Appointment by the Chair of FY20-21 Standing Committees – Majority Consent, Pursuant to, Article V, Section 1 of the Bylaws.

Capital Projects – Bill Singleton, Chair, Donna Altman, Lorraine Bond

Finance Committee – Greg Padgett, Chair, Jimmy Baker, Andy Kinghorn

Personnel Committee – Brandy Gray, Chair, Jerry Schulze, Thayer Rivers, (vacant)

At this time, prior to Executive Session, Chairman Bell acknowledged Councilman York Glover, Beaufort County, for joining (8:36 a.m.) via live streaming.

(9:10 a.m.)

EXECUTIVE SESSION

Motion: Donna Altman moved, seconded by Brandy Gray, to go into executive session for the purpose of discussing litigation matters regarding: Kinard 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 30-4-40(7) regarding Attorney-Client Communication related to a contractual matter,

Vote: *After a Roll Call Vote, the Motion passed 8-0 (Thayer Rivers was not audible).*

Chair Michael Bell, excused all persons from the meeting. Legal counsel, GM; Deputy GM, remained for executive session for the legal briefing of items A. and B.

After the legal briefing by Counsel, Chairman Bell excused the GM and Deputy GM prior to discussion of item C., Personnel/Privacy Issues.

(9:50 a.m.)

RECONVENE

Motion: Brandy Gray moved, seconded by, Secretary/Treasurer Greg Padgett, to reconvene regular session,

Vote: *After a Roll Call Vote, the Motion passed 8-0 (Thayer Rivers was not audible).*

ACTION ITEMS OCCURING FROM EXECUTIVE SESSION

Item C. - GM Evaluation and compensation review.

Motion: Brandy Gray moved, seconded by, Vice-Chair Jimmy Baker, to approve a 3.5% merit increase for the General Manager, Joe Mantua.

Vote: *After a Roll Call Vote, the Motion passed 8-0 (Thayer Rivers was not present for this vote).*

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.

Clerk to the Board, reported that there were no comments submitted.

ADJOURNMENT

With no further business to come before the Board, and without objection, Donna Altman, moved, seconded by, Vice-Chair Jimmy Baker, to adjourn the meeting at, 9:57 a.m.

Vote: *After a Roll Call Vote, the Motion passed by majority (Thayer Rivers was not present for this vote).*

APPROVED: Click here to enter a date. _____

Respectfully submitted,

Libby Breland, Clerk to the Board

Signatures and Attachments on file.



August-20

FY21 Safety Report

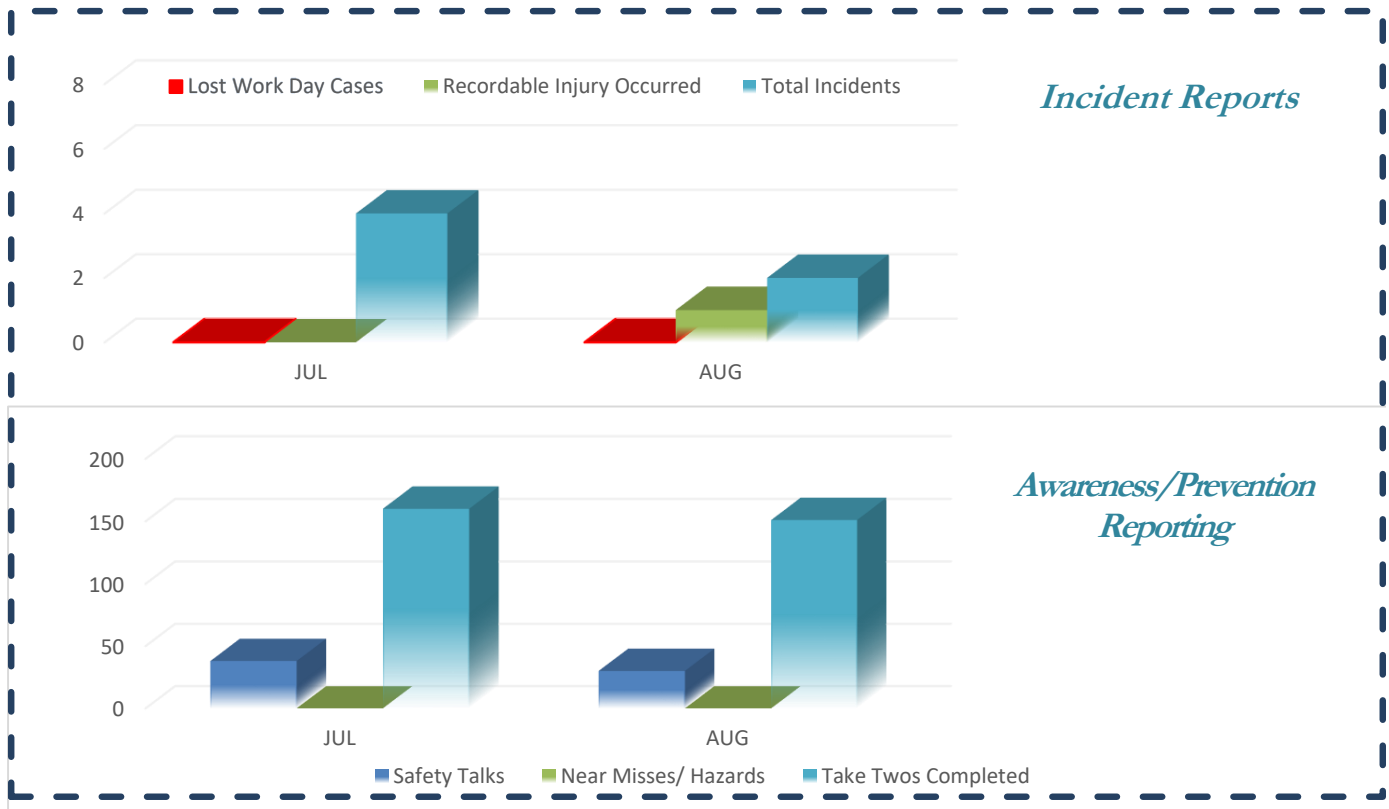
1 Recordable Injuries
0 OSHA Lost Work Day Cases

BJWSA Current Rate	Water/Sewer Industry Average (2018)	Goal
3.7	6.7	0
0	3.7	0

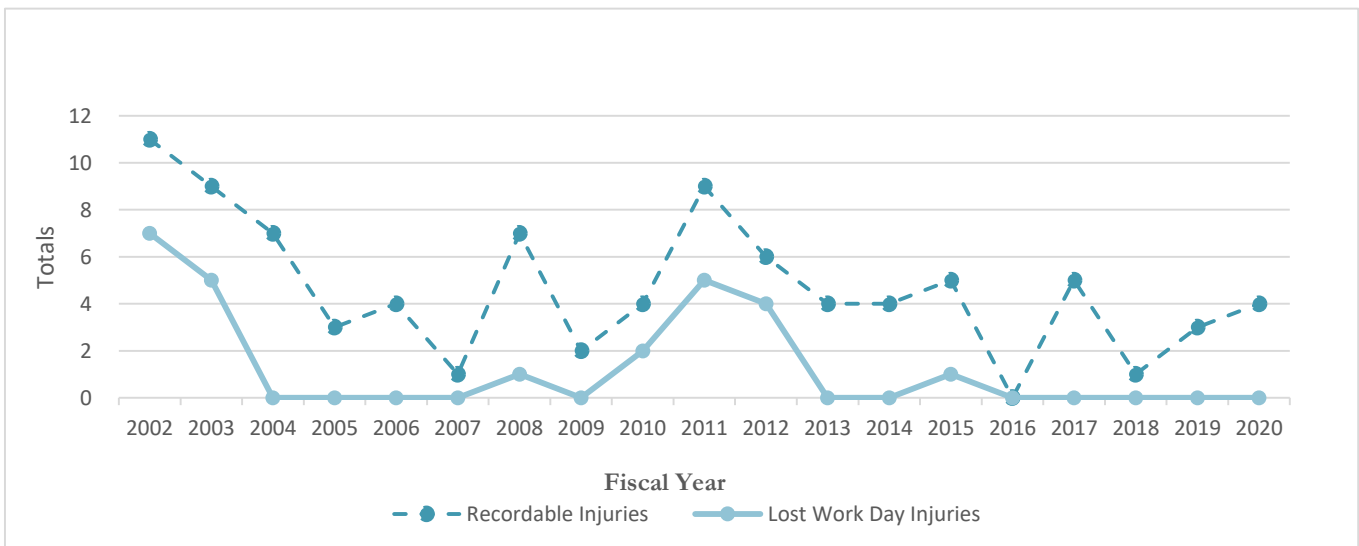
1986 Days Since Last Preventable LWD Case

1,786,840 Safe Work Hours Since Last Preventable LWD Case

2,000,000



Company Performance History





Memorandum

TO: Capital Projects Committee
FROM: Andrew Dudley
COPY: Joe Mantua, Sarah Linkimer, Kenneth Frazier, Rebecca Bowyer, Jeremy Sponseller
DATE: September 10, 2020
SUBJECT: CIP Update

The purpose of this memo is to provide an update of noteworthy Capital Improvement Projects for the months of July & August, 2020

CIP Projects:

- Purrysburg WTP Expansion to 30 MGD (1366) – 100% design documents have been received for final review. Engineering and procurement is reviewing the prequalification process for contractors. Bid should be advertised in the coming month.
- Highway 170 36-Inch Water Main Extension (1696) – Currently working with engineer to obtain necessary DOT approvals for encroachment permit issuance. BJWSA staff has been in contact with Town of Bluffton over concerns of identified tree removals.
- Bonaire Estates Sewer Extension CDBG (1861) – Project is complete and in the initial stages of closing out grant funding obligations. DOT has signed off on their encroachment permit.
- CPWRF UV Replacement (2182) – Work resumed with arrival of new required transformer.
 - New project schedule:
 - 9/2- Transformer Installation complete and ready to continue channel 1 work
 - 9/14- Resume Channel 1 startup
 - 9/15-9/22 - BJWSA becoming familiar/ comfortable to decommission Trojan
 - 9/22-9/28 - Demo Existing UV equipment
 - 9/29-10/9 - Structural and Electrical Modifications & Equipment Installation
 - 10/12-10/26 - Startup of Channel 2 UV
- Galvanized Water Line Replacement Program (2185) – See below for individual status per Division:
 - Phase I
 - Division I, II & III - Construction is complete and Divisions are closing out.
 - Division IV - is nearing completion and punchlist items anticipated to be completed in late September 2020.
 - Phase II:
 - Division I - - Design is nearing completion and will be reviewed by staff prior to placing project out for public Bid
 - Division II & III – Received 60% design and staff have provided redlines to design engineer, updated plans have been submitted to DOT for permitting and BJWSA staff comments have been reflected on current set of plans.

- Chelsea WTP Waste Water Pump Replacement (2203) – Bids were opened for project on 9/3, results and award recommendation will be presented to the Board at September Mtg.
- Causeway Bypass Valves (2282) – Contractor, L-J Construction has completed the following areas: Vivian Island, Distant Island, Landing Hill, Horse Island, Kingston Key, Bermuda Bluff, Birdfoot & Warsaw Island. Tansi Village install week of 9/8/20. Pine & Myrtle Islands remain and will be addressed week of 9/14/20.
- Raw Water Canal Improvements (1894) – Contractor has mobilized and is currently working at the Division 2 location, Aerial Flume Rehabilitation Repair.
- North Street Transmission Main (2224) – Design Build qualifications were received and reviewed by BJWSA staff. Ruby Collins/Barge Design Services was the team selected and discussion have begun to determine scope and fee of phase 1 services.



Developer Project Activity Report

For Developer Projects from 8/1/2020 to 8/31/2020.

New Projects Reviewed						
Prj Num	Project Name	Zone	Zone Type	REUs	Water GPD	WW GPD
<u>2021-008</u>	817 12th Street - Water and Sewer	Port Royal (PRIWRF)	Residential	1	400	300
<u>2021-009</u>	Lot 4 State Street	Cherry Point	Mixed Use	0	600	400
<u>2021-010</u>	Lots 2A and 2C Ruth Portillo Subdivision	Cherry Point	Residential	2	800	600
<u>2021-011</u>	McCulloch Tract - Dunkin Donuts and Discount Tire	Cherry Point	Commercial	0	2,561	1,970
<u>2021-012</u>	The Oaks at Battery Creek	Port Royal (PRIWRF)	Residential	107	78,800	59,100
<u>2021-013</u>	Commercial Buildings - Lopez		Commercial	0	3,000	2,000
<u>2021-014</u>	8 Miller Drive Water	Port Royal (PRIWRF)	Residential	1	400	0
<u>2021-015</u>	Cypress Ridge Phase 19	Cherry Point	Residential	44	17,600	13,200
<u>2021-016</u>	Amelia Subdivision	Port Royal (PRIWRF)	Residential	7	2,800	2,100
<u>2021-017</u>	Heritage at New Riverside Phase 7	Cherry Point	Residential	60	24,000	18,000
<u>2021-018</u>	Palmetto Bluff Block J2	Palmetto Bluff	Residential	41	16,400	12,300
<u>2021-019</u>	Palmetto Bluff Shooting Club	Palmetto Bluff	Commercial	0	300	200
<u>2021-020</u>	MCRD Demolish Various Facilities- Auto Coverage	Port Royal (PRIWRF)	No add'l cap due	0	0	0
<u>2021-021</u>	Desai Hotel	Port Royal (PRIWRF)	Commercial	0	11,870	9,130
<u>2021-022</u>	177 Mount Pelia Grinder - Seaman	Palmetto Bluff	Residential	0	400	300
15 New Projects Reviewed Listed for totals of:				263	159,931	119,600

DRP Submittals						
Prj Num	Project Name	Zone	Zone Type	REUs	Water GPD	WW GPD
<u>2020-056</u>	Palmetto Bluff Block L5	Palmetto Bluff	Residential	69	28,400	21,300
<u>2020-057</u>	Hearthstone Lakes Phase 4	Cherry Point	Residential	59	23,600	17,700
<u>2020-092</u>	Shell Point Farm Phase III	Port Royal (PRIWRF)	Residential	82	32,800	24,600
<u>2020-098</u>	Argent Blvd Commercial	Cherry Point	Commercial	0	1,500	1,000
4 DRP Submittals Listed for totals of:				210	86,300	64,600

