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*Our mission: inspire trust and enhance public health*

JOE MANTUA, PE,  
GENERAL MANAGER  
843.987.8044(o) | 843.540.4002(c)

## **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, December 17, 2020 | 8:00 am**

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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](mailto: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](mailto: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 11/19/2020

B. Workshop Session #2 of 12/14/2020 ~ *Summary*

**V. GENERAL MANAGERS REPORT**

➤ Public Affairs Report – *Pamela Flasch*

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

**VI. COMMITTEE REPORTS**

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

**VII. OLD BUSINESS**

- A.

**VIII. NEW BUSINESS**

- A. BJWSA Charitable Giving Policy ~ *Approval.*

**IX. EXECUTIVE SESSION**

- A. Attorney-Client Privileged Information pursuant to SC Code Ann. Section 30-4-70(a)(2), regarding:
  - 1. Litigation/Settlement Discussion regarding Kinard v. BJWSA.
  - 2. Legal Advice regarding matters related to COVID 19 Procedures.

**X. RECONVENE**

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

**XI. POSSIBLE ACTION OF EXECUTIVE SESSION AGENDA ITEMS**

**XII. PUBLIC COMMENT\***

Public Comments submitted throughout the course of the meeting should also be emailed to [publicmeeting@bjwsa.org](mailto:publicmeeting@bjwsa.org) and limited to 3 minutes or 390 words. Comments submitted during the meeting will be provided to the Chair once the meeting has been reconvened following Executive Session and read aloud for the record at this time.

**XIII. ADJOURNMENT<sup>i</sup>**

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<sup>i</sup> Next Scheduled Meeting Thursday, 1/28/2021 8:00 a.m.

Section 30-40-80(A)(D)(E) In accordance with Chapter 4, Title 30, South Carolina Code of Laws, 1976, commonly known as the “*Freedom of Information Act*” (FOIA), as amended, notification of regular meetings was given at the beginning of the calendar year. This agenda was posted on the Authority’s bulletin board and website at [www.bjwsa.org](http://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 11/19/2020**

Be it remembered that the Members of the Beaufort-Jasper Water and Sewer Authority held its regular meeting virtually on Thursday, 11/19/2020 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; Jerry Schulze; Dr. Bill Singleton.

Staff physically present: Joe Mantua, General Manager; Sarah Linkimer, Deputy General Manager; Becca Bowyer, Director of Engineering; Andy Mattie, Director of Field Operations; Jeremy Sponseller, Capital Projects Manager; Eric Pratt, IT Manager; Libby Breland, Executive Assistant/Clerk to the Board; Phillip McCright, IT Systems Engineer.

Staff attending telephonically: Brian Chemsak, Chief of Plant Operations; Kenneth Frazier, Chief of Technical Services; Beth Lowther, Chief of Finance & Support Services; Linda Tillery, Chief of Customer Care; Pamela Flasch, Director of Public Affairs; Allena Lee-Brown, Director of Human Resources; Tricia Kilgore, Director of Innovation & Technology; Tammy Holman, Procurement and Risk Manager; Jane McCormick, Customer Care and Billing Manager; Victoria Pratt, Accounting Manager.

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

### **CALL TO ORDER**

The meeting convened at 8:00 a.m., Chair Michael Bell presiding.

### **INVOCATION AND PLEDGE OF ALLEGIANCE**

Chair Michael Bell gave the invocation and all joined in the Pledge of Allegiance to the flag of the United States.

### **PUBLIC COMMENT**

Chairman Bell read into record the following statements:

Public Comments may be submitted electronically by emailing your comments to [publicmeeting@bjwsa.org](mailto: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](mailto: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.

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He then asked for advanced comments at this time. *Clerk to the Board Libby Breland reported no comments were received in advanced.*

Chairman Bell encouraged the public watching to submit their comments to [publicmeeting@bjwsa.org](mailto:publicmeeting@bjwsa.org).

### **APPROVAL OF MINUTES**

**Motion:** Moved by Donna Altman, seconded by Brandy Gray, to approve the minutes of the 10/22/2020 regular board meeting as written and distributed in advance to the Members of the Authority.

**Vote:** *After a Roll Call Vote, with no corrections noted, the 10/22/2020 board minutes stand approved by General Consent with no objections. 7-0 (Chair-no vote; Thayer Rivers-no response; Lorraine Bond-no response; 1 vacancy)*

**Motion:** Moved by Vice-Chair Jimmy Baker, seconded by Andy Kinghorn, to approve the summary of the 11/9/2020 Worksession as written and distributed in advance to the Members of the Authority.

**Vote:** *After a Roll Call Vote, with no corrections noted, the 11/9/2020 Worksession Summary stand approved by General Consent with no objections. 8-0 (Chair-no vote; Thayer Rivers-no response; 1 vacancy)*

### **PRESENTATION OF AUDIT RESULTS FOR THE FY 2020.**

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

Mr. Hundley reported that the audit was conducted virtually this year due to the COVID-19 pandemic and that the staff did extremely well during virtual communications. He highlighted a few areas and reported that there were no findings on the internal control on financial reporting, and on compliance and other matters based in accordance with *Government Auditing Standards*. A strong financial position continues along with adequate cash and debt service coverage with an increase in net position.

*Chairman Bell openly thanked Sarah and Beth, along with their entire Team, for an exceptional Audit this year.*

A copy of the power point presentation titled, “ *Beaufort-Jasper water & Sewer Authority 2020 Audit Presentation*”, is attached to these minutes and is made a part hereof.

### **GENERAL MANAGERS REPORT**

*Joe Mantua submitted the following report:*

## Asset Management

1. Bluffton SSO – On October 26, a customer on Drayson Cir in Bluffton called to report a sewer leak coming from the area of our elevated water storage tank. The afterhours technician was unable to find the sanitary sewer overflow until the following morning. After locating the SSO, the employee followed proper procedures by shutting down area pump stations contributing to the SSO and calling for support to clear a gravity sewer blockage. SCDHEC was immediately notified of the release, public notices posted, and samples taken from the May River until normal fecal and enterococcus counts could be achieved. It was later realized that the overflow started on October 23 and was not reported to BJWSA until approx. 4:50 pm on the 26th. The total amount of sewer released during the SSO was estimated to be near 105,000 gallons, the vast majority of which occurred prior to BJWSA being notified. As a result of the SSO, improvements to the area sewer system were identified. Improvements include extensive cleaning and lining of metal sewer mainlines and raising the finish elevation of out of sight manholes. *Andy Mattie provided additional information and corrective measures to now include in the processes such as updating the standing operating procedures and publicize and educate customers if they, “see something, say something”. Also, waiting on additional quotes for repairs to the system in order to prioritize the necessary repairs.*
2. Highway 170 Water Main Break – On October 27, around 11:30am, a boring contractor working at the intersection of Snake Rd and Highway 170 reported that they ruptured an unmarked water main somewhere under the roadway. Crews responded immediately to the scene to find that the break was under the eastbound travel lane 170. During mobilization of equipment and manpower needed to set up traffic control, it was determined that the water main was a 3” line not shown on our GIS mapping. Because of concerns around compromising the roadway, SCDOT and the Sheriff’s Office decided to close both the westbound and eastbound lanes of Hwy 170. Once the mainline leaking was shut down and it determined that the roadway was safe for traffic, Hwy 170 was opened to normal traffic with one eastbound lane closed for BJWSA to make repairs to the main. It was determined that at least one customer, the church across from BJWSA’s main office, was served by the line and crews worked until around 10:30pm to repair the damage. The 3” mainline and valve not on the GIS map are being added and it’s being looked into how the 3” line can be abandoned in place. *Andy Mattie also provided additional information on this incident and identified corrective measures along with capturing knowledge from tenure employees of where older lines are located and transitioning this information into the GIS system.*
3. SOB Operations Building – Testing was completed in September and a few issues were identified. These items were discussed with our consultant and we concluded that the lack of use of the building coupled with the severe weather conditions during testing (temperature and excessive humidity) were the causes of the results. Samples were slightly elevated in the front office and the women’s bathroom. The front office is directly adjacent to an exterior door so anytime it is opened the outside air will enter the space and remain until the air cycles in the building. The women’s bathroom has had extremely limited use so it is likely the results are due to dry traps. We have directed staff to use the sinks and toilets weekly and put water down the floor drain to ensure the traps stay primed. The other remaining issue was the leaking duct in the crew room. This duct supplies outside air to the units. We have not investigated the issue fully yet because the leak has not been present. The issue is most likely caused by the extreme

humid air in the pipe condensating with the cool air in the room. Should it happen again, we will test and investigate to confirm. Testing will be conducted again on December 1<sup>st</sup>, giving us four complete tests of the building.

### **Workforce Investment**

4. Safety Report – We had a very strong month with more than 300 Take Twos in October, far surpassing our monthly target of 175. Through October we have achieved 1,855,529 hours since our last preventable lost work day case.
5. New Employees – We are pleased to welcome several new members to the BJWSA Team.  
Victoria Pratt – Accounting Manager  
Kim Carbonaro – Customer Service Representative  
Austin Reeves – Field Operator I
6. Holiday Sharing Event – This annual event will be held on December 11 with a slightly different twist given the impacts of COVID. We will be gathering live and virtually at 11:00 to recognize our employee of the quarter and employee of the year. Board members are invited to join us if you are available.

### **Preparation for Change**

7. 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.
8. Sustainability Ad Hoc Committee – The Sustainability Ad Hoc Committee held its first meeting on November 5. The group will be focused on exploring opportunities for more sustainable operations including reducing our carbon footprint, identifying areas for beneficial reuse of effluent and plant residuals, improving office efficiencies and promoting public awareness of our sustainability efforts and accomplishments.

### **Organizational Excellence**

9. Veterans Day Breakfast – The 15<sup>th</sup> annual Veterans Day breakfast was held on November 9 to honor the 25 BJWSA employees that have served in the armed forces. We thank all of our veterans, including Board members Greg Padgett and Andy Kinghorn, for their service.
10. All Employee Training – We completed the first in a series of all employee trainings related to ethics and the workplace. We had 100% participation in the initial training module which was focused on diversity and inclusion in the workplace.
11. AWWA Opflow Article – An article co-authored by Tricia Kilgore was published in the November 2020 AWWA Opflow publication. The article highlighted BJWSA’s cost effective approach to algae control that has eliminated taste and odor events.

