



Brunswick-Glynn County Joint Water and Sewer Commission
1703 Gloucester Street, Brunswick GA 31520
Thursday, March 5, 2020 at 2:00 pm
Commission Meeting Room

COMMISSION MEETING 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.

SWEARING IN OF NEW COMMISSIONER

By The Honorable Debra Godwin Duncan

COMMITTEE UPDATES

Human Resources Committee – Commissioner Elliott

APPROVAL

- 1. Minutes from February 20, 2020 Regular Meeting** *(subject to any necessary changes)*
- 2. Onsite Wellness Checks – A. Burroughs**
- 3. MOU with City of Brunswick – Magnolia Park – A. Burroughs**

DISCUSSION

- 1. Fiscal Year 2021 Budget Update – A. Burroughs**

EXECUTIVE DIRECTOR'S UPDATE

CHAIRMAN'S UPDATE

EXECUTIVE SESSION

MEETING ADJOURNED

*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
1703 Gloucester Street, Brunswick, GA 31520
Thursday, March 5, 2020 at 2:00 PM

COMMISSION MINUTES

PRESENT:

G. Ben Turnipseed, Chairman
Bob Duncan, Vice-Chairman
Donald Elliott, Commissioner
Charles Cook, Commissioner
Tripp Stephens, Commissioner
Wayne Neal, Commissioner
Cornell L. Harvey, Commissioner

ALSO PRESENT:

Andrew Burroughs, Executive Director
Charlie Dorminy, Legal Counsel HBS
Pam Crosby, Director of Procurement
John Donaghy, Director of Finance
Jay Sellers, Director of Administration
LaDonnah Roberts, Senior Financial Analyst
Janice Meridith, Exec. Commission Administrator

MEDIA PRESENT:

Pamela Permar-Shierling, The Islander
Taylor Cooper, The Brunswick News

Chairman Turnipseed called the meeting to order at 2:00 PM.

Chairman Turnipseed provided the invocation and Commissioner Stephens led the Pledge of Allegiance.

PUBLIC COMMENT PERIOD

Chairman Turnipseed opened the public comment period.

Greg Wilkes – Sewer Rates – Mr. Greg Wilkes came to speak about sewer rates. He built several homes in Creekside Oaks which originally had septic tanks, were later abandoned and then put on the JWSC sewer system with grinder pumps. (Sewer only customer.) He came to a Commission Meeting on September 15, 2011 and asked why the sewer bills were so high, was told someone would get back with him, and no one did. Mr. Wilkes has homes in other areas and the bills for those homes to have water and sewer services are about \$40 to \$60 per month. He recently came to JWSC offices and spoke with Jay Sellers. Mr. Wilkes said this situation has costed him a lot of money during these years. He noted that JWSC is billing for sewer only services at a national average which is much higher than the local Glynn County average. In addition to the higher sewer service costs he also has to maintain his own grinder pump, which only lasts about 5 years with a replacement cost of around \$2,000. Mr. Wilkes commented that JWSC has spoken about cutting off sewer only and he is asking that if this goes through, for the

Board of Commissioners ensure that they are not using the national average on an inflated sewer bill, which would be too high for Glynn County. He is asking the Board to take this into consideration.

The Chairman thanked Mr. Wilkes for speaking, apologized that no one ever got back with him, but that they would be speaking with him again. Commissioner Elliott inquired about meeting on this subject and about the rate. Mr. Burroughs advised it would be a flat rate, but what JWSC is planning as a part of the budget and the Rate Resolution is to adjust the sewer flat rate volume to the average volume used by a residential customer, which would cause the flat rate volume to go down from 7,000 gallons to 4,000 gallons. This will drop those sewer costs by a good amount. Mr. Burroughs also advised that they had worked out an agreement with Mr. Wilkes in that before anyone's sewer is shut off they would receive a letter asking them to come into the lobby to sign up for a payment plan. He added that there are only a few customers who are on those sewer only situations, who have never paid their bill and are on a grinder system. Commissioner Stephens asked what the current average sewer only bill was. Mr. Burroughs estimated between \$65 and \$70 per month. With this change, those sewer only bills should go down to about \$40 to \$50 per month.

There being no additional citizens for public comment, Chairman Turnipseed closed the public comment period.

SWEARING IN OF NEW COMMISSIONER

Charles Cook / The Honorable Debra Godwin Duncan

In order to swear Charles Cook in for his seat as JWSC Commissioner, Judge Debra Godwin Duncan requested him to raise his right hand and state his name. Then she read the full Oath to him, after which he agreed to faithfully discharge his duties as Commissioner and to support and defend the Local Act enabling the BGJWSC as well as the U.S. and Georgia Constitutions. Judge Debra Godwin Duncan and Commissioner Charles Cook then signed the official copies of the Oath of Commissioner of the BGJWSC.