Pre-Construction Conferences						
Prj Num	Project Name	Zone	Zone Type	REUs	Water GPD	WW GPD
<u>2020-003</u>	Colonel Clean Express Car Wash	Port Royal (PRIWRF)	Commercial	0	1,478	878
<u>2020-009</u>	New River PUD Fire & EMS Station #31	Cherry Point	Commercial	0	650	500
<u>2020-014</u>	Bridges Preparatory School - Phase III - Elementary Wing	Port Royal (PRIWRF)	Commercial	0	6,209	4,776
<u>2020-026</u>	Ramirez Landscaping - Argent Blvd	Cherry Point	Commercial	0	300	200

Prj Num	Project Name	Zone	Zone Type	REUs	Water GPD	WW GPD
<u>2020-066</u>	24 Camp Eight Rd Grinder - Sriubas	Palmetto Bluff	Residential	1	0	300
<u>2020-094</u>	885 Ribaut Road Grinder - Rushton	Port Royal (PRIWRF)	Residential	1	0	300
<u>2020-107</u>	28 Camp Eight Rd Grinder - Jones	Palmetto Bluff	No add'l cap due	0	0	0
7 Pre-Construction Conferences Listed for totals of:				2	8,637	6,954

Service Authorizations						
Prj Num	Project Name	Zone	Zone Type	REUs	Water GPD	WW GPD
2014-034A3	Palmetto Bluff - Moreland Core (Lots 5631-5638)	Palmetto Bluff	No add'l cap due	8	0	0
2017-070	TRU Hotel - Beaufort	Port Royal (PRIWRF)	Commercial	0	10,463	6,975
2017-104	Cypress Ridge Phase 14 (Lots 1400-1419)	Cherry Point	Residential	20	8,000	6,000
2018-055	Washington Square fka Bluffton Commons	Cherry Point	Commercial	0	0	0
2018-081	Grande Oaks (Lots 1-50)	Cherry Point	Residential	50	20,000	15,000
2018-118A	Malind Bluff Phase 1 (Lots 1-6)	Cherry Point	No add'l cap due	6	0	0
2018-128	Palmetto Business Court	Cherry Point	Commercial	0	4,133	2,755
2019-006	Habersham Village Row Multifamily Units	Port Royal (PRIWRF)	Commercial	0	17,160	13,200
2019-028	Lawton Station Phase 5C and 6C (Lots 278-316 and 332-368)	Cherry Point	Residential	76	30,400	22,800
2019-061	BMH Okatie Medical Office	Cherry Point	Commercial	0	10,716	7,144
2019-082	Palmetto Bluff Block K6 (Lots 6201-6270)	Palmetto Bluff	Residential	72	28,000	14,870
2019-126A	Latitude Hilton Head Phase 3B (Lots 548-629 and 680-711)	Cherry Point	Residential	114	0	0
2020-022	1203 & 1205 Lafayette Street Subdivision	Port Royal (PRIWRF)	No add'l cap due	0	0	0
13 Service Authorizations Listed for totals of:				346	128,872	88,744



Financial Report

August 31, 2020

Financial Highlights

- Per GASB 63, assets plus deferred outflows of resources less liabilities and deferred inflows of resources equal net position. Total assets at the end of the period were **\$565.9** million and total deferred outflows of resources were **\$7.5** million. Total liabilities were **\$225.3** million and total deferred inflows of resources were **\$1.8** million. Total net position at the end of the period was **\$346.3** million.
- Liquidity (current assets over current liabilities, excluding restricted items) has increased from 4.42 for fiscal year 2020 to **5.05 this fiscal year to date**. The Authority's target liquidity is 2.2 and higher.
- Operating Cash (Gross Revenue + Operations/Maintenance) totals **\$21.2** million, which is above our Policy minimum of 4 months operating cash or **\$17.2** million. In addition to operating cash, the Authority's cash designated for R&R and capital projects totals **\$28.3** million year to date.
- Days Cash on Hand (total unrestricted cash over operating expenses less depreciation, expressed in days) is **611 days** year-to-date as compared to 493 days for the prior fiscal year. The national median for Aa rated water and sewer utilities is around 490 days.
- The Equity to Long-term Debt ratio, net position over long-term debt, is **2.10** year-to-date compared to 2.03 for the prior fiscal year. The Authority's benchmark is between 2.1 and 3.1.
- The operating ratio, total-operating revenues to operating expenses less depreciation, is **2.48**, as compared to 1.79, 1.86, and 1.80 for the last three fiscal years ending June 30, 2020, 2019 and 2018, respectively. The Authority strives for an operating ratio of 1.2 and higher.
- At the end of the period, debt service coverage, including capital contribution fees, was **3.05**, exceeding the 1.20 required by the Bond covenant. Debt service coverage, excluding capital contribution fees, was **2.96**, which exceeds the 1.25 established by Board policy.

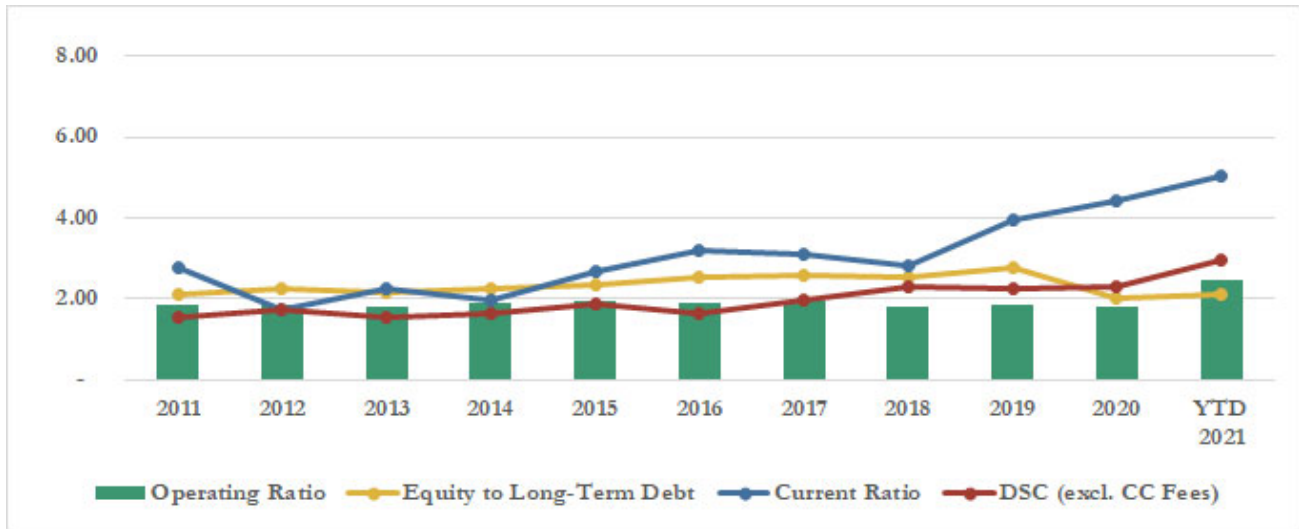
Schedule of Net Earnings for Debt Service and Debt Coverage Year-to-date August 31,

	FY 2021	FY 2020
Operating income (loss) year to date	\$ 2,393,378	\$ 1,950,755
Adjustments to derive net earnings:		
Depreciation expense	5,011,651	4,811,459
Contributed capital - cash	228,403	1,463,077
Interest income, excluding bond interest income	158,318	181,472
Net earnings per bond resolution	<u>\$ 7,791,750</u>	<u>\$ 8,406,763</u>
Total approximate debt service paid year to date	<u>\$ 2,554,857</u>	<u>\$ 2,188,655</u>
Debt coverage	<u>3.05</u>	<u>3.84</u>
Without capacity fees	<u>2.96</u>	<u>3.17</u>

Note: The end of the fiscal year information is based upon audited, final figures. Year-to-date information is based upon information available at the time of the interim financial report preparation and is subject to change.

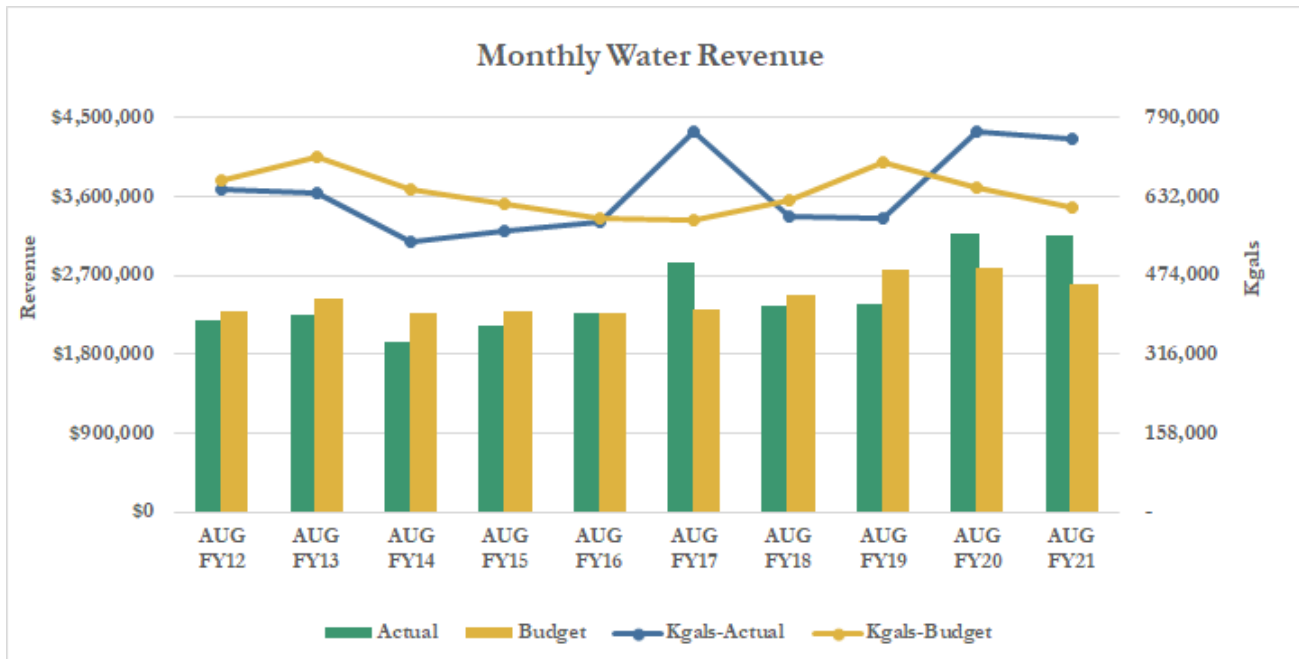
Ratio Analysis

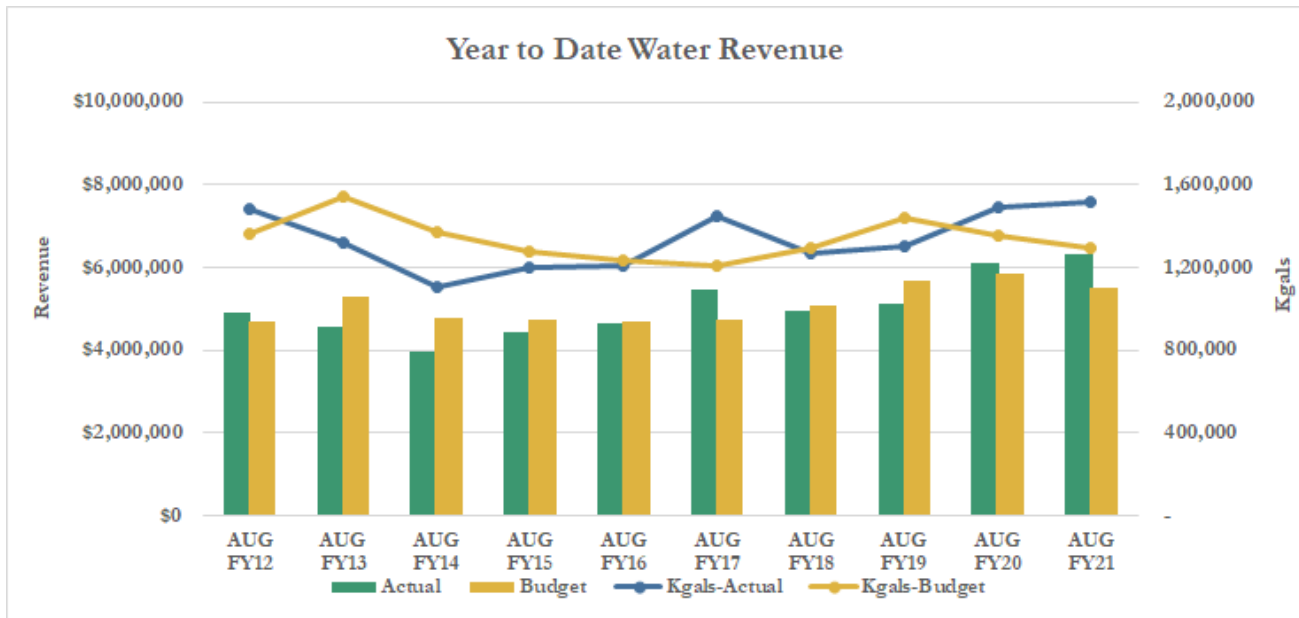
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	YTD 2021
Equity to Long-Term Debt	2.09	2.23	2.17	2.26	2.32	2.55	2.58	2.52	2.79	2.03	2.10
Operating Ratio	1.83	1.85	1.79	1.91	1.93	1.90	1.94	1.80	1.86	1.79	2.48
Current Ratio	2.79	1.75	2.25	1.98	2.69	3.19	3.11	2.80	3.96	4.42	5.05
DSC (excl. CC Fees)	1.56	1.74	1.56	1.65	1.89	1.64	1.96	2.31	2.26	2.28	2.96



