



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, December 19, 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 UPDATES

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

APPROVAL

- 1. Minutes of the December 5, 2013 regular meeting**
- 2. Minutes of the December 5, 2013 executive session**
- 3. Minutes of the December 17, 2013 special called meetings**
- 4. Minutes of the December 18, 2013 special called meetings**
- 5. Legal Services Recommendation**
- 6. Insurance Broker Recommendation**
- 7. Excavator Purchase**

DISCUSSION

- 1. Fire Hydrant MOU**

EXECUTIVE SESSION

PRESENTATION

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, December 19, 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: **John D. Donaghy, Interim Director/Chief Financial
Officer
Desiree E. Watson, JWSC Attorney
Barbara Rogers, JWSC Acting Clerk
Thomas A. Boland
David Ford**

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

PUBLIC COMMENT PERIOD

1. A representative from The Reserve at Demere spoke briefly regarding the agreement to be added to the agenda for today's meeting.

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

Commissioner Sammons made a motion seconded by Commissioner Elliott to add the agreement regarding water and sewer utility easement at Plantation Village to the approval agenda. Motion carried 7-0-0.

COMMITTEE UPDATES

1. Finance – Commissioner Elliott

Commissioner Elliott stated the Finance Committee interviewed the top three (3) legal firms and would be discussing its recommendation in Executive Session.

2. Human Resources – Commissioner Dupuy

Commissioner Dupuy stated discussion of the executive director's position would be held in Executive Session.

APPROVAL

Water & Sewer Utility Easement

Mrs. Watson stated the agreement regarding water and sewer utility easement acknowledges the right of JWSC to allow Mary Wan, and The Reserve at Demere HOA to connect a private sewer system into the public facilities located within Main Street in Plantation Village. The agreement states Plantation Village releases JWSC from any claims, liability, obligations, damages or suits arising from or in any way associated with the construction phase of the project and will hold Wary Wan, The Reserve at Demere HOA responsible for any loss, cost, damage, expense, or causes of action arising from construction associated with the project within Main Street. Also, Mary Wan and the HOA would hold JWSC harmless for any damages for their water & sewer project.

Commissioner Dean made a motion seconded by Commissioner Cason to approve acceptance of the Acknowledgement and Agreement Regarding Water and Sewer Utility Easement between Plantation Village Association, Inc., Brunswick-Glynn County Joint Water and Sewer Commission, and The Reserve at Demere Homeowner's Association and authorize the Chairman to sign the documents. Motion carried 7-0-0.

- 1. Minutes of the December 5, 2013 regular meeting**
- 2. Minutes of the December 5, 2013 executive session**
- 3. Minutes of the December 17, 2013 special called meetings**
- 4. Minutes of the December 18, 2013 special called meetings**

Commissioner Provenzano made a motion seconded by Commissioner Cason to approve the minutes of the December 5, 2013 regular meeting, the December 5, 2013 executive session, the December 17, 2013 special called meetings, and the December 18, 2013 special called meetings. Motion carried 7-0-0.

5. Legal Services Recommendation

Deferred to executive session.

6. Insurance Broker Recommendation

Mr. Donaghy stated the JWSC competitively bids Insurance Broker and Risk Management Services. An RFP was issued in November. The broker is contracted at a fixed fee opposed to a commission basis for insurance policies acquired. McGinty-Gordon & Associates was the only broker to submit a proposal. Their proposal meets the requirements of the RFP. Legal counsel has reviewed the proposed contract with McGinty-Gordon & Associates.

Commissioner Dean made a motion seconded by Commissioner Cason to approve the contract for Risk Management and Insurance Services with McGinty-Gordon & Associates for the calendar year ending December 31, 2014 in the amount of \$19,500. Motion carried 7-0-0.

7. Excavator Purchase

Mr. Donaghy stated the 2013-14 Budget contained the purchase of one construction excavator. The equipment was competitively bid and five (5) responsive bids were received. Staff is recommending awarding the contract to Vermeer Southeast in the amount of \$72,500, the lowest responsive bid.

Commissioner Elliott made a motion seconded by Commissioner Sammons to approve awarding the contract for purchase of one track excavator to Vermeer Southeast in the amount of \$72,500, the lowest responsive bid. Motion carried 7-0-0.

DISCUSSION

1. Fire Hydrant MOU

In response to the Commission, Mrs. Watson redrafted the City's MOU for Fire Hydrant Maintenance. Working with the City legal department, a draft MOU has been prepared outlining the responsibilities of the JWSC and the City Fire Department. The MOU initial term is for three years.

Commissioner Dean made a motion seconded by Commissioner Elliott to approve the Memorandum of Understanding for Maintenance of Fire Hydrants between the Brunswick-Glynn County Joint Water and Sewer Commission and the City of Brunswick. Motion carried 7-0-0.

PRESENTATION

Chairman Perry presented plaques of appreciation to outgoing Commissioner George Dupuy and Commissioner Tony Sammons for their commitment of time, support and leadership in serving on the Board of the JWSC.

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, potential litigation, and legal services. Motion carried 7-0-0.

Back in regular session, no action taken.

Commissioner Provenzano made a motion seconded by Commissioner Dean to accept the recommendation of legal counsel concerning potential litigation. Motion carried 7-0-0.

Commissioner Elliott made a motion seconded by Commissioner Sammons to award the law firm Taylor Odachowski Schmidt Crossland LLC a contract for calendar year January 1, 2014 to December 31, 2014 with four (4) subsequent option years for a flat fee of \$10,000 per month for legal services to include Firm attorney fees for research services and litigation. Motion carried 7-0-0.

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