



**Brunswick-Glynn County Joint Water & Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, March 21, 2013 at 3:00 p.m.**

## **AGENDA**

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

### **PUBLIC COMMENT PERIOD**

**Chief Financial Officer's Report – John Donaghy**

**Committee Reports**

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

**Finance – Commissioner Elliott  
Information Management Systems Requirements**

### **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. FY 2014 Budget Update – J. Donaghy**
- 5. Late Fees and On/Off Fees – Chairman Perry**
- 6. Morningstar Marina Sewer Facilities – Chairman Perry**
- 7. Ethics Policy – Chairman Perry**

### **APPROVAL**

- 1. Rescind Prior Action of Commission (Gloucester Street property) – Chairman Perry.**
- 2. Assignment of Verizon Lease Agreement – K. Morgan**
- 3. Minutes of the March 7, 2013 regular meeting**
- 4. Minutes of the March 14, 2013 special called meeting**

### **EXECUTIVE SESSION**

**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 21, 2013 at 3:00 p.m.**

## **MINUTES**

**PRESENT:**

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

**ALSO PRESENT:**

- John D. Donaghy, Chief Financial Officer**
- Desiree E. Watson, JWSC Attorney**
- Barbara Rogers, JWSC Clerk**

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

### **Public Comment Period**

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

### **Chief Financial Officer's Report – John Donaghy**

Mr. Donaghy reviewed the Comparative Balance Sheet, Revenue and Expenditure Budget Report, and Accounts Receivable Summary. Commissioners asked questions as they reviewed the reports. Commissioners discussed the possible uses for the interest on deposits being used for reserves or to offset rate increases.

### **Committee Reports**

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

Commissioner Dean stated she had toured the 30,000 square foot 501 Gloucester Street building. She stated that the JWSC would only need to renovate part of the building, continue to rent out part of the building and demolish the rear of the building to gain additional parking. Commissioner Elliott stated that an engineering and architectural study would need to be done before any additional consideration be given to the building. Commissioner Elliott recommended the Commission establish a budget for conducting these studies.

### **Finance – Commissioner Elliott Information Management Systems Requirements**

Mr. Donaghy distributed a matrix on the information systems software criteria. He stated that all pricing bids will be in by end of week. The Finance Committee will review and make a recommendation at the April 4, 2013 meeting. Commissioner Elliott stated that the Finance Committee will also be looking into off site data storage.

Commissioner Sammons made a motion seconded by Commissioner Elliott to add Customer and Public Communications Committee to the agenda. Motion carried 7-0-0.

### **Customer and Public Communications - Commissioner Dupuy**

Commissioner Dupuy stated that the Customer and Public Communications Committee will begin work on developing a plan and schedule for holding quarterly town hall meetings at various locations throughout the county.

Chairman Perry made a motion seconded by Commissioner Dupuy that the order of business be reversed today and for future meetings so that the approval items are considered before the discussion items. Motion carried 7-0-0.

## **APPROVAL**

### **1. Rescind Prior Action of Commission (Gloucester Street property) – Chairman Perry.**

Chairman Perry made a motion seconded by Commissioner Dean to rescind the Commission's affirmative vote taken on October 18, 2012 that the JWSC move forward with construction on the Gloucester Street property. Motion carried 5-2-0. Commissioners Sammons and Elliott cast the opposing votes.

Commissioner Dupuy suggested the Commission send out a press release advising the public on where the JWSC stands on the search for an administrative office building. Commissioner Elliott recommended that the Commission prepare a budget for the money the JWSC is prepared to spend on the search for a building.

## **2. Assignment of Verizon Lease Agreement – K. Morgan**

Mrs. Watson stated that this lease agreement is for utilization of the elevated storage tank for wireless communications between Glynn county and Verizon. The lease should have been but was not assigned to the JWSC as provided in the Operational Agreement.