Operating Revenues

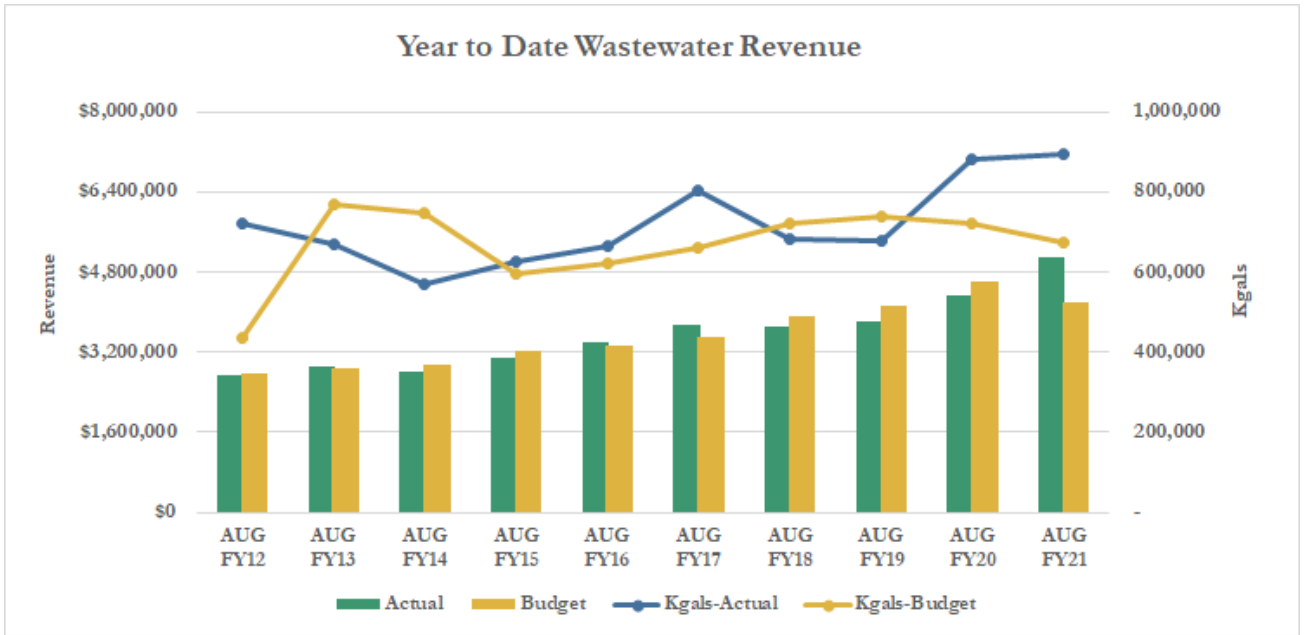
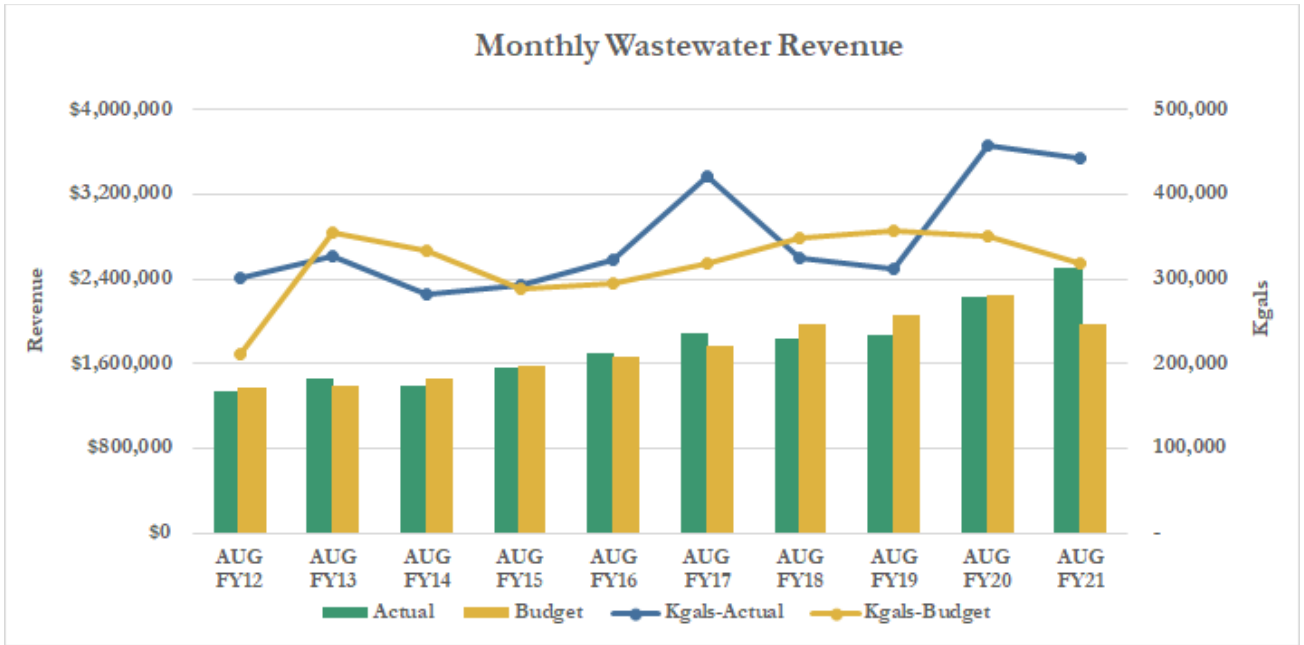
- Total operating revenues, including other ancillary charges, are approximately \$1.4 million, or 13%, over projections year-to-date.





Water Operating Revenues

- Year-to-date total water operating revenue, *including* ancillary fees, is 16% or \$998 thousand over budget primarily due to residential retail water sales.
- Water tap fees are \$73 thousand or 33% over projection year to date and \$56 thousand or 24% over prior year to date fees.
- Year-to-date wholesale water revenue is above projection by 1% due mainly to Fripp Island and Moss Creek. Civilian wholesale revenues are \$2 thousand or 0.4% over budget and military wholesale revenues are \$7 thousand or 3% over budget.
- Residential water sales are over budget by 20% or \$699 thousand and residential irrigation is over budget by 19% or \$60 thousand.
- Special commercial sales to SCE&G (i.e., raw water, return water, and reverse osmosis) are over budget by \$16 thousand or 21% year-to-date.
- Commercial water sales are over budget by 2% or \$14 thousand and commercial irrigation is over budget by 9% or \$30 thousand.



Wastewater Operating Revenues

- Wastewater operating revenues year-to-date are 9% or \$420 thousand over projections due to residential sewer revenue.
- Commercial sewer revenue is under budget by 1% or \$14 thousand year-to-date.
- Residential sewer is over budget by 13% or \$401 thousand year-to-date.
- Reclaimed water sales are over projections by 30% or \$4 thousand year-to-date.

Operating Expenses

- Total year-to-date operating expenses, excluding depreciation, are under budget \$357 thousand or 7% at the time of this report.
- Unfavorable variances to budget exist for the following areas:
 - Source of supply-ops overage of \$15 thousand is due to changes in salary allocations in field operations.
 - Water treatment-maintenance overage of \$13 thousand is due to SCADA expenses.
 - Laboratory testing overage of \$2 thousand for water and \$2 thousand for sewer is due to timing on lab supplies purchases.
 - Franchise fees overage of \$4 thousand for water is due to usage being higher than anticipated.
 - General and administrative overage of \$14 thousand for water and \$4 thousand for sewer is due to additional cleaning services related to COVID-19.
 - Collection and transmission-maintenance overage of \$20 thousand is due SCADA expenses and timing of electrical equipment maintenance.
 - Wastewater treatment-ops overage of \$4 thousand is related to timing on generator fuel purchases.
- Including depreciation, total operating expenses are under budget by \$339 thousand or 3%.

Capital Contributions

- Capacity fees as of August total \$228 thousand compared to the annual capacity fee budget of \$4.5 million. Capacity fees received this month totaled \$180 thousand.
- Developer contributions of systems as of August total \$2.2 million compared to the annual budget of \$4 million. Contributions of systems received this month totaled \$2.1 million.

Budgetary Analysis - Operating Expense Analysis by Function
Fiscal Year-to-Date through August 31,
(With comparative amounts for the same period in prior fiscal year)

	FY2021		FY2020	Variance of FY 2021 Actual Data To			
	Actual	Budget	Actual	Budget		2020 Actual	
				Dollars	%	Dollars	%
Favorable (Unfavorable)							
Operating expenses							
Water operating expenses:							
Source of supply - OPS	\$ 102,619	\$ 87,700	\$ 65,713	\$ (14,919)	-17.0%	\$ (36,906)	-56.2%
Source of supply - Maintenance	30,331	39,000	56,713	8,669	22.2%	26,382	46.5%
Water treatment - OPS	752,253	760,700	677,838	8,447	1.1%	(74,415)	-11.0%
Water treatment - Maintenance	138,128	125,400	137,908	(12,728)	-10.1%	(220)	-0.2%
Transmission and distribution - OPS	524,561	584,000	561,543	59,439	10.2%	36,982	6.6%
Transmission and distribution - Maintenance	99,670	107,400	175,372	7,730	7.2%	75,702	43.2%
Laboratory and testing	64,440	62,200	63,056	(2,240)	-3.6%	(1,384)	-2.2%
Franchise fee	158,994	155,200	168,606	(3,794)	-2.4%	9,612	5.7%
Engineering & construction services	71,981	72,400	55,399	419	0.6%	(16,582)	-29.9%
Customer service and billing	276,684	348,400	309,280	71,716	20.6%	32,596	10.5%
Financial Services	212,867	245,600	207,201	32,733	13.3%	(5,666)	-2.7%
Information Technology	136,950	140,200	148,737	3,250	2.3%	11,787	7.9%
Asset Management	31,075	62,800	12,767	31,725	50.5%	(18,308)	-143.4%
General and administrative	332,650	318,800	279,957	(13,850)	-4.3%	(52,693)	-18.8%
	2,933,203	3,109,800	2,920,090	176,597	5.7%	(13,113)	-0.4%
Wastewater operating expenses:							
Collection & transmission - OPS	560,788	622,200	679,422	61,412	9.9%	118,634	17.5%
Collection & transmission - Maintenance	103,019	83,400	104,574	(19,619)	-23.5%	1,555	1.5%
Wastewater treatment - OPS	364,934	361,400	376,493	(3,534)	-1.0%	11,559	3.1%
Wastewater treatment - Maintenance	93,603	108,600	141,603	14,997	13.8%	48,000	33.9%
Wastewater disposal - OPS	28,942	40,200	17,431	11,258	28.0%	(11,511)	-66.0%
Wastewater disposal - Maintenance	3,391	5,600	4,445	2,209	39.4%	1,054	23.7%
Sludge management - OPS	54,610	65,800	67,237	11,190	17.0%	12,627	18.8%
Sludge management - Maintenance	304	2,800	6,341	2,496	89.1%	6,037	95.2%
Laboratory and testing	54,364	52,000	52,520	(2,364)	-4.5%	(1,844)	-3.5%
Franchise fee	119,615	131,200	135,445	11,585	8.8%	15,830	11.7%
Engineering & construction services	47,989	48,200	36,932	211	0.4%	(11,057)	-29.9%
Customer service and billing	182,892	231,800	204,001	48,908	21.1%	21,109	10.3%
Financial Services	141,611	163,000	137,985	21,389	13.1%	(3,626)	-2.6%
Information Technology	91,567	93,400	99,158	1,833	2.0%	7,591	7.7%
Asset Management	20,717	43,000	8,511	22,283	51.8%	(12,206)	-143.4%
General and administrative	216,797	212,600	186,757	(4,197)	-2.0%	(30,040)	-16.1%
	2,085,144	2,265,200	2,258,854	180,056	7.9%	173,710	7.7%
Operating expenses before depreciation	5,018,347	5,375,000	5,178,944	356,653	6.6%	160,597	3.1%
Depreciation - Water	2,161,644	2,205,000	2,111,423	43,356	2.0%	(50,221)	-2.4%
Depreciation - Wastewater	2,850,007	2,788,800	2,700,037	(61,207)	-2.2%	(149,970)	-5.6%
Total operating expenses	\$ 10,029,998	\$ 10,368,800	\$ 9,990,403	\$ 338,802	3.3%	\$ (39,594)	-0.4%

Detailed Schedule of Changes in Capital Assets

	System		Capital			
	30-Jun-20	Contributions	Additions & Depreciation	Improvement Program	Disposals/Adjustments	31-Aug-20
Land and Land Rights	\$ 10,635,337	\$ -	\$ -	\$ -	\$ -	\$ 10,635,337
Administrative Fac. & Improv.	14,491,450	-	-	-	-	14,491,450
Source of Supply	13,341,759	-	-	-	-	13,341,759
Water Treatment Plant	59,974,285	-	-	-	-	59,974,285
Wastewater Treatment Plant	133,492,590	-	-	-	-	133,492,590
Water System Transmission & Distribution	239,823,387	743,726	227,453	-	-	240,794,566
Wastewater System Collection & Transmission	288,417,154	1,496,667	-	-	-	289,913,821
Wastewater Disposal Systems	1,693,176	-	-	-	-	1,693,176
Other General Equipment	22,627,480	-	20,984	-	(81,955)	22,566,510
Vehicles	6,441,464	-	38,034	-	-	6,479,498
Property, plant and equipment in service	790,938,082	2,240,393	286,470	-	(81,955)	793,382,991
Accumulated Depreciation	(395,399,128)	-	(5,011,651)	-	56,780	(400,353,999)
Property, plant and equipment in service, net	395,538,954	2,240,393	(4,725,181)	-	(25,175)	393,028,992
Construction in Progress	21,531,083	-	886,261	-	-	22,417,344
Net property, plant and equipment	\$ 417,070,037	\$ 2,240,393	\$ (3,838,920)	\$ -	\$ (25,175)	\$ 415,446,336

CIP Capitalization:

121060 - Waster Sys. Equip	121070 - WW Sys. Equip.
Meter Capitalization	227,453
Transponder Cap.	-
227,453	121050 - WW Treatment Plant
121080 - General Equipment	
6579-TELEDYNE MOD	13,822
6598-SR-24 RIDGID LOC	7,162
	-
	121030 - Source of Supply
	-
	121085 - Vehicles
	6578-2019 FORD F150 4W
	38,034
	38,034
	Disposals:
	5554-Aquamarine Harvester
	5574-Harvester trailer
	(74,860)
	(7,095)
	20,984

(81,955)

System Contributions:

<i>21060-Water System Transmission & Distribution</i>	
ECOFOAM INSULATIONS - W	14,520
HEARTHSTONE LAKES PHASE 2C- W	45,540
WASHINGTON SQR FKA BLUFFTON C	130,821
LAWTON STATION PHS 5C & 6C- W	59,160
PALMETTO BLUFF BLOCK-W	157,070
TRU HOTEL BEAUFORT -W	26,620
LATTITUDE HILTON HEAD PHS 3B -W	167,150
CYPRESS RIDGE PHS 14 -W	33,690
MALIND BLUFF PSH 1 -W	32,000
BMH OKATIE MEDICAL OFFICE -W	77,155

21070-Wastewater System Collection & Transmission

ECOFOAM INSULAT	14,837
HEARTHSTONE LAK	65,860
WASHINGTON SQR	205,899
WASHINGTON SQR	186,995
LAWTON STATION 1	97,248
PALMETTO BLUFF B	209,800
LATTITUDE HILTON	233,570
LATTITUDE HILTON	290,000
CYPRESS RIDGE PHS	48,850
TRU HOTEL BEAUF	22,400
MALIND BLUFF PSH	87,100
BMH OKATIE MEDIC	34,108

