



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, October 16, 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 25, 2014 special called meeting and the October 2, 2014 regular meeting, (*subject to any necessary changes*). – B. Rogers**
- 2. Minutes of the September 25, 2014 and October 2, 2014 executive sessions, (*subject to any necessary changes*). – B. Rogers**
- 3. Infrastructure Dedication – Dewind Rentals– J. Hunkele**
- 4. BioConversion Contract Termination – S. Swan**
- 5. Amendment to the Local Act, Quorum Requirements – Chairman Provenzano**

DISCUSSION

- 1. Open Meetings Act – D. Watson**
- 2. Evaluation of Executive Director – Commissioner Dean**

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 16, 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 and provided the invocation. Vice-Chairman Dean led the pledge.

PUBLIC COMMENT PERIOD

Chairman Provenzano recognized the following individuals to address the Commission:

1. Bill Powell, Brunswick, Georgia. Mr. Powell stated he has been in contact with Commissioner Elliott regarding the debt service. He stated the fees shown on the JWSC Rate Resolution and REU charges on customer bills do not match. Mr. Powell states he is waiting on a response from his inquiries. He also stated he has reviewed the 2010 Revenue Bond and has identified issues that can save customers five million dollars over the next 20 years.
2. Derek Fowler, Saint Simons Island. Mr. Fowler stated he is concerned over the recent sewer spills. He would like to know what the JWSC is doing to prevent a reoccurrence of the recent spill. Mr. Fowler also stated the JWSC needs an additional sign at Gascoigne pond.

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

Commissioner Perry made a motion seconded by Commissioner Boland to add approval of the contract with Stantec Incorporated for the Mansfield Project as it is a time sensitive project. Motion carried 7-0-0.

COMMITTEE UPDATES

Communications & Customer Service – Commissioner Dean

Commissioner Dean stated no report at this time.

Economic Development - Chairman Provenzano

Chairman Provenzano stated no report at this time.

Facilities – Commissioner Perry

Commissioner Perry stated the Mansfield Project was added to today's agenda and the Urbana Project will be on the November 6, 2014 agenda.

Finance – Commissioner Elliott

- *Financials.* Commissioner Elliott distributed a consolidated financial report through September 30, 2014. Chairman Provenzano requested the financial report be added to the next agenda to allow Commissioners time to review and prepare their questions.
- *Contracts.* Commissioner Elliott distributed a report of contracts expiring within the next 120 days. Commissioner Elliott stated these contracts will be reviewed by the appropriate Committees. The Committees will bring their findings back to the full Commission. The listing will be extended to either 150 or 180 days to allow for greater review.
- *Audit.* Still waiting on findings.
- *REU Audit.* Finance Committee is continuing to review and will be updating the Commission in November.
- *Bond.* Committee members have been in discussion with the Bond underwriters and legal counsel. The Committee will continue to research.
- *Commissioner Notebooks.* Under review by Committee.
- *Innoprise.* Project is back on track with anticipated completion by end of year.

Human Resources – Commissioner Cason

- *HR Priorities.* Commissioner Cason distributed a 2014 HR Committee priorities update. He requested all Commissioners review for discussion at the next Commission meeting.
- *Vacation Leave.* Commissioner Cason reviewed the proposed changes to the current vacation policy to reduce the accumulated carry over hours from 400 to 160. He stated the recommendation would allow employees three (3) options on how they received the buy-out. The proposed policy will be moving forward to full Commission in November.
- *Condrey & Associates.* The JWSC has delayed completion of this study and will be requesting an amendment to extend the contract until December 15, 2014.

- *Commissioner By-Laws.* Commissioner Cason stated the Committee will researching current JWSC policies and drafting by-laws to define roles for Commissioners and management staff.

Chairman Provenzano recommended each Commissioner attend a training session held by either GMA or ACCG and requested staff identify funds that would be available for this training.

Legislative – Chairman Provenzano

Chairman Provenzano stated no report at this time.

APPROVAL

1. Minutes of the September 25, 2014 special called meeting and the October 2, 2014 regular meeting, (*subject to any necessary changes*). – B. Rogers

Commissioner Elliott made a motion seconded by Commissioner Cason to approve the minutes of the September 25, 2014 special called meeting and the October 2, 2014 regular meeting. Motion carried 7-0-0.

2. Minutes of the September 25, 2014 and October 2, 2014 executive sessions, (*subject to any necessary changes*). – B. Rogers

Commissioner Elliott made a motion seconded by Commissioner Cason to approve the minutes of the September 25, 2014 executive session and the October 2, 2014 executive session. Motion carried 7-0-0.

