



**Brunswick-Glynn County  
Joint Water and Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, April 17, 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 April 3, 2014 regular meeting, *(subject to any necessary changes)*.**
- 2. Dunbar Creek WWTP Headworks Modification**

### **DISCUSSION**

- 1. Amendment to Local Act**
- 2. Amendment to Operational Agreement**
- 3. Amendment to City W&S Ordinance**
- 4. Amendment to County W&S Ordinance**
- 5. Director's Update**
- 6. 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.**



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Thursday, April 17, 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 and provided the invocation. Commissioner Boland led the pledge.

### **PUBLIC COMMENT PERIOD**

Chairman Provenzano recognized the following individual to address the Commission.

1. Monica Smith, Saint Simons Island. Ms. Smith stated the sewer received from Sea Island should comply with JWSC standards.

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

### **COMMITTEE UPDATES**

**Communications & Customer Service – Commissioner Dean**

Commissioner Dean reviewed the four (4) neighborhoods where town hall meetings will be scheduled with residents to discuss sewer availability. Commissioner Dean asked Commissioner Elliott to update the Commission on his meeting with RUPA and Executive Director Swan to update the Commission on his meeting with the Board of Realtors.

Chairman Provenzano requested that an engineering business model be prepared to evaluate the pay back period for unserved areas tapping into sewer.

### **Economic Development - Chairman Provenzano**

Chairman Provenzano stated currently there is some interest in Glynn County from a solar farm that could have an impact on the availability of construction workers during the building phase of the project.

### **Facilities – Commissioner Perry**

Commissioner Perry stated the next meeting of the Facilities Committee will be held the first week of May.

### **Finance – Commissioner Elliott**

Commissioner Elliott reviewed the budget schedule and stated a Special Called Meeting will be held on Tuesday, May 13, 2014 at 3:00 p.m. to discuss and finalize the budget.

### **Human Resources – Commissioner Cason**

Commissioner Cason stated the Jim Brewster, Utility Inspector, has been hired to inspect construction projects.

### **Legislative – Chairman Provenzano**

Chairman Provenzano stated Mrs. Watson would cover the proposed changes to The Act and Operating Agreement under the discussion portion of the Agenda.

## **APPROVAL**

### **1. Minutes of the April 3, 2014 regular meeting, *(subject to any necessary changes)*.**

Commissioner Elliott made a motion seconded by Commissioner Boland to approve the minutes of the April 3, 2014 regular meeting. Motion carried 7-0-0.

## **2. Dunbar Creek WWTP Headworks Modification**

For the past two years, the mechanical bar screen at the Dunbar Creek WWTP has been out of commission and has required manual, labor intensive removal of trash and debris from the wastewater. The debris has clogged pumps and other mechanical equipment and resulted in increased maintenance and repair costs. Thomas and Hutton Engineering designed a replacement for the mechanically cleaned fine screen and bypass channel. A bid package has been prepared.

Commissioner Boland made a motion seconded by Commissioner Dean to approve the JWSC proceed with the Dunbar Creek Wastewater Treatment Plant Headworks Modifications and authorize staff to advertise the project for bids in accordance with established policies. Motion carried 7-0-0.

## **DISCUSSION**

### **1. Amendment to Local Act**

Mrs. Watson reviewed the proposed changes to the Local Act; revising Section 7 to remove providing the City and County with proposed budgets before May 1 of each year and adding a new subsection to allow the JWSC to solicit and accept donations, contributions and gifts of money to assist customers in times of financial hardships or low-income residents in bill paying as determined by a third party administrator.

Commissioner Perry made a motion seconded by Commissioner Cason to accept the changes as recommended by legal counsel. Motion carried 7-0-0.

### **2. Amendment to Operational Agreement**

Mrs. Watson stated that several of the proposed changes to the Operational Agreement were housekeeping in nature, such as, adding a definition clause, removing language referencing United Water Services, and the requirements to supply the City and County with copies of advanced budget, audits, and regulatory reports, unless requested, after such reports have been presented to the Commission.

Commissioner Perry made a motion seconded by Commissioner Elliott to accept the changes as recommended by legal counsel. Motion carried 7-0-0.

### **3. Amendment to City W&S Ordinance**

Discussion deferred to a later date.

#### **4. Amendment to County W&S Ordinance**

Discussion deferred to a later date.

#### **5. Director's Update**

Executive Director, Steve Swan, distributed a Contractor's Rating Form or "report card" of how that contractor performed work while under contract with JWSC. It can be reviewed during a bid process, but is more an intricate part of a project file to document the inspector's and JWSC staff's view of the contractor's performance.

Mr. Swan stated he met with representatives from the Carl Vinson Institute and the final report should be received by the end of May. Mr. Swan stated all vehicle purchases have been currently placed on hold while an evaluation of our current fleet is determined and then all vehicles will be purchased by management. Currently staff is working to develop educational inserts for billing and public service announcements for channel 99 and the customer service lobby.

Georgia Power and staff are working together on a review of our power consumption at our three wastewater treatment facilities as well as all 190 properties and are looking for ways to reduce our power consumption. The use of LED lights and Georgia Power's Security Light Program are among the programs being look at for options.

#### **6. Chairman's Update**

Chairman Provenzano extended his thanks to all Committees for their hard work and to Mrs. Watson for her work on the Legislative Committee.

Commissioner Dean made a motion seconded by Commissioner Elliott to add the First Amendment to Purchase and Sale Agreement to the Agenda. Motion carried 7-0-0.

Commissioner Boland made a motion seconded by Commissioner Perry to approve the First Amendment to Purchase and Sale Agreement between UCB Coastal Properties Inc and Brunswick-Glynn County Joint Water and Sewer Commission to extend the due diligence period under the Agreement for an additional thirty (30) days until May 27, 2014 and authorize the Chairman and Executive Director to sign the Agreement. Motion carried 7-0-0.

#### **EXECUTIVE SESSION**

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

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

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Chairman, Dale Provenzano

Attest:

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Barbara Rogers  
Acting Clerk