



**Brunswick-Glynn County  
Joint Water and Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, June 18, 2015 at 3:00 p.m.**

## **MINUTES**

**PRESENT:**                    **Donald M. Elliott, Chairman**  
                                 **Clifford Adams, Commissioner**  
                                 **Thomas Boland, Commissioner**  
                                 **Allen Booker, County Commissioner**  
                                 **John A. Cason, III, City Commissioner**  
                                 **Ronald Perry, Commissioner**

**ABSENT:**                    **David H. Ford, Commissioner**

**ALSO PRESENT:**        **Stephen A. Swan, Executive Director**  
                                 **John D. Donaghy, Director of Administration**  
                                 **Charles A. Dorminy, Legal Counsel**

Chairman Elliott called the meeting to order at 3:00 PM. Commissioner Perry provided the invocation, and Chairman Elliott let the pledge.

Commissioner Adams made a motion seconded by Commissioner Boland to excuse Commissioner Ford from todays meeting. Motion approved and carried 6-0-1.

### **PUBLIC COMMENT PERIOD**

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

Commissioner Perry made a motion seconded by Commissioner Booker to add Acceptance of Admirals Cove as Public Infrastructure to the agenda. Motion approved and carried 6-0-1 (Commissioner Ford was absent for the vote).

Commissioner Boland made a motion seconded by Commissioner Booker to add Use of Reserve Funds for Capital Acquisitions to the agenda. Motion approved and carried 6-0-1 (Commissioner Ford was absent for the vote).

### **COMMITTEE UPDATES**

**Communications & Customer Service Committee – Commissioner Ford**  
There was nothing new to report in Commissioner Fords absence.  
**Economic Development Committee – Commissioner Elliott**

There was nothing new to report.

**Facilities Committee – Commissioner Perry**

There was nothing new to report.

**Finance Committee – Commissioner Elliott**

Next meeting will be reviewing the 2016 Budget.

**Human Resources Committee – Commissioner Cason**

Will meet on July 2<sup>nd</sup> and the review of By-Laws will be on the agenda. It was suggested all Commissioners provide suggestions prior to the meeting.

**Legislative Committee – Commissioner Boland**

Meeting scheduled for June 30 at 3 pm and will review legislation.

## APPROVAL

**1. Minutes from the June 4, 2015 Regular Meeting.**

Commissioner Perry made a motion seconded by Commissioner Cason to approve the Regular Meeting minutes from the June 4, 2015 regular meeting. Motion carried 6-0-1 (Commissioner Ford was absent for the vote).

**2. Minutes from the June 4, 2015 Executive Session Meeting.**

Commissioner Perry made a motion seconded by Commissioner Cason to approve the Executive Session minutes from the June 4, 2015 Executive Session. Motion carried 6-0-1 (Commissioner Ford was absent for the vote).

**3. Employee Safety Incentive Program – Jay Sellers**

Jay Sellers presented to the Commissioners the JWSC employee positions in which daily field exposure and various hazards present risk of injury and financial loss. The memorandum recommends that a crew based safety incentive program be implemented for eligible employees. This program will be designed to increase Safety Awareness through solid reporting process, employee panel review, and employee published results. Mr. Swan explained the role of the Safety Committee and how safety issues are handled. He continued stating both the workers compensation and liability insurance have recognized that our claims are way down and is due to our employees attention to safety and the efforts of this committee. Mr. Alvin Lang stated the committee is proactive and training is provided to insure that incidents do not happen again. Chairman Elliott stated concern that it will create under reporting and Mr. Swan confirmed that our policy states that if not reported the employee can be terminated. We are receiving a discount because we have such programs.

Commissioner Booker made a motion seconded by Commissioner Boland that JWSC adopt and maintain an active employee-managed safety incentive program. Motion carried 6-0-1 (Commissioner Ford was absent for the vote).