743,726

1,496,667

Beaufort-Jasper Water and Sewer Authority
Budgetary Comparison Schedule
Fiscal Year-to-Date through August 31,

	FY2021		FY2020		Variance of FY 2021 Actual Data To			
	Actual	Budget	Actual	Budget		2020 Actual		
				Dollars	%	Dollars	%	
Operating revenues								
Civilian wholesale	\$ 508,450	\$ 506,400	\$ 493,334	\$ 2,050	0.4%	\$ 15,116	3.1%	
Military wholesale	214,332	207,500	231,379	6,832	3.3%	(17,047)	-7.4%	
Retail	5,620,610	4,815,700	5,409,674	804,910	16.7%	210,936	3.9%	
Military Retail	282,496	193,400	282,496	89,096	46.1%	-	0.0%	
Special Commercial	92,946	77,000	83,099	15,946	20.7%	9,847	11.8%	
Other	563,697	484,800	574,387	78,897	16.3%	(10,690)	-1.9%	
Total water operating revenues	7,282,531	6,284,800	7,074,369	997,731	15.9%	208,162	2.9%	
Wastewater service	4,588,813	4,202,100	4,325,203	386,713	9.2%	263,610	6.1%	
Military Retail	489,898	466,200	489,898	23,698	5.1%	-	0.0%	
Other	62,133	52,600	51,688	9,533	18.1%	10,445	20.2%	
Total wastewater operating revenues	5,140,844	4,720,900	4,866,789	419,944	8.9%	274,055	5.6%	
Total operating revenues	12,423,375	11,005,700	11,941,158	1,417,675	12.9%	482,217	4.0%	
Operating expenses								
Water operating expenses:								
Source of supply	132,950	126,700	122,426	(6,250)	-4.9%	(10,524)	-8.6%	
Water treatment	890,381	886,100	815,746	(4,281)	-0.5%	(74,635)	-9.1%	
Transmission and distribution	624,231	691,400	736,915	67,169	9.7%	112,684	15.3%	
Laboratory and testing	64,440	62,200	63,056	(2,240)	-3.6%	(1,384)	-2.2%	
Franchise fee	158,994	155,200	168,606	(3,794)	-2.4%	9,612	5.7%	
Engineering & construction services	71,981	72,400	55,399	419	0.6%	(16,582)	-29.9%	
Customer service and billing	276,684	348,400	309,280	71,716	20.6%	32,596	10.5%	
General and administrative	713,542	767,400	648,662	53,858	7.0%	(64,880)	-10.0%	
Total water operating expenses (excl. depr.)	2,933,203	3,109,800	2,920,090	176,597	5.7%	(13,113)	-0.4%	
Wastewater operating expenses:								
Collection & transmission	663,807	705,600	783,996	41,793	5.9%	120,189	15.3%	
Wastewater treatment	458,537	470,000	518,096	11,463	2.4%	59,559	11.5%	
Wastewater disposal	32,333	45,800	21,876	13,467	29.4%	(10,457)	-47.8%	
Sludge management	54,914	68,600	73,578	13,686	20.0%	18,664	25.4%	
Laboratory and testing	54,364	52,000	52,520	(2,364)	-4.5%	(1,844)	-3.5%	
Franchise fee	119,615	131,200	135,445	11,585	8.8%	15,830	11.7%	
Engineering & construction services	47,989	48,200	36,932	211	0.4%	(11,057)	-29.9%	
Customer service and billing	182,892	231,800	204,001	48,908	21.1%	21,109	10.3%	
General and administrative	470,693	512,000	432,410	41,307	8.1%	(38,283)	-8.9%	
Total wastewater operating expenses (excl. depr.)	2,085,144	2,265,200	2,258,854	180,056	7.9%	173,710	7.7%	
Operating expenses before depreciation	5,018,347	5,375,000	5,178,944	356,653	6.6%	160,597	3.1%	
Depreciation - Water	2,161,644	2,205,000	2,111,423	43,356	2.0%	(50,221)	-2.4%	
Depreciation - Wastewater	2,850,007	2,788,800	2,700,036	(61,207)	-2.2%	(149,971)	-5.6%	
Total operating expenses	10,029,998	10,368,800	9,990,403	338,802	3.3%	(39,595)	-0.4%	
Operating income (loss)	2,393,378	636,900	1,950,755	1,756,478	275.8%	442,623	22.7%	
Non-operating revenues (expenses), net	(786,644)	(834,600)	(480,422)	47,956	5.7%	(306,222)	-63.7%	
Increase (decrease) in net position, before capital contributions	1,606,734	(197,700)	1,470,333	1,804,434	912.7%	136,401	-9.3%	
Capital Contributions	2,468,796	1,416,600	3,193,943	1,052,196	74.3%	(725,147)	-22.7%	
Increase (decrease) in net position	\$ 4,075,530	\$ 1,218,900	\$ 4,664,276	\$ 2,856,630	234.4%	\$ (588,746)	-12.6%	

Beaufort-Jasper Water and Sewer Authority
Statements of Revenues, Expenses and Changes in Net Position
For the fiscal year to date ending

		8/31/2020	8/31/2019
Operating revenues:			
Water:	Wholesale	\$ 722,782	\$ 724,713
	Retail	5,713,556	5,492,773
	Military Retail	282,496	282,496
	Other	563,697	574,387
Total water revenues		7,282,531	7,074,369
Wastewater:	Service	4,588,813	4,325,203
	Military Retail	489,898	489,898
	Other	62,133	51,688
Total wastewater revenues		5,140,844	4,866,789
Total operating revenues		12,423,375	11,941,158
Operating expenses:			
Water:	Source of supply	132,950	122,426
	Water treatment	890,381	815,746
	Transmission and distribution	624,231	736,915
	Laboratory and testing	64,440	63,056
	Franchise fee	158,994	168,606
	Depreciation	2,161,644	2,111,423
	General, administrative, customer service and other	1,062,207	1,013,341
Total water operating expenses		5,094,847	5,031,513
Wastewater:	Collection and transmission	663,807	783,996
	Wastewater treatment	458,537	518,096
	Wastewater disposal	32,333	21,876
	Sludge management	54,914	73,578
	Laboratory and testing	54,364	52,520
	Franchise fee	119,615	135,445
	Depreciation	2,850,007	2,700,036
	General, administrative, customer service and other	701,574	673,343
Total wastewater operating expenses		4,935,151	4,958,890
Total operating expenses		10,029,998	9,990,403
Operating income (loss)		2,393,378	1,950,755
Non-operating revenue (expense):			
	Interest expense	(989,254)	(671,528)
	Interest income	132,068	172,097
	Investment income	26,250	9,375
	Bond interest income	-	-
	Easement revenue	-	-
	Litigation settlement	-	-
	Net gain (loss) on disposal of assets	44,292	9,634
Total non-operating revenue (expense)		(786,644)	(480,422)
Increase (decrease) in net position, before capital contributions		1,606,734	1,470,333
Capital contributions:			
	Grants	-	1,004,865
	Capacity fees	228,403	1,463,077
	Developer contributions of systems	2,240,393	726,001
Total capital contributions		2,468,796	3,193,943
Increase (decrease) in net position		4,075,530	4,664,276
Net position at beginning of fiscal year		342,218,238	324,475,958
Net position at end of period		\$ 346,293,768	\$ 329,140,234

Beaufort-Jasper Water and Sewer Authority
Statement of Net Position

	31-Aug	
	FY 2021	FY 2020
Assets		
Current assets:		
Cash and cash equivalents	\$ 21,211,498	\$ 24,930,118
Investments	6,027,290	4,987,669
Accounts receivable	8,268,355	9,056,296
Inventory and other assets	1,740,838	1,929,446
Total current assets (unrestricted)	37,247,981	40,903,529
Designated & restricted assets:		
Cash and cash equivalents - Restricted	65,620,279	3,859,793
Cash and cash equivalents - Designated	28,262,685	22,077,331
Designated receivables	92,439	92,439
Total designated & restricted assets	93,975,403	26,029,564
Total current assets	131,223,385	66,933,093
Noncurrent Assets:		
Capital assets:		
Land and land rights	10,635,337	10,504,536
Administrative facilities	14,491,450	14,418,274
Water systems	314,110,610	303,709,719
Wastewater systems	425,099,587	401,602,579
Equipment	22,566,510	21,132,045
Vehicles	6,479,498	6,280,430
Utility plant in service before depreciation	793,382,991	757,647,582
Less accumulated depreciation	(400,353,999)	(370,955,136)
Net utility plant in service	393,028,992	386,692,446
Construction in progress	22,417,344	23,829,326
Total capital assets	415,446,336	410,521,773
Other Assets:		
Conservation easements	534,125	534,125
ISM Receivable-Department of the Navy	18,678,676	19,759,012
Total noncurrent assets	434,659,137	430,814,910
Total assets	565,882,521	497,748,003
Deferred outflows of resources		
Deferred amounts on advance refundings	1,252,445	1,438,901
Pensions	3,865,459	4,694,952
Other post retirement benefits	2,426,649	470,735
Total deferred outflows of resources	7,544,553	6,604,588
Liabilities		
Current liabilities:		
Accounts payable and accrued expenses	4,246,548	4,135,152
Accrued wages and benefits	1,289,513	2,024,096
Revenue bonds, SRFs, notes, and interest	7,364,345	6,463,906
Total current liabilities (unrestricted)	12,900,407	12,623,155
Current liabilities payable from designated & restricted assets:		
Accounts payable for capital items	82,511	1,736,183
Revenue bonds, SRFs, notes, and interest	4,112,085	3,444,550
Total current liabilities payable from designated & restricted assets	4,194,596	5,180,733
Total current liabilities	17,095,003	17,803,888
Long term liabilities:		
Revenue bonds, state revolving loans, and notes	165,051,510	115,804,781
Net pension liability	25,272,686	24,341,398
Other post retirement benefits	17,476,441	14,630,318
Unearned revenue-Levy projects	413,634	413,634
Unearned revenue-Easements	-	-
Total long term liabilities	208,214,271	155,190,131
Total liabilities	225,309,274	172,994,019
Deferred inflows of resources		
Pensions	749,990	967,840
Other post retirement benefits	1,074,042	1,250,498
Total deferred inflows of resources	1,824,032	2,218,338
Net position:		
Net investment in capital assets	301,397,025	286,427,652
Restricted for:		
Capital activity	415,244	415,244
Unrestricted	44,481,499	42,297,338
Total net position	\$ 346,293,768	\$ 329,140,234

Beaufort - Jasper Water and Sewer Authority

Accounts Receivable Aging:

	0 - 30 Days		31-60 Days		61-90 Days		91-120 Days		120+ Days		Total AR
Aug-18	\$ 2,534,792	65%	\$ 269,977	7%	\$ 21,536	1%	\$ 923	0%	\$ 1,048,903	27%	\$ 3,876,130
Sep-18	3,194,610	69%	321,254	7%	40,407	1%	983	0%	1,050,301	23%	4,607,555
Oct-18	2,818,684	68%	245,851	6%	42,038	1%	227	0%	1,059,047	25%	4,165,846
Nov-18	2,667,675	66%	267,234	7%	21,167	1%	8,843	0%	1,064,685	26%	4,029,603
Dec-18	2,327,129	62%	287,372	8%	36,712	1%	3,454	0%	1,072,098	29%	3,726,765
Jan-19	2,242,859	63%	231,743	6%	12,248	0%	8,919	0%	1,080,270	30%	3,576,039
Feb-19	2,341,738	64%	201,658	6%	7,277	0%	1,760	0%	1,084,983	30%	3,637,415
Mar-19	2,556,837	66%	216,965	6%	7,063	0%	(4,723)	0%	1,068,880	28%	3,845,022
Apr-19	2,528,911	66%	227,404	6%	7,893	0%	(196)	0%	1,061,110	28%	3,825,124
May-19	2,802,791	68%	231,561	6%	11,098	0%	(2,853)	0%	1,062,055	26%	4,104,651
Jun-19	3,348,326	71%	277,526	6%	12,588	0%	2,013	0%	1,066,453	23%	4,706,906
Jul-19	3,194,555	70%	283,182	6%	12,885	0%	3,497	0%	1,075,533	24%	4,569,651
Aug-19	3,653,810	73%	277,433	6%	16,556	0%	2,641	0%	1,075,270	21%	5,025,709
Sep-19	3,940,283	73%	355,811	7%	47,767	1%	(6,710)	0%	1,076,444	20%	5,413,594
Oct-19	3,212,362	69%	316,100	7%	23,754	1%	8,304	0%	1,067,270	23%	4,627,790
Nov-19	2,472,917	64%	294,895	8%	38,682	1%	6,288	0%	1,071,662	28%	3,884,445
Dec-19	2,559,945	66%	196,944	5%	23,032	1%	4,028	0%	1,077,943	28%	3,861,891
Jan-20	2,440,106	64%	264,502	7%	10,365	0%	847	0%	1,086,082	29%	3,801,902
Feb-20	3,133,288	70%	173,749	4%	63,385	1%	(68)	0%	1,085,393	24%	4,455,747
Mar-20	2,128,639	59%	342,146	10%	27,671	1%	6,537	0%	1,072,586	30%	3,577,578
Apr-20	2,769,956	65%	290,882	7%	133,406	3%	21,061	0%	1,070,284	25%	4,285,589
May-20	3,244,253	67%	272,759	6%	135,891	3%	71,011	1%	1,086,516	23%	4,810,430
Jun-20	3,108,375	66%	246,596	5%	104,057	2%	61,897	1%	1,154,872	25%	4,675,797
Jul-20	3,171,604	65%	319,499	7%	110,792	2%	58,297	1%	1,188,389	25%	4,848,581
Aug-20	3,266,350	66%	331,696	7%	101,149	2%	69,266	1%	1,215,143	24%	4,983,604

Allowance for Doubtful Accounts:

			June 30, 2020				August 31, 2020	
Accounts over 90 days	1,216,770	90%	1,095,093		1,284,409	90%	1,155,968	
Accounts over 60 days	104,057	50%	52,028		101,149	50%	50,575	
Payment Arrangements	(25,853)	100%	(25,853)		(25,853)	100%	(25,853)	
			<u>1,121,268</u>		<u>1,180,690</u>			

Increase/(Decrease)

