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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, November 19, 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

A. Members Roll Call – *Chair Michael Bell*

II. INVOCATION AND PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT*

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.

IV. APPROVAL OF MINUTES

- A. Regular Meeting of 10/22/2020
- B. Work Session # 1 of 11/09/2020 ~ Summary

MICHAEL L. BELL
CHAIR

JAMES E. BAKER, JR
VICE CHAIR

GREGORY A. PADGETT
SECRETARY/TREASURER

DONNA L. ALTMAN
IMMEDIATE PAST CHAIR

LORRAINE W. BOND
R. THAYER RIVERS, JR

BRANDY M. GRAY
GERALD H. SCHULZE

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

VACANT

V. PRESENTATION OF AUDIT RESULTS FOR THE FY 2020.

Audit Highlights by Keith Hundley, CPA, Partner of Carr, Riggs & Ingram, LLC.

VI. GENERAL MANAGERS REPORT

➤ Public Affairs Report – *Pamela Flasch*

VII. 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*

VIII. PROPOSED CONSENT AGENDA

1. Amend contract amount from approved Consent Agenda Item # 1 from the October 22, 2020 Board meeting for Change Order CIP 1927 Bluffton Parkway Water Main Part 1 & CIP 2224 North Street Transmission Main for Owner’s Engineer Contract Amendment 2 to Black & Veatch “*in the amount of \$165,500 bringing the PO to a total of \$263,700*”.
2. Contract Award CIP-2185 Galvanized Water Line Replacement Phase II Division II to Potter Construction, in the amount of \$882,492, with an owner-controlled contingency to this contract, in the amount of \$75,000, bringing the total approval amount to \$957,492.
3. Contract Award CIP-2185 Galvanized Water Line Replacement Phase II Division III to Potter Construction, in the amount of \$597,516, with an owner-controlled contingency to this contract, in the amount of \$75,000, bringing the total approval amount to \$672,516.

IX. OLD BUSINESS

A.

X. NEW BUSINESS

A.

XI. EXECUTIVE SESSION

- A. Attorney-Client, Litigation/Claim Issues,
Pursuant to SC Code Ann. Section 30-4-70(a)(2), regarding: Kinard v. BJWSA.

XII. RECONVENE

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

XIII. POSSIBLE ACTION OF EXECUTIVE SESSION AGENDA ITEMS

XIV. 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.

XV. ADJOURNMENTⁱ

ⁱ Next Scheduled Meetings:

Monday, 12/14/2020 9:00 a.m. ~ Work Session # 2

Thursday, 12/17/2020 8:00 a.m. ~ Regular Board Meeting

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 MEETING HELD ON THURSDAY 10/22/2020

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its regular meeting Thursday, 10/22/2020 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.

Prospective Member of the Authority attending by video conferencing: Rob McFee.

Staff physically present: Joe Mantua, General Manager; Sarah Linkimer, Deputy General Manager; Kenneth Frazier, Chief of Technical Services; Becca Bowyer, Director of Engineering; Eric Pratt, IT Manager; Libby Breland, Executive Assistant/Clerk to the Board; Jon Torrescano, IT Systems Administrator; Phillip McCright, IT Systems Engineer.

Staff attending telephonically: Beth Lowther, Chief of Finance & support services; Linda Tillery, Chief of Customer Care; Pamela Flasch, Director of Public Affairs; Tricia Kilgore, Director of Innovation & Technology; Allena Lee-Brown, Director of Human Resources; Tammy Holman, Procurement and Risk Manager.

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

CALL TO ORDER

The meeting convened at 8:07 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.

SPECIAL RULE OF ORDER

Adoption of a Special Rule of Order Allowing for the Consent Agenda Process:

“A consent agenda may be presented by the President at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken

up either immediately after the consent agenda or placed later on the agenda at the discretion of the assembly.”

Motion: Moved by, Donna Altman, seconded by Vice-Chair Jimmy Baker, to approve this Special Rule of Order allowing for the Consent Agenda process as stated by the Chair;

Vote: *After a Roll Call Vote, the motion passed 7-0 (Chair-no vote; Lorraine Bond-on mute; Thayer Rivers-on mute)*

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. Clerk to the Board, reported that no comments were received in advance.

APPROVAL OF MINUTES

Motion: Moved by, Vice-Chair Jimmy Baker, seconded by Secretary/Treasurer Greg Padgett, to approve the minutes of the 9/24/2020 regular board meeting and a summary of the of the 10/2/2020 annual board retreat as written and distributed in advance to the Members of the Authority.

Vote: *After a Roll Call Vote, with no corrections noted, the 9/24/2020 regular board meeting and summary of the 10/2/2020 annual board retreat stand approved by General Consent with no objections. 8-0 (Chair-no vote; Thayer Rivers-on mute)*

GENERAL MANAGERS REPORT

Joe Mantua submitted the following report:

Asset Management

1. Asset Management Program – The Executive Leadership kickoff session is scheduled for October 26 with our Arcadis consultant team. Additionally the GAP assessment, which will serve as the Operations Management Team kickoff is scheduled for November 2.
2. Galvanized Water Line Replacement Program - We have completed all work under Phase I of this program which includes more than 6 miles of newly installed pipe. Work under Phase II is currently out for advertisement and we expect bids in early November.

Workforce Investment

3. Safety Report – Take Twos were up in September, surpassing our monthly target of 175. We have now surpassed 1.8M hours since our last preventable lost work day case. Phenomenal work by our entire team.
4. New Employees – We are pleased to welcome several new members to the BJWSA Team. Joseph Patterson – Field Operator I, Jason Smalls – Field Operator I, Norman Jenkins – Field Operator I. I would also like to congratulate several employees on their recent promotions, including: Gerald Lawson, Field Operator IV, Clayton Balassi, SCADA Specialist, and Roycie Lawton, Procurement Specialist I.

Preparation for Change

5. COVID- 19 – No change to the status of the lobby and community room, which will continue to be closed to public access while the drive-through remains open. The additional cleaning and disinfecting of occupied work facilities continues on a regular basis. We have transitioned employees back to the office in a reduced capacity with continued flexibility for remote work and continue to limit capacity to 50%. We have had a total of 4 employees test positive for the virus, all have fully recovered and are back to work. We have not had a positive test result since July.
6. Board Retreat 2020 – Many thanks to our board members for attending our 2020 retreat on October 2 and providing thoughtful insight and guidance. Staff will be working with the Board committees on follow-up items.

Organizational Excellence

7. Leadership Coaching Program – A group coaching session was conducted with the Leadership Team on October 12. We will begin another round of one on one coaching in November with the remaining members of the Leadership Group followed by rollout to our Directors, Managers and Supervisors.
8. All Employee Training – We began the first in a series of all employee trainings related to ethics and the workplace. All employees will complete training on Diversity and Inclusion by November 13. Remaining sessions include Ethics and Workplace Behavior.
9. Security Awareness Program – I'd like to acknowledge the progress made through our Security Awareness Program. This effort was launched roughly 18 months ago and in that time we have significantly reduced our risk (46%) relative to phishing scams. Thanks to IT for initiating this program and all our employees for the steady improvement.
10. Employee of the Quarter – I am pleased to announce our employee of the third quarter – Benjie Bennett. Benjie is a Fleet Technician III in our Fleet Maintenance Department and was recently recognized for achieving World Class technician status. Congrats to Benjie and thanks to the evaluation team that carefully reviews all the applications.

11. High School Internship Program – We continue to coordinate with both County school districts and are hopeful that we will be able to rollout the internship program after the first of the year, 2021.

Customer Satisfaction and Engagement

12. Imagine a Day Without Water – Public Affairs issued a press release on this event which was held on October 21.

- **Public Affairs Report.** Pamela Flasch highlighted recent and upcoming initiatives taking place throughout the service area:
 1. Customer Newsletter-NewsSplash: To increase customer communications, we will begin publishing our customer NewsSplash quarterly in 2021. We will continue to pursue electronic engagement to drive down printing and mailing costs.
 2. Public Event: We are editing our *Virtual Trick or Treatment* videos, to debut soon.
 3. NACWA Peak Platinum Awards: We will host two small, separate celebrations for our wastewater operators in conjunction with the *NACWA Peak Platinum Awards* October 28.
 4. Veterans Day Event: We are doing the same with our *Veterans breakfast* Monday, November 9. We are only hosting current employees at the events in order to keep them small.
 5. Holiday Sharing Event: Our team is determining how we may best hold a ‘virtual’ *Holiday Sharing* event Friday, December 11.

COMMITTEE REPORTS

Report of the Executive Committee. Committee Chair Michael Bell stated that the Executive Committee did not meet.

Report of the Capital Projects Committee. Committee Chair Bill Singleton reported that the Capital Projects Committee met on 10/14/2020 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:

Developer Report

1. During August, capacity fees were collected in the amount of \$112,514.88, the year-to-date total for capacity fees is \$340,918.02, 10 precons were held and 10 service authorizations were issued, new water taps totaled 279 and sewer taps totaled 175.

CIP Project Highlights

2. Purrysburg WTP Expansion to 30 MGD – 100% design documents have been received for final review. Plans will be put out to Bid late October or early November.

3. Highway 170 36-Inch Water Main Extension – All permits from regulatory agencies have been approved and received. Contract documents have been executed and construction is ready to start. Staff continue discussions with the Town of Bluffton over the Town’s concerns regarding tree removal for the project construction.
4. Bonaire Estates Sewer Extension CDBG – Project is complete and in the initial stages of closing out grant funding obligations.
5. CPWRF UV Replacement – Channel #1 startup was successful and equipment proving period is still underway.
6. Galvanized Water Line Replacement Program:
 - o **Phase I:** All Divisions are complete and being closed out
 - o **Phase II:**
 - Division I: Review of 100% plans is complete and project is ready for advertising.
 - Divisions II & III: Staff anticipates receiving 100% plans and specs the week of Oct 18.
7. Chelsea WTP Waste Water Pump Replacement – Project was awarded to BRW and contracts have been executed. Submittal process will begin as pumps have estimated lead time of 12-14 weeks.
8. Causeway Bypass Valves – Work is complete on all except two locations. Pine & Myrtle Islands are currently scheduled to begin Oct 16. All other causeways investigated for bypass valves in the initial study were eliminated from this work, and some will be considered for future individual projects.

Discussion: Becca gave a brief report on the Cat Island causeway valve not being included under this scope of work. This was due to the size of piping and other issues, however the causeway does have a retaining wall and there are remaining monies in the budget to ensure that there are no issues with the sea wall that could encroach on the water line.
9. Raw Water Canal Improvements – Construction is underway with the contractor working on Division #1-River Pump Station and Division #2-Aerial Flume.
10. Bluffton Parkway Water Main Part 1 and North Street Transmission Main – These two projects have been combined into a single Progressive Design Build Project. Staff is recommending approval of the Phase I services.

CIP Activity for Board Approval

11. Change Order for CIP-1927 and 2224 Bluffton Parkway Water Main Part 1 and North Street

Transmission Main for Owner's Engineer contract and the Design-Build Contract for Phase I services and the Contract Award for CIP-2202 Beacon Meter Retrofit – FY21 will be presented on the consent agenda.

Miscellaneous Items

12. The Developer's Policy and Procedure Manual has been updated to better clarify and define the requirements and processes developers must follow. Committee approved the revised manual and it will be placed under New Business.

A copy of the CIP Update Memorandum from Andrew Dudley dated 10/9/2020 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 10/15/2020 and submitted the following report:

1. FY2020 Audit Results: Audit presentation was rescheduled for November Finance committee meeting.
2. Capital Improvement Program: The committee received and approved a change order for CIP-1927 Bluffton Parkway Water Main Part I and for CIP-2224 North Street Transmission Main in the amount of \$165,500 that will all be presented on the consent agenda today.
3. IT Update: Kenneth and Eric provided the IT FY20 Areas of Focus that included four significant project updates and notable items.
4. O&M PO Approvals and Contract Awards: The committee discussed and approved an O&M Purchase Order Approval to Badger Meter in the amount of \$958,185 and Contract Award to Outsource Services in the amount of \$199,718.23 that will both be presented today on the consent agenda.
5. September Call Center Metrics: The committee reviewed the call center metrics. The average call wait time was 1 minute 50 seconds and the abandonment rate was 3.77% in September. The total number of installed Beacon meters is 56,741.
6. FY2021 YTD Financial Information: Total operating revenues are \$1.1 million over budget, while total operating expenses (including depreciation) are \$365 thousand under budget. The committee also reviewed the AR, Cutoffs and Investment reports.
7. Miscellaneous: The committee discussed the Developer Policy and committee meeting schedule.

