



**Brunswick-Glynn County  
Joint Water and Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, November 5, 2009 at 3:00 P.M.**

**AGENDA**

**DISCUSSION**

- 1. Tap Fees**
- 2. Schedule of Fees & Charges**
- 3. Benchmark Activities Update**
- 4. Step System Presentation – UWS**
- 5. Epworth**
- 6. JWSC Meeting time**

**APPROVAL**

- 1. Whitlock Street Property Lease**
- 2. Debt Collection Services**
- 3. Minutes of the October 15, 2009 Special Called and Regular Meeting**
- 4. Minutes of the October 15, 2009 Executive Session.**

**EXECUTIVE SESSION**

**AGENDA ITEMS FOR NEXT MEETING**

**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  
Thursday, November 5, 2009 at 3:00 P.M.**

**MINUTES**

**PRESENT:** Tony Sammons, Chairman  
Bob Coleman, County Commissioner  
Tom Sublett, County Commissioner  
James Brooks, City Commissioner  
Bryan Thompson, City Commissioner

**STAFF PRESENT:** Keith Morgan, JWSC Executive Director  
John Donaghy, JWSC Chief Financial Officer  
Desiree Watson, JWSC Attorney  
Barbara Rogers, JWSC

Chairman Sammons welcomed Luke Schwalm, JWSC Customer Service Supervisor, and introduced him to the other members of the Commission.

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

Commissioner Thompson made a motion that was seconded by Commissioner Sublett to add Assignment, Delegation and Consent of the Tower and Ground Lease Agreement for the Demere Road site to the Approval Agenda. Motion approved 4-0. (One Commissioner absent from vote)

**DISCUSSION**

**1. Tap Fees**

Tony Maglione, ATM, and Andy Burnham, Burton and Associates, presented their findings of the Capital Tap Fees for the City of Brunswick and Glynn County water and sewer systems. Mr. Maglione explained that once the Capital Improvement Plans were completed based on the Master Plan, estimated costs could be assigned to the identified projects. Mr. Burnham stated that the analysis assumed a 25% SPLOST contribution

along with a 5% reduction as variation allowance in project costs. From the analysis it is clear that the current Capital Tap Fees are insufficient to cover the cost of providing water and wastewater service to new development. It is recommended that the Commission consider several changes to the current structure and policy.

Mr. Morgan requested that the Capital Tap Fees be added to the next JWSC agenda for approval.

Chairman Sammons requested that Mrs. Desiree Watson draft necessary changes to the proposed Ordinances for the City and County regarding an infrastructure permit.

## **2. Schedule of Fees & Charges**

Mr. Morgan stated that the Addendum to the Operational Agreement required a proposed rate schedule for user fees, connections and other charges be presented to the City and County. Mr. Donaghy stated that the proposed fees and charges will allow for the recovery of the cost of a service to an individual customer rather than spreading the cost over the entire customer base. The proposed JWSC charges and fees will allow the JWSC to bring uniformity and equity to all customers of the JWSC.

Mr. Morgan requested that the fees and charges be added to the next JWSC agenda for approval.

## **3. Benchmark Activities Update**

Mr. Morgan distributed an updated graph indicating the current status of each of the Benchmark Activities. Commission action on the Capital Tap Fees study and the proposed schedule of Fees and Charges would leave only the final Quarterly Report to be presented to the City and County.

## **4. Step System Presentation – UWS**

Todd Mackay, P.E. and Morris Baisden of United Water Services presented a review of the maintenance history of the approximate 400 Jacksonville, Florida Step System customers currently being maintained by United Water. Mr. Mackay recommended that the JWSC consider ownership, location and capacity when developing standards for this type system and recommended that JWSC's obligations stay within the right of way.

## **5. Epworth**

Mrs. Watson reviewed the history of the Epworth Center's efforts to transfer ownership of their sewer system to Glynn County. Mrs. Watson stated that the intent was for County ownership; however, in 2003 Glynn County stated that the system was not up to County standards. Mrs. Watson stated that at this time she believes that a proper survey is needed to verify that the lines are located in the easements shown.

Chairman Sammons requested that the JWSC proceed with securing a survey.

## **6. JWSC Meeting Time**

Chairman Sammons asked the other Commissioners if there was any objection to moving the meeting time to 3:00 p.m. rather than the current 4:00 p.m. All Commissioners voiced agreement with the move to 3:00 p.m.

## **APPROVAL**

### **1. Assignment, Delegation and Consent of the Tower and Ground Lease Agreement**

Commissioner Sublett made a motion that was seconded by Commissioner Thompson to approve the Assignment, Delegation and Consent of the Tower and Ground Lease Agreement for the site located at 2731 Demere Road, Saint Simons Island, from Glynn County to the JWSC. Motion approved 5-0.

### **2. Whitlock Street Property Lease**

Commissioner Sublett made a motion that was seconded by Commissioner Brooks to approve the Lease Agreement between Lawrence Nizinski and Brunswick-Glynn County Joint Water and Sewer Commission for a portion of the property located at 4168 Whitlock Street for a chemical feed storage and dosage site. Motion approved 5-0.

### **3. Debt Collection Services**

Mr. Donaghy stated that four responses were received to the Request for Proposal for Debt Collection Services. The responses were evaluated by staff. Contract Callers, Inc. of Augusta, Georgia was evaluated to be the best qualified responsive proposer.

Commissioner Thompson made a motion that was seconded by Commissioner Sublett to approve awarding a contract to Contract Callers, Inc. to provide debt collection services and to authorize the Chairman to execute the contract for one year, with the right to extend the contract for up to three years, subject to the approval by JWSC legal counsel. Motion approved 5-0.

### **4. Minutes of the October 15, 2009 Special Called and Regular Meeting**

Motion was made by Commissioner Brooks and seconded by Commissioner Thompson to approve the minutes of the October 15, 2009 Special Called and Regular meetings. Motion carried 5-0.

### **5. Minutes of the October 15, 2009 Executive Session.**

Motion was made by Commissioner Sublett and seconded by Commissioner Brooks to approve the minutes of the October 15, 2009 Executive Session. Motion carried 5-0.

**EXECUTIVE SESSION**

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

**AGENDA ITEMS FOR NEXT MEETING**

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

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Tony Sammons, Chairman

Attest:

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Barbara Rogers, JWSC