



**Brunswick-Glynn County Joint Water & Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, June 6, 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.

Executive Director's Report – K. Morgan

Committee Reports:

Finance – Commissioner Elliott

Human Resources – Commissioner Dupuy

APPROVAL

- 1. Minutes of the May 16, 2013 regular meeting**
- 2. USGS Agreement – K. Morgan**
- 3. MS2, LLC Lease (700 Gloucester St) – K. Morgan**

DISCUSSION

- 1. Interest on Deposits (City/County) – J. Donaghy**
- 2. Emergency and After Hours Answering Service RFP Update – K. Morgan**

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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700 Gloucester Street
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Thursday, June 6, 2013 at 3:00 p.m.**

MINUTES

PRESENT: Dale Provenzano, Vice-Chairman
John A. Cason, III, City Commissioner
Sandra J. Dean, Commissioner
George M. Dupuy, Commissioner
Donald M. Elliott, Commissioner
Tony Sammons, Commissioner

ABSENT: Ronald E. Perry, Chairman

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

Vice-Chairman Provenzano called the meeting to order and provided the invocation. Commissioner Dean led the pledge.

Vice-Chairman Provenzano welcomed City Commissioner John A. Cason to the JWSC Board of Commissioners.

PUBLIC COMMENT PERIOD

There being no citizens who wished to address the Commission, Vice-Chairman Provenzano closed the public comment period.

Executive Director's Report – K. Morgan

Keith Morgan, Executive Director, gave an informational overview of each division and the activities of the division. Mr. Morgan advised Commissioners of the all day customer service seminar held on Saturday, May 11, 2013, the completion of the REU audit, and the commencement of software conversion. He advised the bar screen at the Saint Simons WWTP needs replacing and he will be asking the Commission for funding approval. Mr. Morgan stated that the notices have been placed for the public hearings on June 11, 2013 at the Casino and June 18, 2013 in the JWSC conference room. The 3rd required public

hearing will be held immediately prior to the June 20, 2013 regularly scheduled meeting.

Commissioner Elliott proposed field trips by Commission members for site visits to different locations to become more familiar with the utility's business. Vice-Chairman Provenzano requested that members coordinate these visits with Keith Morgan.

Committee Reports:

Finance – Commissioner Elliott

Commissioner Elliott stated the Finance Committee was not recommending any additional changes to the FY 2014 proposed budget. He plans to stress the importance of the master plan and that the 1.8% increase is to begin funding the gap between the reserves and the needs.

Human Resources – Commissioner Dupuy

Commissioner Dupuy advised the Commission the Human Resources Committee met with Teamwork Services, Inc. and reviewed the human resource services the Company provides for the JWSC. The Committee requested that Teamwork research and make recommendations on a third party to perform a confidential climate survey and a total compensation and benefits survey. The Human Resources Committee will establish measurable standards of performance for the Director's position for evaluation purposes going forward.

APPROVAL

1. Minutes of the May 16, 2013 regular meeting

Commissioner Elliott made a motion seconded by Commissioner Dean to approve the minutes of the May 16, 2013 regular meeting. Motion carried 5-0-1. (Commissioner Cason abstained).

2. USGS Agreement – K. Morgan

John Clark and Gregory Cherry of the U. S. Geological Survey presented an informative program on the chloride concentration into the Upper Floridan aquifer. A cooperative water resource program has been in place since 1959 to monitor and produce scientific data.

Mr. Morgan stated the program and science produced are invaluable to the JWSC in understanding how to plan and manage its water resources. Due to Federal budget cuts, the USGS participating contribution will be reduced by 7%.

In order to maintain the program's current level of service the JWSC would need to increase the Utility's 2014 share by 4.7% for a total contribution of \$160,035.

Commissioner Sammons made a motion seconded by Commissioner Cason to approve the USGS Joint Funding Agreement for Fiscal Year 2014 in the amount of \$160,035 and authorize the Chairman and Executive Director to sign the Agreement, subject to legal review. Motion carried 5-1-0. (Commissioner Dean cast the opposing vote).

3. MS2, LLC Lease (700 Gloucester St) – K. Morgan

Mr. Morgan stated the JWSC's current lease with MS2 expires June 30, 2013. The first option year renewal is available upon the same terms and conditions.

Commissioner Cason made a motion seconded by Commissioner Elliott to approve the first option year renewal of the lease between MS2, LLC and the JWSC under the same items and conditions for an annual price of \$120,000 for the space utilized at 700 Gloucester Street and authorize the Chairman and Executive Director to sign said lease. Motion carried 6-0-0.

DISCUSSION

1. Interest on Deposits (City/County) – J. Donaghy

Mr. John Donaghy reviewed with Commissioners a summary of the total amount of customer deposits and cash transferred to the JWSC from Glynn County and the City of Brunswick as of January 1, 2008. At that time the cash balance exceeded the liability by \$1,361,891. Commissioners requested the Finance Committee come back with their recommendations for the earned interest.

2. Emergency and After Hours Answering Service RFP Update – K. Morgan

Mr. Morgan made available a copy of the draft RFP for Emergency and After Hours Answering Service to the Commission. He stated that currently the draft was undergoing an internal review prior to sending it out. Mr. Morgan stated he would forward a copy of the draft to any interested Commissioner.

EXECUTIVE SESSION

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

There being no further business to bring to the Commission, Commissioner Cason made a motion seconded by Commissioner Dean to adjourn the meeting. Motion carried 6-0-0.

Dale Provenzano, Vice-Chairman

Attest:

Barbara Rogers
Acting Clerk