3. Infrastructure Dedication – Dewind Rentals– J. Hunkele

Mr. Hunkele stated the water line to the Atlanta Gas Light building is a new 2-inch diameter main serving the building and parking lot located at 19 B&F Road. The site is located off Perry Lane and is situated adjacent to CSX Railroad right-of-way. The new 2-inch main is approximately 210 feet in length with associated valves and fittings connecting to an existing 12-inch PVC water main on Perry Lane. The 2-inch main is constructed within a 15 foot easement across the property of DeWind Rentals, LLC. The new main and associated easement is intended for dedication to the JWSC as public infrastructure.

The water system has been constructed in accordance with applicable standards and in accordance with the JWSC Development Procedures. Record drawings have been submitted and all inspections are complete. The work is deemed compliant by JWSC. Easement documents along with the required plats and legal descriptions have been prepared, executed, submitted and approved as to form by the legal counsel.

Commissioner Boland made a motion seconded by Commissioner Elliott to accept the on-site water system along with the associated easement across the property of DeWind Rentals, LLC as public infrastructure for ownership, operation and maintenance. Motion carried 7-0-0.

4. BioConversion Contract Termination – S. Swan

Mr. Swan stated the JWSC has notified BioConversion Technology of termination of their contract. Commissioners discussed their concerns regarding the deliverables and charges. Mr. Swan explained the need to flush the system of chemicals in order to identify the level of hydrogen sulfide. Mr. Swan advised that four (4) companies attended a pre-bid meeting.

Commissioner Ford made a motion seconded by Commissioner Boland to approve ratification of the Termination of Agreement letter to BioConversion Technology dated September 17, 2014 by Steve Swan. Motion carried 6-1-0. (Commissioner Dean cast the opposing vote).

5. Amendment to the Local Act, Quorum Requirements – Chairman Provenzano

Chairman Provenzano stated he requested Mrs. Watson to prepare an amendment to the Local Act to change the number of members required for a quorum of the Commission. After a short discussion, Commissioners requested the amendment also contain language stating a minimum of four (4) votes would be required for passage of a motion.

Commissioner Dean made a motion seconded by Commissioner Boland to approve an amendment to the Local Act to change the number of members required for a quorum of the Commission to four (4) and to add language stating a minimum of four (4) votes would be required for passage of a motion and to approve the Resolution to the local delegation, and authorize sending the City and County resolutions requesting each government's endorsement. Motion carried 7-0-0.

6. Stantec Incorporated – Mansfield Project – S. Swan

The City of Brunswick is in the process of a project to repair storm drainage and repave Mansfield Street. The water and sewer lines in the area are in need of replacement. The JWSC and City of Brunswick agree it is advantageous to complete all work during the same period. Stantec is the engineering firm for the City of Brunswick and has agreed to incorporate the necessary water and sewer improvements.

Commissioner Perry made a motion seconded by Commissioner Boland to approve the contract with Stantec Incorporated for the Mansfield Project in the amount of sixty five thousand (\$65,000) dollars and to authorize the Chairman, Executive Director, and Chief Financial Officer to execute the documents necessary subject to approval of legal counsel. Motion approved 7-0-0.

DISCUSSION

1. Open Meetings Act – D. Watson

Mrs. Watson gave Commissioners an overview of the Open Meetings Act covering the definition of a meeting of the Commission, or any committee created by the Commission, where official business, policy or public matter is presented or discussed. She advised Commissioners of the notice required for regular, called, and emergency meetings in addition to the posting requirements for each. Mrs. Watson reviewed the reasons allowed for closing an open meeting and adjourning to an executive session.

2. Evaluation of Executive Director – Commissioner Dean

Commissioner Dean stated the Executive Director has not received the six (6) month evaluation as outlined in his contract. She stated she had emailed each Commissioner a sample on-line evaluation for their review. After a short discussion, it was agreed that each Commissioner would go on-line and complete the evaluation. Once completed, the evaluations will be collectively totaled and measurable goals established.

Chairman Provenzano requested Commissioner Dean work with staff setting up the on-line evaluation tool.

Director's Update

Mr. Swan handed out maps of the Community Road and Rose Drive area of Brunswick showing the properties connected to sewer, those interested in connecting, those considering connecting, those not interested in sewer service, and those either vacant or not yet surveyed. Commissioners inquired how long it would take to work up cost estimates so that a payback time period could be determined. Mr. Swan stated the Facilities Committee will have the information within the next 30 days.

Chairman's Update

No update at this time.

EXECUTIVE SESSION

Commissioner Cason made a motion seconded by Commissioner Elliott to close the regular meeting and adjourn to executive session to discuss potential litigation and personnel. 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