



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, November 6, 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**

- **Financial Update**

**Human Resources – Commissioner Cason
Legislative – Chairman Provenzano**

APPROVAL

1. **Minutes of the October 16, 2014 regular meeting and the October 28, 2014 special called meeting, (subject to any necessary changes). – B. Rogers**
2. **Minutes of the October 16, 2014 and October 28, 2014 executive sessions, (subject to any necessary changes). – B. Rogers**
3. **Urbana Project – Stantec Incorporated Contract – J. Donaghy**
4. **Condrey & Associates – Amendment to Agreement – S. Swan**
5. **Coastal Landscape & Design – Amendment to Include 1703 Gloucester Street – D. Paulk**
6. **Thomas & Hutton Professional Services Agreement, Frederica Road – J. Hunkele**
7. **Thomas & Hutton Professional Services Agreement, Atlantic Drive – J. Hunkele**
8. **Generator Services – D. Paulk**
9. **Uniforms – Cintas – D. Paulk**
10. **Contract Expiration Schedule – D. Paulk**
11. **Commissioner Access & Review of Employee Personnel files – Commissioner Dean**

DISCUSSION

Director's Update

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, November 6, 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 Commissioner Perry provided the invocation. Commissioner Boland led the pledge.

PUBLIC COMMENT PERIOD

Chairman Provenzano recognized the following individual to address the Commission:

1. Sandra Dean, Brunswick, GA. Mrs. Dean spoke as a rate payor stating she was concerned with the direction the JWSC is taking. She stated staff is not following JWSC's written policy and procedures and that this practice is unacceptable and should not continue.

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
Commissioner Dean stated no report at this time.

Economic Development - Chairman Provenzano
Chairman Provenzano stated no report at this time.

Facilities – Commissioner Perry

Commissioner Perry stated no report at this time. The next Facilities Committee meeting is scheduled for November 13, 2014.

Finance – Commissioner Elliott

Commissioner Elliott stated at the last meeting the first quarter financials were distributed to give Commissioners an opportunity to review and ask questions at today's meeting. He also stated the Finance Committee will be reviewing the Audit Report at their next meeting and will then be presented to the full Board. Mr. Donaghy stated all divisions will be preparing budget revisions for review in December.

Human Resources

Commissioner Cason announced the items that will be on the agenda at the Committee's November 13, 2014 meeting.

Legislative – Chairman Provenzano

Chairman Provenzano stated no report at this time.

APPROVAL:

1. Minutes of the October 16, 2014 regular meeting and the October 28, 2014 special called meeting, (*subject to any necessary changes*). – B. Rogers

Commissioner Perry made a motion seconded by Commissioner Boland to approve the minutes of the October 16, 2014 regular meeting and the October 28, 2014 special called meeting. Motion carried 7-0-0.

2. Minutes of the October 16, 2014 and October 28, 2014 executive sessions, (*subject to any necessary changes*). – B. Rogers

Commissioner Perry made a motion seconded by Commissioner Cason to approve the minutes of the October 16, 2014 executive session and the October 28, 2014 executive session. Motion carried 7-0-0.

3. Urbana Project – Stantec Incorporated Contract – J. Donaghy

Mr. Donaghy stated the JWSC is participating with the City of Brunswick in a gravity sewer project which will eliminate the need for a lift station. The City of Brunswick is contributing \$250,000 in SPLOST funding.

Commissioner Boland made a motion seconded by Commissioner Elliott to approve the contract with Stantec Incorporated for the Urbana Project in the amount of \$29,750 and 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.

4. Condrey & Associates – Amendment to Agreement – S. Swan

Mr. Swan stated the contract with Condrey and Associates needs to be extended to December 15, 2014 since the JWSC has not been able to provide the needed information in a timely manner. This is a no cost time extension to December 15, 2014.

Commissioner Ford made a motion seconded by Commissioner Boland to approve the first amendment extending the term of agreement with Condrey & Associates to December 15, 2014. Motion carried 7-0-0.

5. Coastal Landscape & Design – Amendment to Include 1703 Gloucester Street – D. Paulk

Mr. Paulk stated Coastal Landscape and Design currently services 54 facilities for the JWSC. Coastal Landscape has provided a quote to add the property recently acquired at 1703 Gloucester Street, bringing the total number of facilities to fifty-five. The monthly billing increases from \$5,128.00 to \$5,561.34.

Commissioner Cason made a motion seconded by Commissioner Boland to approve the first amendment to the contract increasing the Coastal Landscaping and Design contract to a monthly cost of \$5,561.34. Motion carried 6-1-0. (Commissioner Dean cast the opposing vote).

6. Thomas & Hutton Professional Services Agreement, Frederica Road – J. Hunkele

Mr. Hunkele stated the Frederica Road project was to provide professional services for the design of cured-in-place pipe lining system for a 6,200 linear foot section of existing 18-inch gravity sewer on Frederica Road from Silver Lake to Atlantic Drive, on Atlantic Drive from Frederica to Sixth Avenue, and then to the Dunbar Creek WWTP.

