



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, December 17, 2009 at 3:00 P.M.**

AGENDA

DISCUSSION

APPROVAL

- 1. Teamwork Services, Inc. – First amendment to contract and renewal**
- 2. MS2, LLC (700 Gloucester Street Lease) – First amendment to contract and renewal**
- 3. McGinty-Gordon and Associates – contract renewal**
- 4. Coastal Engineering Consultants, Inc. – contract renewal**
- 5. McGinty-Gordon – Property and Casualty coverage**
- 6. Minutes of the December 3, 2009 meeting**

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, December 17, 2009 at 3:00 P.M.**

MINUTES

PRESENT: Tony Sammons, Chairman
Bob Coleman, County Commissioner
Tom Sublett, County Commissioner
James Brooks, City Commissioner

ABSENT: Bryan Thompson, City Commissioner

STAFF PRESENT: Keith P. Morgan, JWSC Executive Director
John Donaghy, JWSC Chief Financial Officer
Desiree E. Watson, JWSC Attorney
Barbara Rogers, JWSC
Morris Baisden, United Water Services
John Hunkele, P.E., JWSC

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

Commissioner Sublett made a motion that was seconded by Commissioner Brooks to add approval of the Executive Session Minutes of December 3, 2009 to the agenda. Motion approved 4-0.

Commissioner Brooks made a motion that was seconded by Commissioner Sublett to add an address by Neil Foster to the Discussion Agenda. Motion approved 4-0.

DISCUSSION

1. Neil Foster, Foster Properties, distributed copies of the JWSC Landlord Account brochure and the Multiple Property Accounts policy. Mr. Foster stated that he was representing approximately 40 members of a Brunswick-Glynn

County Association of Property Managers. Mr. Foster introduced Michael Harris representing the SE Georgia Apartment Association. Mr. Foster stated his concerns were that property owners are being held responsible for the water and sewer accounts at property they own. Mr. Foster stated that he felt that the JWSC was trying to hold the property owners responsible for their loss of revenue on these properties.

Mr. Morgan stated that he and Commissioner Thompson had met with Mr. Foster earlier and requested that he put his comments into a letter identifying who he represented and the issues involved.

APPROVAL

1. Teamwork Services, Inc. – First amendment to contract and renewal

Mr. Morgan stated that Teamwork Services which provides Human Resources Services to the JWSC is in agreement to extend the term of the Agreement for an additional three (3) year period following the original three (3) year contract period. Renewal options will be at the sole discretion of the JWSC and subject to mutual agreement between the parties.

Commissioner Sublett made a motion that was seconded by Commissioner Brooks to approve the First Amendment to the Agreement for Human Resources Services and renewal of the contract and authorize the Chairman to sign the amendment. Motion approved 4-0.

2. MS2, LLC (700 Gloucester Street Lease) – First amendment to contract and renewal

Mrs. Watson distributed a copy of the existing lease between the JWSC and MS2, LLC and recommended changes in several areas of concern. Mr. Morgan stated that MS2 is currently seeking a \$750.00 monthly lease rate increase and asked for the Commission's direction on how they wished him to proceed.

The Commission directed Mr. Morgan to continue negotiation with MS2 and to incorporate the Attorney's recommended language changes into the negotiations.

3. McGinty-Gordon and Associates – contract renewal

Mr. Morgan stated that McGinty-Gordon and Associates administers the JWSC Property and Casualty insurance. McGinty-Gordon receives no commission on the policies but is paid an annual fee. Mr. Morgan recommended renewing the McGinty-Gordon contract for the final contract year with a 4% increase.

Commissioner Brooks made a motion that was seconded by Commissioner Sublett to renew the contract with McGinty-Gordon for the final year of the contract at a 4% increase pursuant to the effective date of November 2009. Motion approved 4-0.

4. Coastal Engineering Consultants, Inc. – contract renewal

Coastal Engineering provides engineering services and is responsible for the day to day operation of the Planning and Construction Division. The contract is for two years with annual renewals.

Commissioner Sublett made a motion that was seconded by Commissioner Brooks to renew the contract with Coastal Engineering for the final year of the contract with no increase. Motion approved 4-0.

5. McGinty-Gordon – Property and Casualty coverage

Fred McGinty of McGinty-Gordon and Associates updated the Commission on the Liability, Property and Casualty quotes. Mr. McGinty recommended renewal with Trident, CNA, and Travelers Insurance Companies.

Commissioner Sublett made a motion that was seconded by Commissioner Brooks to approve renewal of Trident, CNA and Travelers Insurance effective January 1, 2010 to January 1, 2011 for an annual premium of \$286,610. Motion approved 4-0.

6. Minutes of the December 3, 2009 meeting

Motion was made by Commissioner Brooks and seconded by Commissioner Coleman to approve the minutes of the December 3, 2009 regular meeting. Motion carried 4-0.

7. Minutes of the December 3, 2009 Executive Session

Motion was made by Commissioner Coleman and seconded by Commissioner Brooks to approve the minutes of the December 3, 2009 Executive Session. Motion carried 4-0.

EXECUTIVE SESSION

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

AGENDA ITEMS FOR NEXT MEETING

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

Tony Sammons, Chairman

Attest:

Barbara Rogers, JWSC