



**Brunswick-Glynn County Joint
Water and Sewer Commission
1703 Gloucester Street
Brunswick, GA 31520
Thursday, April 7, 2016 at 2:00 PM**

COMMISSION MINUTES

PRESENT:

**Thomas Boland, Chairman
Clifford Adams, Vice-Chairman
Donald M. Elliott, Commissioner
Allen Booker, County Commissioner
Ronald Perry, Commissioner
John A. Cason, III, City Commissioner
Robert Bowen, Commissioner**

ALSO PRESENT:

**Charles A. Dorminy, Legal Counsel
John D. Donaghy, Director of Administration
Todd Kline, Senior Engineer
Pam Crosby, Director of Purchasing**

Commissioner Boland called the meeting to order at 2:00 PM. Commissioner Booker provided the invocation and Commissioner Boland led the pledge.

PUBLIC COMMENT PERIOD

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

COMMITTEE UPDATES

Communications& Customer Service Committee – Commissioner Adams

The committee is planning to meet on Tuesday 4/14 at 2 PM

Economic Development Committee – Commissioner Elliott

There was nothing new to report at this time

Facilities Committee – Commissioner Perry

There was nothing new to report at this time

Finance Committee – Commissioner Elliott

The Rate Resolution will have modifications to address at the meeting on 4/19 to include fire hydrants and permitting costs.

Human Resources Committee – Commissioner Cason

The committee met this morning and discussed employee pension committee, employee physicals, lapel pins, visitor's policy, and a report that the evaluations are up to date.

Legislative Committee – Commissioner Boland

The legislation has passed effective immediately and included the Round Up program where a third party will need to manage the funds. The Board of Elections did not get notified in time for this upcoming election but will go on the general election ballot in November.

APPROVAL

1. Minutes from the March 17, 2016 Regular Meeting

Commissioner Cason made a motion seconded by Commissioner Adams to approve the minutes from March 17, 2016 Regular Meeting. Motion carried 7-0-0.

2. Minutes from the March 17, 2016 Executive Session Meeting

Commissioner Cason made a motion seconded by Commissioner Adams to approve the minutes from March 17, 2016 Executive Session Meeting. Motion carried 7-0-0.

3. Cityworks Server Contract Renewal – P. Crosby

Mrs. Crosby addressed the Commission on the Cityworks contract renewal and provided a memorandum. Pam stated this is the contract with Jones Edmunds & Associates for complete migration of the commission's existing Cityworks Desktop to Cityworks server and provides asset tracking, work orders, and inventory recording capabilities. Upgrades to the County GIS system have placed the project behind anticipated completion date. The memorandum explained that Jones Edmunds, at the request of BGJWSC staff, has offered an extension of the contract time for an additional (12) months through March 30, 2017 at no additional cost. The implementation process is about half way through. It was noted that Innoprise, the financial program, is not included.

Commission Adams made a motion seconded by Booker to accept the contract extension, at no additional cost, offered by Jones Edmunds & Associates for the Cityworks Server project. Motion approved 7-0-0.

DISCUSSION

1. Surplus Inventory/Equipment and Disposal – P. Crosby

Pam Crosby presented to the commission the Surplus Inventory/Equipment and Disposal with memorandum. She stated that staff has compiled a list of inventory, equipment, and vehicles which are no longer of use to the JWSC or are in a condition which renders them unserviceable. The disposal of these items will be done so with a combination of on-line and on-cite auctions or take to scrap metal. April 26th the "Keep Golden Isles Beautiful" will provide an opportunity to dispose of electronic items through a recycling event held at the Glynn Place Mall. It is anticipated for the item to be on the next Commission agenda for approval once it goes through Facilities and Finance Committees.

Chairman Boland stated there is a need to go into Executive Session after the Regular Meeting for Personnel reasons.

Commissioner Adams made a motion seconded by Commissioner Perry to add to the agenda Executive Session for Personnel reasons. Motion approved 7-0-0.

2. Commission Laptop Computers – Commissioner Boland

The small desktop computers that are provided to the commission were discussed. It was asked for the commissioners to let the chairman and Jay know if they do not use them. There is a monthly fee and they should be used on a regular basis.

3. Exec. Director/Deputy Director Applicants Update – Commissioner Boland

Chairman Boland updated the Commission on the Executive Director application process. There have been approx. 25 applicants for both the Exec. Director and the Deputy Director positions.

