



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, August 1, 2013 at 3:00 P.M.**

AGENDA

Call to Order

Invocation

Pledge

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.

COMMITTEE MEETING UPDATES

- 1. Facilities – Commissioner Sammons**
- 2. Finance – Commissioner Elliott**

APPROVAL

- 1. Minutes of the July 18, 2013 regular meeting**
- 2. Minutes of the July 30, 2013 special called meeting**
- 3. Letter to Clerk of Superior Court – D. Watson**
- 4. Amendment to Human Resources Standards of Practice**

DISCUSSION

- 1. Update on Carl Vinson Study – S. Dean**
- 2. Restricted Cash Accounts – J. Donaghy**
- 3. Account Receivable Delinquencies – J. Donaghy**

EXECUTIVE SESSION

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



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, August 1, 2013 at 3:00 P.M.**

MINUTES

PRESENT: **Ronald E. Perry, Chairman
John A. Cason, III, City Commissioner
Sandra J. Dean, Commissioner
Donald M. Elliott, Commissioner
Dale Provenzano, County Commissioner
Tony Sammons, Commissioner**

ABSENT: **George M. Dupuy, Commissioner**

ALSO PRESENT: **John Donaghy, Chief Financial Officer
Desiree E. Watson, JWSC Attorney
Barbara Rogers, JWSC Acting Clerk**

Chairman Perry called the meeting to order. Commissioner Sammons provided the invocation and Commissioner Provenzano led the pledge.

PUBLIC COMMENT PERIOD

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

COMMITTEE MEETING UPDATES

1. Facilities – Commissioner Sammons

Commissioner Sammons stated architect, Larry Bryson, was unable to attend today's meeting due to illness. Commissioner Sammons clarified some preliminary cost estimates for a drive through window. Based on some recent actual costs incurred at a Georgia Power office, our minimum cost for a drive in window was under estimated and will also require re-routing of the traffic flow in

the parking area. Commissioner Sammons will get these numbers clarified with Mr. Bryson.

2. Finance – Commissioner Elliott

Commissioner Elliott distributed a breakdown on payment methods over the period of April to July 2013. Customer Service is currently handling 24.9% of customer payments that may support a future drive through window. Commissioners asked if it would be possible to compare the payment methods of Georgia Power and discussed the cost of providing the Saint Simons Island Drop Box.

Commissioner Elliott stated the JWSC is required by the Operational Agreement to collect and hold deposits on all customer accounts. The monies held to fund customer deposits exceeded the liability by \$1,155,000.

Commissioner Elliott made a motion seconded by Commissioner Provenzano to authorize the transfer of \$1,150,000 from the Customer Deposits funds to the Repair and Replacement funds. Motion carried 6-0-0.

Commissioner Elliott stated the responses to the RFP for Emergency and After Hours Answering Service had been received. Chairman Perry requested Commissioner Elliott participate in the review and evaluation process.

Commissioner Elliott stated the Finance Committee was currently refining the language in the RFQ for Legal Services. He encouraged the other Commissioners to submit any additions or changes they would like to see in the RFQ.

APPROVAL

Commissioner Dean made a motion seconded by Commissioner Cason to add approval of the July 30, 2013 executive session minutes to the Agenda. Motion carried 6-0-0.

1. Minutes of the July 18, 2013 regular meeting

Commissioner Elliott made a motion seconded by Commissioner Dean to approve, with corrections, the minutes of the July 18, 2013 regular meeting. Motion carried 6-0-0.

2. Minutes of the July 30, 2013 special called meeting

Commissioner Dean made a motion seconded by Commissioner Cason to approve the minutes of the July 30, 2013 special called meeting. Motion carried 6-0-0.

2.1 Minutes of the July 30, 2013 executive session.

Commissioner Perry made a motion seconded by Commissioner Dean to approve the minutes of the July 30, 2013 executive session. Motion carried 6-0-0.

3. Letter to Clerk of Superior Court – D. Watson

Mrs. Watson provided the Commissioners with a draft letter to Lola Jamsky, Clerk of Superior Court, providing notice and requesting the Grand Jury appoint two qualified citizen members to serve two years terms on the commission of the JWSC commencing January 1, 2014. Mrs. Watson also provided a suggested time line, suggested ads and a copy of Local Act 540 and O.C.G.A. 15-12-81.

Commissioner Dean made a motion seconded by Commissioner Cason to approve sending the Clerk of Superior Court a letter requesting the Grand Jury appoint two qualified members to serve two year terms on the Commission commencing January 1, 2014, attaching a suggested time line and sample ads to aid in the process. Motion carried 6-0-0.

4. Amendment to Human Resources Standards of Practice

Mr. Donaghy stated that to clarify Article 4, Section 4.16 Vehicle Use, Care, and Maintenance of the Human Resources Standards of Practice, he recommends an amendment to Guideline 8 to provide for application of Federal and State Income Regulations to utility take home vehicles as required by the Internal Revenue Service and/or Georgia Department of Revenue; and to Guideline 9 stating only employees of the JWSC are authorized to operate JWSC vehicles.

Commissioner Dean made a motion seconded by Commissioner Elliott to approve the amendment to the JWSC Human Resources Standards of Practice as presented. Motion carried 6-0-0.

DISCUSSION

1. Update on Carl Vinson Study – S. Dean

Mrs. Watson provided the Commission with copies of correspondence with Ted Baggett, J.D., Local Government Program Manager. Mr. Baggett stated the UGA legal department is currently reviewing the contract and he has requested it be expedited.

2. Restricted Cash Accounts – J. Donaghy

Mr. Donaghy reviewed the schedule of Restricted Cash Balances and Repair and Replacement Project Cost Summary as of June 30, 2013. Commissioners were given an opportunity to ask questions on various projects and types of restrictions. Mr. Donaghy stated that the Planning and Construction department will be developing project reports.

3. Account Receivable Delinquencies – J. Donaghy

Mr. Donaghy provided Commissioners a summary of delinquent accounts greater than \$1,000.

EXECUTIVE SESSION

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

There being no further business, Chairman Perry adjourned the meeting.

Ronald E. Perry, Chairman

Attest:

Barbara W. Rogers