



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, September 5, 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. Facilities – Commissioner Sammons**
- 2. Finance – Commissioner Elliott**
- 3. Human Resources – Commissioner Dupuy**
- 4. Customer Service & Public Communications – Commissioner Dupuy**

APPROVAL

- 1. Minutes of the August 15, 2013 regular meeting**
- 2. Emergency & After Hours Telephone Answering Service RFP – Commissioner Elliott**
- 3. Sewer Combination Cleaner Rehabilitation – J. Donaghy**
- 4. Human Resources Standards of Practice Amendments – D. Watson**
 - FMLA Leave**
 - Underground Storage Tank (UST) Certification**

DISCUSSION

- 1. Highway 99 and Sterling Industrial Park Water Line – Commissioner Sammons**
- 2. SPLOST V Water & Sewer Projects Update – Commissioner Elliott**
- 3. Sea Island Properties Evaluation Update – K. Morgan**
- 4. City of Brunswick Fire Department Material Funding Request – Chairman Perry**

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, September 5, 2013 at 3:00 P.M.**

MINUTES

PRESENT:

- Ronald E. Perry, Chairman**
- John A. Cason, III, City Commissioner**
- Sandra J. Dean, Commissioner**
- George M. Dupuy, Commissioner**
- Donald M. Elliott, Commissioner**
- Dale Provenzano, County Commissioner**
- Tony Sammons, 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 Commissioner Sammons provided the invocation. Chairman Perry 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 introduced architect Larry Bryson who reviewed proposed floor plans for the renovation of the first and third floors of the 700 Gloucester Street building, cost option breakdowns, drive-through window placements, and architectural and related engineering services costs for the renovations of the building.

Commissioner Sammons stated the Facilities Committee would research the existing agreement on the chiller placed on the adjoining building and would bring their findings back to the Commission and have architect Robert Ussery prepare a cost estimate on the property at 2307 Gloucester Street.

2. Finance – Commissioner Elliott

Commissioner Elliott stated that Keith Morgan met with EPD regarding irrigation only meters. Mr. Morgan said that the meeting was positive and that EPD has guidelines on watering restrictions but not on setting meters. There would be some changes to our current policies and ordinances JWSC would need to adopt. Mr. Morgan recommended that irrigation meters be a maximum of 1” and equipped with a backflow device and that the JWSC formally request EPD to approve our request on setting irrigation meters.

Commissioner Elliott stated that staff will be developing a draft policy on Vehicle and Capital Acquisitions for review at their next meeting. The RFP for Legal Services is in final review and will be going out very soon. The auditors have completed their review of the FY13 year end financials and will be issuing their audit report.

Commissioner Elliott stated the Finance Committee had reviewed the responses to the RFP for Emergency and After Hours Telephone Answering Services. Commissioner Elliott introduced Elizabeth Burns, Planning & Construction Division, who presented a PowerPoint report on the evaluations of each proposal.

Commissioner Provenzano made a motion seconded by Commissioner Dean that a contract for Emergency and After Hours Telephone Answering Services be awarded to AnswerNet as proposed in the monthly base amount of \$2,900.00 for the first year with renewal options for two additional years and authorize the Chairman to sign the contract subject to legal counsel review. Motion carried 7-0-0.

3. Human Resources – Commissioner Dupuy

Commissioner Dupuy asked Chairman Perry to clarify the assigned members to the Human Resource Committee. Chairman Perry stated:

Commissioner Dupuy, Chairman
Commissioner Elliott
Commissioner Provenzano
Commissioner Cason

Commissioner Dupuy stated that the Committee is working closely with Teamwork Services on several items:

- Obtaining three (3) quotes on companies to conduct the employee satisfaction survey and the compensation and benefit survey,
- Developing a format to provide a brief overview on personnel policies into an Employee Handbook, and
- Drafting a job description and recruitment advertisements for the Director position.

Chairman Perry requested that if any Commissioners receive resumes from applicants to please delete them and advise the individual to contact Teamwork Services.

4. Customer Service & Public Communications – Commissioner Dupuy

Commissioner Dupuy introduced Jay Sellers, Operations Analyst, Planning and Construction Division who gave Commissioners an update on the new website design. Mr. Sellers pointed out that the flexibility of the website design allowed for in-house maintenance.

