



**Brunswick-Glynn County  
Joint Water and Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, August 15, 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 UPDATES**

- 1. Finance – Commissioner Elliott**
- 2. Human Resources – Commissioner Dupuy**

### **APPROVAL**

- 1. Minutes of the August 1, 2013 regular meeting**
- 2. Carl Vinson Institute LOA – D. Watson**

### **DISCUSSION**

- 1. JWSC, City of Brunswick and Glynn County Fuel Purchase Consortium  
- Commissioner Cason**
- 2. Road Cut Repairs – Commissioner Cason**
- 3. Honeywell LOA – Commissioner Provenzano**

### **EXECUTIVE SESSION**

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



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Thursday, August 15, 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:** Keith P. Morgan, Executive Director  
John Donaghy, Chief Financial Officer  
Desiree E. Watson, JWSC Attorney  
Barbara Rogers, JWSC Acting Clerk

**Chairman Perry called the meeting to order and provided the invocation. 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**

#### **Finance Committee**

Commissioner Elliott reviewed the Comparative Balance Sheets from June 30, 2012 to June 30, 2013, and the Revenue and Expenditure Summary Sheets for the year ended June 30, 2013 that had been furnished to the auditors.

Commissioner Elliott stated the Committee had reviewed the responses to the Emergency and After Hours Answering Service RFP and they will be contacting

the responsive bidders to clarify some responses. The Committee will make a recommendation at the next meeting.

Commissioner Elliott distributed a draft letter to the Environmental Protection Division regarding the JWSC reinstating the availability of irrigation meters for landscape watering. Mr. Morgan reviewed the history of why irrigation meters were eliminated in the City and County Ordinances.

Commissioner Elliott discussed the progress on the RFP for Legal Services. He asked all Commissioners to have their comments in for inclusion in the RFP.

Commissioner Cason stated that GMA provides a very cost effective electronic on-line service for vehicle acquisitions that the JWSC should consider using for future purchases. Commissioner Elliott stated the JWSC will be developing a policy to identify when vehicles need to be replaced based on criteria such as mileage, age, and blue book value.

### **Human Resources Committee**

Commissioner Cason stated that Teamwork Services had met with the Committee and discussed compensation and benefit surveys, employee handbooks, and the search for a Director. He stated that Commissioner Dupuy had suggested that Mr. Morgan and Teamwork Services develop a job description for the Director's position. Teamwork Services will be assisting with the compensation surveys and Commissioner Elliott suggested using some of the available information from the labor department.

Chairman Perry asked the Human Resource Committee to set up guidelines for search for the Director's position.

Commissioner Sammons made a motion seconded by Commissioner Dean to add Facilities Committee Report to the Agenda. Motion carried 6-0-0.

### **Facilities Committee**

Commissioner Sammons stated the Committee met with architect Larry Bryson and further discussed the criteria needed for a drive through window, such as two-way audio, video, and a two station vacuum tube that could be switched over for staff coverage, and consider and plan for a double lane. Commissioner Sammons stated that the next meeting of the Facilities Committee will be on August 27, 2013 at 10:00.

## **APPROVAL**

### **1. Minutes of the August 1, 2013 regular meeting**

Commissioner Dean made a motion seconded by Commissioner Cason to approve the minutes of the August 1, 2013 regular meeting. Motion carried 6-0-0.

## **2. Carl Vinson Institute Agreement**

Mrs. Watson stated that at the July 18, 2013 meeting the Commission accepted a proposal from the Carl Vinson Institute for technical services for a fixed fee of \$33,000. The proposal includes a provision stating the work will commence upon approval and execution of an agreement between the parties.

Commissioner Dean made a motion seconded by Commissioner Cason to approve the Letter of Agreement with the Carl Vinson Institute for technical services, as presented, and authorize the Chairman to sign the Agreement. Motion carried 6-0-0.

## **DISCUSSION**

### **1. JWSC, City of Brunswick and Glynn County Fuel Purchase Consortium - Commissioner Cason**

Commissioner Cason presented the City of Brunswick's actual gasoline and diesel usage for the previous twelve month period. He stated that he would like to research the possible advantages of the JWSC, City of Brunswick, and Glynn County forming a fuel purchase consortium.

### **2. Road Cut Repairs – Commissioner Cason**

Mr. Morgan stated that a memorandum was included in today's packet outlining the procedures the JWSC follows when repairs of road cuts are made after water or sewer line repairs have been made. Mr. Morgan stated that the JWSC adheres to Glynn County or Georgia Department of Transportation standards when making these repairs.

### **3. Honeywell LOA – Commissioner Provenzano**

Commissioner Provenzano stated that Honeywell offers audits at no cost to the utility on energy conservation measures that could be implemented. The audit would focus on the three (3) wastewater treatment facilities.

Commissioner Provenzano made a motion seconded by Commissioner Cason to approve the agreement with Honeywell and authorize the Chairman to sign, subject to legal counsel's review and approval. Motion carried 6-0-0.

## **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.

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Ronald E. Perry, Chairman

Attest:

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Barbara W. Rogers  
Acting clerk