



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, August 21, 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 July 17, 2014 regular meeting and the August 5, 2014 special called meeting, (*subject to any necessary changes*). – B. Rogers**
- 2. Minutes of the July 17, 2014 executive session and the August 5, 2014 executive session, (*subject to any necessary changes*). – B. Rogers**
- 3. Master Plan – Modeling Software – J. Hunkele**
- 4. UCB Conceptual Design – S. Swan**
- 5. USGS Agreement – J. Donaghy**
- 6. Eastgate & McBride Commerce Parks – S. Swan**
- 7. Letter to Superior Court Clerk – Grand Jury Appointment – D. Watson**

DISCUSSION

- 1. CFO's Update**
- 2. Director's Update**
- 3. 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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Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, August 21, 2014 at 3:00 p.m.**

AGENDA

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 Clerk**

Chairman Provenzano called the meeting to order and gave 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.

COMMITTEE UPDATES

Communications & Customer Service – Commissioner Dean

No report at this time.

Economic Development - Chairman Provenzano

Chairman Provenzano stated the Canal Crossing Project was moving forward and had a projected opening date of October 2015.

Facilities – Commissioner Perry

Commissioner Perry stated the Facilities Committee had their items on today's agenda.

Finance – Commissioner Elliott

Commissioner Elliott stated the Finance Committee reviewed preliminary June financials and will be recommending a funds transfer from operating revenue into R&R within the next few months. Reviewed the items forwarded from the Human Resources Committee and supports their recommendation.

Human Resources – Commissioner Cason

Commissioner Cason asked Executive Director Swan to review the proposed organizational changes discussed.

Additions: Assistant Engineer, Fleet Equipment Manager, Purchasing Administrative Assistant, and Work Crew #4 for Water Distribution to handle backflow prevention and hydrant maintenance;

Eliminations: Construction Crew #3, Wastewater Field Operations Coordinator, and Instrumentation/Electrical Crew from System Pumping and Maintenance.

Lateral: Move Pretreatment Coordinator under WWTP Superintendent,
The reorganization would have a positive impact on the personnel budget.

Legislative – Chairman Provenzano

Chairman Provenzano stated the Committee's next meeting will discuss the electoral cycle.

APPROVAL

1. Minutes of the July 17, 2014 regular meeting and the August 5, 2014 special called meeting, (*subject to any necessary changes*). – B. Rogers

Commissioner Dean made a motion seconded by Commissioner Boland to approve the minutes of the July 17, 2014 regular meeting and the August 5, 2014 special called meeting. Motion carried 7-0-0.

2. Minutes of the July 17, 2014 executive session and the August 5, 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 July 17, 2014 executive session and the August 5, executive session. Motion carried 7-0-0.

3. Master Plan – Modeling Software – J. Hunkele

Mr. Hunkele stated the hydraulic modeling software and procedures were reviewed at the Facilities and Finance Committee level. Staff has evaluated the current modeling capabilities, in conjunction with our consultants, ATM, and has formulated a recommendation to purchase. JWSC's staff will maintain and update the water and sewer hydraulic models in house.

Commissioner Ford made a motion seconded by Commissioner Dean to approve the procurement of WaterGEMS and SewerGEMS at a cost not to exceed \$35,000. Motion carried 7-0-0.

4. UCB Conceptual Design – S. Swan

Mr. Swan stated functional areas and activities of administrative staff have been identified and grouped within the former UCB building for concentration of efforts and coordination of program activities in an effective and efficient manner while keeping the necessary modifications to a minimum. The Facilities Committee has reviewed the conceptual design and inspected the existing offices and recommends moving forward.

Commissioner Ford asked if a timetable had been established. Mr. Ussery stated his firm was ready to proceed immediately and expected to have design development documents to the Facilities Committee within 30 days.

Commissioner Elliott made a motion seconded by Commissioner Boland to approve the conceptual design of the administrative offices to be located in the former UCB building and approve the contract with Ussery Rule Architects, P.C. in an amount not to exceed \$60,400 and move forward with the process. Motion carried 7-0-0.

