



**Brunswick-Glynn County  
Joint Water and Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, February 2, 2012 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. Financial Update – J. Donaghy**
- 2. Audit RFP – J. Donaghy**
- 3. Lap Top Pricing – J. Donaghy**

### **APPROVAL**

- 1. GIS Software Utilization Agreement – J. Donaghy**
- 2. Minutes of the January 19, 2012 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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Joint Water and Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, February 2, 2012 at 3:00 p.m.**

## **MINUTES**

**PRESENT:** Clyde Taylor, Chairman  
Bob Coleman, County Commissioner  
Cornell Harvey, City Commissioner  
Tony Sammons, 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 Taylor called the meeting to order and provided the invocation.

Commissioner Harvey made a motion seconded by Commissioner Coleman to add for discussion and approval of the amendment to the local Act and resolution. Motion carried 4-0-0.

Commissioner Coleman made a motion seconded by Commissioner Harvey to add the Memorandum of Understanding between the JWSC and the Glynn County Board of Education to the approval agenda. Motion carried 4-0-0.

## **PUBLIC COMMENT PERIOD**

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

## **DISCUSSION**

### **1. Financial Update – J. Donaghy**

Mr. Donaghy reviewed the December 31, 2011 Comparative Balance Sheet, Revenue and Expenditure Budget Report, Accounts Receivable Summary and the Contract Savings Report. Commissioners asked questions as they reviewed

each of the reports. Mr. Donaghy stated that the budget process for the upcoming years has started.

## **2. Audit RFP – J. Donaghy**

Mr. Donaghy stated that the JWSC issued an RFP in 2008 for auditing services. The service was awarded to the firm of Maudlin & Jenkins with annual renewals through June 30, 2011. Commissioners recommended that staff move forward with an RFP for Auditing Services.

## **3. Lap Top Pricing – J. Donaghy**

Mr. Donaghy stated that lap top pricing could range from \$300 to \$1500 based on the specific needs of the Commission. In order to tailor the purchase to the needs, Mr. Donaghy will develop a questionnaire for the Commission to complete.

## **APPROVAL**

### **1. Amendment to the Local Act and Resolution**

Mrs. Watson distributed handouts to the Commissioners of the amendment to the Local Act, the explanation of changes to the Local Act, and endorsing Resolutions for the JWSC, the City of Brunswick and Glynn County. Commissioners held a short discussion of the changes included in the amendment.

Commissioner Sammons made a motion seconded by Commissioner Harvey to approve the changes to the Local Act as presented. Motion carried 4-0-0.

Commissioner Harvey made a motion seconded by Commissioner Sammons to approve the endorsing Resolution and forward to the respective governments and request it be placed on their next agenda. Motion carried 4-0-0.

### **2. GIS Software Utilization Agreement – J. Donaghy**

Mr. Donaghy reviewed the background for the agreement with Glynn County for use of GIS software. The agreement provides the JWSC with direct access to the Glynn County system allowing greater capabilities. The JWSC currently spends \$7,500 annually for individual licenses. The utilization agreement reduces the cost to \$7,000 per year.

Commissioner Harvey made a motion seconded by Commissioner Coleman to approve the Agreement between Glynn County and the Brunswick-Glynn County Joint Water and Sewer Commission for use of GIS Software at an annual cost of \$7,000 plus training costs and that the Chairman and Executive Director be authorized to execute the agreement. Motion carried 4-0-0.

### **3. MOU between JWSC and Glynn County Board of Education**

Mr. Morgan distributed an amendment to the current MOU between the JWSC and the Glynn County Board of Education specifying the extent of responsibilities of both parties in the construction of sewer infrastructure for one (1) additional year through January 19, 2013.

Commissioner Sammons made a motion seconded by Commissioner Harvey to approve the amendment to the current MOU between the JWSC and the Glynn County Board of Education for one (1) additional year through January 19, 2013. Motion carried 4-0-0.

### **4. Minutes of the January 19, 2012 regular meeting**

Commissioner Sammons made a motion seconded by Commissioner Harvey to approve the minutes of the January 19, 2012 Regular Meeting. Motion carried 4-0-0.

Commissioner Sammons made a motion seconded by Commissioner Harvey to add approval of the Minutes of the January 19, 2012 Executive Session. Motion carried 4-0-0.

### **5. Minutes of the January 19, 2012 Executive Session**

Commissioner Coleman made a motion seconded by Commissioner Harvey to approve the minutes of the January 19, 2012 Executive Session. 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**

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

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Clyde Taylor, Chairman

Attest:

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Barbara W. Rogers