



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, March 6, 2014 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

**Communications & Customer Service – Commissioner Dean
Economic Development - Chairman Provenzano
Facilities – Commissioner Perry
Finance – Commissioner Elliott
Human Resources – Commissioner Cason
Legislative – Chairman Provenzano**

APPROVAL

- 1. Minutes of the February 20, 2014 regular meeting, February 25, 2014 special called meeting and the executive session of February 20, 2014, (subject to any necessary changes).**
- 2. Banking Resolution – J. Donaghy**

DISCUSSION

- 1. Director's Update**
- 2. Chairman's Update**

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, March 6, 2014 at 3:00 P.M.**

MINUTES

PRESENT: Dale Provenzano, Chairman
Thomas A. Boland, Commissioner
John A. Cason, III, City Commissioner
Sandra J. Dean, Commissioner
Donald M. Elliott, Commissioner
David H. Ford, Commissioner
Ronald E. Perry, Commissioner

ALSO PRESENT: Stephen A. Swan, Executive Director
John D. Donaghy, Director of Administration
Desiree E. Watson, JWSC Attorney
Barbara Rogers, JWSC Acting Clerk

Chairman Provenzano called the meeting to order. Commissioner Boland provided the invocation and Commissioner Cason led the pledge.

Commissioner Cason made a motion seconded by Commissioner Elliott to add to the discussion agenda the position of Purchasing Director. Motion carried 7-0-0.

Commissioner Perry made a motion seconded by Commissioner Elliott to add Lift Station Lot, North Cottages Drive, Sea Palms North, Sunrise Pointe Infrastructure acceptance, and Insurance Proposal to the agenda.

Commissioner Perry amended his motion seconded by Commissioner Elliott to add McGinty Insurance Proposal to today's agenda and defer action on the Lift Station Lot North Cottages Drive and move Sunrise Pointe Infrastructure acceptance to the March 20, 2014 meeting. Motion carried 7-0-0.

PUBLIC COMMENT PERIOD

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

COMMITTEE UPDATES

Communications & Customer Service – Commissioner Dean

Commissioner Dean stated there was nothing to report at this time.

Economic Development - Chairman Provenzano

Chairman Provenzano stated there was nothing to report at this time.

Facilities – Commissioner Perry

Commissioner Perry stated there was nothing to report at this time.

Finance – Commissioner Elliott

Commissioner Elliott stated there was nothing to report at this time.

Human Resources – Commissioner Cason

Commissioner Cason stated that the need had been identified for a Purchasing Director to oversee JWSC's adherence to policy, assure competitive pricing, and provide a centralized purchasing function to free up supervisor's time to perform their jobs. He explained the new software currently being implemented has features that assure all purchases and approvals are able to be tracked. Commissioner Cason stated that the HR Committee will be developing a position description and salary range for the Commission's review. Commissioner Elliott stated that the Finance Committee will be reviewing the current Purchasing Policy for possible revision.

Legislative – Chairman Provenzano

Chairman Provenzano stated the Legislative the Committee will be reviewing things that have changed or processes that hinder the JWSC's operations. The Committee will be working on these items and he encouraged input from the department heads when these hindrances are encountered.

Chairman Provenzano asked Mrs. Watson to review the proposed changes to the Local Act contained in the drafts, Alternative 1 and Alternative 2. Mrs. Watson explained each of the proposed changes to The Act.

Commissioner Dean made a motion seconded by Commissioner Boland to remove from the Local Act the word "Joint" from the name so as to be known as the Brunswick-Glynn County Water and Sewer Commission. Motion carried 7-0-0.

Commissioner Elliott made a motion seconded by Commissioner Boland to amend the term of office in the Local Act commencing with the 2016 elections for Citizen 4, a two year term, and Citizen 5, a four year term, with successors in office serving four-year terms. Motion carried 7-0-0.

Commissioner Perry made a motion seconded by Commissioner Boland to not recommend a revision to the Local Act on term limits. Motion carried 7-0-0.

Commissioner Boland made a motion seconded by Commissioner Perry to request a revision to Section 7A of the Local Act addressing an increase in variable rates and as presented in Alternative 1. Motion carried 7-0-0.

Commissioner Elliott made a motion seconded by Commissioner Dean to not include the power of eminent domain in JWSC's request for revision to the Local Act. Motion failed 1-6-0. (Commissioners Boland, Cason, Perry, Ford, Provenzano, and Elliott cast the supporting votes).

Commissioner Perry made a motion seconded by Commissioner Boland to request the Commission have the authority to exercise the power of eminent domain in accordance with the provisions of any and all existing laws applicable to the condemnation of property for public use. Motion carried 6-1-0. (Commissioner Dean cast the opposing vote.)

APPROVAL

- 1. Minutes of the February 20, 2014 regular meeting, February 25, 2014 special called meeting and the executive session of February 20, 2014, (subject to any necessary changes).**

Commissioner Cason made a motion seconded by Commissioner Boland to approve the Minutes of the February 20, 2014 regular meeting, February 25, 2014 special called meeting and the executive session of February 20, 2014. Motion carried 7-0-0.

2. Banking Resolution – J. Donaghy

Commissioner Perry made a motion seconded by Commissioner Elliott to approve authorizing John D. Donaghy, Stephen A. Swan, Dale Provenzano, and Sandra J. Dean to sign the Banking Resolution for United Community Bank. Motion carried 7-0-0.

3. Insurance Proposal

Commissioner Dean made a motion seconded by Commissioner Elliott to accept the insurance proposal for property, casualty, and liability coverage as presented by Fred McGinty, McGinty-Gordon Insurance and authorize John Donaghy to accept a lower premium if available. Motion carried 7-0-0.

DISCUSSION

1. Director's Update

Executive Director, Steve Swan, reported he is approximately half way through introducing himself to each of the departments and all of their employees, spending time briefing them, and touring their facilities. Each Tuesday at 8:00 a.m. he has scheduled a Planning Meeting with department heads and invited any Commissioners interested to come and participate. Areas to be covered are safety, leadership, advancement, certifications and licensure, and departmental goals. The R&R project review is approximately 50% complete, with the sewer side being complete. On Monday, he is scheduled to meet with Glynn County Administrator, Alan Ours, to discuss communication issues, standardization between public and private systems, inspection, and bidding of projects. He will be reviewing job descriptions to coordinate with the upcoming survey.

2. Chairman's Update

Chairman Provenzano stated he liked the work coming out of the Committees. He also would like to encourage all Commissioners to start using their new JWSC business cards. He wants to establish monthly luncheons with the Director, department employees, and any Commissioners available.

The Chairman asked Commissioners to compile items they would like to discuss at a Retreat to be held the first part of April or sometime in May.

EXECUTIVE SESSION

Commissioner Perry made a motion seconded by Commissioner Dean to close the regular meeting and adjourn to executive session to discuss authorizing negotiations to acquire property. Motion carried 7-0-0.

Back in session, no action taken.

Commissioner Dean made a motion seconded by Commissioner Elliott to ratify a 7 day time extension for the Facilities Committee to continue negotiations with UCB for the Gloucester Street property. Motion carried 7-0-0.

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

Chairman, Dale Provenzano

Attest:

Barbara W. Rogers,
Acting Clerk