



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, June 4, 2015 at 3:00 p.m.**

MINUTES

PRESENT: **Donald M. Elliott, Chairman**
 Clifford Adams, Commissioner
 Thomas Boland, Commissioner
 John A. Cason, III, City Commissioner
 David H. Ford, Commissioner
 Ronald Perry, Commissioner

ABSENT **Allen Booker, County 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 Boland let the pledge.

Commissioner Boland made a motion seconded by Commissioner Perry to excuse Commissioner Booker from today's meeting. Motion approved and carried 6-0-1.

PUBLIC COMMENT PERIOD

Commissioner Elliott recognized the following individual to address the Commission:

1. Donna Livingston, St Simons Island.
Stephanie Austin, St. Simons Island. Ms. Livingston addressed the Commission and read her memo regarding a proposal to BGJWSC to use Ms. Austin's vacant land adjacent to the South Harrington WTF for the employees of the facility to park their vehicles during working hours.

Commissioner Perry made a motion seconded by Commissioner Boland to add item #6 South Harrington Parking Issue to the agenda. Motion approved and carried 6-0-1 (Commissioner Booker was absent for the vote).

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

COMMITTEE UPDATES

Communications & Customer Service Committee – Commissioner Ford

There was nothing new to report.

Economic Development Committee – Commissioner Elliott

There was nothing new to report. There is a lot of activity.

Facilities Committee – Commissioner Perry

There was nothing new to report.

Finance Committee – Commissioner Elliott

There was nothing new to report. Next meeting will be reviewing the 2016 Budget.

Human Resources Committee – Commissioner Cason

The committee met today and discussed Bylaws, HR Benefits on line, and Drug Free Workplace Policy. Sexual Harassment Policy training is scheduled for 2 different classes on June 22 & 23. Commissioners are suggested to participate.

Legislative Committee – Commissioner Boland

A meeting will be set to meet.

APPROVAL

1. Minutes from the May 21, 2015 Regular Meeting.

Commissioner Boland made a motion seconded by Commissioner Cason to approve the minutes from the May 21, 2015 regular meeting. Motion carried 6-0-1 (Commissioner Booker was absent for the vote).

2. Minutes from the May 21, 2015 Executive Session Meeting.

Commissioner Cason made a motion seconded by Commissioner Adams to approve the minutes from the May 21, 2015 Executive Session. Motion carried 6-0-1 (Commissioner Booker was absent for the vote).

3. Glynn Academy Sewer Improvements – Todd Kline

Mr. Kline addressed the Commission using a projector and map of Glynn Academy campus. Mr. Kline summarized the Memo attached stating the JWSC staff proposes the project to implement a needed replacement and relocation of the existing vitrified clay piping on the public gravity sewer. There were three quotes received for this project and the staff has reviewed pricing and recommends that JWSC enter into a contract with J.H. Stone Construction, Inc. for the construction on the mentioned sewer improvements. It was noted that the contractor has other projects and he does have the ability to complete by August 7. There was further discussion regarding the cost and the Board of Education.

Commissioner Cason made a motion seconded by Commissioner Boland that JWSC accept the pricing as received by J.H. Stone Construction, Inc. for the Glynn Academy Sewer Improvements project, award a contract in the amount of \$188,973.29 and authorize the Chairman and the Executive Director to execute this agreement. Motion carried 6-0-1.

4. Safety Incentive Policy – Steve Swan

Mr. Swan requested the item of Safety Incentive Policy be deferred until the next Commission meeting on June 18.

DISCUSSION

1. Enforcement Plan Review – Steve Swan

Mr. Swan passed out the Enforcement Plan proposed draft from Brown and Caldwell. This is also recommended from EPD and Brown and Caldwell that we take a look at our penalties for when customers are not in compliance. Further discussion with the ordinances will need to be addressed. The Legislative Committee should look into this plan. We do not need City and County approval but it is beneficial for their help to enforce as it should be in their ordinances.

2. R & R Projects Update – Todd Kline

Mr. Kline discussed the R & R Projects report and the status. Items were added to the report like percentage of completion and location. There was further discussion on specific projects and detailed out by Mr. Kline.

3. Canal Crossing Projected Revenue – Harry Patel

Mr. Patel updated the Commissioners on the Canal Crossing project. Mr. Patel presented a map of the area and totals that he and Mr. Sellers provided for potential return of revenue once the structures are complete. There was further discussion about potential costs.

4. Tradewinds Industrial Projected Revenue – Harry Patel

Mr. Patel updated the Commissioners regarding the Tradewinds Industrial Project. Mr. Swan assisted with a map pointing to the area near rest stop and HWY 99 where the Lincoln Property Company is looking to build. The property has potential for 227 one acre lots and shows a potential return of revenue if built out.

5. Legislative Issues – Steve Swan

Mr. Swan stated there are items that need to be addressed. The Legislative Committee should meet and provide a report in a few weeks.

6. South Harrington Parking Issues – Steve Swan *(item added due to public comment)*

Discussion from the Public Comment Period regarding the parking at South Harrington Water Treatment Facility. It was discussed that the parking there is full. The Chairman requested this item be addressed by the Facilities Committee for full review.

EXECUTIVE DIRECTOR'S UPDATE

- Mr. Swan stated that a Security Plan will soon be available for Commissioners to view.
- Mr. Swan updated the Commissioners on a small fire that happened on the third floor of the JWSC on Friday. The building was evacuated and the Fire Department found it was caused from a CPU unit. There was no significant damage or injury. The building was restored shortly after and employees all returned to work.
- Mr. Swan informed the Commissioners on an upcoming conference put on by the Georgia Association of Water Professionals being held in Savannah on July 12 – 15. He encouraged the Commissioners to attend.
- Quarterly claims meeting on Workers Compensation

- Mr. Swan attended a luncheon at FLETC and discussed Sea Island Company developing or engineering a sewer plant.
- Mr. Swan discussed the property swap with the city is at a stand still due to their attorneys review.
- ISO rating to be emailed to the Commissioners – It went from a 4 down to a 3, which is very good.

CHAIRMAN'S UPDATE

Commissioner Elliott updated the Commissioners on a meeting that he, Steve Swan, Mark Ryals and Alvin Hall attended with Coastal Wastewater Planning Project. He stated that a portion of the meeting discussed a way of capturing and the re-use of methane through conversion. It could possibly be a way to get a return.

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