



**Brunswick-Glynn County Joint Water & Sewer Commission
1703 Gloucester Street, Brunswick, GA 31520
Commission Meeting Room
Friday, July 1, 2016 at 10:00 AM**

**SPECIAL CALLED
FACILITIES COMMITTEE MINUTES**

PRESENT: **Ronald Perry, Chairman
Robert Bowen, Commissioner
Clifford Adams, Commissioner
Thomas Boland, Acting Director
Donald Elliott, Commissioner**

ALSO PRESENT: **John Donaghy, Chief Financial Officer
Pam Crosby, Director of Procurement
Harry Patel, Planning and Construction**

Chairman Perry called the meeting to order at 3:00 PM.

PUBLIC COMMENT PERIOD

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

DISCUSSION:

1. Engineer & Design RFP for PS 2032 Force Main Improvements – H. Patel/P. Crosby
Harry Patel updated the committee on the PS2032 location and project. Pictures and a map accompanied the memorandum explaining the proposal along Frederica Road and Palmetto St. Pam Crosby discussed the timeline projection to start in the off season in late fall/early winter with a compressed schedule. Part of the project is to accommodate the future regional lift station connection. One of the key goals is to minimize the impact to the local community. The RFP timeline was discussed and it was noted that staff reviewed in detail. The top two firms were within 3 points on the scoring card. These two firms were called in for separate meetings to discuss the project and the phases. It was noted that public meetings will be very important. Providing clear understanding of the need and goals for the project and necessary traffic control measures from all stakeholders (residents, agencies, etc.) are critical. The permitting and design will begin on day one. The evaluation team felt the Hussey Gay Bell proposal may result in additional change orders, costs, and the initial delivery of the engineering services may take longer based on things like permitting. Both companies provided very strong proposals from the quantity of work and design concept. In the initial point scoring there was only 3 points difference. Both proposed using similar construction methods. There was discussion on

possibly splitting the project into parts which included open cut compared to directional bore. The need for stakeholders input will be extremely important for engineering success. The Holly Street project was discussed in reference to paving. The difference between the two proposals were discussed. There was additional discussion which included the need for a staging area and material storage. Commissioner Perry asked how far will this project take us into the future for capacity. Commissioner Elliott stated the pipes should meet all of our capacity requirements for current full build out of N. St Simons Island. The expansion problem will pose a problem is the regional lift station addressed in the Master Plan.

Commissioner Boland made a motion seconded by Commissioner Bowen to accept 4 Waters Engineering proposal and forward to the full commission. Motion approved 4-0-0.

Commissioner Elliott commended the evaluation team as they stayed engaged and decisions were based on their research and not any other influences.

2. Additional Flood Insurance – P. Crosby

Pam Crosby explained the current insurance coverage on the administration building 1703-09 Gloucester Street. Currently the administration building has two (2) flood policies. The primary policy with American Bankers (formerly Nationwide) covers the building and no contents within the building are covered under this policy. This will renew on July 31 with a premium price of \$1,475. Additional flood insurance coverage for the contents inside the building can be purchased for an additional premium of \$779. The second policy for excess flood insurance is with Lloyds of London for the same buildings. The renewal premium for a limit of \$3,520,000 is \$11,095.76. This policy also covers the building, no contents coverage. Additional coverage for the contents inside could be purchased from Lloyds of London at a premium rate of \$1,998.96. The total flood coverage is for just over 4M. Last fall CBIZ appraised the building at a little over 4M. The broker has offered to temporarily bind coverage for the building at \$3,520,200 effective June 30 contingent on approval by the JWSC. The primary flood policy with American Bankers has a 30 day waiting period from the time we request. Staff recommends renewing the existing American Banker's and Lloyds flood Insurance policies and add \$500k contents coverage on the American Banker's Insurance policy and add \$633k excess contents coverage from Lloyd's of London Insurance Policy.

