



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, June 5, 2014 at 3:00 p.m.**

REVISED 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 May 13, 2014 regular meeting and the May 22, 2014 special called meeting, (*subject to any necessary changes*).**
- 2. Award of Dunbar Creek WWTP Headworks Modifications RFP**
- 3. Authorize the Executive Director to dispose of Unserviceable and Serviceable surplus Electronic Equipment.**
- 4. Audit Services Second Option Year Renewal - Karp, Ronning & Tindol, CPA**

DISCUSSION

- 1. Property Title Transfers for JWSC Properties**
- 2. Post Offer Medical Questionnaire/Screening**
- 3. Director's Update**
- 4. 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, June 5, 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

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

Commissioner Cason made a motion seconded by Commissioner Boland to add termination of the Carl Vinson Institute contract to the approval agenda. Motion carried 7-0-0.

Commissioner Cason made a motion seconded by Commissioner Boland to add a proposed amendment to the Human Resources Standards of Practice to the discussion agenda. Motion carried 7-0-0.

COMMITTEE UPDATES

Communications & Customer Service – Commissioner Dean

No report at this time.

Economic Development - Chairman Provenzano

Chairman Provenzano stated three large companies are looking at the area. These facilities would be support to the Gulfstream Corporation.

The proposed opening date for Canal Crossing is September 2015. The anchor stores are set. Both Glynn County and JWSC have pledged their support.

Facilities – Commissioner Perry

Executive Director, Steve Swan, stated the Facilities Committee received a report by Kevin Chmela of Power Systems on the status of the generators. The report identified needed work.

Finance – Commissioner Elliott

Commissioner Elliott stated the contract with INS is in place. Staff has been identifying and inventorying all electronic equipment, both usable and non-useable. Equipment no longer usable will be identified and requested to be declared as surplus.

The OREMC loan is on track. The total cost for securing the funding will be \$15,000 with a \$5,000 payment upfront. Commission action will be required on the repayment plan and will therefore be recorded in the official minutes.

Currently easements are being secured for the Highway 99 Project. Funding for this project is expected to be a \$750,000 no interest loan.

Human Resources – Commissioner Cason

Commissioner Cason distributed a draft amendment to the Human Resources Standards of Practice to provide for advance notice of leave and for Director's approval of outside employment. The Committee will be placing this on the June 26, 2014 agenda for Commission action.

Executive Director, Steve Swan, stated the reference checks were complete for the compensation and benefits study. He had also verified the scope of work included in the proposals. Condrey and Associates bid was increased to \$33,000 with the inclusion of a benefits survey. The Committee will be placing this on the June 26, 2014 agenda for Commission action.

Steve Swan updated the Commission on the status of each of the open management positions.

Legislative – Chairman Provenzano

Mrs. Desiree Watson, JWSC Attorney, stated the Committee had reviewed the proposed changes to the City and County Ordinances to provide for landlord accounts for residential rental units to accept a letter of credit in lieu of cash deposit and the addition of language that the utility may require that service to residential tenants be furnished on the account of the landlords or property owners.

APPROVAL

1. Minutes of the May 13, 2014 regular meeting and the May 22, 2014 special called meeting, (*subject to any necessary changes*).

Commissioner Cason made a motion seconded by Commissioner Boland to approve the minutes of the May 13, 2014 regular meeting and the May 22, 2014 special called meeting. Motion carried 7-0-0.

2. Award of Dunbar Creek WWTP Headworks Modifications RFP

Mr. John Hunkele, P.E. stated an IFB was issued on April 21, 2014 for the Dunbar Creek WWTP Headworks Improvements. The existing mechanically cleaned bar screen has been out of service for over a year resulting in the accumulation of debris in downstream treatment units. This has resulted in increased maintenance costs and equipment malfunctions. Five firms submitted bids, four of which were responsive. Staff recommends the contract be awarded to the lowest responsive bidder, J. S. Haren Company of Athens, TN.

Commissioner Perry made a motion seconded by Commissioner Elliott to award the contract for the Dunbar Creek WWTP Headworks Modifications to J. S. Haren Company, the lowest responsive bidder, in the amount of \$491,000 and authorize the Chairman to sign the contract, subject to legal review. Motion carried 7-0-0.

3. Authorize the Executive Director to dispose of Unserviceable and Serviceable surplus Electronic Equipment.

Mr. Swan advised the Commission that all electronic equipment was currently being inventoried and tagged. Items that were no longer serviceable will be

cataloged and INS will either wipe or destroy all hard drives. Staff will be recommending that unserviceable equipment be declared surplus by the Commission.

4. Audit Services Second Option Year Renewal - Karp, Ronning & Tindol, CPA

John Donaghy stated that in February 2012 the JWSC issued a request for auditing services. The Certified Public Accounting firm of Karp, Ronning & Tindol was awarded the contract for the initial year ending June 30, 2012 with two option year renewals. The cost of the audit for the second option renewal for year ending June 30, 2014 is \$26,625.

Commissioner Elliott made a motion seconded by Commissioner Boland to engage the Certified Public Accounting Firm of Karp, Ronning & Tindol for the fiscal year ending June 30, 2014 at a cost of \$26,625 and to authorize the Chairman, Executive Director and Chief Financial Officer to execute the documents necessary, subject to approval of legal counsel. Motion carried 7-0-0.

5. Carl Vinson Institute Study

Commissioner Ford stated that following the Commission's last discussion on the status of the Study a second deadline has not been met and action by the Commission to terminate the contract for lack of performance needs to be discussed.

Commissioner Dean made a motion seconded by Commissioner Ford to authorize the Chairman to send a letter to the Director of the Carl Vinson Institute outlining the Commission's dissatisfaction and requesting a meeting with the Commission on June 26, 2014 to address the issues. Motion carried 7-0-0.

DISCUSSION

Property Title Transfers for JWSC Properties

Mr. Swan advised the Commission that there are 193 properties that need to be conveyed to the JWSC. Mrs. Watson stated the properties have been identified. Previously only one bidder responded to the JWSC's RFP for Title Work. Chairman Provenzano stated that some of this work should be handled by the City and County and asked Mr. Swan and Mrs. Watson to make a report at the next Facilities Committee on how many there are in each stage of work so that a list can be sent to the City and County under the Chairman's signature advising them these properties were not properly conveyed and need to be resolved.

Post Offer Medical Questionnaire/Screening

Mr. Swan stated the JWSC does not currently have any type of screening tools to identify any pre-existing conditions. He recommends a post offer medical screening and physical assessment to evaluate if the candidate can perform the essential functions of the job as outlined in the job description.

Commissioner Elliott stated a policy should be drafted for inclusion in the Human Resource Standards of Practice for review by the HR Committee.

Director's Update

Mr. Swan advised that work is on-going to identifying areas for improvement such as the report received this week on the status of the utility's generators.

Commissioner Boland stated he had been appointed by the Chairman to head up a Committee on Private Water & Sewer Systems. He requested Steve Swan provide a list of those systems in order to compile a spreadsheet.

Chairman's Update

Chairman Provenzano stated he was pleased with some of the recent feedback from customers. He has been receiving very positive comments and customers are responding to the changes. The landscaping installed at the South Harrington Water Facility has generated some very favorable responses. He stated the JWSC needs to keep an eye on the big picture; a more efficiently run operation will create funds to make enhancements and growth. Chairman Provenzano thanked the Commissioners for the good progress and stated it was a pleasure to work with them.

EXECUTIVE SESSION

The JWSC members did not have any items to discuss in an Executive Session.

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

Chairman, Dale Provenzano

Attest:

Barbara Rogers
Clerk