5. USGS Agreement – J. Donaghy

Mr. Donaghy advised Commissioners the U.S. Geological Survey has conducted a study of salt water intrusion and contamination of the Upper Floridan Aquifer since 1959. The data generated is necessary to effectively manage the water resources of the area as well as for the potential development of alternative sources of water in Glynn County.

Mr. Swan said the JWSC hosted a meeting with the USGS and 23 individuals representing other large consumers of water in Glynn County on Tuesday, August 19 with the intent to educate and request participation in cost sharing for the continuation of this study. The group expressed interest and appeared receptive to assist in order to continue the study. USGS needs a signed agreement in place by September 5, 2014 in order to secure \$110,000 in funding from the Department of the Interior.

Commissioners Dean and Ford stated they would like to wait until the JWSC has commitments from other local large consumers in Glynn County before funding the entire amount. Mr. Swan stated the local contributors would be making their contributions directly to the JWSC.

Commissioner Elliott made a motion seconded by Commissioner Cason to approve the Joint Funding Agreement with the US Geological Survey for the Brunswick-Glynn County Cooperative Water Resources Program for the period of July 1, 2014 to June 30, 2015 at a not to exceed cost of \$129,050. Motion carried 5-2-0. (Commissioners Dean and Ford cast the opposing votes).

6. Eastgate & McBride Commerce Parks – S. Swan

Mr. Swan stated the Development Authority hired the services of Thomas & Hutton Engineering to conduct a study on the improvements of water and sewer services within the Eastgate and McBride Industrial Park to make both commerce parks more marketable for prospective business. The scope of work, once approved will be forwarded to Bob Roberson & Associates to incorporate within the OERMC funding package. The estimated cost for the proposed scope of work is estimated at \$6.397 M.

The scope will be divided into phased construction that will be over a 2 year period that would control JWSC spending. The Facilities Committee has reviewed the scope of this proposed project.

Commissioner Elliott made a motion seconded by Commissioner Boland to approve the project and scope of work as prepared by Thomas & Hutton Engineering and authorize staff to proceed with submitting documents to Bob Roberson & Associates for further submittal of a USDA funding loan to provide funding of the Eastgate & McBride Commerce Park Waterline Improvements. Motion carried 7-0-0.

7. Letter to Superior Court Clerk – Grand Jury Appointment – D. Watson

Mrs. Watson stated she has prepared a letter and package for Lola Jamsky, Clerk of Superior Court, to request that the Grand Jury begin the process to appoint one qualified citizen member to serve a two-year term on the Commission commencing January 1, 2015. In an effort to facilitate the appointment process and to accommodate the time lines established in the local and state laws, a suggested time line, and suggested ads to be placed in The Brunswick News, along with copies of the Local Act 540 and O.C.G.A. 15-12-81 were included.

Commissioner Dean made a motion seconded by Commissioner Boland to approve the letter and package and authorize the Chairman to sign. Motion carried 7-0-0.

DISCUSSION

1. CFO's Update

Mr. Donaghy stated the June 30, 2014 numbers are still being finalized. Data transfers are still being made between GEMS and Innoprise. The auditors are scheduled to begin next week.

2. Director's Update

Mr. Swan briefly updated Commissioners on the Canal Crossing Project, status of the Fuel Pro cards, Public Awareness Program FOG billing inserts and Water Quality Reports, the status of the Real Estate Broker RFP, TOES/Safety Council, SPLOST V projects, and the progress being made in purchasing and systems pumping and maintenance. Mr. Swan stated the City of Brunswick has approved the use of SPLOST funds in the amount of \$250,000 for use on the Urbana Sanitary Sewer Project, LS 4019 elimination.

3. Chairman's Update

Chairman Provenzano stated that considering all the paperwork the JWSC generates, he would like to see the JWSC research the use of tablets or laptops so that Commissioners could receive the information electronically.

He has not received a firm date for the next work session. At this session, REU follow-up, Tap Fees, and the Carl Vinson Institute Study will be on the agenda. Chairman Provenzano stated he would like to have this scheduled as soon as possible.

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, Commissioner Elliott made a motion seconded by Commissioner Boland to adjourn the meeting. Motion carried 7-0-0.

Chairman, Dale Provenzano

Attest:

Barbara W. Rogers,
Clerk