



**Brunswick-Glynn County
Joint Water and Sewer Commission
Plant McManus Facility
Wednesday, July 23, 2008
8:00 – 12:00**

WORK SESSION

AGENDA

DISCUSSION

1. Organizational Structure
2. Benchmark and Operational Agreement Activities
3. Development Review Process
4. Future Infrastructure Planning and Funding
5. Exit 29 WWTP Expansion
6. 1 – 10 Year Future Development Plan
7. On-Line Payment Charges

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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Plant McManus Facility
Wednesday, July 23, 2008
8:00 – 12:00**

WORK SESSION

MINUTES

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

ABSENT: James Brooks, City Commissioner (out of town)

STAFF PRESENT: Keith Morgan, JWSC Director
John Donaghy, JWSC Finance Director
Desiree Watson, JWSC Attorney
Barbara Rogers, JWSC
Morris Baisden, United Water
Todd Mackey, United Water
Seth Box, United Water

Chairman Sammons opened the meeting and provided the invocation. Chairman Sammons welcomed everyone to the Plant McManus facility.

DISCUSSION

1. Organizational Structure

Commissioner Keller suggested that the Commission look at the primary or core functions and compare to the current openings. He suggested that staff evaluate if current employees can be transferred or promoted to fill these openings. Commissioner Thaw recommended that the priority positions be filled as quickly as possible. Director Morgan

said that he aspired to move the JWSC from working in a reactive state to a proactive state.

After further discussion, the Commission requested that Mr. Morgan bring back a report on the jobs that cannot be filled and the status of filling the priority positions.

2. Benchmark and Operational Agreement Activities

Mr. Morgan reviewed the progress on each of the Benchmark and Operational Agreements activities.

A brief discussion was held on when the JWSC would begin cut-offs for non-payment and how collections are being handled. Commissioners requested that staff prepare a cut-off procedure policy for their review and advise them how much is currently in collections.

A brief discussion was held on a Reuse Feasibility Study. Staff clarified that this was not included in the scope of the current Master Plan. Commissioners approved staff to proceed with plans to bid out this study.

Mrs. Watson stated that she has not yet received the tower leases from the City or County. Commissioner Keller and Commissioner Thompson volunteered to assist with this problem.

Mrs. Watson stated that the real property is still to be identified by the City and County so that the deeds can be transferred once the benchmarks are completed. Mrs. Watson recommended that this process start now. Commissioners requested Mrs. Watson draft a letter for the Chairman's signature to the City Manager and County Administrator addressing this.

3. Development Review Process

Mr. Morgan distributed the draft copy of the Record Drawings Standards and reviewed the process from developer to the warranty period outlining who, what and when for the Commission. Mr. Morgan requested that the Commission review the draft and staff will be requesting approval of the Development Review Process and Record Drawings at the next meeting.

4. Future Infrastructure Planning and Funding

Commissioners held a brief discussion on the efforts currently being made to eliminate septic systems. It was determined that the JWSC needs to form a policy that will force alternative systems and present it to the City and County for approval. United Water will assist in the development of the standards for construction and maintenance.

5. Exit 29 WWTP Expansion

Mr. Morgan provided an update on the current Exit 29 WWTP expansion and the projected costs of \$22 million. He stated that he understands that the County will be seeking a GEFA loan to cover a portion of the funding.

6. 1 – 10 Year Future Development Plan

Commissioners discussed the future development and expansion of the JWSC. Commissioner Thaw stated that the JWSC should look at expansion of the water to unserved areas. Other potential projects discussed were; elevated storage tanks on the SML and NML, loop of the system from Highway 17N to Highway 99 and west to Highway 341 continuing west toward Highway 32 and Highway 82/84, and the addition of an additional WWTP on the NML. Staff was asked to develop a list of priority projects for the next 2 year period along with funding sources.

7. On-Line Payment Charges

Mr. Donaghy stated that the JWSC is using the same system and vendor as the County had prior to our formation. Commissioners expressed they wished to absorb the cost and requested Mr. Donaghy research other vendors.

EXECUTIVE SESSION

Commissioners did not have any business to discuss in Executive Session.

Being no further business, the meeting was adjourned.

Tony Sammons, Chairman

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