4. R & R Report – T. Kline

Todd Kline presented the R&R Report and reviewed the projects in detail. **Urbana:** The city would like to add storm drainage to the area before it is completed. JWSC is working with the city to get completed by July. **LS 2030 and FM and WM:** The start-up and draw down has been completed last week. It is on line and functional. Expected to have contractor demobilized and off site by the end of the month. There is plan to put up a fence from a neighbors concern. **Frederica/Atlantic:** Currently working on the punch list items. It was discussed that the contractor is expected to return to complete the repairs. **Harrington Replacement Well:** This is a smaller sized ground storage tank on SSI. JWSC Water Distribution did install the valves and was a pro-active move. It was stated that ads and announcements have been placed and door hangers being have been delivered to the neighbors. **Canal Road to Old Jesup Water and Sewer Improvements:** The contractor is mobilized and working with the county. There will be a community meeting with the neighbors on April 16th at 1 PM. It is scheduled to be complete by August 1st and is coordinating with Canal Crossing project. **Canal Crossing Pump Station:** The force mains are in place. **Mansfield Street Project:** This is a City of Brunswick project. It was noted that a timeline has been promised on Monday. There have been significant delays and there is a new start date. MOU's have been placed. **Alder Circle Fire Line:** This is a county project and EMC is the engineering service. **PS 2032:** SP& Maintenance has installed and can now be measured. The VFP DFS Control is pending. There is a need to have a maintenance plan for the new piping. **Glynn Academy Sewer:** We did receive proposals and will be submitted to the county for construction bidding. The funding is left over SPLOST funds. The manholes have been rehabilitated and have a 10 year warranty. **Canal Road:** As mentioned earlier there will be a meeting with the homeowners at Sapelo Farms and all were invited.

Todd stated that JWSC is working with the County, City and the public to make projects work.

5. SPLOST 2016 – Commissioner Elliott

Commissioner Boland the JWSC SPLOST list was sent to the City and the County for review. It was stated that at the county meeting JWSC was requested to limit their request to 30M. The

County wants to keep the total to 70M. It was noted that the JWSC Commission was not invited and had no input at the meeting. It was noted that JWSC wants each district to have a part of the SPLOST funds. Commissioner Cason requested the items that were taken out of consideration be reviewed. Commissioner Booker stated the County is working through and wants to be sure the public will support these projects listed. It was stated that new development should not use rate payer money to help with development.

6. Flow Meter Installation Status – K. Young

Kirk Young provided an update on the Flow Meter Status. He stated that PS 4110 and 2032 have been installed. He continued stating that PS 2032 had an 8" / 10 " line and the crew ended up placing the meter in the manhole to keep it safe. It was stated that using JWSC crew for this project has saved money. From start to finish it took 10 days to complete and the next 25 manholes have been listed. This is also part of the Corrective Action Plan. Kirk provided picture slides for review. There was additional discussion on the Manholes. Through years of corrosion and odors and manholes are in bad condition with the cost of approximately \$25,000 each to replace.

7. Database/Tracking System – J. Sellers

Jay Sellers presented to the commission the Asset Management Program database system. This is the database of tools that integrates so that all that are involved with the county or city projects stay informed and have time to review plans in a timely fashion. It was stated that there are problems with programs systems used that are not working together. The county and city have projects and this program can allow everyone to complete their work and there is no delay for the project to be forwarded to the next step. It is all being digitalized as plans are being scanned and reviewed within hours. Notes can be input in real time. Projects are getting moved through within 5 days. This allows communications directly with the developer.

EXECUTIVE DIRECTOR'S UPDATE

Chairman Boland updated the Commissioners: Visitor Policy is in the works. Frankie Ferra's door will have a lock shortly. The GA Rural Water Association is having its conference on May 10th – May 12th on Jekyll Island.

CHAIRMAN'S UPDATE

EXECUTIVE SESSION

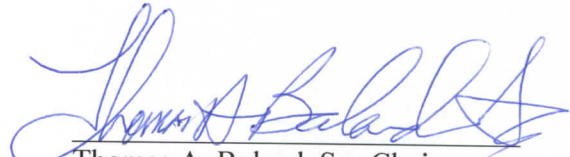
Commissioner Elliott made a motion seconded by Commissioner Perry to adjourn into Executive Session to discuss personnel issues. Motion carried 7-0-0.

The Chairman stated there will be no vote after the Executive Session.

Back in session.

Commissioner Elliott made a motion seconded by Commissioner Adams to return to the Regular Meeting. Motion approved 7-0-0.

There being no additional business to bring before the Commission, Vice-Chairman Adams adjourned the open meeting at 4:21 pm.


Thomas A. Boland, Sr., Chairman

Attest:


Sandra Egan, Clerk