



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, May 21, 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
David H. Ford, Commissioner
Ronald Perry, Commissioner**

ALSO PRESENT:

**Stephen A. Swan, Executive Director
John D. Donaghy, Director of Administration
Jennifer Dorminey Herzog, Legal Counsel**

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

PUBLIC COMMENT PERIOD

Commissioner Elliott recognized the following individual to address the Commission:

1. Monica Smith, St Simons Island, GA. Ms. Smith is a member of S.L.E.A.T and would like to be bring to the Commissioners attention her Citizens review of the Glynn County Appraisal records. Ms. Smith also asked the JWSC consider turning half of property at Fancy Bluff facility be turned into a park.

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

COMMITTEE UPDATES

Communications & Customer Service – Commissioner Ford

Commissioner Ford stated committee met today and discussed various advertisements. No action to forward at this time.

Economic Development - Commissioner Elliott

No report at this time.

Facilities Committee – Commissioner Perry

The Committee did meet and have no action items to forward at this time.

Finance Committee – Commissioner Elliott

Commissioner Elliott stated the Committee did meet the Auditing Services to be discussed is on today's agenda for approval. Balance sheet and execution of 2015 budget discussed by CFO.

Human Resources Committee – Commissioner Cason

Commissioner Cason stated the need for all Commissioners to review bylaws and respond.

Legislative Committee – Commissioner Boland

A meeting is planned with new attorney, Charles Dorminy.

APPROVAL

Minutes of the May 7, 2015 Regular Meeting.

Commissioner Perry made a motion seconded by Commissioner Boland to approve the minutes of the May 7, 2015 regular meeting as amended. Motion carried 7-0-0.

Minutes of May 7, 2015 Executive Session.

Commissioner Perry made a motion seconded by Commissioner Boland to approve the minutes of the May 7, 2015 Executive Session. Motion carried 7-0-0.

North Hampton Water Production Facility Contract – Harry Patel

Harry Patel summarized the Memo attached to the agenda regarding the North Hampton Water Production Facility. The project will implement needed reliability and capacity improvements to the St Simons Island water system. The lack of aeration and influx of sand from the aged well causes quality and maintenance problems. The size and condition of the well also cause capacity issues with regard to system demands. Funding for this project is available through Capital Improvements funds and Capital Tap fees. This facility is located at Hampton Plantation. This is one part of 3 facilities drawings originally agreed upon. Going forward the 2 last phases of this project will be placed out for a bid. An invitation for this first project was publicly advertised for Bid per JWSC requirements and there were three responsive bids received. The staff reviewed the bids and recommends that the JWSC award this contract to Southern Champion Construction, Inc.

Commissioner Ford made a motion seconded by Commissioner Boland to accept the bid as received by Southern Champion Construction, Inc. for the Hampton Plantation Water Production Facility project and award this contract in the amount of \$979,500.00 and authorize the Executive Director and the Chairman to execute the agreement. Motion approved and carried 7-0-0.

Committee Member Replacement When Absent – Steve Swan

Mr. Swan summarized the Memo attached to the Agenda regarding the Committee Member Replacement When Absent. The JWSC Committees are made of at least three Commissioners per committee and requires a full body to make decisions and pass items to the full Commission. When there is a vacancy during committee meetings it can cause a delay and even halt communication in moving items along. It was discussed that committees are not to be binding. The staff recommends that the Commissioned Committee member appoint another Commissioner to replace them when absent. This will allow a full committee and provide the proper amount to vote and moves items to full commission. Jennifer Herzog stated that including this in the bylaws is not mandatory but this item can be tabled until the language is reformatted.

Commissioner Cason made a motion seconded by Commissioner Boland that this item be tabled in order for the legal counsel to create the language that best fits and identifies the issue of a Committee Member be Replaced When Absent. Motion approved and carried 7-0-0.

Award of Auditing Services Contract – John Donaghy

John Donaghy summarized the Memo attached to the Agenda regarding the Award of Auditing Services Contract. The JWSC issued a request for proposal for Auditing Service on April 2, 2015. Three responses were received and were in compliance with the RFP and all requested information was supplied.

Commissioner Cason made a motion seconded by Commissioner Perry to engage the accounting firm of Mauldin & Jenkins to perform the financial audit of the Brunswick-Glynn County Joint Water and Sewer

APPROVAL Con't

Commission for the fiscal year ending June 30, 2015 at the cost of \$24,900.00 with two additional option years and that the Chairman, Executive Director and the Director of Administration be authorized to sign the necessary documents. Motion approved and carried 7-0-0.

DISCUSSION

Enforcement Plan Review

Executive Director S. Swan updated the Commissioners on Brown & Caldwell plan on Industrial waste permit. Meeting with EPD and found they strongly recommend, as well as legal counsel that the Commissioners review. JWSC is the master permit holder and contractors are working within our permit. The ordinance give JWSC the right to fine people when there are in violation and the state has identified that JWSC does not have strong enough fines. The Commission all agreed to table this issue and allow the Legislative Committee to review and gather information.

EXECUTIVE DIRECTOR'S UPDATE

S. Swan discussed with the Commissioners about Tradewinds area. There is need for water pressure at the 78 acre which includes 2 industrial offices.

S. Swan updated the Commissioners on the two radio commercials for JWSC. One is up for a national award. These radio spots touch on the requirements for public awareness and pro-active educational programs.

CHAIRMAN'S UPDATE

Chairman Elliott did not have any update at this time.

EXECUTIVE SESSION

Commissioner Perry made a motion seconded by Commissioner Boland to close the regular meeting and adjourn to executive session to discuss pending litigation and personnel issues. Motion carried 7-0-0.

Commissioner Boland made a motion seconded by Commissioner Cason to adjourn the executive session and return to the open session. Motion carrier 7-0-0

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 4:47 PM.

Attest:


Sandra Egan, Clerk


Donald M. Elliott, Chairman