A copy of the financial report dated 9/30/2020, was included in the Board packet and is attached to these minutes and is made a part hereof.

Report of the Personnel Committee. Committee chair Brandy Gray reported that the Personnel Committee met on 10/13/2020 and submitted the following report:

1. Personnel Actions Report: 2 terminations, 1 retirement, 1 reclassification.
2. COVID-19 Update: Continue to practice social distancing, mask wearing, lobby remains closed, additional cleaning, employee events are virtual, no conference attendance, etc.
3. Exit Interview Summary: was reviewed from January through September 2020. Employees were positive about: safety, benefits, supervision. Common concerns were: staffing, pay, OJT training, benefit changes (PTO).
4. Field Operations Restructuring Update: Plans are underway to address staffing needs (virtual job fair, high school internship), training, pay, preventative maintenance. 3 major recent changes (changes are benefit changes (PTO), pandemic and the reorganization) have negatively impacted morale; changes are benefit changes (PTO).
5. Holiday Bonus: FY20 to be distributed per past practice; FY21 to be distributed based on performance metrics to be presented by staff.
6. PTO Buyout Update: 69 transactions representing 55 employees.
7. Miscellaneous: Potential schedule change for committee meetings were discussed; Developer Policy and Procedure Manual will be presented under new business. Legal review has been completed; key changes include: criteria for capacity credits, clarifications, definitions.

PROPOSED CONSENT AGENDA

1. Change Order CIP 1927 Bluffton Parkway Water Main Part 1 & CIP 2224 North Street Transmission Main for Owner's Engineer Contract Amendment 2 to Black & Veatch for \$263,700.
2. Contract Award CIP 1927 Bluffton Parkway Water Main Part 1 & CIP 2224 North Street Transmission Main Design-Builder Contract to Ruby Collins for \$1,417,379.
3. Contract Award for Fire Hydrant Flow Testing and Maintenance to Outsource Services for \$199,718.23
4. Purchase Order Approval for 6,000 Beacon Units to Badger Meter for \$958,185.00.

Chair Michael Bell asked, "Are there any items on the consent agenda that any member of the board wishes to move off the consent agenda and on to new business." "Hearing none, is there a motion to approve the 4 items listed on the consent agenda, is there a second, any discussion, We will now have a roll call vote"

Motion: Moved by, Donna Altman seconded by Brandy Gray, to approve the 4 items listed on the consent agenda: 1. Change Order CIP 1927 Bluffton Parkway Water Main Part 1 & CIP 2224

North Street Transmission Main for Owner's Engineer Contract Amendment 2 to Black & Veatch for \$263,700, 2. Contract Award CIP 1927 Bluffton Parkway Water Main Part 1 & CIP 2224 North Street Transmission Main Design-Builder Contract to Ruby Collins for \$1,417,379, 3. Contract Award for Fire Hydrant Flow Testing and Maintenance to Outsource Services for \$199,718.23, 4. Purchase Order Approval for 6,000 Beacon Units to Badger Meter for \$958,185.00.

Vote: After a Roll Call Vote, the motion passed 7-0 (Chair-no vote, Thayer Rivers-on mute, Lorraine Bond-on mute).

OLD BUSINESS

There was no old business.

(8:56 a.m.)

EXECUTIVE SESSION

Motion: Vice-Chair Jimmy Baker moved, seconded by Dr. Bill Singleton, to go into executive session for the purpose of discussing litigation matters regarding: Kinard v. BJWSA; pursuant to SC Code Ann. Section 30-4-70(a)(2), and pursuant to SC Code Ann. Section 30-4-70(a)(2) regarding Attorney-Client Communication related to a contractual matter; intergovernmental agreements; and discussion regarding IT Development, pursuant to SC Code Ann. Section 30-407(a)(3).

Vote: After a Roll Call Vote, the motion passed 9-0 (Chair-no vote)

Chair Michael Bell, excused all persons from the meeting. Legal counsel, GM; DGM; remained for executive session. Staff Kenneth Frazier and Eric Pratt returned for the IT Development discussion of executive session.

(9:50 a.m.)

RECONVENE

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

Vote: After a Roll Call Vote, the Motion passed 9-0 (Chair-no vote).

ACTION ITEMS OCCURRING FROM EXECUTIVE SESSION

Information was received from Legal Counsel. No action was taken.

NEW BUSINESS

Resolution Adopting the Development Policy and Procedure Manual dated October 2020.

Motion: Jerry Schulze moved, seconded by Lorraine Bond, to approve the Resolution Adopting the Development Policy and Procedure Manual dated October 2020.

Vote: After a Roll Call Vote, the motion passed 9-0 (Chair-no 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.

Chairman Bell asked for Public comments submitted. Clerk to the Board reported no Comments were submitted during the meeting.

ADJOURNMENT

With no further business to come before the Board, and without objection, Lorraine Bond, moved, seconded by Dr. Bill Singleton, to adjourn the meeting at, 10:00. Non-debatable.

Vote: After a Roll Call Vote, the motion passed by majority 9-0

Chair

Secretary/Treasurer

APPROVED: [_Click here to enter a date.](#)

Respectfully submitted,

Libby Breland, Clerk to Board

Signatures and Attachments on file.

SUMMARY OF THE MEMBERS OF THE BEAUFORT-JASPER WATER AND SEWER AUTHORITY WORK SESSION # 1 HELD VIRTUALLY ON MONDAY 11/9/2020

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held a virtual work session # 1 Monday, 11/9/2020 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; Vice-Chair Jimmy Baker; Andy Kinghorn; Dr. Bill Singleton.

Members of the Authority attending by video conferencing: Secretary/Treasurer Greg Padgett; Donna Altman; Lorraine Bond; Brandy Gray; Jerry Schulze.

Prospective Member of the Authority physically present: Rob McFee.

Staff physically present: Joe Mantua, General Manager; Sarah Linkimer, Deputy General Manager; Kenneth Frazier, Chief of Technical Services; Becca Bowyer, Director of Engineering; James Clardy, Development Projects Manager; Jon Torrescano, IT Systems Administrator.

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

CALL TO ORDER

The meeting convened at 10:00 a.m., Chair Michael Bell presiding. A Roll Call was taken, Thayer Rivers was not in attendance.

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.

(10:06 a.m.)

EXECUTIVE SESSION

Motion: Andy Kinghorn moved, seconded by, Vice-Chair Jimmy Baker, to go into executive session for the purpose of discussing Attorney-Client Communication and legal analysis regarding all Intergovernmental Agreements to include existing and proposed Water Sewer Agreements and Memoranda of Understanding (MOUs) with local municipalities in addition to how those Agreements interplay with the Amended Development Policies and Procedures Manual pursuant to SC Code Ann. Section 30-4-70(a)(2).
Vote: After a Roll Call Vote, the motion passed 8-0 (Chair-no vote)(Thayer Rivers-absent)

Chair Michael Bell, excused all persons from the meeting. Prospective member, Rob McFee left the meeting. Legal counsel, GM; DGM; Staff Becca Browder; Kenneth Frazier and James Clardy remained for executive session.

(12:01 p.m.)

RECONVENE

Motion: Brandy Gray moved, seconded by Andy Kinghorn, to reconvene regular session,
Vote: After a Roll Call Vote, the Motion passed 6-0 (Chair-no vote)(Thayer Rivers-absent)(Lorraine Bond and Secretary/Treasurer, Greg Padgett left prior to conclusion of executive session).

ACTION ITEMS OCCURING FROM EXECUTIVE SESSION

Information was received from Legal Counsel. No action was taken.

ADJOURNMENT

With no further business to come before the Board, and without objection, Vice-Chair Jimmy Baker, moved, seconded by Brandy Gray, to adjourn the meeting at, 12:03. Non-debatable.

Vote: After a Roll Call Vote, the motion passed by majority 6-0 (Chair-no vote)(Thayer Rivers-absent)(Lorraine Bond and Secretary/Treasurer, Greg Padgett left prior to conclusion of executive session).

Chair

Secretary/Treasurer

APPROVED: [_Click here to enter a date.](#)

Respectfully submitted,

Libby Breland, Clerk to Board

Signatures and Attachments on file.

DRAFT

Beaufort-Jasper Water & Sewer Authority 2020 Audit Presentation



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- TODAY'S PRESENTER -

KEITH HUNDLEY, CPA

Partner

Enterprise, AL

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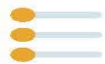
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Audit Overview

Independent Auditors' Report



- Audit performed in accordance with *Government Auditing Standards*
- We issued an **unmodified opinion** on the financial statements
- Also known as a “**clean opinion**”

Independent Auditors' Report on Internal Control on Financial Reporting, and on Compliance and Other Matters

- Report required under *Government Auditing Standards* and can be found in the compliance section of your CAFR
- Internal control over financial reporting – **no findings**
- Compliance and other matters – **no findings** (noncompliance with laws, regulations, contracts, and grant agreements)

Financial Statement Overview

- Strong financial position continues
- Adequate cash and debt service coverage
- Total net position increased by \$17.74 million over 2019
- Debt service coverage (excluding capacity fees) increased from 226% to 228% in 2020 and, continues to remain above the 125% requirement established by the Board
- Debt service coverage (including capacity fees) increased from 295% in 2019 to 304% in 2020
- Good liquidity, current ratio for 2020 of 2.86 compared to 3.51 in 2019

Financial Statement Overview

- Total operating revenues for 2020 increased by \$5.2 million over prior year
- Total operating expenses for 2020 increased by \$6.2 million over prior year
- Operating loss was \$857 thousand for 2020 compared to an operating income of \$141 thousand in 2019
- Net cash provided by operating activities for 2020 represented 47.3% of operating revenues compared to 48.1% in 2019. The Authority generated \$31.0 million from operations to support capital and financing activities, an increase of \$2 million or 7% over prior year.

Statements of Net Position

	2020	2019	Variance
Total assets	\$569,497,381	\$493,572,014	\$75,925,367
Total deferred outflows of resources	\$7,544,553	\$6,604,589	\$939,964
Total liabilities	\$232,999,422	\$173,482,302	\$59,517,120
Total deferred inflows of resources	\$1,824,032	\$2,218,338	(\$394,306)
Total net position	\$342,218,480	\$324,475,963	\$17,742,517

Statements of Revenues, Expenses and Changes in Net Positions

	2020	2019	Variance
Total operating revenues	\$65,435,598	\$60,197,861	\$5,237,737
Total operating expenses	\$66,292,748	\$60,056,645	\$6,236,103
Operating income (loss)	(\$857,150)	\$141,216	(\$998,366)
Total non-operating revenue (expense)	(\$2,597,143)	(\$1,964,868)	(\$632,275)
Capital contributions	\$21,196,810	\$18,179,580	\$3,017,230
Increase in net position	\$17,742,517	\$16,355,928	\$1,386,589
Net position, beginning	\$324,475,963	\$308,120,035	\$16,355,928
Net position, ending	\$342,218,480	\$324,475,963	\$17,742,517

Statements of Cash Flows

	2020	2019	Variance
Net cash provided by operating activities	\$30,982,574	\$28,938,948	\$2,043,626
Net cash (used in) provided by investing activities	\$272,198	(\$3,932,916)	(\$4,205,114)
Net cash (used in) provided by financing activities	\$37,427,830	(\$24,820,090)	\$62,247,920
Increase in cash and cash equivalents	\$68,682,602	\$185,942	\$68,496,960
Cash and cash equivalents – beginning of year	\$48,445,894	\$48,259,952	\$185,942
Cash and cash equivalents – end of year	\$117,128,496	\$48,445,894	\$68,682,602

Significant Audit Areas – Internal Controls

- Documented and performed walk-throughs of the following:
 - Entity level (governance, organizational structure, policies, etc.)
 - Financial reporting (f/s preparation, journal entries, etc.)
 - Treasury, investments, debt and equity
 - Inventory
 - Property, plant and equipment (additions, disposals, CIP, etc.)

