



**Brunswick-Glynn County  
Joint Water and Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, March 5, 2015 at 3:00 p.m.**

**SPECIAL CALLED MEETING**

**MINUTES**

**PRESENT:** Donald M. Elliott, Chairman  
Clifford Adams, Commissioner  
Thomas Boland, Commissioner  
John A. Cason, III, City Commissioner  
David H. Ford, Commissioner  
Ronald Perry, Commissioner

**ABSENT:** Allen Booker, County Commissioner

**ALSO PRESENT:** Stephen A. Swan, Executive Director  
John D. Donaghy, Director of Administration  
Desiree E. Watson, JWSC Attorney  
Denise J. O'Neal, JWSC Acting Clerk

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

**PUBLIC COMMENT PERIOD**

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

Chairman Elliott announced that the Special Called Meeting would follow the Executive Session today.

Todd Klein, Senior Engineer, introduced Assistant Engineer, Harry Patel.

Commissioner Perry made a motion seconded by Commissioner Boland to add approving minutes from the February 19, 2015 Executive Session and the minutes from the February 26, 2015 Special Called Meeting to the Agenda. Motion carried 6-0-1 (Commissioner Booker was absent for the vote).

Commissioner Boland made a motion seconded by Commissioner Adams to add approving renewal of insurance to the Agenda. Motion carried 6-0-1 (Commissioner Booker was absent for the vote).

Chairman Perry made a motion seconded by Commissioner Boland to close the special called meeting and adjourn to executive session to discuss pending litigation. Motion carried 6-0-1 (Commissioner Booker was absent for the vote).

Back in session – discussion only, no action taken.

Chairman Perry made a motion seconded by Commissioner Cason to excuse Commissioner Brooker from today's meeting due to medical issues. Motion carried 6-0-1 (Commissioner Booker was absent for the vote).

## **COMMITTEE UPDATES**

### **1. Facilities - Commissioner Perry**

Commissioner Perry reported that the Facilities Committee did not meet. Mr. Swan stated that next week he, Chairman Elliott, and Commissioner Boland will be in Macon at a conference. The next Facilities meeting will be held on March 26 at 1:00 p.m.

### **2. Finance - Commissioner Elliott**

Chairman Elliott reported that the Finance Committee did not meet. The next Finance meeting will be held on March 17 at 3:00 p.m. and that they will review February financials, and should have a prioritized list of R&R projects.

### **3. Communications - Commissioner Ford**

Chairman Ford reported that the Communications Committee did not meet. Mr. Swan stated that due to a large problem of grease being put down drains, a public awareness campaign is being planned to possibly include: 1) showing a video at local theaters before the main attraction; and 2) a commercial on Channel 99. The next meeting is tentatively set for March 26.

### **4. Human Resources - Commissioner Cason**

Chairman Cason reported that the Human Resources Committee held a meeting. The Committee discussed the Condrey study and pay rate adjustments. Chairman Elliott stated that this would be discussed at the Finance meeting March 17.

Mr. Swan stated that minor changes were needed regarding uniforms and that it be brought before the next full Commission meeting for approval.

## APPROVAL

**1 & 2. Minutes of the February 19, 2015 Special Called Meeting, February 19, 2015 Executive Session, February 26, 2015 Special Called Meeting, and February 26, 2015 Executive Session (subject to any necessary changes).**

Commissioner Perry made a motion seconded by Commissioner Boland to approve the minutes of the February 19, 2015 Special Called Meeting, February 19, 2015 Executive Session, February 26, 2015 Special Called Meeting, and February 26, 2015 Executive Session. Motion carried 6-0-1 (Commissioners Booker was absent for the vote).

### **3. Allocation Process for Lift Station 2030 - S. Swan**

Mr. Swan read a statement of a recommended allocation process included in the agenda package set before the Commission this date.

The Commission discussed the basis for allowing additional taps. Chairman Elliott and Commissioner Ford expressed the need to ensure accurate calculations for allowing the taps. Commissioner Elliott stated the assessed and paid for tap fees should be returned if a developer would not be able to tap in at this time.

Commissioner Cason made a motion seconded by Commissioner Boland to approve allowing connections in the 2030 Basin on a first-come, first-serve basis for those locations ready for homeowner occupancy, and to return tap fees to those developers affected; additionally the Executive Director will ensure accurate documentation for taking risks for the additional tap ins. Motion carried 5-1-0 (Commissioner Ford opposed; Commissioner Booker absent for the vote).

### **4-7. HR Policy Change – Sec 2.4, Harassment, Workplace Violence, Sec. 3.4, Introductory Employment Period; Sec. 3.5, Transfers and Promotions; Sec. 6.0, Pay Plan – H. Ott**

The Resolution before the Commission included Sections 2.4, 3.4, 3.4, 4.19, and Sec. 6.2 for approval and as recommended by the Human Resources Committee. Ms. Ott reviewed the changes in the Resolution for the Commission.

Commissioner Ford expressed concern that an employee would be disciplined up to and including termination for improperly reporting harassment. Upon suggestion of Ms. Watson, it was the consensus to split Sec. 2.4, subparagraph 4.A.(2) into two separate subparagraphs to cure this issue. Also, Mr. Swan stated that in Sec. 4.19, paragraph 1.G, the reference to "D" in the Appendix should be removed at this time.

Commissioner Cason made a motion seconded by Commissioner Boland to approve changes to the HRSP, Secs. 2.4, 3.4, 3.5, 4.19, and 6.2 as presented and with the changes discussed. Motion carried (6-1-0) (Commissioner Book absent for the vote.).

### **8. Insurance – J. Donaghy**

Commissioner Cason made a motion seconded by Commissioner Boland to approve the insurance as presented. Mr. Swan stated that the quote is untimely and JWSC should seek a two week extension. Commissioner Cason withdrew his motion and Commissioner Boland withdrew his second.

## DISCUSSION

### 1. R&R and Capital Project Status – T. Kline

Todd Kline handed out a six page list titled "Reserve Projects, Project Status As of 3.05.15." Mr. Kline reviewed the status of each project with the Commission.

### 2. RFP Status Update – D. Paulk

Drexal Paulk stated and RFP for legal services has been advertised and that the responses are due at noon on March 18. Mr. Paulk stated that two IFBs are in process, one for landscaping which is inclusive of all 189 JWSC properties, and one for LS 203.

## DIRECTOR'S UPDATE

Mr. Swan did not have any update at this time.

## CHAIRMAN'S UPDATE

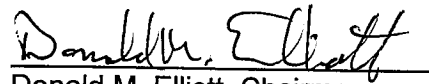
Chairman Elliott did not have any update at this time.

The Commission took a five minutes break.


Chairman Boland made a motion seconded by Commissioner Adams to close the special called meeting and adjourn to executive session to discuss potential litigation. Motion carried 6-0-1 (Commissioner Booker was absent for the vote).

Back in session – discussion only, no action taken.

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

  
Donald M. Elliott, Chairman

Attest:

  
Denise J. O'Neal,  
Acting Clerk