



**Brunswick-Glynn County Joint Water & Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, March 7, 2013 at 3:00 p.m.**

AGENDA

Call to Order ** Pledge ** Invocation

PUBLIC COMMENT PERIOD

Director's Report – Keith Morgan

Committee Reports

Facilities – Commissioner Sammons

- 1. Thornhill Mobile Home Park**
- 2. Administrative Office Complex Matrix**

Finance – Commissioner Elliott

- 1. Rate Model**
- 2. Information Management Systems Requirements**
- 3. Property and Casualty Insurance Renewal**

DISCUSSION

- 1. Bid Process and Procedure – Commissioner Dean**
- 2. Tap Fees for Other City/County Governments – Commissioner Dean**
- 3. Hawkins Island Update – K. Morgan**
- 4. Highway 99 Water Line Project Update – K. Morgan**
- 5. New Jail Water/Sewer Plans Update – K. Morgan**
- 6. Review of City/County SPLOST Report – Chairman Perry**

APPROVAL

- 1. Property and Casualty Insurance Renewal – J. Donaghy**
- 2. BioConversion Technology Contract Renewal – K. Morgan**
- 3. Coastal Landscape Contract Renewal – K. Morgan**
- 4. Minutes of the February 20, 2013 regular meeting**

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 & Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, March 7, 2013 at 3:00 p.m.**

MINUTES

PRESENT: **Ronald E. Perry, Chairman
Sandra J. Dean, Commissioner
George M. Dupuy, Commissioner
Donald M. Elliott, Commissioner
Tony Sammons, Commissioner**

ABSENT: **James Brooks, City Commissioner
Dale Provenzano, County Commissioner**

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

Chairman Perry called the meeting to order and Commissioner Sammons provided the invocation. Commissioner Dean led the pledge of allegiance.

PUBLIC COMMENT PERIOD

Chairman Perry recognized the following individual to address the Commission.

1. Brady Turner, Brunswick. Mr. Turner stated that his property at 1614 Newcastle Street was currently vacant. He is very much interested in working with the JWSC and was inquiring on the status of the property search.

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

Director's Report – Keith Morgan

Mr. Morgan gave an overview on the administration, operations and maintenance, capital improvement, and service delivery areas. He reviewed the timeline for the FY 2014 Budget preparation and the requirement in our Operational Agreement to submit to the City and County governments by May 1 of each year for their comments.

Chairman Perry asked about the Performance Review currently being prepared by Elmo Richardson. Chairman Perry stated that Mr. Richardson had advised

him that he would be in Brunswick on March 13 and March 14 and would like to meet with the Board of Commissioners. Commissioners agreed to hold a special called meeting on March 14, 2013 at 3:00 p.m. for this purpose.

Mr. Morgan advised the Commission of the award for industrial pre-treatment that Pinova had been nominated to receive based on their tremendous strides in improving the quality of their discharge.

Committee Reports

Facilities – Commissioner Sammons

1. Thornhill Mobile Home Park

Commissioner Sammons stated that Ben Grantham had attended the Facilities Committee and Bill Powell, former City of Brunswick Water and Sewer Director, had attended on behalf of Mr. Grantham. Mr. Grantham has been advised to gather the information necessary to complete the application to dedicate the water and sewer infrastructure within Thornhill to the JWSC. After a short discussion, this item was referred back to the Facilities Committee.

2. Administrative Office Complex Matrix

Commissioner Sammons distributed an updated matrix on the properties currently under review by the Committee. He stated that the CRC building on "F" Street has been removed from consideration.

Chairman Perry stated that the Commission needs to take action to rescind proceeding with the Gloucester Street property before continuing to look at other sites. He announced that he is giving notice that at the next regular meeting he will move to rescind the Commission's affirmative vote taken on October 18, 2012 that the JWSC move forward with construction on the Gloucester Street property.

Finance – Commissioner Elliott

1. Property and Casualty Insurance Renewal

Commissioner Elliott introduced Fred McGinty of McGinty and Gordon Insurance. Mr. McGinty stated that our current provider, CNA, had quoted a renewal premium of \$452,590. This increase is due to several factors; the termination of the United Water Services contract, an increase in the number of vehicles covered and an overall rate increase of 4%. Mr. McGinty has gone out for additional quotes which he expects within the next few days.

Commissioner Sammons made a motion seconded by Commissioner Elliott to authorize the Chairman and Executive Director to evaluate and accept an alternative quote.

Commissioner Sammons made a motion seconded by Commissioner Elliott to withdraw the previous motion. Motion carried 5-0-0.