59,422

Bad Debt Expense-FY20

191,700

Bad Debt Expense-FY19

16,500

Bad Debt Expense-FY18

32,000

Bad Debt Expense-FY17

30,800

Beaufort -Jasper Water & Sewer Authority
Cutoff/Delinquent Fees/Penalties Stats

	Cycle 20 Hwy 170 up to Palmetto Bluff			Cycle 22 Hwy 278			Cycle 24 Buckwalter			Cycle 26 Downtown Bluffton			Cycle 2 Sun City							
	Delinquent			Delinquent			Delinquent			Delinquent			Delinquent							
	Number	Fee	Penalties	Number	Fee	Penalties	Number	Fee	Penalties	Number	Fee	Penalties	Number	Fee	Penalties					
Jan	30	\$ 1,500	\$ 1,005	25	\$ 1,250	\$ 442	17	\$ 850	\$ 756	26	\$ 1,300	\$ 1,338	6	\$ 300	\$ 281					
Feb	35	\$ 1,750	\$ 1,544	20	\$ 1,000	\$ 382	18	\$ 900	\$ 737	38	\$ 1,900	\$ 1,011	2	\$ 100	\$ 239					
Mar	26	\$ 1,300	\$ -	-26%	14	\$ 700	\$ -	-30%	14	\$ 700	\$ 842	-22%	33	\$ 1,650	\$ 1,070	-13%	5	\$ 250	\$ -	150%
Apr	68	\$ 3,400	\$ 873	162%	30	\$ 1,500	\$ 1,011	114%	56	\$ 2,800	\$ 790	300%	109	\$ 5,450	\$ 1,019	230%	2	\$ 100	\$ 164	-60%
May	35	\$ 1,750	\$ 683	-49%	17	\$ 850	\$ 603	-43%	42	\$ 2,100	\$ 749	-25%	97	\$ 4,850	\$ 1,051	-11%	1	\$ 50	\$ 291	-50%
Jun	154	\$ 7,700	\$ 801	340%	86	\$ 4,300	\$ 499	406%	166	\$ 8,300	\$ 833	295%	285	\$ 14,250	\$ 985	194%	37	\$ 1,850	\$ 270	3600%
July	147	\$ 7,350	\$ 1,157	-5%	36	\$ 1,800	\$ 654	-58%	115	\$ 5,750	\$ 785	-31%	225	\$ 11,250	\$ 957	-21%	21	\$ 1,050	\$ 295	-43%
Aug	187	\$ 9,350	\$ 1,433	27%	75	\$ 3,750	\$ 757	108%	136	\$ 6,800	\$ 1,160	18%	240	\$ 12,000	\$ 1,384	7%	26	\$ 1,300	\$ 291	24%
Sept	70	\$ 3,500	\$ 1,192	-63%	24	\$ 1,200	\$ 381	-68%	76	\$ 3,800	\$ 883	-44%	98	\$ 4,900	\$ 1,015	-59%	14	\$ 700	\$ 258	-46%

	Cycle 4 Hardeeville			Cycle 6 Ladys Is Dr/Sea Is Pkwy to Dataw			Cycle 8 Sams Point Rd			Cycle 10 St Helena			Cycle 12 Port Royal							
	Delinquent			Delinquent			Delinquent			Delinquent			Delinquent							
	Number	Fee	Penalties	Number	Fee	Penalties	Number	Fee	Penalties	Number	Fee	Penalties	Number	Fee	Penalties					
Jan	15	\$ 750	\$ 707	10	\$ 500	\$ 178	17	\$ 850	\$ 314	25	\$ 1,250	\$ 252	67	\$ 3,350	\$ 670					
Feb	37	\$ 1,850	\$ 588	8	\$ 400	\$ -	29	\$ 1,450	\$ -	28	\$ 1,400	\$ -	52	\$ 2,600	\$ 842					
Mar	19	\$ 950	\$ -	-49%	20	\$ 1,000	\$ 126	150%	73	\$ 3,650	\$ 332	152%	134	\$ 6,700	\$ 304	379%	230	\$ 11,500	\$ 735	342%
Apr	60	\$ 3,000	\$ 620	216%	14	\$ 700	\$ 120	-30%	50	\$ 2,500	\$ 124	-32%	85	\$ 4,250	\$ 228	-37%	123	\$ 6,150	\$ 598	-47%
May	45	\$ 2,250	\$ 530	-25%	16	\$ 800	\$ 165	14%	29	\$ 1,450	\$ 618	-42%	74	\$ 3,700	\$ 296	-13%	175	\$ 8,750	\$ 730	42%
Jun	129	\$ 6,450	\$ 912	187%	37	\$ 1,850	\$ 241	131%	102	\$ 5,100	\$ 387	252%	121	\$ 6,050	\$ 229	64%	268	\$ 13,400	\$ 757	53%
July	130	\$ 6,500	\$ 952	1%	41	\$ 2,050	\$ 142	11%	99	\$ 4,950	\$ 226	-3%	130	\$ 6,500	\$ 249	7%	244	\$ 12,200	\$ 892	-9%
Aug	129	\$ 6,450	\$ 884	-1%	46	\$ 2,300	\$ 243	12%	121	\$ 6,050	\$ 661	22%	153	\$ 7,650	\$ 295	18%	175	\$ 8,750	\$ 876	-28%
Sept																				

	Cycle 14 Oaks			Cycle 16 Downtown Beaufort			Cycle 18 Burton/Grays Hill/Dale			Cycle 35 Levy										
	Delinquent			Delinquent			Delinquent			Delinquent										
	Number	Fee	Penalties	Number	Fee	Penalties	Number	Fee	Penalties	Number	Fee	Penalties								
Jan	11	\$ 550	\$ 237	34	\$ 1,700	\$ 614	48	\$ 2,400	\$ 657	11	\$ 550	\$ 110								
Feb	10	\$ 500	\$ 240	27	\$ 1,350	\$ -	46	\$ 2,300	\$ -	14	\$ 700	\$ -								
Mar	94	\$ 4,700	\$ 311	840%	181	\$ 9,050	\$ 708	570%	272	\$ 13,600	\$ 410	491%	46	\$ 2,300	\$ 153	229%				
Apr	54	\$ 2,700	\$ 241	-43%	102	\$ 5,100	\$ 686	-44%	148	\$ 7,400	\$ 794	-46%	31	\$ 1,550	\$ 67	-33%				
May	110	\$ 5,500	\$ 330	104%	230	\$ 11,500	\$ 327	125%	254	\$ 12,700	\$ 774	72%	15	\$ 750	\$ 42	-52%				
Jun	89	\$ 4,450	\$ 306	-19%	187	\$ 9,350	\$ 641	-19%	290	\$ 14,500	\$ 693	14%	31	\$ 1,550	\$ 26	107%				
July	92	\$ 4,600	\$ 292	3%	186	\$ 9,300	\$ 805	-1%	307	\$ 15,350	\$ 937	6%	34	\$ 1,750	\$ 96	10%				
Aug	58	\$ 2,900	\$ 343	-37%	122	\$ 6,100	\$ 978	-34%	406	\$ 20,300	\$ 1,084	32%	93	\$ 4,650	\$ 89	174%				
Sept																				

	Total			
	Number	Delinquent F	Penalties	
Jan	342	\$ 17,100	\$ 7,559	
Feb	364	\$ 18,200	\$ 5,583	
Mar	1,161	\$ 58,050	\$ 4,989	219%
Apr	932	\$ 46,600	\$ 7,336	-20%
May	1,140	\$ 57,000	\$ 7,190	22%
Jun	1,982	\$ 99,100	\$ 7,580	74%
July	1,807	\$ 90,400	\$ 8,439	-9%
Aug	1,967	\$ 98,350	\$ 10,478	9%
Sept	282	\$ 14,100	\$ 3,729	-86%

Cycle	Cut Day	#of Cut Offs	Restored Same Day	Restored next Day
20	1-Sep-20	44	27	15
22	2-Sep-20	8	7	0
24	9-Sep-20	20	12	8
26	10-Sep-20	46	17	
2	10-Sep-20	4	2	
4				
6				
8				
10				
12				
14				
16				
18				
Levy/35		122	65	23

Wells Fargo Securities, LLC
 550 S TRYON ST
 FLOOR 04
 CHARLOTTE, NC 28202-4200

LAMONTE BARNES
 1-877-433-9967

**Combined Summary
 Brokerage Account and Bank Account**

**Statement Period
 08/01/2020 - 08/31/2020**

BEAUFORT-JASPER WATER AND SEWER AUTHORITY **Account Number**
 1BB88737

Total Account Value Summary - US Dollar (USD)

This summary does not reflect the value of unpriced securities. Repurchase agreements are reflected at par value.

	Amount Last Statement Period	Amount This Statement Period	% Portfolio
Cash	\$ 0.00	\$ 0.00	0%
Money Market Mutual Funds	0.00	0.00	0%
Bonds	6,015,450.05	6,007,098.67	100%
Stocks	0.00	0.00	0%
Total Account Value	\$ 6,015,450.05	\$ 6,007,098.67	100%

Value Change Since Last Statement Period \$ (8,351.38)

Percent Decrease Since Last Statement Period 0%

Value Last Year-End \$ 10,045,729.77

Percent Decrease Since Last Year-End 40%

***Includes amortized Par value of municipal leases and notes.

Total Income Summary USD

	This Period	Year-To-Date
Interest	\$ 13,125.00	\$ 175,250.00
Dividends/Capital Gains	0.00	0.00
Money Market Mutual Funds Dividends	0.00	0.00
Other	0.00	0.00
Income Total	\$ 13,125.00	\$ 175,250.00

Total Interest Charged USD

Description	This Period
Debit Interest For August 2020	0.00
Total Interest Charged	\$ 0.00

Total Money Market Mutual Funds Summary USD

Description	Amount
Opening Balance	\$ 0.00
Deposits and Other Additions	0.00
Distributions and Other Subtractions	0.00
Dividends Reinvested	0.00
Change in Value	0.00
Closing Balance	\$ 0.00



Wells Fargo Securities, LLC
 550 S TRYON ST
 FLOOR 04
 CHARLOTTE, NC 28202-4200

LAMONTE BARNES
 1-877-433-9967

Brokerage Account Statement
Wells Fargo Securities, LLC

Statement Period
08/01/2020 - 08/31/2020

BEAUFORT-JASPER WATER AND SEWER
 AUTHORITY

Account Number
 1BB88737

Account Value Summary *USD*

This summary does not reflect the value of unpriced securities. Repurchase agreements are reflected at par value.

	Amount Last Statement Period	Amount This Statement Period	% Portfolio
Cash	\$ 0.00	\$ 0.00	0%
Money Market Mutual Funds	0.00	0.00	0%
Bonds	0.00	0.00	0%
Stocks	0.00	0.00	0%
Total Account Value	\$ 0.00	\$ 0.00	0%
Value Change Since Last Statement Period		\$ 0.00	
Percent Increase Since Last Statement Period			N/A
Value Last Year-End		\$ 0.00	
Percent Increase Since Last Year-End			N/A

Income Summary *USD*

	This Period	Year-To-Date
Interest	\$ 0.00	\$ 0.00
Dividends/Capital Gains	0.00	0.00
Money Market Mutual Funds Dividends	0.00	0.00
Other	0.00	0.00
Income Total	\$ 0.00	\$ 0.00

Interest Charged *USD*

Description	This Period
Debit Interest For August 2020	0.00
Total Interest Charged	\$ 0.00

Money Market Mutual Funds Summary *USD*

Description	Amount
Opening Balance	\$ 0.00
Deposits and Other Additions	0.00
Distributions and Other Subtractions	0.00
Dividends Reinvested	0.00
Change in Value	0.00
Closing Balance	\$ 0.00

Important Information

This statement is provided to customers of Wells Fargo Securities, LLC ("WFS"), broker dealer 0250. Statements are provided monthly for accounts with transactions and/or security positions. The account statement contains a list of securities held in safekeeping by WFS as of the statement date and provides details of purchase and sale transactions, the receipt and disbursement of cash and securities, and other activities relating to the account during the statement period.

For WFS customers who choose to maintain a safekeeping account at Wells Fargo Bank, N.A. ("Bank"), this statement is accompanied by a separate Bank safekeeping statement. The Bank safekeeping statement, if applicable, contains a list of securities held in safekeeping by the Bank as of the statement date.

Pricing: Security and brokered certificate of deposit ("CD") prices shown on the statement are obtained from independent vendors or internal pricing models. While we believe the prices are reliable, we cannot guarantee their accuracy. For exchange-listed securities, the price provided is the closing price at month end. For unlisted securities, it is the "bid" price at month end. The price of CDs that mature in one year or less are shown at last price traded. The price of CDs that mature in greater than one year and of other instruments that trade infrequently are estimated using similar securities for which prices are available. Prices on the statement may not necessarily be obtained when the asset is sold.

Brokered CD Pricing: Like bonds, brokered CDs are subject to price fluctuation and the value of a CD, if sold prior to maturity, may be less than at the time of its purchase. Significant loss of principal could result. While WFS generally makes a market in CDs it underwrites, the secondary market for CDs that it does not underwrite may be very limited. In those cases, WFS will use its best efforts to help investors find a buyer.

SIPC: WFS is a member of the Securities Investor Protection Corporation ("SIPC"). In the event of insolvency or liquidation of WFS, securities held in safekeeping at WFS are covered by SIPC against the loss, but not investment risk, up to a maximum of \$500,000 per customer, which includes a \$250,000 limit on claims for cash held in the account. SIPC protection does not provide any protection whatsoever against investment risk, including the loss of principal on an investment. This coverage does not apply to securities held in safekeeping by the Bank. Additional information about SIPC, including a SIPC brochure, may be obtained by visiting www.sipc.org or by calling SIPC at 1-202-371-8300.

FINRA BrokerCheck Program: WFS is a member of the Financial Industry Regulatory Authority (FINRA). Under its BrokerCheck program, FINRA provides certain information regarding the disciplinary history of broker/dealers and their associated persons. Information can be obtained from the FINRA BrokerCheck program hotline number (1-800-289-9999) or the FINRA website (www.finra.org). A brochure describing the FINRA BrokerCheck program will be furnished upon written request.

Free Credit Balances: Any customer free credit balances may be used in the business of WFS subject to limitation of 17 CFR Section 240 § 15c(3)-3 under the Securities Exchange Act of 1934. In the course of normal business operations, a customer has the right to receive delivery of the following: any free credit balances to which he or she is entitled, any fully paid securities to which he or she is entitled, and any securities purchased on margin upon full payment of indebtedness to WFS.

