



**Brunswick-Glynn County  
Joint Water and Sewer Commission  
1703 Gloucester Street  
Commission Meeting Room  
Thursday, October 22, 2015  
at 2:00 p.m.**

### **COMMISSION MINUTES**

**PRESENT:**

**Donald M. Elliott, Chairman  
Clifford Adams, Commissioner  
Thomas Boland, Commissioner  
Allen Booker, County Commissioner  
Ronald Perry, Commissioner  
John A. Cason, III, City Commissioner  
David H. Ford, Commissioner**

**ALSO PRESENT:**

**Todd Kline, Senior Engineer  
John D. Donaghy, Director of Administration  
Charles A. Dorminy, Legal Counsel**

Chairman Elliott called the meeting to order at 2:00 PM. Commissioner Booker provided the invocation, and Chairman Elliott let the pledge.

### **PUBLIC COMMENT PERIOD**

Monica Smith, St Simons Island. Ms. Smith presented questions for the Commissioners. First question asked if it were possible for Mrs. Smith to have a tour of the Dunbar Wastewater Treatment Facility. Chairman Elliott stated a tour could be arranged. The next question addressed if there are any paid fees or reimbursement that JWSC receives for people who tap into the fire hydrants, specifically construction workers. Chairman Elliott explained there is a process in place to bill and noted a blue hydrant meter is to be used in those cases. Also is JWSC reimbursed for the maintenance of the fire hydrants all over the county and Chairman Elliott stated not at this time.

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

Commissioner Boland made a motion seconded by Commissioner Adams to excuse Commissioner Perry from the meeting. Motion approved 6-0-1.

Commissioner Cason made a motion seconded by Commissioner Booker to add item #4 2032 Update under Discussion. Motion approved 6-0-1 (Commissioner Perry was absent for the vote).

## PRESENTATION

### **Employee Recognition – Heather Ott / Commissioner Cason**

*Wastewater Operator Class 2 License* –The Georgia state Board of Examiners for certification recognizes James Donnie Bankston.

*Intermediate and Advanced Incident Command Training* – These individuals made further commitment beyond what has been required by attending a week long training class for emergency preparedness: Derrick Simmons, Luck Schwalm, Dana Read, Jay Sellers, Jackson O’Quinn, Blake Crews, Michael Herrington, Peter Sharpe, Ray Juliano, and Jeffrey McCumbers.

## COMMITTEE UPDATES

### **Communications & Customer Service Committee – Commissioner Ford**

There was nothing new to report at this time

### **Economic Development Committee – Commissioner Elliott**

There was nothing new to report

### **Facilities Committee – Commissioner Perry**

There was nothing new to report

### **Finance Committee – Commissioner Elliott**

Items to be discussed are on the agenda for today’s meeting

### **Human Resources Committee – Commissioner Cason**

There is nothing new to report

### **Legislative Committee – Commissioner Boland**

There is nothing new to report

## APPROVAL

### **1. Minutes from the October 1, 2015 Regular Meeting.**

Commissioner Cason made a motion seconded by Commissioner Boland to approve the minutes from the October 1, 2015 Regular Meeting. Motion carried 6-0-1 (Commissioner Perry was absent for the vote).

### **2. Minutes from the October 1, 2015 Executive Session Meeting.**

Commissioner Cason made a motion seconded by Commissioner Boland to approve the minutes from the October 1, 2015 Executive Session. Motion carried 6-0-1 (Commissioner Perry was absent for the vote).

### **3. Minutes from the October 9, 2015 Special Called Meeting.**

Commissioner Boland made a motion seconded by Commissioner Cason to approve the minutes from the October 9, 2015 Special Called Regular Meeting. Motion carried 6-0-1 (Commissioner Perry was absent for the vote).

### **4. Minutes from the October 9, 2015 Special Called Executive Session**

The Special Called Executive Session minutes from October 9<sup>th</sup> will be voted on after the executive session.

