



**Brunswick-Glynn County  
Joint Water and Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, June 2, 2011 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. United Water Contract – K. Morgan**
- 2. Sterling Industrial Park – Water Line Project Update – K. Morgan**

### **APPROVAL**

- 1. Easement Abandonment Policy – K. Morgan**
- 2. Bid Award – Academy Creek Oxygen Supply RFP – K. Morgan**
- 3. USGS Joint Funding Agreement – K. Morgan**
- 4. Deferred Compensation Plan Resolution – J. Donaghy**
- 5. Minutes of May 12, 2011 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.**



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Thursday, June 2, 2011 at 3:00 p.m.**

## **MINUTES**

**PRESENT:** Tony Sammons, Chairman  
Bob Coleman, County Commissioner  
Cornell Harvey, City Commissioner  
Clyde Taylor, County Commissioner

**ABSENT:** James Brooks, City Commissioner

**ALSO PRESENT:** Keith P. Morgan, Executive Director  
Desiree E. Watson, JWSC Attorney  
Barbara Rogers, JWSC

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

### **PUBLIC COMMENT PERIOD**

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

### **DISCUSSION**

#### **1. United Water Contract – K. Morgan**

Mr. Morgan stated that United Water Environmental Services, Inc. originally entered into an Agreement with Glynn County in June 2005 for operation and maintenance (O&M) of the County's water and sewer systems. The Agreement was mutually assigned to the JWSC in December 2007 and subsequently renewed by exercising option year renewals under Section 14, Term of Agreement. The Agreement is set to expire on June 30, 2011.

Mr. Morgan stated that the projected \$2.7 million for United Water's contract for the Fiscal Year 2012 was scrutinized during the budgetary planning process and recommended for evaluation. The evaluation consisted of providing O&M services versus contract expenses and revealed a significant cost savings of approximately \$1.4 million annually. This savings would reduce the upcoming rate increase from approximately 12% to approximately 5.6%.

Mr. Morgan stated that in order to move the work in-house the JWSC would need to hire an additional 19 employees and purchase vehicles and equipment.

After a short discussion, the Commission stated they would like to see a reporting system put in place as a management tool to track the costs, either monthly or quarterly, to reflect actual savings with no loss in the level of service.

Commissioner Harvey made a motion seconded by Commissioner Taylor to not renew the contract with United Water Environmental Services, Inc and to allow said contract to expire on June 30, 2011 and to hire 19 additional employees in order to implement the work in-house. Motion carried 4-0-0.

Mr. Morgan was directed to present to the Commission at their next meeting a not to exceed cost to purchase vehicles and equipment.

## **2. Sterling Industrial Park – Water Line Project Update – K. Morgan**

Mr. Morgan reviewed the activity on contacting the property owners concerning a commitment letter for water service or their willingness to convey an easement for the placement of the water line. Mr. Morgan stated that several property owners had inquired about the fair market value of the easement. Mr. Morgan stated that staff will continue to work on securing commitments to tie onto the proposed system.

## **APPROVAL**

### **1. Easement Abandonment Policy – K. Morgan**

Mr. Morgan presented that the JWSC currently has no formal policy or procedure for the abandonment of existing utility easements which are no longer used for these purposes or which are no longer required for future expansion of services or facilities. Staff, with input from JWSC legal counsel, developed a proposed easement abandonment procedure. The proposed application for abandonment is a two (2) step process filed by the owner or owners of the property over which the easement is situated. A fee structure was discussed as stated in the policy.

Commissioner Taylor made a motion seconded by Commissioner Coleman to adopt the Procedure for Abandonment of Existing Water and Sewer Utility Easements as presented. Motion carried 4-0-0.

## **2. Bid Award – Academy Creek Oxygen Supply RFP – K. Morgan**

Mr. Morgan presented that the Academy Creek wastewater treatment plant is a pure oxygen plant, largely attributable to industrial flows. The plant originally utilized on-site oxygen generation until the equipment became antiquated and inefficient at which time bulk delivery proved a more cost effective method. The RFP was drafted to enable the utility to compare annual costs associated with on-site generation versus bulk delivery. The equipment manufacturers for on-site oxygen generation declined to bid resulting in one bid received from a bulk delivery company which currently supplies the plant with oxygen.

Commissioner Taylor made a motion seconded by Commissioner Harvey to award the bid to Air Liquide for bulk oxygen delivery to Academy Creek Wastewater Treatment Plant for the rate of \$0.50 per hcf and to include a \$75.00 Cartage Fee per delivery and \$800.00 Service Fee per/month and authorize the Chairman and the Executive Director to sign the agreement subject to legal review. Motion carried 4-0-0.

## **3. USGS Joint Funding Agreement – K. Morgan**

Mr. Morgan stated that since 1959 the United States Geological Survey and originally the City of Brunswick, now the JWSC, have partnered in a cooperative water resource program to monitor and produce scientific data on the chloride plume intruding into the Upper Floridan Aquifer. The chloride intrusion currently jeopardizes three of the utility's water production facilities and potentially threatens the use of the Upper Floridan as our primary water resource.

Commissioner Harvey made a motion seconded by Commissioner Coleman to approve the USGS Joint Funding Agreement for Fiscal Year 2012 in the amount of \$152,800 and authorize the Chairman and Executive Director to sign the agreement subject to legal review. Motion carried 4-0-0.

## **4. Deferred Compensation Plan Resolution – J. Donaghy**

Mrs. Watson stated that due to Internal Revenue Service changes it is necessary for the JWSC to approve the Resolution and Adoption Agreement presented in order to allow any compensation and overtime paid after severance for services rendered prior to severance to be included in the JWSC Deferred Compensation Plan.

Commissioner Taylor made a motion seconded by Commissioner Harvey that the JWSC elect to include salaries, wages and overtime for services rendered prior to severance and unused accrued vacation in compensation for purposes of computing deferrals under the GMA administered 457(b) Plan and that the Chairman be authorized to execute the Resolution and Adoption Agreement as presented Motion carried 4-0-0.

#### **5. Minutes of May 12, 2011 Regular Meeting**

Commissioner Taylor made a motion seconded by Commissioner Harvey to approve the minutes of the May 12, 2011 meeting. Motion carried 4-0-0.

#### **EXECUTIVE SESSION**

The JWSC members did not have any items to discuss in an Executive Session.

#### **AGENDA ITEMS FOR NEXT MEETING**

A short discussion was held concerning the Agenda for the next JWSC Meeting.

Commissioner Coleman made a motion seconded by Commissioner Harvey to adjourn the meeting. Motion carried 4-0-0.

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Tony Sammons, Chairman

Attest:

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Barbara Rogers, JWSC