Equity Order Routing: WFS will generally route equity and listed options orders taking into consideration among other factors, the quality and speed of execution, as well as the credits, cash or other payments it may receive from any exchange, broker-dealer or market center. This may not be true if a customer has directed or placed limits on any orders. Whenever possible, WFS will route orders in an attempt to obtain executions at prices equal or superior to the nationally displayed best bid or offer. WFS will also attempt to obtain the best execution regardless of any compensation it may receive. The nature and source of credits and payments WFS receives in connection with specific orders will be furnished to a customer upon request. WFS prepares quarterly reports describing its order routing practices for non-directed orders routed to a particular venue for execution. A printed copy of this report along with other compliance and regulatory information is available upon written request or by visiting: <https://www.wellsfargo.com/com/securities/regulatory>.

Equity Extended Hours Trading: See important information relating to equities trading before and after regular trading hours at: www.wellsfargo.com/com/securities/regulatory.

Equity Open Orders: Open orders will remain in effect until executed or canceled by you. Failure to cancel an open order may result in the transaction being executed for your account. WFS has no responsibility to cancel an open order at its own initiative.

Dividend Reinvestment: In any dividend reinvestment transaction, WFS acted as agent. Additional information regarding transactions of this nature will be furnished to a customer upon written request.

Account Transfers: A fee will be charged to customers transferring their existing WFS account to another broker/dealer or any other financial institution.

Non-deposit investment products recommended, offered or sold by WFS, including mutual funds, are not federally insured or guaranteed by or obligations of the Federal Deposit Insurance Corporation ("FDIC"), the Federal Reserve System or any other agency; are not bank deposits; are not obligations of, or endorsed or guaranteed in any way by any bank or WFS; and are subject to risk, including the possible loss of principal, that may cause the value of the investment and investment return to fluctuate.

When the investment is sold, the value may be higher or lower than the amount originally invested. WFS is a subsidiary of Wells Fargo & Company, is not a bank or thrift, and is separate from any other affiliated bank or thrift. WFS is a registered broker-dealer and member of FINRA. No affiliate of WFS is responsible for the securities sold by WFS.

Mutual Funds: The distributor of Wells Fargo Funds is affiliated with WFS/Wells Fargo Securities, LLC.

Institutional Prime and Institutional Tax Exempt money market mutual funds are required to price and transact at a net asset value ("NAV") per share that fluctuates based upon the pricing of the underlying portfolio of securities and this requirement may impact the value of those fund shares. Additionally, Institutional Prime and Institutional Tax Exempt funds may be subject to redemption fees and/or gates that can affect the availability of funds invested.

Mutual funds are sold by prospectus, which includes more complete information on risks, charges, expenses and other matters of interest. Investors should read the prospectus carefully before investing.

Financial Statements: WFS financial statements are available upon request.

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Customer Complaints and Reporting Discrepancies: Customer complaints, statement reporting inaccuracies or discrepancies should be promptly reported in writing to:

Customer Service
90 South 7th Street
5th Floor, MAC N9305-05F
Minneapolis, MN 55402
wfscustomerservice@wellsfargo.com

Customers may also report complaints, inaccuracies or discrepancies by calling 1-800-645-3751 option 5. International callers should call 1-877-856-8878. To further protect their rights, including rights under the Securities Investor Protection Act, customers should also re-confirm in writing to the above address any oral communications with WFS relating to the inaccuracies or discrepancies.

Wells Fargo Bank, N.A. Institutional Deposit: Funds invested in the Institutional Deposit are on deposit at Wells Fargo Bank, N.A. and balances are insured by the Federal Deposit Insurance Corporation ("FDIC") up to the full amount allowable by law. Institutional Deposit balances are not insured by the Securities Investor Protection Corporation ("SIPC"). For further details, see the Institutional Deposit Product Description.

Statement Ending:

August 31, 2020

BEAUFORT-JASPER WATER AND SEWER

Account Number: 1BB88737

Daily Account Activity

Your investment transactions during this statement period.

Transaction / Trade Date	Settlement / Effective Date	Activity	Security ID	Description	Par / Quantity	Price	Principal Amount	Income Amount	Debit / Credit Amount
Transaction Activity USD									
08/18/20	08/18/20	Purchase	9127964H9	US TREASURY BILL	1,000,000.00	99.9906670	(999,906.67)	0.00	(999,906.67)
08/18/20	08/18/20	Security Delivery	9127964H9	US TREASURY BILL	(1,000,000.00)	99.9906670	999,906.67	0.00	999,906.67



Wells Fargo Bank, N.A.
 550 S TRYON ST
 FLOOR 04
 CHARLOTTE, NC 28202-4200

LAMONTE BARNES
 1-877-433-9967

Bank Account Statement
Wells Fargo Bank, N.A.

Statement Period
08/01/2020 - 08/31/2020

BEAUFORT-JASPER WATER AND SEWER
 AUTHORITY

Account Number
 1BB88737

Account Value Summary USD

This summary does not reflect the value of unpriced securities. Repurchase agreements are reflected at par value.

	Amount Last Statement Period	Amount This Statement Period	% Portfolio
Cash	\$ 0.00	\$ 0.00	0%
Money Market Mutual Funds	0.00	0.00	0%
Bonds	6,015,450.05	6,007,098.67	100%
Stocks	0.00	0.00	0%
Total Account Value	\$ 6,015,450.05	\$ 6,007,098.67	100%
Value Change Since Last Statement Period		\$ (8,351.38)	
Percent Decrease Since Last Statement Period		0%	
Value Last Year-End		\$ 10,045,729.77	
Percent Decrease Since Last Year-End		40%	

Income Summary USD

	This Period	Year-To-Date
Interest	\$ 13,125.00	\$ 175,250.00
Dividends/Capital Gains	0.00	0.00
Money Market Mutual Funds Dividends	0.00	0.00
Other	0.00	0.00
Income Total	\$ 13,125.00	\$ 175,250.00

Interest Charged USD

Description	This Period
Debit Interest For August 2020	0.00
Total Interest Charged	\$ 0.00

Money Market Mutual Funds Summary USD

Description	Amount
Opening Balance	\$ 0.00
Deposits and Other Additions	0.00
Distributions and Other Subtractions	0.00
Dividends Reinvested	0.00
Change in Value	0.00
Closing Balance	\$ 0.00

Important Information

This statement is provided to customers of Wells Fargo Securities, LLC ("WFS"), broker dealer 0250. Statements are provided monthly for accounts with transactions and/or security positions. The account statement contains a list of securities held in safekeeping by WFS as of the statement date and provides details of purchase and sale transactions, the receipt and disbursement of cash and securities, and other activities relating to the account during the statement period.

For WFS customers who choose to maintain a safekeeping account at Wells Fargo Bank, N.A. ("Bank"), this statement is accompanied by a separate Bank safekeeping statement. The Bank safekeeping statement, if applicable, contains a list of securities held in safekeeping by the Bank as of the statement date.

Pricing: Security and brokered certificate of deposit ("CD") prices shown on the statement are obtained from independent vendors or internal pricing models. While we believe the prices are reliable, we cannot guarantee their accuracy. For exchange-listed securities, the price provided is the closing price at month end. For unlisted securities, it is the "bid" price at month end. The price of CDs that mature in one year or less are shown at last price traded. The price of CDs that mature in greater than one year and of other instruments that trade infrequently are estimated using similar securities for which prices are available. Prices on the statement may not necessarily be obtained when the asset is sold.

Brokered CD Pricing: Like bonds, brokered CDs are subject to price fluctuation and the value of a CD, if sold prior to maturity, may be less than at the time of its purchase. Significant loss of principal could result. While WFS generally makes a market in CDs it underwrites, the secondary market for CDs that it does not underwrite may be very limited. In those cases, WFS will use its best efforts to help investors find a buyer.

SIPC: WFS is a member of the Securities Investor Protection Corporation ("SIPC"). In the event of insolvency or liquidation of WFS, securities held in safekeeping at WFS are covered by SIPC against the loss, but not investment risk, up to a maximum of \$500,000 per customer, which includes a \$250,000 limit on claims for cash held in the account. SIPC protection does not provide any protection whatsoever against investment risk, including the loss of principal on an investment. This coverage does not apply to securities held in safekeeping by the Bank. Additional information about SIPC, including a SIPC brochure, may be obtained by visiting www.sipc.org or by calling SIPC at 1-202-371-8300.

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BEAUFORT-JASPER WATER AND SEWER

Account Number: 1BB88737

Portfolio Holdings *Security positions held with Wells Fargo Bank N.A.*

Security ID	Description	Maturity Date	Coupon	Current Par / Original Par	Market Price*	Market Value	Original Par Pledged**	Callable
Bonds USD								
313370US5	FEDERAL HOME LOAN BANK	09/11/20	2.875%	1,000,000.000	100.0733	1,000,732.90		N
3130AEWA4	FEDERAL HOME LOAN BANK	10/01/20	2.625%	2,000,000.000	100.2039	2,004,077.86		N
9127962J7	UNITED STATES TREASURY BILL	10/01/20	0.000%	1,000,000.000	99.9915	999,914.58		
9127964H9	US TREASURY BILL	10/13/20	0.000%	1,000,000.000	99.9883	999,883.33		
3133EHJ95	FEDERAL FARM CREDIT BANK	10/26/20	1.750%	1,000,000.000	100.2490	1,002,490.00		N
				6,000,000.000		6,007,098.67	0.00	

*See important information regarding security pricing on Page 2.

**Total amount that is pledged to or held for another party or parties. Refer to the Pledge Detail Report for more information.

Daily Account Activity

Your investment transactions during this statement period.

Transaction / Trade Date	Settlement / Effective Date	Activity	Security ID	Description	Par / Quantity	Price	Principal Amount	Income Amount	Debit / Credit Amount
Transaction Activity USD									
08/18/20	08/18/20	Security Receipt	9127964H9	US TREASURY BILL	1,000,000.00	99.9906670	(999,906.67)	0.00	(999,906.67)

Income / Payment Activity USD

08/17/20	08/17/20	Matured	912828NT3	UNITED STATES TREASURY UNNT			1,000,000.00		1,000,000.00
08/17/20	08/17/20	Interest	912828NT3	UNITED STATES TREASURY UNNT				13,125.00	13,125.00

Cash Activity USD

Transaction / Trade Date	Settlement / Eff. Date	Activity	Description	Debit Amount / Disbursements	Credit Amount / Receipts
08/17/20	08/17/20	Cash Receipt/Disb	DIVIDEND DDA	13,125.00	
08/17/20	08/17/20	Cash Receipt/Disb	CORPORATE ACTION DDA	1,000,000.00	
08/18/20	08/18/20	ACH/DDA Transaction	DESIGNATED DDA		999,906.67



Memorandum

Approvals	Initials	Date
Deputy General Manager	_____	_____
General Manager	_____	_____
Capital Projects Committee	_____	_____
Finance Committee	_____	_____
Board of Directors	_____	_____

TO: Joe Mantua
FROM: Kenneth Frazier
COPY: Sarah Linkimer
DATE: September 16, 2020
SUBJECT: CIP Project Addition — CIP 2293 - Town of Port Royal Sewer CDBG Project

The Town of Port Royal is pursuing a CDBG grant to convert approximately 65 homes on Royal Palm and Narcissus streets from septic to public sewer. The Town of Port Royal is currently in an application process for CDBG funding, which requires matching funds.

The CDBG grant will be approximately \$850,000, with a required match of \$413,000. The Town of Port Royal has requested BJWSA to participate in a 50% split to cover the required match, which amounts to a \$206,500 contribution from BJWSA. The proposed construction schedule will begin in mid-2021, which would lend flexibility to budget this contribution across fiscal years 2021 and 2022.

We are seeking Board approval to add CIP-2293 in the amount of \$206,500 funded from sewer capital and payment of the project funds to the Town of Port Royal, contingent upon the Town of Port Royal receiving the CDBG grant. In recognition for our participation, the Town of Port Royal has agreed to forego any capacity credits related to this project.



Memorandum

Approvals	Initials	Date
Deputy General Manager	_____	_____
General Manager	_____	_____
Capital Projects Committee	_____	_____
Finance Committee	_____	_____
Board of Directors	_____	_____

TO: Board of Directors

FROM: Jeremy Sponseller

COPY: Joe Mantua, Sarah Linkimer, Kenneth Frazier, Rebecca Bowyer

DATE: September 10, 2020

SUBJECT: Budget Adjustment – CIP-1807 Misc. WW Pump Station Replacements FY21-FY23
Contract Award – CIP-1807 BRW Construction Upgrade to Pump Stations.

This budget adjustment and award recommendation is for CIP-1807 which is part of a multi-year program for rehabilitation upgrades to existing BJWSA Sewer Pump Stations. A Request for Bid was posted to the BJWSA electronic bidding portal Bonfire and the award recommendation was presented at the July Board meeting for consideration. BRW Construction was the successful responsive low bidder in the amount of \$ 1,652,176.00. The work will include demolition of existing piping related appurtenances and installation of new piping, pumps, equipment and site improvement work. Major work items will include, but not limited to:

- Demolition of existing piping, valves, fittings and pumps
- Installation of new pumps bases, guide rails & invert/pump within the wetwell
- New discharge piping and bypass suction piping through wetwell
- Epoxy coating of wetwells and receiving manholes
- All necessary electrical modifications including flowmeters and transmitters
- Protective painting of all new pipe, fittings, manhole covers, yard hydrants, etc. per BJWSA specs
- Reinforced concrete site work
- Site improvements, erosion control measures and new security fencing

BRW's total bid was a representation of the scope of work for 6 sewer pump stations. Each pump station was bid as an individual line item allowing BJWSA to award some or all of the advertised scope. At the July Board meeting BJWSA staff recommended the award of pump station SS16 as part of CIP-1806, bid amount of \$316,657.00. The remaining five (5) pumps stations would be brought back to the Board during the September meeting for a budget adjustment and award recommendation as part of CIP-1807.

The FY21-FY23 budget for this multi-year project is \$6,000,000.00 funded from C&D with \$6,000,000.00 currently unencumbered and available. With this memo, I am asking the Board to approve:

1. CIP-1807 budget adjustment in the amount of \$750,000.00 from FY23 to FY21.

FY	Current	Proposed
2021	\$1,000,000.00	\$1,750,000.00
2022	\$2,250,000.00	\$2,250,000.00
2023	\$2,750,000.00	\$2,000,000.00

2. CIP-1807 contract award recommendation to BRW Construction in the amount of \$1,335,519.00 for the rehab work associated with Pump Stations HD05, CP01, BR16, SP10 & SH05.



