



**Brunswick-Glynn County  
Joint Water and Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, March 1, 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.*

**PUBLIC HEARING**

1. **Easement Abandonment at 460 Glynn Isles Plaza – K. Morgan**

**DISCUSSION**

1. **Commission Computer/Tablets – J. Donaghy**
2. **Financials – J. Donaghy**

**APPROVAL**

1. **Pension Plan Addendum Filing with I.R.S. – J. Donaghy**
2. **Property and Casualty Insurance Policy Renewal – J. Donaghy**
3. **100 Marsh Drive Lease Renewal, Second Option Year – J. Donaghy**
4. **Coastal Landscape and Design, Inc. – K. Morgan**
5. **Minutes of the February 16, 2012 Regular Meeting**
6. **Minutes of the February 16, 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.**



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Thursday, March 1, 2012 at 3:00 p.m.**

## **MINUTES**

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

### **PUBLIC COMMENT PERIOD**

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

### **PUBLIC HEARING**

#### **1. Easement Abandonment at 460 Glynn Isles Plaza – K. Morgan**

Mr. Morgan advised Commissioners that Dick's Sporting Goods occupies space in the Glynn Isles Plaza. Reconstruction to accommodate Dick's Sporting Goods necessitated the relocation of existing water and sewer utilities behind Circuit City, Carpet One and Michaels. A portion of the existing water and sewer utility easement, within which those affected utilities were located, is to be abandoned.

This item was opened for public comment, no one addressed the Board.

Commissioner Coleman made a motion seconded by Commissioner Brooks to approve the abandonment of a portion of the existing water and sewer utility easement located in the Glynn Isles Plaza in accordance with the recommendations as presented Motion carried 4-0-0. (Commissioner Harvey was not available for the vote).

## **DISCUSSION**

### **1. Commission Computer/Tablets – J. Donaghy**

Mr. Donaghy stated that he had prepared a list of questions regarding the intended use of the computers/tablets for the Commission's use. Commissioner Brooks stated that his intent was to eliminate the cost associated in producing the Commission notebooks for the meetings. Commissioners discussed several options.

Commissioner Sammons made a motion seconded by Commissioner Brooks to table the item until a decision on the board expansion was decided. Motion carried 4-0-0. (Commissioner Harvey was not available for the vote).

### **2. Financials – J. Donaghy**

Mr. Donaghy reviewed the January 31, 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.

## **APPROVAL**

### **1. Pension Plan Addendum Filing with IRS – J. Donaghy**

Mr. Donaghy stated the JWSC provides a Defined Benefit Pension Plan to employees through the Georgia Municipal Association. In October 2011, the JWSC approved a revised Adoption Agreement which the GMA Master Agreement made necessary by changes in IRS regulations. The JWSC Adoption contains a provision for terminated vested benefits which is an additional provision to the GMA master plan. GMA must file documents to obtain a ruling of approval by the IRS.

Commissioner Brooks made a motion seconded by Commissioner Harvey to approve submitting the documents necessary for Application of Determination to the Internal Revenue Service by the law firm of Ice Miller and to authorize the

Chairman, Executive Director and Pension Secretary (CFO) to execute the necessary documents. Motion carried 5-0-0.

## **2. Property and Casualty Insurance Policy Renewal – J. Donaghy**

Mr. Fred McGinty of McGinty Gordon & Associates presented to the Commission his recommendations and updated insurance and premium summary for 2012. A short discussion was held concerning coverage and pricing.

Commissioner Sammons made a motion seconded by Commissioner Harvey to approve the renewal recommendations presented by Mr. McGinty with a not to exceed expenditure of \$394,025.00, and authorize the Chairman and staff to accept a more favorable quote should one be received countering CNA's quote. Motion carried 5-0-0.

## **3. 100 Marsh Drive Lease Renewal, Second Option Year – J. Donaghy**

On February 18, 2010 the JWSC entered into a four year lease with annual renewals for the property at 100 Marsh Drive, site of a JWSC lift station. Staff recommends approval of the second option year renewal at a cost of \$100 per month.

Commissioner Sammons made a motion seconded by Commissioner Coleman to approve the second option year of the lease with Mr. Harvey Anderson for property located at 100 Marsh Drive at a cost of one hundred dollars (\$100.00) per month. Motion carried 5-0-0.

## **4. Coastal Landscape and Design, Inc. – K. Morgan**

The Commission approved the award of bid to Coastal Landscape and Design, Inc. at the February 16, 2012 meeting. The award of bid was subject to the successful execution of a contract.

Commissioner Harvey made a motion seconded by Commissioner Coleman to approve the contract between the JWSC and Coastal Landscape and Design, Inc. for landscape services as described for an annual price of \$61,536 and authorize the Chairman and Executive Director to sign said contract accordingly. Motion carried 5-0-0.

## **5. Minutes of the February 16, 2012 Regular Meeting**

Commissioner Sammons made a motion seconded by Commissioner Harvey to approve the minutes of the February 16, 2012 Regular Meeting. Motion carried 4-0-1. (Commissioner Brooks abstained).

## **6. Minutes of the February 16, 2012 Executive Session**

Commissioner Harvey made a motion seconded by Commissioner Coleman to approve the minutes of the February 16, 2012 Executive Session. Motion carried 4-0-1. (Commissioner Brooks abstained).

Commissioner Harvey made a motion seconded by Commissioner Sammons to add to the agenda and approve Commissioner Brooks' absences. Motion carried 4-0-1. (Commissioner Brooks abstained).

## **EXECUTIVE SESSION**

Commissioner Sammons made a motion to close the public meeting and convene an executive session to discuss future property acquisition. Motion seconded by Commissioner Brooks. Motion carried 5-0-0.

Back in open session.

Commissioner Sammons made a motion seconded by Commissioner Harvey to continue to explore future property acquisition options. Motion carried 4-0-0. (Commissioner Coleman was unavailable for the vote).

## **AGENDA ITEMS FOR NEXT MEETING**

A short discussion was held concerning the next JWSC Agenda.

Commissioner Harvey made a motion seconded by Commissioner Brooks to adjourn the meeting. Motion carried 4-0-0. (Commissioner Coleman was unavailable for the vote).

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Clyde Taylor, Chairman

Attest:

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Barbara Rogers, JWSC