Chairman Perry requested that Property and Casualty Insurance Renewal be placed on the agenda for the special called meeting of Thursday, March 14, 2013.

2. Rate Model

Commissioner Elliott stated that Andy Burnham of Burton and Associates had given an informative presentation on how our rates are based. Commissioner Elliott passed around a budget preparation worksheet showing how the JWSC departments prepared their budget submittals.

3. Information Management Systems Requirements

Commissioner Elliott stated that the committee is currently developing a decision matrix.

DISCUSSION

1. Bid Process and Procedure – Commissioner Dean

Commissioner Dean stated she would like to see an RFP go out for several of our contractual services, including our legal services.

2. Tap Fees for Other City/County Governments – Commissioner Dean

Commissioner Dean stated that she had her questions answered and there was no need for additional discussion.

3. Hawkins Island Update – K. Morgan

Mr. Morgan stated that he and Desiree Watson, JWSC legal counsel, met with Aaron Mumford, Glynn County Attorney, and David Hainley, Glynn County Development Director, to discuss the Sea Island development to determine its status. The findings to date indicate that the Hawkins Island water and sewer infrastructure was intended to be dedicated to Glynn County for acceptance as public facilities. The available documentation illustrates that dedication may have been intended to occur in August of 1999 and again in October 2008. However, neither is supported by Commission minutes confirming acceptance by Glynn County.

In December 2009, Hawkins Island along with seven (7) other Sea Island developments, many of which consist of multiple phases, was presented to the Glynn County Board of Commissioners for acceptance as public infrastructure. The Glynn County BOC accepted the dedication of water and sewer infrastructure from Sea Island as public facilities subject to five (5) conditions.

Mr. Hainley was tasked by the Glynn County Commission to ensure the identified developments achieve compliance with the standards that were in place at the time construction occurred and consistent with the motion to accept the infrastructure. The JWSC assists Mr. Hainley in this effort as requested.

Commissioner Elliott made a motion seconded by Commissioner Sammons to direct JWSC legal counsel, to draft a letter for the Chairman's signature to Glynn County to inform them that the JWSC has no title to the Hawkins Island systems and that the JWSC has been notified by the Hawkins Island Homeowner's Association of potential problems and that Glynn County take action to complete the dedication and acceptance process. Motion carried 5-0-0.

- 4. Highway 99 Water Line Project Update – K. Morgan**
- 5. New Jail Water/Sewer Plans Update – K. Morgan**
- 6. Review of City/County SPLOST Report – Chairman Perry**

Commissioner Elliott made a motion seconded by Commissioner Sammons to defer Discussion Items 4, 5, and 6 to the March 21, 2013 regular meeting. Motion carried 5-0-0.

APPROVAL

- 1. Property and Casualty Insurance Renewal – J. Donaghy**

Commissioner Sammons made a motion seconded by Commissioner Dupuy to defer this item to the special called meeting of March 14, 2013. Motion carried 5-0-0.

- 2. BioConversion Technology Contract Renewal – K. Morgan**

Mr. Morgan stated that in March 2009 the JWSC entered into a one year contract, with four option years, with Bioconversion Technology to administer the Utility's odor and corrosion control program. This contract is performance based, hence the payment for pounds of sulfide removed, as opposed to payment for the amount of chemical used.

Commissioner Elliott made a motion seconded by Commissioner Dean to approve the fourth option year renewal of the contract with Bioconversion Technology under the same terms and conditions as defined in the Addendum thereto retroactive to March 5, 2013 and direct an RFP be written to go out for bid on this service. Motion carried 5-0-0.

3. Coastal Landscape Contract Renewal – K. Morgan

Mr. Morgan stated that the Commission approved the award for landscaping services to Coastal Landscape and Design, Inc. at its February 16, 2012 meeting at an annual cost of \$61,536. for the initial contract year. Staff recommends approving the first option year renewal under the same terms and conditions.

Commissioner Elliott made a motion seconded by Commissioner Dupuy to approve the first option year renewal of the contract between the JWSC and Coastal Landscape and Design, Inc. for landscape services as described in the contract documents for an annual price of \$61,536 and prepare an RFP be written to go out for bid on this service. Motion carried 5-0-0.

4. Minutes of the February 20, 2013 regular meeting

Commissioner Dupuy made a motion seconded by Commissioner Elliott to approve the minutes of the February 7, 2013 regular meeting. Motion carried 4-0-1. Commissioner Dean abstained.

EXECUTIVE SESSION

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

Chairman Perry adjourned the meeting.

Ronald E. Perry, Chairman

Attest:

Barbara Rogers
Acting Clerk