



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Tuesday, April 22, 2008 at 10:00 A.M.**

AGENDA

DISCUSSION

- 1. Transition Update**
 - a. City/County Responses**
 - b. Organizational Staffing Update**
- 2. Hydrant Report Update**
- 3. 30" Gravity Sewer Easement Update**
- 4. FY 09 Budget Update**
- 5. Master Plan Update – Angela Bryan ATM**

APPROVAL

- 1. Minutes of the March 19, 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
Tuesday, April 22, 2008 at 10:00 A.M.**

MINUTES

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

ABSENT: James Brooks, City Commissioner

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

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

DISCUSSION

1. Transition Update

a. City/County Responses

Commissioner Spaulding advised that he and Commissioner Brooks have spoken with City Manager Harris. He has also spoken with the City Finance Director and believes that there is a communication breakdown with what needs to be provided to the JWSC. The City anticipates completing the FY07 audit in April or May then they will immediately begin the audit for the enterprise fund for the first 6 months of FY08. Mr. Donaghy stated that it was nearly impossible to prepare a budget without the information from the City and County.

Commissioners Thaw and Keller requested that Mr. Donaghy prepare a list of items that are needed from both the City and County. Commissioner Spaulding requested that a meeting be set up with the Finance Directors within the next week. Commissioner Thaw suggested that if this is not resolved within the next seven days, the JWSC undertake an independent audit of both the City and County enterprise funds. Commissioner Keller stated if results are not forthcoming from the City and County, then the JWSC should do an open records request.

b. Organizational Staffing Update

Keith Morgan stated that we are currently advertising for the professional engineer and inspector positions. There are currently some staffing revisions under discussion. Commissioner Thaw requested that an organizational chart be prepared with pay levels and posted in the Commission chambers. Commissioner Keller cautioned that all job descriptions should contain standards of performance. Mr. Morgan advised the Commission that standards of performance are included in the evaluation tool.

2. Hydrant Report Update

Mr. Morgan distributed and discussed the hydrant summary report. Commissioner Spaulding questioned access to public systems in gated communities. Commissioner Sammons suggested that we send a letter to both Chiefs requesting a schedule of planned inspections in order to assure that we receive reports in a timely manner.

3. 30" Gravity Sewer Easement Update

Mr. Morgan stated that the 30 inch gravity sewer line that feeds the 341/I-95 interchange at one portion north of Ninth Street runs along Whitlock. It was discovered that we may not have an easement covering this line. We have been working with the owners to assess the line and secure an easement. Commissioner Sammons questioned if funding this project could be part the monies withheld by the City. Mr. Morgan stated that the last two draws had to be funded by the JWSC.

4. FY 09 Budget Update

Mr. Donaghy distributed a draft FY09 Operating Budget. The draft does not include any capital revenue or expenditures. He stated that the revenue projections were based on the recent City increase in commercial and the up coming planned County increase. He stated that the Operating Agreement calls for a draft to be presented to the City and County by May 1 of each year. A meeting was scheduled with Commissioner Keller for review of the draft prior to sending to the City Manager and County Administrator for comment.

5. Master Plan Update – Angela Bryan ATM

Ms. Angela Bryan of Applied Technology & Management, Inc. distributed and reviewed a project update on the Water and Sewer Master Plan project. Ms. Bryan stated that the project was on schedule and progressing on track. Commissioners discussed the meeting held with developers on an additional mainland wastewater treatment plant.

APPROVAL

1. Minutes of the March 19, 2008 Meeting

Motion made by Commissioner Thaw and seconded by Commissioner Keller to approve the minutes of the March 19, 2008 meeting. Motion carried 4-0.

A motion was made by Commissioner Thaw that was seconded by Commissioner Spaulding to add discussion on meeting attendance to the agenda. Motion carried 4-0.

Mrs. Desiree Watson was asked what the rule is regarding attendance at Commission meetings. Mrs. Watson stated that attendance is defined in the Brunswick-Glynn County Joint Water and Sewer Commission Act and states that the Commission may declare that any member missing three consecutive meetings of the Commission has vacated his or her office.

EXECUTIVE SESSION

Commissioner Spaulding made a motion to close the public meeting and convene an executive session to consider future property acquisition and personnel issues. Motion seconded by Commissioner Keller. Motion approved 4-0.

Back in session and no action taken on discussion in executive session.

Following a discussion concerning the next JWSC Agenda and there being no further business, Commissioner Sammons adjourned the meeting.

Chairman, Tony Sammons

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