



**Brunswick-Glynn County  
Joint Water and Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Wednesday, September 17, 2008 at 10:00 A.M.**

**AGENDA**

**DISCUSSION**

1. Exit 29 Treatment Plant - GEFA
2. Creek Side Oaks – sewer problem
3. Two Way – sewer problem
4. Operating Funds
5. Tap Fee Study
6. JWSC Audit / City Audit
7. Tower Leases

**APPROVAL**

1. Service Delivery Strategy Agreement
2. Minutes of the September 3, 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, September 17, 2008 at 10:00 A.M.**

MINUTES

PRESENT: Tony Sammons, Chairman  
Tony Thaw, County Commissioner  
James Brooks, City Commissioner  
Uli Keller, County Commissioner  
Bryan Thompson, City Commissioner (arrived late)

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

CITY: Martha Hendley, Finance Director

COUNTY: Jim Bruner, P. E., County Engineer  
David Hainley, Community Development Director

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

Commissioner Keller made a motion to pull the first item under Approval. Item pulled until the next meeting to allow for the County Attorney's review. Motion seconded by Commissioner Thaw. Motion approved 4-0.

The Chairman requested that the order of the Agenda be changed and allow the City Finance Director to address the Commission first.

1. JWSC Audit / City Audit

Chairman Sammons recapped the JWSC's need for the FY07 City audit and the six (6) month FY08 City audit to allow for better budget preparation. City Finance Director,

Martha Hendley, stated that the FY07 audit should be complete by the end of this month or the first week of October. The six month FY08 audit has not yet started.

John Donaghy, JWSC Finance Director, stated that the auditors were currently finalizing the JWSC FY08 and it is due to be given to the City and County by October 15, 2008. Mrs. Watson stated that the JWSC must submit our audit report based on the best information we received from the City and County in order to comply with the benchmarks.

The Commission requested that Mr. Donaghy identify specific items needed from either the City or the County that the JWSC would need to get a full financial picture and bring back to the next meeting. Commissioner Thompson requested that Mrs. Hendley schedule a meeting with the City's auditors to try to expedite the audit.

Motion was made by Commissioner Thaw and seconded by Commissioner Thompson to add discussion of impact fees to the Agenda. Motion approved 5-0.

## 2. Exit 29 Treatment Plant – GEFA

Mr. Donaghy stated that the GEFA loan application had been submitted. Jim Bruner, County Engineer, advised the Commission that EPD is questioning whether the project has been properly bid. Tommy Furlow is working with Glynn County and EPD and will be scheduling a meeting with EPD to go into greater detail on a Guaranteed Maximum Price contract. The application will be reviewed at the November GEFA meeting.

## 3. Creek Side Oaks – sewer problem

Mr. Bruner stated that during plan review of the design some problems had been identified. His department is still working on securing the necessary easements. As of this time, Mr. Tostensen has not responded to any of the outstanding issues from the County on the dedication of Drew Circle.

## 4. Two Way – sewer problem

Mr. Hainley stated that the final plans from EMC have been received. The County will be required to apply for the needed permits.

## 5. Operating Funds

Mr. Donaghy stated that the bottom lines for operating funds, including capital tap fees, are \$400,000 for the City and \$500,000 for the County.

## 6. Tap Fee Study

Mr. Morgan stated that he had obtained a copy of the study the County contracted with Burton and Associates to do. He is reviewing at this time. The Commission discussed briefly the merits of including a full study after the results of the Master Plan were delivered so that all capital items could be included.

## 7. Impact Fees

The Commission briefly discussed the assessment to King and Prince to move their laundry facilities to the McKinnon Airport location and that fees should be based on the demand the net new washers would have on the system.

## 8. Tower Leases

Mrs. Watson stated that she is still working with the City and County attorneys. The County Attorney is requesting a meeting the County Administrator and County Commissioner to resolve the issue of transfer of these leases to the JWSC. Commissioner Keller stated he will discuss this with the County Attorney.

## APPROVAL

### 1. Minutes of the September 3, 2008 meeting

Motion was made by Commissioner Keller and seconded by Commissioner Thaw to approve the minutes of the September 3, 2008 meeting. Motion carried 5-0.

## EXECUTIVE SESSION

Commissioner Keller made a motion to close the public meeting and convene an executive session to discuss a personnel issue. Motion seconded by Commissioner Thaw. Motion approved 5-0.

Back in regular session and no action taken.

Commissioner Keller made a motion that was seconded by Commissioner Thompson that the JWSC Executive Director immediately implement customer service training. Motion approved 5-0.

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

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Tony Sammons, Chairman

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