



**Brunswick-Glynn County  
Joint Water and Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, December 15, 2011 at 3:00 p.m.**

**AGENDA  
(Revised)**

**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. Amendments to Local Act**
- 2. MS2 Lease – 700 Gloucester Street**

**APPROVAL**

- 1. Risk Management and Broker Services Renewal (J. Donaghy)**
- 2. Workers Compensation Insurance Renewal (J. Donaghy)**
- 3. Banking Services Renewal (J. Donaghy)**
- 4. Vehicle Purchases (K. Morgan)**
- 5. Minutes of the December 1, 2011 regular meeting**
- 6. Minutes of the December 7, 2011 Work Session and Special Called 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.**



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Joint Water and Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, December 15, 2011 at 3:00 p.m.**

## **MINUTES**

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

**ABSENT:** James Brooks, City 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 Harvey gave the invocation.

### **PUBLIC COMMENT PERIOD**

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

Commissioner Harvey made a motion seconded by Commissioner Coleman to add discussion of "H" Street gravity sewer to the discussion agenda. Motion carried 4-0-0.

Chairman Taylor announced that the Commission would reverse the order of the Agenda and address the Approval items first.

### **APPROVAL**

#### **1. Risk Management and Broker Services Renewal (J. Donaghy)**

Mr. Donaghy stated that in October 2010 the JWSC issued a Request for Qualifications for Property and Casualty Insurance Broker Services. McGinty-Gordon & Associates were selected based on evaluation of the responses.

Commissioner Sammons made a motion seconded by Commissioner Harvey to exercise the first year option of the contract for McGinty-Gordon & Associates to provide Risk Management and Insurance Broker services for the year 2012 at an annual cost of \$18,627. Motion carried 4-0-0.

## **2. Workers Compensation Insurance Renewal (J. Donaghy)**

Mr. Donaghy stated that Teamwork Services obtains competitive quotes from numerous insurance companies for Workers' Compensation Insurance. Based on the on-site training, on-site job safety audits, and work on implementing a supervisor accountability program provided by The Zenith at no additional cost, staff is recommending renewal for 2012.

Commissioner Sammons made a motion seconded by Commissioner Harvey that the JWSC renew its Workers' Compensation Insurance coverage with The Zenith at an estimated annual premium of \$136,864. Motion carried 4-0-0.

Chairman Taylor requested Commissioners receive a monthly workers' compensation report.

## **3. Banking Services Renewal (J. Donaghy)**

Mr. Donaghy stated that United Community Bank was awarded the Banking Service in 2010. The JWSC has enjoyed a successful and cooperative working relationship with United Community since 2008.

Commissioner Harvey made a motion seconded by Commissioner Coleman to approve exercising the second option year with United Community Bank for the provision of banking services and to authorize the Chairman, Executive Director and Chief Financial Officer to execute the required banking resolutions and signature cards. Motion carried 4-0-0.

## **4. Vehicle Purchases (K. Morgan)**

Mr. Morgan stated that the current fleet deficiencies within the operation and maintenance divisions were budgeted expenditures in the FY 2012 budget.

Commissioner Coleman made a motion seconded by Commissioner Harvey to approve the purchase of four (4) vehicles from Kings Colonial Ford at a cost of \$125,385 and the purchase of one (1) dump truck from Wade Ford at a cost of \$63,028. Motion carried 4-0-0.

## **5. Minutes of the December 1, 2011 regular meeting**

Commissioner Harvey made a motion seconded by Commissioner Coleman to approve the minutes of the December 1, 2011 regular meeting. Motion carried 4-0-0.

## **6. Minutes of the December 7, 2011 Work Session and Special Called meeting**

Commissioner Sammons made a motion seconded by Commissioner Coleman to approve the minutes of the December 7, 2011 Work Session and Special Called meeting. Motion carried 3-0-1. (Commissioner Harvey abstained)

### **DISCUSSION**

#### **1. Amendments to Local Act 485**

Chairman Taylor asked Commissioner Harvey if the City has had any discussion of the recommended amendments to Local Act 485? Commissioner Harvey stated that the item had not been placed on the agenda but that he believed it would be on the December 21, 2011 meeting or the first meeting in January. Chairman Taylor stated that the County has had no formal discussion; however, he believes that the Commission is on board with reasonable changes. Commissioner Coleman stated he would like to cut back on the political appointments and add more qualified citizens to the JWSC Board.

Commissioner Sammons stated that he has received suggestions from the public that the JWSC drop the word "Joint" from their name and become Brunswick-Glynn County Water & Sewer Commission.

Chairman Taylor requested that the City take this up at their next meeting and report back to this Commission. He stated that the County will do the same. After the City and County have had an opportunity to discuss the proposed changes, the actual language and resolution of support can be drafted.

#### **2. MS2 Lease – 700 Gloucester Street**

Mr. Morgan stated that the current lease for office space expires the end of this year. He has been talking with the partners of the building and they have expressed that they need to have some changes in the current lease. Commissioners reviewed the proposed changes and considered several options.

Commissioner Sammons made a motion seconded by Commissioner Harvey that Executive Director Keith Morgan and Chairman Taylor continue negotiations with MS2. Motion carried 4-0-0.

### 3. "H" Street Gravity Sewer

Mr. Ray Tarker distributed a drawing of the area showing the utilities. Mr. Tarker stated that due to the proximity of other utilities the old sewer line cannot be repaired and that adding a small lift station would be the recommendation. The addition of the lift station would eliminate three (3) of the current parking spaces for the Harold Pate Building.

Chairman Taylor requested that the JWSC outline the problems and recommendations in a proposal to Becky Rowell, Glynn County Public Works Director.

### **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 Coleman made a motion seconded by Commissioner Harvey to adjourn the meeting. Motion carried 4-0-0.

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Clyde Taylor, Chairman

Attest:

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Barbara Rogers, JWSC