COMMITTEE UPDATES

Human Resources Committee Meeting Update – Commissioner Elliott

Commissioner Elliott provided that the Human Resources Committee had met earlier on that same day. He highlighted the five items that were on the agenda: Onsite wellness checks for approval to bring to the full Commission this afternoon, an update on the open enrollment for the new Health Insurance Plan, self-funded Health Insurance proposal (for which there will be a workshop on), a briefing on the Tobacco and Body Mass Index changes that the Committee recommended to be started after a year, and a discussion on potential Pension Plan changes which are to be completed by April 22, 2020 (this will also be an item for the full Commission workshop.)

APPROVAL

1. Minutes from the February 20, 2020 Regular Commission Meeting

Commissioner Duncan made a motion seconded by Commissioner Neal to approve the minutes from the February 20, 2020 Regular Commission Meeting. Motion carried 6-0-1. (Commissioner Cook abstained due to not being at the meeting.)

2. Onsite Wellness Checks – A. Burroughs

Mr. Burroughs provided that the Onsite Wellness Checks were discussed earlier that morning in the Human Resources Committee Meeting and approved to be moved forward to the full Commission. This program entails Southeast Georgia Health System performing onsite health screenings for JWSC staff members. The health screenings include a basic biometric analysis, a full blood panel, height/weight BMI, blood pressure and diabetes screening. The cost will be \$45 per employee, for an estimated total of \$7,290.

Commissioner Elliott made a motion seconded by Commissioner Duncan to move that the Brunswick-Glynn County Joint Water & Sewer Commission approve the attached wellness agreement with Southeast Georgia Health System for a not-to-exceed amount of \$7,290. Motion carried 6-0-1. (Commissioner Stephens abstained due to connection with SGHS.)

3. MOU with City of Brunswick – Magnolia Park

Mr. Burroughs recommended deferring this item until the next Facilities Meeting, due to the documents and agreement not being ready to execute.

Commissioner Duncan made a motion seconded by Commissioner Stephens to defer this item until the next Facilities Committee Meeting before it comes back to the full Commission. Motion carried 7-0-0.

DISCUSSION

1. Fiscal Year 2021 Budget Update – A. Burroughs

Mr. Burroughs provided an update on the preparations for the Fiscal Year 2021 Budget. The budget preview is on schedule and expected to be ready for the Commissioners' review during the following week. The FY 2021 Budget will be presented at the March Finance Committee Meeting. The preliminary reviews with the Division Superintendents on their individual budgets have been completed. Staff has finalized the Capital Budget request, and is going through the process of compiling master training requests to be included with the budget. At this time, staff does not find a reason to adjust the rates for water and/or sewer services.

EXECUTIVE DIRECTOR'S UPDATE

Mr. Burroughs welcomed the new Commissioner Charles Cook. The requested Ordinance revisions are to be on the County Commission's agenda that same night. Mr. Burroughs provided highlights of the GAWP Utility Executive Forum he attended. The American Water Infrastructure Act requires all utilities with over 3,300 customers to perform a Risk Assessment and Emergency Response Plan. JWSC's plan is due December 31st, for which Mr. Sellers and his staff had already compiled the vast majority of before this Act came about. Mr. Burroughs also advised that the Chamber of Commerce Community Update Breakfast will be held on March 20th at 8:00 a.m. at Epworth, and he invited the Commissioners to join him there.

CHAIRMAN'S UPDATE

Chairman Turnipseed welcomed the new Commissioner Charles Cook to the Board and also formally appointed him to be a member of the Facilities Committee, as well as inviting him to attend any other Committee meetings he was interested in.

EXECUTIVE SESSION


Commissioner Duncan made a motion seconded by Commissioner Elliott to adjourn into Executive Session to discuss Property and Litigation. Motion carried 7-0-0.

Return to Regular Session.

Commissioner Duncan made a motion seconded by Commissioner Harvey to return to Regular Session. Motion carried 7-0-0.

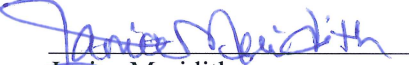
Commissioner Neal made a motion seconded by Commissioner Duncan to adjourn the meeting. Motion carried 7-0-0.

There being no additional business to bring before the Commission, Chairman Turnipseed adjourned the meeting at 3:10 p.m.



G. Ben Turnipseed, Chairman

Attest:



Janice Meridith,
Executive Commission Administrator



Brunswick-Glynn County

Joint Water and Sewer Commission

Memorandum

To: Brunswick-Glynn County Joint Water and Sewer Commission
From: Andrew Burroughs, Executive Director
Date: Thursday, March 5, 2020
Re: Approval – Onsite Wellness Checks

Background:

Over the past several months, there have been recurrent conversations between Commissioners and staff regarding the importance of wellness checks in relation to employee health and overall costs to the Utility. Upon discussion with a cross section of the staff, it was determined that many of the employees do not go for an annual wellness check even though the visits are covered at 100% by the JWSC health insurance plans. Whether due to a difficulty in finding primary care physicians accepting new patients or not wanting to take time off work to attend the visit, several staff members opt not to receive an annual wellness checkup. These staff members tend to wait until they are already experiencing issues prior to attending an appointment.