## Customer Satisfaction and Engagement

12. Charitable Giving Policy – A draft policy regarding Charitable Giving was drafted and circulated to the Board Committees for review. Feedback has been requested prior to the December Committee meetings.

- **Public Affairs Report.** Pamela Flasch highlighted recent and upcoming initiatives taking place throughout the service area:
  1. Holiday Sharing: Our team is determining how we may best hold a ‘virtual’ Holiday Sharing event Friday, December 11. You are welcomed to “join” us via a Teams link that will be shared. Our 11 AM-ish “Toast to the Team” will rival any Andy Williams-style holiday special you might have enjoyed years ago!
  2. Public Education and Engagement: Consumer Academy: We are hosting a live, virtual Consumer Academy Tuesdays in February, starring SMEs - Subject Matters Experts, from our team. Next summer, our amazing BJWSA Jr. Staffers will host a kid’s version.
  3. Quarterly Meetings: Internally, we are helping Joe schedule quarterly meetings with every department, to replace Breakfast with the GM, and to give Joe an opportunity to meet with all staff.
  4. BJWSA NewsSplash: Our winter newsletter drops in December in order to give customers a reminder of rate increases January 1.

## 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 Dr. Bill Singleton reported that the Capital Projects Committee met on 11/12/2020 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:

### Project Highlights

1. Purrysburg WTP Expansion to 30 MGD – Final drawings have been received for final review. It is anticipated that plans will be put to Bid in November.
2. Highway 170 36-Inch Water Main Extension – Contact documents have been executed and the submittal process is underway. Staff continue discussions with Town of Bluffton regarding Bluffton's concerns with tree removal needed for construction.
3. Bonaire Estates Sewer Extension CDBG – Project is complete and in the process of closing out grant funding obligations.
4. CPWRF UV Replacement – Channel 1 startup was successful and equipment is operational.
5. Galvanized Water Line Replacement Program:
  - ❖ **Phase I:** All Divisions are complete and being closed out
  - ❖ **Phase II:** All divisions had bid opening November 5 with results being presented to the Board at the November meeting
6. Chelsea WTP Waste Water Pump Replacement – Contract with BRW has been executed. The submittal process is underway.

7. Causeway Bypass Valves – Work is complete on all except one location. Myrtle Island work is scheduled for November. With remaining project funds, a structural investigation of the retaining wall supporting the water line between Cat and Cane Islands is underway.
8. Raw Water Canal Improvements – Construction is underway with Division #1-River Pump Station. Division #2 rehabilitation work to place protective coating on the Aerial Flume is complete. Contractor will move crews to the Purrysburg Road crossing.
9. Bluffton Parkway Water Main Part1 and North Street Transmission Main – Contract for Ruby Collins to begin work has been executed. Preparation for Phase I design has begun.

### **Developer Report**

10. During October, capacity fees were collected in the amount of \$1,342,814.96; Year-To-Date total for capacity fees is \$1,683,732.98; 10 precons were held and 8 service authorizations were issued; new water taps totaled 266 and sewer taps totaled 180.

### **CIP Activity for Board Approval**

11. Contract Award for CIP-2185 Galvanized Water Line Replacement Phase II Division II.
12. Contract Award for CIP-2185 Galvanized Water Line Replacement Phase II Division III.

### **Miscellaneous Items**

13. Charitable Giving Policy; Microsoft Teams Transition; Common Acronyms and Abbreviations – Engineering.

*A copy of the CIP Update Memorandum from Jeremy Sponseller dated 11/6/2020 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 11/12/2020 and submitted the following report:

1. FY2020 Audit Results: The Committee received the FY20 Audit results from our auditors Carr, Riggs & Ingram. The auditors presented the results earlier at this Board meeting.
2. IT Update: Eric provided the IT FY20 Areas of Focus that included five significant project updates and notable items.
3. October Call Center Metrics: The committee reviewed the call center metrics. The average call wait time was 1 minute 21 seconds and the abandonment rate was 3.34% in September. The total number of installed Beacon meters is 57,012.
4. FY2021 YTD Financial Information: Total operating revenues are \$1.2 million over budget, while total operating expenses (including depreciation) are \$969 thousand under budget. The committee also reviewed the AR, Cutoffs, Investment report and reconciliation for the projects funded by the 2019 Revenue Bonds.
5. Miscellaneous: The committee discussed moving over to Microsoft Teams and the Charitable Giving Policy.

*A copy of the financial report dated 10/31/2020, was included in the Board packet and is attached to these minutes and is made a part hereof.*

**Report of the Personnel Committee.** Committee Brandy Gray reported that the Personnel Committee met on 11/10/2020 and submitted the following report:

1. Personnel Actions Report: 2 resignations in October; 1 company initiated termination in October.
2. FY21 Holiday Bonus Incentive: Goals = tie to performance, finite amount vs. 1 week of pay, not tied to job title or tenure; Staff will develop a plan to be presented to the Personnel Committee in February 2021; 1<sup>st</sup> step was to develop committee which is a combination of new/tenured/diverse employees representing the major departments; Working with this committee will develop metrics (example: safety, finance, operations), goals, potential payouts, and a communication plan.
3. Miscellaneous: 1). *Microsoft Teams* - IT has begun rolling out this product as a no-cost replacement for Go-To-Meeting or Zoom. Once it has been introduced 1 on 1 to Board Members, the plan is to use it for future “virtual” meetings. 2). *Draft Charitable Giving Policy* - Joe has prepared a draft based on feedback from the Board Retreat. After incorporating Board feedback, it will be presented at the December Board Meeting for approval.

### **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.

*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 3 items listed on the 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.

*Vote: After a Roll Call Vote, the motion passed. 7-0 (Chair- no vote; Andy Kinghorn-no vote; Thayer Rivers- no response; 1 vacancy)*

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

There was no new business.

(9:24 a.m.)

## **EXECUTIVE SESSION**

*Motion:* Brandy Gray moved, seconded by Vice-Chair Jimmy Baker, to go into executive session for the purpose of discussing litigation/claim matters regarding: Kinard v. BJWSA, pursuant to SC Code Ann. Section 30-4-70(a)(2),

*Vote: After a Roll Call Vote, the motion passed. 7-0 (Chair-no vote; Andy Kinghorn-no vote; Thayer River- no response; 1 vacancy)*

*Chair Michael Bell, excused all persons from the meeting. Legal counsel, GM; Deputy GM; remained for executive session for the legal briefing.*

(9:33 a.m.)

## **RECONVENE**

*Motion:* Lorraine Bond moved, seconded by Jerry Schulze, to reconvene regular session,

*Vote: After a Roll Call Vote, the Motion passed 7-0. (Chair-no vote; Andy Kinghorn-no vote; Thayer River- no response; 1 vacancy)*

## **ACTION ITEMS OCCURING FROM EXECUTIVE SESSION**

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

## **PUBLIC COMMENT**

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Public Comments submitted throughout the course of the meeting should also be emailed to [publicmeeting@bjwsa.org](mailto:publicmeeting@bjwsa.org) and limited to 3 minutes or 390 words. Comments submitted during the meeting will be provided to the Chair once the meeting has been reconvened following Executive Session and read aloud for the record at this time. *Clerk to the Board Libby Breland, reported that no comments were received during the meeting.*

## **ADJOURNMENT**

With no further business to come before the Board, and without objection, the Chair, Michael Bell declared the meeting adjourned at, 9:37 a.m.

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*Chair, Michael L. Bell*

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*Secretary/Treasurer, Greg Padgett*



November-20

*FY21 Safety Report*

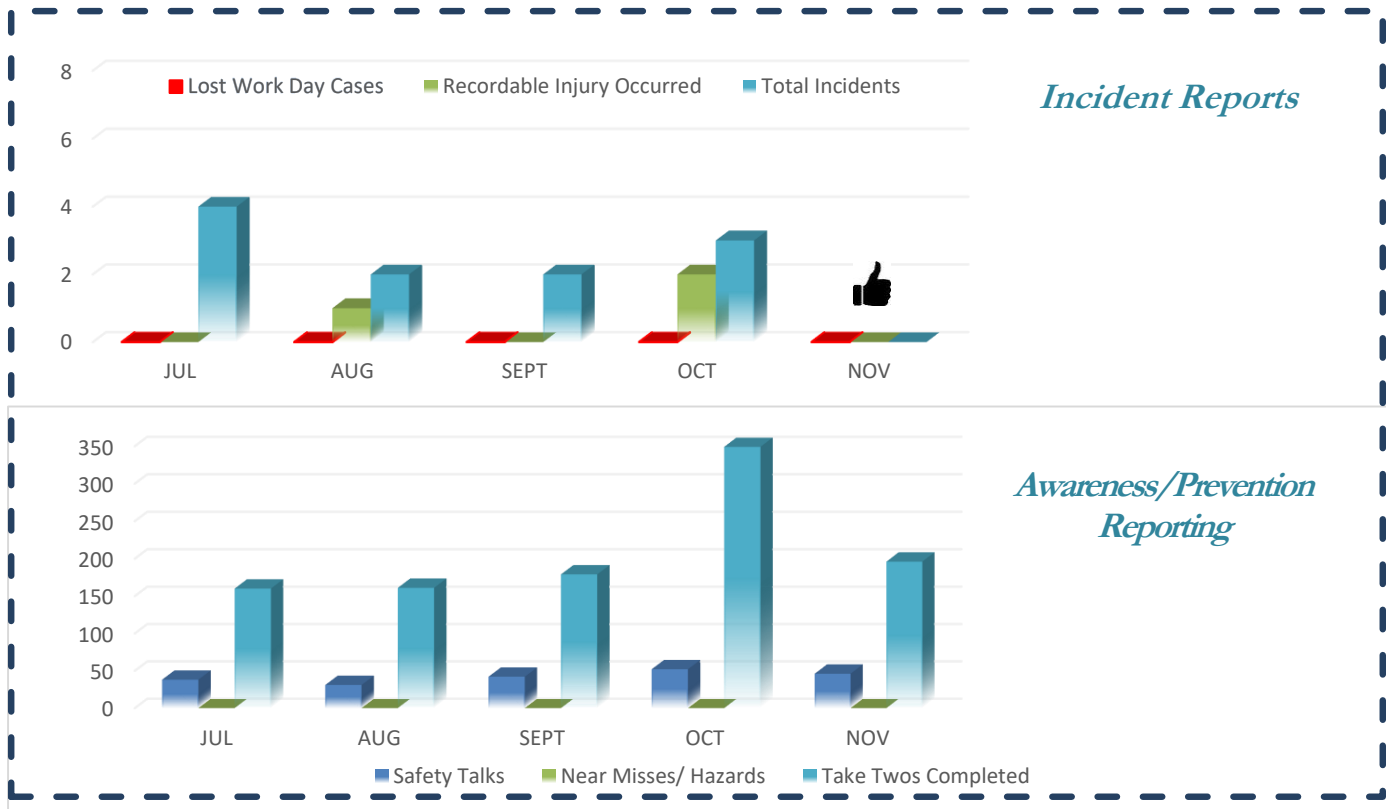
**3** Recordable Injuries  
**0** OSHA Lost Work Day Cases

