



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, December 16, 2010 at 3:00 P.M.**

AGENDA

PUBLIC COMMENT PERIOD

Public Comments will be limited to 3 minutes per speaker. Comments are to be limited to relevant information regarding your position and should avoid being repetitious. Individuals should sign in stating your name, address and the subject matter on which you wish to speak. Your cooperation in this process will be greatly appreciated.

DISCUSSION

- 1. Finance and Facilities Committee Appointments Update (Chairman Sammons)**
- 2. Exit 29 WWTP Property Rezoning (Chairman Sammons)**

PUBLIC HEARING

- 1. Resolution for Fifty Percent (50%) Reduction in Connection/Capital Tap Fees (K. Morgan)**
- 2. Resolution for Private Fire Protection Fee Structure (K. Morgan)**

APPROVAL

- 1. Resolution for Fifty Percent (50%) Reduction in Connection/Capital Tap Fees (K. Morgan)**
- 2. Resolution for Private Fire Protection Fee Structure (K. Morgan)**
- 3. Property and Casualty Insurance (J. Donaghy)**
- 4. Banking Services (J. Donaghy)**
- 5. Bill Printing and Mailing (J. Donaghy)**
- 6. MS2, LLC Lease Renewal for 700 Gloucester Street (K. Morgan)**
- 7. Coastal Engineering Contract Renewal (K. Morgan)**
- 8. Contract Callers, Inc. Option Year Contract Renewal (J. Donaghy)**
- 9. Minutes of December 2, 2010 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 16, 2010 at 3:00 P.M.**

MINUTES

PRESENT: **Tony Sammons, Chairman
James Brooks, City Commissioner
Amy Callaway, County Commissioner
Bob Coleman, County Commissioner
Cornell Harvey, City Commissioner**

ALSO PRESENT: **Keith P. Morgan, Executive Director
John D. Donaghy, Chief Financial Officer
Joseph R. Odachowski, Acting Attorney
Barbara Rogers, JWSC**

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

PUBLIC COMMENT PERIOD

Chairman Sammons recognized the following citizen to address the Commission.

1. Nathan Sparks spoke for the elimination or reduction of connection/capital tap fees.

There being no additional citizens who wished to address the Commission, Chairman Sammons closed the public comment period.

DISCUSSION

1. Finance and Facilities Committee Appointments Update (Chairman Sammons)

Chairman Sammons stated that he had met with the citizen appointments to the Finance and Facilities Committees. The function of the Committees is to provide oversight in the planning and construction of an Administrative Office Complex and to provide

recommendations to the full Commission throughout the project. Chairman Sammons reported that he was happy to announce that Greg Carver, P.E. has agreed to serve on the Facilities Committee.

2. Exit 29 WWTP Property Rezoning (Chairman Sammons)

Joseph R. Odachowski, Acting Attorney, stated that two parcels of land comprising the Exit 29 WWTP are presently zoned Forest Agricultural and General Residential. A wastewater treatment plant is not a permitted use in either of these zoning classifications. In order for conditional permitting, the JWSC would be required to fence and buffer the property. Also, the agreement approved September 16, 2010 with BeSeen Advertising for the Exit 29 WWTP JWSC rezoning application submission can only be terminated by mutual consent.

Commissioner Brooks made a motion seconded by Commissioner Harvey to rescind the September 27, 2010 Commission action and resubmit the rezoning application to Glynn County. Motion carried 3-2-0.

PUBLIC HEARING

Chairman Sammons opened the Public Hearing.

1. Resolution for Fifty Percent (50%) Reduction in Connection/Capital Tap Fees (K. Morgan)

No citizens wished to speak in favor or opposition of the Resolution.

2. Resolution for Private Fire Protection Fee Structure (K. Morgan)

No citizens wished to speak in favor or opposition of the Resolution.

There being no citizens who wished to address the Commission, Chairman Sammons closed the public hearing.

APPROVAL

1. Resolution for Fifty Percent (50%) Reduction in Connection/Capital Tap Fees (K. Morgan)

The Commission voted at the December 2, 2010 meeting to reduce the current fees structure of Connection/Capital Tap Fees by fifty percent (50%) and directed staff to advertise and schedule the prerequisite Public Hearing.

Commissioner Callaway made a motion seconded by Commissioner Harvey to approve and adopt the proposed Resolution providing for the fifty percent (50%) reduction of Connection/Capital Tap Fees and authorize the Chairman and Executive Director to sign the Resolution. Motion carried 5-0-0.