Multiple Commissioners have previously expressed support for onsite wellness checks being provided to the staff. This has the tri-fold benefit of eliminating the two main issues of not requiring a primary care physician nor having to take time off work to attend as well as providing the employee with a wellness check to ensure that any preventable issues are diagnosed prior to the situation progressing.

Staff Report

Staff has worked with First Coast Benefit Solutions on finding wellness options for the Utility. Mrs. Tindall was able to secure the attached quote from Southeast Georgia Health System to provide the onsite wellness services requested. The pricing is on a per-employee basis. Options are available for a biometric analysis, PSA test, and a flu shot. Staff recommends offering the biometric analysis option to all active employees. At the current maximum staff count of 162 (which exceeds existing staff count), the maximum cost to the Utility for this service is \$7,290.

Recommended Action

Staff recommends entering into the agreement with Southeast Georgia Health System for wellness services for the biometric analysis option.

Recommended Motion

“I move that the Brunswick-Glynn County Joint Water and Sewer Commission approve the attached wellness agreement with Southeast Georgia Health Systems for a not-to-exceed amount of \$7,290.”

Enclosures

Wellness Proposal



**SOUTHEAST GEORGIA
HEALTH SYSTEM**

February 24, 2020

Catina Tindall
777 Gloucester Street, Suite 308
Brunswick, Georgia 31520

Dear Catina,

Thank you for the invitation to bid to be your premier provider of customized wellness services for Brunswick Glynn County Joint Water and Sewer Commission (BGCJWSC). Our wellness team is committed to developing and delivering solutions to meet the growing needs of your company and employees.

I enclose herewith a business agreement for your review and consideration. I look forward to the partnership opportunity to provide BGCJWSC with high quality, convenient, and cost-efficient services to assist you in creating and sustaining a healthy workforce.

Sincerely,

Brendan Hunt
Manager, Talent Acquisition/Health Promotion and Wellness
Southeast Georgia Health System
(912) 466-5168 [office] - (912) 466-3113 [fax]
bhunt@sghs.org

This Letter of Agreement is by and between Southeast Georgia Health System, Inc. ("Health System") and Brunswick Glynn County Joint Water and Sewer Commission ("Company"). Pursuant to the terms of this Agreement, the Health System shall provide biometric analysis testing for Company for a period of one (1) year beginning March 1, 2020. Either party may terminate this Agreement with 60 days written notice.

The Health System shall provide the following testing service at the following rate:

Biometric analysis (height, weight, BMI, blood pressure, A1c, full lipid panel)	\$45.00/employee
PSA (for men 50 years and older)	\$30.00/employee
Optional flu shot (seasonal)	\$25.00/employee

The service above will be provided at the location mutually agreed upon.

Any notice given under this Agreement shall be in writing and shall be sent either by registered or certified mail, return receipt requested, postage prepaid, to each party at the address set forth below. Either party may designate a different address by written notice issued in the manner provided herein.

If to Health System: Southeast Georgia Health System, Inc.
Attn: Brendan Hunt
2415 Parkwood Drive
Brunswick, Georgia 31520

If to Company: Brunswick Glynn County Joint Water and Sewer Commission
Attn: Catina Tindall
777 Gloucester Street, Suite 308
Brunswick, Georgia 31520

The Health System and Company agree to keep all protected health information (PHI) confidential and shall take all reasonable precautions to prevent the unauthorized disclosure of any and all patient records. The right to access Health System medical records shall be subject to all applicable laws and regulations, including but not limited to HIPAA, as well as the Health System policies concerning confidentiality of medical records. The Health System and Company also agree that the payment rates, terms, and condition of this Agreement are confidential and shall not be disclosed to any third party unless disclosure is subject to a subpoena, court order or statute, including but not limited to the Georgia Open Records Act.

This Agreement may not be assigned without prior written consent by the other Party. This Agreement shall be interpreted and governed pursuant to the laws of the State of Georgia.

This Agreement constitutes the entire agreement and understanding between the Parties. This Agreement may only be amended in writing, duly executed, and signed by both Parties.

Southeast Georgia Health System, Inc.
By: Brendan Hunt
Signature: [Signature]
Title: Manager, Talent Acquisition / HR & W
Date: 2/24/2020

Brunswick Glynn Co. Joint Water/Sewer Commission
By: C. Ben Turnipseed
Signature: [Signature]
Title: Chairman
Date: 3/5/20