



**Brunswick-Glynn County  
Joint Water and Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, November 19, 2009 at 3:00 P.M.**

**AGENDA**

**DISCUSSION**

- 1. Tap Fee Study**
- 2. Creek Side Update**
- 3. Epworth Update**
- 4. Insurance Update**
  - Health**
  - Worker's Compensation**
  - Property & Casualty**
- 5. Gift Cards**

**APPROVAL**

- 1. Fees & Charges**
- 2. Minutes of the November 5, 2009 Regular 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, November 19, 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 Morgan, JWSC Executive Director  
John Donaghy, JWSC Chief Financial Officer  
Desiree Watson, JWSC Attorney  
Barbara Rogers, JWSC

Chairman Sammons called the meeting to order and provided the invocation. Chairman Sammons called a point of privilege requesting that due to the large number in attendance, Creek Side be moved to the first item for discussion.

Commissioner Sublett made a motion that was seconded by Commissioner Brooks to add acceptance of Grant's Ferry Cove Infrastructure to the agenda. Motion approved 4-0.

**1. Creek Side Update**

Mr. Bill Jenkins, Environmental Health, updated the Commission on the current status of the septic systems within Creek Side subdivision. Mr. Jenkins stated that 27 of the systems are in failure and have received notification by certified mail on October 29, 2009. Environmental Health has not issued a deadline; however, the homeowners must be making significant progress towards tying into public sewer.

Several property owners requested and were granted permission to address the Commission.

Chairman Sammons told the property owners that the JWSC, in an attempt to assist the situation, spent approximately \$80,000 to run a sewer line to the properties. He

suggested that the property owners form an association to speak as a single voice and meet with their County Commissioners.

Commissioner Coleman also urged the property owners to organize as a group, determine the specifications needed and bid the work out. He stated that prior to each County Commission meeting there is a public comment period where their representatives could address the Commission.

## **2. Tap Fee Study**

Tony Maglione, ATM, and Andy Burnham, Burton and Associates, reviewed their findings of Capital Tap Fees for the City of Brunswick and Glynn County water and sewer systems. Mr. Burnham outlined the process and assumptions used to determine the following recommendations: 1) adopt the calculated Capital Tap Fees as presented, 2) change the time when Capital Tap Fees are collected; and 3) update the Capital Tap Fee policies.

Commissioner Brooks made a motion that was seconded by Commissioner Sublett to adopt the Capital Tap Fee Study and present the findings to the City and County Commissions. Motion approved 4-0.

## **3. Epworth Update**

Mr. Keith Morgan advised the Commission that the survey work has already started and crews are currently on site. Mr. Morgan stated that he should be able to give a final report at the next meeting.

## **4. Insurance Update**

- **Health**
- **Worker's Compensation**
- **Property & Casualty**

Mr. Greg Bell, Teamwork Services, stated that they are currently gathering quotes for the January 1, 2010 renewal of Health, Life, Dental, Vision Insurance and Worker's Compensation. The quotes are due on November 23, 2009. Mr. John Donaghy stated that McGinty-Gordon is also gathering quotes for the Property and Casualty renewals. Mr. Donaghy stated that he would be asking the Commission for these approvals next month.

## **5. Gift Cards**

After a brief discussion, Commissioner Sublett made a motion that was seconded by Commissioner Brooks to approve the purchase of \$25 holiday gift cards for employees from Wal-Mart. Motion approved 4-0.

## **APPROVAL**

### **1. Grant's Ferry**

Commissioner Brooks made a motion that was seconded by Commissioner Coleman that, in as much as all requirements of the BGJWSC Development Procedures have been met and all easements and related documents approved as to form by the BGJWSC Attorney, to approve acceptance by the Commission of the subject water and sewer facilities as public infrastructure ownership, operation and maintenance. Motion approved 4-0.

### **2. Fees & Charges**

Commissioner Brooks made a motion that was seconded by Commissioner Sublett to adopt the Fees & Charges as presented and to forward to the City and County Commissions. Motion approved 4-0.

### **3. Minutes of the November 5, 2009 Regular Meeting**

Motion was made by Commissioner Sublett and seconded by Commissioner Brooks to approve the minutes of the November 5, 2009 Regular meetings. 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.

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Tony Sammons, Chairman

Attest:

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Barbara Rogers, JWSC