



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, October 21, 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. Customer Service Update (CFO John Donaghy)**
- 2. Property & Casualty Insurance (CFO John Donaghy)**
- 3. Customer Deposit Refunding (CFO John Donaghy)**

APPROVAL

- 1. Tap Fee Suspension Documents (Director Keith Morgan)**
- 2. Service Agreement Extensions**
 - Banking (CFO John Donaghy)**
 - Bill Printing & Mailing (CFO John Donaghy)**
 - Human Resources (Director Keith Morgan)**
- 3. Minutes of the October 7, 2010 Meeting**
- 4. Minutes of the October 7, 2010 Executive Session**
- 5. Minutes of the October 14, 2010 Work Session**
- 6. Minutes of the October 14, 2010 Executive Session**

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, October 21, 2010 at 3:00 P.M.**

MINUTES

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

ABSENT: **Amy Callaway, County Commissioner**

ALSO PRESENT: **Keith P. Morgan, Executive Director
John Donaghy, Chief Financial Officer
Desiree E. Watson, JWSC Attorney
Barbara Rogers, JWSC**

***The Brunswick News
The Islander***

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

PUBLIC COMMENT PERIOD

Chairman Sammons recognized Bill Powell to address the Commission. Mr. Powell distributed a handout to each of the Commissioners and spoke on rates and REU's.

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

DISCUSSION

1. Customer Service Update (CFO John Donaghy)

Mr. John Donaghy updated the Commissioners on the projects being implemented to improve the Customer Service functions. Several of these include phone tracking software, field training, engaging Monroe and Associates to assess expectations and identify training and coaching needs of the individual employees.

2. Property & Casualty Insurance (CFO John Donaghy)

Mr. Donaghy advised the Commissioners that McGinty-Gordon & Associates was selected to provide property and casualty insurance coverage for the JWSC in November 2007 based on a Request for Qualifications. McGinty-Gordon receives an annual management fee of approximately \$17,000 rather than earning commission from the various insurance policies. Mr. Donaghy requested direction on the upcoming renewal.

After a brief discussion, the Commission directed Mr. Donaghy to proceed with advertising and issuing a Request for Qualifications for these services.

3. Customer Deposit Refunding (CFO John Donaghy)

Mr. Donaghy provided Commissioners with a draft amendment to the Water and Sewer Ordinances to provide for refund of customer deposits. Mr. Donaghy stated that there are a number of administrative procedures and costs that should be considered and evaluated.

After a brief discussion, the Commission directed Mr. Donaghy to contact our software provider and secure the costs to implement.

APPROVAL

1. Tap Fee Suspension Documents (Director Keith Morgan)

Mr. Morgan stated that following the direction given staff at the October 7, 2010 meeting, the initial step necessary to amend the language within the Operational Agreement and the respective Water and Sewer Ordinances regarding installation/capital tap fees was drafted for their review. The proposed amendments will necessitate adoption by all three entities, the City of Brunswick, Glynn County and JWSC.

Commissioner Coleman made a motion seconded by Commissioner Brooks to approve and adopt the proposed amendment to the Operational Agreement between the JWSC, the City of Brunswick and Glynn County and to approve the presentation of the amended Operational Agreement plus the proposed Water and Sewer Ordinance amendments to the respective governments for their consideration and adoption. Motion carried 4-0.

2. Service Agreement Extensions

- **Banking (CFO John Donaghy)**
- **Bill Printing & Mailing (CFO John Donaghy)**

Mr. Donaghy advised the Commission that the JWSC has enjoyed an excellent service and working relationship over the past three years with both of these parties. After discussion, the Commission directed Mr. Donaghy to send out an RFP for banking services and printing and mailing services.

- **Human Resources (Director Keith Morgan)**

Commissioner Harvey made a motion seconded by Commissioner Brooks to direct staff to contact Teamwork Services to explore the possibility of a price reduction and report back at the next meeting. Motion carried 4-0.

3. Minutes of the October 7, 2010 Meeting

Commissioner Coleman made a motion and seconded by Commissioner Brooks to approve the minutes of the October 7, 2010 meeting. Motion carried 4-0.

4. Minutes of the October 7, 2010 Executive Session

Commissioner Brooks made a motion and seconded by Commissioner Harvey to approve the minutes of the October 7, 2010 Executive Session. Motion carried 4-0.

5. Minutes of the October 14, 2010 Work Session

Commissioner Coleman made a motion and seconded by Commissioner Brooks to approve the minutes of the October 14, 2010 Work Session. Motion carried 4-0.

6. Minutes of the October 14, 2010 Executive Session

Discussion deferred to Executive Session.

EXECUTIVE SESSION

Commissioner Harvey made a motion to close the public meeting and convene an executive session to discuss acquisition of real estate and pending litigation. Motion seconded by Commissioner Brooks. Motion approved 4-0.

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

Commissioner Harvey made a motion and seconded by Commissioner Brooks to approve the minutes, as amended, of the October 14, 2010 Executive Session. Motion carried 4-0.

AGENDA ITEMS FOR NEXT MEETING

Following a discussion concerning the next JWSC Agenda and there being no further business, Commissioner Brooks made a motion and seconded by Commissioner Harvey to adjourned the meeting. Motion carried 4-0.

Tony Sammons, Chairman

Attest:

Barbara Rogers