



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Wednesday, October 1, 2008 at 10:00 A.M.**

AGENDA

DISCUSSION

- 1. Appointment of Chairman**
- 2. Exit 29/GEFA**
 - **Service Delivery Strategy Agreement**
 - **Intergovernmental Agreement**
- 3. Master Plan Update**
- 4. Audit**
- 5. Tower Leases**
- 6. Creek Side**
- 7. Two Way**
- 8. Benchmark Update**
- 9. Customer Service**
 - **Training**
 - **Audio Recording**

APPROVAL

- 1. Minutes of the September 17, 2008 meeting**
- 2. Minutes of the September 17, 2008 Executive 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, October 1, 2008 at 10:00 A.M.**

MINUTES

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

ABSENT: James Brooks, City Commissioner
Uli Keller, County Commissioner

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

CITY: Lynn Frey, City Attorney

COUNTY: Carl Johnson, County Commissioner
David Hainley, Community Development Director

Chairman Sammons called the meeting to order and provided the invocation. Chairman Sammons requested that the Approval items be addressed first.

APPROVAL

1. Minutes of the September 17, 2008 meeting

Motion was made by Commissioner Thompson and seconded by Commissioner Thaw to approve the minutes of the September 17, 2008 meeting. Motion carried 3-0.

2. Minutes of the September 17, 2008 Executive Session

Motion was made by Commissioner Thompson and seconded by Commissioner Thaw to approve the Executive Session minutes of the September 17, 2008 meeting. Motion carried 3-0.

DISCUSSION

1. Appointment of Chairman

A motion was made by Commissioner Thaw and seconded by Commissioner Thompson to elect Commissioner Tony Sammons as Chairman of the Brunswick-Glynn County Joint Water & Sewer Board of Commissioners for another term. Motion approved 3-0.

2. Exit 29/GEFA

Mr. John Donaghy stated that in talks with GEFA, he had been advised that the JWSC will need to apply for funding in two phases. The JWSC's application will be on the agenda at the November GEFA meeting. The JWSC would then need to submit an additional request for the balance of the funding next year. After a short discussion, the Commissioners suggested that alternative funding sources be explored or look at breaking the project into phases that would align with the funding. Glynn County has requested a waiver by EPD on the bid criteria.

- Service Delivery Strategy Agreement

Mrs. Desiree Watson stated that the agreement is currently under revision. City revisions have been submitted to the County Attorney's office.

- Intergovernmental Agreement

Mrs. Watson stated that once the loan is approved, GEFA will send a packet of various materials one of which will be the Intergovernmental Agreement between JWSC and Glynn County.

3. Master Plan Update

Angela Bryan with ATM updated the Commission on the progress being made on the Master Plan. Ms. Bryan reviewed the existing major sewer transmission system, population projections and growth patterns, and flow projections for the North Mainland to determine the incremental increase in wastewater capacity needed over the next 5 to 50 years.

4. Audit

Mr. Donaghy advised the Commission that all the JWSC numbers are finalized. The County has provided all their numbers and he is still waiting on the numbers from the City. The completed JWSC audit is due to the City and County by mid October.

5. Tower Leases

Mrs. Watson reported that the City is in the process of securing an assignment from their one vendor and she has still not received anything from the County. Commissioner Thaw stated he will discuss this with the County Attorney. Mrs. Watson stated that at the present time the JWSC has all the liability and maintenance without the lease assignments.

6. Creek Side

Mr. David Hainley, Glynn County Community Development Director, stated that the County is still in the process of securing the necessary easements needed for the installation of a sewer line to the property. He further stated that they were in the process of having Drew Circle dedicated to the County. Representatives from the Health Department stated that the septic systems on Drew Circle are failing and that raw sewage is on the ground. Commissioners held a brief discussion on septic tanks and Health Department requirements.

7. Two Way

Mr. Hainley advised that the County has met with EMC Engineering to review the plans. County staff has made some recommendations and without these changes the County thinks DOT will reject the plans. EMC Engineering is designing the project for Ricefield Condominiums.

8. Benchmark Update

Mr. Keith Morgan distributed a Benchmark Activities Update to the Commission. He stated that, at this time, all activities are on schedule. Mr. Morgan reviewed the major activities and highlights for the Commission. Mr. Morgan will be delivering the quarterly status report to both the City and County this month.

9. Customer Service

- **Training**

Mr. Donaghy stated that the training would be divided into 2 phases. The first phase will be field training starting with installation of new infrastructure and continuing through reading the meter. The second phase will be custom designed customer service training.

- **Audio Recording**

Staff is looking into and costing voice recording equipment for the counters and telephones.

10. Druid Oaks

Commissioner Sammons made a motion that was seconded by Commissioner Thompson to add Druid Oaks water line problems to the agenda. Motion approved 3-0.

Morris Baisden, United Water Services, advised the Commission that the 2 inch galvanized water line feeding 17 homes in the Druid Oaks area was approximately 40 to 50 years old and in need of replacement. The homes in this area are experiencing pressure problems. Staff is currently securing costs for this project.

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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