Significant Audit Areas – Internal Controls

- Tested controls in following areas:
 - Expenditures and accounts payable
 - Revenues and accounts receivable (cradle to grave approach)
 - Revenue recognition is presumed to be a automatic fraud risk and is tested each year
 - Payroll (cradle to grave approach)
 - ITGC

Significant Audit Areas – Scope of Work

Cash

- ✓ Standard testing of reconciliations

Accounts receivable

- ✓ Confirmations of wholesale receivables
- ✓ Analytics
- ✓ Detail testing of residential, commercial and military accounts receivable through subsequent collections

Investments

- ✓ Use of independent third-party valuation service (Harvest Investment Services) – no significant differences

Significant Audit Areas – Scope of Work

Property and Equipment

- ✓ Detailed testing of additions and disposals for all categories including CIP
- ✓ Predictive analytic for depreciation expense
- ✓ Testing of completeness through review of maintenance and repair accounts

Accounts Payable

- ✓ Detailed testing of accounts payable
- ✓ Search for unrecorded liabilities

Significant Audit Areas – Scope of Work

Accrued Liabilities

- ✓ Detailed testing of accrued leave
- ✓ Detailed testing of pension obligation, review of actuarial assumptions, detailed testing of census data
- ✓ Detailed testing of OPEB obligation, review of actuarial assumptions, detailed testing of census data

Significant Audit Areas – Scope of Work

Debt

- ✓ Detailed testing of debt roll-forward schedule
- ✓ Debt covenant testing

Net Position (Equity)

- ✓ Detailed testing of roll-forward schedule and year-end allocations between investment in capital assets, restricted and unrestricted net position

Significant Audit Areas – Scope of Work

Operating Revenues

- ✓ Analytics (predictive, budget to actual)
- ✓ Detail revenue testing (including residential, commercial and military)

Operating Expenses

- ✓ Analytics (payroll, budget to actual)
- ✓ Detail testing of expenditures
- ✓ Procurement testing

Significant Audit Areas – Scope of Work



Other Income and Expense

- ✓ Reasonableness test on interest income and interest expense

Capital Contributions

- ✓ Detailed testing of Capacity Fees and Contribution of Systems

Single Audit (Grants)

- Tested the CDBG
- Areas tested (controls over compliance and compliance)
 - Activities allowed / unallowed
 - Allowable costs / cost principles
 - Equipment and real property management
 - Period of performance
 - Reporting
- No findings related to internal control over compliance or compliance

Required Communications to Those Charged with Governance

Required Communications

Auditor's responsibility under Generally Accepted Auditing Standards, and Government Auditing Standards

- to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (GAAP).
- As part of the audit we consider the internal control of the Authority.
- Our audit also consisted of issuing a report regarding the Board's internal control, in accordance with *Government Auditing Standards*.

Required Communications



Planned scope and timing of the audit

- Our initial audit plan was not significantly altered during our fieldwork.

Required Communications



Significant accounting policies, including critical accounting policies and alternative treatments within generally accepted accounting principles and the auditor's judgment about the quality of accounting principles

- Significant accounting policies used by the Authority are described in Note 1 to the financial statements.
- We noted no transactions entered into by the Authority during the fiscal year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Required Communications



Management judgments and accounting estimates (all are in accordance with GAAP)

- Accounts receivable allowance for doubtful accounts
- Depreciation of property and equipment
- Revenue recognition
- Other Post-Employment Benefits (OPEB)
- Defined Benefit Pension Plan

Required Communications



Corrected and Uncorrected Misstatements

- There were none.

Potential effect on the financial statements of any significant risks and exposures

- No such risks or exposures were noted or disclosed.

Required Communications



Material uncertainties related to events and conditions, specifically going concern issues

- No such uncertainties were noted or disclosed.

Required Communications

Other information in documents containing audited financial statements

Our responsibility related to documents (including annual reports, websites, etc.) containing the financial statements is to read the other information to consider whether:

- Such information is materially inconsistent with the financial statements; and
- We believe such information represents a material misstatement of fact.

We have not been provided any such items to date and are unaware of any other documents that contain the audited financial statements.

Required Communications



Financial statement disclosures

- The financial statement disclosures are neutral, consistent, and clear.

Disagreements with management

- None.

Management consultation with other independent accountants

- None of which we are aware.

Required Communications



Major issues discussed with management prior to retention

- None.

Difficulties encountered in performing the audit

- None.

Written representations

- Provided in the hard copy.

Required Communications



Deficiencies in internal control

- *See Independent auditor's report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards included with the financial statements*

Required Communications

Fraud and illegal acts

Fraud involving senior management, or those responsible for internal controls, or causing a material misstatement of the financial statements, where the auditor determines there is evidence that such fraud may exist. Any illegal acts coming to the auditor's attention involving senior management and any other illegal acts, unless clearly inconsequential.

- We are unaware of any fraud or illegal acts involving management or causing material misstatement of the financial statements.

Required Communications

Other matters - Required Supplementary Information

- We applied certain limited procedures to management's discussion and analysis, the schedule of the Authority's proportionate share of net pension liability, schedule of the Authority's contributions to the South Carolina Retirement System – last 10 fiscal years, and schedule of changes in the Authority's total OPEB liability and related ratios, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Required Communications



Other matters – Supplementary Information

- We were not engaged to report on the budgetary comparison schedule, and budgetary comparison schedule by functional classifications and statistical section which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this supplementary information (SI) and we do not express an opinion or provide any assurance on it.

Internal Control Findings

Questions?



TODAY'S PRESENTER

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CARR, RIGGS & INGRAM, LLC



October-20

FY21 Safety Report

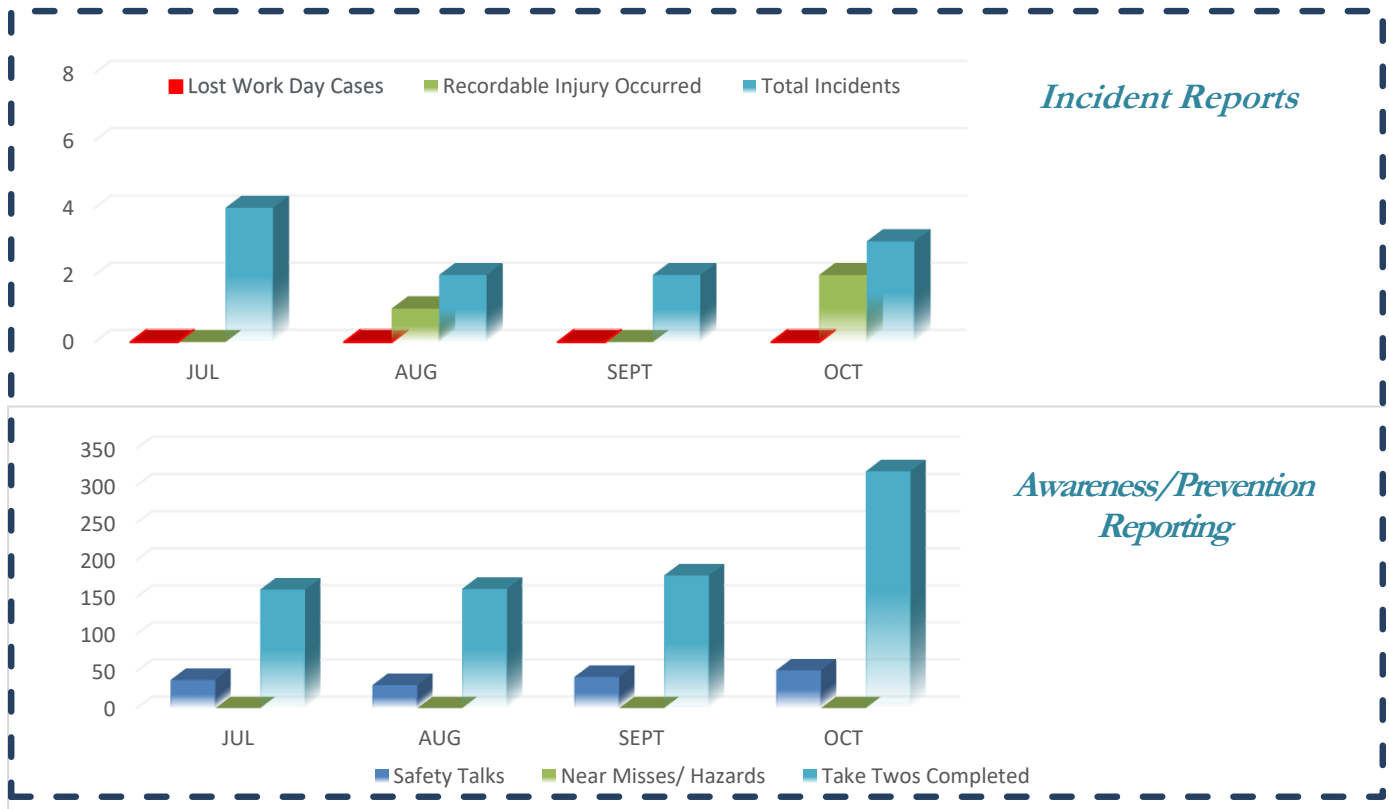
3 Recordable Injuries
0 OSHA Lost Work Day Cases

BJWSA Current Rate	Water/Sewer Industry Average (2018)	Goal
4.9	6.7	0
0	3.7	0

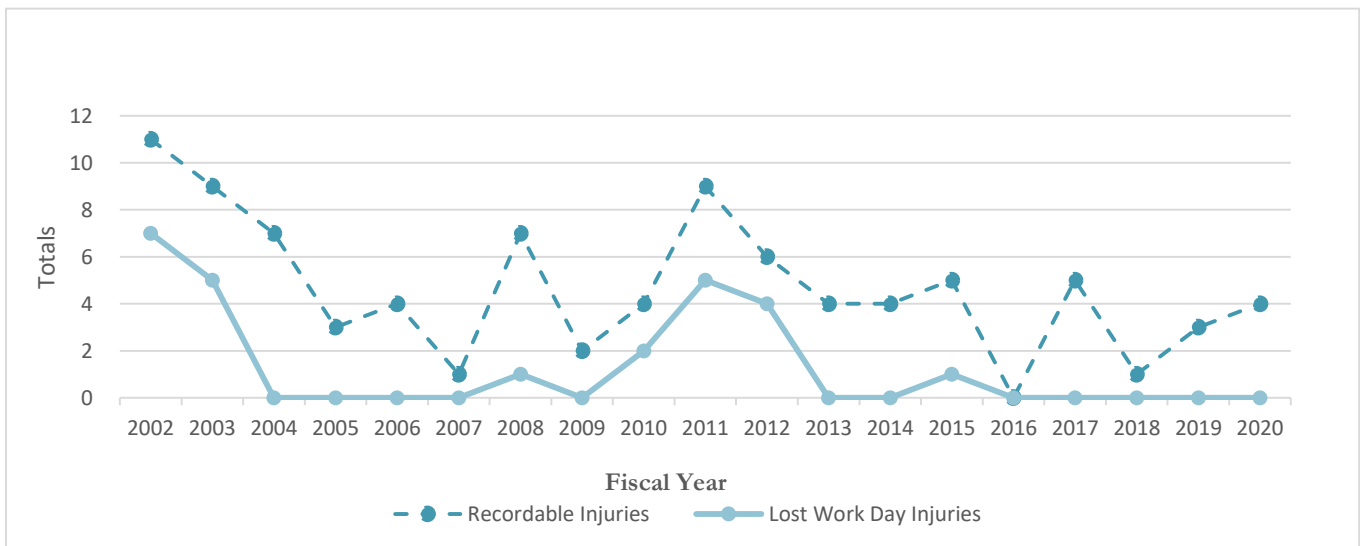
2047 Days Since Last Preventable LWD Case

1,855,529 Safe Work Hours Since Last Preventable LWD Case

2,000,000



Company Performance History





Memorandum

TO: Capital Projects Committee
FROM: Jeremy Sponseller
COPY: Joe Mantua, Sarah Linkimer, Kenneth Frazier, Rebecca Bowyer, Jeremy Sponseller
DATE: November 6, 2020
SUBJECT: CIP Update

The purpose of this memo is to provide an update of noteworthy Capital Improvement Projects for the month of October, 2020

CIP Projects:

