



**Brunswick-Glynn County  
Joint Water and Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, November 21, 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*

**APPROVAL**

- 1. Minutes of the November 7, 2013 regular meeting**
- 2. Minutes of the November 13, 2013 special called meeting**
- 3. Minutes of the November 7, 2013 executive session**
- 4. Minutes of the November 13, 2013 executive session**
- 5. GMA Defined Benefit Plan Amendment – J. Donaghy**
- 6. Banking, Bill Printing and Mailing – J. Donaghy**

**DISCUSSION**

- 1. Carl Vinson Institute Update – Chairman Perry**
- 2. Fire Hydrant MOU – Chairman Perry**
- 3. Lease Agreement – 700 Gloucester – Chairman Perry**
- 4. Legal Services RFP – 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 21, 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  
Dale Provenzano, County Commissioner  
Tony Sammons, Commissioner

**ABSENT:** Donald M. Elliott, Commissioner

**ALSO PRESENT:** John D. Donaghy, Interim Director/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. 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.

### **APPROVAL**

#### **1. Minutes of the November 7, 2013 regular meeting**

Commissioner Dean made a motion seconded by Commissioner Cason to approve the minutes of the regular meeting of November 7, 2013. Motion carried 5-0-1. (Commissioner Sammons abstained).

## **2. Minutes of the November 13, 2013 special called meeting**

Commissioner Provenzano made a motion seconded by Commissioner Cason to approve the minutes of the special called meeting of November 13, 2013. Motion carried 6-0-0.

## **3. Minutes of the November 7, 2013 executive session**

Commissioner Cason made a motion seconded by Commissioner Dupuy to approve the minutes of the executive session of November 7, 2013. Motion carried 5-0-1. (Commissioner Sammons abstained).

## **4. Minutes of the November 13, 2013 executive session**

Commissioner Dean made a motion seconded by Commissioner Provenzano to approve the minutes of the executive session of November 7, 2013. Motion carried 6-0-0

Commissioner Dean made a motion seconded by Commissioner Cason to add and approve the minutes of the special called meeting and executive session of November 18, 2013. Motion carried 6-0-0.

## **5. GMA Defined Benefit Plan Amendment – J. Donaghy**

Mr. Donaghy explained that a technical correction was needed to revise the Defined Benefit Retirement Plan to allow an employee retiring at age 65 with less than five (5) years of service to collect a partially vested benefit. Mr. Donaghy stated the General Addendum was reviewed by staff, legal counsel and the Human Resources Committee.

Commissioner Cason made a motion seconded by Commissioner Dean to approve the General Addendum to the Georgia Municipal Employees Benefit System Defined Benefit Retirement Plan Adoption Agreement and the Defined Benefit Retirement Plan Adoption Agreement for the Brunswick-Glynn County Joint Water and Sewer Commission. Motion carried 6-0-0.

## **6. Banking, Bill Printing and Mailing – J. Donaghy**

Mr. Donaghy stated that the second of the three option year renewals with United Community Bank, NA expires on December 31, 2013 for Banking Services and second of the three option year renewals with Pinnacle Data Systems, LLC will also expire on December 31, 2013. Mr. Donaghy stated that staff is recommending the third option year renewals for banking and bill printing be exercised to allow staff to work with existing vendors to expedite the

implementation process of transitioning the financial and customer information systems software process. The Finance Committee has reviewed this request and supports this recommendation.

Commissioner Provenzano made a motion seconded by Commissioner Cason to approve the third option year renewal with United Community Bank, NA for banking services and approve the third option year renewal with Pinnacle Data Systems, LLC for printing and mailing of customer bills. Motion carried 6-0-0.

## **DISCUSSION**

### **1. Carl Vinson Institute Update – Chairman Perry**

Chairman Perry stated the Carl Vinson Institute will attend the December 5, 2013 regular meeting to make a presentation on the status of the comprehensive organizational review of the JWSC structure and operations.

### **2. Fire Hydrant MOU – Chairman Perry**

Chairman Perry stated the City of Brunswick is requesting a Memorandum of Understanding to address the funding for maintenance of fire hydrants within the City limits of Brunswick. Commissioners briefly discussed several issues contained in the MOU. Chairman Perry requested that Commissioner Provenzano and Commissioner Cason research how the City and County currently handle the maintenance on hydrants for discussion at the December 5, 2013 meeting.

### **3. Lease Agreement – 700 Gloucester – Chairman Perry**

Chairman Perry asked if this Commission had ever signed the extension on the current lease agreement. Chairman Perry asked Mrs. Watson to research and make a recommendation at the next meeting if the extension needed to be signed and executed.

### **4. Legal Services RFP – Commissioner Dean**

Commissioner Dean stated that a local attorney had raised the question of legal counsel violating the terms of the RFP by speaking at the last meeting. Mrs. Watson stated that in the last meeting the process being considered by the Commission had some pit falls that could be problematic for the Commission. Mrs. Watson stated she stood up in the public meeting and pointed these out to

the Commission and did not advocate for any firm and does not think that the conditions of the RFP were violated.

## **EXECUTIVE SESSION**

Commissioner Cason made a motion seconded by Commissioner Sammons to close the regular meeting and adjourn to executive session to discuss potential litigation. Motion carried 6-0-0.

Back in session.

Commissioner Sammons made a motion seconded by Commissioner Dean to accept the recommendation of legal counsel. Motion carried 6-0-0.

Commissioner Cason made a motion seconded by Commissioner Dean to adjourn the meeting. Motion carried 6-0-0.

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Ronald E. Perry, Chairman

Attest:

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Barbara W. Rogers,  
Acting Clerk