2. Resolution for Private Fire Protection Fee Structure (K. Morgan)

The Commission voted at the December 2, 2010 meeting to move forward with the adoption of the private fire protection fee structure recommended in the Burton and Associates cost of service allocation study and to round the fee structure up to the nearest dollar for assessment. Staff was directed to advertise for the prerequisite public hearing and present a Resolution for adoption to the Commission.

Commissioner Brooks made a motion seconded by Commissioner Coleman to adopt the Resolution providing for a new private fire protection fee structure and authorize the Chairman and the Executive Director to sign accordingly. Motion carried 5-0-0.

3. Property and Casualty Insurance (J. Donaghy)

The JWSC issued a Request for Qualifications for Property and Casualty Insurance Broker Services. After review of all the responses, a determination was made that it is most advantageous for the JWSC to use the services of a local broker.

Commissioner Harvey made a motion seconded by Commissioner Coleman that the JWSC select McGinty-Gordon & Associates as Insurance Broker for property, casualty and liabilities insurance, authorize a 60 day extension of existing insurance policies and authorize the Chairman, Executive Director and Chief Financial Officer to execute the documents necessary subject to approval by legal counsel. Motion carried 5-0-0.

Commissioner Coleman made a motion seconded by Commissioner Brooks to authorize the renewal of insurance coverages through McGinty-Gordon for those policies that are not granted an extension and to authorize the Chairman, Executive Director and Chief Financial Officer to execute the documents necessary subject to approval by legal counsel. Motion carried 5-0-0.

4. Banking Services (J. Donaghy)

The JWSC issued a Request for Proposal for Banking Services. Responses were received from United Community Bank and SunTrust Bank. Based on the services required, staff recommends awarding the bid for Banking Services to United Community Bank.

Commissioner Brooks made a motion seconded by Commissioner Coleman that the JWSC award the bid for Banking Services to United Community Bank for one year with three one year options to renew by the JWSC and to authorize the Chairman, Executive

Director and Chief Financial Officer to execute the documents necessary subject to approval by legal counsel. Motion carried 4-0-1.

5. Bill Printing and Mailing (J. Donaghy)

The JWSC issued a Request for Proposal for Billing Services to print, insert and mail monthly water and sewer bills. Staff recommends awarding the bid to the lowest responsive qualified proposer, Pinnacle Data Systems, LLC.

Commissioner Coleman made a motion seconded by Commissioner Callaway to award the bid for Bill Printing, Inserting and Mailing to Pinnacle Data Systems, LLC for one year with three one year options to renew by the JWSC and authorize the Chairman, Executive Director and Chief Financial Officer to execute the documents necessary subject to approval by legal counsel. Motion carried 5-0-0.

6. MS2, LLC Lease Renewal for 700 Gloucester Street (K. Morgan)

The original lease between the JWSC and MS2, LLC for the space utilized at 700 Gloucester Street was amended to provide for the current year 2010 and an option year 2011 for the same terms and conditions.

Commissioner Callaway made a motion seconded by Commissioner Harvey to approve the renewal of the lease for the option year 2011 between MS2, LLC and the JWSC for the space utilized at 700 Gloucester Street for the same terms and conditions. Motion carried 5-0-0.

7. Coastal Engineering Contract Renewal (K. Morgan)

Mr. Morgan reviewed the critical services that are covered by the Coastal Engineering contract and requested that Mr. John Hunkele's contract be extended for an additional year under the same terms and conditions to allow Mr. Hunkele to complete his contractual obligations to clients prior to becoming a full time JWSC employee.

Commissioner Harvey made a motion seconded by Commissioner Callaway to approve the contract between the JWSC and Coastal Engineering Consultants, Inc. for one additional year under the same terms and conditions and authorizes the Chairman and Executive Director to sign the document. Motion carried 5-0-0.

8. Contract Callers, Inc. Option Year Contract Renewal (J. Donaghy)

On November 5, 2009 the JWSC authorized the award of the bid for Debt Collection Services to Contract Callers, Inc. for one initial year and three one year renewal options. The JWSC has enjoyed excellent service and working relationship with Contract Callers and recommends approval of the first annual renewal.

Commissioner Harvey made a motion seconded by Commissioner Callaway to approve the first annual renewal of Contract Callers, Inc. for Debt Collection Services and authorizes the Chairman, Executive Director and Chief Financial Officer to execute the documents necessary subject to approval by legal counsel. Motion carried 5-0-0.

9. Minutes of December 2, 2010 meeting

Commissioner Brooks made a motion and seconded by Commissioner Harvey to approve the minutes of the December 2, 2010 meeting. Motion carried 5-0-0.

EXECUTIVE SESSION

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

Back in open session and no action taken. Discussion only.

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