



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, July 18, 2013 at 2:00 p.m.**

AGENDA

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 MEETING UPDATES

- 1. Facilities – Commissioner Sammons**
- 2. Finance – Commissioner Elliott**

APPROVAL

- 1. Minutes of the June 20, 2013 regular meeting**
- 2. Minutes of the June 20, 2013 executive session minutes**
- 3. Minutes of the June 25, 2013 special called meeting**
- 4. Minutes of the June 25, 2013 executive session minutes**
- 5. Water / Sewer Infrastructure Dedication**
 - a) Frederica township Phases V, V-B, VI and VII**
 - b) Yacht Club**
 - c) Auto Zone Highway 341**

DISCUSSION

- 1. GMA Pension Update – J. Donaghy**
- 2. Epworth Acres Sewer Expansion – B. Gibson**
- 3. Cell Phone Policy – Chairman Perry**
- 4. Vehicle Replacement Policy – Chairman Perry**
- 5. Vehicle Repair Policy – Chairman Perry**
- 6. Fuel Log Policy – Chairman Perry**
- 7. Overtime Policy – Chairman Perry**
- 8. Policy for Taking Vehicles Home and Out of County – Chairman Perry**
- 9. Contracts Longer Than 3 Months – Chairman Perry**
- 10. Review Director's Contract – Chairman Perry**

- 11. RFP for Legal Counsel – Commissioner Dean**
- 12. Carl Vinson Institute Proposal – Commissioner Dean**
- 13. Road Repair – Commissioner Cason**

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, July 18, 2013 at 2:00 p.m.**

MINUTES

PRESENT:

- Ronald E. Perry, Chairman**
- John A. Cason, III, City Commissioner**
- Sandra J. Dean, Commissioner**
- George M. Dupuy, Commissioner**
- Donald M. Elliott, Commissioner**
- Dale Provenzano, County Commissioner**
- Tony Sammons, Commissioner**

ALSO PRESENT:

- Keith P. Morgan, Executive Director**
- John Donaghy, Chief Financial Officer**
- Desiree E. Watson, JWSC Attorney**
- Barbara Rogers, JWSC Acting Clerk**

Chairman Perry called the meeting to order and provided the invocation. Commissioner Dean led the pledge of allegiance.

PUBLIC COMMENT PERIOD

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

COMMITTEE MEETING UPDATES

1. Facilities – Commissioner Sammons

Commissioner Sammons, Facilities Committee Chairman, introduced architect Larry Bryson who presented the Feasibility Report on 700 Gloucester Street for consideration. Mr. Bryson reviewed the site analysis which included items such as parking and options for a drive through window. He then reviewed the building history and the current conditions of the existing building, including ADA compliance, mechanical and electrical systems, and environmental concerns.

Mr. Bryson presented three opinions necessary for upgrades and renovations. These options ranged in cost from \$707,238 to \$1,284,385.

Commissioner Sammons stated that the Facilities Committee will review the findings and return at the next meeting with their recommendation.

2. Finance – Commissioner Elliott

Commissioner Elliott stated the Finance Committee began discussion on the feasibility of the JWSC setting irrigation only meters. The Committee will continue to explore this revenue source. The Committee also looked at the early year end numbers from 2013.

APPROVAL

- 1. Minutes of the June 20, 2013 regular meeting**
- 2. Minutes of the June 20, 2013 executive session minutes**

Commissioner Dean made a motion seconded by Commissioner Elliott to approve the minutes of the June 20, 2013 regular meeting and executive session. Motion carried 6-0-0. (Commissioner Cason was not available for the vote.)

- 3. Minutes of the June 25, 2013 special called meeting**
- 4. Minutes of the June 25, 2013 executive session minutes**

Commissioner Provenzano made a motion seconded by Commissioner Sammons to approve the minutes of the June 25, 2013 special called meeting and executive session. Motion carried 6-0-0. (Commissioner Cason was not available for the vote).

5. Water / Sewer Infrastructure Dedication

a) Frederica Township Phases V, V-B, VI and VII

Mr. Morgan stated that the water and sewer systems have been constructed in accordance with applicable standards and that all the BGJWSC Development Procedures have been met and all easements and related documents have been executed and submitted and approved as to form by legal counsel.

Chairman Perry made a motion seconded by Commissioner Elliott to accept the water lines and low pressure sewer lines, with associated easements, serving Frederica Township Phases V, V-B and VI; and the water lines and associated

easements serving Frederica Township Phase VII as public infrastructure. Motion carried 6-0-0. (Commissioner Cason was not available for the vote).

b) Yacht Club

Mr. Morgan stated that water lines within the 40-lot residential subdivision are to be dedicated to the JWSC and are located within the private rights of way of Yacht Club Drive or Yacht Club Lane or within dedicated easements. The JWSC is providing sewer service to the Yacht Club, however, all low pressure lines and related appurtenances within the development are to remain under private ownership. All the requirements of the BGJWSC Development Procedures have been met and all easements and related documents have been executed and submitted and approved as to form by legal counsel.

Chairman Perry made a motion seconded by Commissioner Elliott to accept the on-site water system along with the associated easements with the Yacht Club Subdivision; and the off-site water and off-site sewer facilities serving the Yacht Club Subdivision as public infrastructure for ownership, operation and maintenance. Motion carried 7-0-0.

c) Auto Zone Highway 341

Mr. Morgan stated that Auto Zone is a retail store located at 5445 New Jesup Highway just north of Crispen Boulevard. Auto zone is connected to public sewer by an existing private gravity sewer lateral. The developer has installed a new 8-inch water line extension to the property terminating in a fire hydrant. This will facilitate the extension of public water to an undeveloped tract of land in the future. The water system has been constructed in accordance with applicable standards and the JWSC Development Procedures. Easement documents have been prepared, executed, submitted and reviewed by legal counsel.

