



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, January 23, 2014 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 APPOINTMENTS – Chairman Provenzano

COMMITTEE UPDATES

Finance Committee – Commissioner Elliott

APPROVAL

- 1. Minutes of the January 8, 2014 regular meeting and executive session.**

DISCUSSION

- 1. Deposits on Accounts**
- 2. Vehicle GPS**
- 3. Sea Island and Hawkins Island Update**

EXECUTIVE SESSION

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, January 23, 2014 at 3:00 P.M.**

MINUTES

PRESENT: Dale Provenzano, Chairman
Thomas A. Boland, Commissioner
John A. Cason, III, City Commissioner
Sandra J. Dean, Commissioner
Donald M. Elliott, Commissioner
David H. Ford, Commissioner
Ronald E. Perry, Commissioner

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

Chairman Provenzano called the meeting to order. Commissioner Boland provided the invocation and Commissioner Ford led the pledge.

PUBLIC COMMENT PERIOD

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

Chairman Provenzano introduced Joey S. Leverette.

Commissioner Cason made a motion seconded by Commissioner Boland to add two (2) standing agenda items to each meeting, Chairman's Report and Director's Report. Motion carried 7-0-0.

COMMITTEE APPOINTMENTS – Chairman Provenzano

Chairman Provenzano made the following Committee appointments:

Finance Committee

Don Elliott, Chairman
Ronald Perry
John Cason

Facilities Committee

Ronald Perry, Chairman
Sandra Dean
David Ford

Human Resources

John Cason, Chairman
Tom Boland
David Ford

Communications & Customer Service

Sandra Dean, Chairman
Tom Boland
Don Elliott

Economic Development

Dale Provenzano, Chairman
Executive Director
John Hunkele, P.E.

Legislative

Dale Provenzano, Chairman
John Cason
Tom Boland
Desiree Watson

Chairman Provenzano requested all items go through the appropriate committees prior to being placed on the Board of Commissioners' agenda.

COMMITTEE UPDATES

Finance Committee – Commissioner Elliott

Commissioner Elliott requested John Donaghy, Chief Financial Officer, review the Comparative Balance Sheet, Revenue and Expenditure Budget Report, and Accounts Receivable Summary for the period ending November 30, 2013.

Commissioner Elliott reviewed the repair and replacement project list and identified the projects that were complete. He stated SSI WWTP Major Transmission Lines, Basin 2WTP RD I/I Reduction and Sea Palms East Sewer Rehabilitation were ready to move forward with design.

Commissioner Elliott made a motion seconded by Commissioner Boland to move forward with the design of the SSI WWTP Major Transmission Lines and Sea Palms East Sewer Rehabilitation. Motion carried 7-0-0.

Chairman Provenzano requested that once the design and specifications are complete, then the projects will go to the Facilities Committee and the Finance Committee prior to bringing back to the Board of Commissioners.

Commissioner Elliott advised the Commission that the Finance Committee had developed a time line for the FY-15 budget. He stated a draft is due for submission to the City and County no later than May 1, 2014.

APPROVAL

1. Minutes of the January 8, 2014 regular meeting and executive session.

Commissioner Dean made a motion seconded by Commissioner Elliott to approve the minutes of the January 8, 2014 regular meeting and January 8, 2014 executive session. Motion carried 7-0-0.

DISCUSSION

1. Deposits on Accounts

Commissioner Perry stated that he had been contacted by members of the Board of Realtors requesting a meeting to discuss deposits. Commissioner Elliott advised in researching this topic he learned that this language is contained in the City and County Ordinances. Chairman Provenzano stated that prior to the JWSC requesting changes be made to the Ordinances, work should be done to identify the issues and come to a resolution on how the JWSC should proceed.

2. Vehicle GPS

Mr. Donaghy stated the GPS units have been received and staff is currently drafting a policy on the use of GPS in JWSC vehicles and would be bringing the policy to the Human Resource Committee when completed.

3. Sea Island and Hawkins Island Update

Chairman Provenzano reviewed the background of the request by several former Sea Island subdivisions to dedicate infrastructure to the JWSC. John Hunkele, P.E., Planning and Construction Department, stated all sewer inspections are complete and a listing of deficiencies noted. Water system inspections are still underway. Mr. Hunkele stated the JWSC should have cost estimates to make the necessary repairs to the systems within the next three weeks.

4. Director's Report

Interim Director John Donaghy stated he had no report for today's meeting.

5. Chairman's Report

Chairman Provenzano stated Joey S. Leverette had accepted the position of Executive Director.

Commissioner Elliott made a motion seconded by Commissioner Boland to approve the contract for Joey S. Leverette's signature and authorize the Chairman to sign. Motion carried 7-0-0.

Chairman Provenzano stated he had requested the JWSC Department Heads to attend the Commission meetings and looked forward to their input.

Chairman Provenzano requested staff schedule Orientation Meetings for the new Commissioners. He stated he would be scheduling work shops and a retreat for Commissioners that would allow more discussion on issues.

EXECUTIVE SESSION

Commissioner Cason made a motion seconded by Commissioner Dean to close the regular meeting and adjourn to executive session to discuss potential litigation and to discuss authorizing negotiations to acquire property. Motion carried 7-0-0.

Back in session, no action taken,

Commissioner Dean made a motion seconded by Commissioner Perry to approve the settlement of Keith Morgan's potential litigation claim by paying for one year of COBRA benefits, 514 hours of accumulated annual leave, and \$9,500 for lost salary increases, subject to a signed release of all claims as approved by JWSC legal counsel. Motion carried 7-0-0.

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

Dale Provenzano, Chairman

Attest:

Barbara W. Rogers,
Acting Clerk