



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, February 5, 2009 at 10:00 A.M.**

AGENDA

1. DISCUSSION

1. City Audit
2. Information Technology
3. Billing & Collection Update
4. Potential Change to JWSC Meeting Date

APPROVAL

1. Contract amendment #2 Rate Study and #3 Reuse Study to the Master Plan
2. Award of contract for odor and corrosion and FOG programs
3. Resolution Endorsing Amendment to Local Act
4. Loomis Agreement
5. Human Resources Standards of Practice Amendment
Section 6.2, Para. 15, Interim Appointment and Temporary Pay Increase
6. Resolution Appointing JWSC Attorney to Receive Service of Process
7. Minutes of the January 21, 2009 Meeting
8. Minutes of the January 26, 2009 Special Called Meeting
9. Minutes of the January 29, 2009 Special Called Meeting
10. Minutes of the January 21, 2009 Executive Session

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
Thursday, February 5, 2009 at 10:00 A.M.**

MINUTES

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

ABSENT: Bryan Thompson, 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 Commissioner Sublett provided the invocation.

Commissioner Brooks made a motion that was seconded by Commissioner Sammons to add two items to the Agenda, discussion of the CDL water line route and EPD draft submittal of Pretreatment Standards and Enforcement Plan. Motion carried 4-0.

DISCUSSION

1. City Audit

Mr. John Donaghy advised the Commission that he met with City Finance Director Martha Hendley this morning and they had a conference call with City's auditors. Mr. Donaghy stated that he had advised the auditors exactly what the JWSC Commissioners wanted to receive. The auditors are to review their schedules and get back to him with a completion date. He expressed the Commission's desire to get this information as quickly as possible.

2. Information Technology

Mr. Donaghy advised that a resignation had been received from the staff Network Administrator. Mr. Donaghy stated that this is a critical position and as an interim measure, a company, iVenture, will be providing any needed assistance and will be invoicing on an hourly basis. Commissioners recommended exploring City and County charges for assistance until the position can be filled.

3. Billing & Collection Update

Mr. Donaghy stated that January's revenues were approximately \$500,000 over billed charges indicating that the outstanding amounts are starting to come in. Delinquent cut-offs are underway and the bulk should be complete by the end of February. Mr. Donaghy stated that approximately 50% of our accounts are current, 10% are between 30 to 90 days, and 40% are over 120 days.

Mr. Keith Morgan stated that the JWSC had inherited many uncollectible debts from both the City and County that are still showing as receivables. Mr. Morgan stated that some of these may be several decades old since neither the City nor the County had the practice to write these off.

4. Potential Change to JWSC Meeting Date

Commissioner Sammons stated that a request had been made to consider moving the regular meeting schedule from Wednesday to Thursday. Commissioner Brooks stated he would be in favor as he had recommended this change last year. Commissioner Thaw said he would recommend moving the meeting to 4 o'clock on the first and third Thursdays of each month. Commissioner Sammons requested that each Commissioner consider this request and be prepared to vote on it at the next meeting.

5. CDL Route

Commissioner Sammons stated that when the RFP was prepared the route shown was going down to the intersection of Glynco Parkway and Lanier Drive. An alternative route has been suggested by going down Highway 17 for a possible cost savings. Our engineer believes that all permitting can be accomplished within 60 days. Commissioner Thaw stated that construction on the building will begin within 60 to 90 days and they will need the water at that time. Commissioner Thaw stated that he had attended a meeting this week and understands that the County will provide and haul all the fill dirt for the wetlands area.

Staff was instructed to get clarification from DOT on what the expected timeline would be to complete the permitting process.

6. EPD Draft Submittals

Mrs. Desiree Watson distributed a draft for the City and County Pretreatment Standards and Enforcement program. Staff is asking permission to submit the draft, as requested, to EPD. Keith Morgan stated that currently there are four facilities that are regulated under the City's existing Ordinance and none on the County side. EPD has requested a copy of the draft. Commissioners advised that they would need to review the draft prior to submitting to EPD.

APPROVAL

1. Contract amendment #2 Rate Study and #3 Reuse Study to the Master Plan

Commissioner Sublett made a motion that was seconded by Commissioner Thaw to approve Amendment #2 and Amendment #3 to the Applied Technology and Management, Inc. contract to expand the scope of work to include a rate and tap fee study and a reuse study in a sum not to exceed \$89,430.00 and authorize the Executive Director to execute the necessary documents. Motion carried 4-0.

2. Award of contract for odor and corrosion and FOG programs

Commissioner Sublett made a motion that was seconded by Commissioner Brooks to approve award of the contract bid to BioConversion Technology (BCT) for \$3.89 per pound of sulfides removed and for \$14.00 per pound of F.O.G. mitigation product used and authorize the Chairman to execute the necessary documents. Motion carried 4-0.

3. Resolution Endorsing Amendment to Local Act

Commissioner Thaw made a motion that was seconded by Commissioner Brooks to approve a Resolution to endorse and recommend to the local delegation amendments to the Act providing for and extending immunity to the JWSC, its officers and employees, and for ante-litem notice, that such proposed legislation be presented and adopted in the current session with the full support of the local delegation. Motion carried 4-0.

4. Loomis Agreement

Commissioner Thaw made a motion that was seconded by Commissioner Sublett to approve the service agreement with Loomis in the amount of \$398.07 per month for the 700 Gloucester Street location and to discontinue the Saint Simons Island drop Box service effective March 16, 2009. Motion carried 4-0.

5. Human Resources Standards of Practice Amendment
Section 6.2, Para. 15, Interim Appointment and Temporary Pay Increase

Commissioner Sublett made a motion that was seconded by Commissioner Brooks to approve as presented the amendment to Article 6, Classification and Pay Plan, to provide for extension of time for interim appointment due to military deployment; and for other purposes. Motion carried 4-0.

6. Resolution Appointing JWSC Attorney to Receive Service of Process

Commissioner Thaw made a motion that was seconded by Commissioner Brooks to approve the appointment of JWSC Attorney, Desiree E. Watson, to receive service of process on behalf of the JWSC. Motion carried 4-0.

7. Minutes of the January 21, 2009 Meeting

Item deferred to the February 19, 2009 meeting.

8. Minutes of the January 26, 2009 Special Called Meeting

Commissioner Thaw made a motion that was seconded by Commissioner Sublett to approve the minutes of the January 26, 2009 Special Called Meeting. Motion carried 3-0-1.

9. Minutes of the January 29, 2009 Special Called Meeting

Item deferred to the February 19, 2009 meeting.

10. Minutes of the January 21, 2009 Executive Session

Item deferred to the February 19, 2009 meeting.

Following a discussion concerning the next JWSC Agenda to be held on Thursday, February 19, 2009 at 4:00 p.m. and there being no further business, Chairman Sammons adjourned the meeting.

Tony Sammons, Chairman

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