



**Brunswick-Glynn County  
Joint Water and Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, May 12, 2011 at 8:30 a.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. Audit Committee – J. Donaghy**
- 2. FY 2012 Draft Budget – J. Donaghy**

### **APPROVAL**

- 1. Belle Point Home Owner's Association Lease – K. Morgan**
- 2. GEFA Water Efficiency Project – K. Morgan**
- 3. Water and Sewer Infrastructure Dedication – K. Morgan**
  - i) Monkey Wrench – Sewer Line Acceptance**
  - ii) Hendrix Walk – Lift Station, Water/Sewer Line Acceptance**
- 4. SPLOST VI Project List Submission**
- 5. Minutes of April 27, 2011 Regular Meeting**
- 6. Minutes of April 27, 2011 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.**



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Thursday, May 12, 2011 at 8:30 a.m.**

## **MINUTES**

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

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

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

### **PUBLIC COMMENT PERIOD**

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

Commissioner Brooks made a motion seconded by Commissioner Harvey to add extension of the connect/capital tap fee reduction to the agenda. Motion carried 5-0-0.

Commissioner Brooks made a motion and seconded by Commissioner Harvey to reverse the order of the agenda. Motion carried 5-0-0.

## **APPROVAL**

### **1. Belle Point Home Owner's Association Lease – K. Morgan**

Mr. Morgan stated that in May 2010 the JWSC, with the City of Brunswick's authorization, subleased a portion of a five acre tract to the Belle Point Home Owner's Association for the sole purpose of providing a recreational area for the residents of Belle Point subdivision. Since acquiring the water and sewer assets of the City of Brunswick and Glynn County, a change in the lease structure was necessary.

Commissioner Harvey made a motion seconded by Commissioner Brooks to approve the lease between the JWSC and the Belle Point Home Owner's Association for the year May 2011 through May 2012 with three one year renewal options for the same terms and conditions as the prior sublease, with the stipulation that parcel 2 will be entirely fenced if the need arises. Motion carried 5-0-0.

### **2. GEFA Water Efficiency Project – K. Morgan**

Mr. Morgan stated that the JWSC had submitted a project for inclusion on the 2010 State Revolving Fund Intended Use Plan for Green Projects. The project consists for the replacement of three old and deteriorated 4" cast iron pipe line segments with 8" PVC and the purchase of state of the art leak detection equipment to be used in the development of a leak detection and elimination program to reduce the amount of unaccounted for water system wide.

The project has complied with all requirements of the State Environmental Review Process and construction plans and specifications have been prepared and submitted to EPD's Water Supply Branch in Atlanta. Construction bids have been received and all bidding procedures comply with the procurement requirements of the Drinking Water State Revolving Fund (DWSRF) program. The lowest responsive and responsible bid received is from Woodard Construction Company, Inc., in the total amount of \$179,566.00.

Mr. Morgan explained the total project cost is \$179,566.00. Funding for the project will be provided in part by a \$100,000.00 loan GEFA loan at an annual interest rate of 3%. In addition a 2% closing cost will be charged. There is principle forgiveness associated with this loan in an amount of 50% or \$50,000.00. The balance of the loan (\$50,000.00) plus the \$79,566.00 will be paid from the JWSC Renewal and Replacement Reserve Fund.

Commissioner Taylor made a motion seconded by Commissioner Coleman to approve awarding the bid to the lowest responsive bidder, Woodward Construction Company, Inc., in the amount of \$179,566 for construction of the Water Efficiency Project, and authorize the Chairman and Executive Director to execute a contract subject to approval of legal counsel. Motion carried 5-0-0.

Commissioner Brooks made a motion seconded by Commissioner Harvey to adopt a resolution to approve and authorize execution of a Loan Agreement and Promissory Note with GEFA for the Water Efficiency Project, and to authorize the Chairman and Executive Director to execute all documents necessary to secure the loan to fund, in part, the Project. Motion carried 5-0-0.

### **3. Water and Sewer Infrastructure Dedication – K. Morgan**

#### **i) Monkey Wrench – Sewer Line Acceptance**

Mr. Morgan explained that the applicant's project involved construction of approximately 600 LF of 1.5" force main and 200 LF of 2" water main. The sewer force main begins at a private pumping station serving Monkey Wrench, a 4 unit commercial lot, located at 1708 Frederica Road on Saint Simons Island. A portion of this force main (437 LF) and 200 LF of the 2" water main is located within the public rights of way and is the portion to be dedicated as public infrastructure. The dedicated portion will make sewer service available to at least one other lot on Frederica that is currently not being served.

