



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, September 18, 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 4, 2014 regular meeting and the September 4, 2014 executive session, (*subject to any necessary changes*). – B. Rogers**
- 2. Rubber Tire Backhoe – Invitation to Bid – D. Paulk**

DISCUSSION

- 1. Mansfield Street Water & Sewer Improvements**
- 2. Sea Palms East Water Line Rehabilitation**
- 3. Director's Update**
- 4. 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, September 18, 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 Boland led the pledge.

PUBLIC COMMENT PERIOD

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

COMMITTEE UPDATES

Communications & Customer Service – Commissioner Dean

Commissioner Dean stated the Committee received an update on the REU implementation. Only 23 customers, out of the 1508 accounts, contacted the JWSC to question their new calculations. The adjusted REU calculations started with the September 1, 2014 billing cycles.

A town hall meeting has been scheduled for September 23, 2014 at 6:00 p.m. to meet with businesses in the area between Community Road and Habersham Street to gauge interest in extending sewer service to the area.

Plans are being formulated for a mainland town hall meeting in October.

Economic Development - Chairman Provenzano

Chairman Provenzano stated most development is centering on the airport and Canal Crossing projects. Bob Roberson has submitted the funding packet on the JWSC's behalf.

Facilities – Commissioner Perry

Commissioner Perry stated the Committee's items are on the agenda for discussion.

Finance – Commissioner Elliott

Commissioner Elliott stated the Committee reviewed the bids for the backhoe, discussed the areas where the REU standards could be further defined, and reviewed the June 30, 2014 financial reports distributed prior to today's meeting. Commissioner Elliott stated staff would be requesting adjustments to the FY15 budget sometime in November.

Chairman Provenzano requested Commissioners review and bring their questions to the workshop on Thursday.

Human Resources – Commissioner Cason

Commissioner Cason stated Mr. Paulk, Director of Purchasing, was talking with state approved vendors concerning uniforms.

Legislative – Chairman Provenzano

Chairman Provenzano stated he pulled the JWSC's Resolution to endorse amendments to the Local Act from the City and County agendas to give the City's and County's Attorneys time for review.

APPROVAL

1. Minutes of the September 4, 2014 regular meeting and the September 4, 2014 executive session, (*subject to any necessary changes*). – B. Rogers

Commissioner Dean made a motion seconded by Commissioner Elliott to approve the minutes of the September 4, 2014 regular meeting and the September 4, 2014 executive session. Motion carried 7-0-0.

2. Rubber Tire Backhoe – Invitation to Bid – D. Paulk

Mr. Swan stated an Invitation to Bid was issued by the JWSC on August 12, 2014 for the purchase of a 416F Rubber Tire Backhoe or equivalent with a 930 Caterpillar as a trade in. The Invitation to Bid was advertised in accordance with JWSC's purchasing policy and was posted on the JWSC website, posted on the Georgia Local Government Access Marketplace website and with the Georgia Procurement Registry. Four responsive bids were received and the references of the low bidder have been contacted.

Commissioner Boland made a motion seconded by Commissioner Cason to award the contract to the lowest responsive bidder, JCB of Georgia, in the amount of \$51,043.52 subject to approval of JWSC's legal counsel. Motion carried 7-0-0.

DISCUSSION

1. Mansfield Street Water & Sewer Improvements

Mr. Swan stated the Mansfield Street Water and Sewer improvements project will be coordinated with a City of Brunswick project in order to lower the cost. The engineering cost will be reduced by in-house design on our portion of the work. Currently staff is looking at the delegation of responsibility and writing contracts for the work.

2. Sea Palms East Water Line Rehabilitation

Mr. Swan stated the Sea Palms project will be funded through SPLOST V using in-house engineering.

Chairman Provenzano requested Mr. Swan include project list review to the workshop agenda.

3. Director's Update

Mr. Swan stated a surplus list of miscellaneous items will be submitted to the Finance Committee for their review, gave Commissioners an update on the emergency work on Altama Avenue and Second Street and the new servers have been delivered and will be installed over the weekend.

The Innoprise Software conversion has encountered some problems with importing the data from GEMS. Mr. Donaghy has a conference call set up for Monday to resolve the issues with the management team from Innoprise.

Mr. Swan reminded all Commissioners of the town hall meeting on Tuesday, September 23 at 6:00 p.m. to meet with businesses interested in sewer service.

Mr. Swan updated Commissioners on City Works. The JWSC has unlimited licenses available. The program is still in the design stage of implementation but once completed will be able to talk with both Innoprise and GIS.

4. Chairman's Update

Chairman Provenzano reviewed the agenda for the September 25, 2014 workshop.

EXECUTIVE SESSION

Commissioner Cason made a motion seconded by Commissioner Boland 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