



**Brunswick-Glynn County
700 Gloucester Street
Third Floor Conference Room
Thursday, September 6, 2012 at 3:00 p.m.**

AGENDA

PUBLIC COMMENT PERIOD

Public Comments will be limited to 3 minutes per speaker. Comments are to be limited to relevant information regarding your position and should avoid being repetitious. Individuals should sign in stating your name, address and the subject matter on which you wish to speak. Your cooperation in this process will be greatly appreciated.

DISCUSSION

- 1. Preliminary Site Plan – Robert Ussery**
- 2. FY 2012 Year End Financials – J. Donaghy**
- 3. Software Update – J. Donaghy**
- 4. Customer Service Update – L. Schwalm**

APPROVAL

- 1. Utility Services Contract Amendment – K. Morgan**
- 2. Basin 4035 Phase II Rehab Project – K. Morgan**
- 3. Minutes of August 16, 2012 Regular Meeting**

EXECUTIVE SESSION

AGENDA ITEMS FOR NEXT MEETING

All citizens are invited to attend. There is a possibility of a quorum of City or County Commissioners being present



**Brunswick-Glynn County
700 Gloucester Street
Third Floor Conference Room
Thursday, September 6, 2012 at 3:00 p.m.**

MINUTES

PRESENT: Clyde Taylor, Chairman
Bob Coleman, County Commissioner
Cornell Harvey, City Commissioner

ABSENT: James Brooks, City Commissioner
Tony Sammons, Commissioner

ALSO PRESENT: Keith P. Morgan, Executive Director
John Donaghy, Chief Financial Officer
Desiree E. Watson, JWSC Attorney
Barbara Rogers, JWSC

Chairman Taylor called the meeting to order and provided the invocation.

PUBLIC COMMENT PERIOD

Chairman Taylor recognized the following individuals to address the Commission.

1. Charles Lamkin, Saint Simons Island. Mr. Lamkin requested that the Commission give consideration to delaying significant expenditures until the new Commission takes office in January.
2. Daniel Parshley, Brunswick. Mr. Parshley spoke on website problems and requested a copy of the JWSC organizational chart.
3. Tom Crankshaw, Brunswick. Mr. Crankshaw requested that the Commission hold off on the software until the new Board of Commissioners takes office.
4. Sandy Dean, Brunswick. Mrs. Dean requested that the Commission not go forward with the Administrative Office Complex until January.
5. Bernie Fulton, Brunswick. Mr. Fulton requested when the contract for the new administrative office building is awarded, the Commission give consideration to local minority contractors.

6. Robert Brown, Saint Simons Island. Mr. Brown stated that his position was the same as had already been expressed on delaying significant expenditures.

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

DISCUSSION

1. Preliminary Site Plan – Robert Ussery

Mr. Morgan stated that at the August 16, 2012 meeting the bid for Architectural and Engineering Services was awarded to Ussery-Rule Architects. Mr. Robert Ussery has developed a preliminary site plan for the design of the utility's Administrative Office Complex. Mr. Ussery reviewed the proposed plan with Commissioners and answered questions. Mr. Ussery stated that the proposed site plan could have some changes based on decisions on a drive through window and the addition of a tenant. Commissioner Coleman suggested cancelling the contract for Architectural and Engineering Services for the Administrative Office Complex. Mr. Greg Bell of Teamwork Services expressed interest in relocating with the JWSC.

At the request of Commissioner Coleman, the following transcription is included as part of the Minutes of September 6, 2012

Keith Morgan: “If I could, Mr. Chairman, before Mr. Ussery speaks and we have [inaudible] the consensus of what we are looking for today is, with the charge you have given staff, if you are in general agreement with what Mr. Ussery is presenting as far as the site plan and a direct component that plays into this is that we have had an ongoing dialogue over a number of years about Teamwork Services relocating with us if we were going to build a new place. [inaudible] if we are still going ahead in that direction I have Mr. Greg Bell here from Teamwork Services to answer any questions you may have relative to that. I think that it is terribly important that that determination is made in order to facilitate what Mr. Ussery is doing on behalf of the Commission. I just wanted to preface the statements that are coming forward.”

