



**Brunswick-Glynn County  
Joint Water and Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, February 20, 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 UPDATES**

**Communications & Customer Service – Commissioner Dean  
Economic Development - Chairman Provenzano  
Facilities – Commissioner Perry  
Finance – Commissioner Elliott  
Human Resources – Commissioner Cason  
Legislative – Chairman Provenzano**

### **APPROVAL**

- 1. Minutes of the February 7, 2014 regular meeting, February 12, 2014 special called meeting and executive sessions of February 7, 2014 and February 12, 2014, (subject to any necessary changes).**

### **DISCUSSION**

- 1. Director's Report**
- 2. Chairman's Report**

### **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, February 20, 2014 at 3:00 P.M.**

### **AGENDA**

**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**

Chairman Provenzano called the meeting to order. Commissioner Perry 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.

### **COMMITTEE UPDATES**

Chairman Provenzano requested each Committee establish a set time to hold their committee meetings prior to either the first or second Board of Commissioners meeting of the month. All items need to go through the appropriate committee prior to being placed on the agenda for action by the full Board. Chairman Provenzano stated the Legislative Committee will meet the fourth Thursday of each month at 9:00 a.m.

## **Communications & Customer Service – Commissioner Dean**

Commissioner Dean stated there was nothing to report at this time.

## **Economic Development - Chairman Provenzano**

Chairman Provenzano and John Hunkele, P.E. updated Commissioners on the Gulfstream expansion. Gulfstream will be submitting plans in the near future. Chairman Provenzano stated the Economic Development Authority had agreed to cover the cost for the utility connections.

Chairman Provenzano stated that the JWSC needs to evaluate how the current calculations for account deposits are impacting small businesses and realtors. He asked the Finance Committee to review.

## **Facilities – Commissioner Perry**

Commissioner Perry stated the Facilities Committee is currently developing a project schematic to track the repair and replacement projects.

## **Finance – Commissioner Elliott**

Commissioner Elliott stated the Finance Committee is currently developing the cost of currently identified projects.

## **Human Resources – Commissioner Cason**

Commissioner Cason stated that the Human Resources Committee has not met but several items were identified during the new commissioner orientation session. Commissioner Cason asked Stephen Swan to address some issues. Mr. Swan addressed about developing a wellness program, with emphasis on safety, the sick leave policy, and disaster planning.

## **Legislative – Chairman Provenzano**

Chairman Provenzano stated the Legislative Committee will be reviewing the issues in ordinances and agreements that are hindering performing the work the JWSC needs to do. Commissioners held a brief discussion on requesting a name change for the JWSC, private systems, elected and appointed commissioner terms, notice of rate changes, and budget preparation deadlines. Mrs. Watson and Mr. Donaghy will review the language contained in section 7(a) of the Local Act and bring their recommendations on changes to the Legislative Committee.

## **APPROVAL**

- 1. Minutes of the February 7, 2014 regular meeting, February 12, 2014 special called meeting and executive sessions of February 7, 2014 and February 12, 2014, *(subject to any necessary changes)*.**

Commissioner Elliott made a motion seconded by Commissioner Perry to approve the minutes of the February 7, 2014 regular meeting, February 12, 2014 special called meeting and executive sessions of February 7, 2014 and February 12, 2014. Motion carried 7-0-0.

## **DISCUSSION**

### **1. Director's Report**

Mr. Donaghy, Interim Director, stated he had no report at this time.

### **2. Chairman's Report**

Chairman Provenzano reminded the committees to establish a set time to hold meetings. Staff can then develop and publish a calendar outlining the time frame needed for presenting items to the Board. The Chairman stated he was interested in researching a round up billing option similar to that used by Georgia Power.

Chairman Provenzano announced that a Special Called Meeting will be held on Tuesday, February 25, 2014 at 9:00 a.m. to approve the Executive Director's contract.

## **EXECUTIVE SESSION**

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

Back in session, no action taken.

Commissioner Perry made a motion seconded by Commissioner Boland to enter a Purchase and Sale Agreement for property located at 1801 Gloucester and 1520 Lee Street, together with all fixtures and furniture, for the offer price of \$800,000 with a \$10,000 initial earnest money deposit, up to \$20,000 for JWSC's

due diligence work, and to authorize the Chairman to sign the agreement.  
Motion carried 7-0-0.

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

\_\_\_\_\_  
Chairman, Dale Provenzano

Attest:

\_\_\_\_\_  
Barbara W. Rogers,  
Acting Clerk