- Purrysburg WTP Expansion to 30 MGD (CIP-1366) – Final drawings have been prepared. There are discussions with regulatory agencies regarding impacts to the project due to a change in FEMA flood plain elevations. Advertisement to bid anticipated for November.
- Highway 170 36-Inch Water Main Extension (CIP-1696) –Contact documents have been executed and submittal process is underway. BJWSA staff continue discussions with Town of Bluffton over Bluffton's concerns with identified tree removal for project construction.
- CPWRF UV Replacement (CIP-2182) –Channel 1 startup was successful and equipment is currently operational.
 - Updated remaining schedule:
 - 10/19-11/02 - Existing electrical equipment in Channel 2 has been decommissioned
 - 11/02-11/06 - Remove decommissioned equipment
 - 11/09-11/13 - Commence additional civil work in Channel 2
 - 11/30 - Install new equipment in Channel 2
 - 12/14 - Startup of Channel 2
- Galvanized Water Line Replacement Program (CIP-2185) – See below for individual status per Division:
 - PHASE I:
 - Divisions I & II are closed out.
 - Divisions III & IV are completed and are in the process of closing out.
 - PHASE II:
 - Division I: Review of 100% plans complete, staff to meet with design engineer to finalized minor comments prior to placing project out for public advertisement, mtg held on 10/12. 100% plans anticipated in November.
 - Division II & III: Received 100% plans and specs and project is out for Bid.
 - 11/05-Open Bids
 - 11/19-Provide Bid Results to Board

- Chelsea WTP Waste Water Pump Replacement (CIP-2203) – Project awarded to BRW and contacts have been executed. Submittal process will begin as electrical components have estimated lead time of 12-14 weeks and pump lead time is 4-6 weeks.
- Causeway Bypass Valves (CIP-2282) – Contractor has completed the following areas: Vivian Island, Distant Island, Landing Hill, Horse Island, Kingston Key, Bermuda Bluff, Birdfoot, Warsaw Island, Tansi Village and Pine Island. Myrtle Islands remain, currently scheduled for week of 11/02/20. Remaining project funds, a structural investigation of the retaining wall supporting the water line between Cat and Cane Islands is underway.
- Raw Water Canal Improvements (CIP-1894) –Construction is underway with contractor. BJWSA staff accepted Division #2 rehabilitation work on protective coating for the Aerial Flume and flume was restored to full operational status on 10/30/20. Major construction activities will move over to the Purrysburg Road crossing. Division #1 River Pump Station is underway.
- North Street Transmission Main (CIP-2224) – Contract for Ruby Collins to begin work has been executed. Preparation for Phase I design has begun.
- Misc. Waste Water Pump Station Replacements (CIP-1806 & 1807) – Contract executed and contractor is in process of submittal generation for BJWSA staff to review. Anticipated submittal package week of 11/02/20.
- Point South Sewer Assessment & Rehabilitation (CIP-1990) – Project specifications and plans have been finalized and project will be advertised for Bid.
 - Project Schedule:
 - Advertise Bid: 11/02/20
 - Open Bids: 11/19/20
 - Present award recommendation the Board 12/17/20.



Developer Project Activity Report

For Developer Projects from 10/1/2020 to 10/31/2020.

New Projects Reviewed						
Prj Num	Project Name	Zone	Zone Type	REUs	Water GPD	WW GPD
<u>2005-74B</u>	Old Shell Point Subd - Lot Modifications	Port Royal (PRIWRF)	No addtl cap due	0	0	0
<u>2021-033</u>	Hilton Head National - Clubhouse Expansion	Cherry Point	Commercial	0	10,842	8,340
<u>2021-034</u>	Miller Drive Subdivision	Port Royal (PRIWRF)	Residential	51	20,400	15,300
<u>2021-035</u>	Teal Bluff	Port Royal (PRIWRF)	Residential	45	180,000	13,500
<u>2021-036</u>	Lighthouse Lagoon Miniature Golf	Cherry Point	Commercial	0	300	200
<u>2021-037</u>	Salem Farms Subdivision - Phase 1	Port Royal (PRIWRF)	Residential	94	37,600	28,200
<u>2021-038</u>	River Oaks - Phase 1A	Cherry Point	Residential	52	20,800	15,600
<u>2021-039</u>	397 Old Palmetto Bluff Road Grinder - Bowen	Palmetto Bluff	No addtl cap due	1	0	0
<u>2021-040</u>	Shearwater at Broad River	Port Royal (PRIWRF)	Commercial	0	58,000	43,500
<u>2021-041</u>	Old Town Marketplace	Cherry Point	Commercial	0	15,785	12,142
<u>2021-042</u>	Perrin Woodworking - Fire Line	Port Royal (PRIWRF)	No addtl cap due	0	0	0
<u>2021-043</u>	Bluffton Village Lot 3	Cherry Point	Mixed Use	0	1,400	1,000
<u>2021-044</u>	419 Meritta Avenue Water and Sewer	Port Royal (PRIWRF)	Residential	1	400	300
<u>2021-045</u>	Lot 13 Beaufort Commerce Park	Port Royal (PRIWRF)	Commercial	0	300	200
14 New Projects Reviewed Listed for totals of:				244	345,827	138,282

DRP Submittals						
Prj Num	Project Name	Zone	Zone Type	REUs	Water GPD	WW GPD
<u>2020-090</u>	Heritage at New Riverside Phase 6	Cherry Point	Residential	60	24,400	18,300
<u>2020-100</u>	Pepper Hall	Cherry Point	Mixed Use	0	0	0
<u>2021-004</u>	Replacement Metal Castings Fire Line	Hardeeville	No addtl cap due	0	0	0
3 DRP Submittals Listed for totals of:				60	24,400	18,300

Pre-Construction Conferences						
Prj Num	Project Name	Zone	Zone Type	REUs	Water GPD	WW GPD
<u>2019-092</u>	1712 Old Shell Road	Port Royal (PRIWRF)	Residential	3	1,200	900
<u>2019-097</u>	Hearthstone Lakes Phase 5 - Multifamily	Cherry Point	Multi-family	0	37,440	28,800
<u>2019-140</u>	W4 Express Carwash	Cherry Point	Commercial	0	2,958	2,125
<u>2019-144</u>	Shell Station Tiger Express Pumpstation	St Helena	Pump Station	0	0	350
<u>2020-042</u>	Cypress Ridge Phase 18	Cherry Point	Residential	62	24,800	18,600
<u>2020-057</u>	Hearthstone Lakes Phase 4	Cherry Point	Residential	59	23,600	17,700

Prj Num	Project Name	Zone	Zone Type	REUs	Water GPD	WW GPD
<u>2020-078</u>	Wendys - Ladys Island	Port Royal (PRIWRF)	No addt'l cap due	0	0	0
<u>2020-082</u>	Harbor Freight	Port Royal (PRIWRF)	Commercial	0	600	400
<u>2020-092</u>	Shell Point Farm Phase III	Port Royal (PRIWRF)	Residential	82	32,800	24,600
<u>2020-115</u>	Overlook Subdivision - Phase 2	Port Royal (PRIWRF)	Residential	40	16,000	12,000
10 Pre-Construction Conferences Listed for totals of:				246	139,398	105,475

Service Authorizations						
Prj Num	Project Name	Zone	Zone Type	REUs	Water GPD	WW GPD
2019-018A	Four Seasons of Bluffton - Phase 1 and Entry Road (Lots 1-20; 45-69 and 88-102)	Cherry Point	No addt'l cap due	60	0	0
2019-037	Hilton Head Christian Academy - Bluffton Campus - Phase 1	Cherry Point	Commercial	0	4,500	3,000
2019-062	Widgeon Point Park		Commercial	0	300	0
2019-073B	Celadon Phase 3 (Lots 109; 118-122 and 124-151)	Port Royal (PRIWRF)	No addt'l cap due	34	0	0
2019-079	Malvern Commercial Subdivision	Port Royal (PRIWRF)	Commercial	0	1,200	800
2019-110	Posey Court Sewer Extension	Cherry Point	Residential	8	1,200	2,400
2020-003	Colonel Clean Express Car Wash	Port Royal (PRIWRF)	Commercial	0	1,478	878
2020-047A	Riverport Phase 2 - Building 2 (Partial Wastewater)	Hardeeville	No addt'l cap due	0	0	0
8 Service Authorizations Listed for totals of:				102	8,678	7,078



Financial Report

October 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 **\$569.4** million and total deferred outflows of resources were **\$7.5** million. Total liabilities were **\$225.6** million and total deferred inflows of resources were **\$1.8** million. Total net position at the end of the period was **\$349.5** million.
- Liquidity (current assets over current liabilities, excluding restricted items) has increased from 4.42 for fiscal year 2020 to **5.83 this fiscal year to date**. The Authority's target liquidity is 2.2 and higher.
- Operating Cash (Gross Revenue + Operations/Maintenance) totals **\$27.3** 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 **\$30.0** million year to date.
- Days Cash on Hand (total unrestricted cash over operating expenses less depreciation, expressed in days) is **682 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 **2.13** 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 **2.29**, 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 **2.41**, exceeding the 1.20 required by the Bond covenant. Debt service coverage, excluding capital contribution fees, was **2.15**, which exceeds the 1.25 established by Board policy.

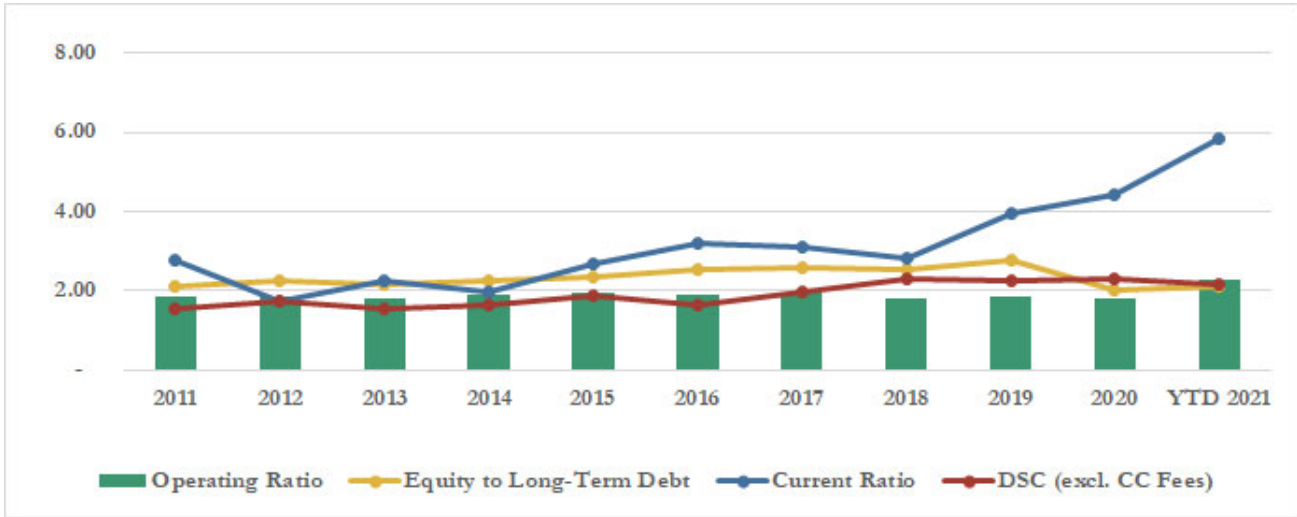
Schedule of Net Earnings for Debt Service and Debt Coverage Year-to-date October 31,

	FY 2021	FY 2020
Operating income (loss) year to date	\$ 3,274,725	\$ 3,470,942
Adjustments to derive net earnings:		
Depreciation expense	10,094,531	9,626,043
Contributed capital - cash	1,683,733	3,553,725
Interest income, excluding bond interest income	332,508	361,044
Net earnings per bond resolution	\$ 15,385,497	\$ 17,011,754
Total approximate debt service paid year to date	\$ 6,387,142	\$ 5,471,636
Debt coverage	2.41	3.11
Without capacity fees	2.15	2.46

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.

