



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, October 2, 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 September 18, 2014 regular meeting and the September 18, 2014 executive session, (*subject to any necessary changes*). – B. Rogers**
- 2. ATM Master Plan – S. Swan**
- 3. Harrington Well Replacement – S. Swan**

DISCUSSION

- 1. R&R Projects**

Director's Update

Chairman's 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, October 2, 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:

**Stephen A. Swan, Executive Director
John D. Donaghy, Director of Administration
Desiree E. Watson, JWSC Attorney
Barbara Rogers, JWSC Clerk**

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

PUBLIC COMMENT PERIOD

Chairman Provenzano recognized the following individual to address the Commission:

1. Bill Powell, Brunswick, Georgia. Mr. Powell stated he wanted to address the REU audit. He has seen no amendment to the Rate Resolution and the bills do not state the REU numbers. To apply REUs to the debt service is the fair and equitable way, however, the REU audit is out of line and the audit team did not use the correct formula or apply any common sense.

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

COMMITTEE UPDATES

Communications & Customer Service – Commissioner Dean

Commissioner Dean stated no report at this time.

Economic Development - Chairman Provenzano

Chairman Provenzano stated the Canal Crossing project projected opening date has been changed to spring 2016.

Facilities – Commissioner Perry

Commissioner Perry stated the Facilities Committee has their item on today's agenda.

Finance – Commissioner Elliott

Commissioner Elliott stated no report at this time.

Human Resources – Commissioner Cason

Commissioner Cason stated the Human Resources Committee continues to discuss uniforms, vacation, and leave policies. These draft policy recommendations will be moving forward to legal counsel.

Legislative – Chairman Provenzano

Chairman Provenzano stated he expects the JWSC Resolution will be on the City and County agendas later this month.

APPROVAL

1. Minutes of the September 18, 2014 regular meeting and the September 18, 2014 executive session, (*subject to any necessary changes*). – B. Rogers

Commissioner Boland made a motion seconded by Commissioner Cason to approve the minutes of the September 18, 2014 regular meeting. Motion carried 7-0-0.

Commissioner Cason made a motion seconded by Commissioner Elliott to approve the minutes of the executive session of September 18, 2014. Motion carried 7-0-0.

2. ATM Master Plan – S. Swan

Mr. Swan stated the updated Master Plan Proposal has been incorporated into the modified contract presented today. Mrs. Watson stated she had made the changes to the contract which included scope of work in Exhibit A and a new task and fee schedule.

Commissioner Boland made a motion seconded by Commissioner Perry to approve the contract for Professional Engineering Services to Update the JWSC Water and Sewer Master Plan with Applied Technology & Management, Inc. in the amount of \$173,980. Motion carried 7-0-0.

3. Harrington Well Replacement – S. Swan

Drexel Paulk, Director of Purchasing, stated an Invitation for Bids was issued by the JWSC on August 18, 2014 for the Harrington Well Replacement. The project includes, but is not limited to, installing a complete municipal well with all electrical components and connecting to an existing

water system and well house. The Invitation for Bids was advertised in accordance with JWSC's purchasing policy and posted on the JWSC website. A total of ten contractors requested plans and bidding documents. Two firms submitted bids. Both bids were responsive and bidders are qualified to perform the work. Funding is available through the Renewal and Replacement Reserve fund.

Commissioner Cason made a motion seconded by Commissioner Elliott to award the contract for the Harrington Well Replacement to Woodrow Sapp Well Drilling & Utility Management, the lowest responsive bidder, in the amount of \$239,700 and authorize the Chairman and Executive Director to execute the contract, subject to approval of JWSC's legal counsel. Motion carried 7-0-0.

DISCUSSION

1. R&R Projects

John Hunkele, Director of Planning and Construction, stated his department was working to incorporate the changes requested in the project list. On the original list the column for budget was the engineer's estimate or opinion of costs. Commissioner Elliott requested that the list rank projects by priority, older but less critical projects may then become unfunded to allow funding for the critical ones. Mr. Donaghy stated there is a set pool of money in the Renewal and Replacement fund set aside for the critical projects.

Director's Update

Mr. Swan updated Commissioners on the Altama Avenue and Second Street sewer repair project stating it should be complete within 15 days. The Frederica and Sea Island Road repairs will be starting soon. He stated staff is still compiling a complete surplus list for the Facilities Committee's review, and several HR policies will be forwarded to legal for review from the HR Committee.

Chairman's Update

Chairman Provenzano did not have any items to report on at this time.

EXECUTIVE SESSION

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

Back in session, no action taken.

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

Dale Provenzano, Chairman

Attest:

Barbara Rogers, Clerk