



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, May 3, 2012 at 3:00 p.m.**

AGENDA

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

- Rich Products
- Pinova
- King and Prince Seafood

DISCUSSION

1. Broadus Advertising and Public Relations
2. Telemetry System (SCADA) Upgrade – K. Morgan
3. Blink Marketing and Design
4. Financial Report – J. Donaghy
5. Billing Insert Request – D. Hainley

APPROVAL

1. BioConversion Contract Third Option Year Renewal – K. Morgan
2. Minutes of the April 19, 2012 Regular Meeting
3. Minutes of the April 19, 2012 Executive Session

EXECUTIVE SESSION

AGENDA ITEMS FOR NEXT MEETING

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, May 3, 2012 at 3:00 p.m.**

MINUTES

PRESENT: Clyde Taylor, Chairman
James Brooks, City Commissioner
Bob Coleman, County Commissioner
Cornell Harvey, City Commissioner
Tony Sammons, Commissioner

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

Chairman Taylor called the meeting to order and Commissioner Sammons provided the invocation.

PUBLIC COMMENT PERIOD

There being no citizens who wished to address the Commission, Chairman Taylor closed the public comment period.

PRESENTATION

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

Chairman Taylor presented Rich Products, King and Prince Seafood, and Pinova with a plaque for their excellence in wastewater pretreatment. Chairman Taylor thanked them for their continuing efforts in keeping our coastal waters environmentally clean.

DISCUSSION

1. Broadus Advertising and Public Relations

Jennifer and Bob Broadus of Broadus Advertising and Public Relations presented an overview of their company, their mission and services. They outlined how the JWSC could utilize a public relations firm to disseminate correct information in a timely manner. Commissioners had an opportunity to ask questions and hold a short discussion.

2. Telemetry System (SCADA) Upgrade – K. Morgan

Mr. Morgan briefly outlined for the Commissioners what SCADA provided and the inherited problems being experienced with the current dual systems. The obsolete county system has become unreliable and expensive to maintain. Mr. Morgan presented three (3) options based on a sole source determination for the Commission's consideration on how to correct these issues and protect service delivery and remain regulatory compliant.

Commissioner Harvey made a motion seconded by Commissioner Coleman to approve the allocation of funds from the Renewal and Replacement Reserve for Option 2 at a not to exceed total of \$1,250,000 and authorize the Executive Director to expend said funds accordingly. Motion carried 5-0-0.

3. Blink Marketing and Design

Sheri Wiggins representing Blink Marketing and Design presented an overview of her company, its mission and services. Ms. Wiggins recommended that as a first step the JWSC should concentrate on implementing ways and means to communicate the correct message to customers. Commissioners had an opportunity to ask questions and hold a short discussion.

4. Financial Report – J. Donaghy

Commissioner Sammons made a motion seconded by Commissioner Brooks to defer Agenda Item #4, Financial Update, to the next regular meeting. Motion carried 5-0-0.

5. Billing Insert Request – D. Hainley

David Hainley, Glynn County Community Development Director, on behalf of the City of Brunswick and Glynn County, presented a request that the JWSC modify its policy of not permitting information inserts to be added to its bill mailings. The purpose of the exception would be to provide notice to property owners twice a year concerning flood insurance.

Commissioner Coleman made a motion seconded by Commissioner Brooks to approve an exception to the current policy to allow the City of Brunswick and Glynn County to send flood insurance information as required for FEMA regulatory compliance in the JWSC utility bills with the additional cost being borne solely by the City and County. Motion carried 5-0-0.

APPROVAL

1. BioConversion Contract Third Option Year Renewal – K. Morgan

Mr. Morgan stated that in March 2009 the JWSC entered into a five (5) year contract, with four option renewal years, with BioConversion Technology to administer the utility's odor and corrosion control program. Mr. Morgan asked the Commission to approve the third option year renewal as set forth in the contract under the same terms and conditions as defined in the Addendum approved in March 2011.

Commissioner Harvey made a motion seconded by Commissioner Brooks to approve the third option year renewal of the contract with BioConversion Technology under the same terms and conditions as defined in the Addendum thereto retroactive to March 5, 2012 and to authorize the Chairman and Executive Director to sign the necessary document(s) subject to legal review as to form. Motion carried 5-0-0.

2. Minutes of the April 19, 2012 Regular Meeting

Commissioner Brooks made a motion seconded by Commissioner Coleman to approve the minutes of the April 19, 2012 Regular Meeting. Motion carried 4-0-1. (Commissioner Harvey abstained)

3. Minutes of the April 19, 2012 Executive Session

Commissioner Brooks made a motion seconded by Commissioner Coleman to approve the minutes of the April 19, 2012 Executive Session. Motion carried 4-0-1. (Commissioner Harvey abstained)

EXECUTIVE SESSION

Commissioner Sammons made a motion to close the public meeting and convene an executive session to address potential litigation and property acquisition. Motion seconded by Commissioner Harvey. Motion carried 5-0-0.

Back in session.

Commissioner Sammons made a motion seconded by Commissioner Harvey to accept the recommendations of legal counsel. Motion carried 4-0-0. (Commissioner Brooks was unavailable for the vote).

There being no further business, the meeting was adjourned.

Clyde Taylor, Chairman

Attest:

Barbara Rogers