Commissioner Dean made a motion seconded by Commission Provenzano to approve the assignment from Glynn County to the JWSC of the lease agreement with Verizon Wireless of the East LP and authorize the Chairman and Chief Financial Officer to sign said lease subject to legal review as to form. Motion carried 6-0-0. Commissioner Brooks was not present for the vote.

## **3. Minutes of the March 7, 2013 regular meeting**

Commissioner Elliott made a motion seconded by Commissioner Sammons to approve the minutes of the March 7, 2013 regular meeting. Motion carried 6-0-0. Commissioner Brooks was not present for the vote.

## **4. Minutes of the March 14, 2013 special called meeting**

Commissioner Elliott made a motion seconded by Commissioner Dean to approve the minutes of the March 14, 2013 special called meeting. Motion carried 6-0-0. Commissioner Brooks was not present for the vote.

Commissioner Sammons made a motion seconded by Commissioner Provenzano to add approval of the March 14, 2013 executive session minutes to the agenda. Motion carried 6-0-0. Commissioner Brooks was not present for the vote.

## **5. Minutes of the March 14, 2013 executive session.**

Commissioner Dean made a motion seconded by Commissioner Dupuy to approve the minutes of the March 14, 2013 executive session, as corrected. Motion carried 6-0-0. Commissioner Brooks was not present for the vote.

## **DISCUSSION**

Commissioner Dean made a motion seconded by Commissioner Elliott to defer discussion agenda items #1, #2, and #3 to the April 4, 2013 meeting. Motion carried 6-0-0. Commissioner Brooks was not present for the vote.

- 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. FY 2014 Budget Update – J. Donaghy**

Mr. Donaghy stated that the divisional budget requests have been turned in and reviewed and they are currently being submitted to the rate consultant. He stated that staff is close to submitting a first draft for the Commission's review.

#### **5. Late Fees and On/Off Fees – Chairman Perry**

Chairman Perry stated that he had been contacted by a customer that was charged a late fee when his payment took several days to reach the Atlanta lock-box. Mr. Donaghy stated that United Community Bank had subcontracted the lock-box payment processing and we have been working with the provider to improve the service. The Commission requested that Mr. Donaghy look into the cost of bringing payment processing back in-house.

Chairman Perry stated that he had concerns about the JWSC charging to turn the water on and off for property inspections and for landlords to clean their properties. Mr. Donaghy stated that we are always willing to work with customers; we offer landlord accounts that waive all turn on fees.

#### **6. Morningstar Marina Sewer Facilities – Chairman Perry**

Commissioner Elliott stated he had been contacted by Mr. Battey of Morningstar Marina concerning connecting their private sewer to the public facilities. He stated they wished to retain and provide water from their private system. After discussing with Keith Morgan, Commissioner Elliott responded to Mr. Battey that it was not a viable option to connect to the private system in the Yacht Club by connecting sewer lines to the bridge. Sewer lines would need to be installed from Lanier Island under the Frederica River to either Hamilton Landing or the Island Club subdivision.

Mike Maloy, McGinty-Gordon and Associates, stated the private sewer treatment facility would need to be replaced within the next couple of years and they were exploring the possibility that the JWSC would provide the infrastructure for the 70 property owners of the island. The Commission suggested that the Marina do an engineering study to evaluate their most cost effective solution.

#### **7. Ethics Policy – Chairman Perry**

This item was pulled from the agenda by Chairman Perry.

### **EXECUTIVE SESSION**

Chairman Perry made a motion seconded by Commissioner Provenzano to adjourn to Executive Session to discuss authorization to negotiate the purchase of property. Motion carried 6-0-0. Commissioner Brooks was not present for the vote.

Back in open session, no action taken.

Commissioners held a short discussion on how many additional buildings to consider, how the cost estimates for renovation on the matrix were developed, and how much money the JWSC should set aside for engineering and architectural studies. Chairman Perry requested that the Facilities Committee evaluate and bring back to the full Board at the April 4, 2013 meeting their recommendation of two (2) options to consider.

Meeting Adjourned.

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Ronald E. Perry  
Chairman

Attest:

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Barbara Rogers  
Acting Clerk