BJWSA Current Rate	Water/Sewer Industry Average (2019)	Goal
4.0	5.5	0
0	2.8	0

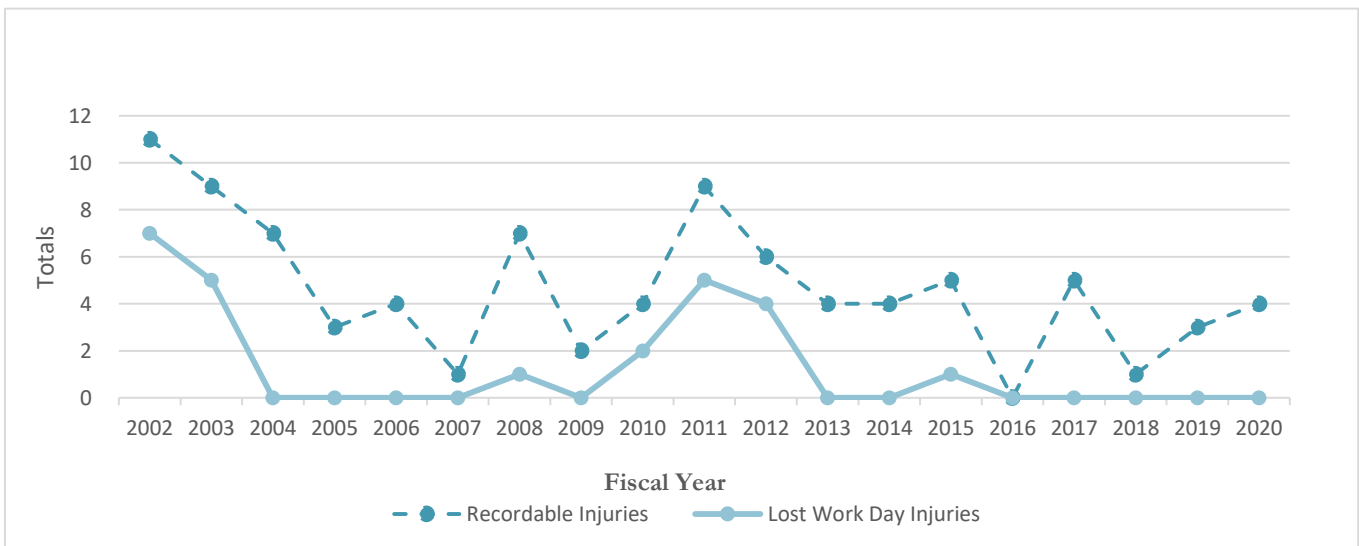
*2077 Days Since Last Preventable LWD Case*

*1,881,688 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  
**DATE:** December 2, 2020  
**SUBJECT:** CIP Update

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

### CIP Projects:

- Purrysburg WTP Expansion to 30 MGD (CIP-1366) – Final drawings have been prepared. GMC has presented revised flood information to regulatory agencies. We are awaiting DHEC comments/approval. Bidding will commence after receipt of approval.
- Highway 170 36-Inch Water Main Extension (CIP-1696) – We have reached an agreement with the Town of Bluffton on the tree mitigation process. The fee, based on the plan set, is \$46,200 and the final numbers will be tallied at the end of the project to account for any under/overages.
- CPWRF UV Replacement (CIP-2182) – Channel 1 startup was successful and equipment is currently operational. Contractor continues to make the necessary modifications to the channel as we approach the startup date of Channel 2.
- Galvanized Water Line Replacement Program (CIP-2185) –
  - PHASE I:
    - Divisions I & II are closed out.
    - Divisions III & IV are completed and in the process of closing out.
  - PHASE II:
    - Division II and III bids were received and we are working through the bid review process. We anticipate issuing the notice of award in the near future.
    - Division I plans are close to being completed and when they are, we will release them for bid.
- Chelsea WTP Waste Water Pump Replacement (CIP-2203) – Project awarded to BRW and contracts 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) – There are remaining funds within the project budget. 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. Major construction activities will move over to the Purrysburg Road crossing. Division #1 River Pump Station is underway and additional geotechnical work is being done due to poor soil conditions in the proposed construction area.
- North Street Transmission Main/Bluffton Pkwy (CIP-2224/1927) – Preliminary work for project has started - residents and municipalities have been notified of anticipated work, survey crews have begun field work, and Risk Register and initial cost estimates are being developed.
- Misc. Waste Water Pump Station Replacements (CIP-1806 & 1807) – Contract executed and contractor is in process of submittal generation for BJWSA staff to review. Engineering for next round of stations will be solicited in early 2021.
- 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
    - No Bids were received.

We plan to re-bid the first of the year and present to the board thereafter.

- Chelsea Static Mixer (CIP 2270) – As part of the recommendation for this project, we are having Hazen and Sawyer perform hydraulic modeling on the raw water pipe going to the Chelsea water plant. This will ensure that the correct unit be purchased and installed.



## Developer Project Activity Report

For Developer Projects from 11/1/2020 to 11/30/2020.

New Projects Reviewed						
Prj Num	Project Name	Zone	Zone Type	REUs	Water GPD	WW GPD
<a href="#"><u>2021-046</u></a>	Store and Go - Fire Line	Port Royal (PRIWRF)	No addt'l cap due	0	0	0
<a href="#"><u>2021-047</u></a>	The Retreat at East Argent - Amenity Center	Cherry Point	Commercial	0	1,920	1,472
<a href="#"><u>2021-048</u></a>	Westbury Park Lot 20-B	Cherry Point	Commercial	0	741	570
<a href="#"><u>2021-049</u></a>	Project Garden	Port Royal (PRIWRF)	Commercial	0	618	475
<a href="#"><u>2021-050</u></a>	K9 Resorts Animal Boarding	Cherry Point	Commercial	0	300	200
<a href="#"><u>2021-051</u></a>	Verizon Wireless Robert Smalls Pkwy	Port Royal (PRIWRF)	Commercial	0	300	200
<a href="#"><u>2021-052</u></a>	P-405 Chosin Range Improvements and Modernization, PH3	Port Royal (PRIWRF)	No addt'l cap due	0	0	0
<a href="#"><u>2021-053</u></a>	138 Ulmer Road Grinder - Jones	Cherry Point	Residential	1	0	300
<a href="#"><u>2021-054</u></a>	Cottages at Parcel C	Hardeeville	Commercial	0	19,500	15,000
<a href="#"><u>2021-055</u></a>	774 Ribaut Road Water and Sewer	Port Royal (PRIWRF)	Residential	1	400	300
<a href="#"><u>2021-056</u></a>	Garden Blvd Extension and Amenity Center	Cherry Point	Commercial	0	1,196	920
<a href="#"><u>2021-057</u></a>	Sora Wellness	Cherry Point	Commercial	0	22,968	17,360
<b>12 New Projects Reviewed Listed for totals of:</b>				<b>2</b>	<b>47,943</b>	<b>36,797</b>

DRP Submittals						
Prj Num	Project Name	Zone	Zone Type	REUs	Water GPD	WW GPD
<a href="#"><u>2020-065</u></a>	Bluff Village Residential	Port Royal (PRIWRF)	Residential	85	36,400	30,000
<a href="#"><u>2020-089</u></a>	Del Webb Argent 2 Block 27	Cherry Point	Residential	117	40,950	21,060
<b>2 DRP Submittals Listed for totals of:</b>				<b>202</b>	<b>77,350</b>	<b>51,060</b>

Pre-Construction Conferences						
Prj Num	Project Name	Zone	Zone Type	REUs	Water GPD	WW GPD
<a href="#"><u>2018-030</u></a>	Sergeant Jasper County Park Water-Sewer Extensions		Commercial	0	300	200
<a href="#"><u>2020-029</u></a>	MCAS Demolish Engine Test Cell Facility BLDG 1269	Port Royal (PRIWRF)	No addt'l cap due	0	0	0
<a href="#"><u>2020-041</u></a>	1106 15th Street Subdivision	Port Royal (PRIWRF)	Residential	2	400	600
<a href="#"><u>2020-053</u></a>	Del Webb Argent 2 Block 26B	Cherry Point	Residential	82	29,000	14,960
<a href="#"><u>2021-004</u></a>	Replacement Metal Castings Fire Line	Hardeeville	No addt'l cap due	0	0	0
<a href="#"><u>2021-039</u></a>	397 Old Palmetto Bluff Road Grinder - Bowen	Palmetto Bluff	No addt'l cap due	1	0	0
<b>6 Pre-Construction Conferences Listed for totals of:</b>				<b>85</b>	<b>29,700</b>	<b>15,760</b>

Service Authorizations
------------------------

Prj Num	Project Name	Zone	Zone Type	REUs	Water GPD	WW GPD
2016-044	Beaufort Plaza Utility Relocation	Port Royal (PRIWRF)	Commercial	0	10,805	7,510
2019-038	Carolina Morning Firewood Facility	Cherry Point	Commercial	0	300	200
2019-044	608 Center Drive West Fire Line Extension		No add'l cap due	0	0	0
2019-112	Ribaut Senior Housing	Port Royal (PRIWRF)	Multi-family	0	12,713	8,475
2020-048	Porters Church Relocation	Port Royal (PRIWRF)	Commercial	0	300	200
2020-085	Riverport Phase 2 - Building 3	Hardeeville	Commercial	0	1,853	1,425
2020-094	885 Ribaut Road Grinder - Rushton	Port Royal (PRIWRF)	Residential	1	0	300
<b>7 Service Authorizations Listed for totals of:</b>				<b>1</b>	<b>25,971</b>	<b>18,110</b>



## **Financial Report**

November 30, 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 **\$570.0** million and total deferred outflows of resources were **\$7.5** million. Total liabilities were **\$225.5** million and total deferred inflows of resources were **\$1.8** million. Total net position at the end of the period was **\$350.2** million.
- Liquidity (current assets over current liabilities, excluding restricted items) has increased from 4.42 for fiscal year 2020 to **6.45 this fiscal year to date**. The Authority's target liquidity is 2.2 and higher.
- Operating Cash (Gross Revenue + Operations/Maintenance) totals **\$28.3** 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 **\$28.7** million year to date.
- Days Cash on Hand (total unrestricted cash over operating expenses less depreciation, expressed in days) is **668 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 **2.24**, 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 **2.91**, exceeding the 1.20 required by the Bond covenant. Debt service coverage, excluding capital contribution fees, was **2.60**, which exceeds the 1.25 established by Board policy.

