



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, December 18, 2014 at 2:00 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

EXECUTIVE SESSION

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 December 2, 2014 regular meeting and December 2, 2014 executive session (subject to any necessary changes). B. Rogers**
- 2. Minutes of the December 9, 2014 regular meeting and December 9, 2014 executive session (subject to any necessary changes). B. Rogers**
- 3. Declaration of Surplus Vehicles/Equipment – D. Paulk**
- 4. Banking Services- D. Paulk**
- 5. Bill Printing, Inserting, and Mailing – D. Paulk**
- 6. Debt Collection – D. Paulk**
- 7. Teamwork Services, Inc. – S. Swan**
- 8. Risk Management, McGinty Gordon – J. Donaghy**
- 9. Worker's Compensation –S. Swan**
- 10. Capital Tap Fee 50% Reduction- J. Donaghy**
- 11. Evoqua Water Technologies, Inc. –D. Paulk**
- 12. Legal Services – Commissioner Elliott**

DISCUSSION

DIRECTOR'S UPDATE

CHAIRMAN'S UPDATE

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, December 18, 2014 at 2:00 p.m.**

MINUTES

PRESENT: Dale Provenzano, Chairman
Tom Boland, Commissioner
John A. Cason, Commissioner
Sandra Dean, Commissioner
Dave Ford, Commissioner
Don Elliott, Commissioner
Ronald E. Perry, Commissioner

ALSO PRESENT: Steve Swan, Executive Director
John D. Donaghy, Director of Administration
Desiree Watson, JWSC Attorney
Barbara Rogers, Clerk

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

PUBLIC COMMENT PERIOD

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

EXECUTIVE SESSION

Commissioner Elliott made a motion seconded by Commissioner Perry to adjourn to executive session to discuss the evaluation of the executive director. Motion carried 7-0-0.

Commissioner Elliott made a motion seconded by Commissioner Boland to return to open session. Motion carried 7-0-0.

Back in Session.

Commissioner Boland made a motion seconded by Commissioner Elliott to add number 13 to today's agenda, Executive Director's Contract. Motion carried 6-1-0. (Commissioner Dean cast the opposing 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

No Report at this time.

Finance – Commissioner Elliott

Commissioner Elliott referred Commissioners to the Committee minutes included in the books.

Human Resources – Commissioner Cason

No Report at this time.

Legislative – Chairman Provenzano

Chairman Provenzano stated the amendment to the Operational Agreement and the Resolution in support of proposed changes to the Act were passed by the City at their meeting last night and were on the County agenda for their meeting tonight.

APPROVAL

1. Minutes of the December 2, 2014 regular meeting and December 2, 2014 executive session (subject to any necessary changes). B. Rogers

Commissioner Perry made a motion seconded by Commissioner Cason to approve the minutes of the December 2, 2014 regular meeting and executive session. Motion carried 7-0-0.

2. Minutes of the December 9, 2014 regular meeting and December 9, 2014 executive session (subject to any necessary changes). B. Rogers

Commissioner Perry made a motion seconded by Commissioner Cason to approve the minutes of the December 9, 2014 regular meeting and executive session. Motion carried 7-0-0.

3. Declaration of Surplus Vehicles/Equipment – D. Paulk

Mr. Donaghy stated staff has compiled a list of equipment and vehicles which are no longer of use to the JWSC or are in a condition which renders them unserviceable. The Facilities Committee has reviewed the inventory or items to be declared as surplus.

Commissioner Boland made a motion seconded by Commissioner Cason that the JWSC declare the items identified on the attached listing as surplus and authorize their disposal in a manner most beneficial to the JWSC. Motion carried 7-0-0.

4. Banking Services- D. Paulk

Mr. Donaghy stated that on October 20, 2014 the JWSC released a Request for Proposal for Banking Services. The bid criteria and tabulations were reviewed with the Finance committee. Based on the evaluation and tabulation of proposals, staff recommends the selection of BB&T Bank.

Commissioner Ford requested staff include the bid criteria and tabulations on all RFP awards in the future for the Commissioners to review.

Commissioner Elliott made a motion seconded by Commissioner Cason to approve selection of BB&T Bank to provide banking services for the initial year of 2015 with three additional option years at the costs identified in their proposal and authorize the Chairman, Executive Director, and Chief Financial Officer to execute the necessary documents subject to approval by legal counsel. Motion carried 6-1-0. (Commissioner Ford cast the opposing vote).

5. Bill Printing, Inserting, and Mailing – D. Paulk

Mr. Donaghy stated on October 27, 2014 the JWSC released a Request for Proposal for Bill Printing, Inserting and Mailing Services. Drexal Paulk, Director of Procurement, reviewed the bid criteria and tabulations with the Finance Committee. No local companies submitted proposals. Based on the evaluations and tabulations of the proposals, staff recommended Pinnacle Data Systems. The Finance Committee's recommendation was to award an initial year contract with two option years to Pinnacle Data Systems.

Commissioner Elliott made a motion seconded by Commissioner Cason to approve the selection of Pinnacle Data Systems to provide bill printing, inserting and mailing services for the initial year of 2015 with two additional option years at the cost identified in their proposal and to authorize the Chairman, Executive Director, and Chief Financial Officer to execute the necessary documents subject to approval of legal counsel. Motion carried 6-1-0. (Commissioner Ford cast the opposing vote).

Commissioner Ford requested the full Board of Commissioners receive all bid documents for evaluation.

6. Debt Collection – D. Paulk

Mr. Donaghy stated on October 27, 2014 the JWSC released a Request for Proposal for Debt Collection Services. Mr. Paulk reviewed the bid criteria and tabulation with the Finance Committee. Based on the evaluation and tabulation of proposals staff recommended Penn Credit of Sarasota, FL to the Finance Committee. The Finance Committee recommends awarding the contract for Debt Collection to Penn Credit for the initial year of 2015 with three additional option years.