Commissioner Elliott made a motion seconded by Commissioner Boland to approve the Engineering and Professional Services Agreement with Thomas & Hutton Engineering Company, in an amount not to exceed \$40,000 and authorize the Chairman and Executive Director to execute the contract subject to legal counsel review. Motion carried 7-0-0.

7. Thomas & Hutton Professional Services Agreement, Atlantic Drive – J. Hunkele

Mr. Hunkele stated the Atlantic Drive project was to provide professional services for design of a 3,000 linear feet of 8-inch gravity sewer along Atlantic Drive from Frederica Road to Sixth Avenue. Chairman Provenzano inquired if the projects have moved through the Facilities and Finance Committees and received their approval. Commissioner Ford requested that a sole source justification accompany any future project that was to be awarded without a bid process

Commissioner Perry made a motion seconded by Commissioner Boland to approve the Engineering and Professional Services Agreement with Thomas & Hutton Engineering Company, in an amount, not to exceed \$38,000 and authorize the Chairman and Executive Director to execute the contract subject to legal counsel review. Motion carried 7-0-0.

8. Generator Services – D. Paulk

Mr. Paulk stated the JWSC issued a Request for Quotes on September 9, 2014 for the annual service, maintenance and repair of generators. Quotes were solicited from three firms and two responded. Both bidders are qualified to perform the work, no negative references were received, and both quotes were responsive. Staff recommends award to the lowest responsive bidder, Zabatt Power Systems.

Commissioner Perry made a motion seconded by Commissioner Cason to award the contract for Annual Service, Maintenance, and Repair of Generators to the lowest responsive bidder, Zabatt Power Systems in the amount of \$21,135 and authorize the Chairman and Executive Director to execute the contract subject to review by legal counsel. Motion carried 7-0-0.

9. Uniforms – Cintas – D. Paulk

Mr. Paulk stated a Request for Quotes was issued by the JWSC on September 19, 2014 for the annual uniform rental and service agreement. The project includes rental of uniforms, laundering services for the uniforms, weekly pick-up service for laundering, replacement uniforms, and a mobile boot truck. The State of Georgia has a contract for uniform rental services in place in conjunction with the National Joint Powers Alliance, a purchasing consortium. Two companies were identified that provide service to the Brunswick-Glynn County area and quotes were obtained for the rental and servicing of work uniforms.

Commissioner Boland made a motion seconded by Commissioner Elliott to award the Annual Uniform Rental and Service Agreement to Cintas in the amount not to exceed \$48,000 and authorize the contract to be executed. Motion carried 7-0-0.

10. Contract Expiration Schedule – D. Paulk

Mr. Paulk reviewed with Commissioners a contract expiration schedule. Chairman Provenzano stated each Committee needs to review the list for the contracts under their oversight and schedule Committee review prior to the expiration dates listed.

Commissioner Elliott stated that the Finance Committee would be developing a new RFQ for legal services restructuring the compensation structure, and not renew the current contract with Taylor, Odachowski, Schmidt and Crossland. A new RFP could structure legal services into possibly three (3) separate bid documents. Motion carried 7-0-0.

Chairman Provenzano suggested that an RFP for Legal Services cannot be rewritten and bid prior to the end of the year and effective January 1, 2015, therefore, legal services would be on a month to month at the current hourly rates.

Commissioner Elliott made a motion seconded by Commissioner Cason to not renew the Taylor, Odachowski, Schmidt and Crossland, and effective January 1, 2015 legal services would be on a month-to-month at the government hourly rates.

Motion and second withdrawn.

Commissioner Boland made a motion seconded by Commissioner Elliott to forward 2015 month-to-month legal services negotiations to the Finance Committee. Motion carried 7-0-0.

11. Commissioner Access & Review of Employee Personnel files – Commissioner Dean

A brief discussion was held concerning a Commissioner's request to review an employee file and was denied access by Teamwork Services stating the Commissioner would need the Executive Director's approval. Chairman Provenzano stated as a courtesy Commissioners should advise the Executive Director of their request to review staff's files, however, employee files are covered under the open records laws and can be viewed.

DISCUSSION

Director's Update

Executive Director, Steve Swan, stated Robert Ussery has been meeting with all Commissioners in small groups in order to discuss the renovation plans for 1703 Gloucester Street. Mr. Ussery is compiling Commissioner's comments for the next Facilities Committee meeting on November 13, the Finance Committee meeting on November 18, and then to the Board at the November 20, 2014 meeting.

Commissioner Ford stated Mr. Ussery had indicated he would be bringing options to the Facilities Committee so that the Commission could make decisions on the direction of the renovations should take. Mr. Swan stated Robert Ussery will be at the Facilities Committee with the options from which Commissioners can make decisions.

Chairman's Update

EXECUTIVE SESSION

Commissioner Perry made a motion seconded by Commissioner Elliott to close the regular meeting and adjourn to executive session to discuss potential litigation and personnel. Motion carried 7-0-0.

Back in session.

Commissioner Elliott made a motion seconded by Commissioner Boland to accept the EPD Consent Order and authorize payment of the \$10,000 fine and authorize the Chairman to sign the Order. Motion carried 7-0-0.

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

Dale Provenzano, Chairman

Attest:

Barbara W. Rogers
Clerk