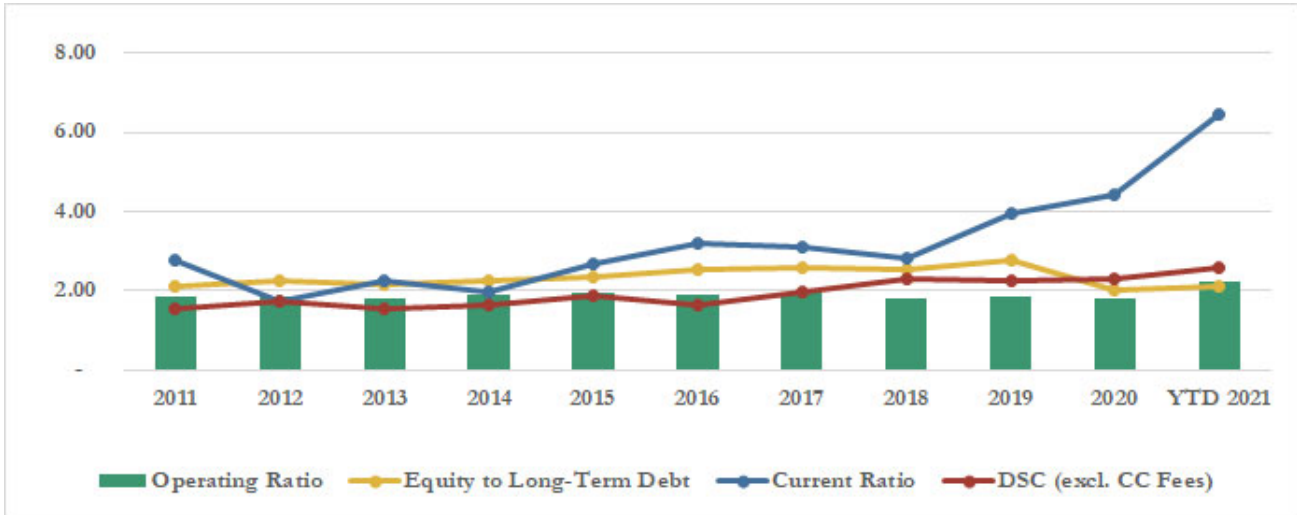
### Schedule of Net Earnings for Debt Service and Debt Coverage Year-to-date November 30,

	FY 2021	FY 2020
Operating income (loss) year to date	\$ 3,603,914	\$ 3,437,720
Adjustments to derive net earnings:		
Depreciation expense	12,587,224	12,016,719
Contributed capital - cash	1,989,802	4,988,476
Interest income, excluding bond interest income	394,798	450,631
Net earnings per bond resolution	<b>\$ 18,575,738</b>	<b>\$ 20,893,546</b>
Total approximate debt service paid year to date	<b>\$ 6,387,142</b>	<b>\$ 5,471,636</b>
Debt coverage	<b>2.91</b>	<b>3.82</b>
Without capacity fees	<b>2.60</b>	<b>2.91</b>

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

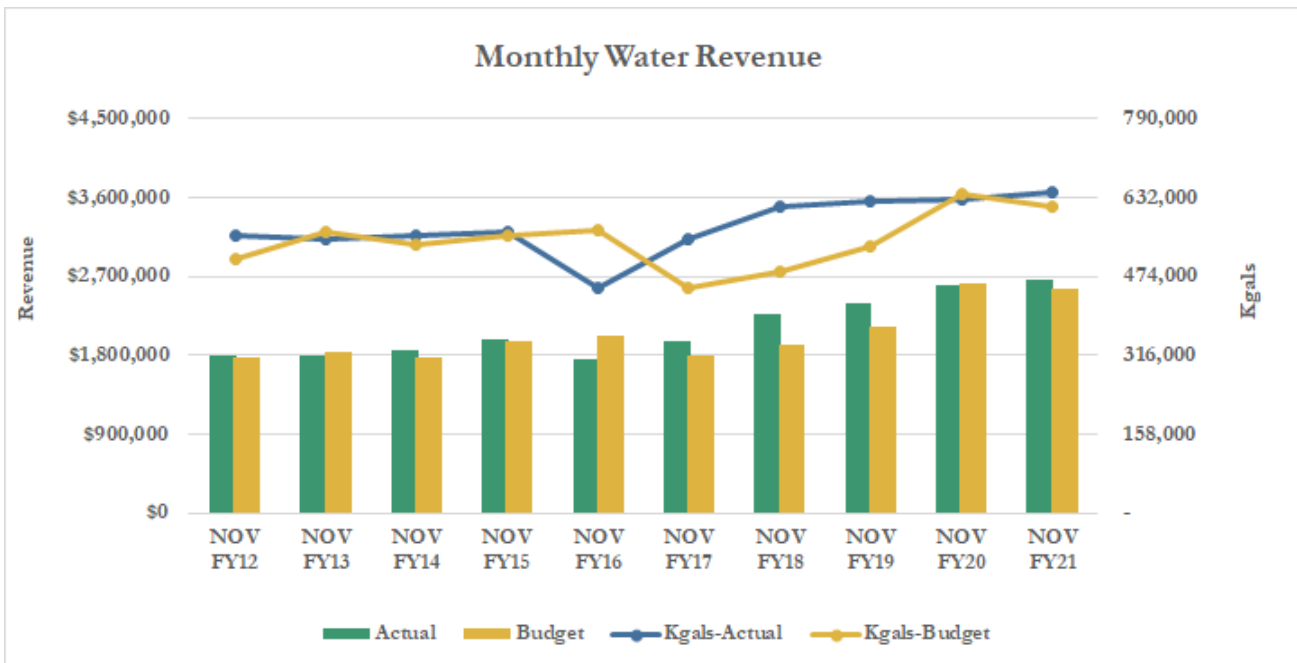
### Ratio Analysis

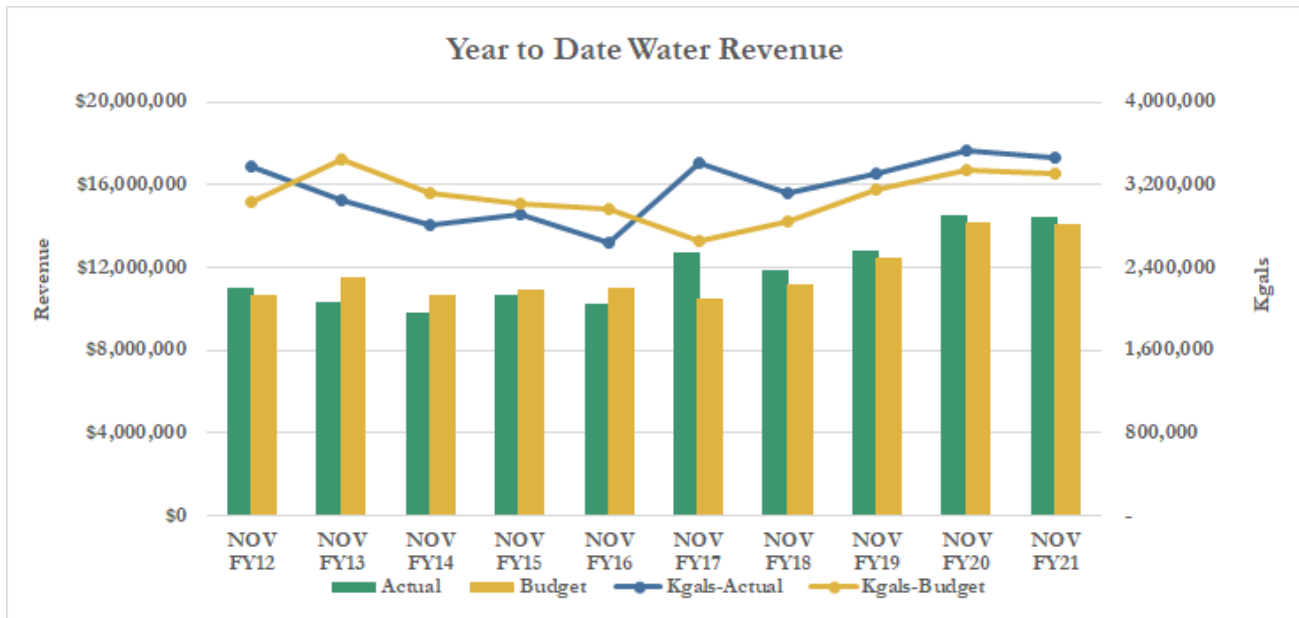
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	YTD 2021
Equity to Long-Term Debt	2.09	2.23	2.17	2.26	2.32	2.55	2.58	2.52	2.79	2.03	2.13
Operating Ratio	1.83	1.85	1.79	1.91	1.93	1.90	1.94	1.80	1.86	1.79	2.24
Current Ratio	2.79	1.75	2.25	1.98	2.69	3.19	3.11	2.80	3.96	4.42	6.45
DSC (excl. CC Fees)	1.56	1.74	1.56	1.65	1.89	1.64	1.96	2.31	2.26	2.28	2.60