Commissioner Taylor made a motion seconded by Commissioner Harvey that in as much as all requirements of the BGJWSC Development Procedures have been met and all related documents have been approved as to form by the JWSC Attorney, the Commission approve acceptance of the sewer facilities as public infrastructure. Motion Carried 5-0-0.

#### **ii) Hendrix Walk – Lift Station, Water/Sewer Line Acceptance**

Mr. Morgan explained that the applicant's project of Hendrix Walk is a 7 lot single family residential subdivision located on Demere Road near the Saint Simons Airport. The subdivision is accessed by Hendrix Walk, a private road. Water service to the development is provided by approximately 650 LF of new 8 inch, 4 inch and 2 inch water lines with associated valves, hydrants, fittings and appurtenances which connect to the existing 8 inch public water line on Demere Road. The new water lines are located within public rights-of-way. Sewer service to the development is provided by a gravity sewer system consisting of

approximately 440 LF of new 8 inch sewer main with associated manholes, service laterals and appurtenances which connect to a new pump station. The new gravity sewer lines are located within public rights of way and the new lift station is located on a deeded parcel and the force main is located within dedicated easements across private property.

Commissioner Taylor made a motion seconded by Commissioner Harvey that in as much as all requirements of the BGJWSC Development Procedures have been met and all easements and related documents have been approved as to form by the JWSC Attorney, the Commission approve acceptance of the Hendrix Walk facilities as public infrastructure. Motion Carried 5-0-0.

#### **4. SPLOST VI Project List Submission**

Mr. Morgan explained that since February he had met in work sessions with Glynn County Commissioners to develop two lists for SPLOST VI submission. The first list, dated February 17, 2011, was spread over water rehabilitation, water expansion, sewer rehabilitation and sewer expansion. After considering the economy's impact on development, the second list, dated March 31, 2011, was weighted heavier on the rehabilitation side.

Commissioner Taylor made a motion seconded by Commissioner Brooks to approve the revised March 31, 2011 SPLOST VI water and sewer project(s) list for submission to the Glynn County Board of Commissioners for their consideration to include it in a SPLOST VI referendum. Motion carried 5-0-0.

#### **4.1 Extension of Capital Tap Fee Reduction**

Chairman Sammons opened a short discussion on the connection/capital tap fee 50% reduction that is scheduled to expire the end of this month.

Commissioner Brooks made a motion seconded by Commissioner Harvey to continue the 50% reduction in the connection/capital tap fees until the end of this calendar year. Motion carried 5-0-0.

#### **5. Minutes of April 27, 2011 Regular Meeting**

Commissioner Harvey made a motion seconded by Commissioner Taylor to approve the minutes of the April 27, 2011 meeting. Motion carried 5-0-0.

## **6. Minutes of April 27, 2011 Executive Session**

Commissioner Harvey made a motion seconded by Commissioner Coleman to approve the minutes of the April 27, 2011 executive session meeting. Motion carried 4-0-1.

## **DISCUSSION**

### **1. Audit Committee – J. Donaghy**

Mr. Donaghy presented Commissioners with materials concerning the establishment of an Audit Committee. Mr. Donaghy explained that audit committee functions could be performed by the Finance Committee in overseeing that the audit is conducted in a timely and cost efficient manner.

### **2. FY 2012 Draft Budget – J. Donaghy**

Mr. Donaghy stated that the Operational Agreement requires that the JWSC present a proposed budget for the fiscal year to the City and County by May 1 of each year for their comment. The governments were notified on April 29, 2011 that the presentation of the budget would be delayed approximately two weeks. The proposed budget presents the revenues and expenditures as requested and includes a full transition to a single rate structure with uniform rates and the incorporation of organizational changes.

Commissioner Brooks made a motion seconded by Commissioner Taylor to authorize the Executive Director to forward the proposed budget to the City of Brunswick and to Glynn County for their comments in compliance with the Operational Agreement. Motion carried 4-0-0. (Commissioner Harvey not present for the vote.)

## **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 Agenda for the next JWSC Meeting.

Commissioner Brooks made a motion seconded by Commissioner Taylor to adjourn the meeting. Motion carried 3-0-0. (Commissioners Sammons and Harvey not present for the vote).

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Tony Sammons, Chairman

Attest:

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Barbara W. Rogers