Commissioner Elliott made a motion seconded by Commissioner Cason to approve selection of Penn Credit to provide debt collection for the initial year of 2015 with three additional option years at the fees identified in their proposal and to authorize the Chairman, Executive Director, and Chief Financial Officer to execute the necessary documents subject to approval by legal counsel. Motion carried 6-1-0. (Commissioner Ford cast the opposing vote).

7. Teamwork Services, Inc. – S. Swan

Mr. Donaghy stated the original contract with Teamwork Services, Inc. to provide Human Resources Services was first amended in 2010 and again in 2013 to provide for three additional option years 2014, 2015, and 2016 at the same terms and conditions of the original contract. There is no price increase in the second amendment. The Finance Committee recommends approval for the second option year of the second amendment for calendar year 2015 at a cost of \$125,830.

Commissioners held a brief discussion on the JWSC providing some human resource functions in-house. Executive Director Steve Swan stated the Condrey Study is reviewing this issue.

Commissioner Elliott made a motion seconded by Commissioner Cason to approve the second option year of the Second Amendment of the contract with Teamwork Services, Inc. for the calendar year 2015 at a cost of \$125,830 and authorize the Chairman, Executive Director, and Chief Financial Officer to execute the necessary documents. Motion carried 7-0-0.

8. Risk Management, McGinty Gordon – J. Donaghy

McGinty-Gordon & Associates was awarded a contract for Insurance Broker and Risk Management Services in December 2013. The contract contained a fee of \$19,500 for the initial and first option year, 2015. The Finance Committee recommends approval of the first option year of the Insurance Broker and Risk Management contract with McGinty-Gordon for the calendar year 2015 at a cost of \$19,500.

Commissioner Elliott made a motion seconded by Commissioner Cason to approve exercising the first option year of the Insurance Broker and Risk Management contract with McGinty-Gordon & Associates for the calendar year 2015 at a cost of \$19,500 and authorize the Chairman, Executive Director, and Chief Financial Officer to execute the necessary documents. Motion carried 7-0-0.

9. Worker's Compensation –S. Swan

Mr. Donaghy stated the JWSC is fully insured for Worker's Compensation. Teamwork Services and Turner & Associates have marketed the coverage to obtain the best price and benefit level to JWSC. The Human Resources Committee and Finance Committee have reviewed the options available for calendar year 2015 and recommend renewal of Worker's Compensation insurance with Zenith Insurance Company for the calendar year 2015 at an estimated premium of \$209,148.

Commissioner Elliott made a motion seconded by Commissioner Cason to approve the renewal of Worker's Compensation insurance with Zenith Insurance Company for the calendar year 2015 at an estimate premium of \$209,148 and authorize the Chairman, Executive Director and Chief Financial Officer to execute the necessary documents. Motion carried 7-0-0.

10. Capital Tap Fee 50% Reduction- J. Donaghy

Commissioner Perry made a motion seconded by Commissioner Boland to pull agenda item #10 from the agenda. Motion carried 7-0-0.

11. Evoqua Water Technologies, Inc. –D. Paulk

Commissioner Perry made a motion seconded by Commissioner Boland to pull agenda item #11 from the agenda. Motion carried 7-0-0.

12. Legal Services – Commissioner Elliott

The JWSC Board of Commissioners elected not to exercise the first option year of the contract with Taylor Odachowski Schmidt Crossland, LLC and continue to utilize the services of the firm until a Request for

Proposal for Legal Services can be issued, received and evaluated. The Finance Committee recommends that legal services be provided by the firm of Taylor Odachowski Schmidt Crossland, LLC at their standard government hourly rates on a month-to-month basis.

Commissioner Elliott made a motion seconded by Commissioner Cason to approve that legal services be provided by the firm of Taylor Odachowski Schmidt Crossland, LLC at their standard government hourly rate and authorize the Chairman, Executive Director and Chief Financial Officer to execute the necessary documents. Motion carried 7-0-0.

13. Executive Director's Contract

Commissioner Boland made a motion seconded by Commissioner Cason to authorize the Attorney to prepare an amendment to the Executive Director's contract changing the effective date of renewal of the first option year to January 1, 2015, increase the base pay to \$95,000 and authorize the Chairman to sign the contract. Motion carried 5-2-0. (Commissioners Dean and Ford cast the opposing votes).

DISCUSSION

DIRECTOR'S UPDATE

Executive Director, Steve Swan updated Commissioners on the continuing status of the Frederica Road project, transfer of properties to the JWSC, employee vacation payouts, and Cityworks. Mr. Swan stated there are five entities that have shown interest in contributing to funding the plume study and the Development Authority has assumed the lead on this issue. Work continues on developing specific calculations and commitments on system expansion.

Mr. Swan stated the JWSC is responsible for reporting all spills to EPD, even those from private systems and on private property. Commissioners requested a representative from EPD be invited to attend a Commissioner Work Session and cover this in greater detail.

CHAIRMAN'S UPDATE

Chairman Provenzano presented a plaque of appreciation to outgoing Vice-Chairman Dean for her commitment of time, support and leadership in serving on the Board of the JWSC.

Chairman Provenzano suggested to Commissioners that a set schedule for Committee Meetings be established for 2015 and the possibility of moving the time and day of the regular meetings. Chairman Provenzano announced the first meeting of 2015 will be held on Thursday, January 8, 2015 at which time the new Commissioners will be sworn into office.

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

Donald M. Elliott, Chairman

Attest:

Barbara Rogers
Clerk