### Operating Revenues

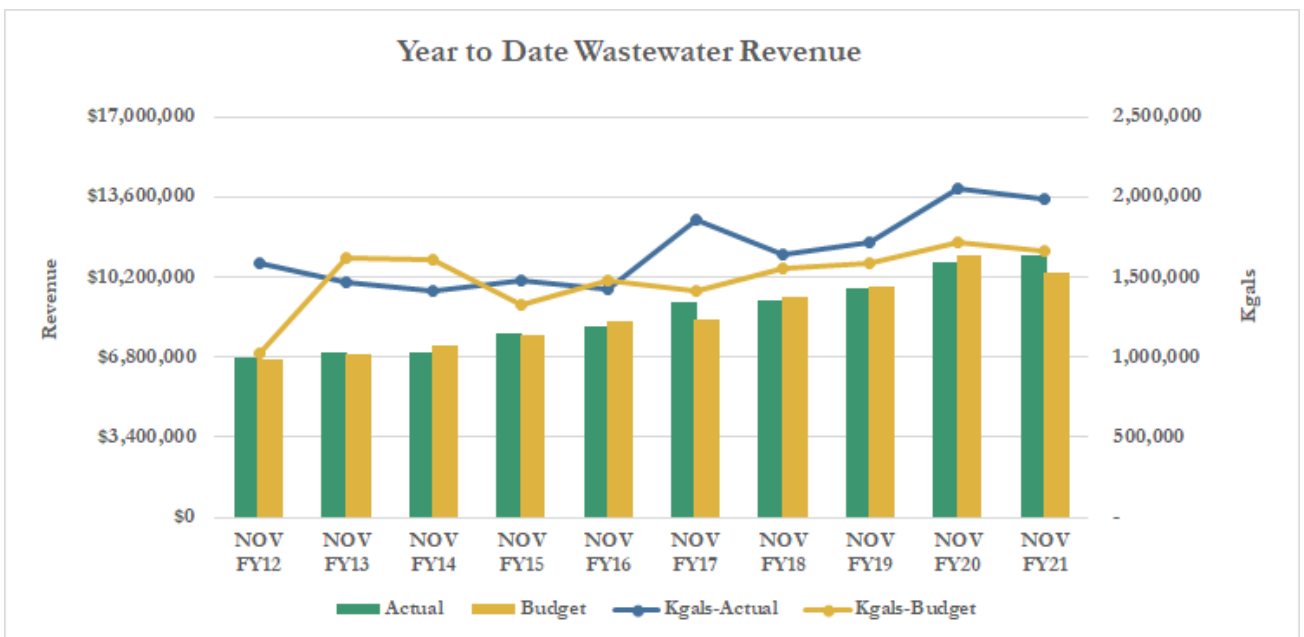
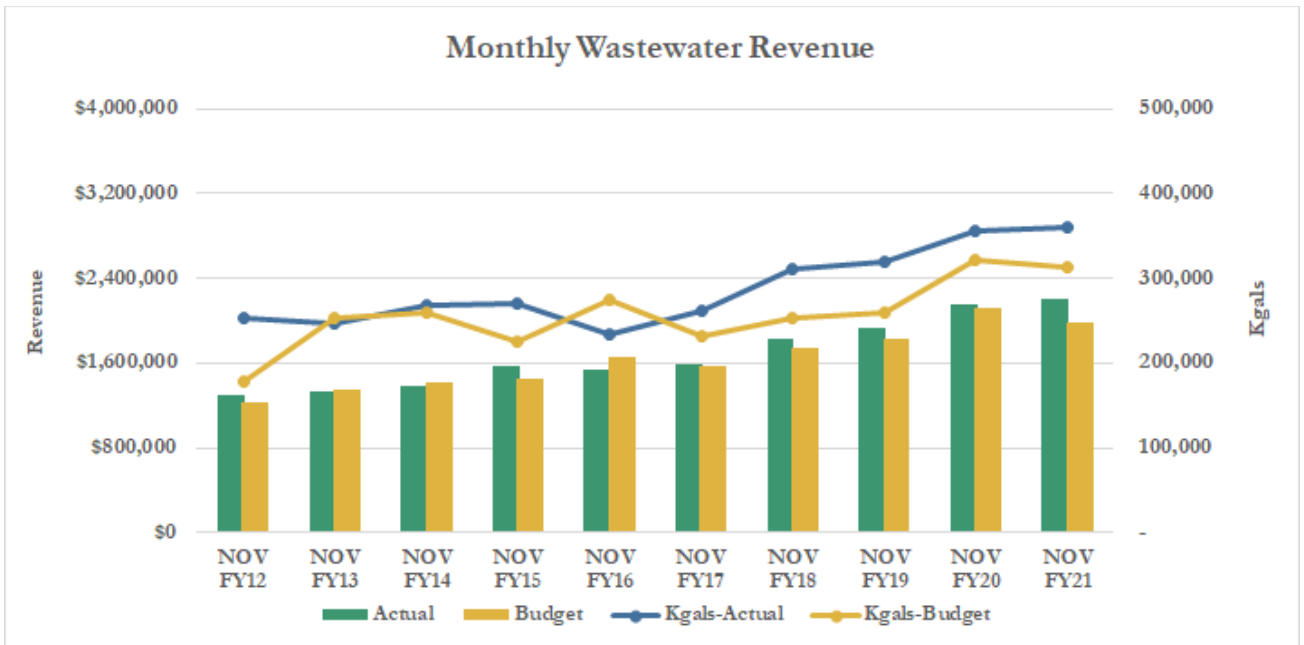
- Total operating revenues, *including* other ancillary charges, are approximately \$1.6 million, or 5.8%, over projections year-to-date.





### Water Operating Revenues

- Year-to-date total water operating revenue, *including* ancillary fees, is 5% or \$809 thousand over budget primarily due to residential retail water sales.
- Water tap fees are \$188 thousand or 35% over projection year to date and \$137 thousand or 23% over prior year to date fees.
- Year-to-date wholesale water revenue is below projection by 2% due mainly to Hilton Head PSD and MCAS. Civilian wholesale revenues are \$11 thousand or 0.9% above budget and military wholesale revenues are \$44 thousand or 8% below budget.
- Residential water sales are over budget by 6% or \$497 thousand and residential irrigation is under budget by 1% or \$8 thousand.
- Special commercial sales to SCE&G (i.e., raw water, return water, and reverse osmosis) are over budget by \$9 thousand or 5% year-to-date.
- Commercial water sales are under budget by 1% or \$17 thousand and commercial irrigation is under budget by 9% or \$83 thousand.



## Wastewater Operating Revenues

- Wastewater operating revenues year-to-date are 7% or \$785 thousand over projections due to residential sewer revenue.
- Commercial sewer revenue is under budget by 1% or \$36 thousand year-to-date.
- Residential sewer is over budget by 10% or \$751 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 \$1.2 million or 9% at the time of this report.
- Unfavorable variances to budget exist for the following areas:
  - Source of supply-ops overage of \$51 thousand is due to changes in salary allocations in field operations.
  - Franchise fees overage of \$40 thousand for water and \$28 for sewer is due to usage being higher than anticipated.
  - Information technology overage of \$22 thousand for water and \$15 thousand for sewer is due to timing on equipment purchases.
  - Wastewater treatment-maintenance overage of \$17 thousand is related to aeration basin cleaning at PRIWRF.
- Including depreciation, total operating expenses are under budget by \$1.1 million or 4.3%.

## **Capital Contributions**

- Capacity fees as of November total \$2.0 million compared to the annual capacity fee budget of \$4.5 million. Capacity fees received this month totaled \$306 thousand.
- Developer contributions of systems as of November total \$4.3 million compared to the annual budget of \$4 million. Contributions of systems received this month totaled \$339 thousand.

**Budgetary Analysis - Operating Expense Analysis by Function**  
**Fiscal Year-to-Date through November 30,**  
**(With comparative amounts for the same period in prior fiscal year)**

	FY2021		FY2020	Variance of FY 2021 Actual Data To			
	Actual	Budget	Actual	Budget		2020 Actual	
				Dollars	%	Dollars	%
	Favorable (Unfavorable)						
<b>Operating expenses</b>							
Water operating expenses:							
Source of supply - OPS	\$ 271,306	\$ 220,000	\$ 175,989	\$ (51,306)	-23.3%	\$ (95,317)	-54.2%
Source of supply - Maintenance	103,523	108,800	151,804	5,277	4.9%	48,281	31.8%
Water treatment - OPS	1,723,852	1,883,000	1,713,995	159,148	8.5%	(9,857)	-0.6%
Water treatment - Maintenance	354,806	376,400	338,575	21,594	5.7%	(16,231)	-4.8%
Transmission and distribution - OPS	1,404,147	1,585,900	1,475,935	181,753	11.5%	71,788	4.9%
Transmission and distribution - Maintenance	250,058	289,400	363,459	39,342	13.6%	113,401	31.2%
Laboratory and testing	154,947	171,800	162,729	16,853	9.8%	7,782	4.8%
Franchise fee	427,630	388,000	412,076	(39,630)	-10.2%	(15,554)	-3.8%
Engineering & construction services	194,347	206,900	131,861	12,553	6.1%	(62,486)	-47.4%
Customer service and billing	777,559	923,100	788,223	145,541	15.8%	10,664	1.4%
Financial Services	590,090	659,600	544,031	69,510	10.5%	(46,059)	-8.5%
Information Technology	402,238	380,600	376,766	(21,638)	-5.7%	(25,472)	-6.8%
Asset Management	72,479	168,100	47,301	95,621	56.9%	(25,178)	-53.2%
General and administrative	843,815	869,400	1,040,558	25,585	2.9%	196,743	18.9%
	7,570,797	8,231,000	7,723,302	660,203	8.0%	152,505	2.0%
Wastewater operating expenses:							
Collection & transmission - OPS	1,422,309	1,640,400	1,760,819	218,091	13.3%	338,510	19.2%
Collection & transmission - Maintenance	253,090	259,500	253,669	6,410	2.5%	579	0.2%
Wastewater treatment - OPS	908,171	980,100	994,302	71,929	7.3%	86,131	8.7%
Wastewater treatment - Maintenance	308,391	291,200	333,889	(17,191)	-5.9%	25,498	7.6%
Wastewater disposal - OPS	45,423	100,500	44,288	55,077	54.8%	(1,135)	-2.6%
Wastewater disposal - Maintenance	12,595	14,000	9,625	1,405	10.0%	(2,970)	-30.9%
Sludge management - OPS	141,287	170,800	145,381	29,513	17.3%	4,094	2.8%
Sludge management - Maintenance	453	7,000	7,536	6,547	93.5%	7,083	94.0%
Laboratory and testing	128,303	142,300	126,480	13,997	9.8%	(1,823)	-1.4%
Franchise fee	355,980	328,000	339,643	(27,980)	-8.5%	(16,337)	-4.8%
Engineering & construction services	129,565	137,100	87,907	7,535	5.5%	(41,658)	-47.4%
Customer service and billing	515,600	615,100	521,435	99,500	16.2%	5,835	1.1%
Financial Services	393,411	438,100	362,566	44,689	10.2%	(30,845)	-8.5%
Information Technology	267,825	252,600	251,177	(15,225)	-6.0%	(16,648)	-6.6%
Asset Management	48,319	114,500	31,534	66,181	57.8%	(16,785)	-53.2%
General and administrative	550,168	578,900	694,013	28,732	5.0%	143,845	20.7%
	5,480,891	6,070,100	5,964,263	589,209	9.7%	483,372	8.1%
<b>Operating expenses before depreciation</b>	<b>13,051,688</b>	<b>14,301,100</b>	<b>13,687,565</b>	<b>1,249,412</b>	<b>8.7%</b>	<b>635,877</b>	<b>4.6%</b>
Depreciation - Water	5,476,393	5,512,500	5,268,924	36,107	0.7%	(207,469)	-3.9%
Depreciation - Wastewater	7,110,831	6,972,000	6,747,796	(138,831)	-2.0%	(363,035)	-5.4%
<b>Total operating expenses</b>	<b>\$ 25,638,912</b>	<b>\$ 26,785,600</b>	<b>\$ 25,704,284</b>	<b>\$ 1,146,688</b>	<b>4.3%</b>	<b>\$ 65,373</b>	<b>0.3%</b>



