



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, September 19, 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**

FINANCE DIRECTOR'S REPORT- J. Donaghy

APPROVAL

- 1. Minutes of the September 5, 2013 regular meeting**
- 2. Vehicle & Heavy Equipment Acquisition Policy – Commissioner Elliott**

DISCUSSION

- 1. Pre & Post Construction Picture Policy – 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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Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, September 19, 2013 at 3:00 P.M.**

AGENDA

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 Donaghy, Chief Financial Officer
Desiree E. Watson, JWSC Attorney
Barbara Rogers, JWSC Acting Clerk

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

PUBLIC COMMENT PERIOD

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

Vice Chairman Provenzano made a motion seconded by Commissioner Cason to add North Cottages HOA to the discussion agenda. Motion carried 6-0-0.

Commissioner Elliott made a motion seconded by Commissioner Cason to add the Facilities Committee Update to the agenda. Motion carried 6-0-0.

COMMITTEE MEETING UPDATES

1. Finance – Commissioner Elliott

Commissioner Elliott distributed a draft of the proposed Capital Budgeting Procedures the Finance Committee prepared for review. He requested that all Commissioners review the draft and email any changes to John Donaghy or himself. The Finance Committee would like to have it placed on the October 3, 2013 agenda for approval.

Commissioner Elliott stated he would email all Commissioners a final draft of the RFP for Legal Services. The Committee will be developing a scoring criteria for evaluation that will give consideration for a local presence. Currently, Commissioner Elliott stated he has been conducting a comparison cost survey.

2. Human Resources – Commissioner Dupuy

Commissioner Dupuy stated that Teamwork Services had updated the Committee on the progress of securing competitive bids for the compensation and benefits survey and the confidential employee engagement survey.

Teamwork Services has completed the employee handbook and all Commissioners should have received a copy Tuesday afternoon. Teamwork Services is polling employees on the preferred way to receive the handbook; CD, printed copy, or on-line.

Commissioner Dupuy made a motion seconded by Commissioner Cason to proceed with the abridged Employee Handbook and provide employees with a choice of receiving through a CD, printed copy, or website. Motion carried 6-0-0.

Commissioner Dupuy stated that Teamwork Services has compiled a job description for the Executive Director's position along with draft advertisements and a list of potential markets in which to place the advertisements. Vice Chairman Provenzano raised the possibility of the JWSC using an Executive Search Firm for recruitment of the Executive Director's position. Commissioner Sammons stated his experience with recruitment firms was very positive.

Commissioner Elliott made a motion seconded by Commissioner Dupuy to approve an amount not to exceed \$5,000 for placement of the longer version of the advertisements for the Executive Director's position in strategic markets, including the seven locations listed. Motion carried 6-0-0.

3. Facilities – Commissioner Sammons

Commissioner Sammons stated that he would be requesting to adjourn to an executive session after the Commission had completed the agenda. Commissioner Cason stated that the JWSC needed to respond to County Administrator, Alan Ours, concerning the Office Park Building. Commissioner Dean stated the JWSC would need to know the cost and the time frame the County would have the building available. Commissioner Sammons said the Collier building next door to our current site is for sale but is basically a tear down and the chiller for this building would need to be removed.

FINANCE DIRECTOR'S REPORT- J. Donaghy

Mr. Donaghy distributed revenue and expenditure summary and budget reports for the two months ending August 31, 2013. He stated that these are preliminary numbers since we have not closed out the year end 2013. The audit is currently being finalized and the audit report is being prepared. The 2013 Audit Report is scheduled to be presented at the second meeting in October.

The software implementation has started. Currently the JWSC is supplying the Harris Enterprise team with flow charts and processes. Harris is scheduled to be on site beginning the week of Thanksgiving.

APPROVAL

1. Minutes of the September 5, 2013 regular meeting

Commissioner Dean made a motion seconded by Commissioner Cason to approve the minutes of the September 5, 2013 regular meeting. Motion carried 6-0-0.

2. Vehicle & Heavy Equipment Acquisition Policy – Commissioner Elliott

Item deferred to the October 3, 2013 meeting.

DISCUSSION

1. Pre & Post Construction Picture Policy – Commissioner Provenzano

Vice Chairman Provenzano distributed a draft amendment to the Standards for Water and Sewer Design and Construction Commission adopted construction manual. He stated that by documenting pre-construction and post-construction conditions any claim for damage could be resolved.

Commissioner Dean made a motion seconded by Commissioner Dupuy to incorporate into the Commission adopted construction manual titled Standards for Water and Sewer Design and Construction the language for pre-construction and post-construction documentation as presented. Motion carried 6-0-0.

2. North Cottages

Vice Chairman Provenzano stated he had been contacted by a representative of North Cottages Home Owners Association. The HOA is requesting that JWSC provide a written commitment from the Commission that it will accept the water and sewer infrastructure once the improvements have been completed.

After a short discussion, staff was directed to draft a letter for the Chairman's signature that once the identified deficiencies have been corrected and passed inspection, and the necessary documents submitted, the JWSC will place on the Commission agenda for acceptance as public infrastructure.

EXECUTIVE SESSION

Commissioner Sammons made a motion seconded by Commissioner Elliott to close the regular meeting and adjourn to executive session to discuss authorizing negotiations to purchase property. Motion carried 6-0-0.

Back in session, no action taken.

Commissioner Cason made a motion seconded by Commissioner Dupuy to add discussion of the inquiry from County Administrator, Alan Ours, to the agenda. Motion carried 6-0-0.

Vice Chairman Provenzano stated that he will investigate the County's plans for the Office Park building and bring back to the Commission by the middle of October the cost and a time line for availability so that a response can be given to the County Administrator.

There being no additional business to bring before the Commission, Vice Chairman Provenzano adjourned the meeting.

Dale Provenzano,
Vice Chairman

Attest:

Barbara W. Rogers
Acting Clerk