



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Wednesday, January 21, 2009 at 10:00 A.M.**

AGENDA

DISCUSSION

- 1. FY2010 Budget Preparation**
- 2. Customer Service**
- 3. Winning Water – 2009 Children’s Water Festival**
- 4. Benchmark Activity Update**

APPROVAL

- 1. Human Resources Standards of Practice Amendments**
 - Section 3.4 Introductory Employment Period**
 - Section 6.2 Pay Plan**
- 2. Minutes of the January 7, 2009 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, January 21, 2009 at 10:30 A.M.**

MINUTES

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

ABSENT: James Brooks, City Commissioner
Tom Sublett, County Commissioner

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

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

A motion was made by Commissioner Thompson to add approval of the Loomis contract to the agenda. Motion was seconded by Commissioner Sammons. Motion carried 3-0.

A motion was made by Commissioner Thompson to add approval of the Amendment to the Brunswick-Glynn County Joint Water and Sewer Commission Act to the agenda. Motion was seconded by Commissioner Sammons. Motion carried 3-0.

A motion was made by Commissioner Thompson to add discussion and update on the Exit 29 WWPT to the agenda. Motion was seconded by Commissioner Thaw. Motion carried 3-0.

DISCUSSION

1. FY2010 Budget Preparation

Chief Financial Officer, John Donaghy distributed a budget schedule for the upcoming fiscal year. Mr. Donaghy reviewed the activities and target dates we would need to meet. Approval is scheduled for June 17, 2009.

2. Customer Service

Mr. Donaghy advised the Commission that Linda Blecher had been promoted to the position of Customer Service Supervisor. The Customer Service and Billing staff will attend a customer service training session two mornings this week. Ms. Blecher has made some reassignment of duties to improve work flow and organization. The Customer Service phones will be staffed during the training classes.

3. Winning Water – 2009 Children’s Water Festival

Commissioner Sammons stated that he had been contacted by Lynn Cobb of DCA concerning the upcoming 2009 Children’s Water Festival being held in March at the College of Coastal Georgia. The JWSC has been asked to consider being a sponsor and purchase tee shirts for the students. After a short discussion, it was decided that any educational activities would need to be budgeted in advance.

4. Benchmark Activity Update

Keith Morgan, Executive Director, distributed to the Commissioners an update on the Benchmark activities. Mr. Morgan reviewed the status of each activity. He stated that he had requested to be on the City and County Commission meeting agendas to present the JWSC’s quarterly report.

Commissioner Sammons requested that a billing and collection update be on our agenda monthly.

5. Exit 29 WWTP Update

Commissioner Thaw stated that he understood that the new bids for the project were approximately 1.5 million dollars under the previous bid. County Administrator, Charley Stewart will be finalizing the numbers and advising the JWSC.

APPROVAL

1. Human Resources Standards of Practice Amendments

- **Section 3.4 Introductory Employment Period**
- **Section 6.2 Pay Plan**

Mrs. Watson stated the amendment to change Article 3, Employment, to provide for deletion in the introductory period as applied to a demotion and to correct typographical errors. Mrs. Watson stated she would be bringing back the section on military deployment at the next meeting.

Commissioner Thaw made a motion that was seconded by Commissioner Thompson to approve the changes to the Human Resources policies, Article 3. Employment, and other sections for correction of typographical errors. Motion carried 3-0.

2. Minutes of the January 7, 2009 meeting

Commissioner Thaw made a motion that was seconded by Commissioner Thompson to approve the minutes of the January 7, 2009 meeting. Motion carried 3-0.

3. Approval of Loomis Contract

After a short discussion, Commissioner Thaw made a motion to remove the Saint Simons Island drop box from the contract and approve the balance of the contract with Loomis in the amount of \$398.07 per month. Motion seconded by Commissioner Sammons. Motion carried 3-0.

4. Amendment to Local Act

Mrs. Watson distributed a draft amendment to the local Act to increase the Commission membership to seven; one citizen member selected by the City and one citizen member selected by the County. City Attorney Lynn Frey suggested additional language be added to address the special voting requirements in the Operational Agreement. Commissioner Thaw requested that the revisions be made and a Special Called Meeting be set for Monday, January 26, 2009 to address the revisions and approve.

EXECUTIVE SESSION

Commissioner Sammons made a motion to close the public meeting and convene an executive session to discuss potential litigation. Motion seconded by Commissioner Thaw. Motion approved 3-0.

Back in regular session and no action taken.

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

Tony Sammons, Chairman

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