**Beaufort-Jasper Water and Sewer Authority**  
**Budgetary Comparison Schedule**  
Fiscal Year-to-Date through November 30,

	FY2021		FY2020		Variance of FY 2021 Actual Data To			
	Actual	Budget	Actual	Budget	Budget		2020 Actual	
					Dollars	%	Dollars	%
<b>Operating revenues</b>					<b>Favorable (Unfavorable)</b>			
Civilian wholesale	\$ 1,149,438	\$ 1,138,800	\$ 1,150,065	\$ 10,638	0.9%	\$ (627)	-0.1%	
Military wholesale	491,430	535,100	514,682	(43,670)	-8.2%	(23,252)	-4.5%	
Retail	12,843,012	12,416,900	12,911,664	426,112	3.4%	(68,652)	-0.5%	
Military Retail	572,548	483,500	706,240	89,048	18.4%	(133,692)	-18.9%	
Special Commercial	195,283	186,500	195,662	8,783	4.7%	(379)	-0.2%	
Other	1,530,529	1,212,000	1,451,920	318,529	26.3%	78,609	5.4%	
<b>Total water operating revenues</b>	<b>16,782,240</b>	<b>15,972,800</b>	<b>16,930,233</b>	<b>809,440</b>	<b>5.1%</b>	<b>(147,993)</b>	<b>-0.9%</b>	
Wastewater service	11,089,224	10,378,600	10,832,722	710,624	6.8%	256,502	2.4%	
Military Retail	1,189,159	1,165,500	1,224,745	23,659	2.0%	(35,586)	-2.9%	
Other	182,202	131,500	154,304	50,702	38.6%	27,898	18.1%	
<b>Total wastewater operating revenues</b>	<b>12,460,585</b>	<b>11,675,600</b>	<b>12,211,771</b>	<b>784,985</b>	<b>6.7%</b>	<b>248,814</b>	<b>2.0%</b>	
<b>Total operating revenues</b>	<b>29,242,825</b>	<b>27,648,400</b>	<b>29,142,004</b>	<b>1,594,425</b>	<b>5.8%</b>	<b>100,821</b>	<b>0.3%</b>	
<b>Operating expenses</b>								
Water operating expenses:								
Source of supply	374,829	328,800	327,793	(46,029)	-14.0%	(47,036)	-14.3%	
Water treatment	2,078,658	2,259,400	2,052,570	180,742	8.0%	(26,088)	-1.3%	
Transmission and distribution	1,654,205	1,875,300	1,839,394	221,095	11.8%	185,189	10.1%	
Laboratory and testing	154,947	171,800	162,729	16,853	9.8%	7,782	4.8%	
Franchise fee	427,630	388,000	412,076	(39,630)	-10.2%	(15,554)	-3.8%	
Engineering & construction services	194,347	206,900	131,861	12,553	6.1%	(62,486)	-47.4%	
Customer service and billing	777,559	923,100	788,223	145,541	15.8%	10,664	1.4%	
General and administrative	1,908,622	2,077,700	2,008,656	169,078	8.1%	100,034	5.0%	
<b>Total water operating expenses (excl. depr.)</b>	<b>7,570,797</b>	<b>8,231,000</b>	<b>7,723,302</b>	<b>660,203</b>	<b>8.0%</b>	<b>152,505</b>	<b>2.0%</b>	
Wastewater operating expenses:								
Collection & transmission	1,675,399	1,899,900	2,014,488	224,501	11.8%	339,089	16.8%	
Wastewater treatment	1,216,562	1,271,300	1,328,191	54,738	4.3%	111,629	8.4%	
Wastewater disposal	58,018	114,500	53,913	56,482	49.3%	(4,105)	-7.6%	
Sludge management	141,740	177,800	152,917	36,060	20.3%	11,177	7.3%	
Laboratory and testing	128,303	142,300	126,480	13,997	9.8%	(1,823)	-1.4%	
Franchise fee	355,980	328,000	339,643	(27,980)	-8.5%	(16,337)	-4.8%	
Engineering & construction services	129,565	137,100	87,907	7,535	5.5%	(41,658)	-47.4%	
Customer service and billing	515,600	615,100	521,435	99,500	16.2%	5,835	1.1%	
General and administrative	1,259,724	1,384,100	1,339,289	124,376	9.0%	79,565	5.9%	
<b>Total wastewater operating expenses (excl. depr.)</b>	<b>5,480,891</b>	<b>6,070,100</b>	<b>5,964,263</b>	<b>589,209</b>	<b>9.7%</b>	<b>483,372</b>	<b>8.1%</b>	
<b>Operating expenses before depreciation</b>	<b>13,051,688</b>	<b>14,301,100</b>	<b>13,687,565</b>	<b>1,249,412</b>	<b>8.7%</b>	<b>635,877</b>	<b>4.6%</b>	
Depreciation - Water	5,476,393	5,512,500	5,268,924	36,107	0.7%	(207,469)	-3.9%	
Depreciation - Wastewater	7,110,831	6,972,000	6,747,795	(138,831)	-2.0%	(363,036)	-5.4%	
<b>Total operating expenses</b>	<b>25,638,912</b>	<b>26,785,600</b>	<b>25,704,284</b>	<b>1,146,688</b>	<b>4.3%</b>	<b>65,372</b>	<b>0.3%</b>	
<b>Operating income (loss)</b>	<b>3,603,914</b>	<b>862,800</b>	<b>3,437,720</b>	<b>2,741,114</b>	<b>317.7%</b>	<b>166,194</b>	<b>4.8%</b>	
Non-operating revenues (expenses), net	(1,930,304)	(2,072,000)	(1,171,506)	141,696	6.8%	(758,798)	-64.8%	
<b>Increase (decrease) in net position, before capital contributions</b>	<b>1,673,610</b>	<b>(1,209,200)</b>	<b>2,266,214</b>	<b>2,882,810</b>	<b>238.4%</b>	<b>(592,604)</b>	<b>26.1%</b>	
<b>Capital Contributions</b>	<b>6,258,656</b>	<b>3,541,500</b>	<b>10,037,301</b>	<b>2,717,156</b>	<b>76.7%</b>	<b>(3,778,645)</b>	<b>-37.6%</b>	
<b>Increase (decrease) in net position</b>	<b>\$ 7,932,266</b>	<b>\$ 2,332,300</b>	<b>\$ 12,303,515</b>	<b>\$ 5,599,966</b>	<b>240.1%</b>	<b>\$ (4,371,249)</b>	<b>-35.5%</b>	

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

	11/30/2020	11/30/2019
<b>Operating revenues:</b>		
Water: Wholesale	\$ 1,640,868	\$ 1,664,747
Retail	13,038,295	13,107,326
Military Retail	572,548	706,240
Other	1,530,529	1,451,920
Total water revenues	16,782,240	16,930,233
Wastewater: Service	11,089,224	10,832,722
Military Retail	1,189,159	1,224,745
Other	182,202	154,304
Total wastewater revenues	12,460,585	12,211,771
Total operating revenues	29,242,825	29,142,004
<b>Operating expenses:</b>		
Water: Source of supply	374,829	327,793
Water treatment	2,078,658	2,052,570
Transmission and distribution	1,654,205	1,839,394
Laboratory and testing	154,947	162,729
Franchise fee	427,630	412,076
Depreciation	5,476,393	5,268,924
General, administrative, customer service and other	2,880,528	2,928,740
Total water operating expenses	13,047,190	12,992,226
Wastewater: Collection and transmission	1,675,399	2,014,488
Wastewater treatment	1,216,562	1,328,191
Wastewater disposal	58,018	53,913
Sludge management	141,740	152,917
Laboratory and testing	128,303	126,480
Franchise fee	355,980	339,643
Depreciation	7,110,831	6,747,795
General, administrative, customer service and other	1,904,889	1,948,631
Total wastewater operating expenses	12,591,722	12,712,058
Total operating expenses	25,638,912	25,704,284
<b>Operating income (loss)</b>	<b>3,603,914</b>	<b>3,437,720</b>
<b>Non-operating revenue (expense):</b>		
Interest expense	(2,458,633)	(1,675,327)
Interest income	319,173	408,131
Investment income	75,625	42,500
Bond interest income	1,518	-
Easement revenue	-	-
Litigation settlement	70,282	-
Net gain (loss) on disposal of assets	61,731	53,190
Total non-operating revenue (expense)	(1,930,304)	(1,171,506)
<b>Increase (decrease) in net position, before capital contributions</b>	<b>1,673,610</b>	<b>2,266,214</b>
<b>Capital contributions:</b>		
Grants	-	1,213,380
Capacity fees	1,989,802	4,988,476
Developer contributions of systems	4,268,854	3,835,445
Total capital contributions	6,258,656	10,037,301
<b>Increase (decrease) in net position</b>	<b>7,932,266</b>	<b>12,303,515</b>
<b>Net position at beginning of fiscal year</b>	<b>342,218,475</b>	<b>324,399,393</b>
<b>Net position at end of period</b>	<b>\$ 350,150,741</b>	<b>\$ 336,702,908</b>

