



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, December 1, 2011 at 3:00 p.m.**

AGENDA

PUBLIC COMMENT PERIOD

Public Comments will be limited to 3 minutes per speaker. Comments are to be limited to relevant information regarding your position and should avoid being repetitious. Individuals should sign in stating your name, address and the subject matter on which you wish to speak. Your cooperation in this process will be greatly appreciated.

DISCUSSION

- 1. Financial Report (J. Donaghy)**
 - **October 2011 Financial Statements**
 - **Analysis of Accounts Receivable**
- 2. "Code Red" Memorandum of Understanding (K. Morgan)**

APPROVAL

- 1. Vapor Phase Odor Control System – Academy Creek WWTP (K. Morgan)**
- 2. Holiday Season Gift Card (K. Morgan)**
- 3. Lawrence Nizinski Land Lease Agreement – 2nd Option Year Renewal (K. Morgan)**
- 4. Contract Caller, Inc. Service Extension – Debt Collection Services (J. Donaghy)**
- 5. Pinnacle Data Systems, LLC Service Extension – Bill Printing (J. Donaghy)**
- 6. Teamwork Services, Inc. – Second Option Year Renewal (K. Morgan)**
- 7. Minutes of the November 3, 2011 regular meeting**

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, December 1, 2011 at 3:00 p.m.**

MINUTES

PRESENT: Clyde Taylor, Chairman
James Brooks, City Commissioner
Bob Coleman, County Commissioner
Cornell Harvey, City Commissioner
Tony Sammons, Citizen Commissioner

ALSO PRESENT: Keith P. Morgan, Executive Director
John Donaghy, Chief Financial Officer
Desiree E. Watson, JWSC Attorney
Barbara Rogers, JWSC

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

PUBLIC COMMENT PERIOD

Chairman Taylor recognized the following individual to address the Commission:

1. Tory Braden, 332 Sandcastle Lane, Saint Simons Island stated she wished the Commission would consider some relief in rates for the indigent.

There being no additional citizens who wished to address the Commission, Chairman Taylor closed the public comment period.

DISCUSSION

1. **Financial Report (J. Donaghy)**
 - **October 2011 Financial Statements**

Mr. Donaghy reviewed the October 31, 2011 Comparative Balance Sheet with the Commissioners. Commissioners asked questions as they reviewed the revenues and expenditures. Mr. Donaghy encouraged Commissioners to call him should they have any additional questions.

- **Analysis of Accounts Receivable**

Mr. Donaghy distributed an analysis of the customer accounts receivable as of September 30, 2011. Mr. Donaghy stated that the JWSC received aged receivables from both the City and County and recommended removing them from the accounting records, as follows:

- Write off all bankruptcy, foreclosure and collection balances. Any subsequent collections will be recorded as income (recovery of bad debt).
- Write off all accounts with no activity within the last year. Any accounts with sufficient information forwarded to collections.

Commissioner Coleman made a motion seconded by Commissioner Brooks to authorize charging off up to an amount not to exceed \$2.719 million as bad debt. Motion carried 5-0-0.

Commissioners requested that they receive a monthly accounts receivable aging schedule.

2. “Code Red” Memorandum of Understanding (K. Morgan)

Mr. Morgan stated that currently the Commission has a Memorandum of Understanding (MOU) with Glynn County for utilization of Glynn County’s Emergency Communications System for public notification of an emergency. This MOU is scheduled to expire in December 2011. Mr. Morgan recommended continuation of this agreement.

Commissioners directed staff to draft a new MOU between the JWSC and Glynn County for GB 911 System utilization for presentation and approval.

APPROVAL

1. Vapor Phase Odor Control System – Academy Creek WWTP (K. Morgan)

Mr. Morgan stated that the Commission had directed staff to analyze the three options presented by BioConversion Technology for odor control measures for Academy Creek WWTP. Staff has thoroughly researched the options and contacted the references provided. At this time staff recommends the Commission opt for the Product Program which will provide the lowest start-up costs and most flexibility but defer implementation until spring when the air temperatures start to rise.

