



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, July 17, 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 June 26, 2014 regular meeting, the June 30, 2014 special called meeting, and the June 26, 2014 executive session (*subject to any necessary changes*). – B. Rogers**
2. **Robert Ussery Contract – S. Swan**
3. **Amendments to Water & Sewer Ordinance of the City of Brunswick and Glynn County – D. Watson**
4. **Bob Roberson & Associates Professional Services Agreement – S. Swan**
5. **Acceptance of Lift Station, Sea Palms North Cottages, Infrastructure – J. Hunkele**
6. **Declare Computers & Computer Equipment as Surplus – J. Donaghy**

DISCUSSION

1. **Presentation – UCB Building – R. Ussery**
2. **Applied Technology & Management, Inc. Professional Engineering Services – Master Plan – S. Swan**
3. **Method of Disposition of Gloucester Street Property – J. Donaghy**
4. **Director's Update**
5. **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, July 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
David H. Ford, Commissioner
Ronald E. Perry, Commissioner

ABSENT: Donald M. Elliott, 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 Perry provided the invocation, and Commissioner Ford led the pledge.

PUBLIC COMMENT PERIOD

Chairman Provenzano recognized the following individual to address the Commission.

1. Judy Guzzetta, a representative from Sea Palms North, thanked the JWSC for their consideration and work in reaching an agreement to accept the wastewater pump station. Mrs. Guzzetta stated the current public information segments on the radio were very good and informative.

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

COMMITTEE UPDATES

Communications & Customer Service – Commissioner Dean

No report at this time.

Economic Development - Chairman Provenzano

No report at this time.

Facilities – Commissioner Perry

No report at this time.

Finance – Commissioner Elliott

No report at this time.

Human Resources – Commissioner Cason

Commissioner Cason stated the HR Committee is reviewing the employee evaluation forms, safety incentive programs, and the vacation accrual policy.

Legislative – Chairman Provenzano

Chairman Provenzano stated the Committee has an amendment to the Water & Sewer Ordinances of the City and County on today's agenda.

APPROVAL

1. **Minutes of the June 26, 2014 regular meeting, the June 30, 2014 special called meeting, and the June 26, 2014 executive session (*subject to any necessary changes*). – B. Rogers**

Commissioner Dean made a motion seconded by Commissioner Boland to approve the minutes of the June 26, 2014 regular meeting and the June 30, 2014 special called meeting. Motion carried 6-0-0.

Commissioner Perry made a motion seconded by Commissioner Boland to approve the minutes of the June 26, 2014 executive session. Motion carried 6-0-0.

2. **Robert Ussery Contract – S. Swan**

Mr. Swan stated that Ussery-Rule Architects had previously been contracted for services related to an administrative facility for the JWSC. The contract was suspended by the JWSC pending a final decision on the location of the facility and then it expired.

Commissioner Perry made a motion seconded by Commissioner Boland to approve the contract, as presented, with Ussery-Rule Architects. Commissioner Perry withdrew his motion and Commissioner Boland withdrew his second.

Commissioners held a discussion with Mr. Ussery regarding his proposal for remodeling the facility located at 1703 Gloucester Street. Mr. Ussery stated his proposal was based on the report to the JWSC from Larry Bryson on the work recommended for the property.

Mr. Ussery presented a power point slide show of the building renovation and remodel showing the proposed site plan, proposed roof plan, elevation, and proposed office plan. Commissioners had an opportunity to ask questions and discuss. Chairman Provenzano requested the Facilities Committee meet and return with a recommendation on the scope of work to the Commission.

Commissioner Perry made a motion seconded by Commissioner Cason to approve a not to exceed amount of \$5,500 for Ussery-Rule Architects to prepare the preliminary plans for the facility. Motion carried 6-0-0.

3. Amendments to Water & Sewer Ordinance of the City of Brunswick and Glynn County – D. Watson

Mrs. Watson stated the Legislative Committee presented to the Commission at its April 17 meeting the amendments to the Water and Sewer Ordinance. The Commission deferred action until it could be determined whether the new software would accommodate the proposed changes. John Donaghy has determined there will be no conflicts with the new software.