**4. Canal Crossing Schedule of Values – Todd Kline**

Todd Kline read the memorandum which explained the areas in which the \$150K funds received from the Development Authority are being distributed for the Canal Crossing development. The

## **APPROVAL – continued**

water and sewer improvement projects are Canal Road to Old Jesup Road 16” Water Main and 12” Force Main Extensions, Canal Crossing 12” Force Main Extension & Spur 25 Utility

Crossing, Material cost to upgrade the relocated 12” water main to 16”, and the Canal Road & Boswell Road Pumpstation and Sewer Improvements.

Commissioner Boland made a motion seconded by Commissioner Cason to accept the Canal Crossing Engineer Work funding as delegated in documented manner. Motion carried 6-0-1 (Commissioner Ford was absent for the vote).

Commissioner Booker asked for clarification as to the funds, where they came from and what they were meant for. Mr. Swan explained that these funds were offered to help with water and sewer in conjunction with the Canal Crossing project and is based on two actions, if the county commission approved the backing of the Sam’s contract and if they didn’t. The funds would help towards the front end costs of the Redlg project. Mr. Swan appreciated the contribution from the Development Authority on behalf of JWSC as it shows a good sense of working together between organizations. The budget estimates were developed by the staff.

Motion carried 6-0-1 (Commissioner Ford was absent for the vote).

### **5. Revision on Section 4.13 Drug-Free Workplace Policy – Steve Swan**

Steve Swan summarized the Memorandum for Approval. The document stated the Human Resources Committee reviewed and approved the changes recommended by the staff and insurance provider. These policy revisions have been reviewed and modified by the JWSC Legal Counsel for commission approval and make us Georgia and Federal Drug Free Workplace Program compliant. This will also provide a 7.9% discount on our liability insurance. Mr. Swan explained what items were updated. Further discussion explained the types of drugs and the responsibility of the employee to inform supervisor. The issue of prescribed medication was discussed and was noted that Human Resources handles following the HIPAA rules and regulations.

Commissioner Cason made a motion seconded by Commissioner Booker that we adopt the revisions as recommended by Staff, HR Committee, Legal Counsel and our Insurance Carrier and make the revision effective as of this date of June 18<sup>th</sup>, 2015. Motion carried 6-0-1 (Commissioner Ford was absent for the vote).

### **6. New Office Complex Modification – Steve Swan**

Steve Swan summarized the Memorandum for Approval and the supporting documentation. The JWSC Facilities Committee had required prices from the current contractor to repair the roof over CVS and construct external modifications to the small office building referenced as the IT building was recommended by Robert Driggers of Driggers Commercial Realtors and Robert Ussery of Ussery Rule Architects. The roof replacement will be completed in sections and will not cause any interruption of business hours for CVS and its pharmacy. This modification will

provide 3,744 SF of marketable office space and the work will be well below the budgeted amount established within the 2010 office complex budget.

Commissioner Perry made a motion and seconded by Commissioner Boland to approve the replacement of the current CVS roof in the amount of \$238,577.00 and also approve the modifications to the structure referenced as the IT Building (1715 Gloucester St) in the amount of \$173,246.00 as change order to the current contract with Harper & Company Builders Inc.

Further discussion stated both projects are expected to be completed within 90 days after approval. When the contract was drawn JWSC requested the contractor use as many local contractors as they possibly could and they are. The press has been given a tour.

Motion carried 6-0-1 (Commissioner Ford was absent for the vote).

#### **7. 2016 Draft Budget – John Donaghy**

John Donaghy summarized the memorandum Fiscal Year Ending June 30, 2016 Draft Budget. As required by the Operational Agreement between the Brunswick-Glynn County Joint Water and Sewer Commission, the City of Brunswick and Glynn County, Section 14(a) to present its budget for review and comment.

Commissioner Cason made a motion seconded by Commissioner Boland that the Proposed Fiscal Year 2016 JWSC Budget be submitted to the City of Brunswick and to Glynn County for their review and comment. Motion carried 6-0-1 (Commissioner Ford was absent for the vote).

Mr. Swan added that the budget is well thought out and took some time but resembles a lot of hard work from the staff on reducing costs and making smart decision. One in particular item reduced was the Odor Control contract by treating the issue ourselves. Our associates investigated and developed our own process.