Commissioner Dean made a motion seconded by Commissioner Cason to move forward with posting the new website. Motion carried 7-0-0.

APPROVAL

1. Minutes of the August 15, 2013 regular meeting

Commissioner Sammons made a motion seconded by Commissioner Cason to approve the minutes of the August 15, 2013 regular meeting. Motion carried 7-0-0.

2. Emergency & After Hours Telephone Answering Service RFP – Commissioner Elliott

Item discussed and approved under Finance Committee Update.

3. Sewer Combination Cleaner Rehabilitation – J. Donaghy

Mr. Donaghy stated that the JWSC has three primary Vac-Con brand sewer line cleaning units. The 2007 model unit is 7 years old and in need of refurbishing. Adams Equipment Company is the reseller of this equipment and is the sole source of the rehabilitation necessary based on compatibility with existing equipment. The cost of the work is included in the machinery capital purchases line item of the 2013-14 operating budget.

Commissioner Dupuy made a motion seconded by Commissioner Cason to accept the Vac-Con Remanufacturing Proposal from Adams Equipment Co., Inc.

and authorize the budgeted expenditure in the amount of \$151,848. Motion carried 7-0-0.

4. Human Resources Standards of Practice Amendments – D. Watson

- **FMLA Leave**

Mrs. Watson explained the U.S. Department of Labor (DOL) has new regulations expanding the coverage for military families under the Family and Medical Leave Act (FMLA) and changes to Human Resources Standards of Practice.

Commissioner Dean made a motion seconded by Commissioner Cason to amend the JWSC's Human Resources Standards of Practice, Articles 1 and 4, as presented, to reflect regulatory changes to FMLA military leave. Motion carried 7-0-0.

- **Underground Storage Tank (UST) Certification**

Mrs. Watson explained that the U.S. Energy Policy Act (2005) requires that Georgia, because it accepts federal grants for its underground storage tank programs, ensure that all UST operators demonstrate competency relative to their UST systems. DNR promulgated rules requiring state certification of UST operators based upon passing an EPD authorized test. To operate a UST facility or system without a trained and certified UST operator is cause for EPD to revoke JWSC's current annual Tank Registration Certificate.

Commissioner Dean made a motion seconded by Commissioner Elliott to amend JWSC's Human Resources Standards of Practice, Article 6, Section 6.2, to add UST operator certifications to the list of employees eligible for a pay adjustment. Motion carried 7-0-0.

DISCUSSION

1. Highway 99 and Sterling Industrial Park Water Line – Commissioner Sammons

Commissioner Sammons briefly reviewed the history of the project. The design of the project is now complete with an engineering cost estimate of \$408,385. Staff was directed to turn over the design to Glynn County so that an RFP could be issued for the construction.

2. SPLOST V Water & Sewer Projects Update – Commissioner Elliott

Chairman Perry stated that the SPLOST V projects had been prioritized by Commissioner Provenzano and himself following a meeting with County Officials. Sterling Industrial Park, well and elevated storage tank for south mainland, and

expansion of the south mainland water system were the three top priorities. Mr. Morgan stated that Glynn County had contracted with Thomas and Hutton Engineering for design of the south mainland projects. The JWSC will send a letter to Glynn County advising them that the JWSC is ready to proceed with these projects.

3. Sea Island Properties Evaluation Update – K. Morgan

Mr. Morgan stated the Commission requested staff to expedite the water and sewer infrastructure evaluations of certain Sea Island developments that were dedicated as public infrastructure to Glynn County on December 17, 2009. Final acceptance was subject to contingencies. Staff has completed all of their water and sewer infrastructure evaluations for the Sea Island developments with the exception of one, Lake Cottages, Phases I, II, III and IV. Progress has been halted due to site accessibility issues. Commissioner Provenzano is assisting with gaining access to the site. Once the evaluation is complete, JWSC will send their final report to David Hainley, Glynn County Community Development Director.

4. City of Brunswick Fire Department Material Funding Request – Chairman Perry

Chairman Perry pulled the item from the Agenda.

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
Acting clerk