Chairman Taylor: “What are you saying? Are you saying that Teamwork Services is planning on locating in the new building or not?”

Keith Morgan: “That is being proposed. I'm not going to speak for Mr. Bell. What we have discussed all along is that they have an interest in locating with us because of the relationship we have and interaction we have multiple times on a daily basis, on a weekly basis, week in and week out that we felt it was a good fit. It is the same things we have

talked about any number of times over the last three years. We just want to be sure at this point in time with the Board since it was decided to move forward with the Administrative Complex is that we have that resolved and ensure that it is still the direction that we want to go.”

Chairman Taylor: “Excuse me, you are talking in circles. Either Teamwork Services is on board, we went through the Coastal Bank situation, it was determined in the beginning that we would be joined by Teamwork Services and then they decided for one reason or another they weren’t going to participate. I don’t know what you are telling me. Are you telling me that Teamwork Services has agreed to move with us into the building?”

Keith Morgan: “Mr. Chairman, Greg Bell with Teamwork Services is here. I don’t want to put words into his mouth or speak to his intentions. I would defer to him and let him speak to the Board.”

Commissioner Coleman: “We proceeded with what you told us that Teamwork Services was going to move with us initially so what has Mr. Ussery done over that? Does this include space for them?”

Keith Morgan: “That is where we are. That is the decision and direction that needs to be determined. This is just a site plan here to make the determination if you like where the building is located on the property. From there Mr. Ussery will need to know, from a square footage standpoint, if he is designing just for Joint Water & Sewer needs or if we are going to incorporate the aspect of Teamwork Services also being there which will be additional square footage.”

Chairman Taylor: “What are we deciding today? Are we deciding if we like the location on the property?”

Keith Morgan: “If you are in general agreement on how it is situated on the property, yes sir, he needs that direction. And the second part is whether we continue the relationship and things we have talked about before, Teamwork Services joining us.”

Chairman Taylor: “I’m not going to decide that until we have a yes or no from Teamwork Services.”

Greg Bell: “We have been very interested since the very beginning in relocating with you. We were not interested in moving to the Coastal Bank building. I didn’t think that was a good move for Teamwork Services, or frankly, you either. We are very interested in moving down there, of course, [inaudible] taking financial considerations. We, of course, do not want to move into the Taj Mahal. As long as a practical building is built,

one that we can afford to move into, we are interested in either purchasing property or leasing from you. We want to continue to discuss this. We have been very interested since the very beginning. We are the Human Resource Department and it is very beneficial for both our entities that we are in close proximity and we would like to continue to do that. I can not make a commitment without seeing numbers but we are very interested in purchasing or leasing.”

Commissioner Coleman: “I would say that Mr. Ussery needs to cease what he is doing at this point and we get him squared away, if we owe him some money, lets write him a check and find out what we are going to do before we pay any more money out for design of a building and how it is going to sit on a piece of property when we don’t even know if we are building it just for us or for a second entity to move in. I mean we are getting the cart before the horse here.”

Desiree Watson: “We have a contract with Mr. Ussery to design the building and to engineer it and so you just can’t unilaterally say we are writing you a check, end of contract.”

Multiple Commissioners speakinginaudible.

Keith Morgan: “That is the purpose of the discussion today is to clarify what that direction is.”

Chairman Taylor: “Are we getting an affirmative from Teamwork Services today that they are interested in joining us or they still studying their options.”

Greg Bell: “We are very interested; we do need to see some numbers.”

Chairman Taylor: “What would the numbers be? What we would want in the form of a lease payment?”

Greg Bell: “I am not sure what you would like; us to purchase property or if you would like us to lease it or what your desire is.”

