



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, January 8, 2015 at 3:00 P.M.**

AGENDA

Call to Order

Invocation

Pledge

COMMISSIONERS' SWEARING-IN CEREMONY – JUDGE DEBRA HOWES

**Clifford E. Adams
Donald M. Elliott
Ronald E. Perry**

RECEPTION

ELECTION OF CHAIRMAN & VICE-CHAIRMAN

COMMISSION PRESENTATIONS AND ANNOUNCEMENTS

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

APPROVAL

- 1. Minutes of the December 18, 2014 regular meeting, (subject to any necessary changes). – B. Rogers**
- 2. Minutes of the December 18, 2014 executive session, (subject to any necessary changes). – D. Watson**
- 3. Award of New Office Complex – S. Swan**
- 4. Award of Frederica Road/Atlantic Drive Sewer Improvement, Phase I and Phase II – J. Hunkele**

DISCUSSION

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 8, 2015 at 3:00 P.M.**

MINUTES

PRESENT: Dale Provenzano, Chairman
Tom Boland, Commissioner
John A. Cason, Commissioner
Sandra Dean, Commissioner
Dave Ford, Commissioner
Don Elliott, Commissioner
Ronald E. Perry, Commissioner

ALSO PRESENT: Steve Swan, Executive Director
John D. Donaghy, Director of Administration
Desiree Watson, JWSC Attorney
Barbara Rogers, Clerk

Outgoing Chairman Dale Provenzano called the meeting to order, Commissioner Perry provided the invocation and Commissioner Boland led the pledge of allegiance.

Outgoing Chairman Provenzano welcomed the new Commissioners and guests. He announced that Commissioner John Cason had been reappointed by the City of Brunswick for another term and welcomed Commissioner Allen Booker from Glynn County.

COMMISSIONER'S SWEARING-IN CEREMONY

Probate Judge Debbie Howes
Clifford E. Adams
Donald M. Elliott
Ronald E. Perry

Outgoing Chairman Provenzano thanked staff and Commissioners for their continuing support and work.

ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

Commissioner Perry nominated Commissioner Elliott to serve as Chairman for the year 2015. No additional nominations were received. The nomination carried 6-1-0. (Commissioner Ford cast the opposing vote.)

Commissioner Perry nominated Commissioner Boland to serve as Vice Chairman for the year 2015. No additional nominations were received. The nomination carried unanimously.

RECEPTION

Back in Session.

COMMISSION PRESENTATIONS AND ANNOUNCEMENTS

Chairman Elliott presented outgoing Chairman Provenzano with a plaque in appreciation for his dedication, guidance and leadership.

Chairman Elliott made the following Commissioner appointments to Committees:

Customer Service & Public Communications Committee

Commissioner Ford, Chairman
Commissioner Booker
Commissioner Adams

Facilities Committee

Commissioner Perry, Chairman
Commissioner Adams
Commissioner Ford

Finance Committee

Commissioner Elliott, Chairman
Commissioner Perry
Commissioner Cason

Human Resources Committee

Commissioner Cason, Chairman
Commissioner Boland
Commissioner Booker

Economic Development Committee

Commissioner Elliott, Chairman

Legislative Committee

Commissioner Boland, Chairman
Commissioner Cason
Commissioner Booker

Chairman Elliott stated he would like input from the Commission on times to hold the Commission and Committee meetings. After a short discussion, which included considering streaming videos and evening meetings, it was the general consensus to keep the same schedule at this time and have staff develop an alternative schedule.

PUBLIC COMMENT PERIOD

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

APPROVAL

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

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

2. Minutes of the December 18, 2014 executive session, (*subject to any necessary changes*). – D. Watson

Commissioner Perry made a motion seconded by Commissioner Boland to approve the minutes of the December 18, 2014 executive session. Motion carried 7-0-0.

3. Award of New Office Complex – S. Swan

Mr. Drexal Paulk stated the Invitation to Bid was issued on November 21, 2014 for the Administrative Offices Renovation Project. The project includes remodeling the interior of the building, removing the drive through structure, resurfacing the front parking lot, HVAC upgrades along with electrical and plumbing work needed to meet current codes. The bid was advertised in accordance with JWSC's purchasing policies. Six contractors submitted bids, three of these were deemed responsive. Staff recommends Harper & Company builders, Inc. which submitted the lowest responsive and responsible bid.

Mrs. Watson clarified the instructions contained in the bid package and discussed requirements of state law on public works projects.

Commissioner Boland made a motion seconded by Commissioner Perry to approve the award the bid for the Administrative Offices Renovation Project to Harper & Company Builders, the lowest responsive and responsible bidder, in the amount of \$1,657,000.00 and authorize the chairman to execute the contract. Motion carried 6-1-0. (Commissioner Ford cast the opposing vote).

4. Award of Frederica Road/Atlantic Drive Sewer Improvement, Phase I and Phase II – J. Hunkele

Mr. John Hunkele reviewed the background of the Frederica Road/Atlantic Drive Sewer Improvements, Phase I and II. The invitation for Bids was advertised in accordance with JWSC's purchasing policy and was posted on the JWSC website. A total of twelve general contractors requested plans and bidding documents and three of those attended a non-mandatory pre-bid meeting. Three bids were received and all appear to be reasonable and responsive. All bidders are qualified and licensed utility contractors in the State of Georgia. Staff recommends, subject to approval of the JWSC legal counsel, the contract be awarded to the low bidder, Plant Improvement Company, Inc., dba Seaboard Construction Company in the amount of \$1,660,409.30. Funding will be provided from the R&R fund and SPLOST IV.

Commissioner Boland made a motion seconded by Commissioner Cason to award a contract for the Frederica Road/Atlantic Drive Sewer Improvements, Phase I and II to Plant Improvement

Company, Inc., dba Seaboard Construction Company the lowest responsible and responsive bidder in the amount of \$1,660,409.30 and that the Chairman be authorized to execute the contract for same. Motion carried 6-1-0. (Commissioner Ford cast the opposing vote.)

DISCUSSION – Director’s Update

Executive Director Steve Swan advised Commissioners that communication tablets have been ordered for their use for agendas and back-up materials. A work session has been scheduled for January 27, 2015 to receive the Condrey & Associates wage and benefit report and to meet with EPD regarding reporting procedures. Interviews have been scheduled for the assistant engineer’s position and the JWSC is currently recruiting for inspector positions. The appraisals are complete for the highway 99 project but have not been presented to the landowners. Once the property owners have evaluated the offers, staff will be updating the Commission.

EXECUTIVE SESSION

The JWSC members did not have any items to discuss in an Executive Session.

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

Donald M. Elliott, Chairman

Attest:

Barbara Rogers
Clerk

