



**Brunswick-Glynn County Joint Water & Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, May 2, 2013 at 3:00 p.m.**

## **AGENDA**

**Call to Order      \*\*      Invocation      \*\*      Pledge**

### **PUBLIC COMMENT PERIOD**

**Chief Financial Officer's Report**

### **APPROVAL**

- 1. Minutes of the April 18, 2013 regular meeting**
- 2. Billing and Financial Software Update – J. Donaghy**
- 3. Renewal of Alex Hall Lease – J. Donaghy**

### **DISCUSSION**

### **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, May 2, 2013 at 3:00 p.m.**

**MINUTES**

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

**ABSENT:**                    **James Brooks, City Commissioner**

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

Chairman Perry called the meeting to order and Commissioner Provenzano provided the invocation. The pledge of allegiance was led by Chairman Perry.

**PUBLIC COMMENT PERIOD**

Chairman Perry recognized the following individual to address the Commission.

1. Frank Riviere, Saint Simons Island, stated he had experienced a large leak at his home and understands that the policy for leak adjustments will only remove the sewer charges from the account and the customer is responsible for the water loss. Mr. Riviere is requesting consideration be given to adjusting off his water loss also. Keith Morgan and John Donaghy will review the adjustment.

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

Chairman Perry made a motion seconded by Commissioner Sammons to add approval of the executive session minutes of April 18, 2013 to the agenda. Motion carried 6-0-0.

Commissioner Provenzano made a motion seconded by Commissioner Sammons to add discussion of the Detention Center infrastructure to the agenda. Motion carried 6-0-0.

### **Chief Financial Officer's Report**

Mr. John Donaghy, Chief Financial Officer, reviewed with Commissioners the Comparative Balance Sheet, Revenue and Expenditure Report, and Accounts Receivable Report for the period ending March 31, 2013. Commissioners discussed and asked questions on the outstanding debt write-off and the bad debt reserves. Keith Morgan recommended that the interest earned on deposit monies be moved to fund the shortfall in pension funding. Chairman Perry requested that staff research and report back to the Commission on how much funding it would take to bring the pension funding current.

Chairman Perry reappointed the Personnel Committee to include, Commissioner Dupuy as acting Chairman and Commissioners Elliott and Provenzano as members. And tasked the Committee to review the entire employee wage and benefit package.

### **APPROVAL**

#### **1. Minutes of the April 18, 2013 regular meeting**

Commissioner Elliott made a motion seconded by Commissioner Provenzano to approve the minutes of the April 18, 2013 regular meeting. Motion carried 6-0-0.

#### **1.A Minutes of the April 18, 2013 Executive Session**

Commissioner Elliott made a motion seconded by Commissioner Dean to approve the minutes of the April 18, 2013 Executive session. Motion carried 6-0-0.

#### **2. Billing and Financial Software Update – J. Donaghy**

Mr. Donaghy stated that the limitations of the current GEMS software have been discussed on numerous occasions with Commissioners. Staff has reviewed six alternative software applications. The review included a matrix to assess the essential features, flexibility and ease of use. Harris Computer Corporation offers a software for life program. This means that the JWSC can upgrade to another Harris product with no cost for the comparable software. The only software cost to the JWSC would be for the Citizen Access Portal and interfaces.

The bulk of the costs the JWSC would incur for the upgrade would be for process review, conversion, training and implementation. The greatest benefits of the upgrade are to provide customers with the online service features they have come to expect from other utilities, to gain efficiencies across all divisions and to utilize the information the software produces.

Commissioner Elliott made a motion seconded by Commissioner Provenzano to approve the BGJWSC renewal and extension of the agreement with Harris Computer for five years with one year options to renew; approve the Addendum for the upgrade from GEMS to the Innoprise Utility Billing & Financial Applications; authorize the Chairman and Executive Director to execute the Addendum and to approve funding of the software and hardware upgrade in the amount of \$196,250. Motion carried 5-1-0. (Commissioner Dean cast the opposing vote.)

### **3. Renewal of Alex Hall Lease – J. Donaghy**

Mr. Donaghy stated that in May 2012 the JWSC entered into a lease agreement with Alex Hall to utilize space to affix equipment for a wireless network connection across the railroad from his building at 2900 Newcastle Street to the Academy Creek Wastewater Treatment Facility. The lease was for one initial year with one option year renewal with the same terms and conditions.

Commissioner Provenzano made a motion seconded by Commissioner Sammons to approve exercising the option year renewal of the Lease Agreement with Alex Hall for the year ending May 31, 2014. Motion carried 5-0-0. (Commissioner Dupuy was not present for the vote.)

### **4. Detention Center Infrastructure**

Commissioner Provenzano stated that the contractor for the Detention Center has requested of the County that a change be approved to the project to allow for a six (6) inch force main and lift station and consider dedication of the infrastructure to the JWSC. The original plans called for a gravity sewer line; however, due to the depth needed, the contractor is offering a cost savings to Glynn County to redesign the project. Commissioners discussed the operation and maintenance costs of accepting infrastructure with limited potential of future customers. Keith Morgan will meet with the project engineers and review the specifications and customer growth potential and report back to the Commission.

## **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, Chairman Perry adjourned the meeting.

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Ronald E. Perry, Chairman

Attest:

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Barbara Rogers  
Acting Clerk