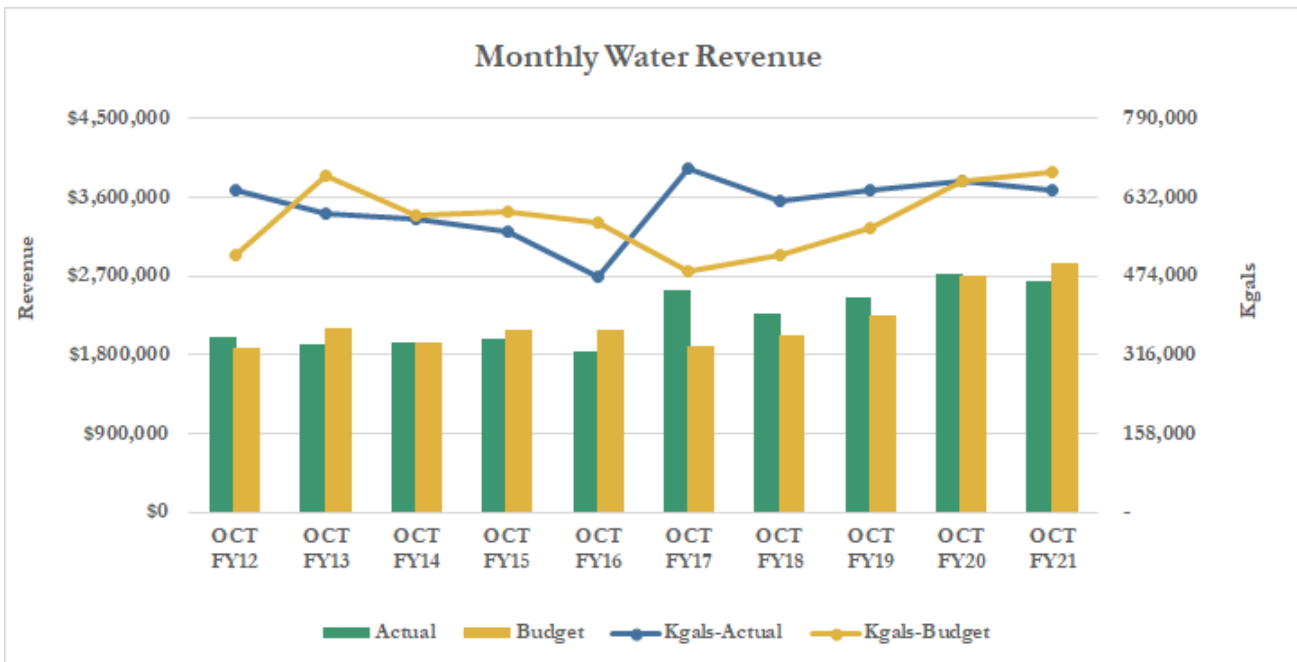
Ratio Analysis

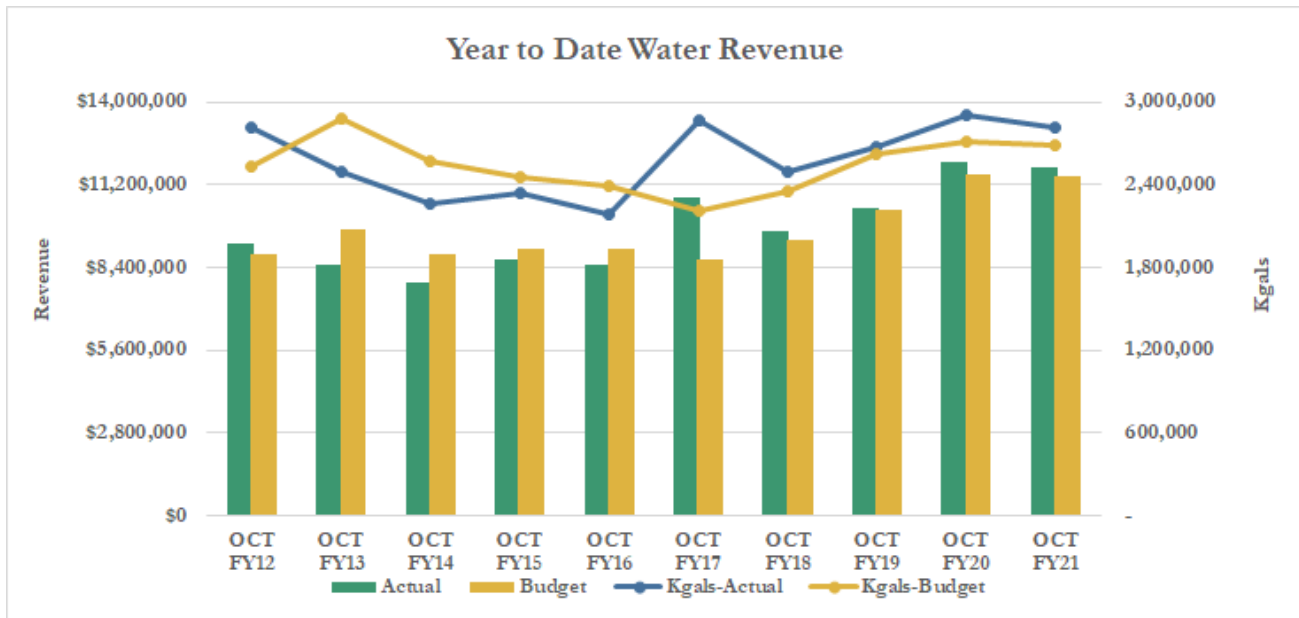
	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>YTD 2021</u>
Equity to Long-Term Debt	2.09	2.23	2.17	2.26	2.32	2.55	2.58	2.52	2.79	2.03	2.13
Operating Ratio	1.83	1.85	1.79	1.91	1.93	1.90	1.94	1.80	1.86	1.79	2.29
Current Ratio	2.79	1.75	2.25	1.98	2.69	3.19	3.11	2.80	3.96	4.42	5.83
DSC (excl. CC Fees)	1.56	1.74	1.56	1.65	1.89	1.64	1.96	2.31	2.26	2.28	2.15



Operating Revenues

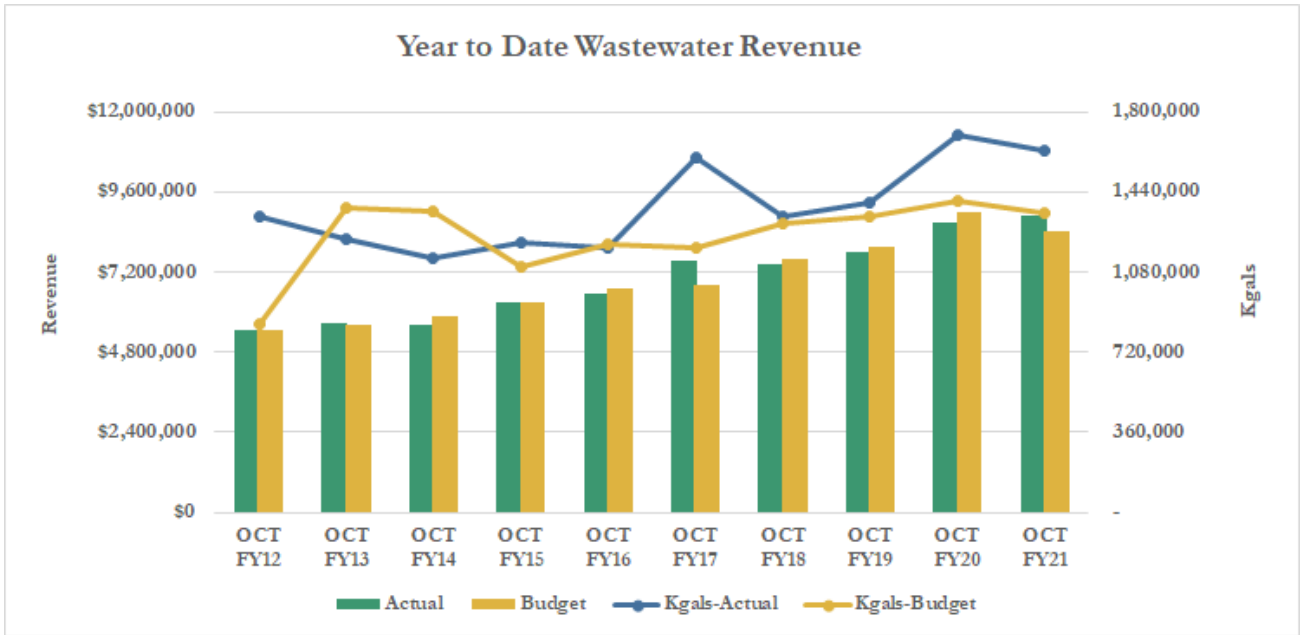
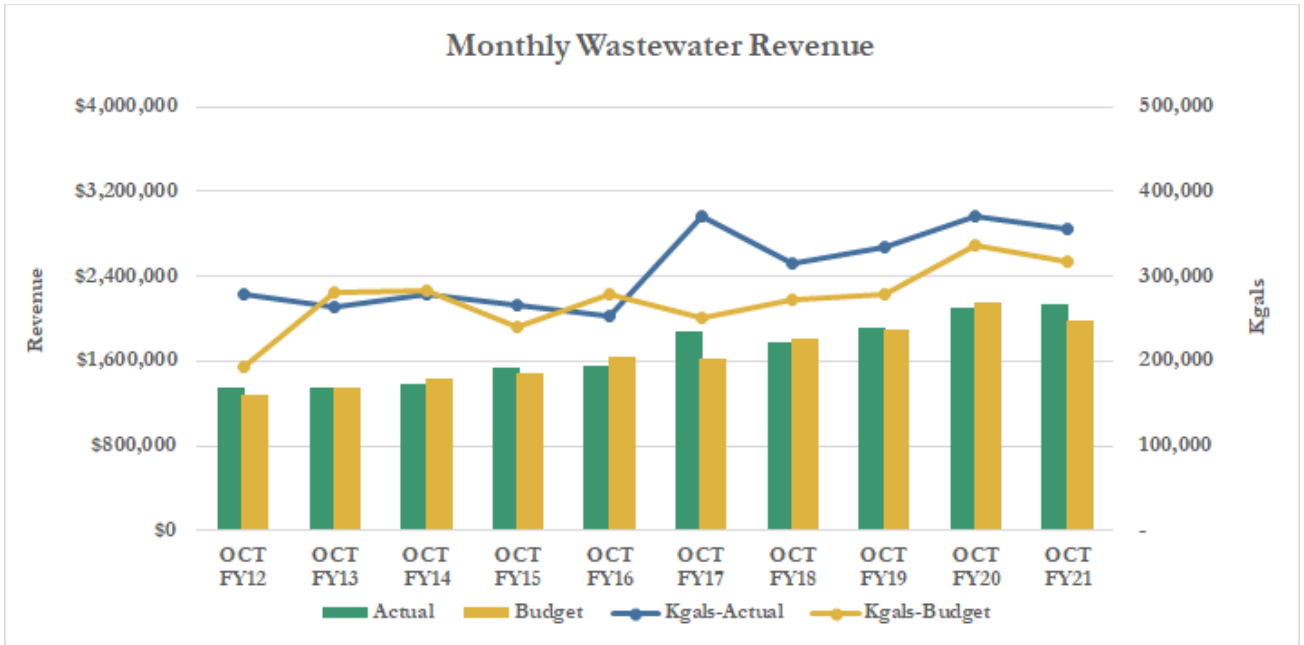
- Total operating revenues, *including* other ancillary charges, are approximately \$1.2 million, or 5.5%, over projections year-to-date.





Water Operating Revenues

- Year-to-date total water operating revenue, *including* ancillary fees, is 5% or \$669 thousand over budget primarily due to residential retail water sales.
- Water tap fees are \$176 thousand or 41% over projection year to date and \$133 thousand or 28% over prior year to date fees.
- Year-to-date wholesale water revenue is below projection by 3% due mainly to Hilton Head PSD and MCAS. Civilian wholesale revenues are \$7 thousand or 0.8% below budget and military wholesale revenues are \$35 thousand or 8% below budget.
- Residential water sales are over budget by 5% or \$384 thousand and residential irrigation is over budget by 2% or \$13 thousand.
- Special commercial sales to SCE&G (i.e., raw water, return water, and reverse osmosis) are over budget by \$16 thousand or 11% year-to-date.
- Commercial water sales are under budget by 1% or \$17 thousand and commercial irrigation is under budget by 8% or \$54 thousand.



