



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, April 3, 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 March 20, 2014 regular meeting and the executive session of March 20, 2014, (subject to any necessary changes).**

DISCUSSION

- 1. Director's Update
Due Diligence Progress Report**
- 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.

COMMITTEE UPDATES

Communications & Customer Service – Commissioner Dean

Vice-Chairman Dean stated the Communications & Customer Service Committee had no report at this time.

Economic Development - Chairman Provenzano

Executive Director, Steve Swan, reported that the Committee met with the staff of the Economic Development Authority. Thomas and Hutton Engineering presented a needs study on the Glynco Industrial Park.

Facilities – Commissioner Perry

Commissioner Perry stated that John Hunkele, P.E. distributed an updated complete project list and encouraged all the Commissioners to pick-up a copy.

Finance – Commissioner Elliott

Commissioner Elliott stated that the JWSC is entering into a four (4) month trial with Badger Meter on a new Badger system, Beacon. The system offers cellular tracking of consumption for utilities and customers viewing. JWSC will be evaluating the benefits of the system over the four month period.

Commissioner Elliott reviewed the Budget Calendar. Staff will be meeting with Burton and Associates on April 14, 2014 prior to the April 15, 2014 Finance Committee meeting. The Commission will meet and review the budget at a Special Called Meeting on April 24, 2014. The customer inserts will go out in billing beginning on May 19, 2014.

Human Resources – Commissioner Cason

Commissioner Cason requested John Donaghy distribute a draft resolution to change the Vehicle Use, Care, and Maintenance section of the Human Resources Standards of Practice to provide for GPS monitoring of JWSC vehicles. It was the general consensus to add the word “or” in paragraph 11 C to read, “...unsafe or unauthorized...”.

Commissioner Elliott made a motion seconded by Commissioner Perry to approve the changes to Article 4, Section 4.16 of the Vehicle Use, Care and Maintenance, of the Human Resources Standards of Practice; to provide for GPS monitoring of JWSC vehicles. Motion carried 6-0-0.

Commissioner Cason stated the Human Resources Committee has developed a position description and salary range for the proposed Director of Purchasing. The Committee recommends this position be included in the budget preparation for FY15.

Commissioner Elliott made a motion seconded by Commissioner Boland to create the Director of Purchasing position and salary range subject to funding in the FY2015 budget. Motion carried 6-0-0.

Commissioner Cason stated the Human Resources Committee will be working with Teamwork Services on a benefit and wage survey and reporting back to the Board within the next thirty days.

Human Resources will also be evaluating vacation and sick leave accruals, excessive overtime, and making changes to the current evaluation tools to match the tasks outlined in the position descriptions.

Commissioner Perry stated that the Carl Vinson Institute's reports should be received in the next few weeks.

Legislative – Chairman Provenzano

Commissioner Boland reported the Legislative Committee is continuing to review and draft proposed changes to the Local Act, City and County Ordinances and the Operating Agreement.

APPROVAL

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

Commissioner Perry made a motion seconded by Commissioner Boland to approve the minutes of the March 20, 2014 regular meeting and the March 20, 2014 executive session. Motion carried 6-0-0.

DISCUSSION

- 1. Director's Update
Due Diligence Progress Report**

Steve Swan advised Commissioners the due diligence on the Gloucester Street property was on schedule and he would provide an additional update at the next meeting.

Mr. Swan stated a meeting was scheduled for Wednesday at 10:00 a.m. with Bob Roberson concerning funding that the JWSC will be applying for to obtain low interest funding to supplement JWSC funds for necessary projects. Mr. Swan encouraged Commissioners to attend if possible.

Mr. Swan stated an information gathering conference was being held on Monday at 10:00 a.m. for replacement of communication devices. All providers in Glynn and surrounding counties have been invited by email and called by phone.

Mr. Swan reminded Commissioners to let him know any topics for the Retreat agenda.

2. Chairman's Update

The Chairman was out of town and did not have an update.

EXECUTIVE SESSION

Commissioners did not have any items to discuss in Executive Session.

There being no further business to bring before the Commission, Vice-Chairman Dean adjourned the meeting.

Vice-Chairman, Sandra Dean

Attest:

Barbara W. Rogers,
Acting Clerk