#### **8. Use of Reserve Funds for Capital Acquisitions – John Donaghy**

John Donaghy stated that during the budget preparation the staff identified some major capital purchases listed on the memorandum provided that are important for efficiency of operations and the safety issues within the JWSC. These items include 2 Mechanical Bar Screens, Reconstruct inoperable Weir Gates, Cues TC Van, Mobile VanCon HotShot, Automatic Chlorine Cylinder Shut-Off Valves at 14 locations. The use of reserve monies to fund the acquisition of these items was discussed with the Finance Committee on June 16, 2015. Mr. Swan emphasized the important need for the Chlorine Shut off valves and the T.O.E.S. Committee has also identified and it was stated these will make a safer environment for our staff and the residents that live around our facilities. Mr. Swan commented on the CUES van and explained its camera function and need for replacing. Commissioner Adams inquired if this vehicle can be rented or leased out with anyone to help pay for its expense. Mr. Swan stated we do need to have some kind or rate if shared with the county or the city.

Commissioner Cason made a motion seconded by Commissioner Boland to approve the use of reserve funds for the acquisition of the listed capital items in a cumulative amount not to exceed

eight hundred thirty eight thousand two hundred fifty (\$838,250.00) and to authorized the staff to execute the purchases. Motion carried 6-0-1 (Commissioner Ford was absent for the vote).

**9. Expiration of Resolution for Fifty Percent Reduction of Connection/Capital Tap Fees. – Steve Swan**

Mr. Swan read the Memorandum for Approval which stated that on December 10, 2010 the JWSC Commissioners voted to Approve the Resolution to temporarily reduce connection/capital tap fees by fifty percent (50%) to encourage development. Pursuant to Section 3(b) of the Resolution, this temporary reduction was to expire when the JWSC completed its evaluation of the capital tap fee structure or on May 31, 2011, whichever came first. Because the JWSC did not complete its evaluation of the capital tap fees structure before May 31, 2011, the reduction was subsequently extended by vote of the JWSC Commissioners. The JWSC Commissioners now desires to let the reduction expire in accordance with the Resolution. The recommendation was made to allow the reduction to expire in accordance with the December 10, 2010, resolution, be effective June 18, 2015.

Commissioner Perry made a motion seconded by Commissioner Boland to allow the expiration of the December 10, 2010, Resolution reducing the capital tap fees by fifty percent (50%) hereby allowing the JWSC to charge the previously approved full amount of capital tap fees as outlined in prior rate resolutions, effective June 18, 2015 with any application that is presently in process will be honored at the old rate until June 30<sup>th</sup>, 2015. Construction must be started within 90 days. Motion carried 6-0-1 (Commissioner Ford was absent for the vote).

**10. Acceptance of Admirals Cove as Public Infrastructure – Todd Kline**

Todd Kline summarized the memorandum stating Admirals Cove subdivision is an existing 12 single family residential subdivision on St Simons Island. Currently the lift station is owned and maintained by the Admirals Cove Homeowners Association and is willing to grant deed of the sanitary sewer lift station to the JWSC. The HOA was given a punch list of items to complete prior to dedication of the lift station. As to date, all requested punch list items have been addressed and the HOA will provide pump documentation. This pump station has JWSC facilities upstream and downstream which makes sense to own and operate this system to make our system whole. This transaction is considered fee simple and legal council will confirm there is no security deeds.

Commissioner Boland made a motion seconded by Commissioner Perry that JWSC accept dedication of the deed and utility easement for the Admirals Cove Lift Station being that all requirements needed by JWSC have been met and all easements and related documents approved as to form by the JWSC Attorney, and confirming this facility is debt free. Motion carried 6-0-1 (Commissioner Ford was absent for the vote).

