



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, December 5, 2013 at 3:00 P.M.**

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 REPORTS

Finance Committee – Commissioner Elliott

Human Resources Committee – Commissioner Dupuy

APPROVAL

- 1. Minutes of the November 21, 2013 regular meeting**
- 2. Minutes of the November 21, 2013 executive session**
- 3. Teamwork Services, Inc. – Second Contract Amendment**
- 4. Health Insurance Renewal – Calendar Year 2014**
- 5. Employee Gift Cards**
- 6. Capital Tap Fee Reduction**

DISCUSSION

- 1. Carl Vinson Institute Update**
- 2. Fire Hydrant MOU**

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
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Thursday, December 5, 2013 at 3:00 P.M.**

MINUTES

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

ABSENT: **Sandra J. Dean, Commissioner**

ALSO PRESENT: **John D. Donaghy, Interim Director/Chief Financial
Officer
Desiree E. Watson, JWSC Attorney
Barbara Rogers, JWSC Acting Clerk**

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

PUBLIC COMMENT PERIOD

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

Commissioner Elliott made a motion seconded by Commissioner Cason to add Workers' Compensation Renewal to the Approval Agenda. Motion carried 5-0-0. (Commissioner Sammons was not present for the vote.)

COMMITTEE REPORTS

Finance Committee – Commissioner Elliott

Commissioner Elliott reported that the Finance Committee started work on developing a policy for delinquent account cut-offs and restoration of services. They will be exploring community resources for help with the indigent customer accounts. Commissioner Elliott stated interviews for the Legal RFP have been scheduled for December 10 and December 23.

Human Resources Committee – Commissioner Dupuy

Commissioner Dupuy stated the Committee met with representatives from Teamwork Services, Inc. to review the renewal pricing for employee health insurance and workers' compensation. The Committee is ready to proceed with selection of a firm to conduct the employee satisfaction surveys and will bring a recommendation to the December 19, 2013 Commission meeting.

APPROVAL

1. Minutes of the November 21, 2013 regular meeting

Commissioner Cason made a motion seconded by Commissioner Provenzano to approve the minutes of the November 21, 2013 regular meeting. Motion carried 4-0-1. (Commissioner Sammons was not present for the vote, Commissioner Elliott abstained.)

2. Minutes of the November 21, 2013 executive session

Commissioner Provenzano made a motion seconded by Commissioner Cason to approve the minutes of the November 21, 2013 executive session. Motion carried 4-0-1. (Commissioner Sammons was not present for the vote, Commissioner Elliott abstained.)

3. Teamwork Services, Inc. – Second Contract Amendment

Mr. Donaghy stated the JWSC entered into a contract with Teamwork Services, Inc. to provide Human Resources Services on January 1, 2008. A second amendment to the original contract has been drafted to provide three (3) additional option years (2014, 2015, and 2016) under the same terms and conditions as the original contract. There is no price increase included in the second amendment. The Finance Committee and Human Resources Committee both recommend approval by the Commission.

Commissioner Provenzano made a motion seconded by Commissioner Cason to approve the Second Amendment to Agreement for Human Resources Services with Teamwork Services Inc. Motion carried 5-0-0. (Commissioner Sammons not present for the vote.)

4. Health Insurance Renewal – Calendar Year 2014

Mr. Donaghy stated the JWSC currently provides health insurance to employees through Blue Cross/Blue Shield. Employees contribute to the cost of health insurance through a biweekly payroll deduction. Teamwork Services, Inc. has obtained competitive quotes for provision of health insurance benefits to employees for the 2014 calendar year. Blue Cross/Blue Shield provided the lowest cost plan with an 18% premium increase from the 2013 calendar year. The increase in cost is proposed to be split 50% to the JWSC and 50% to the employees. The Human Resources Committee reviewed the insurance renewal at its December 3, 2013 meeting and made several recommendations to be evaluated prior to the 2015 calendar year renewal. The HR Committee is recommending approval.

Commissioner Elliott made a motion seconded by Commissioner Cason to approve the JWSC provide health insurance through Blue Cross/Blue Shield for the calendar year 2014 at the premiums and employee contributions presented in on the cost comparison and authorize the Chairman and Chief Financial Officer to execute the documents necessary subject to approval by legal counsel. Motion carried 6-0-0.

5. Employee Gift Cards

Mr. Donaghy stated that as a sign of employee appreciation, it has been the practice of the Commission since its formation to issue \$25 gift cards to employees during the Holiday Season. The approximate cost of the gift cards is \$3,200 and is included in the current budget.

Commissioner Cason made a motion seconded by Commissioner Elliott to approve the issuance of \$25 Gift Cards from Wal-Mart to the JWSC employees for the 2013 holiday season. Motion carried 6-0-0.

6. Capital Tap Fee Reduction

Mr. Donaghy stated that Capital Tap Fees were first reduced by 50% on December 2, 2010 to encourage growth and development. At the December 20, 2012 meeting the Commission approved a continuance of a 50% reduction of capital tap fees for the calendar year of 2013. This reduction is due to expire on December 31, 2013. The Finance Committee has directed staff to review capital

tap fees during budget preparation and rate setting and recommends the continuance of the 50% reduction until June 30, 2014.

Commissioner Cason made a motion seconded by Commissioner Elliott to approve extending the 50% reduction of capital tap fees until June 30, 2014. Motion carried 6-0-0.

7. Workers' Compensation

Mr. Donaghy stated the JWSC is fully insured for Workers' Compensation Insurance. Each year Teamwork Services, Inc. obtains competitive quotes for coverage from numerous companies. Zenith Insurance is our current Worker's Compensation carrier and provided the lowest quote. Obtaining a certification as a Drug Free Workplace will reduce the cost by 7.5%. Mr. Donaghy stated the renewal was reviewed by the Human Resources Committee and is recommending approval.

Commissioner Elliott made a motion seconded by Commissioner Cason to approve the renewal of Workers' Compensation, as presented, through Zenith Insurance and to obtain the Drug Free Workplace certification not later than December 31, 2013. Motion carried 6-0-0.

DISCUSSION

1. Carl Vinson Institute Update

Malik R. Watkins, Public Service Associate, with the Carl Vinson Institute provided the Commission with an overview of the comprehensive organizational review the Institute will be performing for the JWSC. Mr. Watkins stated they will do operations modeling; process flows, efficiency studies, and compare our operations to those of like size utilities. He anticipates a draft report to the Commission by the end of March 2014.

2. Fire Hydrant MOU

Deferred to the next regular meeting.

EXECUTIVE SESSION

Chairman Cason made a motion seconded by Commissioner Elliott to close the regular meeting and adjourn to executive session to discuss the employment of the Executive Director's position. Motion carried 6-0-0.

Back in session, no action taken.

There being no further business to bring before the Commission, Chairman Perry adjourned the meeting.

Ronald E. Perry, Chairman

Attest:

Barbara W. Rogers,
Acting Clerk