



**Brunswick-Glynn County  
Joint Water and Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, September 4, 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 August 19, 2014 special called meeting and the August 21, 2014 regular meeting, (*subject to any necessary changes*). – B. Rogers**
- 2. Amendments to Operational Agreement, City and County Water & Sewer Ordinances, the Local Act and Resolution to Local Delegation – D. Watson**
- 3. Mansfield Street Water & Sewer Improvements– Authorize Preparation of Bid Documents – S. Swan**
- 4. RFP for Real Estate Broker Services – J. Donaghy**
- 5. Altama Ave. & Second Street, Emergency Sewer Repairs – S. Swan**

### **DISCUSSION**

- 1. Policy & Procedures for Reporting/Notification of chemical and/or sewer spills. – S. Swan**
- 2. Sea Island Road at Frederica Road Sewer Project– S. Swan**
- 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  
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Thursday, September 4, 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 Clerk

Chairman Provenzano called the meeting to order and provided the invocation. Commissioner Cason led the pledge.

**PUBLIC COMMENT PERIOD**

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

Commissioner Perry made a motion seconded by Commissioner Boland to close the regular meeting and adjourn to executive session to discuss disposal of property. Motion carried 7-0-0.

Back in session. Discussion only, no action taken.

Commissioner Perry made a motion seconded by Commissioner Dean to change the order of today's agenda at the Chairman's discretion. Motion carried 7-0-0.

Commissioner Boland made a motion seconded by Commissioner Dean to move Mansfield Street Water & Sewer Improvements to the Discussion Agenda. Motion carried 7-0-0.

Commissioner Dean made a motion seconded by Commissioner Boland to add the Gloucester Street property to the agenda as item 4A. Motion carried 7-0-0.

## APPROVAL

### 1. Minutes of the August 19, 2014 special called meeting and the August 21, 2014 regular meeting (*subject to any necessary changes*). – B. Rogers

Commissioner Perry made a motion seconded by Commissioner Boland to approve the minutes of the August 19, 2014 special called meeting and the August 21, 2014 regular meeting. Motion carried 7-0-0.

### 2. Amendments to Operational Agreement, City and County Water & Sewer Ordinances, the Local Act and Resolution to Local Delegation – D. Watson

Mrs. Watson reviewed with Commissioners the amendments to the Local Act, the Operational Agreement, and the City and County Water & Sewer Ordinances.

Commissioner Elliott made a motion seconded by Commissioner Boland to approve the following:

- Approve an amendment to the Local Act to provide for the election of nonpartisan members to be held in conjunction with the general primary beginning in 2016;
- Approve the consolidated amendments to the Local Act, as presented;
- Approve the Resolution to the local delegation, as presented, endorsing amendments to the Local Act, and authorize the Chairman to sign the Resolution;
- Authorize sending the City and County resolutions, as presented, requesting each government's endorsement of amendments to the Local Act.

Motion carried 7-0-0.

Commissioner Boland made a motion seconded by Commissioner Perry to approve the Fourth Addendum to the Operational Agreement, as presented, and authorize sending it to the City and County for approval. Motion carried 7-0-0.

Commissioner Elliott made a motion seconded by Commissioner Boland to approve the consolidated amendments to the City and County Water and Sewer Ordinance, as presented, and authorize sending them to the City and County, respectively, for approval. Motion carried 7-0-0.

### 3. Mansfield Street Water & Sewer Improvements– Authorize Preparation of Bid Documents – S. Swan

Moved to Discussion Agenda.

#### 4A Gloucester Street Property

Commissioner Dean made a motion seconded by Commissioner Elliott to declare the Gloucester Street property f/n/a Days Inn as surplus as it no longer serves a public use and dispose of the property in the best interest of the utility. Motion carried 7-0-0.

#### 4B RFP for Real Estate Broker Services – J. Donaghy

Mr. Donaghy stated that the JWSC issued an RFP to provide Broker Services on July 18, 2014. Two responses were received and reviewed. Driggers Commercial Group, Inc. presented the lowest commission rate for the sale of property.

