



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, August 16, 2012 at 3:00 p.m.**

AGENDA

PUBLIC COMMENT PERIOD

Public Comments will be limited to 3 minutes per speaker. Comments are to be limited to relevant information regarding your position and should avoid being repetitious. Individuals should sign in stating your name, address and the subject matter on which you wish to speak. Your cooperation in this process will be greatly appreciated.

DISCUSSION

- 1. Election and Appointment of New Members to the JWSC Commission**

APPROVAL

- 1. Billing & Financial Software – J. Donaghy**
- 2. Architectural & Engineering Services – K. Morgan**
- 3. Dedication as Public Infrastructure – K. Morgan
South Port Gravity Sewer Main**
- 4. Minutes of July 19, 2012 Regular Meeting**

EXECUTIVE SESSION

AGENDA ITEMS FOR NEXT MEETING

All citizens are invited to attend. There is a possibility of a quorum of City or County Commissioners being present



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, August 16, 2012 at 3:00 p.m.**

MINUTES

PRESENT: Clyde Taylor, Chairman
James Brooks, City Commissioner
Bob Coleman, County Commissioner
Cornell Harvey, City Commissioner
Tony Sammons, Commissioner

ALSO PRESENT: Keith P. Morgan, Executive Director
John Donaghy, Chief Financial Officer
Desiree E. Watson, JWSC Attorney
Barbara Rogers, JWSC

Chairman Taylor called the meeting to order and Commissioner Harvey provided the invocation.

PUBLIC COMMENT PERIOD

There being no citizens who wished to address the Commission, Chairman Taylor closed the public comment period.

Commissioner Harvey made a motion seconded by Commissioner Sammons to add an update on the "F" Street project to the Agenda. Motion carried 4-0-0. (Commissioner Brooks not present for the vote).

Commissioner Coleman made a motion seconded by Commissioner Harvey to add discussion of Customer Service telephone calls to the Agenda. Motion carried 4-0-0. (Commissioner Brooks not present for the vote).

Commissioner Sammons made a motion seconded by Chairman Taylor to add an update on the mural project to the Agenda. Motion carried 4-0-0. (Commissioner Harvey not present for the vote).

DISCUSSION

1. Election and Appointment of New Members to the JWSC Commission

Mrs. Watson outlined the process approved by the voters to expand the Commission to seven members pursuant to Act 540, the process to elect two citizen members and to appoint three qualified citizen members to the Commission. Mrs. Watson stated that in an effort to facilitate the process and to accommodate local and state laws, a time line was developed in coordination with the County Attorney, Assistant City Attorney and Clerk of Superior Court. Chairman Taylor has sent notice to the Clerk of Superior Court requesting the grand jury appointment three qualified members. Mrs. Watson reviewed the commissioner terms for each of the five (5) citizen members.

2. Update on “F” Street Project

Mr. Morgan stated the “F” Street Project consisted of the demolition of the building at that site. The contract award was made to Liberty Roll Offs & Recycling at the July 19, 2012 meeting. The contract has been signed and the JWSC is ready to issue the Notice to Proceed.

3. Customer Service Telephone Calls

Mr. Donaghy stated that the JWSC utilizes an Automated Call Distributor. This is a menu and distribution system for all calls coming into the main number. The system also provides a large number of statistical, performance and forecasting reports and allows for voice recoding of telephone conversations. Mr. Donaghy stated that during the month of July Customer Service received a total of 1,449 incoming calls. The average length of a customer call is 2:42 minutes, and for calls that are put on hold, for any reason, the average hold time is 1:28 minutes.

Commissioners stated they would like to receive a Monthly Customer Service Report during the first meeting of each month.

4. Mural Project

Mr. Morgan stated that due to the wet and rainy weather, the project had been thrown off schedule. The project will resume the first part of September and is estimated to be completed in about three weeks.

APPROVAL

1. Billing & Financial Software – J. Donaghy

Mr. Donaghy stated that at the time of start-up the JWSC decided to utilize Government eManagement Solutions (GEMS) software for the billing and accounting functions. Over the past four years staff has encountered numerous issues with this product in terms of reliability, flexibility and ease of use. Harris Computer Corporation sells and services several software lines, including our current GEMS application. Their “software for life” program allows customers to upgrade or change software with no cost for the software. The only cost JWSC would incur would be for process review, training and implementation. Annual licensing and support fees would decrease slightly for the 2013-14 fiscal year and remain approximately the same in future years. Mr. Donaghy then reviewed the customer service enhancements in the upgrade to Innoprise.

After a short discussion, the Commission requested a report on the quantified savings that would be realized by upgrading of current system.

Commissioner Sammons made a motion seconded by Commissioner Coleman to extend the current contract with GEMS for two (2) months. Motion carried 5-0-0.

Commissioner Sammons made a motion seconded by Commissioner Brooks to defer action on this item to the next regular meeting. Motion carried 5-0-0.

2. Architectural & Engineering Services – K. Morgan

Mr. Morgan stated that a Request for Proposals was issued by the JWSC on July 9, 2012 for Architectural Design and Engineering Services for a new Administrative Office Complex to be located at 2307 Gloucester Street in Brunswick. Ten (10) responses were submitted. The proposals were independently evaluated using the same evaluation criteria. Staff concluded that Ussery-Rule Architects represents the best overall choice as the design firm for this project.

Commissioner Harvey made a motion seconded by Commissioner Sammons to approve that the JWSC award a contract for Architectural Design and Engineering Services (Tasks 001 through Tasks 007) to Ussery-Rule Architects in the amount of \$89,060.00 and authorize the Chairman and Executive Director to sign said contract subject to legal review. Motion carried 4-1-0. (Commissioner Coleman cast the opposing vote).

3. Dedication as Public Infrastructure – K. Morgan South Port Gravity Sewer Main

The JWSC Water and Sewer Master Plan recommends an 18-inch gravity sewer line along South Port Parkway to US Highway 17 thereby extending gravity sewer service to a large area where such service is not currently available. This request involves the acceptance of approximately 1,100 LF of this 18-inch sewer main which extends from the northwest corner of the new Risley Middle School site to Lift Station 4013. The sewer line is located within a recorded 20-foot and 30-foot wide easement dedicated to the JWSC by the Board of Education and TGG Properties.

Commissioner Sammons made a motion seconded by Commissioner Brooks that in as much as all requirements of the BGJWSC Development Procedures have been met, the JWSC accept the subject sewer facilities as public infrastructure for ownership, operation and maintenance. Motion carried 5-0-0.

4. Minutes of July 19, 2012 Regular Meeting

Commissioner Harvey made a motion seconded by Commissioner Coleman to approve the minutes of the July 19, 2012 regular meeting. Motion carried 4-0-1. (Commissioner Brooks abstained).

EXECUTIVE SESSION

The JWSC members did not have any items to discuss in an Executive Session.

Commissioner Harvey made a motion seconded by Commissioner Coleman to adjourn the meeting. Motion carried 5-0-0.

Clyde Taylor, Chairman

Attest:

Barbara Rogers, JWSC