## APPROVAL CONT'D

### 5. Georgia DNR Coastal Incentive Grant Program – J. Sellers

Jay Sellers presented the memorandum on the Georgia Department of Natural Resources Division - Coastal Incentive Grant Program. The Georgia DNR, Coastal Resources Division, operates the Coastal Incentive Program as part of the federal NOAA grant provided to Georgia's Coastal Management Program. The memo stated each year the DNR applies for the federal grant, with approx. \$750,000 made available annually to sub-grants. It was noted that JWSC can apply to participate as a sub-grant, with as much as \$80,000 being made available as a reimbursement for planning, research and education projects related to disaster resiliency and coastal hazard mitigation. Mr. Sellers continued stating the staff has reviewed and recommends that JWSC pursue proposals for the contract of professional services to perform the following during the 2016 fiscal year: A thorough, independent threat hazard, vulnerability and risk assessment; Further development of JWSC All-Hazards Emergency Operations Plan and its integration; and Creation of public education media, such as brochures and video content, that can be distributed within the community in order to improve understanding of the JWSC role in local response efforts. The request is to create a letter of intent to pursue the request for proposal for our cost to match. There was further discussion of the process and what is guaranteed to be paid before we commit to a consultant, etc.

Commissioner Boland made a motion seconded by Commissioner Booker that JWSC make a signed letter of intent to pursue participation a sub-grant of matching funds for the Coastal Incentive Grant Program as part of a federal NOAA grant provided to Georgia's Coastal Management Program. Motion carried 6-0-1 (Commissioner Perry was absent for the vote).

### 6. Vehicle Purchase Approval – P. Crosby

Pam Crosby presented to the Commissioners the need for 2 F3500 series truck. These vehicles were previously identified and budgeted but had some moratorium on purchasing based on placement of a Fleet Manager on staff. Kirk had brought to the attention that the need is critical for the need for two 3500 trucks. Additional information was proved for two 1500 trucks. The Systems Pumping and Maintenance has 5 crews and 3 trucks. P. Crosby and K. Young were tasked with gathering quotes. They visited 7 different local dealers and are looking into purchasing through a state contract and waiting for information. This was previously discussed on the Finance Committee and it was recommended to reach out to Auction house as an option. JWSC is still looking forward to working with the County and a service agreement to use their new facilities. Heather Ott updated the Commissioners on the Fleet Manager position. There have been 5 applicants that are currently being looked at. The discussion continued and recommends Pam and Kirk to continue to seek for quotes on specific items needed on the vehicles and return to the board with further information. All were in agreement.

### 7. Acceptance of the June 30, 2015 Audit Report – J. Donaghy

John Donaghy summarized the memorandum provided the Commissioners on the Audit report and stated the Finance Committee has reviewed and will follow up on the findings. It was stated that the implementation of Cityworks should resolve the issues being experienced and noted in the report. The JWSC is required to have its financial statements audited annually and the Operational Agreement requires that it be completed by October 15<sup>th</sup> of each year. Mauldin &

Jenkins, Certified Public Accountants issued their unqualified opinion for the fiscal year June 30, 2015 and it was provided to the Commissioners to review.

Commissioner Boland made a motion seconded by Commissioner Cason to approve the audited financial report for the June 30, 2015 fiscal year and authorize its release to the public and reporting agencies. Motion carried 6-0-1 (Commissioner Perry was absent for the vote).

**8. Recommended Misc. Fees & Rates – A. Burnham & B. Ziebertz**

Andy Burnham updated the Commission on the miscellaneous fees and charges evaluation. Andy presented what other communities are doing and how JWSC is compared. The misc. fees are regularly looked at pro-actively. A developmental fee was explained as providing a one-time up-front charge of the unit cost of capacity for backbone infrastructure. Currently JWSC does not charge for any developmental impact fees. Andy continued by stating you could see what the Master Plan analysis on the capital improvement program plan will look like and how it's positioned and help to understand if there some value in going down this path.

Bill Ziebertz discussed the charges related to ancillary activities which are not at the core of what JWSC does. Cost studies help decide what it costs to perform these key functions. Burton and Associates reviewed all the functions in the current set of miscellaneous charges and what is the labor and equipment used. Bill continued stating they have worked closely with our employee in developing a cost basis for the cost groups. There are three different kinds or suggestions. The first is a set of recommendation to change existing fees. Second, are recommendations of new charges and third, are for recommended fines which is recommend further review from a policy and legal standpoint. It was agreed by all that further discussion is needed and there is no motion at this time.