Commissioner Elliott made a motion seconded by Commissioner Dean to accept the proposal, as presented, by Driggers Commercial Group, Inc. to provide broker services to the JWSC, and to authorize the Chairman to execute the documents necessary to proceed with the sale of property, subject to review by legal counsel. Motion carried 7-0-0.

Chairman Provenzano turned the meeting over to Vice-Chairman Dean.

#### **5. Altama Ave. & Second Street, Emergency Sewer Repairs – S. Swan**

Mr. Swan stated the JWSC received quotes on an emergency sewer repair at Altama Avenue and Second Street. The repairs will be funded through the Repair and Replacement Reserve. The project has been reviewed by the Facilities Committee and recommend approval of a contract with J. H. Stone, Inc. at a cost of \$134,885. Commissioner Elliott stated the Finance Committee has also reviewed the project and recommends approval.

Commissioner Ford made a motion seconded by Commissioner Cason to approve a contract with J.H. Stone, Inc. to accomplish emergency repairs at Altama Avenue and Second Street in the City of Brunswick at a cost of \$134,885, and authorize the Chairman and Executive Director to execute the necessary documents, subject to review by legal counsel. Motion carried 6-0-0. (Chairman Provenzano not present for the vote).

### **COMMITTEE UPDATES**

#### **Communications & Customer Service – Commissioner Dean**

No report at this time.

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

No report at this time.

#### **Facilities – Commissioner Perry**

All items appear on today's agenda.

#### **Finance – Commissioner Elliott**

Commissioner Elliott stated the Committee was moving projects on the R&R list into priority order. The Committee is working with staff on the financial presentation design and the 2014 Financial Report will be on the September 16 Finance Committee Agenda. The Committee discussed the current REU system to spread the debt and will be discussed with the full Commission at the September 25, 2014 work session.

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

Commissioner Cason stated the Human Resources Committee will be making recommendations based on the findings of the Carl Vinson Study. The post offer medical questionnaire and physical are implemented and the Committee plans to review the worker's compensation claims quarterly. The Committee recommends implementing a case specific light duty job description reviewed by medical personnel on worker's compensation cases. The Committee recommends the JWSC bid out worker's compensation and employee health insurance placements.

#### **Legislative – Chairman Provenzano**

All items appear on today's agenda.

### **DISCUSSION**

#### **1. Mansfield Street Water & Sewer Improvements – S. Swan**

Mr. Swan stated the City of Brunswick currently has a storm water project designed by Stantec Engineering in the same area as the needed Mansfield Street water and sewer repairs. The City

storm water project will require repaving and this would be an opportunity for the JWSC to share costs with the City for engineering and paving work.

**2. Policy & Procedures for Reporting/Notification of chemical and/or sewer spills. – S. Swan**

Commissioner Dean stated after the confusion earlier this month when an industrial plant had an accidental release of gas into the atmosphere, JWSC'S reporting and notification procedures should be reviewed. Mr. Swan stated JWSC's state permitting outlines a step-by-step procedure for all spills. The MSDS sheets also outline steps to be followed in case of chemical spills. The JWSC has added notification to the Emergency Management Agency as part of its procedures.

**3. Sea Island Road at Frederica Road Sewer Project– S. Swan**

Mr. Swan reported this project is scheduled to go out to bid the end of September. The scope of the project will be an in-line patch at the manhole.

**4. Director's Update**

Mr. Swan stated a mandatory Sexual Harassment & Diversity Training seminar will be held for all staff on Friday. This training will be conducted every two (2) years with an outside consultant and in-house every other year.

The post-hire medical questionnaire and physical examination are in place.

Staff is currently developing a surplus list for Commission action and will be bringing that forward in the next couple of weeks.

Data Flow Systems has stated staff is learning the systems and overtime has been reduced.

Commissioner Dean asked the status of any responses to the USGS funding. Mr. Swan stated he has received some replies and will bring the numbers back at the next meeting.

**5. Chairman's Update**

No report at this time.

**EXECUTIVE SESSION**

There being no further business to bring before the Commission.

Commissioner Elliott made a motion seconded by Commissioner Perry to adjourn the meeting. Motion carried 6-0-0. (Chairman Provenzano was not present for the vote).

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**Dale Provenzano, Chairman**

**Attest:**

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**Barbara Rogers**  
**Clerk**