**Beaufort-Jasper Water and Sewer Authority**  
Statement of Net Position

	30-Nov	
	FY 2021	FY 2020
<b>Assets</b>		
<b>Current assets:</b>		
Cash and cash equivalents	\$ 28,311,425	\$ 22,057,418
Investments	5,103,653	10,101,201
Accounts receivable	7,596,175	8,080,633
Inventory and other assets	1,484,997	1,632,681
<b>Total current assets (unrestricted)</b>	<b>42,496,249</b>	<b>41,871,934</b>
<b>Designated &amp; restricted assets:</b>		
Cash and cash equivalents - Restricted	65,718,962	69,507,245
Cash and cash equivalents - Designated	28,652,077	23,330,644
Designated receivables	81,976	92,439
<b>Total designated &amp; restricted assets</b>	<b>94,453,015</b>	<b>92,930,328</b>
<b>Total current assets</b>	<b>136,949,264</b>	<b>134,802,263</b>
<b>Noncurrent Assets:</b>		
<b>Capital assets:</b>		
Land and land rights	10,635,337	10,504,536
Administrative facilities	14,491,450	14,418,274
Water systems	315,716,135	305,057,358
Wastewater systems	426,267,756	403,758,117
Equipment	22,721,341	21,427,395
Vehicles	6,392,863	6,105,453
Utility plant in service before depreciation	796,224,883	761,271,133
Less accumulated depreciation	<u>(407,842,938)</u>	<u>(377,985,419)</u>
Net utility plant in service	388,381,945	383,285,714
Construction in progress	25,691,222	30,666,429
<b>Total capital assets</b>	<b>414,073,167</b>	<b>413,952,143</b>
<b>Other Assets:</b>		
Conservation easements	534,125	534,125
ISM Receivable-Department of the Navy	18,397,789	19,488,928
<b>Total noncurrent assets</b>	<b>433,005,081</b>	<b>433,975,196</b>
<b>Total assets</b>	<b>569,954,345</b>	<b>568,777,458</b>
<b>Deferred outflows of resources</b>		
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
<b>Total deferred outflows of resources</b>	<b>7,544,553</b>	<b>6,604,588</b>
<b>Liabilities</b>		
<b>Current liabilities:</b>		
Accounts payable and accrued expenses	4,521,180	4,264,114
Accrued wages and benefits	677,271	1,722,859
Revenue bonds, SRFs, notes, and interest	5,720,938	5,162,718
<b>Total current liabilities (unrestricted)</b>	<b>10,919,389</b>	<b>11,149,692</b>
<b>Current liabilities payable from designated &amp; restricted assets:</b>		
Accounts payable for capital items	117,154	1,821,685
Revenue bonds, SRFs, notes, and interest	6,936,773	5,292,001
<b>Total current liabilities payable from designated &amp; restricted assets</b>	<b>7,053,928</b>	<b>7,113,686</b>
<b>Total current liabilities</b>	<b>17,973,317</b>	<b>18,263,378</b>
<b>Long term liabilities:</b>		
Revenue bonds, state revolving loans, and notes	164,388,047	178,812,073
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	-	-
<b>Total long term liabilities</b>	<b>207,550,808</b>	<b>218,197,423</b>
<b>Total liabilities</b>	<b>225,524,125</b>	<b>236,460,801</b>
<b>Deferred inflows of resources</b>		
Pensions	749,990	967,840
Other post retirement benefits	1,074,042	1,250,498
<b>Total deferred inflows of resources</b>	<b>1,824,032</b>	<b>2,218,338</b>
<b>Net position:</b>		
Net investment in capital assets	297,961,311	290,650,731
Restricted for:		
Capital activity	415,244	64,215,244
Unrestricted	51,774,186	(18,163,067)
<b>Total net position</b>	<b>\$ 350,150,741</b>	<b>\$ 336,702,908</b>

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
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
Nov-20	2,480,014	63%	236,802	6%	38,747	1%	12,246	0%	1,158,286	30%	3,926,095
Payment Arrangements	30,302		32,487		22,493		9,383		26,019		120,684

Allowance for Doubtful Accounts:

	June 30, 2020		November 30, 2020	
Accounts over 90 days	1,216,770	90%	1,095,093	90%
Accounts over 60 days	104,057	50%	52,028	50%
Payment Arrangements	(25,853)	100%	(25,853)	100%
			<u>1,121,268</u>	<u>1,014,957</u>

Increase/(Decrease)

(106,311)

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	\$ 894	-52%	10	\$ 500	\$ 387	-52%	30	\$ 1,500	\$ 816	-6%	38	\$ 1,900	\$ 862	-41%	0	\$ -	\$ 268	-100%
Dec	32	\$ 1,600	\$ 28%	52	\$ 2,600	\$ 420%														

	Cycle 4 Hardeeville			Cycle 6 Ladys Is Dr/Sea Is Pkwy to Dataw			Cycle 8 Sams Point Rd			Cycle 10 St Helena			Cycle 12 Port Royal							
	Delinquent			Delinquent			Delinquent			Delinquent			Delinquent							
	Number	Fee	Penalties	Number	Fee	Penalties	Number	Fee	Penalties	Number	Fee	Penalties	Number	Fee	Penalties					
Jan	15	\$ 750	\$ 707	10	\$ 500	\$ 178	17	\$ 850	\$ 314	25	\$ 1,250	\$ 252	67	\$ 3,350	\$ 670					
Feb	37	\$ 1,850	\$ 588	8	\$ 400	\$ -	29	\$ 1,450	\$ -	28	\$ 1,400	\$ -	52	\$ 2,600	\$ 842					
Mar	19	\$ 950	\$ -	-49%	20	\$ 1,000	\$ 126	150%	73	\$ 3,650	\$ 332	152%	134	\$ 6,700	\$ 304	379%	230	\$ 11,500	\$ 735	342%
Apr	60	\$ 3,000	\$ 620	216%	14	\$ 700	\$ 120	-30%	50	\$ 2,500	\$ 124	-32%	85	\$ 4,250	\$ 228	-37%	123	\$ 6,150	\$ 598	-47%
May	45	\$ 2,250	\$ 530	-25%	16	\$ 800	\$ 165	14%	29	\$ 1,450	\$ 618	-42%	74	\$ 3,700	\$ 296	-13%	175	\$ 8,750	\$ 730	42%
Jun	129	\$ 6,450	\$ 912	187%	37	\$ 1,850	\$ 241	131%	102	\$ 5,100	\$ 387	252%	121	\$ 6,050	\$ 229	64%	268	\$ 13,400	\$ 757	53%
July	130	\$ 6,500	\$ 952	1%	41	\$ 2,050	\$ 142	11%	99	\$ 4,950	\$ 226	-3%	130	\$ 6,500	\$ 249	7%	244	\$ 12,200	\$ 892	-9%
Aug	129	\$ 6,450	\$ 884	-1%	46	\$ 2,300	\$ 243	12%	121	\$ 6,050	\$ 661	22%	153	\$ 7,650	\$ 295	18%	175	\$ 8,750	\$ 876	-28%
Sept	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	26	\$ 1,300	\$ 776	-30%	10	\$ 500	\$ 212	0%	13	\$ 650	\$ 321	-61%	28	\$ 1,400	\$ 253	33%	68	\$ 3,400	\$ 586	0%
Dec																				

	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	\$ 127	-79%		
Nov	21	\$ 1,050	\$ 222	91%	26	\$ 1,300	\$ 649	44%	56	\$ 2,800	\$ 561	30%	12	\$ 600	\$ 126	50%		
Dec																		

	Total			
	Number	Delinquent Fee	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	\$ 7,639	-55%
Nov	363	\$ 18,150	\$ 6,933	-17%
Dec	84	\$ 4,200	\$ -	-77%

## September Cutoff Tracking

<b>Cycle</b>	<b>Cut Day</b>	<b>#of Cut Offs</b>	<b>Restored Same Day</b>	<b>Restored next Day</b>
<b>20</b>	1-Sep-20	44	27	15
<b>22</b>	2-Sep-20	8	7	0
<b>24</b>	9-Sep-20	20	12	8
<b>26</b>	10-Sep-20	46	17	10
<b>2</b>	10-Sep-20	4	2	0
<b>4</b>	15-Sep-20	27	12	3
<b>6</b>	16-Sep-20	6	1	1
<b>8</b>	16-Sep-20	24	16	6
<b>10</b>	17-Sep-20	47	23	23
<b>12</b>	22-Sep-20	58	14	14
<b>14</b>	23-Sep-20	16	11	0
<b>16</b>	24-Sep-20	41	16	8
<b>18</b>	29-Sep-20	89	44	8
<b>Levy/35</b>	30-Sep-20	18	7	4
		<b>448</b>	<b>209</b>	<b>100</b>

## October Cutoff Tracking

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

## November Cutoff Tracking

<b>Cycle</b>	<b>Cut Day</b>	<b>#of Cut Offs</b>	<b>Restored Same Day</b>	<b>Restored next Day</b>
<b>20</b>	3-Nov-20	25	18	5
<b>22</b>	4-Nov-20	10	9	1
<b>24</b>	5-Nov-20	30	21	7
<b>26</b>	9-Nov-20	38	22	10
<b>2</b>	9-Nov-20	0	0	0
<b>4</b>	12-Nov-20	27	17	3
<b>6</b>	16-Nov-20	10	8	2
<b>8</b>	17-Nov-20	13	12	1
<b>10</b>	17-Nov-20	28	15	5
<b>12</b>	18-Nov-20	68	43	14
<b>14</b>	19-Nov-20	21	12	6
<b>16</b>	23-Nov-20	26	17	4
<b>18</b>	24-Nov-20	56	34	12
<b>Levy/35</b>	30-Nov-20	12	9	2
		<b>364</b>	<b>237</b>	<b>72</b>

