



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, September 1, 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 O&M Transition Update – K. Morgan
2. Verification of Cost Savings – Chairman Sammons
3. Additional JWSC Board Members – Chairman Sammons
4. Customer Service Training on New Rates and Bill Format – J. Donaghy
5. Brunswick Villa Sewer – Commissioner Brooks
6. Facilities Committee – Chairman Sammons

APPROVAL

1. Minutes of August 18, 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, September 1, 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
John Donaghy, Chief Financial Officer
Desiree E. Watson, JWSC Attorney
Barbara Rogers, JWSC**

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

PUBLIC COMMENT PERIOD

Chairman Sammons recognized the following individual to address the Commission.

1. Julie Martin, a Brunswick resident, spoke on odor emissions control at the Academy Creek Wastewater Treatment Plant and the economic impact on growth and development.

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

DISCUSSION

1. United Water O&M Transition Update – K. Morgan

Mr. Morgan stated that the transfer of responsibilities from United Water Services to the JWSC went relatively smoothly. Currently nine positions have been filled, five from the United Water workforce. Mr. Ray Tarker reviewed the critical areas and JWSC's plans for corrective action.

2. Verification of Cost Savings – Chairman Sammons

Mr. John Donaghy reviewed JWSC's line item budgeted expenses with the United Water costs. Commissioners requested that they be provided with periodic updates to monitor the savings.

3. Additional JWSC Board Members – Chairman Sammons

Chairman Sammons stated that originally seven (7) members of the Commission had been requested. Five members were approved, two appointed each from the City and County Commissions with one additional citizen member selected by those Commissioners. At this time, Chairman Sammons stated that he favors increasing the number of commissioners. This would give the JWSC the flexibility to add more commissioners to committees. Chairman Sammons suggested that the JWSC hold public meetings for input and the possibility of taking the issue to the community for a vote.

4. Customer Service Training on New Rates and Bill Format – J. Donaghy

Mr. Donaghy stated that prior to producing and mailing bills to customers with the new rates adopted, all finance department staff received information and training in the rate structure. The information each customer service and billing personnel received was a package containing the Rate Resolution and data sheets. Employees were given three days to read and become familiar with the material and be prepared for a subsequent meeting where they were given the opportunity to ask questions.

Mr. Morgan introduced Luke Schwalm, Customer Service Supervisor. Mr. Schwalm distributed a handout to Commissioners titled, Customer Service Strategy. Mr. Schwalm identified the improvements he is initiating in the Customer Service Department.

5. Brunswick Villa Sewer – Commissioner Brooks

Mr. Morgan distributed a letter written August 9, 2011 to Mayor Thompson inquiring about the availability of SPLOST V funds for two City of Brunswick sewer projects and the anticipated funding levels.

6. Facilities Committee – Chairman Sammons

Chairman Sammons stated that at this time the Facilities Committee has made the following recommendations to the commission:

- Demolish the old building on Bay Street,
- Consider a two-story administrative building of approximately 10,000 to 11,000 square on the Gloucester site,
- Consider either a design/build or project manager for the Gloucester Street site.

In the absence of criteria from the committee, Chairman Sammons suggested that a project manager should be involved with establishing criteria for a RFP and for architectural design. Commissioner Taylor suggested public input on concept design. At this time Chairman Sammons stated that the Facilities Committee had completed their objectives and is therefore dissolved.

APPROVAL

1. Minutes of August 18, 2011 Regular Meeting

Commissioner Coleman made a motion seconded by Commissioner Harvey to approve the minutes of the August 18, 2011 regular 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 next JWSC Agenda.

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

Tony Sammons, Chairman

Attest:

Barbara Rogers