Commissioner Dean made a motion seconded by Commissioner Boland to amend the Water and Sewer Ordinance of the City of Brunswick and Glynn County, as presented, regarding landscape irrigation meters, design and constructions, refund of customer deposits, leak adjustments, notice and public hearing to increase rates. Motion carried 6-0-0.

4. Bob Roberson & Associates Professional Services Agreement – S. Swan

Mr. Swan stated the JWSC is applying for loans through the Okefenokee Rural Electric Membership Corporation funded by the USDA-REDLG program to fund the water system improvements at the Eastgate and McBride Commercial Parks. Bob Roberson and Associates has extensive experience in preparing the necessary technical, clerical and administrative procedures for the filing of these applications.

Commissioner Boland made a motion seconded by Commissioner Perry that the Brunswick-Glynn County Joint Water and Sewer Commission approve the contract with Bob Roberson and Associates, Inc. in the amount of five thousand dollars (\$5,000) for the preparation of the application and five thousand dollars (\$5,000) each upon funding of the applications for a total of \$15,000 and the Chairman and Executive Director be authorized to execute the contract. Motion carried 6-0-0.

5. Acceptance of Lift Station, Sea Palms North Cottages, Infrastructure – J. Hunkele

Mr. Hunkele stated Sea Palms North Cottages, Phase Two, is a 26 single family residential development located off Frederica Road on Saint Simons Island. It is accessed from Frederica Road by North Cottages Drive, a private 40 foot right of way. The subdivision was platted in 2003 with the intention that all water and sewer utilities be dedicated as public infrastructure, with the wastewater pumping station to remain private. Sea Palms North is now seeking dedication of the wastewater pumping station.

Ownership of these systems by the JWSC is consistent with our service delivery strategy.

Commissioner Dean made a motion seconded by Commissioner Cason to accept the Sea Palms North Cottages, Phase Two, Wastewater Pumping Station with associated deed of conveyance, quitclaim deed and Title Insurance Policy as public infrastructure. Motion carried 6-0-0.

6. Declare Computers & Computer Equipment as Surplus – J. Donaghy

Mr. Donaghy stated Integrated Network Solutions (INS) has completed an inventory of non-serviceable computers and peripherals on behalf of the JWSC. Staff recommends that the excess computers and peripherals be declared surplus and be disposed of in a manner most advantageous to the JWSC.

Commissioner Cason made a motion seconded by Commissioner Boland that the Brunswick-Glynn County Joint Water and Sewer Commission declare the non-serviceable and excess computers and peripherals identified on the attached listing be declared surplus and that they be disposed of in a manner most advantageous to the JWSC. Motion carried 6-0-0.

DISCUSSION

1. Presentation – UCB Building – R. Ussery

This item was addressed under Approval, Item #2.

2. Applied Technology & Management, Inc. Professional Engineering Services – Master Plan – S. Swan

Commissioners held a brief discussion with Angela Bryan, PE from Applied Technology & Management concerning the tasks and the JWSC maintaining the modeling. The Facilities Committee will address this item and bring a recommendation to the first meeting in August.

3. Method of Disposition of Gloucester Street Property – J. Donaghy

Mr. Donaghy stated a Request for Proposal to provide real estate broker services had been developed. The appraisal has been received on the Gloucester Street property. The JWSC can select a broker, accept sealed bids or auction the property.

Commissioner Dean made a motion seconded by Commissioner Cason to move forward with the Request For Proposal to Provide Real Estate Broker Services. Motion carried 5-0-1 (Commissioner Perry abstained).

4. Director's Update

Mr. Swan introduced Kirk Young, Systems Pumping and Maintenance Superintendent. Commissioners welcomed Mr. Young to the JWSC.

Mr. Swan advised Commissioners that Drexel Paulk had accepted the JWSC's offer for the Purchasing Director's position and will begin August 4, 2014.

United Community Bank has advised they will be closing the lobby at the Gloucester Street property on August 1, 2014 and open only for drive through customers. The JWSC now has a point of contact with CVS and will be setting up a time for discussion.

5. Chairman's Update

Chairman Provenzano stated due to the length of the meeting, he will not have a report at this time.

EXECUTIVE SESSION

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

Back in session, no action taken.

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

Chairman, Dale Provenzano

Attest:

Barbara W. Rogers,
Clerk