



**Brunswick-Glynn County Joint Water & Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, April 4, 2013 at 3:00 p.m.**

## **AGENDA**

**Call to Order      \*\*      Invocation      \*\*      Pledge**

### **PUBLIC COMMENT PERIOD**

**Director's Report**

**Committee Reports**

**Facilities – Commissioner Sammons  
Administrative Office Complex Matrix**

### **APPROVAL**

- 1. Presentation of FY 2014 Proposed Draft Budget for City/County Review and comment – K. Morgan**
- 2. Minutes of the March 21, 2013 regular meeting**
- 3. Minutes of the March 21, 2013 executive session**

### **DISCUSSION**

- 1. Highway 99 Water Line Project Update – K. Morgan**
- 2. New Jail Water/Sewer Plans Update – K. Morgan**
- 3. Review of City/County SPLOST Report – Chairman Perry**
- 4. Schedule for Town Hall Meetings – Commissioner Dean**
- 5. Information Management Systems Update – J. Donaghy**

### **EXECUTIVE SESSION**

**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 & Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, April 4, 2013 at 3:00 p.m.**

**MINUTES**

**PRESENT:**                    **Ronald E. Perry, Chairman  
James Brooks, City Commissioner  
Sandra J. Dean, Commissioner  
Donald M. Elliott, Commissioner  
Dale Provenzano, County Commissioner  
Tony Sammons, Commissioner**

**ABSENT:**                    **George M. Dupuy, Commissioner**

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

Chairman Perry called the meeting to order and Commissioner Sammons provided the invocation. Chairman Perry led the pledge of allegiance.

**PUBLIC COMMENT PERIOD**

Chairman Perry recognized the following individuals to address the Commission.

1. Bill Powell, Brunswick, Georgia, representing Georgia Rural Water Association offered his services to conduct a rate analysis at no cost to the utility. Commissioner Elliott, Finance Committee Chairman, advised Mr. Powell that the Finance Committee would be glad to evaluate his financial model.
2. Brady Turner, Brunswick, Georgia, stated that he wished the Commission would continue to consider his building at 1614 Newcastle Street for the Administrative Office complex. Mr. Turner stated that he was sure that his proposal would save the JWSC money and time.
3. Jeff Kilgore, Brunswick, Georgia, stated that over the past two years many discussions have been held on the location for the Administrative Office complex.

He believes that the matrix developed contains serious errors. Mr. Kilgore stated that he does not believe constructing a new building will never receive approval.

There being no additional citizens who wished to address the Commission, Chairman Perry closed the Public Comment Period.

### **Director's Report**

Executive Director, Keith Morgan, gave an informational overview of each division and the activities the division performs. Chairman Perry asked if funding sources had been identified for each of the projects currently being developed. Commissioner Dean questioned the outcome of the breakdown in customer service on handling emergency call outs. Mr. Morgan stated that the recent incident had been investigated and action taken. Chairman Perry stated that the JWSC must improve in this area. Mr. Morgan was directed to issue an RFP for an after hours call service and to explore the cost of providing the service in-house.

### **Committee Reports**

#### **Facilities – Commissioner Sammons Administrative Office Complex Matrix**

Commissioner Sammons stated the Facilities Committee had been directed to narrow the selection down to the top two choices to expedite the selection process. He reviewed the properties considered and the findings of the Committee. The Facilities Committee is recommending the JWSC select 700 Gloucester Street and budget the cost for due diligence to determine the final cost of remodeling and building it up to present day requirements, and then compare that cost to constructing a new facility on property acquired at 2307 Gloucester Street.

Commissioner Sammons made a motion seconded by Commissioner Elliott to accept the recommendation of the Facilities Committee to proceed with the due diligence to determine the cost of remodeling and building it up to present day requirements. Motion carried 6-0-0.

### **APPROVAL**

#### **1. Presentation of FY 2014 Proposed Draft Budget for City/County Review and comment – K. Morgan**

This item was moved into the Discussion portion of today's Agenda.

## **2. Minutes of the March 21, 2013 regular meeting**

Commissioner Sammons made a motion seconded by Commissioner Elliott to approve the minutes of the March 21, 2013 regular meeting. Motion carried 6-0-0.

## **3. Minutes of the March 21, 2013 executive session**

Commissioner Dean made a motion seconded by Commissioner Sammons to approve the minutes of the March 21, 2013 executive session. Motion carried 5-0-1. Commissioner Brooks abstained..

## **DISCUSSION**

### **1. Presentation of FY 2014 Proposed Draft Budget for City/County Review and comment – K. Morgan**

A proposed draft budget was distributed to Commissioners for their review. Also distributed was a tentative schedule for public hearings prior to any rate changes. Commissioner Elliott suggested that since the draft budget needs to be approved at the April 18, 2013 meeting, the Agenda should be limited so that the budget could be discussed and Commissioners have an opportunity to ask questions. Chairman Perry stated that Mr. Richardson was also scheduled to present his report on the Performance Audit. The consensus of the board was that the April 18, 2013 meeting would begin at 1:30 p.m. with the presentation of the Performance Audit Report and then move into the budget presentation.

### **2. Highway 99 Water Line Project Update – K. Morgan**

Mr. Morgan reviewed the scope of the Highway 99 water line project. He explained the permitting and easement acquisition delays. Mr. Morgan stated that the project had been designed to allow the maximum number of customers to be served by water.

### **3. New Jail Water/Sewer Plans Update – K. Morgan**

Mr. Morgan stated that some discussion had occurred over the on-site water and sewer lines being dedicated to the JWSC. Several issues were identified that would require the on-site lines to remain as private. Mr. Morgan was asked to draft a report to the Chairman concerning his finding that the on-site lines did not meet JWSC standards and would remain the responsibility of Glynn County.

#### **4. Review of City/County SPLOST Report – Chairman Perry**

Chairman Perry stated that a very productive meeting had been held with Glynn County staff concerning the remaining SPLOST V projects. Mr. Morgan was asked to provide the Commission with a priority listing of projects for their review. Mr. Morgan was also requested to develop a complete list of all deficiencies on the remaining Sea Island properties and what will be necessary to correct these deficiencies.

#### **5. Schedule for Town Hall Meetings – Commissioner Dean**

Commissioner Dean advised that a Town Hall Meeting was scheduled for April 22, 2013 at the Casino on Saint Simons. Commissioners agreed that a second Town Hall Meeting would be held on July 30, 2013 at Old City Hall.

#### **6. Information Management Systems Update – J. Donaghy**

John Donaghy stated that six vendors had been contacted to submit bids for the information management systems software. Five vendors submitted a bid with one not responding. An in depth review will be held on April 16, 2013 with the low bidder.

#### **EXECUTIVE SESSION**

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

Chairman Perry adjourned the meeting.

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Ronald E. Perry, Chairman

Attest:

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Barbara Rogers  
Acting Clerk