Memorandum

Approvals	Initials	Date
Deputy General Manager	_____	_____
General Manager	_____	_____
Capital Projects Committee	_____	_____
Finance Committee	_____	_____
Board of Directors	_____	_____

TO: Board of Directors

FROM: Jeremy Sponseller

COPY: Joe Mantua, Sarah Linkimer, Kenneth Frazier, Rebecca Bowyer

DATE: September 10, 2020

SUBJECT: Budget Adjustment - CIP-2203 Chelsea WTP Waste Water Pump Replacement
Contract Award - CIP-2203 Chelsea WTP Waste Water Pump Replacement

CIP-2203 is a rehabilitation upgrade project for the Chelsea Water Treatment Plant’s Filter Washwater Wetwell and Pump Station.

The work will include demolition of existing piping related appurtenances and installation of new piping, pumps, equipment and site improvement work. Major work items will include, but not limited to:

- Remove portions of the existing 12-inch force main and replace with new 12-inch DIP
- Remove existing pumps and piping appurtenances and replace with submersible pumps
- Regrade drainage and install asphalt access driveway for accessibility and maintenance
- Wetwell modifications, improvements & electrical upgrades

A Request for Bids was posted to the BJWSA electronic bidding portal Bonfire. Seven (7) contractors subsequently requested plans and two (2) contractors ultimately submitted bids. A summary of the bids, opened on September 3rd, 2020 at 2:00 pm, are listed below:

	<u>Bid</u>
1. BRW Construction	\$ 483,122.00
2. Southern Civil, LLC.	\$ 495,790.00

BJWSA’s project engineering design firm was contacted by replacement pump representatives in mid-August to discuss the designed pump duty points in the specifications for new pumps. During initial design discussions with ABB, ABB indicated that the original GE electrical components could remain in place and would be supported by ABB. These discussions were initiated due to ABB acquiring GE and possibly discontinuing certain electrical components that were originally designed to remain in place. As a result of the merger between ABB & GE, ABB is no longer supporting the older GE components and BJWSA was notified that new electrical components will need to be replaced within the MCC to support the new pump design.

BJWSA issued addendums #1 & #2 during the bid window to address the new requirements. As a result, the project requires a budget adjustment in the amount of \$140,000.00, which includes a \$15,000

contingency. This funding increase is being requested to address the need for new electrical equipment and for installation of an all-weather paved access road to be able to service and maintain the Chelsea WTP Waste Water Pump Station. Currently BJWSA staff are unable to access the site during wet weather.

The total budget for this project is \$385,000 funded from C&D with \$360,700 currently unencumbered and available.

With this memo, I am asking the Board to approve:

1. CIP-2203 budget adjustment in the amount of \$140,000.00, this will be funded through from C&D.
2. CIP-2203 contract award recommendation to BRW Construction, in the amount of \$483,122.00



Memorandum

Approvals	Initials	Date
Deputy General Manager	_____	_____
General Manager	_____	_____
Capital Projects Committee	_____	_____
Board of Directors	_____	_____

TO: Board of Directors
FROM: Tammy Holman
COPY: Joe Mantua, Sarah Linkimer
DATE: September 11, 2020
SUBJECT: FY21 Purchase Order Approval – Outsource Services-CIP 2202 – Beacon Meter Retrofit

A request for bids was publically advertised for experienced Contractors to provide the retrofit of approximately 7,500 existing manual read meters that are already placed in existing residential neighborhoods in BJWSA’s service area and replacing steel lids with plastic lids and providing GPS coordinates for all retrofitted meters during the course of fiscal year 2021.

Three contractors showed interest in the project. One contractor formally submitted a bid: Outsource Services. Outsource Services bid amount was \$32 per installation. After negotiations, Outsource Services has agreed perform the installations at \$24 each.

Outsource Services has successfully retrofitted and documented approximately 30,000 meters over the past three years.

With this memo, we are seeking a Purchase Order to Outsource Service for the following:

Retrofitting 6,000 Beacon Units (water meters) @ \$24.00 each = \$144,000.

Project Budget Summary:

FY21 Retrofitting Purchase Order Total = \$144,000

The project budget for FY21 is: \$500,000



Memorandum

Approvals	Initials	Date
Deputy General Manager	_____	_____
General Manager	_____	_____
Capital Projects Committee	_____	_____
Finance Committee	_____	_____
Board of Directors	_____	_____

TO: Joe Mantua

FROM: Kenneth Frazier

COPY: Sarah Linkimer

DATE: September 16, 2020

SUBJECT: Contract Amendment – CIP-2189 Asset Management Strategy – Phase 1

Asset management has been identified as a component of the strategic focus plan, and this project is the first step towards creating a formalized asset management program.

It has been our intent to hire an Asset Manager to build the program from the ground up from within the organization. As we have regularly updated the Board and Committees, the search for an Asset Manager has been difficult for multiple reasons including lack of qualified applicants, significant competition for Asset Managers within the industry, etc. We have decided to move the program forward through the use of a consultant and will utilize the Asset Management contract selection that was completed in 2018.

Five firms responded to the request for qualifications (RFQ), of which three were short-listed for the request for proposal (RFP) on July 13, 2018. A contract award was originally approved in July 2018 by the Board, and the task order signed by the GM on September 24, 2018; Arcadis was the Engineer selected to deliver Phase 1 services. The table below shows the financial summary regarding the original capital project:

Original Approved Budget	\$250,000.00 (from C&D)
Expenses to date	\$20,825.00
Remaining original budget balance	\$229,175.00

The original scope included a large emphasis on evaluating and prioritizing a comprehensive list of data enhancements that covered BJWSA’s water and sewer assets. To date, 191 as-built conversions have been completed, and the GIS team has focused on filling these data gaps. This work has reduced the needed scope for data enhancements, which led to the overall scope change.

The revised scope and approach is based on the asset management framework and best practices guidance published by the US Environmental Protection Agency (EPA). This framework consists of five core questions, of which three will be covered in the delivery of Phase 1 services:

1. What is the current state of the Utility’s assets? – Phase 1 deliverable
2. What is the Utility’s required sustainable level of service? – Phase 1 deliverable
3. Which assets are critical to sustained performance? – Phase 1 deliverable
4. What are the Utility’s minimum life cycle costs? – Phase 2 deliverable
5. What is the Utility’s best long-term funding strategy? – Phase 2 deliverable

The original capital project, CIP 2189, will also be closed. With this memo, we are seeking Board approval for a contract amendment and award to Arcadis, in the amount of \$260,000 for Phase 1 services, to be funded from O&M; this award would be independent of the original approved budget. The FY2021 O&M Budget includes \$115,000 for an Asset Management Program Manager and \$175,000 for asset management professional fees. The Asset Management Program Manager position will not be filled in FY2021, allowing for a combined total of \$290,000 to be dedicated to asset management professional services. We expect all tasks in Phase 1 to be delivered by June 30, 2021; we will develop the scope for Phase 2 deliverables and seek board approval as part of FY2022.



Memorandum

Approvals	Initials	Date
Deputy General Manager	_____	_____
General Manager	_____	_____
Capital Projects Committee	_____	_____
Finance Committee	_____	_____
Board of Directors	_____	_____

TO: Board of Directors

FROM: Brian Chemsak

COPY: Joe Mantua, Sarah Linkimer

DATE: September 9, 2020

SUBJECT: O&M Yearly Maintenance Purchase Order Approval – Mission Communications

Mission Communications is a SCADA Communications vendor utilized by BJWSA. The majority of BJWSA sewer pump stations are connected to our SCADA system utilizing a Mission Communications device. Each of these devices monitors a variety of set points and sends the data to a cloud using cellular networks. The Authority has standardized on Mission Communication devices and each year they require a yearly fee to cover the maintenance and cellular network costs.

The total number of sites BJWSA is utilizing Mission Units at totals 445. Each site has a yearly maintenance fee of \$200 to \$400 depending on the options at each site. The total yearly fee for all units is \$151,617.11. This amount is budgeted for in FY21 under Collection & Transmission Operations - Telephone Account (15525/084200). The total budgeted amount is \$150,000.

I am asking the Board for approval to sign the yearly maintenance contract with Mission Communications in the amount of \$151,617.11 funded from O&M account 15525/084200.

EMPLOYEE RECOGNITION PROGRAM

BJWSA embraces and promotes a culture of appreciation and recognition. The Recognition Program is a way for BJWSA to recognize, praise and thank employees for their dedication to the organization and for their positive contributions to the organization's success.

Recognition is like a three-legged stool - comprised equally of "day-to-day", "formal" and "informal" recognition with the foundation of the program representing balance. The program generally includes retirement, anniversaries, Employee of the Quarter/Year, supervisor's toolbox, Kudos, Fuel Stars and recognition for new baby, illness and bereavement.

Please see **APPENDIX F** for more information.

SAFETY AND SECURITY



BJWSA recognizes employees safe work activities and encourages a safe and productive work environment through our daily habits and work practices.

The **Safety and Health Policies and Procedures Manual** should be referenced for specific safety program guidance. See the Safety Department for more information.

The **BJWSA Quick Guide** provides all employees with immediate response actions in the event of an emergency or incident. Employees are encouraged to report any unsafe actions or conditions to Safety and their supervisor.

BJWSA employees have a duty to protect BJWSA's water systems. The federal government considers water systems to be critical infrastructure of the United States. Under TITLE 42 (USC § 300I-1 THE PUBLIC HEALTH AND WELFARE) any person who attempts to tamper, or makes a threat to tamper with a public water system can result in possible imprisonment, monetary fines, civil action in the appropriate United States district court. "Tamper" is defined as (1) to introduce a contaminant into a public water system with the intention of harming persons; or (2) to otherwise interfere with the operation of a public water system with the intention of harming persons.

EMPLOYEE IDENTIFICATION BADGES

All employees are issued an Employee Identification/Security Access badge upon hire. This must be on your person at all times and provides access to facilities. Contact HR or IT immediately if you lose yours or it is damaged.

If a badge is lost, the employee will be charged a fee via payroll deduction once the second lost badge is replaced.

Employees should also verify that their visitors return all Visitor/Contractor Badges before leaving the property.



APPENDIX F:

EMPLOYEE RECOGNITION

BJWSA embraces and promotes a culture of appreciation where recognition is woven into our culture and owned by everyone. More than any single award, it is the experience of honoring employees for their contribution. The recognition program is a way for BJWSA to recognize, praise and thank employees for their dedication to the organization and for their positive contributions to the organization’s success.

Recognition is like a three-legged stool - comprised equally of “day-to-day”, “formal” and “informal” recognition with the foundation of the program representing balance - all three legs must be present in order to maintain balance.

Day-to-day is defined as manager/employee interactions and peer to peer interactions.

Informal recognition is a casual structure, defined criteria and is often supervisor driven and more frequent with minimal investment.

Formal recognition is structured with defined criteria and significant awards for significant achievements.

Administrative Guidelines

The following guidelines have been established to ensure a balanced delivery of recognition and awards within BJWSA.

In general, there are three types of recognition. They include *length of service*, *noteworthy performance* and *spot awards*.

The Recognition Committee will represent a mix of diversity and tenure and serves as the Nomination Committee for the purposes of the *Employee of the Quarter/Year Award* selection.

LENGTH OF SERVICE

Length of service is defined as continuous employment from the date of hire. This may vary in some cases if the employee started as a part-time employee, in which case the date the employee became eligible for benefits will be used to calculate longevity/accrual rates. In cases where the employee may have been rehired or returned to employment after more than a 15 day break, the date of rehire will be used to calculate the length of service. If the employee retired and returned to work in 15 days or less, the date of original hire will be used. The following guidelines apply to full-time regular and part-time regular employees.

Retirement

In an effort to recognize an employee’s contribution to the organization in a fair and consistent manner, the following guidelines have been established.

Guidelines

- Retiring employees will be provided with a recognition check based on their years of service. Exact amount will be determined by Human Resources based on a prorated amount within the ranges noted below.

YEARS OF SERVICE	BUDGET RANGES
10 - 14 years	\$200.00 - \$375.00
15 - 19 years	\$375.00 - \$600.00
20 - 24 years	\$600.00 - \$875.00
25+ years	\$875.00 - \$1000.00

Note: All financial awards are subject to taxation according to all applicable laws.

- Retiring employees with 10+ years of service will receive the traditional BJWSA “Meter Plaque”.



Anniversary

- Anniversaries are recognized (annually) with a card from Human Resources.

Guidelines

- Service Pins: Service is recognized every five (5) years with the award of a service pin to mark the anniversary and are generally distributed in December. Adjustments to the accrual rate are made on the anniversary date in accordance with the guidelines established in the Employee Handbook.

NOTEWORTHY PERFORMANCE

EMPLOYEE OF THE QUARTER/YEAR AWARD

1. Nomination Committee:

- The HR Department, with approval from any member of the senior management team (General Manager and/or Deputy General Manager), is responsible for selecting individuals to serve on the Nomination Committee that represents all levels of the organization, all functional areas and a diverse balance of tenured employees.
- Nomination Committee should not exceed 12 members.
- Employees who have been recognized as *Employee of the Quarter* in the most recent four (4) quarters will be invited to serve on the Nomination Committee and are not eligible for nomination while serving.
- The HR Director will serve as facilitator or designate another member of Human Resources as facilitator (in addition to the committee of 12) and vote in the case of a tie with consideration for the scores on the most recent performance evaluation as a deciding measure.
- The Nomination Committee shall be notified of their selection – participation is voluntary but committee members should commit to serve for one full year.

2. Nomination Process/Guidelines:

- Eligibility:
 - Any employee, with the exception of the General Manager, Deputy General Manager and Chiefs, is eligible to be nominated provided they have completed one year of service, are not currently serving on the committee and not in an active disciplinary status.
 - Employees who have been recognized as *Employee of the Quarter* in the previous calendar year are not eligible for nomination in the following calendar year.
 - Only one employee may be nominated on each nomination form.
 - Nominations do not carryover – nominees must be resubmitted for consideration.
 - Employees should not nominate an employee who is related by either marriage or family.
- Employees are encouraged to nominate individuals that are outside their department.
- Nominations must include a supporting narrative which focuses on accomplishments achieved within the year. Nominations without the narrative will not be considered.
- A completed nomination form should be submitted to HR. Forms are available from HR or on the Company folder. Nominations can be made at any time and will be considered for the quarter in which they are submitted.

3. Selection Process:

- The Nomination Committee reviews the nominations and selects individuals based on outstanding performance during the quarter.
- Selection will be made by vote. Each committee member will have one vote. Recipients/nominees of the *Employee of the Quarter* are automatically nominated for consideration in the *Employee of the Year Award*.