**DISCUSSION**

**1. Proposed Date for South Mainland Water Production Facility (Brookman) Ribbon Cutting – Todd Kline**

Todd Kline discussed with the Commissioners regarding the Brookman Water Production Facility – the county refers to this location as South Mainland WPF. There was a final walk through this morning with the county in assisting with the punch list items. Those present were Glynn County, project engineer Thomas & Hutton, Project Contractor Jeff Dornan along with JWSC staff and project is substantially completed and functional. Outstanding items are minor at this point. The final EPD “permit to operate public water system” was submitted by the county’s engineer over a month ago to Atlanta. We expect to have the final approval very soon. This will not hold us from obtaining ownership of the facility. Discussion of the tank logos and placement that will be installed as final item of construction. Before we accept ownership the county will flush out and refill the tank. The proposed date for the Ribbon Cutting will be June 29 in the morning. Mr. Swan stated this was a SPOST project that was completed on time and below budget.

## **2. Financials as of May 31 – John Donaghy**

John Donaghy summarized the financial reports attached to the Agenda and explained each category on the Balance Sheet. Mr. Donaghy referenced to the Commission Report indicating Wastewater Processed and Metered and the additional pages for period ending May 31, 2015. Mr. Donaghy explained the staff has addressed the budget line item by line item and found to be reasonable numbers for what needs to be accomplished.

### ***EXECUTIVE DIRECTOR’S UPDATE***

- Mr. Swan updated the Commission on the meters that are being replaced and found some bypass turned on or half way on. Derrick Simmons and his crew are documenting and taking pictures and monitoring and will be notifying these customers. Locks have been ordered to address the issues. Penalties and fines in our Ordinance will be address soon
- Mr. Swan met with the Brunswick Police Chief and showed him through the new office complex addressing the security system.
- Mr. Swan met with Kirk Watson, who will be listing the current office building when JWSC moves out, to discuss dates, walk through and final punch list items. It was noted there was no security deposit made on current building.
- John Donaghy has handled the move well and provided a great pan with Paul Davis Company.
- Mr. Swan met with USGS and discussed updates and upcoming funding. The Dev. Authority in conjunction with JWSC are getting the Water Resources Management Advisory Committee (WRMAC) back together.
- Mr. Swan stated that GP is using the last three years studies, that JWSC paid for, to help make decisions of their well. They do recognize these studies are important to them.
- Mr. Swan stated he and Charles Dorminy have had conversations with the Grand Jury as appointments are coming up in January, Commissioner Ford and Commissioner Boland’s positions. Looking at July for beginning the application process for submittals.
- Lift Station 2030: the contractor is monitoring the lift station and results have come back.
- We have asked for quotes from both The Islander and the Brunswick News for our water quality report. This will be coming out in the next two weeks and we are required to publish.

- The Mayor and the Chamber of Commerce have asked for JWSC to have a seat on the Brunswick Area Transportation Study (BATS) Committee. We will gladly accept.
- Sexual Harassment Class has been moved back to July 21<sup>st</sup> and 22<sup>nd</sup>. Charlie Dorminy will be conducting the mandatory class and will be held in two sessions. The class will be recorded for those who are unable to attend.
- Master Plan is 65% complete per Angela. The one day workshop is scheduled for one day on the week of July 22<sup>nd</sup>.
- The Urbana Project is out for Bid. Soon the lift Station at Canal Crossing will be up for Bid

Commissioner Cason commented on Steve Swan and Todd Kline's stay during the City of Brunswick Commission meeting last evening.

### CHAIRMAN'S UPDATE

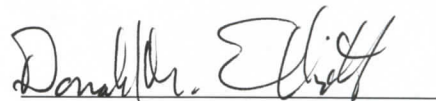
### EXECUTIVE SESSION

Commissioner Cason made a motion seconded by Commissioner Boland to close the regular meeting and adjourn to executive session to discuss potential litigation, property and personnel issues. Motion carried 6-0-1.

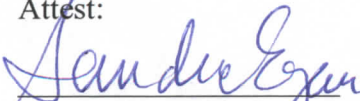
Commissioner Cason made a motion seconded by Commissioner Boland to adjourn the executive session and return to the open session. Motion carried 6-0-1.

Back in session – discussion only. No action taken.

There being no additional business to bring before the Commission, Chairman Elliott adjourned the open meeting at 5:30 PM.

  
Donald M. Elliott, Chairman

Attest:

  
Sandra Egan, Clerk