



**Brunswick-Glynn County  
Joint Water and Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, October 6, 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. Academy Creek Odor Update – K. Morgan**
- 2. Two Way Update – Chris Amos**

### **APPROVAL**

- 1. Amendments to Human Resources Standards of Practice – K. Morgan**
- 2. Audit Report Acceptance for FY 2011 – J. Donaghy**
- 3. GMA Pension Defined Benefit Plan Amendments – J. Donaghy**
- 4. Minutes of the September 15, 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.**



**Brunswick-Glynn County  
Joint Water and Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, October 6, 2011 at 3:00 p.m.**

**Minutes**

**PRESENT:** James Brooks, City Commissioner  
Bob Coleman, County Commissioner  
Cornell Harvey, City Commissioner  
Clyde Taylor, County Commissioner

**ABSENT:** Commissioner Tony Sammons

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

Commissioner Taylor, Acting Chairman, called the meeting to order and Commissioner Brooks gave the invocation.

**PUBLIC COMMENT PERIOD**

Chairman Taylor recognized the following individuals to address the Commission:

1. Hennie Harris representing the Ricefield Homeowner's Association spoke on the proposed sewer project stating that the Association will be installing a separate lift station from Mudcat Charlie's and Two-Way.
2. Don Hutchinson, P.E. also representing the Ricefield Homeowner's Association assisted in the explanation of the tie in from the condominiums.
3. Steve Bezanson stated he had been reviewing the payroll records and benefit package of the JWSC employees. Mr. Bezanson stated he was concerned about the accrual of sick leave, vacation and holidays. Mr. Bezanson

also stated that he would like to have his name submitted for the fifth member citizen appointment.

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

Commissioner Brooks made a motion seconded by Commissioner Coleman to address the Approval portion of the Agenda prior to the Discussion items. Motion carried 3-0-0. (Commissioner Harvey was not present for the vote).

## **APPROVAL**

### **1. Amendments to Human Resources Standards of Practice – K. Morgan**

Mrs. Watson stated that the U.S. Department of Labor has finalized its rules and regulations affecting the family military leave provisions of the Family and Medical Leave Act. The JWSC's Human Resources Standards of Practice will require an amendment to reflect the regulatory changes to the FMLA and ADA concerning military leave.

Commissioner Coleman made a motion seconded by Commissioner Brooks to amend JWSC's Human Resources Standards of Practice, Articles 1, 2 and 4, as presented, to reflect regulatory changes to the FMLA and ADA concerning military leave. Motion carried 3-0-0. (Commissioner Harvey was not present for the vote).

### **2. Audit Report Acceptance for FY 2011 – J. Donaghy**

Mr. Donaghy stated the JWSC is required to have its financial statements audited annually. The Operational Agreement requires that the audit be completed by October 15 of each year. Mauldin & Jenkins, Certified Public Accountants, LLC issued their unqualified opinion for the fiscal year June 30, 2011 on September 21, 2011.

Commissioner Coleman made a motion seconded by Commissioner Brooks to accept the audited financial report for the June 30, 2011 fiscal year, authorize its release to the public and reporting agencies and defer discussion to the next meeting. Motion carried 3-0-0. (Commissioner Harvey was not present for the vote).

### **3. GMA Pension Defined Benefit Plan Amendments – J. Donaghy**

Mr. Donaghy stated the JWSC participates in the Georgia Municipal Association (GMA) Defined Benefit Plan to provide retirement benefits to eligible employees.

Addendums to the GMA Master Plan are occasionally required with changes in Federal Tax Law and Internal Revenue Service regulation.

Commissioner Brooks made a motion seconded by Commissioner Coleman to approve the amendments to the Defined Benefit Retirement Plan Adoption Agreement and the General Addendum to Defined Benefit Retirement Plan Adoption Agreement and that the JWSC Chairman, Executive Director and Attorney are authorized to execute the adoptions. Motion carried 3-0-0. (Commissioner Harvey was not present for the vote).

#### **4. Minutes of the September 15, 2011 Regular Meeting.**

Commissioner Brooks made a motion seconded by Commissioner Coleman to approve the minutes of the September 15, 2011 regular meeting. Motion carried 3-0-0. (Commissioner Harvey was not present for the vote).

### **DISCUSSION**

#### **1. Academy Creek Odor Update – K. Morgan**

Mr. Morgan stated that on September 20, 2011 JWSC staff and BioConversion Technology met with Ms. Julie Martin and toured the Academy Creek wastewater treatment plant to learn more about the treatment process and discuss potential remedies for odor.

Three potential areas where odor control measures can be implemented that may produce positive results are:

1. Raise the influent water level in the headwork's wetwell. This should reduce turbulence thereby reducing H<sub>2</sub>S off gassing.
2. Install vaporizing blowers in the headwork's wetwell to further mitigate odors. BioConversion is to deliver a proposal outlining installation and pricing.
3. Scheduling run-times for the aeration motors on the aerobic digesters for period when the operation would least impact the area.

Commissioners requested Mr. Morgan bring back an update at the next meeting and to also proceed with securing estimates on the proposed landscaping project for Academy Creek.

#### **2. Two Way Update – Chris Amos**

Mr. Chris Amos, P.E. stated that he had been working with the owners of Two-Way on a design project to transport the sewer to the JWSC since Environmental Health's inspection showed their current system was in failure. The plan has already been through the approval system; however, the addition of a second

private lift station will require some resubmittals. Mr. Amos stated that at this time the two involved parties needed to get together and finalize their plans.

### **EXECUTIVE SESSION**

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

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

A short discussion was held concerning the next JWSC Agenda.

Commissioner Harvey made a motion seconded by Commissioner Coleman to adjourn the meeting. Motion carried 3-0-0. (Commissioner Brooks was not present for the vote).

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Commissioner Clyde Taylor, Acting Chairman

Attest:

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Barbara Rogers, JWSC