Chairman Taylor: “I agree with Mr. Coleman, I think there are some unanswered questions here that need to be resolved. This is the first time we have had discussion about this site in the last few weeks where the issue of Teamwork Services appeared, granted they were part of the equation in the very beginning. Since we did have [inaudible] as far back as the Coastal Bank building, I had forgotten about Teamwork Services. It might be interesting to resolve that issue, we still have a contract with Ussery and Associates and so I’m not suggesting that we end the contract, the contract still stands. How can he design a building unless he knows who is going to be in it?”

2. FY 2012 Year End Financials – J. Donaghy

Mr. Donaghy stated that the FY 2012 Year End Financials were preliminary numbers as the year end audit is current underway and should be completed on time. Mr. Donaghy stated that actual revenues were under budget by 6.86% and expenditures were 8.82% less than budgeted. The final savings realized from the cancellation of the United Water contract is \$1,467,846 which is \$52,441 greater than estimated. Mr. Donaghy stated that the collection rate for fiscal year 2012 is 96.5%.

3. Software Update – J. Donaghy

Mr. Donaghy reviewed the background and decision to utilize Government eManagement Solutions (GEMS) software for billing and accounting functions of the JWSC and the problems staff has encountered over the past four years. Harris Computer now offers a software for life program. The JWSC could upgrade to Innoprise software that includes the features and flexibility and ease of use that would benefit the JWSC. The bulk of costs to the JWSC would be for process review, data conversion, training and implementation.

Commissioner Harvey stated he favored delaying any decision on a software upgrade until the new Board takes office. Commissioner Taylor stated that while he felt it was a good project and a significant improvement for the JWSC, the decision should be delayed for the new Board. Commissioner Coleman stated that any decision on a software upgrade should be postponed until after the first of the year.

4. Customer Service Update – L. Schwalm

Mr. Luke Schwalm, Customer Service Supervisor, reviewed the customer service statistics for August. During the month, Customer Service received 1818 incoming calls, 277 customer call backs, 502 outgoing calls to other divisions, 4365 payment transactions, 722 accounts opened and 497 accounts closed. On an average each Customer Service Representative had 84 customer contacts per day.

Mr. Schwalm stated that the JWSC currently utilizes CheckFree as a clearing house for on-line transactions. The JWSC will be adding additional payment sites such as Wal-Mart and City Drugs at no cost to the JWSC.

APPROVAL

1. Utility Services Contract Amendment – K. Morgan

Mr. Morgan stated that the JWSC and City of Brunswick approved the assignment of the maintenance contract with Utility Services to the JWSC. This

assignment allows for inclusion of the Glynn District elevated storage tanks into the storage tank maintenance program.

Commissioner Harvey made a motion seconded by Commissioner Coleman to approve the amendment of the elevated storage tank maintenance contract between the JWSC and Utility Services for inclusion of the Glynn District elevated storage tanks under the described terms and conditions and authorize the Chairman and Executive Director to sign accordingly subject to legal review. Motion carried 3-0-0.

2. Basin 4035 Phase II Rehab Project – K. Morgan

Mr. Morgan stated that an Invitation for Proposals was issued on August 9, 2012 for the Basin 4035 Phase II Rehabilitation Project. This project involves approximately 7,040 LF of badly deteriorated 30-inch diameter gravity sewer main. Rehabilitation methods include both slip-bursting as base bid with an alternate bid for using cured-in-place pipe (CIPP) liner, and pipe replacement.

Commissioner Coleman made a motion seconded by Commissioner Harvey that a contract for the Basin 4035 Phase II Rehabilitation Project using CIPP liner in lieu of pipe bursting be awarded to Southeast Pipe Survey, Inc. in the amount of \$1,380,716.99. Motion carried 3-0-0.

3. Minutes of August 16, 2012 Regular Meeting

Commissioner Harvey made a motion seconded by Commissioner Coleman to approve the minutes of the August 16, 2012 regular meeting. Motion carried 3-0-0.

EXECUTIVE SESSION

The JWSC members did not have any items to discuss in an Executive Session.

Commissioner Coleman made a motion seconded by Commissioner Harvey to adjourn the meeting. Motion carried 3-0-0.

Clyde Taylor, Chairman

Attest:

Barbara Rogers, JWSC