



**Brunswick-Glynn County Joint Water & Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, May 16, 2013 at 3:00 p.m.**

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.

PRESENTATION – Industrial Pretreatment Awards

- Rich Products
- Pinova
- King and Prince Seafood

Chief Financial Officer's Report

Committee Reports:

Finance – Commissioner Elliott

1. Deposits
2. Pension Funding
3. Contracts

Personnel – Commissioner Dupuy

1. Recommended Name Change – Human Resources
2. Total Compensation Survey

APPROVAL

1. Minutes of the May 2, 2013 regular meeting
2. Karp, Ronning & Tindal, CPAs, Contract Renewal – J. Donaghy
3. 700 Gloucester Street Feasibility Study Quotes – K. Morgan
4. Bell Point HOA Lease Renewal – J. Donaghy

DISCUSSION

1. Vehicle and Heavy Equipment Inventory – Chairman Perry
2. SPLOST Update – Chairman Perry
3. JWSC Website – Commissioner Dupuy

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 & Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, May 16, 2013 at 3:00 p.m.**

AGENDA

PRESENT: **Ronald E. Perry, Chairman
Sandra J. Dean, Commissioner
George M. Dupuy, Commissioner
Donald M. Elliott, Commissioner
Dale Provenzano, County Commissioner
Tony Sammons, Commissioner**

ABSENT: **James Brooks, City Commissioner**

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

Chairman Perry called the meeting to order and Commissioner Provenzano provided the invocation. The pledge of allegiance was led by Chairman Perry.

PRESENTATION – Industrial Pretreatment Awards

- **Rich Products**
- **Pinova**
- **King and Prince Seafood**

Chairman Perry presented Rich Products, King and Prince Seafood, and Pinova with a plaque for their excellence in wastewater pretreatment. Chairman Perry thanked them for their continuing efforts.

Chairman Perry stated he requested Executive Director Keith Morgan invite the JWSC Department Heads to attend today's meeting to be introduced to the Commission members. Commissioners took a moment to greet and speak to each of the Department Heads.

PUBLIC COMMENT PERIOD

Chairman Perry recognized the following individual to address the Commission.

1. Bernie Fulton, Brunswick, Georgia. Mr. Fulton stated that he needed to be able to contact the Commissioners. He would like to set up a meeting with Commissioners and all the JWSC minority employees. Minorities feel they do not have a representative on the Board and that everyone needs to be treated fairly. He requested legal counsel list minority organizations instead of individuals on the next preclearance submission to the U. S. Department of Justice.

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

Chief Financial Officer's Report

Mr. John Donaghy, Chief Financial Officer, reviewed with Commissioners the Comparative Balance Sheet, Revenue and Expenditure Report, and Accounts Receivable Report for the period ending April 30, 2013. Mr. Donaghy stated that progress was being made on the outstanding debt write-off and the bad debt reserves.

Committee Reports:

Finance – Commissioner Elliott

- 1. Deposits**
- 2. Pension Funding**
- 3. Contracts**

Commissioner Elliott reported that the Finance Committee discussed the interest money earned on deposits. Prior to making a recommendation, the Committee would like to meet with a representative from the Georgia Municipal Association that administers our pension plan. The GMA meeting is tentatively scheduled for July 18, 2013. Commissioner Elliott also stated that the Committee is consolidating a list of all JWSC contracts that will be distributed to the Board when complete.

Personnel – Commissioner Dupuy

- 1. Recommended Name Change – Human Resources**
- 2. Total Compensation Survey**

Commissioner Dupuy stated that the Committee recommended changing the Committee name from Personnel to Human Resources. The Committee would like to set up a meeting with management staff from Teamwork Services to discuss their function. Teamwork Services will be providing a recommendation to the Committee on a company to provide a total compensation survey.

Commissioner Elliott made a motion seconded by Commission Provenzano to approve the recommendation of the Committee to change the name to Human Resources. Motion carried 6-0-0.

Commissioner Elliott made a motion seconded by Commissioner Sammons to approve that the JWSC do an anonymous climate survey with all employees. Motion carried 6-0-0.

Commissioner Provenzano made a motion seconded by Commissioner Elliott to review the Executive Director's contract and develop performance evaluation standards. Motion carried 6-0-0.