**DISCUSSION**

**1. FY 2016 Budget Execution Review- J. Donaghy**

John Donaghy updated the Commissioners on the FY 2016 Budget review. The discussion of Expenditures and balance sheet. He stated the Exec Director or the Interim Exec Director discuss the budget with specific divisions each week and identify occurrences in the budget. The Detailed Balance Sheet and the Commission Report were discussed.

**2. Operational Agreement / Section 11 – D. Elliott**

Debt service was further discussed with Andy Burnham. It was explained that we have four service areas: North Mainland, South mainland, St Simons Island, The City of Brunswick. When debt is occurred it can be directed to those areas affected by the work being done that incurred the debt. These areas could be split up and would need to be reviewed by legal. A special debt assessment and a policy decision will need to be made in order to structure the programs and recover the costs. Andy continued stating that other utility systems that work through central service expansion plans will often times have mandatory connection provisions. Andy discussed possibly getting back with JWSC in January as information is still being collected from the master plan and Four Waters.

### **3. Encroachment Agreement – T. Kline**

Todd Kline updated the Commissioners on the issue of General Services (GSA) desires to make certain enhancements and improvement to the Scarlett Building. This project may encroach upon the easement area and will require a relocation of water and/or sewer lines. GSA is funding the operation and JWSC staff wanted to make the Commissioners aware of the situation. It was confirmed that JWSC inspectors will be looking into as well as Water Distribution and Planning and Construction crews.

### **4. 2032 Update – T. Kline**

Todd Kline and Kirk Young updated the commissioners on pump station 2032 and issues with capacity. The memo that was provided explained action items performed or are currently in progress. Per peek hourly flow was discussed and that all lift stations have to be able to accommodate the peeking factor. The rule of thumb is one devise has to be able to handle the flow times peeking factor. The projected data shows the pump station does not have sufficient pumping capacity to meet the peek demand. Pump stations are designed to handle certain areas and because these areas are not all built up and it was promised or committed to serving the areas already signed up for the station and built up platted lots. Because not all of the lots are full you are not seeing everything you have committed to carry. The question comes to can we say that we have capacity and conveyance for new properties and the answer is no, not until some changes are made. Flow meters have been ordered and should be received in December. The flow meters are not on the shelf – they need to be built as the order come in. The JWSC staff is currently working on other areas to move forward and accommodate what has already been committed and to handle what is forecasted for projected growth based on what Four Water has given us. Documents provided were discussed and explained the forecasted information from now to 20 years in 5 year increments out. It was noted that there is not a clear line of communication between JWSC and the County and specific information in zoning is necessary like what is promised and what is remaining. Kirk continued stating JWSC staff and the Executive Director made a pro-active decision in starting the program with the approval of the EPD of getting these flow meters installed. Unfortunately, it is a lengthy process and a daunting task. The larger pump stations and problem areas, which require immediate action, will be in the first queue.

## **EXECUTIVE DIRECTOR'S UPDATE**

## **CHAIRMAN'S UPDATE**

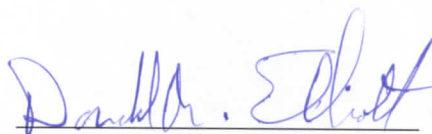
## **EXECUTIVE SESSION**

Commissioner Cason made a motion seconded by Commissioner Boland to close the regular meeting and adjourn to Executive Session to discuss potential litigation and personnel issues. Motion carried 6-0-1 (Commissioner Perry was absent for the vote).

Back in Session

Commissioner Cason made a motion seconded by Commissioner Adams to approve the minutes from the October 9, 2015 Special Called Meeting Executive Session. Motion carried 6-0-1 (Commissioner Perry was absent for the vote).

There being no additional business to bring before the Commission, Chairman Elliott adjourned the open meeting at 5:20 pm.

  
Donald M. Elliott, Chairman

Attest:

  
Sandra Egan, Clerk