



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Tuesday, January 27, 2015 at 9:00 a.m.**

WORK SESSION

REVISED AGENDA

Call to Order

Invocation

Pledge

1. Condrey & Associates Wage & Benefits Compensation Study – Stephen Condrey
2. Georgia Environmental Protection Division – Bruce Foisy & Staff
Question and Answers on JWSC's Responsibilities and Procedures
3. Health Insurance Review – Catina Tindal & Daphne Gable
4. Letter of Agreement – Mansfield Sewer, Water, and Storm Drainage Renovation Project

EXECUTIVE SESSION

All citizens are invited to attend. There is a possibility of a quorum of City or County Commissioners being present.



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Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Tuesday, January 27, 2015 at 9:00 a.m.**

WORK SESSION

MINUTES

PRESENT: Donald M. Elliott, Chairman
Thomas Boland, Vice-Chairman
Clifford Adams, Commissioner
Allen Booker, Commissioner
John Cason, Commissioner
David Ford, Commissioner
Ronald Perry, Commissioner

ALSO PRESENT: Steve Swan, Executive Director
John Donaghy, Director of Administration
Desiree Watson, Legal counsel
Barbara Rogers, Clerk

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

1. Condrey & Associates Wage & Benefits Compensation Study

Executive Director, Steve Swan, introduced Mark Knowles from Condrey & Associates.

Mr. Knowles reviewed the objectives of the study and steps necessary to develop a job classification and compensation plan. All JWSC employees completed questionnaires covering the major aspects of their positions, physical demands, and work environment. Condrey & Associates interviewed approximately 75% of the position incumbents personally. Mr. Knowles explained the importance of correct position descriptions outlining what is expected from employees. An evaluation system was used that factors knowledge required for the position, supervisory controls, guidelines, complexity, scope and effect, personal contacts, physical demands and work environment.

The compensation plan developed is based on internal equity and external equity with other comparable organizations surveyed. Condrey & Associates recommends the Commission consider a market adjustment in addition to increases linked to employee performance. Condrey & Associates presented two implementation plans for the Commission's consideration, one placing the pay scale at the approximate average of the labor market and one at 97% of the labor market for comparable organizations.

Commissioners held a discussion period allowing time to ask questions and clarify points of the study. Mr. Knowles stated Condrey & Associates would be available to assist the JWSC in implementing either of the plans.

2. Georgia Environmental Protection Division Questions and Answers on JWSC's Responsibilities and Procedures

Mr. Swan introduced Bruce Foisy and Bill Hawthorne from EPD to answer questions Commissioners had on the responsibilities of the JWSC for spills from private systems. Mr. Foisy stated that when the JWSC becomes aware of a spill from privately owned lines or lift stations, the owner of the private infrastructure and EPD should be notified. Since many of the owners would be unable to react to the emergency, EPD may request the JWSC make the emergency repairs and perform the clean-up. The JWSC could then bill the responsible parties. Mr. Foisy agreed there were some grey areas on responsibility, however, the JWSC should respond to emergencies.

Commissioners discussed the need to revisit the rate resolution language on clean-up fees and request the Facilities and Legislative Committees research the issue further.

Staff updated Commissioners on the corrective action plan required by the Consent Order for an on-going maintenance program.

Break – lunch

Back in session.

3. Health Insurance Review

Catina Tindal, First Coast Benefit Solutions, Inc. and Daphne Gable, Teamwork Services, Inc. reviewed the background of the employee health insurance renewals and the Commission's request to change the renewal date from January 1 of each year. Ms. Tindal reviewed the various options and savings the JWSC and employees would receive by approving coverage with Cigna as of March 1, 2015 and assured Commissioners employees could receive a deductible credit for medical expenses incurred this calendar year.

Ms. Gable presented Commissioners with a draft Wellness Program through Applecare. Each employee would receive a physical examination, including blood work, between February 1, 2015 and May 1, 2015 at no cost to the employee. All results would be confidential and only given to the employee. Each employee participating in the Wellness Program would receive a full day off with pay to get the physical and be entered into a drawing for a 48 inch LED TV.

Commissioner Booker requested Ms. Gable contact the Glynn County Human Resources Department concerning the possibility of the JWSC becoming part of the County's Wellness Center.

Commissioner Cason made a motion seconded by Commissioner Boland to approve the award of employee health insurance coverage to Cigna Insurance Company effective March 1, 2015 with the rates as presented and for the Applegare physicals. Motion carried 7-0-0.

4. Letter of Agreement – Mansfield Sewer, Water and Storm Drainage Renovation Project

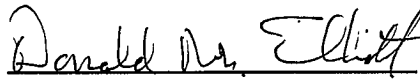
Mr. Swan stated that certain portions of Mansfield, Egmont, Bay, and connecting streets are in need of water and sewer and storm drainage repairs. By entering into a Memorandum of Understanding the JWSC and the City of Brunswick can coordinate the work to reduce costs. The terms of the MOU will be for the duration of the project.

Commissioner Cason made a motion seconded by Commissioner Ford to approve the Memorandum of Understanding between the City of Brunswick and the Brunswick-Glynn County Joint Water and Sewer Commission to provide for water, sewer, and storm drainage renovation work on Mansfield, Egmont, Bay, and connecting streets and authorize the Chairman to execute the MOU. Motion carried 7-0-0.

Executive Session

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

There being no further business to bring before the Commission, Chairman Elliott adjourned the meeting.


Donald M. Elliott, Chairman

Attest:

