



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Tuesday, January 29, 2008 at 10:00 a.m.**

AGENDA

DISCUSSION:

- 1. Transition Update**
- 2. Gordon Rogers, Satilla River Keeper**
- 3. Master Plan Update**
- 4. Water Management Resolution**
- 5. Former Naval Air Station Property**
- 6. Project Development Agreements**

APPROVAL ITEMS

- 1. JWSC Budget**
- 2. Appoint Chairman as Service of Process Agent**
- 3. Minutes of the December 19, 2007 Special Called Meeting**
- 4. Minutes of the January 8, 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, January 29, 2008 at 10:00 a.m.**

MINUTES

PRESENT: Tony Sammons, Chairman
Mark Spaulding, City Commissioner (arrived late)
James Brooks, City Commissioner
Uli Keller, County Commissioner

ABSENT: Tony Thaw, County Commissioner

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

PRESS: The Brunswick News
The Islander

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

Chairman Sammons welcomed City Commissioner James Brooks to the Commission.

Chairman Sammons requested changes to the Agenda to defer Item #2 to the next meeting and add, under approval, Water and Wastewater Service Delivery Area, TSI Contract and recognition of Commissioner Jonathan Williams.

Commissioner Keller made a motion that was seconded by Commissioner Spaulding to approve these changes. Motion approved 4-0.

DISCUSSION:

1. Transition Update

John Donaghy, JWSC Finance Director, advised Commissioners that County bills are going out from the JWSC software; however, the JWSC is continuing to bill the City customers from the City software. He stated that as routes are cleaned up they will be moved over to the GEMS software. Mr. Donaghy stated that in order to accomplish the clean up temporary labor is being utilized to do data entry and data reconciliation.

Keith Morgan, JWSC Director, updated Commissioners on the progress being made on the T1 line installation. Mr. Morgan said he was hopeful that all telephone and email would be in place by the end of the week.

Customer Service is currently being trained on debit and credit card transactions and by later today customers will be able to use debit, credit or on-line payments. Commissioners Brooks suggested that the JWSC look into establishing satellite payment centers.

Mr. Morgan advised Commissioners that the JWSC has still not received project listings or funding status on any City and County projects that were in-process as of December 31, 2007. Both City and County have indicated that little cash will be transferred to the JWSC.

Mr. Donaghy stated that the RFP for Accounting Services had been advertised and will be opened on February 8, 2008.

It was agreed that a letter to the City and County should be drafted for the Chairman's signature outlining the issues.

2. Gordon Rogers, Satilla River Keeper

This item was deferred to the next meeting.

3. Master Plan Update

Mr. Morgan stated that he has met with ATM and is currently in the process of developing the maps to be used. The maps should be ready by the end of next week and ATM will then be able to begin their study. ATM will update the Commission monthly on their progress.

4. Water Management Resolution

Mr. Morgan explained to the Commission that the City passed a Resolution at their last meeting defining their position on water management within the State of Georgia. Mr. Morgan stated that a copy of the Resolution was provided to Commissioners for their information. Commissioner Keller stated that the County had prepared a letter to be sent outlining their position as they felt it would have more impact. The

County's position stated that water management should be in the hands of elected officials with local control.

5. Former Naval Air Station Property

Mrs. Desiree Watson, JWSC Attorney, reported to Commissioners that in October 1976 the Federal Government deeded 20 acres of the property formerly used by the Naval Air Station to the City of Brunswick. The property had deed restrictions which expired in October 2006. This purpose of this property was for public health and was used for water and sewer. If no records can be determined as to how the land was purchased originally, then it may be that the part of this property that was used for water and sewer as of December 31, 2007 would be transferred to the JWSC under the terms of the Operating Agreement. Mr. Morgan stated that this land may be significant to the JWSC, recognizing the growth in this area, to join the former City and County systems.

6. Project Development Agreements

Chairman Sammons began the discussion by advising the Commissioners that the Development Authority had purchased 687 acres west of I-95. The Development Authority has been marketing this property for the past year. At this time a developer is requesting an assurance from the JWSC that water and sewer would be available based on their 7 year plan. The Chairman stated that following the established policy of the City and County, no reserve capacity would be guaranteed to any developer.

The County has entered into several development agreements commonly referred to as 70/30 contracts. Mrs. Watson explained that basically a 70/30 contract is one where the developer makes improvements that not only will they use but is a benefit to the region and affects the whole system. The upgrades they make must be available to other people who tap in and utilize the system. For making an investment that is really offsite to them, when other people tap into the system they have built, the developer will get reimbursed at 70% of these tap fees. Typically these agreements are for up to 15 years.

Commissioner Sammons stated that a letter needs to be sent to the developer stating availability of utility based on their 7 year build out and clarify that all 70/30 agreements must benefit the region.

APPROVAL ITEMS

1. JWSC Budget

Mr. Donaghy distributed the proposed budget to the Commissioners. He explained that there were no changes from the previous distributed draft. Commissioner Keller questioned the JWSC line item expenditure for cell phones and asked what our policy

was on cell phones. Mrs. Watson was asked to research and make a recommendation to the Commission on cell phones and radios.

Commissioner Keller made a motion that was seconded by Commissioner Spaulding to approve the JWSC budget. Motion approved 4-0.

2. Appoint Chairman as Service of Process Agent

Mrs. Watson requested that the Commission appoint the Chairman as the Service of Process Agent for the JWSC.

Commissioner Keller made a motion that was seconded by Commissioner Spaulding to appoint the Chairman as the Service of Process Agent for the JWSC. Motion approved 4-0.

3. Minutes of the December 19, 2007 Special Called Meeting

Motion made by Commissioner Keller and seconded by Commissioner Spaulding to approve the minutes of the December 19, 2007 Special Called Meeting. Motion carried 3-0-1.

4. Minutes of the January 8, 2008 Meeting

Motion made by Commissioner Spaulding and seconded by Commissioner Keller to approve the minutes of the January 8, 2008 meeting. Motion carried 2-0-2.

5. Water and Wastewater Service Delivery Area Maps

Motion made by Commissioner Keller and seconded by Commissioner Brooks to approve the Water and Wastewater Service Delivery Area Maps. Motion carried 4-0.

6. TSI Contract

Commissioner Keller made a motion to approve the contract with Teamwork Services in the first year amount of \$122,736.00 subject to the review and approval of the JWSC Attorney. Motion seconded by Commissioner Spaulding. Motion approved 4-0.

7. Recognition of Commissioner Jonathan Williams.

Commissioner Keller made a motion that was seconded by Commissioner Spaulding to prepare a resolution honoring Commissioner Jonathan Williams to be presented at the next JWSC meeting. Motion approved 4-0.

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, Commissioner Sammons adjourned the meeting.

Chairman, Tony Sammons

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