



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Wednesday, June 18, 2008 at 10:00 A.M.**

AGENDA

DISCUSSION

- 1. Meter Change-Out Update**
- 2. Billing Update**
- 3. Personnel Update**
- 4. Benchmarks Update**
- 5. Engineer Position Update**
- 6. Plum Creek - Chairman**
- 7. MAP – Water line extension**
- 8. On-Line Payments – Utilization**
- 9. STEP Systems – United Water**

APPROVAL

- 1. Budget**
- 2. United Water Contract**
- 3. Camera Truck – Purchase for United Water**
- 4. Minutes of the June 4, 2008 Meeting**

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
Wednesday, June 18, 2008 at 10:00 A.M.**

MINUTES

PRESENT: Tony Sammons, Chairman
Tony Thaw, County Commissioner
James Brooks, City Commissioner
Uli Keller, County Commissioner
Mark Spaulding, City Commissioner

STAFF PRESENT: Keith Morgan, JWSC Director
John Donaghy, JWSC Finance Director
Desiree Watson, JWSC Attorney
Barbara Rogers, JWSC
Morris Baisden, United Water

Commissioner Spaulding presided over the meeting. Chairman Sammons arrived for the meeting at the end of the presentation of item number 2.

Commissioner Mark Spaulding, Acting Chairman, called the meeting to order and provided the invocation.

DISCUSSION

1. Meter Change-Out Update

Keith Morgan, JWSC Executive Director, advised the Commission he had received a status report from Stantec. The residential meters are currently 95% installed and are expected to be complete by the end of June and the commercial meters are approximately 70% installed and should be complete by the end of July. Commissioner Keller asked for clarification on Stantec's involvement in the project. Keith Morgan replied that Stantec is the contractor administrator for Phase II of the project.

2. Billing Update

John Donaghy, Chief Financial Officer, stated that all customers were now in the GEMS billing system and the conversion is complete. All accounts are scheduled for billing. Mr. Donaghy stated that Customer Service had been notified that if a customer believes they have a problem they should ask the customer to pay the current month's charges and refer the account to the billing department for review. Mr. Donaghy stated that staff will continue to do clean-up over the next few months. Mr. Morgan stated that account management will be an on going process.

3. Personnel Update

Mr. Morgan distributed organizational charts for both United Water and the Joint Water and Sewer Commission. United Water currently has 23 budgeted positions which are all filled. The JWSC has 108 budgeted positions with 19 openings. Six of these openings are considered key positions. Mr. Morgan stated that recruitment efforts are continuing and he hopes to have some of these key positions filled in the near future.

Commissioner Keller requested that we look at the overall organization and see if current staff could be realigned to some of these critical positions. Commissioner Sammons requested that Mr. Morgan prioritize the 19 vacant positions and discuss as part of a full day work session. A date for the work session was then scheduled for Wednesday, July 23, 2008. The first meeting in July will be rescheduled to July 9, 2008 due to the Independence Day Holiday.

4. Benchmarks Update

Mr. Morgan distributed a handout outlining progress being made on each of the benchmark activities. Mr. Morgan briefly reviewed the major issues. The Commission requested that Mr. Morgan include an update on the Benchmark Activities at the Commission Work Session.

Commissioner Sammons stated that confusion over City or County standards will be resolved once they are consolidated under one set of construction standards and ordinances. Mr. Morgan stated that currently the existing City or County standards still apply.

5. Engineer Position Update

Mr. Morgan stated that two candidates have applied that met the qualifications. He has interviewed both of these candidates. We are continuing recruitment efforts and advertising for this critical position.

6. Plum Creek – Chairman

Bill Foster, Thomas & Hutton Engineering, addressed the Commission on the planning work currently being done on a 66,000 acre track in the County. Plum Creek would like to make this property available for development. There is a possibility of the JWSC securing land for a new wastewater treatment plant. Commissioners will discuss interim planning at the Commission Work Session.

7. MAP – Water line extension

Representatives from MAP requested to address the Commission to encourage participation by the JWSC in extending a 12 inch water line 2050 feet to the new site of MAP. Mr. Kevin Barber stated that their engineer has been evaluating the pressure on the existing line and without the new line MAP'S construction costs would be increased by approximately \$250,000. Commissioner Spaulding questioned if this is a project that the JWSC would be doing at some time in the future. Mr. Morgan stated that this is in the industrial park and public services are needed in this area.

Motion made by Commissioner Keller and seconded by Commissioner Thaw to approve staff to prepare an RFP for the installation of the 2050 foot line extension. Motion carried 5-0.

8. On-Line Payments – Utilization

Mr. Donaghy stated that at the current time 15-20 on-line payments are received daily or 300 per month. After a brief discussion a decision was made to address this topic at the upcoming work session.

9. STEP Systems – United Water

Morris Baisden, United Water, presented some maintenance and service statistics based on the 400 STEP systems serviced in Jacksonville by JEA. Mr. Baisden pointed out several considerations the JWSC should take into account as these systems can become high maintenance. Mr. Baisden was asked to research and bring back some sample homeowner maintenance agreements for the Commission's consideration. Mrs. Watson requested United Water to provide her with copies of any agreements provided to the Commission.

APPROVAL

1. Budget

Mr. Donaghy distributed the FY 09 Operating Budget summary for the Commission's consideration. Mr. Donaghy stated that the only change to the previous draft was to increase the dollar amount budgeted for fuel costs. Mr. Donaghy said that no response or comments had been received from either the City or County. Commissioner Keller stated that the Commission needs to see monthly status reports.

Motion made by Commissioner Spaulding and seconded by Commissioner Brooks to approve the FY 09 Operating Budget. Motion carried 4-1-0.

2. United Water Contract

Mrs. Desiree Watson reviewed the changes to the Amendment to the Water and Wastewater Operations and Maintenance Services Agreement between the JWSC and United Water Services Inc. Mrs. Watson pointed out that two fee schedules were included for the Commission's consideration; one funding the addition of one WWTP Operator and the other funding the addition of one WWTP Operator and one Utility Person I.

Commissioner Thaw made a motion that was seconded by Commissioner Keller to approve the Third Amendment to the Water and Wastewater Operations and Maintenance Services Agreement with United Water Services Inc. effective July 1, 2008 in the amount of \$2,400,611. Motion carried 5-0.

3. Camera Truck – Purchase for United Water

Mr. Morgan distributed to the Commission the bids received on a new camera system. He explained that this equipment had been budgeted as part of the County's budget but had not been purchased. The recommendation was to accept the bid from Cues.

Motion made by Commissioner Thaw and seconded by Commissioner Spaulding to award the bid for a camera system to Cues in the amount of \$68,664. Motion carried 5-0.

4. Minutes of the June 4, 2008 Meeting

Motion was made by Commissioner Thaw and seconded by Commissioner Brooks to approve the minutes of the June 4, 2008 meeting. Motion carried 3-0-2.

EXECUTIVE SESSION

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

Following a discussion concerning the next JWSC Agenda and there being no further business, Acting Chairman Spaulding adjourned the meeting.

Mark Spaulding, Acting Chairman

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