



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

AGENDA

DISCUSSION

- 1. Fire Protection Charges Analysis (Burton & Associates)**
- 2. Tap Fees (Commissioner Callaway)**
 - **Maximum Amount**
 - **Payment Plan**
- 3. Deposits (Chairman Sammons)**
 - **Refunding**
- 4. Agenda Setting Policy (Keith Morgan, Executive Director)**
- 5. Customer Service (John Donaghy, Chief Financial Officer)**
- 6. Risley Middle School 18" Sewer (Keith Morgan, Executive Director)**

APPROVAL

- 1. Rezoning of Exit 29 WWTP (Desiree Watson, Legal Counsel)**
- 2. Minutes of the August 20, 2010 Special Called Meeting**
- 3. Minutes of the August 20, 2010 Executive Session**
- 4. Minutes of the August 24, 2010 Special Called Meeting**
- 5. Minutes of the August 24, 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, September 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 Donaghy, Chief Financial Officer
Desiree E. Watson, JWSC Attorney
Barbara Rogers, JWSC**

The Brunswick News

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

Commissioner Coleman made a motion and seconded by Commissioner Harvey to add a public comment period to the Agenda. Motion approved 4-0. Commissioner Brooks was not present for the vote.

Chairman Sammons recognized the following citizens to address the Commission.

1. Bill Powell, Georgia Rural Water, spoke on rate setting.
2. Brady Glenn, CAP Brunswick, LLC, spoke on tap fees.
3. Steve Bezanson spoke on tap fees.
4. Sandy Dean spoke on potential real estate acquisition.

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

DISCUSSION

1. Fire Protection Charges Analysis (Burton & Associates)

Mr. Andrew Burnham, Senior Vice President with Burton & Associates, presented an analysis of the private fire protection charges of the JWSC to other utilities in the Southeast. Burton & Associates based their findings relative to the level of private fire protection charges in relations to monthly base fees and the range of fire protection charges by connection size. Burton & Associates recommendation is that the JWSC adjust its private fire protection charges to be consistent with the typical range of fees identified in its study.

Commissioner Callaway made a motion and seconded by Commissioner Coleman to direct staff to develop the actual cost of providing private and public fire protection. Motion approved 5-0.

Commissioner Brooks made a motion and seconded by Commissioner Callaway to direct staff to advertise for a public hearing to revert to the fire fee rates prior to the July 1, 2010 increase. Motion approved 5-0.

City of Brunswick's Fire Marshall Jose Juarbe, Bob Bledsoe business owner, and Marlene Parmelee were recognized by the Chairman and commented on the fire protection charges.

2. Tap Fees (Commissioner Callaway)

- **Maximum Amount**
- **Payment Plan**

Commissioners held a discussion on the current tap fee structure. Chairman Sammons stated that the JWSC has not increased these fees. Chairman Sammons made a recommendation that no action be taken on tap fees until Burton & Associates has finished and presented their study to the Commission. Staff will be meeting with the developer of Glynn Isles to review the fees previously paid to the City of Brunswick.

Steve Bezanson presented materials on tap fees and rates he had researched to Chairman Sammons.

3. Deposits (Chairman Sammons)

- **Refunding**

Chairman Sammons raised the possibility of refunding customer deposits to those customers with a good payment history. Staff was asked to develop an ordinance amendment for automatically refunding residential deposits to customers with good payment history.

4. Agenda Setting Policy (Keith Morgan, Executive Director)

Mr. Morgan asked Commissioners if after their review there were any changes or revisions to the draft policy. Keith Morgan suggested adding "if available" concerning documentation for items added under the Exception paragraph. Commissioner Callaway asked that language be added to include the posting of the Agenda on the JWSC website.

Commissioner Callaway made a motion and seconded by Commissioner Harvey to approve the Agenda Setting Policy subject to changes. Motion approved 5-0.

5. Customer Service (John Donaghy, Chief Financial Officer)

Mr. John Donaghy reviewed the actions that are currently being planned 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. Commissioners commented on these and offered suggestions.

Marlene Parmelee was recognized by the Chairman and she commented on communications with the public.

6. Risley Middle School 18" Sewer (Keith Morgan, Executive Director)

Mr. Morgan stated that the proposed Risley Middle School to be located on Southport Parkway requires an 8 inch sewer connection to the public infrastructure. The JWSC Water and Sewer Master Plan recommend an 18 inch gravity sewer line along Southport Parkway. On June 17, 2010 the Commission authorized a letter of intent to the Board of Education to partner on this project. On September 1, 2010 the JWSC received a letter from the Board of Education which presented the bid results and the cost associated with the extra sewer line construction, which is \$61,542.00.

Commissioner Harvey made a motion and seconded by Commissioner Callaway to approve and authorize the Chairman to sign an agreement to reimburse the Glynn County Board of Education in the amount of \$61,542 to increase the size of the approximately 380 linear feet of the Risley Middle School off-site sewer connection to the public infrastructure from 8-inch to 18-inch and extend 18 inch

gravity for a distance of 1,100 linear feet across school property subject to review by JWSC legal counsel. Motion approved 5-0.

APPROVAL

1. Rezoning of Exit 29 WWTP (Desiree Watson, Legal Counsel)

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. This was brought to our attention by Joe Fendig with BeSeen Outdoor, Inc. The company approached the State for a license to place a billboard on property adjacent to the WWTP. The State is requiring BeSeen Outdoor to show that the adjacent property is commercially zoned. BeSeen Outdoor will reimburse the JWSC for any costs demanded by Glynn County in processing the rezoning application. The benefit to the JWSC is that it will be in compliance with the Glynn County Zoning Ordinance.

Motion made by Commissioner Harvey and seconded by Commissioner Brooks to approve submitting an application request to Glynn County to rezone the Exit 29 WWTP parcels of land to General Commercial, and to authorize the Director to execute all necessary documents; also to approve the Agreement with BeSeen Outdoor, Inc. and to authorize the Chairman to execute the Agreement. Motion Approved 5-0.

2. Minutes of the August 20, 2010 Special Called Meeting

Commissioner Callaway made a motion and seconded by Commissioner Brooks to approve the minutes of the August 20, 2010 Special Called meeting. Motion approved 5-0.

3. Minutes of the August 20, 2010 Executive Session

Commissioner Coleman made a motion and seconded by Commissioner Brooks to approve the minutes of the August 20, 2010 Executive Session. Motion approved 5-0.

4. Minutes of the August 24, 2010 Special Called Meeting

Commissioner Brooks made a motion and seconded by Commissioner Callaway to approve the minutes of the August 24, 2010 Special Called meeting, subject to any necessary corrections. Motion approved 5-0.

5. Minutes of the August 24, 2010 Executive Session

Commissioner Brooks made a motion and seconded by Commissioner Callaway to approve the minutes of the August 24, 2010 Executive Session. Motion approved 5-0.

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, Commissioner Sammons adjourned the meeting.

Tony Sammons, Chairman

Attest:

Barbara Rogers