



**Brunswick-Glynn County  
Joint Water and Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, October 17, 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 3, 2013 regular meeting**
- 2. Lift Station Rehabilitation Project – Commissioner Elliott**

### **DISCUSSION**

### **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  
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Thursday, October 17, 2013 at 3:00 P.M.**

## **MINUTES**

**PRESENT:**                    **Ronald E. Perry, Chairman  
John A. Cason, III, City Commissioner  
George M. Dupuy, Commissioner  
Donald M. Elliott, Commissioner  
Dale Provenzano, County Commissioner  
Tony Sammons, Commissioner**

**ABSENT:**                    **Sandra J. Dean, Commissioner**

**ALSO PRESENT:**        **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 Sammons 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 stated the Finance Committee reviewed the lift station RFP, briefly discussed fleet maintenance and vehicle purchasing through GMA. The Committee will be reviewing these in subsequent meetings. Commissioner Elliott distributed a cost breakdown by division to equip all JWSC vehicles of 2 tons and

under with real time GPS trackers. He stated that the Finance division currently has these GPS trackers on all ten vehicles assigned to the Finance division. John Donaghy gave Commissioners a real time satellite demonstration of the system and the extensive reporting capability the units provide. The initial cost per tracker is \$170 with a \$30 monthly fee. Commissioner Sammons stated this should increase accountability and efficiency. Commissioner Elliott stated that a policy will need to be developed to address GPS Tracking of Vehicles.

Commissioner Elliott made a motion seconded by Commissioner Cason to authorize management to purchase GPS systems for the additional 39 vehicles with monthly monitoring for all vehicles of 2 tons or under as presented in an amount not to exceed \$14,040 annually and up to \$6,630 for additional units and develop a vehicle monitoring policy for Commission approval. Motion carried 6-0-0.

## **2. Human Resources – Commissioner Dupuy**

Commissioner Dupuy stated that Teamwork Services obtained responses from four (4) companies concerning the employee engagement survey. Teamwork Services is reviewing the responses and checking references and will prepare their recommendation by the end of this week. Commissioner Dupuy stated he would send the information to each Commissioner for their review by email so that an award could be made at the next regular meeting. The Committee would like to have this completed by the end of this year.

Teamwork Services has received three (3) proposals on conducting the compensation and benefits survey and is currently developing a matrix to evaluate the responses. The Committee will be looking to bring this to the Commission at the next meeting.

Commissioner Dupuy stated Teamwork Services reported that resumes are being received for the Executive Director's position. Teamwork Services will begin reviewing and matching to the matrix. Teamwork Services has recommended the current salary range for the position be reviewed. It was suggested that like-size utilities be contacted along with the Carl Vinson Institute to survey the current salary market for this position.

Commissioner Dupuy stated the Committee had some discussion on holiday gift cards along with employee appreciation efforts. The Committee will be bringing a proposal to the Commission for their review.

## **APPROVAL**

### **1. Minutes of the October 3, 2013 regular meeting**

Commissioner Sammons made a motion seconded by Commission Cason to approve the minutes of the October 3, 2013 regular meeting. Motion carried 6-0-0.

## **2. Lift Station Rehabilitation Project – Commissioner Elliott**

John Hunkele, P.E. stated that the project consisted of rehabilitation of five (5) wastewater pumping stations in the JWSC system. An invitation for Bids was advertised in accordance with JWSC's purchasing policy and nine (9) contractors requested plans and bidding documents, five (5) of those attended the mandatory pre-bid meeting. Two responsive bids were received and evaluated. Staff recommends, subject to approval of the JWSC legal counsel, a contract be awarded to the low bidder, J.H. Stone Construction, Inc.

Commissioner Elliott made a motion seconded by Commissioner Cason that a contract for the JWSC 2013 Lift Station Rehabilitation Project be awarded to J.H. Stone Construction, Inc. in the amount of \$899,997.30. Motion carried 6-0-0.

## **DISCUSSION**

Commissioner Provenzano introduced Bueno Prades, P.E. from Honeywell Building Solutions to the Commission.

Commissioner Elliott reminded Commissioners that there would be a mandatory pre-bid meeting for Legal Services on Friday, October 18, 2013 at 2:00 p.m.

## **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.

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Ronald E. Perry, Chairman

Attest:

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Barbara W. Rogers, Acting Clerk