



**Brunswick-Glynn County Joint  
Water and Sewer Commission  
1703 Gloucester Street  
Brunswick, GA 31520  
Thursday, April 21, 2016 at 2:00 PM**

## **COMMISSION MINUTES**

**PRESENT:**                    **Thomas Boland, Chairman**  
                                  **Donald M. Elliott, Commissioner**  
                                  **Allen Booker, County Commissioner**  
                                  **Ronald Perry, Commissioner**  
                                  **John A. Cason, III, City Commissioner**  
                                  **Robert Bowen, Commissioner**

**ABSENT:**                    **Clifford Adams, Vice-Chairman**

**ALSO PRESENT:**        **Charles A. Dorminy, Legal Counsel**  
                                  **John D. Donaghy, Director of Administration**  
                                  **Todd Kline, Senior Engineer**  
                                  **Pam Crosby, Director of Purchasing**

Commissioner Boland called the meeting to order at 2:00 PM. Commissioner Perry provided the invocation and Commissioner Boland led the pledge.

### **PUBLIC COMMENT PERIOD**

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

### **PRESENTATIONS**

**Georgia Association of Water Professionals Recognition** – Angela Walker / Mark Ryals  
Angela Walker introduced Steven Palk and Westin Anderson of King & Prince Seafood Corp. and recognized them for receiving “Plan of the Year” and “Gold Award for Industrial Pretreatment” at the GAWP spring conference in Athens.

**Employee Recognition** – Commissioner Cason / Amy McKim  
Commissioner Cason and Amy McKim presented the certificates for the following employees.  
*Wastewater Collection System Operator* – Antione Maurice Armstrong, Marcus Ricardo

Bosquez, Mark Anthony Hopkins, Benjamin Albright Macuch, John William McCallum, Randolph Harry Grovner IV, and Bradley David Robinson.

*Water Operator Class 2* – Michael Caulie Exum. Assisted by supervisor Billy Simmons. Congratulations to all.

Commissioner Bowen made a motion seconded by Commissioner Perry to excuse Commissioner Adams from the meeting today. Motion approved 6-0-1 (Commissioner Adams was not present).

## **COMMITTEE UPDATES**

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

Townhall meetings are planned for rate resolution and the budget.

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

There was nothing new to report at this time

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

Did meet and passed all action items to the full commission

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

Did meet and all items to discuss are on the agenda today

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

There was nothing new to report

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

Legislation is passed and nothing new to report

## **APPROVAL**

### **1. Minutes from the April 7, 2016 Regular Meeting**

Commissioner Perry made a motion seconded by Commissioner Cason to approve the minutes from April 7, 2016 Regular Meeting. Motion carried 6-0-1 (Commissioner Adams was absent for the vote).

### **2. Minutes from the April 7, 2016 Executive Session Meeting**

Commissioner Perry made a motion seconded by Commissioner Cason to approve the minutes from April 7, 2016 Executive Session Meeting. Motion carried 6-0-1 (Commissioner Adams was absent for the vote).

### **3. Surplus Inventory/Equipment and Disposal – P. Crosby**

Pam Crosby presented to the commission the Surplus Inventory/Equipment and Disposal with memorandum. She explained the surplus list and the several options planned to dispose of the items. The computer items will be disposed of through the Keep Golden Isles Beautiful donation at the mall this weekend. Other item will be disposed of by sale. This has been approved through the Facilities and Finance Committees.

Commission Bowen made a motion seconded by Commissioner Elliott to declare the items identified on the attached listing as surplus and authorize their disposal in a manner most beneficial to the JWSC. Motion approved 6-0-1 (Commissioner Adams was absent for the vote).

### **4. Enforcement Response Plan – A. Walker**

Angela Walker presented the Enforcement response Plan to the commissioners. It was stated that the Finance Committee, who met earlier in the week, had further questions which required further review and therefore, it is not ready for approval at this time. The issues discovered was the option of an appeal process for the industry. We want to add the appeal process which requires it to go before the full commission. Charlie Dorminy discussed the appeals process and described the fines that are required by federal regulations and that JWSC has a response plan and there are certain elements that have to be addressed. This plan works in conjunction with ordinances and the permits. The enforcement plan itself does not address the appeals process but the ordinance and the permits does address it. There was discussion regarding the Executive Director maintaining authority and a need for code enforcement division personnel. Prior to the most recent legislation approved on 3/31/2016, it was questionable if JWSC had the authority to enforce the county and city ordinance with regards to water and sewer violations. Now that JWSC has the authority it may be good to create a code enforcement section within the JWSC. It was suggested to another review of the Enforcement Response Plan and bring it back to the full Commission.

Commissioner Elliott made a motion seconded by Commissioner Booker recommends the Executive Director discuss with the staff and come up with a recommendation for additional code enforcement personnel and forward to the Finance & Facilities Committees and full Commission. Motion approved 6-0-1 (Commissioner Adams was absent for the vote).

Commissioner Elliott made a motion seconded by Commissioner Cason to approve the minutes from April 7, 2016 Executive Session Meeting. Motion carried 6-0-1 (Commissioner Adams was absent for the vote).

