



**Brunswick-Glynn County  
Joint Water and Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, October 3, 2013 at 3:00 P.M.**

## **REVISED AGENDA**

**Call to Order**

**Invocation**

**Pledge**

### **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*

### **COMMITTEE UPDATES**

- 1. Facilities – Commissioner Sammons**
- 2. Finance – Commissioner Elliott**
- 3. Human Resources – Commissioner Dupuy**

### **APPROVAL**

- 1. Minutes of the September 19, 2013 regular meeting**
- 2. Minutes of the September 19, 2013 executive session**
- 3. Capital Budgeting Procedures**

### **DISCUSSION**

- 1. Committee Task Assignment – Commissioner Dean**
- 2. Fleet Maintenance – Commissioner Dean**
- 3. GPS Vehicle Tracking – Commissioner Dean**
- 4. RFP Process – Commissioner Dean**
- 5. Sewer Crew – Commissioner Dean**
- 6. Customer Service – Commissioner Dean**

### **EXECUTIVE SESSION**

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



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Joint Water and Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, October 3, 2013 at 3:00 P.M.**

## **MINUTES**

**PRESENT:**                    **Ronald E. Perry, Chairman  
John A. Cason, III, City Commissioner  
Sandra J. Dean, Commissioner  
George M. Dupuy, Commissioner  
Donald M. Elliott, Commissioner  
Dale Provenzano, County Commissioner  
Tony Sammons, Commissioner**

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

Chairman Perry called the meeting to order and Commissioner Sammons provided the invocation. Chairman Perry led the pledge.

### **PUBLIC COMMENT PERIOD**

There being no citizens who wished to address the Commission, Chairman Perry closed the Public Comment Period.

### **COMMITTEE UPDATES**

#### **1. Facilities – Commissioner Sammons**

Commissioner Sammons stated he had met with Alan Ours, County Administrator, concerning the Office Park facility. Mr. Ours advised that Glynn County was currently conducting an assessment of County needs for office space. Mr. Ours estimated 2-1/2 years before Office Park would be available and longer if SPLOST funding would be needed for the current detention center project.

Commissioner Sammons recommended that the Commission move forward with the original directive of limiting the search to the two properties currently under consideration. Commissioner Cason stated that the public had spoken out and wanted this Commission to look at all options. Chairman Perry requested that Commissioner Provenzano meet with County staff and determine how much of the space at Office Park is currently available and Commissioner Cason suggested he also would try to get a commitment from Glynn County on the lease costs.

Commissioner Sammons made a motion seconded by Commissioner Elliott to proceed with gathering a bid for the remodel of the current building based on the options the Commission chose and then compare that against the cost of building a new building. Motion failed 2-4-1. (Commissioners Sammons and Elliott voting for the motion, Commissioners Dean, Dupuy, Cason, and Provenzano voting against the motion, Chairman Perry abstained)

Chairman Perry asked that County Administrator Alan Ours be invited to attend the next JWSC meeting to discuss the Office Park facility.

## **2. Finance – Commissioner Elliott**

Commissioner Elliott distributed the results from the market survey on legal services. He stated he had previously forwarded a copy of the draft RFP to each Commissioner for their review. Commissioner Elliott asked if the Commission wanted to move forward with issuing the RFP or enter into a contract with JWSC current firm.

Commissioner Dean made a motion seconded by Commissioner Provenzano to release the RFP for Legal Services. Motion carried 7-0-0.

## **3. Human Resources – Commissioner Dupuy**

Commissioner Dupuy stated that Teamwork Services had updated the Committee on the compensation survey and employee engagement survey. Teamwork Services will be conducting an evaluation of the proposals received for each and making their recommendation.

The Employee Handbook and the Human Resources Standards of Practice are now both on the website. Teamwork Services will be distributing a form for each employee to make an election on how they wish to receive a copy of these documents.

The search for an Executive Director is underway. The advertisements are now placed with some still to run in monthly periodicals. The position is also being advertised on the website. Teamwork Services will review the resumes and narrow the search down to a possible 10-12 for final consideration.

## **APPROVAL**

### **1. Minutes of the September 19, 2013 regular meeting**

Commissioner Dean made a motion seconded by Commissioner Cason to approve the minutes of the September 19, 2013 regular meeting. Motion carried 6-0-1. (Chairman Perry abstained).

### **2. Minutes of the September 19, 2013 executive session**

Commissioner Dean requested discussion of the minutes in executive session.

### **3. Capital Budgeting Procedures**

Commissioner Provenzano made a motion seconded by Commissioner Dean to approve the Capital Budgeting Procedures policy as established by the Finance Committee. Motion carried 7-0-0.

## **DISCUSSION**

### **1. Committee Task Assignment – Commissioner Dean**

Commissioner Dean stated she was unclear on how assignments to the various Commission Committees were made. A short discussion was held concerning how assignments were made.

### **2. Fleet Maintenance – Commissioner Dean**

Commissioner Dean stated she would like to see some structured contracts in place to assure that proper maintenance is performed on our vehicles. Mr. Morgan stated that each division head is responsible for tracking the maintenance on their vehicles.

### **3. GPS Vehicle Tracking – Commissioner Dean**

Commissioner Dean stated that she recently received another letter from a customer concerning a JWSC vehicle and driver parked for over an hour talking with people during working hours. Mr. Donaghy stated that the Finance division vehicles currently have real time tracking on them. He stated that the individual unit costs per vehicle are \$169 per unit and \$30 a month for real time video feed. Commissioner Provenzano recommended that this be evaluated by the Finance Committee for all JWSC vehicles.

### **4. RFP Process – Commissioner Dean**

Commissioner Dean questioned why vehicle prices were being solicited through email and not on an RFP. She stated that she was unaware these were not purchased through sealed bids. Commissioner Elliott stated that the Finance Committee was looking at utilizing the GMA on-line auction or state contract pricing. Commissioner Dean recommended the proper committee for follow-up.

#### **5. Sewer Crew – Commissioner Dean**

Commissioner Dean stated that a customer she knew was having trouble getting someone to look into a problem with an open sewer line. The customer stated that he had even gone to the WWTP in an effort to get the problem corrected. Commissioner Dean made a call for him and a crew went out and the customer was very complimentary on the service from the crew. The problem was that it had taken 8-9 months to get a crew out to look into the problem.

#### **6. Customer Service – Commissioner Dean**

Commissioner Sammons stated that former Commissioner Uli Keller had called him to assist an elderly neighbor of his that had received a large bill reflecting a leak problem. Mr. Keller called him later to thank him for such quick response.

### **EXECUTIVE SESSION**

Commissioner Cason made a motion seconded by Commissioner Elliott to close the regular meeting and adjourn to executive session to discuss the executive session minutes of September 19, 2013 as presented. Motion carried 7-0-0.

Back in session, no action taken.

Commissioner Dean made a motion seconded by Commissioner Elliott to approve the minutes of the September 19, 2013 executive session. Motion carried 7-0-0.

There being no further business, Chairman Perry adjourned the meeting.

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Ronald E. Perry, Chairman

Attest:

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Barbara W. Rogers

Acting clerk