Criteria for evaluating nominations include the following (specific examples are required):

1. Devotion to Duty: Through unselfish devotion to duty, far and above normal requirements, the employee has contributed significant service to the BJWSA community. Takes initiative to go



beyond the basic job duties and demonstrates exceptional skill and dedication to the job. Exemplary attendance.

2. Innovation: Has initiated and successfully established new and outstanding methods, practices, plans, or designs having fundamental values to improve customer service, operations, efficiency, safety or to achieve a cost savings for the organization.
3. Safety/Heroism: Has demonstrated outstanding judgment, courage, or ability in an emergency; meritorious action or service to prevent injury, loss of life, or prevent damage to or loss of property.
4. Human Relations: Have made outstanding contributions to the field of human relations, employee-management relations, or any allied field.
5. Teamwork: Employee consistently assists and works with fellow employees without having to be asked; is respected by their co-workers; eagerly participates in group or team projects; demonstrates an attitude and manner that has a positive effect on others, and thinks of others and the needs of the enterprise before thinking of self.
6. Community Service: Has volunteered time and/or other resources to give something back to the community. The nominee, outside of work, engages in some form of “giving back” to the community such as volunteerism, coaching, local government, schools, civic activities or other forms of altruism.
7. Leadership: Has set a good example or been a positive role model for other employees. The nominee demonstrates high integrity, ethical behavior, exceptional work habits, a strong work ethic and strong character that influence his or her fellow employees.

Notification and Recognition:

- *Employee of the Quarter* recipients will be notified of the award and presented with the award at the quarterly Safety Meeting.
 - The award may consist of a BJWSA polo shirt, perpetual plaque and recognition check, not to exceed \$250.00.
- *Employee of the Year* will be recognized at the annual Holiday Party or a similar group gathering/meeting.
 - The award may consist of a recognition check, not to exceed \$500.00.
- A letter of recognition, signed by the General Manager, to the employee and a formal announcement in the newsletter will recognize the employee and their contribution. A copy of the nomination and letter will be placed in the employee’s personnel file.

Employee of the Quarter/Year Plaque: Human Resources displays a perpetual plaque with the names of the award recipients in its main reception area.

SPOT AWARDS

The main objective of the Spot Award is to improve morale and increase teamwork.

BJWSA Employee Committees (ie. Recognition Committee, Safety Committee and the Wellness Committee) are encouraged to create Spot Awards that are culturally specific and mission related. Each committee can select a recipient according to their own established criteria and process to be recognized at regular department meetings.

SUPERVISORS TOOLBOX

Supervisors are provided with a toolbox of items and ideas to provide frequent informal recognition to employees. Supervisors are encouraged to recognize employees on their own teams as well as other employees. Supervisors should work with HR and the Recognition Committee to understand the criteria, frequency and manner in which recognition should be awarded.



Guidelines

- Frequency: The toolbox is designed to allow frequent and meaningful recognition.
- Contents of the toolbox will vary according to availability of funds. The Recognition Committee will be responsible for recommending items and providing toolboxes to supervisors annually. Items may include, but are not limited to, BJWSA polo shirt, recognition check, thank you cards or related tangible items. **No alcohol or related items and no cash/gift cards may be included.**
- Toolbox size will be based on the size of the team.

New Baby, Illness and Bereavement

New baby, illness, and bereavement may be recognized for employees, retirees and members of the employee's *immediate family* as outlined below and at the discretion of HR. Please ensure that HR has been notified. *Immediate family, as defined for the purposes of this policy includes: spouse, children, step child, parent, parent in-law, grandparent, grandchild, sibling, or sibling-in-law.*

- Birth: New babies will be celebrated with the gift of a personalized baby blanket. The baby's name and birth date will be embroidered on the blanket and presented as a gift from the BJWSA family. Not to exceed \$40.00.
- Illness: Employees, retirees or immediate family members will receive a card from the BJWSA family to recognize an illness. Employees that require an overnight stay in the hospital will be sent flowers, a plant or a comparably priced item (not to exceed \$40.00) from the BJWSA family.
- Bereavement: Flowers will be sent to the family or delivered to the funeral home in the event of the death of an employee, an employee's immediate family member or a retiree. Not to exceed \$75.00.

Special requests may be considered from time to time – please contact Human Resources.



RECRUITMENT and HIRING PROCESS –DRAFT

This document is intended to outline responsibility for Human Resources (HR) and the Hiring Official (HO). All individuals involved in the recruiting and hiring process must comply with existing policies, practices and employment laws to ensure fair treatment and ultimately select the best qualified applicant. Estimated timeline is 8 – 10 weeks from vacancy notification to new hire’s start date! The variation will depend on the level and complexity of the search.

HR	HO	1: JOB POSTING/ADVERTISING (allow a minimum of 3 weeks for this step)
<input type="checkbox"/>	<input type="checkbox"/>	Obtain approved <i>Job Requisition</i> from hiring official, their management, and the Director of HR
<input type="checkbox"/>	<input type="checkbox"/>	Contact hiring official within 1 business day of requisition receipt a) Request hiring official to review job description for any revisions before posting ad b) Get approval from Dir of HR on any job description revisions
<input type="checkbox"/>	<input type="checkbox"/>	Post intradepartmental job posting (3-5 business days), if deemed necessary
<input type="checkbox"/>	<input type="checkbox"/>	Prepare internal/external advertisement (*see <i>internal only</i> exception below)
<input type="checkbox"/>	<input type="checkbox"/>	Review ads and ad placement with hiring official, if necessary
<input type="checkbox"/>	<input type="checkbox"/>	Prepare job specific questionnaire for career portal (KRONOS WFR)
<input type="checkbox"/>	<input type="checkbox"/>	Post internally/externally for approx. 2-3 wks once intradepartmental process is finished
HR	HO	*Exception for <i>Internal Only</i> Posting - All job vacancies are posted internal and external at the same time. In the event that the hiring official and the Director of HR determines the need to post internally only, the external posting is delayed and the following steps will be inserted at the start of <i>Interviews</i> section 4:
<input type="checkbox"/>	<input type="checkbox"/>	Schedule internal interviews. (Internal applicants not qualified may be offered a courtesy/coaching interview.)
<input type="checkbox"/>	<input type="checkbox"/>	If no internal selection is made, notify internal applicants
<input type="checkbox"/>	<input type="checkbox"/>	If selection is made internally, HR and hiring official determine pay offer
<input type="checkbox"/>	<input type="checkbox"/>	Electronic <i>Authorization to Hire form</i> is completed and approved as indicated
<input type="checkbox"/>	<input type="checkbox"/>	Make the job offer verbally
<input type="checkbox"/>	<input type="checkbox"/>	If internal applicant accepts, start date is determined between current manager & hiring official
<input type="checkbox"/>	<input type="checkbox"/>	Notify any other internal applicants not selected
<input type="checkbox"/>	<input type="checkbox"/>	Send out email announcement of selection to all employees
<input type="checkbox"/>	<input type="checkbox"/>	Prepare a salary advisory along with new job description for selected applicant
<input type="checkbox"/>	<input type="checkbox"/>	If candidate does not accept the offer: ___ Negotiation occurs; or ___ Back up applicant considered (refer to the Report on Hiring Action form); or ___ External search commences
HR	HO	2: APPLICATION RECEIPT, REVIEW and ASSESSMENTS (allow 1-2 weeks for this step depending on whether assessments are required)
<input type="checkbox"/>	<input type="checkbox"/>	Applicants apply and HR responds to any applicant inquiries, issues, etc.
<input type="checkbox"/>	<input type="checkbox"/>	The following positions require assessments: CSR, Field Ops, Water & WW Ops, Maintenance, Mechanics, and Leadership
<input type="checkbox"/>	<input type="checkbox"/>	Email assessment invites to those applicants qualified. Allow approx. 5 days for assessment to be completed.

<input type="checkbox"/>		Review assessment results
<input type="checkbox"/>	<input type="checkbox"/>	Prepare sample interview questions to include suggested questions from assessment, and forward to hiring official to review.
<input type="checkbox"/>		Leadership assessments are shared with the hiring official. Per contract, assessments are not to be shared with the applicant
<input type="checkbox"/>		If there is a large volume of applicants, the Dir. of HR will determine if a hiring committee is needed. (see <i>Hiring Committee</i> section 3)
<input type="checkbox"/>		If no hiring committee is needed, prepare an electronic application packet for the hiring official: a) Job application/resume/questionnaire/possible assessment results/other documents b) Score sheet c) Job description d) Job ad
	<input type="checkbox"/>	Review applications and determine who should be formally interviewed
<input type="checkbox"/>		Schedule formal interviews (see <i>Interviews</i> section 4)
HR	HO	3: HIRING COMMITTEE (if large volume such as 40-50 applicants) (allow 1 week for this step)
<input type="checkbox"/>		Select a hiring committee, if there is a large volume of applicants.
<input type="checkbox"/>	<input type="checkbox"/>	Prepare & distribute committee's review packets: a) Job application/resume/questionnaire/possible assessment results b) Score sheet c) Job description d) Job ad
	<input type="checkbox"/>	Allow 3-5 business days for the review.
<input type="checkbox"/>	<input type="checkbox"/>	Once committee members finish reviewing, HR and the committee meet to determine candidates for formal interviews. All the review sheets are completed and returned to HR.
HR	HO	4: INTERVIEWS (allow 1 week minimum for this step, depending on quantity, travel, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Phone screening calls/emails (optional) <ul style="list-style-type: none"> • HR sends HO the prescreening questions • Select which applicants will be invited for a formal interview
<input type="checkbox"/>	<input type="checkbox"/>	Identify who will be the interviewers
<input type="checkbox"/>		Schedule interviews, reserve the meeting room, coordinate travel arrangements for applicants if necessary, and notify the front desk of visitors expected
<input type="checkbox"/>		If done remotely, HR schedules virtually (see attached instructions)
<input type="checkbox"/>		Prepare interview packets for hiring official and other staff included:
	<input type="checkbox"/>	Interviews are conducted
	<input type="checkbox"/>	Identify top applicant and begin reference checks
	<input type="checkbox"/>	Scoresheets and notes from interview are completed and returned to HR
<input type="checkbox"/>		If top applicant cannot be identified, re-commence search
HR	HO	5: REFERENCE CHECKS & BACKGROUND CHECKS (allow 1 week minimum for this step)
	<input type="checkbox"/>	Perform reference checks. Three reference checks is ideal.
<input type="checkbox"/>		For money sensitive positions, criminal background review is initiated prior to job offer. HR e-mails the applicant to provide PSI Background Screening, Inc. information required. Allow 3-10 business days for results, may take longer if out of state.
HR	HO	6: JOB OFFER & BEGIN ONBOARDING (allow 2 weeks for this step)
<input type="checkbox"/>	<input type="checkbox"/>	Determine pay offer
	<input type="checkbox"/>	Complete the <i>Authorization to Hire</i> form and obtain approvals
<input type="checkbox"/>		Extend job offer to applicant verbally, establish start date, and schedule orientation
<input type="checkbox"/>		If applicant does not accept offer: a. Negotiation occurs; consider relocation or sign-on bonus; or

		<ul style="list-style-type: none"> b. Back up applicant considered (refer to Report on Hiring Action top 3) ; or c. External search re-commences, back to section 1
<input type="checkbox"/>		If applicant accepts offer, begin Onboarding Post Offer/Pre-employment (see <i>onboarding checklist</i>)
<input type="checkbox"/>		Schedule appointment for Pre-Employment Screening (Physical & Drug Test).
<input type="checkbox"/>		HR e-vites the applicant to provide PSI Background Screening, Inc. information required. Allow 3-10 business days for results, may take longer if out of state.
<input type="checkbox"/>		Onboarding meeting conducted prior to start date. Collect pre-employment items such as diploma, driver's license, social security card, etc. Start date delayed if required documents are not presented, or if background screening, physical or drug test is delayed.
<input type="checkbox"/>		<p>If problem with pre-employment or background review, determine next steps which may include:</p> <ul style="list-style-type: none"> a. Meet with applicant to discuss b. HR determines if applicant will start or not start c. HR consults with hiring official and others as appropriate d. If decision made not to continue with hire, search re-commences or back up applicant vetted and return to job offer section.
<input type="checkbox"/>		Notify applicants not selected
HR	HO	7: FIRST DAY - ORIENTATION (allow 1-2 days for this step)
<input type="checkbox"/>		HR Orientation/Plant Tour
<input type="checkbox"/>		Benefits Orientation
<input type="checkbox"/>		Safety Orientation
<input type="checkbox"/>		Timekeeping Orientation



EMERGENCY

PAID TIME OFF BUY OUT FORM

In the event of a state of emergency is declared by the Governor of South Carolina, Beaufort County, Jasper County, or other authority and the BJWSA General Manager suspends normal operation, employees may submit a written request per occurrence to cash in an equivalent of up to **\$1,000 or 40 hours** of their accrued PTO balance. Please review the Guidelines below, complete the following form and return it to Human Resources for processing. Once all approvals are obtained, the request will be forwarded to the Finance Department.

GUIDELINES FOR EMERGENCY PTO BUYOUTS

The following guidelines apply:

- The BJWSA General Manager has authorized, as a one-time occurrence, that an employee may request an advance equal to no more than **\$1,000 or 40 hours** of PTO.
- Employees must have a minimum of forty (40) hours of Paid Time Off remaining after the advance is approved.
- Once the advance is approved, the equivalent amount in Paid Time Off is deducted from the employee's accrued Paid Time Off.
- This buyout will be taxed at the supplemental tax rates. Currently, those rates are as follows: 22% to Federal Tax and 7% to State Tax, plus 6.2% to FICA, 1.45% to Medicare AND if applicable, an additional 0.9% to Medicare.

NOTE: Compensatory time may not be considered in any way as part of this policy.

REQUEST FOR BUY OUT

EMPLOYEE NAME: _____

EMPLOYEE #: _____ CONTACT #: _____

of HOURS (max of 40) _____ **OR** \$ AMOUNT (max of \$1,000): _____

Please Note: This Emergency PTO Buy Out will be delivered by direct deposit only to balance bank on file. There will be a 3 business day turnaround time for funds to reach your bank.

EMPLOYEE'S SIGNATURE: _____ DATE: _____

FOR HR/PAYROLL USE

Human Resources Verification
Employee Deduction Code 310/311/510

Emergency: _____

Sufficient PTO Accrued

	PTO
Available	
Requested	
Balance	

AUTHORIZATION

Director of Human Resources Signature: _____ Date: _____

Payroll Representative's Signature: _____ Date: _____

Chief of Finance & Support Services: _____ Date: _____