Commissioner Sammons made a motion seconded by Commissioner Coleman to approve the selection of the Product Program option and authorize the

Executive Director to make the necessary arrangements for an April 1, 2012 program implementation. Motion carried 5-0-0.

2. Holiday Season Gift Card (K. Morgan)

Mr. Morgan stated that it had been the practice of the Commission to issue Gift Cards to its employees during the Holiday Season in appreciation of their efforts in operating and maintaining the utility's provision of services.

Commissioner Sammons made a motion seconded by Commissioner Harvey to approve the expenditure for the issuance of \$25 Gift Cards from Wal-Mart to the JWSC employees for the 2011 holiday season. Motion carried 5-0-0.

3. Lawrence Nizinski Land Lease Agreement – 2nd Option Year Renewal (K. Morgan)

The Commission in 2009 entered into a land lease agreement with Lawrence Nizinski for utilizing a portion of his property on Whitlock Street for the purpose of establishing a chemical feed site to combat the effects of hydrogen sulfide gases in the collection system. The annual cost for the second option year renewal is \$1,323.00 or \$110.25 a month.

Commissioner Harvey made a motion seconded by Commissioner Sammons to approve the second option year renewal of the lease agreement with Mr. Lawrence Nizinski for the price \$110.25 a month. Motion carried 5-0-0.

4. Contract Caller, Inc. Service Extension – Debt Collection Services (J. Donaghy)

In November 2009 the JWSC awarded the bid for debt collection services to Contract Callers for one initial year and three one year options to renew. The JWSC has received excellent service and established an excellent working relationship with Contract Callers.

Commissioner Brooks made a motion seconded by Commissioner Coleman to approve the second annual renewal of Contract Callers, Inc. for Debt Collection Services. .Motion carried 5-0-0.

5. Pinnacle Data Systems, LLC Service Extension – Bill Printing (J. Donaghy)

The JWSC issued an RFP for bill printing, inserting and mailing services in November 2010. Pinnacle Data Systems, LLC was selected based on lowest cost to the JWSC. We have enjoyed a successful and cooperative working relationship with Pinnacle since 2008.

Commissioner Sammons made a motion seconded by Commissioner Harvey to approve the first option year renewal with PINNACLE Data Systems, LLC for printing, inserting and mailing of bills as reflected in amendment #1, and to authorize the Chairman, Executive Director and Chief Financial Officer to execute the documents necessary subject to approval by legal counsel. Motion carried 5-0-0.

6. Teamwork Services, Inc. – Second Option Year Renewal (K. Morgan)

Teamwork Services, Inc. provides service in the multifaceted area of Human Resources, such as personnel, payroll, pension administration, health insurance and workers compensation insurance. On December 17, 2009 the Commission voted to approve another three year agreement with annual renewals to end in December 2013 with no increase in rate.

Commissioner Harvey made a motion seconded by Commissioner Brooks to approve the second option year of the three year agreement with Teamwork Services, Inc. for the annual rate of \$122,736. Motion carried 5-0-0.

7. Minutes of the November 3, 2011 regular meeting

Commissioner Sammons made a motion seconded by Commissioner Harvey to approve the minutes of the November 3, 2011 regular meeting. Motion carried 4-0-1. (Commissioner Brooks abstained).

Commissioner Harvey made a motion seconded by Commissioner Sammons to add discussion of the Public Information Officer to the agenda. Motion carried 5-0-0.

Commissioner Harvey distributed a draft position description outlining the duties, education and experience the JWSC could look for in a candidate for the public spokesperson position. Mr. Morgan suggested that this position could also be utilized to provide education and training in the community. After a short discussion the Commission considered the options of retaining an outside firm against hiring an in-house staff person, it was decided that Commissioner Sammons and Commissioner Harvey evaluate the position and report back to the Commission at a later meeting.

EXECUTIVE SESSION

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

AGENDA ITEMS FOR NEXT MEETING

A short discussion was held concerning the next JWSC Agenda.

Commissioner Brooks made a motion seconded by Commissioner Coleman to adjourn the meeting. Motion carried 5-0-0.

Clyde Taylor, Chairman

Attest:

Barbara Rogers, JWSC