APPROVAL

1. Minutes of the May 2, 2013 regular meeting

Commissioner Dupuy made a motion seconded by Commissioner Elliott to approve the minutes of the May 2, 2013 regular meeting. Motion carried 6-0-0.

2. Karp, Ronning & Tindal, CPAs, Contract Renewal – J. Donaghy

Mr. Donaghy stated that on February 21, 2012 the JWSC issued a request for auditing services. The Certified Public Accounting Firm of Karp, Ronning & Tindol was selected for the initial year at a cost of \$26,125 with two option year renewals. The cost for the optional year ending June 30, 2013 was \$26,375. Staff is recommending the JWSC engage Karp, Ronning & Tindol for the fiscal year ending June 30, 2013.

Commissioner Elliott made a motion seconded by Commissioner Dupuy to engage the Certified Public Accounting Firm of Karp, Ronning & Tindol for the fiscal year ending June 30, 2013 at a cost of \$26,375 and authorize the Chairman, Executive Director and Chief Financial Officer to execute the documents necessary subject to approval of legal counsel. Motion carried 6-0-0.

3. 700 Gloucester Street Feasibility Study Quotes – K. Morgan

Mr. Morgan stated that on April 4, 2013 the Commission narrowed the consideration of properties for an Administrative Office Complex down to 2307 Gloucester Street and 700 Gloucester Street. It was then requested that 700 Gloucester Street be evaluated to determine whether the property is suitable for the long-term location of the JWSC's administrative offices. Only two responses were received from the solicitation; Ussery-Rule Architects is under contract with the JWSC and the Commission considered this may represent a conflict of interest.

Commissioner Sammons made a motion seconded by Commissioner Elliott to approve the selection of Larry L. Bryson, Architect, to perform the Feasibility Study on 700 Gloucester Street for a lump sum price of \$10,740 and authorize the Executive Director to sign the work authorization. Motion carried 5-1-0. (Commissioner Dean cast the opposing vote).

4. Belle Point HOA Lease Renewal – J. Donaghy

The JWSC entered into a lease of property to the Belle Pointe Homeowner's Association, Inc. on May 20, 2010 for one initial year with three optional one year renewals at \$100 per year. Staff recommends renewal of the lease for the final option year renewal for the period ending May 20, 2014.

Commissioner Dean made a motion seconded by Commissioner Elliott to renew the lease with the Belle Point Homeowners' Association, Inc. for the final optional one year renewal for the year ending May 20, 2014 with the annual rent of \$100.00 and to authorize the Chairman, Executive Director and Chief Financial Officer to execute the documents necessary subject to approval of legal counsel. Motion carried 5-0-0. (Commissioner Dupuy was unavailable for the vote).

DISCUSSION

1. Vehicle and Heavy Equipment Inventory – Chairman Perry

Commissioners reviewed the inventory of vehicles and heavy equipment owned by the JWSC. The spreadsheet provided information on each vehicle such as year, make, model, operational use, mileage, and condition. Commissioners asked questions on maintenance plans and take home vehicles. Staff was requested to provide the Commission with the cost of installing GPS units in all JSWC owned vehicles.

Chairman Perry made a motion seconded by Commissioner Dean to place a purchasing freeze on all vehicles and heavy equipment until approved by the Commission. Motion carried 6-0-0.

2. SPLOST Update – Chairman Perry

Chairman Perry updated the Commission stating that Keith Morgan was developing a priority list of projects for Glynn County.

3. JWSC Website – Commissioner Dupuy

Mr. Morgan stated that in an ongoing effort to improve customer service interactions, it was determined the current website needed to be upgraded. The

services of Blink Marketing and Design were engaged to create a new website. The Communications Committee has viewed the proposed new website. Several questions were raised concerning the proposal received for housing and maintenance of the site. Commissioners requested that Sheri Wiggins, Blink Marketing and Design, meet with the Communications Committee to discuss the proposal.

Chairman Perry reminded Commissioners of the upcoming Public Hearings to be held on June 11 on Saint Simons Island and June 18 in Brunswick. The next Town Hall meeting will be held on July 30, 2013.

EXECUTIVE SESSION

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

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

Ronald E. Perry, Chairman

Attest:

Barbara Rogers
Acting Clerk