Wastewater Operating Revenues

- Wastewater operating revenues year-to-date are 6% or \$567 thousand over projections due to residential sewer revenue.
- Commercial sewer revenue is under budget by 3% or \$74 thousand year-to-date.
- Residential sewer is over budget by 9% or \$565 thousand year-to-date.
- Reclaimed water sales are over projections by 14% or \$4 thousand year-to-date.

Operating Expenses

- Total year-to-date operating expenses, excluding depreciation, are under budget \$1.1 million or 9% at the time of this report.
- Unfavorable variances to budget exist for the following areas:
 - Source of supply-ops overage of \$47 thousand is due to changes in salary allocations in field operations.
 - Source of supply-maintenance overage of \$2 thousand is due to installation of sidewalks at well sites for safety purposes.
 - Franchise fees overage of \$36 thousand for water and \$24 for sewer is due to usage being higher than anticipated.
 - Information technology overage of \$17 thousand for water and \$11 thousand for sewer is due to timing on equipment purchases.
 - Wastewater treatment-maintenance overage of \$19 thousand is related to aeration basin cleaning at PRIWRF.
- Including depreciation, total operating expenses are under budget by \$969 thousand or 4.5%.

Capital Contributions

- Capacity fees as of October total \$1.7 million compared to the annual capacity fee budget of \$4.5 million. Capacity fees received this month totaled \$1.3 million.
- Developer contributions of systems as of October total \$3.9 million compared to the annual budget of \$4 million. Contributions of systems received this month totaled \$1.1 million.

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

	FY2021		FY2020	Variance of FY 2021 Actual Data To			
	Actual	Budget		Budget		2020 Actual	
			Dollars	%	Dollars	%	
				Favorable (Unfavorable)			
Operating expenses							
Water operating expenses:							
Source of supply - OPS	\$ 230,995	\$ 184,000	\$ 147,394	\$ (46,995)	-25.5%	\$ (83,601)	-56.7%
Source of supply - Maintenance	87,757	86,100	123,987	(1,657)	-1.9%	36,230	29.2%
Water treatment - OPS	1,394,754	1,522,300	1,385,349	127,546	8.4%	(9,405)	-0.7%
Water treatment - Maintenance	274,523	298,000	280,546	23,477	7.9%	6,023	2.1%
Transmission and distribution - OPS	1,083,695	1,259,300	1,143,140	175,605	13.9%	59,445	5.2%
Transmission and distribution - Maintenance	210,348	246,700	309,309	36,352	14.7%	98,961	32.0%
Laboratory and testing	125,344	135,500	128,445	10,156	7.5%	3,101	2.4%
Franchise fee	346,504	310,400	334,298	(36,104)	-11.6%	(12,206)	-3.7%
Engineering & construction services	150,326	162,500	105,647	12,174	7.5%	(44,679)	-42.3%
Customer service and billing	612,330	739,700	620,882	127,370	17.2%	8,552	1.4%
Financial Services	444,259	522,000	422,899	77,741	14.9%	(21,360)	-5.1%
Information Technology	317,961	301,100	308,815	(16,861)	-5.6%	(9,146)	-3.0%
Asset Management	60,834	135,300	34,991	74,466	55.0%	(25,843)	-73.9%
General and administrative	663,503	690,800	589,451	27,297	4.0%	(74,052)	-12.6%
	6,003,133	6,593,700	5,935,153	590,567	9.0%	(67,980)	-1.1%
Wastewater operating expenses:							
Collection & transmission - OPS	1,126,699	1,299,400	1,399,711	172,701	13.3%	273,012	19.5%
Collection & transmission - Maintenance	202,380	206,300	204,269	3,920	1.9%	1,889	0.9%
Wastewater treatment - OPS	713,528	774,800	783,343	61,272	7.9%	69,815	8.9%
Wastewater treatment - Maintenance	250,473	231,700	279,455	(18,773)	-8.1%	28,982	10.4%
Wastewater disposal - OPS	45,423	80,400	44,288	34,977	43.5%	(1,135)	-2.6%
Wastewater disposal - Maintenance	10,899	11,200	7,916	301	2.7%	(2,983)	-37.7%
Sludge management - OPS	104,795	135,900	116,217	31,105	22.9%	11,422	9.8%
Sludge management - Maintenance	304	5,600	7,536	5,296	94.6%	7,232	96.0%
Laboratory and testing	107,517	112,700	99,796	5,183	4.6%	(7,721)	-7.7%
Franchise fee	286,563	262,400	272,053	(24,163)	-9.2%	(14,510)	-5.3%
Engineering & construction services	100,218	108,000	70,431	7,782	7.2%	(29,787)	-42.3%
Customer service and billing	405,663	492,300	410,561	86,637	17.6%	4,898	1.2%
Financial Services	296,189	346,600	281,797	50,411	14.5%	(14,392)	-5.1%
Information Technology	211,641	200,500	205,877	(11,141)	-5.6%	(5,764)	-2.8%
Asset Management	40,556	92,400	23,328	51,844	56.1%	(17,228)	-73.9%
General and administrative	432,451	460,000	393,164	27,549	6.0%	(39,287)	-10.0%
	4,335,300	4,820,200	4,599,741	484,900	10.1%	264,441	5.7%
Operating expenses before depreciation	10,338,433	11,413,900	10,534,894	1,075,467	9.4%	196,461	1.9%
Depreciation - Water	4,401,146	4,410,000	4,222,758	8,854	0.2%	(178,388)	-4.2%
Depreciation - Wastewater	5,693,385	5,577,600	5,403,286	(115,785)	-2.1%	(290,099)	-5.4%
Total operating expenses	\$ 20,432,964	\$ 21,401,500	\$ 20,160,937	\$ 968,536	4.5%	\$ (272,026)	-1.3%

Detailed Schedule of Changes in Capital Assets

	Capital						
	30-Jun-20	System Contributions	Additions & Depreciation	Improvement Program	Disposals/Adjustments	31-Oct-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	1,316,199	629,034	-	-	241,768,620	
Wastewater System Collection & Transmission	288,417,154	2,613,421	-	-	-	291,030,575	
Wastewater Disposal Systems	1,693,176	-	-	-	-	1,693,176	
Other General Equipment	22,627,480	-	151,861	-	(81,955)	22,697,386	
Vehicles	6,441,464	-	38,034	-	(86,634)	6,392,863	
Property, plant and equipment in service	790,938,082	3,929,620	818,928	-	(168,589)	795,518,042	
Accumulated Depreciation	(395,399,128)	-	(10,094,531)	-	143,414	(405,350,245)	
Property, plant and equipment in service, net	395,538,954	3,929,620	(9,275,603)	-	(25,175)	390,167,797	
Construction in Progress	21,531,083	-	2,730,062	-	-	24,261,145	
Net property, plant and equipment	\$ 417,070,037	\$ 3,929,620	\$ (6,545,541)	\$ -	\$ (25,175)	\$ 414,428,941	

CIP Capitalization:

121060 - Waster Sys. Equip	121070 - WW Sys. Equip.
Meter Capitalization	615,620
Transponder Cap.	13,415
	629,034
121080 - General Equipment	121050 - WW Treatment Plant
6579-TELEDYNE MOD	13,822
6598-SR-24 RIDGID LO	7,162
6609-RO MEMBRANES	6,921.37
6610-RO ELEMENTS	34,325.42
6611-SR-24 RIDGID LO	12,388.38
6613-RAUSCH PUSH SE	26,750.00
6614-LEICA GPR LOCA	50,491.16
	121085 - Vehicles
	6578-2019 FORD F150 4W
	38,034
	38,034
	Disposals:
	5554-Aquamarine Harvester
	5574-Harvester trailer
	3064-2007 Ford F-750
	(74,860)
	(7,095)
	(86,634)
	151,861

(168,589)

System Contributions:

21060-Water System Transmission & Distribution	
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
STINEY RD - FIRE STATION -W	5,240.00
PALMETTO BUSINESS COURT -W	11,425.00
GRANDE OAKS (LOTS 1-50) -W	81,310.00
LATTITUDE HILTON HEAD PHS 3B -W	119,800.00
2019-073B CELADON PHASE 3- W	35,500
2019-018A FOUR SEASON OF BLFFTON	238,920
HH CHRISTIAN-BLUFFTON CAMP-PH	33,278
2019-079 MALVER COMMERCIAL SD-W	36,820
2020-024 REED WRECKER SERVICE-W	10,180

21070-Wastewater System Collection & Transmission

ECOFOAM INSULAT	14,837	2019-073B CELADOI	65,650
HEARTHSTONE LAK	65,860	2019-018A FOUR SE.	255,890
WASHINGTON SQR	205,899	2019-018A FOUR SE.	295,000
WASHINGTON SQR	186,995	2020-047A RIVERPO	65,560
LAWTON STATION 1	97,248	HH CHRISTIAN-BL	12,000
PALMETTO BLUFF B	209,800	2019-079 MALVER C	30,524
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 MEDI	34,108		
STINEY RD - FIRE S1	7,920.00		
PALMETTO BUSINES	12,170.00		
GRANDE OAKS (LO	130,236.00		
GRANDE OAKS (LO	104,364.00		
LATTITUDE HILTON	137,440.00		

1,316,199

2,613,421

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

	FY2021		FY2020		Variance of FY 2021 Actual Data To			
	Actual	Budget	Actual	Budget		2020 Actual		
				Dollars	%	Dollars	%	
Operating revenues								
Civilian wholesale	\$ 947,102	\$ 954,500	\$ 956,755	\$ (7,398)	-0.8%	\$ (9,653)	-1.0%	
Military wholesale	403,687	438,300	426,455	(34,613)	-7.9%	(22,768)	-5.3%	
Retail	10,459,313	10,131,300	10,591,193	328,013	3.2%	(131,880)	-1.2%	
Military Retail	475,864	386,800	564,992	89,064	23.0%	(89,128)	-15.8%	
Special Commercial	165,924	150,000	153,845	15,924	10.6%	12,079	7.9%	
Other	1,248,062	969,600	1,173,433	278,462	28.7%	74,629	6.4%	
Total water operating revenues	13,699,952	13,030,500	13,866,673	669,452	5.1%	(166,721)	-1.2%	
Wastewater service	8,888,908	8,402,700	8,686,476	486,208	5.8%	202,432	2.3%	
Military Retail	956,072	932,400	979,796	23,672	2.5%	(23,724)	-2.4%	
Other	162,756	105,200	98,934	57,556	54.7%	63,822	64.5%	
Total wastewater operating revenues	10,007,736	9,440,300	9,765,206	567,436	6.0%	242,530	2.5%	
Total operating revenues	23,707,688	22,470,800	23,631,879	1,236,888	5.5%	75,809	0.3%	
Operating expenses								
Water operating expenses:								
Source of supply	318,752	270,100	271,381	(48,652)	-18.0%	(47,371)	-17.5%	
Water treatment	1,669,277	1,820,300	1,665,895	151,023	8.3%	(3,382)	-0.2%	
Transmission and distribution	1,294,043	1,506,000	1,452,449	211,957	14.1%	158,406	10.9%	
Laboratory and testing	125,344	135,500	128,445	10,156	7.5%	3,101	2.4%	
Franchise fee	346,504	310,400	334,298	(36,104)	-11.6%	(12,206)	-3.7%	
Engineering & construction services	150,326	162,500	105,647	12,174	7.5%	(44,679)	-42.3%	
Customer service and billing	612,330	739,700	620,882	127,370	17.2%	8,552	1.4%	
General and administrative	1,486,557	1,649,200	1,356,156	162,643	9.9%	(130,401)	-9.6%	
Total water operating expenses (excl. depr.)	6,003,133	6,593,700	5,935,153	590,567	9.0%	(67,980)	-1.1%	
Wastewater operating expenses:								
Collection & transmission	1,329,079	1,505,700	1,603,980	176,621	11.7%	274,901	17.1%	
Wastewater treatment	964,001	1,006,500	1,062,798	42,499	4.2%	98,797	9.3%	
Wastewater disposal	56,322	91,600	52,204	35,278	38.5%	(4,118)	-7.9%	
Sludge management	105,099	141,500	123,753	36,401	25.7%	18,654	15.1%	
Laboratory and testing	107,517	112,700	99,796	5,183	4.6%	(7,721)	-7.7%	
Franchise fee	286,563	262,400	272,053	(24,163)	-9.2%	(14,510)	-5.3%	
Engineering & construction services	100,218	108,000	70,431	7,782	7.2%	(29,787)	-42.3%	
Customer service and billing	405,663	492,300	410,561	86,637	17.6%	4,898	1.2%	
General and administrative	980,838	1,099,500	904,165	118,662	10.8%	(76,673)	-8.5%	
Total wastewater operating expenses (excl. depr.)	4,335,300	4,820,200	4,599,741	484,900	10.1%	264,441	5.7%	
Operating expenses before depreciation	10,338,433	11,413,900	10,534,894	1,075,467	9.4%	196,461	1.9%	
Depreciation - Water	4,401,146	4,410,000	4,222,758	8,854	0.2%	(178,388)	-4.2%	
Depreciation - Wastewater	5,693,385	5,577,600	5,403,285	(115,785)	-2.1%	(290,100)	-5.4%	
Total operating expenses	20,432,964	21,401,500	20,160,937	968,536	4.5%	(272,027)	-1.3%	
Operating income (loss)	3,274,725	1,069,300	3,470,942	2,205,425	206.2%	(196,217)	-5.7%	
Non-operating revenues (expenses), net	(1,575,213)	(1,659,800)	(929,368)	84,587	5.1%	(645,845)	-69.5%	
Increase (decrease) in net position, before capital contributions	1,699,512	(590,500)	2,541,574	2,290,012	387.8%	(842,062)	33.1%	
Capital Contributions	5,613,353	2,833,200	8,579,681	2,780,153	98.1%	(2,966,328)	-34.6%	
Increase (decrease) in net position	\$ 7,312,865	\$ 2,242,700	\$ 11,121,255	\$ 5,070,165	226.1%	\$ (3,808,390)	-34.2%	

