



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, November 7, 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**

APPROVAL

- 1. Minutes of the October 17, 2013 regular meeting**
- 2. Lift Station Rehabilitation Project Contract – D. Watson**
- 3. Nizinski Lease – Option Year Renewal – J. Donaghy**
- 4. Acceptance of the June 30, 2013 Audit Report – J. Donaghy**

DISCUSSION

- 1. Advertisement Proposals – Commissioner Elliott**
- 2. SSI Treatment Plant – Chairman Perry**
- 3. RFP for Legal Services – Commissioner Dean**

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, November 7, 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**

ABSENT: **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 provided the invocation. Commissioner Elliott led the pledge.

PUBLIC COMMENT PERIOD

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

COMMITTEE UPDATES

1. Finance – Commissioner Elliott

Commissioner Elliott introduced Derrick Cowart of Karo, Ronning & Tindol, Certified Public Accounts, who reviewed the highlights of the June 30, 2013 Audit Report. Mr. Cowart reviewed each of the Auditor's findings and Management's

responses. Mr. Cowart also covered some comments and suggestions that had been discussed with Management including risk assessment and internal control documentation, tower leases, and developing a consistently followed policy for handling delinquent accounts.

Commissioner Elliott made a motion seconded by Commissioner Provenzano to accept the audited financial report for the June 30, 2013 fiscal year and authorize its release to the public and reporting agencies. The Board of Commissioners will review the audit and will determine how to mitigate these findings by the first meeting in February 2014. Motion carried 6-0-0.

Commissioner Elliott stated that he and Chairman Perry had made a site visit to examine the condition of each of the vehicles on the list to be replaced. He stated that it was recommended that six (6) vehicles be replaced.

- (1) sewer construction crew truck
- (2) pumping systems service trucks
- (1) sewer construction dump truck
- (1) sewer construction coordinator service truck
- (1) WWTP maintenance crew truck

Commissioner Elliott made a motion seconded by Chairman Perry to authorize purchase of the six (6) identified vehicles. Motion carried 6-0-0.

Commissioner Provenzano requested that staff move forward with preparing a list of surplus vehicles.

2. Human Resources – Commissioner Dupuy

Commissioner Dupuy stated that the list of candidates has now been narrowed down to 8. He requested that the Commission discuss this later in detail in an Executive Session.

Commissioner Dupuy stated the Committee asked staff to prepare a proposal for Commission review on a holiday function. John Donaghy said that Charita Emory, Dana Hall, and Frankie Ferra had been tasked with preparing this proposal.

Commissioner Dupuy stated that Teamwork Services has received 3 responsive proposals for the confidential employee engagement survey. The Human Resources Committee will review the responses and come back with their recommendation.

Commissioner Dean made a motion seconded by Commissioner Cason to add Commercial Deposits to the Discussion Agenda. Motion carried 6-0-0.

APPROVAL

1. Minutes of the October 17, 2013 regular meeting

Commissioner Provenzano made a motion seconded by Commissioner Cason to approve the minutes of the October 17, 2013 regular meeting. Motion carried 5-0-1. Commissioner Dean Abstained.

2. Lift Station Rehabilitation Project Contract – D. Watson

Mrs. Watson stated that at the October 17, 2013 meeting the Commission awarded a bid to J.H. Stone Construction in the sum of \$899,997.30 for the JWSC 2013 Lift Station Rehabilitation Project. Mrs. Watson advised that the executed contract, the payment and performance bonds and other exhibits had been received and approved as to form.

Commissioner Provenzano made a motion seconded by Commissioner Elliott to approve the contract with J.H. Stone Construction, Inc., as presented, for the JWSC 2013 Lift Station Rehabilitation Project, and authorize the Chairman and Executive Director to execute the contract as approved by legal counsel. Motion carried 6-0-0.

3 Nizinski Lease – Option Year Renewal – J. Donaghy

Mr. Donaghy stated the JWSC entered into a lease of property in November 2009 with Lawrence Nizinski at 4186 Whitlock Street. In October 2012, the lease was amended to provide an additional four option year renewals through 2017 under the same terms and conditions as the original lease. The lease provides a chemical and dosage site to facilitate control of corrosive wastewater coming from the north mainland. The site remains necessary to the operations of the JWSC.

Chairman Perry made a motion seconded by Commissioner Elliott to renew the lease with Lawrence Nizinski for the option year from December 1, 2013 and ending November 30, 2014 at the cost of \$121.55 per month. Motion carried 6-0-0.

4. Acceptance of the June 30, 2013 Audit Report – J. Donaghy

Item approved under Finance Committee report.

DISCUSSION

1. Advertisement Proposals – Commissioner Elliott

Commissioner Elliott stated that the public is unaware of the rehabilitation projects the JWSC currently has underway or recently completed and that two I&I rehabilitation projects have been submitted to Glynn County for completion using SPLOST funds. Chairman Perry stated that he would like to see the JWSC take an active role in educating our customers and suggested a mail out inside the monthly bills. Commissioner Elliott requested the Customer & Public Communications Committee evaluate the options and bring back their recommendation.

2. SSI Treatment Plant – Chairman Perry

Mark Ryals, WWTP Superintendent, stated that on October 25, 2013 he was notified by his operator of a problem at the Saint Simons Island Wastewater Treatment Plant. Mr. Ryals stated that the spill was due to a mechanical failure within an automated system. He reviewed the steps that were taken to contain the spill and stated that most was contained on site with only 9,000 gallons spilling into the marsh. Mr. Ryals stated he notified the Executive Director, EPD, and the Health Department. The department will be monitoring for approximately one year.

3. RFP for Legal Services – Commissioner Dean

Commissioner Dean asked why the mandatory pre-bid meeting was made part of the RFP for Legal Services and, if this is customary, why wasn't this included in the advertisements? Commissioner Dean stated she has spoken with several attorneys and the Bar Association and does not understand why a mandatory pre-bid is necessary. After a short discussion by the Commission, Commissioner Dean requested that in the future any mandatory pre-bid meetings be included on the advertisements.

4. Commercial Deposits – Commissioner Dean

Commissioner Dean stated that the JWSC should be encouraging business growth in this economy. She has been told that we are basing our commercial deposits on the REU evaluation and that some new businesses are unable to pay the large deposits. Chairman Perry requested the Finance Committee evaluate how deposits are calculated and return with a recommendation.

Dr. William Nelson of the Saint Simons Island Clinic, 284 Redfern Village, asked to be allowed to address the Commission. Dr. Nelson stated he had received a letter concerning payment of his \$2,682 bill. He stated he was told the JWSC

would investigate and notify him of the findings. He has not received any further communication until he received this letter. He was concerned his service would be terminated. Chairman Perry assured Dr. Nelson his service would not be cut off and that staff would be in contact with him regarding the bill.

EXECUTIVE SESSION

Chairman Perry made a motion seconded by Commissioner Dean to close the regular meeting and adjourn to executive session to discuss the employment of the Executive Director's position. Motion carried 6-0-0.

Back in session, no action taken.

There being no further business to bring before the Commission, Chairman Perry adjourned the meeting.

Ronald E. Perry, Chairman

Attest:

Barbara W. Rogers,
Acting Clerk