**December Cutoff Tracking**

<b>Cycle</b>	<b>Cut Day</b>	<b>#of Cut Offs</b>	<b>Restored Same Day</b>	<b>Restored next Day</b>
20	1-Dec-20	32		
22	2-Dec-20	52		
24				
26				
2				
4				
6				
8				
10				
12				
14				
16				
18				
<b>Levy/35</b>		84	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  
 11/01/2020 - 11/30/2020**

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	4,022,755.00	5,044,484.08	100%
Stocks	0.00	0.00	0%
<b>Total Account Value</b>	<b>\$ 4,022,755.00</b>	<b>\$ 5,044,484.08</b>	<b>100%</b>
<b>Value Change Since Last Statement Period</b>		<b>\$ 1,021,729.08</b>	
<b>Percent Increase Since Last Statement Period</b>			<b>25%</b>
<b>Value Last Year-End</b>		<b>\$ 10,045,729.77</b>	
<b>Percent Decrease Since Last Year-End</b>			<b>50%</b>

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

**Total Income Summary USD**

	This Period	Year-To-Date
Interest	\$ 33,750.00	\$ 258,375.00
Dividends/Capital Gains	0.00	0.00
Money Market Mutual Funds Dividends	0.00	0.00
Other	0.00	0.00
<b>Income Total</b>	<b>\$ 33,750.00</b>	<b>\$ 258,375.00</b>

**Total Interest Charged USD**

Description	This Period
Debit Interest For November 2020	0.00
<b>Total Interest Charged</b>	<b>\$ 0.00</b>

**Total Money Market Mutual Funds Summary USD**

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



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**  
**11/01/2020 - 11/30/2020**

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%
<b>Total Account Value</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0%</b>
<b>Value Change Since Last Statement Period</b>		<b>\$ 0.00</b>	
<b>Percent Increase Since Last Statement Period</b>			<b>N/A</b>
<b>Value Last Year-End</b>		<b>\$ 0.00</b>	
<b>Percent Increase Since Last Year-End</b>			<b>N/A</b>

**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
<b>Income Total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

**Interest Charged** *USD*

Description	This Period
Debit Interest For November 2020	0.00
<b>Total Interest Charged</b>	<b>\$ 0.00</b>

**Money Market Mutual Funds Summary** *USD*

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

**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
<b>Transaction Activity USD</b>									
11/03/20	11/03/20	Purchase	3133XFKF2	FEDERAL HOME LOAN BANK	1,000,000.00	103.350000	(1,033,500.00)	(22,187.50)	(1,055,687.50)
11/03/20	11/03/20	Security Delivery	3133XFKF2	FEDERAL HOME LOAN BANK	(1,000,000.00)	103.350000	1,033,500.00	22,187.50	1,055,687.50
11/03/20	11/04/20	Purchase	912828M98	UNITED STATES TREASURY NOTE	1,000,000.00	100.111140	(1,001,111.40)	(6,970.63)	(1,008,082.03)
11/03/20	11/04/20	Security Delivery	912828M98	UNITED STATES TREASURY NOTE	(1,000,000.00)	100.111140	1,001,111.40	6,970.63	1,008,082.03



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**  
**11/01/2020 - 11/30/2020**

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	4,022,755.00	5,044,484.08	100%
Stocks	0.00	0.00	0%
<b>Total Account Value</b>	<b>\$ 4,022,755.00</b>	<b>\$ 5,044,484.08</b>	<b>100%</b>
<b>Value Change Since Last Statement Period</b>		<b>\$ 1,021,729.08</b>	
<b>Percent Increase Since Last Statement Period</b>			<b>25%</b>
<b>Value Last Year-End</b>		<b>\$ 10,045,729.77</b>	
<b>Percent Decrease Since Last Year-End</b>			<b>50%</b>

**Income Summary USD**

	This Period	Year-To-Date
Interest	\$ 33,750.00	\$ 258,375.00
Dividends/Capital Gains	0.00	0.00
Money Market Mutual Funds Dividends	0.00	0.00
Other	0.00	0.00
<b>Income Total</b>	<b>\$ 33,750.00</b>	<b>\$ 258,375.00</b>

**Interest Charged USD**

Description	This Period
Debit Interest For November 2020	0.00
<b>Total Interest Charged</b>	<b>\$ 0.00</b>

**Money Market Mutual Funds Summary USD**

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

**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
<b>Bonds USD</b>								
3130AEMY3	FEDERAL HOME LOAN BANK	12/01/20	2.680%	1,000,000.000	100.0000	1,000,000.00		N
3130AFVZ7	FEDERAL HOME LOAN BANK	12/30/20	2.495%	1,000,000.000	100.1943	1,001,943.25		N
3130AFB63	FEDERAL HOME LOAN BANK	01/22/21	2.950%	1,000,000.000	100.4008	1,004,008.47		N
912828WG1	UNITED STATES TREASURY NOTE	04/30/21	2.250%	1,000,000.000	100.8984	1,008,984.00		
3133XFKF2	FEDERAL HOME LOAN BANK	06/11/21	5.625%	1,000,000.000	102.9548	1,029,548.36		N
				5,000,000.000		5,044,484.08	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
<b>Transaction Activity USD</b>									
11/03/20	11/03/20	Security Receipt	3133XFKF2	FEDERAL HOME LOAN BANK	1,000,000.00	103.3500000	(1,033,500.00)	(22,187.50)	(1,055,687.50)
11/03/20	11/04/20	Security Receipt	912828M98	UNITED STATES TREASURY NOTE	1,000,000.00	100.1111400	(1,001,111.40)	(6,970.63)	(1,008,082.03)

**Income / Payment Activity USD**

11/02/20	11/02/20	Interest	912828WG1	UNITED STATES TREASURY NOTE				11,250.00	11,250.00
11/02/20	11/02/20	Matured	9128285G1	UNITED STATES TREASURY NOTE			1,000,000.00		1,000,000.00
11/02/20	11/02/20	Interest	9128285G1	UNITED STATES TREASURY NOTE				14,375.00	14,375.00
11/30/20	11/30/20	Matured	912828M98	UNITED STATES TREASURY NOTE			1,000,000.00		1,000,000.00
11/30/20	11/30/20	Interest	912828M98	UNITED STATES TREASURY NOTE				8,125.00	8,125.00

**Cash Activity USD**

Transaction / Trade Date	Settlement / Eff. Date	Activity	Description	Debit Amount / Disbursements	Credit Amount / Receipts
11/02/20	11/02/20	Cash Receipt/Disb	DIVIDEND DDA	11,250.00	
11/02/20	11/02/20	Cash Receipt/Disb	DIVIDEND DDA	14,375.00	
11/02/20	11/02/20	Cash Receipt/Disb	CORPORATE ACTION DDA	1,000,000.00	
11/03/20	11/03/20	ACH/DDA Transaction	DESIGNATED DDA		1,055,687.50
11/04/20	11/04/20	ACH/DDA Transaction	DESIGNATED DDA		1,008,082.03
11/30/20	11/30/20	Cash Receipt/Disb	DIVIDEND DDA	8,125.00	
11/30/20	11/30/20	Cash Receipt/Disb	CORPORATE ACTION DDA	1,000,000.00	

Beaufort - Jasper Water & Sewer Authority  
 Series 2019 Bond Recon  
 As of: 11/30/2020

<u>Project List</u>	<u>Total Budget</u>	<u>Expenditures To Date</u>	<u>Outstanding Encumbrances</u>	<u>Unencumbered Estimated</u>	<u>Total</u>	<u>Under (Over) Budget</u>
21366 Purrysburg WTP Expansion	39,600,000	5,357,273	1,324,863	-	6,682,136	32,917,864
21927 36" Bluffton Pkwy Water Main and Tank	12,200,000	98,193	165,507	-	263,700	11,936,300
22224 North Street Transmission Main	3,000,000	92,100	6,915	-	99,015	2,900,985
21970 CP19 & CP67 Rehabs	9,000,000	295,663	234,067	-	529,730	8,470,270
	<b>63,800,000</b>	<b>5,843,230</b>	<b>1,731,351</b>	<b>-</b>	<b>7,574,581</b>	<b>56,225,419</b>

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## **BJWSA CHARITABLE GIVING POLICY**

### **Purpose.**

To establish guidelines for BJWSA expenditures in support of community and charitable events and sponsorships. This also includes the BJWSA sponsored programs, Thad Coleman Fund and Hardship Fund.

### **Policy.**

As part of the BJWSA Mission to “Inspire Trust and Enhance Public Health”, the Board believes it is appropriate to provide support to organizations that enhance the quality of life for people in our community. Sponsorships and charitable giving help promote our strategic theme of Customer Satisfaction and Engagement and shall be focused on causes that are directly related to water quality and the environment.

### **Allowable Expenditures.**

- (a) Sponsorships shall have relevance to BJWSA’s business, strategic objectives and annual priorities for outreach efforts.
- (b) Sponsorships shall be limited to organizations and programs tied specifically to our core functions of providing water and wastewater services.
- (c) No BJWSA Board member shall request a sponsorship on behalf of an organization where they serve on the Board of Directors or in a governing capacity.
- (d) Sponsorships shall not be made to political organizations.
- (e) Thad Coleman Fund – This fund provides financial assistance to Beaufort and Jasper County families who are faced with financial hardship. The fund is available for qualifying costs to connect to the BJWSA public water and sewer system. It is funded through a BJWSA annual contribution and participating customer contributions throughout our service area.
- (f) Hardship Fund – This fund provides financial assistance to customers with extenuating circumstances who could be in danger of disconnection of their water and/or sewer services. It is funded through commissions and fees derived from an agreement with Homeserve USA who offers optional protection plans to BJWSA customers. The program is administered by the United Way of Beaufort County.

### **Expenditure Limits.**

Sponsorships shall be limited to \$2,000 for an individual organization/event with an annual cap of \$20,000. Funds must be available in the annual budget.

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**Approval.**

- (a) Sponsorships shall be identified in the annual budget approved by the Board.
  
- (b) Sponsorships not specified in the budget require approval of the General Manager, within the expenditure limits identified in this policy.

**Exclusions.**

Excluded from this policy are in kind contributions and noncash assistance for community and charitable organizations approved by the General Manager.

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