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

		10/31/2020	10/31/2019
Operating revenues:			
Water:	Wholesale	\$ 1,350,789	\$ 1,383,210
	Retail	10,625,237	10,745,038
	Military Retail	475,864	564,992
	Other	1,248,062	1,173,433
Total water revenues		13,699,952	13,866,673
Wastewater:	Service	8,888,908	8,686,476
	Military Retail	956,072	979,796
	Other	162,756	98,934
Total wastewater revenues		10,007,736	9,765,206
Total operating revenues		23,707,688	23,631,879
Operating expenses:			
Water:	Source of supply	318,752	271,381
	Water treatment	1,669,277	1,665,895
	Transmission and distribution	1,294,043	1,452,449
	Laboratory and testing	125,344	128,445
	Franchise fee	346,504	334,298
	Depreciation	4,401,146	4,222,758
	General, administrative, customer service and other	2,249,213	2,082,685
Total water operating expenses		10,404,279	10,157,911
Wastewater:	Collection and transmission	1,329,079	1,603,980
	Wastewater treatment	964,001	1,062,798
	Wastewater disposal	56,322	52,204
	Sludge management	105,099	123,753
	Laboratory and testing	107,517	99,796
	Franchise fee	286,563	272,053
	Depreciation	5,693,385	5,403,285
	General, administrative, customer service and other	1,486,719	1,385,157
Total wastewater operating expenses		10,028,685	10,003,026
Total operating expenses		20,432,964	20,160,937
Operating income (loss)		3,274,725	3,470,942
Non-operating revenue (expense):			
	Interest expense	(1,969,103)	(1,341,454)
	Interest income	256,883	331,669
	Investment income	75,625	29,375
	Bond interest income	1,218	-
	Easement revenue	-	-
	Litigation settlement	-	-
	Net gain (loss) on disposal of assets	60,164	51,042
Total non-operating revenue (expense)		(1,575,213)	(929,368)
Increase (decrease) in net position, before capital contributions		1,699,512	2,541,574
Capital contributions:			
	Grants	-	1,213,380
	Capacity fees	1,683,733	3,553,725
	Developer contributions of systems	3,929,620	3,812,576
Total capital contributions		5,613,353	8,579,681
Increase (decrease) in net position		7,312,865	11,121,255
Net position at beginning of fiscal year		342,218,475	324,430,958
Net position at end of period		\$ 349,531,340	\$ 335,552,213

Beaufort-Jasper Water and Sewer Authority
Statement of Net Position

	31-Oct	
	FY 2021	FY 2020
Assets		
Current assets:		
Cash and cash equivalents	\$ 27,349,685	\$ 29,253,781
Investments	5,103,653	1,987,669
Accounts receivable	7,598,490	7,902,032
Inventory and other assets	1,308,626	1,706,916
Total current assets (unrestricted)	41,360,454	40,850,398
Designated & restricted assets:		
Cash and cash equivalents - Restricted	64,563,861	4,662,635
Cash and cash equivalents - Designated	29,989,447	23,809,766
Designated receivables	81,976	92,439
Total designated & restricted assets	94,635,284	28,564,841
Total current assets	135,995,738	69,415,238
Noncurrent Assets:		
Capital assets:		
Land and land rights	10,635,337	10,504,536
Administrative facilities	14,491,450	14,418,274
Water systems	315,084,664	304,937,949
Wastewater systems	426,216,341	403,738,749
Equipment	22,697,386	21,408,463
Vehicles	6,392,863	6,105,453
Utility plant in service before depreciation	795,518,042	761,113,424
Less accumulated depreciation	(405,350,245)	(375,594,744)
Net utility plant in service	390,167,797	385,518,681
Construction in progress	24,261,145	28,948,433
Total capital assets	414,428,941	414,467,114
Other Assets:		
Conservation easements	534,125	534,125
ISM Receivable-Department of the Navy	18,491,418	19,578,956
Total noncurrent assets	433,454,484	434,580,195
Total assets	569,450,222	503,995,433
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	4,299,826	4,098,201
Accrued wages and benefits	809,203	2,260,214
Revenue bonds, SRFs, notes, and interest	6,429,832	5,930,153
Total current liabilities (unrestricted)	11,538,861	12,288,568
Current liabilities payable from designated & restricted assets:		
Accounts payable for capital items	707,414	2,301,108
Revenue bonds, SRFs, notes, and interest	5,781,972	4,247,391
Total current liabilities payable from designated & restricted assets	6,489,386	6,548,500
Total current liabilities	18,028,247	18,837,067
Long term liabilities:		
Revenue bonds, state revolving loans, and notes	164,448,395	114,607,053
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	207,611,156	153,992,403
Total liabilities	225,639,403	172,829,471
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	298,256,440	291,570,722
Restricted for:		
Capital activity	415,244	415,244
Unrestricted	50,859,656	43,566,247
Total net position	\$ 349,531,340	\$ 335,552,213

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
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
Sep-20	2,978,181	66%	297,765	7%	62,018	1%	26,422	1%	1,165,311	26%	4,529,697
Oct-20	2,956,942	67%	269,075	6%	47,566	1%	11,176	0%	1,153,241	26%	4,438,000
Payment Arrangements	75,365		57,583		25,389		16,031		32,630		206,998

Allowance for Doubtful Accounts:

			June 30, 2020		October 31, 2020	
Accounts over 90 days	1,216,770	90%	1,095,093	1,164,417	90%	1,047,975
Accounts over 60 days	104,057	50%	52,028	47,566	50%	23,783
Payment Arrangements	(25,853)	100%	(25,853)	(74,050)	100%	(74,050)
			<u>1,121,268</u>			<u>997,708</u>

Increase/(Decrease)

(123,560)

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%
Oct	52	\$ 2,600	\$ 1,306	-26%	21	\$ 1,050	\$ 553	-13%	32	\$ 1,600	\$ 777	-58%	64	\$ 3,200	\$ 763	-35%	17	\$ 850	\$ 278	21%
Nov	25	\$ 1,250	\$ -	-52%																

	Cycle 4 Hardeeville			Cycle 6 Ladys Is Dr/Sea Is Pkwy to Datarw			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	58	\$ 2,900	\$ 696	-55%	22	\$ 1,100	\$ 183	-52%	53	\$ 2,650	\$ 403	-56%	70	\$ 2,450	\$ 263	-54%	190	\$ 9,500	\$ 923	9%
Oct	37	\$ 1,850	\$ 728	-36%	10	\$ 500	\$ 171	-55%	33	\$ 1,650	\$ 331	-38%	21	\$ 1,050	\$ 282	-70%	68	\$ 3,400	\$ 725	-64%
Nov																				

	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	38	\$ 1,900	\$ 292	-34%	69	\$ 3,450	\$ 695	-43%	147	\$ 7,350	\$ 668	-64%	39	\$ 1,950	\$ 107	-58%				
Oct	11	\$ 550	\$ 227	-71%	18	\$ 900	\$ 780	-74%	43	\$ 2,150	\$ 591	-71%	8	\$ 400	\$ -	-79%				
Nov																				

	Total			
	Number	Delinquent	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	968	\$ 47,350	\$ 7,959	-51%
Oct	435	\$ 21,750	\$ 7,512	-55%
Nov	25	\$ 1,250	\$ -	

September Cutoff Tracking

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	10
2	10-Sep-20	4	2	0
4	15-Sep-20	27	12	3
6	16-Sep-20	6	1	1
8	16-Sep-20	24	16	6
10	17-Sep-20	47	23	23
12	22-Sep-20	58	14	14
14	23-Sep-20	16	11	0
16	24-Sep-20	41	16	8
18	29-Sep-20	89	44	8
Levy/35	30-Sep-20	18	7	4
		448	209	100

October Cutoff Tracking

Cycle	Cut Day	#of Cut Offs	Restored Same Day	Restored next Day
20	1-Oct-20	54	33	14
22	6-Oct-20	21	12	5
24	7-Oct-20	32	20	7
26	8-Oct-20	64	35	18
2	8-Oct-20	17	7	1
4	13-Oct-20	37	24	9
6	14-Oct-20	10	9	1
8	15-Oct-20	33	17	9
10	20-Oct-20	21	10	4
12	21-Oct-20	68	28	13
14	22-Oct-20	11	8	0
16	27-Oct-20	18	10	3
18	28-Oct-20	39	21	6
Levy/35	29-Oct-20	8	3	4
		433	237	94

November Cutoff Tracking

Cycle	Cut Day	#of Cut Offs	Restored Same Day	Restored next Day
20	3-Nov-20	25		
22				
24				
26				
2				
4				
6				
8				
10				
12				
14				
16				
18				
Levy/35		25	0	0

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
 10/01/2020 - 10/31/2020**

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	6,005,362.23	4,022,755.00	100%
Stocks	0.00	0.00	0%
Total Account Value	\$ 6,005,362.23	\$ 4,022,755.00	100%

Value Change Since Last Statement Period \$ (1,982,607.23)

Percent Decrease Since Last Statement Period 33%

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

Percent Decrease Since Last Year-End 60%

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

Total Income Summary USD

	This Period	Year-To-Date
Interest	\$ 35,000.00	\$ 224,625.00
Dividends/Capital Gains	0.00	0.00
Money Market Mutual Funds Dividends	0.00	0.00
Other	0.00	0.00
Income Total	\$ 35,000.00	\$ 224,625.00

Total Interest Charged USD

Description	This Period
Debit Interest For October 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
10/01/2020 - 10/31/2020

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 October 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

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									
10/05/20	10/05/20	Purchase	3130AFB63	FEDERAL HOME LOAN BANK	1,000,000.00	100.8542000	(1,008,542.00)	(5,981.94)	(1,014,523.94)
10/05/20	10/05/20	Purchase	912828WG1	UNITED STATES TREASURY NOTE	1,000,000.00	101.2331390	(1,012,331.39)	(9,660.33)	(1,021,991.72)
10/05/20	10/05/20	Purchase	9128285G1	UNITED STATES TREASURY NOTE	1,000,000.00	100.1991830	(1,001,991.83)	(12,343.75)	(1,014,335.58)
10/05/20	10/05/20	Security Delivery	3130AFB63	FEDERAL HOME LOAN BANK	(1,000,000.00)	100.8542000	1,008,542.00	5,981.94	1,014,523.94
10/05/20	10/05/20	Security Delivery	912828WG1	UNITED STATES TREASURY NOTE	(1,000,000.00)	101.2331390	1,012,331.39	9,660.33	1,021,991.72
10/05/20	10/05/20	Security Delivery	9128285G1	UNITED STATES TREASURY NOTE	(1,000,000.00)	100.1991830	1,001,991.83	12,343.75	1,014,335.58
10/15/20	10/15/20	Purchase	3130AFVZ7	FEDERAL HOME LOAN BANK	1,000,000.00	100.5026950	(1,005,026.95)	(7,277.08)	(1,012,304.03)
10/15/20	10/15/20	Security Delivery	3130AFVZ7	FEDERAL HOME LOAN BANK	(1,000,000.00)	100.5026950	1,005,026.95	7,277.08	1,012,304.03



