



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Wednesday, August 6, 2008 at 10:00 A.M.**

AGENDA

DISCUSSION

1. Creek Side Oaks – sewer problem
2. Collections – Percent sent by JWSC since January and overall
3. Palmetto and Greenwood Cemeteries' water bills

APPROVAL

1. Record Drawing Standards
2. Development Dedication/Acceptance Policy
3. Map Water Line
4. On Line payment fee removal
5. Minutes of the June 18, 2008 meeting
6. Minutes of the July 23, 2008 Work Session

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 and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Wednesday, August 6, 2008 at 10:00 A.M.**

MINUTES

PRESENT: Tony Sammons, Chairman
Tony Thaw, County Commissioner
James Brooks, City Commissioner
Uli Keller, County Commissioner
Bryan Thompson, City Commissioner

STAFF PRESENT: Keith Morgan, JWSC Director
John Donaghy, JWSC Finance Director
Desiree Watson, JWSC Attorney
Barbara Rogers, JWSC
Morris Baisden, United Water
Ray Tarker, JWSC Superintendent

Chairman Tony Sammons called the meeting to order and provided the invocation. Chairman Sammons requested that the order of the Agenda be reversed.

EXECUTIVE SESSION

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

Back in session and no action taken on discussion in executive session.

APPROVAL

1. Record Drawing Standards

Mr. Morgan distributed the Record Drawing Standards that had been developed by the Committee and reviewed by the Advisory Committee and asked that the Commission review and approve the Standard. Mrs. Watson stated that she had reviewed for legal content.

After a brief discussion, Commissioner Keller made a motion that was seconded by Commissioner Thompson to approve the Record Drawing Standard. Motion approved 5-0.

2. Development Dedication/Acceptance Policy

Mr. Morgan distributed a copy of the Development Dedication/Acceptance Policy. He explained that the policy had been developed with the assistance of the JWSC staff and Glynn County Community Development. The policy identifies the responsibility and flow of a project from concept to completion. The JWSC will be the point of contact for water and sewer utility work.

Commissioner Brooks made a motion that was seconded by Commissioner Keller to approve the Development Dedication/Acceptance Policy. Motion approved 5-0.

3. Map Water Line

Mr. Morgan distributed the responses to the RFP for the Map Water Main.

Commissioner Thaw made a motion that was seconded by Commissioner Thompson to award the bid in the amount of \$96,694 to Atlantic Coast Utilities, the lowest responsive bidder, and authorize the Chairman to sign the contract. Motion approved 5-0.

4. On Line payment fee removal

Mr. Donaghy reported to the Commissioners that approximately \$1100 per month was the fee currently being charged to customers for making on-line payments.

Commissioner Thompson made a motion that was seconded by Commissioner Keller to remove the fee to customers for making on-line payments. Motion approved 5-0.

5. Minutes of the June 18, 2008 meeting

Motion was made by Commissioner Keller and seconded by Commissioner Brooks to approve the minutes of the June 18, 2008 meeting. Motion carried 4-0-1.

6. Minutes of the July 23, 2008 Work Session

Motion was made by Commissioner Thaw and seconded by Commissioner Thompson to approve the minutes of the July 23, 2008 work session. Motion carried 4-0-1.

DISCUSSION

1. Creek Side Oaks – sewer problem

Mr. Morgan stated that he had been requested to explore the possible solutions to the sewer problem. He handed out responses received from four companies comparing the cost of effluent and grinder pumps plus the installation of the 1500 feet of 2 inch force main.

After discussion, Commissioner Keller made a motion that was seconded by Commissioner Thaw to fund the 2 inch force main to the edge of the property line with the property owners being responsible for connection and pumps. Motion approved 5-0.

2. Collections – Percent sent by JWSC since January and overall

Mr. Donaghy advised the Commissioners that since January 1, 2008 a total of 394 accounts totaling \$94,000 had been turned over for collection. The agency has collected on 146 accounts for approximately \$28,000.

3. Palmetto and Greenwood Cemeteries' water bills

At the Request of City Manager Harris this item has been deferred to the next regular meeting.

Following a discussion concerning the next JWSC Agenda and there being no further business, Chairman Sammons adjourned the meeting.

Chairman, Tony Sammons

br