Chairman Perry made a motion seconded by Commissioner Elliott to accept the water system serving the Auto zone along with the associated easement from Crispen Development, LLC as public infrastructure for ownership, operation, and maintenance subject to receipt of release or subrogation from Ameris Bank and approval of same as to form by JWSC Attorney. Motion carried 7-0-0.

Chairman Perry made a motion seconded by Commissioner Cason to add JWSC vehicles and equipment and fire hydrants to the discussion agenda. Motion carried 7-0-0.

DISCUSSION

1A. Fire Hydrants

Commissioner Sammons stated that recently a resident of the Belle Point Subdivision had contacted him to say that after calling 911 to report a hydrant was spraying water in the air, it had taken over 4 hours to get the water off. Commissioners requested staff make the emergency after hour telephone number more accessible to customers.

1B. JWSC Vehicles and Equipment

Commissioner Dean questioned the policy for personal use of vehicles and equipment. She stated that she had recently watched a JWSC truck stop at a private residence, unload a lawn blower, and proceed to blow off the property. She had the vehicle number which she will give to Mr. Morgan for his research.

1C. GMA Pension Update – J. Donaghy

Steve Durden, Georgia Municipal Association, and Leon Joyner, The Segal Group, presented an informative Actuarial Valuation on the JWSC current retirement program. Commissioners were given an opportunity to ask questions concerning funding and recent trends in the design of employee retirement plans.

2. Epworth Acres Sewer Expansion – B. Gibson

Mr. Morgan advised the Commission that Mr. Gibson had requested that this item be deferred to the next meeting.

Commissioner Dean made a motion seconded by Commissioner Cason to defer discussion of Epworth Acres Sewer Expansion to the next regular meeting. Motion carried 7-0-0.

3. Cell Phone Policy – Chairman Perry

Mr. Morgan directed Commissioners to the policy supplied in their packets concerning communications systems. He stated the JWSC actually uses Southern Link two-way radios instead of cell phones. Some of the radios also have cell phone capabilities. Commissioner Sammons stated that the JWSC plan is one made available to governmental agencies by Southern Company.

4. Vehicle Replacement Policy – Chairman Perry

Mr. Morgan stated that there is currently no written policy on vehicle replacement. Historically, the divisional superintendent justifies replacement during the budgetary process. Commissioner Sammons offered to provide the Finance Committee the policy currently used by Georgia Power.

5. Vehicle Repair Policy – Chairman Perry

Mr. Morgan stated that currently there is no policy addressing vehicle repairs, however, we do have some vendors that have agreed to provide discounts for maintenance. Commissioners stated each vehicle needs to have a maintenance and mileage log.

6. Fuel Log Policy – Chairman Perry

Mr. Morgan stated that the JWSC purchases fuel from FuelPro. He stated that JWSC had obtained competitive pricing from both local distributors. The pricing was equal but only FuelPro had an outlet on Saint Simons Island. The vendor provides us a detailed monthly report by vehicle. Both outlet sites have video surveillance that is activated when a card is entered. He stated that the supervisor and division superintendent review and approve each month's invoice.

7. Overtime Policy – Chairman Perry

Mr. Morgan referenced the Attendance and Hours Worked policy supplied in their packet. Mr. Morgan stated that overtime is monitored by the division superintendent and is only worked as required. All overtime is distributed on an equitable basis.

8. Policy for Taking Vehicles Home and Out of County – Chairman Perry

Mr. Morgan stated that take home vehicles are only assigned to employees that are subject to be called out at any time to deal with emergency situations. He stated that the JWSC does have several employees in this classification that live in surrounding counties.

9. Contracts Longer Than 3 Months – Chairman Perry

Mr. Morgan stated a Contract, Lease, Agreement and MOU log was included in their packet for their review. He stated he is available to answer any questions they may have on any of the listings.

10. Review Director's Contract – Chairman Perry

Chairman Perry asked Commissioner Dupuy if the Human Resources Committee had reviewed the Director's contract. Commissioner Dupuy stated that the Committee has not had an opportunity to meet on this item. Chairman Perry stated JWSC's management should move in a new direction. Commissioner Sammons stated there should include measureable goals and standards of performance for the Director.

Chairman Perry made a motion seconded by Commissioner Dean to immediately send notice to the Director that the JWSC will not be renewing his contract at the end of the year. Motion failed 3-3-1. (Commissioners Cason, Elliott and Sammons cast opposing votes; Commissioner Provenzano abstained).

11. RFP for Legal Counsel – Commissioner Dean

Commissioner Dean stated she had previously requested an RFP go out for legal services. Commissioner Elliott advised the Commission that the Finance Committee was preparing an RFQ for Legal Services.

12. Carl Vinson Institute Proposal – Commissioner Dean

Chairman Perry advised the Commission that he called Georgia Southern and Georgia Technology and has not heard back from either school. Commissioner Elliott stated he contacted Auburn University but they do not do this type project.

Chairman Perry made a motion seconded by Commissioner Cason to accept the proposal for technical assistance services from the Carl Vinson Institute in an amount not to exceed \$33,000 to assess the JWSC's organizational and operational structure. Motion carried 5-1-1. (Commissioner Sammons cast the opposing vote; and Commissioner Elliott abstained).

13. Road Repair – Commissioner Cason

Commissioner Cason asked that the policy the JWSC uses when making road repairs be reviewed and report back to the Commission. He stated that several pot holes are serious and coordination needs to be between the City and County in getting the work done.

EXECUTIVE SESSION

The JWSC members did not have any items to discuss in an Executive Session.

Chairman Perry adjourned the meeting.

Ronald E. Perry, Chairman

Attest:

Barbara Rogers
Acting Clerk