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
10/01/2020 - 10/31/2020

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	6,005,362.23	4,022,755.00	100%
Stocks	0.00	0.00	0%
Total Account Value	\$ 6,005,362.23	\$ 4,022,755.00	100%

Value Change Since Last Statement Period	\$ (1,982,607.23)
Percent Decrease Since Last Statement Period	33%
Value Last Year-End	\$ 10,045,729.77
Percent Decrease Since Last Year-End	60%

Income Summary *USD*

	This Period	Year-To-Date
Interest	\$ 35,000.00	\$ 224,625.00
Dividends/Capital Gains	0.00	0.00
Money Market Mutual Funds Dividends	0.00	0.00
Other	0.00	0.00
Income Total	\$ 35,000.00	\$ 224,625.00

Interest Charged *USD*

Description	This Period
Debit Interest For October 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

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								
9128285G1	UNITED STATES TREASURY NOTE	10/31/20	2.875%	1,000,000.000	100.0000	N/A		
3130AEMY3	FEDERAL HOME LOAN BANK	12/01/20	2.680%	1,000,000.000	100.2022	1,002,022.17		N
3130AFVZ7	FEDERAL HOME LOAN BANK	12/30/20	2.495%	1,000,000.000	100.3891	1,003,891.34		N
3130AFB63	FEDERAL HOME LOAN BANK	01/22/21	2.950%	1,000,000.000	100.6294	1,006,294.49		N
912828WG1	UNITED STATES TREASURY NOTE	04/30/21	2.250%	1,000,000.000	101.0547	1,010,547.00		
				5,000,000.000		4,022,755.00	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									
10/05/20	10/05/20	Security Receipt	3130AFB63	FEDERAL HOME LOAN BANK	1,000,000.00	100.8542000	(1,008,542.00)	(5,981.94)	(1,014,523.94)
10/05/20	10/05/20	Security Receipt	912828WG1	UNITED STATES TREASURY NOTE	1,000,000.00	101.2331390	(1,012,331.39)	(9,660.33)	(1,021,991.72)
10/05/20	10/05/20	Security Receipt	9128285G1	UNITED STATES TREASURY NOTE	1,000,000.00	100.1991830	(1,001,991.83)	(12,343.75)	(1,014,335.58)
10/15/20	10/15/20	Security Receipt	3130AFVZ7	FEDERAL HOME LOAN BANK	1,000,000.00	100.5026950	(1,005,026.95)	(7,277.08)	(1,012,304.03)

Income / Payment Activity USD

10/01/20	10/01/20	Matured	3130AEWA4	FEDERAL HOME LOAN BANK			2,000,000.00		2,000,000.00
10/01/20	10/01/20	Interest	3130AEWA4	FEDERAL HOME LOAN BANK				26,250.00	26,250.00
10/01/20	10/01/20	Matured	9127962J7	UNITED STATES TREASURY BILL			1,000,000.00		1,000,000.00
10/13/20	10/13/20	Matured	9127964H9	US TREASURY BILL			1,000,000.00		1,000,000.00
10/26/20	10/26/20	Matured	3133EHJ95	FEDERAL FARM CREDIT BANK			1,000,000.00		1,000,000.00
10/26/20	10/26/20	Interest	3133EHJ95	FEDERAL FARM CREDIT BANK				8,750.00	8,750.00

Cash Activity USD

Transaction / Trade Date	Settlement / Eff. Date	Activity	Description	Debit Amount / Disbursements	Credit Amount / Receipts
10/01/20	10/01/20	Cash Receipt/Disb	DIVIDEND DDA		26,250.00
10/01/20	10/01/20	Cash Receipt/Disb	CORPORATE ACTION DDA	2,000,000.00	
10/01/20	10/01/20	Cash Receipt/Disb	CORPORATE ACTION DDA	1,000,000.00	
10/05/20	10/05/20	ACH/DDA Transaction	DESIGNATED DDA	1,024,609.37	

BEAUFORT-JASPER WATER AND SEWER

Account Number: 1BB88737

Daily Account Activity (Continued)

Your investment transactions during this statement period.

Cash Activity USD

Transaction / Trade Date	Settlement / Eff. Date	Activity	Description	Debit Amount / Disbursements	Credit Amount / Receipts
10/05/20	10/05/20	ACH/DDA Transaction	DESIGNATED DDA		1,014,335.58
10/05/20	10/05/20	ACH/DDA Transaction	DESIGNATED DDA		1,021,991.72
10/05/20	10/05/20	ACH/DDA Transaction	DESIGNATED DDA		1,024,609.37
10/05/20	10/05/20	ACH/DDA Transaction	DESIGNATED DDA		1,014,523.94
10/13/20	10/13/20	Cash Receipt/Disb	CORPORATE ACTION DDA	1,000,000.00	
10/15/20	10/15/20	ACH/DDA Transaction	DESIGNATED DDA		1,012,304.03
10/26/20	10/26/20	Cash Receipt/Disb	DIVIDEND DDA	8,750.00	
10/26/20	10/26/20	Cash Receipt/Disb	CORPORATE ACTION DDA	1,000,000.00	

Beaufort - Jasper Water & Sewer Authority
 Series 2019 Bond Recon
 As of: 10/31/2020

Project List	LIFE Bond Budget	FY21 Bond Budget	Expenditures To Date	Outstanding Encumbrances	Unencumbered Estimated	Total	FY21 Under (Over) Budget	LIFE Under (Over) Budget
21366 Purrysburg WTP Expansion	39,600,000	2,550,000	5,351,442	1,330,694	-	6,682,136	(4,132,136)	32,917,864
21927 36" Bluffton Pkwy Water Main and Tank	12,200,000	3,465,000	98,193	7	-	98,200	3,366,800	12,101,800
22224 North Street Transmission Main	3,000,000	1,500,000	92,100	6,915	-	99,015	1,400,985	2,900,985
21970 CP19 & CP67 Rehabs	9,000,000	675,000	295,663	234,067	-	529,730	145,270	8,470,270
	63,800,000	8,190,000	5,837,398	1,571,682	-	7,409,081	780,919	56,390,919



Memorandum

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

TO: Board of Directors
FROM: Rebecca Bowyer
COPY: Joe Mantua, Sarah Linkimer, Kenneth Frazier
DATE: October 9, 2020
SUBJECT: Change Order - CIP-1927 (Bluffton Parkway Water Main Part 1) & CIP-2224 (North Street Transmission Main)

BJWSA advertised an RFP for owner’s engineer services to help assist with the selection process of the Design-Build firm and assistance with DBIA contract modifications. The selection process included several qualification-based criteria as well as a price component. Only two firms submitted proposals, based on the expectation that firms submitting for this role would not be eligible for the larger design build work.

Black & Veatch was selected as the firm to act as the owner’s engineer during the selection and negotiation with the Design-Build (D-B) firm. During the course of the project, extensive work was completed with reviewing and editing the standard contract documents available from the Design Build Institute of America.

The use of an owner’s engineer has been very useful to BJWSA since this is the first Design-Build project for us. We have discussed with Black & Veatch the option to extend their services to act as the owner’s engineer throughout the Phase 1 portion of the project (initial design) with the potential to extend again for Phase 2 services (construction administration).

Original Contract	\$67,500.00	Assist with D-B selection
Amendment 1	\$30,700.00	Assist with editing DBIA contract documents
<i>Subtotal</i>	<i>\$98,200.00</i>	
Amendment 2	\$165,500.00	Assist with Phase 1 Services
Total	\$263,700.00	

Additional construction services are estimated at this time to be \$350,000. This amount will be refined and adjusted during Phase 1 as construction schedules and tasks are better defined with the Design-Builder.

At this time, I am asking the Board to approve Amendment 2 to the Black & Veatch agreement in the amount of \$165,500; this will bring the PO to a total of \$263,700.



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: November 6, 2020
SUBJECT: Contract Award – CIP-2185 Galvanized Water Line Replacement Program, Phase II Division II

This award recommendation is for the Galvanized Water Line Replacement Program, Phase II, Division II. The work will consist of labor, materials, and equipment for installing water lines, fire hydrants and services along Laudonniere Street, La Chere Street, Calhoun Street, Harrington Street, Church Street, North Street, Whitfield Street, Capers Street, Center Drive, and Emmons Street in the City of Beaufort and the Town of Port Royal. Existing lines will be abandoned in place. Major work items will include:

- Install approximately 11,469 LF of 4", 6" and 8" waterline; including tie-ins to existing waterlines
- 2,382 SY of asphalt cut & patch at road crossings
- Install 1 fire hydrant and 3 blow-off hydrants
- Install 142 water services from new waterline, isolation valves, connecting service lines, and reconnecting customer supply lines
- Cut, cap and plug 81 existing water line locations to be abandoned

A Request for Bids was posted to the BJWSA electronic bidding portal Bonfire on October 19, 2020. Four (4) contractors ultimately submitted bids. A summary of the bids, opened on November 5th, 2020 at 2:00 pm, are listed below:

	<u>Bid</u>
1. CBG, Inc.	\$1,189,261.00
2. Jordan Construction	\$2,934,066.00
3. Malphrus Utilities	\$ 924,012.00
4. Potter Construction	\$ 882,492.00

The result is a contract award recommendation to Potter Construction, in the amount of \$882,492

We are also asking the Board to approve an owner-controlled contingency to their contract, in the amount of \$75,000. The requested contingency is in line with industry standards for a project of this complexity and will allow staff to effectively manage the project if unforeseen conditions are encountered during construction. This includes but, is not limited to, additional paving requirements from SCDOT and the possible need for additional pipeline appurtenances and fittings due to alignment changes encountered during construction. Engineering staff will notify the Capital Projects Committee, as appropriate, during project construction. This will bring the total approval amount to \$957,492.

The FY21 budget for this project is \$4,194,119 funded from C&D with \$3,980,885 currently unencumbered, and available to be used for Phase II, Division II and III.



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: November 6, 2020

SUBJECT: Contract Award – CIP-2185 Galvanized Water Line Replacement Program, Phase II Division III

This award recommendation is for the Galvanized Water Line Replacement Program, Phase II, Division III. The work will consist of labor, materials, and equipment for installing water lines, fire hydrants, and services along Horton Court, Black Oak Circle, Pine Court, Morning Mist Drive, Cypress Street, Parris Island Gateway, Edinburgh Avenue, 15th Street, and 17th Street in Beaufort County and the Town of Port Royal. The existing lines will be abandoned in place. Major work items will include:

- Install approximately 8,094 LF of 4", 6" and 8" waterline; including tie-ins to existing waterlines
- 1,784 SY of asphalt cut and patch at road crossings
- Install 2 fire hydrants and 5 blow-off hydrants
- Install 117 water services from new waterline, isolation valves, connecting service lines, and reconnecting customer supply lines
- Cut, cap and plug 24 existing water line locations to be abandoned

A Request for Bids was posted to the BJWSA electronic bidding portal, Bonfire, on October 19, 2020. Two (2) contractors ultimately submitted bids. A summary of the bids, opened on November 5th, 2020 at 2:00 pm, are listed below:

	<u>Bid</u>
1. CBG, Inc.	\$924,875
2. Potter Construction	\$597,516

The result is a contract award recommendation to Potter Construction, in the amount of \$597,516

We are also asking the Board to approve an owner-controlled contingency to this contract, in the amount of \$75,000. The requested contingency is in line with industry standards for a project of this complexity and will allow staff to effectively manage the project if unforeseen conditions are encountered during construction. This includes but, not limited to, additional paving requirements from SCDOT and the possible need for additional pipeline appurtenances and fittings due to alignment changes encountered during construction. Engineering staff will notify the Capital Projects Committee, as appropriate, during project construction. This will bring the total approval amount to \$ 672,516.

The FY21 budget for this project is \$4,194,119 funded from C&D with \$3,980,885 currently unencumbered, and available to be used for Phase II, Division II and III.