



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, June 7, 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. Leak Adjustment Ordinance – Commissioner Coleman**
- 2. Detention Center Tap Fees – Keith Morgan**
- 3. Financial Report – John Donaghy**

APPROVAL

- 1. Georgia Municipal Employees Benefit System Access – John Donaghy**
- 2. Minutes of the May 17, 2012 Regular Meeting**
- 3. Minutes of the May 17, 2012 Executive Session**
- 4. Minutes of the May 23, 2012 Special Called Meeting**
- 5. Minutes of the May 23, 2012 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, June 7, 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 Commissioner Sammons provided the invocation.

PUBLIC COMMENT PERIOD

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

Commissioner Sammons made a motion seconded by Commissioner Coleman to add discussion of potential property acquisitions to the agenda as item 4 under discussion. Motion carried 4-0-0.

DISCUSSION

1. Leak Adjustment Ordinance – Commissioner Coleman

Mr. Morgan provided the Commissioners with a history on the customer's account under review and the current language in the water and sewer ordinance addressing anomaly adjustments. Commissioner Sammons stated that the JWSC had tested the meter and determined that the meter was registering only 98 per cent of the usage. After a short discussion the Commission requested that staff develop threshold and frequency levels for anomaly adjustments for their review and adoption and possible water and sewer ordinance amendment.

2. Detention Center Tap Fees – Keith Morgan

Mr. Morgan stated that at the May 17, 2012 meeting staff had been directed to calculate the tap fee information on the existing jail facility in the context of a possible credit against the new facility. By using a credit for the existing detention center on Newcastle Street, as calculated and presented, along with the current 50% reduction in capital connection fees, the total tap fees for the new facility would be \$177,890.

Commissioner Sammons made a motion seconded by Commissioner Harvey to allow credit for the existing Newcastle Street facility in the REU calculation of \$177,890, as presented, of the Detention Center Tap Fees. Motion carried 4-0-0.

3. Financial Report – John Donaghy

Mr. Donaghy reviewed the April 30, 2012 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 the JWSC is on track to meet the savings from ending the contract with United Water Services.

4. Property Acquisition

Chairman Taylor stated that the JWSC owed Coastal Bank a response to their offer on the Newcastle building. Commissioners stated they understood the City's concern over removing the bank property from the tax rolls. Commissioner Harvey stated that the JWSC had purchased the Gloucester Street property to accommodate our needs and any initial savings the JWSC would realize in the short term on the Newcastle Street property would not be there in the long term.

Commissioner Coleman made a motion seconded by Commissioner Harvey to drop further consideration of the acquisition of the Newcastle Street Coastal Bank property. Motion carried 4-0-0.

Commissioners held a short discussion on the preliminary work to be done on the JWSC's Gloucester Street property. Chairman Taylor stated that discussion on how the JWSC should move forward will need to be on the next agenda as all Commissioners should be present for the discussion and vote.

APPROVAL

1. Georgia Municipal Employees Benefit System Access – John Donaghy

Mr. Donaghy advised Commissioners that Teamwork Services provided Human Resources and Payroll services for the JWSC. GMA has requested that the JWSC approve and authorize Ms. McKim, Pension Plan Manager at Teamwork Services, access to the GMEBS website for the purpose of providing retirement services to the JWSC employees.

Commissioner Harvey made a motion seconded by Commissioner Sammons that the Brunswick-Glynn County Joint Water and Sewer Commission approve and authorize the request that GMEBS and GMA provide Ms. McKim access to the GMEBS retirement programs on the GMA website for the purpose of providing retirement services to the employees of the Commission on behalf of the Commission. Motion carried 4-0-0.

2. Minutes of the May 17, 2012 Regular Meeting

Commissioner Harvey made a motion seconded by Commissioner Sammons to approve the minutes of the May 17, 2012 regular meeting. Motion carried 4-0-0.

3. Minutes of the May 17, 2012 Executive Session

Commissioner Coleman made a motion seconded by Commissioner Harvey to approve the minutes of the May 17, 2012 executive session. Motion carried 4-0-0.

4. Minutes of the May 23, 2012 Special Called Meeting

Commissioner Harvey made a motion seconded by Commissioner Sammons to approve the minutes of the May 23, 2012 special called meeting. Motion carried 4-0-0.

5. Minutes of the May 23, 2012 Executive Session

Commissioner Sammons made a motion seconded by Commissioner Harvey to approve the minutes of the May 23, 2012 executive session. Motion carried 4-0-0.

EXECUTIVE SESSION

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

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

Clyde Taylor, Chairman

Attest:

Barbara Rogers