



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

AGENDA

DISCUSSION:

- 1. Transition Update**
- 2. Gordon Rogers, Satilla River Keeper**
- 3. Water Management Plan**
- 4. Cell Phones**

APPROVAL ITEMS

- 1. Minutes of the January 29, 2008 Meeting**

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, February 6, 2008 at 10:00 a.m.**

MINUTES

PRESENT: Tony Sammons, Chairman
Mark Spaulding, City Commissioner (arrived late)
James Brooks, City Commissioner
Uli Keller, County Commissioner
Tony Thaw, County Commissioner

STAFF PRESENT: Keith Morgan, JWSC Director
John Donaghy, JWSC Finance Director
Desiree Watson, JWSC Attorney
Barbara Rogers, JWSC

Chairman Sammons called the meeting to order and Commissioner Thaw provided the invocation.

Chairman Sammons announced that Gordon Rogers, Satilla River Keeper, was unable to attend today's meeting and we would need to defer to the next regular meeting.

Chairman Sammons also requested that two items be added to today's Agenda, Pre-Treatment Program and Pine Crest Industrial Park. Commissioner Keller made a motion to add these items to the Agenda. The motion was seconded by Commissioner Thaw. Motion approved 5-0.

DISCUSSION:

1. Transition Update

Keith Morgan advised Commissioners that on some January bills, the City's sanitation charges have been added into the total due. He explained that when some of the bills were generated a switch in the software program was not turned off. These customers are

seeing a total due that is incorrect. This error only occurred on 2 of the City's billing cycles. The City is sending out separate sanitation billings. David Manning is working with ADG and plans to separate the data base into one for water and sewer and one for sanitation.

The staff is making progress on the GEMS conversion. Mr. Donaghy explained that we will be moving the billing over route by route.

Mr. Donaghy advised Commissioners that all the offsite water and sewer offices are now connected on the JWSC network.

Mr. Morgan stated that staff is preparing a policy and procedures manual on fire hydrants for the City, County and JWSC. The Commission recommended that all work orders for hydrants come directly to the JWSC from the City and County Fire Chiefs.

Mr. Donaghy reported that the RFP for Accounting Services would open on Friday, February 8, 2008.

Chairman Sammons reviewed for the other Commissioners a letter which is being sent to Mayor Thompson and Chairman Hogan concerning all the JWSC's outstanding issues pursuant to the Operational Agreement and Addendum.

2. Gordon Rogers, Satilla River Keeper

This item was deferred to the next meeting.

3. Water Management Plan

Mr. Morgan distributed a letter that County staff drafted for consideration by the County Commission. The item was heard at the Public Infrastructure Committee level and their recommendation was that the County's position be stated in a letter rather than a resolution. Commissioner Thaw suggested that a letter be drafted that could be signed by the City, County and the JWSC. It was agreed that the item should be placed on the agenda for the last meeting of the month.

4. Pine Crest Industrial Park

Chairman Sammons stated that preliminary work has been completed on the Pine Crest Industrial Park's request for water and sewer availability to this site based on their 7 year growth plan. Commissioner Keller raised a concern over the current City Ordinance to make such a guarantee. Mr. Morgan addressed the progress being made on drafting a consolidated ordinance for City, County and JWSC.

Mr. Jim Bishop addressed the Commission and stated that the Pine Crest Development group was scheduled for a close date of February 21, 2008. As a condition of closing,

Mr. Bishop stated that they are asking for an enforceable commitment, not a letter, to provide water and sewer to this property. Mr. Bishop was asked to provide JWSC Attorney, Desiree Watson with the agreement for her review.

4. Cell Phones

Mrs. Watson distributed a memorandum to Commissioners reviewing the use of JWSC provided cellular telephones as requested at their last meeting. Mrs. Watson outlined the current JWSC policies and the changes that would be necessary to reflect the current issuance of cellular telephones to employees as necessary for the performance of their duties. Mrs. Watson pointed out that the records of cellular telephones provided by the JWSC are subject to the Open Records Act and that employees should have no expectation of privacy on any JWSC issued telephone. She recommended that any changes to the current policies should include that (1) keep personal calls to a minimum, (2) be responsible to the JWSC for any charges that exceed or cause to exceed the monthly rate due to personal telephone calls, (3) not use the cellular telephone and/or radio for unlawful purposes, (4) be responsible for the cost of a lost or damaged telephone, and that (5) violation of such policies subject the employee to disciplinary action up to and including dismissal for employment.

Mrs. Watson was asked to draft these changes and bring back to the Commission for their review and approval.

5. Pre-Treatment Program

Commissioner Sammons informed the Commissioners that the current Pre-Treatment Agreements the City had with its industrial uses are now expiring. At this time, the users will have to comply with new guidelines from EPD. The now expiring agreements were in place for many years and these industries may have to implement some changes in their process. The City had hired Stantec Engineering to begin updating these contracts. Commissioners Sammons stated that he planned to hold a luncheon meeting with these users to clear up the confusion and brief them on why we are going through this process. Commissioner Sammons invited all the Commissioners to attend. Mr. Morgan stated that now that the City contracts have expired we will be able to incorporate the current EPA standards into the new ordinance.

APPROVAL ITEMS

1. Minutes of the January 29, 2008 Meeting

Motion made by Commissioner Keller and seconded by Commissioner Spaulding to approve the minutes of the January 29, 2008 meeting. Motion carried 4-0-1.

EXECUTIVE SESSION

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

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

Tony Sammons, Chairman

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