## **DISCUSSION**

### **1. Rate Resolution Update – Comm. Elliott**

John Donaghy presented to the Commissioners the most recent rate resolution. The reference to the Enforcement Response Plan will need to be added. Additional items to be updated are the REU table for customers/restaurants and for the superintendents to review. The operating agreement requires the JWSC to submit the budget for City and County review which was done some weeks ago. Public Notice is required to go out in billings and to be published in the news. Town hall meetings are planned for May 31<sup>st</sup> at SSI Casino and June 1<sup>st</sup> at the Brunswick Recreation Center. Additional meetings have been requested to discuss Master Plan and capital needs. Code enforcement charges were discussed to include initial inspections and possible fines for being out of compliance or in violation. Back flow fine and charges in other areas are being reviewed. Irrigation meters were also discussed. It is planned to have the rate resolution and the budget approved at the June 16<sup>th</sup> commission meeting.

### **2. Financial Report March End of Month Comparative – J. Donaghy**

John Donaghy updated the commissioners on the Financial Report. The Balance Sheet and Schedule of Cash Balance Sheet were discussed. This report included balances in the Repair and Replacement/Rehabilitation Reserve Funds and the Capital Tap Fee Reserves. The Commission Report was presented and provided the actual expenses from 2012 to 3/31/16. There was additional dialogue regarding the Revenue and Expense Report, Reserve Balance Summary, and

the Project Report which provides details on the current projects and a bullpen list on upcoming projects. The SPLOST V document from the Glynn County Board of Commissioners was provided. It was noted that JWSC still has funds available for various projects to include: \$46K for the South Mainland Water Tank on Brookman, \$561K is designated for sewer line on Holly Street, \$178K is the Water Line Rehabilitation for unincorporated Glynn County, and \$1.5M for the Site, Permit & Design Mainland WWTP at Buffalo Creek.

### **3. Master Plan Update – Commissioner Elliott**

Commissioner Elliott updated the commission on the execution and financial plan to support the Master Plan. The sewer and water division spreadsheets were discussed. The score driver and the funding source column were explained. It was stated that none of the sewer funding is supporting expansion but for restoring and renewing. The summary document indicates the water R&R totals to \$13M and is split up in five (5) year increment. The sewer R&R totals to 36M and is also split up in to five (5) year increments. SPLOST funding, Annual R&R Accum and Annual Shortfalls were also discussed.

### **4. Metron Meters – J. Donaghy**

John Donaghy updated the commissioners on Metron Meters. This was previously presented to the Customer Service, Facilities and Finance Committees. Kalen Head has reviewed and compared the Badger and Metron performance and user interfacing for many months. Several factors have indicated that Metron is the preferred choice. It is recommended and planned for JWSC to move in the direction of the Metron meters. The memorandum stated that in 2005 Glynn County performed a mass meter replacement and in 2007 the City of Brunswick also performed a mass replacement, both using the Badger brand, which allowed for drive by reading. Since its formation, the JWSC has continued using Badger brand meters with the radio reading, drive by system. The power source of the transmitters are failing and there is need to replace them. There were several differences in the two brands. A few of the differences are: customers internet capabilities to view readings, Apps are available for customers to track water usage, JWSC can view readings from the office, Metron technology provides sensitive and up-to-date user friendly readings, and discounts offered with Metron when ordering large quantities with staggered payment options. It was also stated that the Badger meter picks up reading after  $\frac{3}{4}$  of a gallon where the Metron picks up reading after  $\frac{1}{4}$  of a gallon.

## **EXECUTIVE DIRECTOR'S UPDATE**

### **CHAIRMAN'S UPDATE**

The chairman stated we received a thank you note from the Arco United Methodist Church. Systems Pumping and Maintenance Division repaired the driveway and road way and they appreciate JWSC efforts to correct it.

### **EXECUTIVE SESSION**

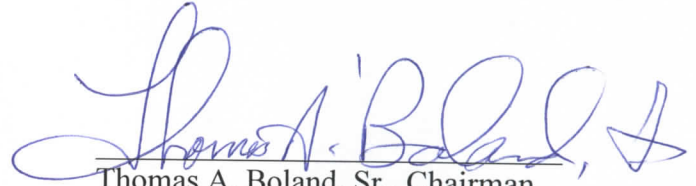
Commissioner Perry made a motion seconded by Commissioner Elliott to adjourn into Executive Session to discuss personnel issues. Motion carried 6-0-1 (Commissioner Adams was absent for the vote).

The Chairman stated there will be not be a vote after the Executive Session.

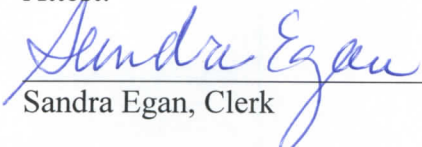
Back in session.

Commissioner Elliott made a motion seconded by Commissioner Bowen to return to the Regular Meeting. Motion approved 6-0-1 (Commissioner Adams was absent for the vote).

There being no additional business to bring before the Commission, Chairman Boland adjourned the open meeting at 3:37 pm.

  
Thomas A. Boland, Sr., Chairman

Attest:

  
Sandra Egan, Clerk