Commissioner Elliott made a motion seconded by Commissioner Boland to approve the suggested insurance policy updates and forward to the full commission for approval. Motion approved 4-0-0.

3. Urbana MOU with City of Brunswick – P. Crosby

Pam Crosby provided a brief history of the Urbana MOU as JWSC is currently under contract with Griffin Utility Construction to replace sanitary sewer utilities. The City of Brunswick has presented an MOU for consideration by JWSC to include replacement of storm drainage infrastructure within the limits of the existing Urbana project that equals to an amount of \$125,000 as quoted by the contractor. The additional construction time is estimated at (8) weeks. The coordination of the City of Brunswick storm drain improvements with JWSC sanitary sewer utility replacement will minimize disturbance to residents and reduce the project time if bid independently by the City of Brunswick. The coordination of both efforts will allow for

repaving of the construction area only once and foster a cooperative effort with the City. Staff recommends that JWSC enter into the Memorandum of Understanding with the City of Brunswick to incorporate storm drainage and amend the contract with Griffin for an additional \$125,000.

Commissioner Bowen made a motion seconded by Commissioner Boland to approve the Urbana MOU and forward to the full commission for approval at the next full commission meeting. Motion approved 4-0-0.

4. Surplus Declaration of New Items – P. Crosby

Pam Crosby updated the committee on previously approved items and recommended new additional items to be identified as surplus. The staff 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 new surplus equipment are listed as: Mack Water Truck, Metal Shelving components, Ford F150 Truck, Vermeer Ditch Trencher, Scada components/antennas, and Case Skid Steer.

Commissioner Bowen made a motion seconded by Commissioner Boland to approve the surplus items and forward to the full commission for approval. Motion approved 4-0-0.

5. Amendment of Section IV of the 2016-17 Rate Resolution – J. Donaghy

John Donaghy presented the draft of the amendment to the previously approved Rate Resolution for the fiscal year ending June 30, 2017. The staff has identified amendments to Section IV, (e) and (f) of the Rate Resolution to assure the necessary capacity of water and/or sewer service is available prior to the commencement of construction. There was discussion regarding what to do when projects may be delayed and refunded. Staff is currently researching construction plans previously approved and capacity issues. The suggestion is that capital improvement fees will be paid upon approval of construction plans by the JWSC and the capacity will be held in reserve by the JWSC indefinitely for that property.

Commissioner Elliott made a motion seconded by Commissioner Bowen to approve the amendment changes and forward to full commission for approval. Motion approved 4-0-0.

6. Unsolicited Proposal Policy – Charlie Dorminy/Commissioner Elliott

Charles Dorminy presented to the committee on the Unsolicited Proposal Policy. The slide presentation provided detailed information on the Purpose, Timeline, Fees, and Default and Remedies. This policy will provide a mechanism to obtain proposals for projects that are not on JWSC timeline and review the projects at no cost to JWSC. The proposal and agreement can be funded partially or fully by the private entities. The agreement can provide certain repayment to the entity. Charles discussed the provision which will include a waiver as the private entity is agreeing to a hold harmless. The process and timeline would be as follows: developer meets with JWSC ♦ developer drafts proposal ♦ the JWSC dates will be identified for planning ♦ developer submits proposal and executes preliminary contract ♦ JWSC evaluates proposal ♦ JWSC informs developer of decision ♦ if accepted JWSC sends out RFP in normal fashion ♦ JWSC may receive competing proposals ♦ JWSC evaluates competing proposals ♦ JWSC awards

contract ♦ contractor enters into comprehensive agreement ♦ Contractor completes project ♦ Contractor assigns rights to project to JWSC.

Commissioner Boland made a motion seconded by Commissioner Adams to move to the full commission for approval. Motion approved 4-0-0.

Charles stated there may be additional policy decisions that need to be made.

CHAIRMAN'S UPDATE

Meeting was adjourned at 4:25 pm.

Attest:

Sandra Egan
Sandra Egan, Clerk



Ronnie Perry, Chairman