



**Brunswick-Glynn County  
Joint Water and Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, November 3, 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 Reports – J. Donaghy**
- 2. Marketing Plan – K. Morgan**
  - **Special Assessments**
  - **Potential Customers and Draft Letters**
- 3. Vapor Phase Odor Control System – K. Morgan**
- 4. Public Information Officer – C. Harvey**
- 5. Gloucester Street Property – T. Sammons**

### **APPROVAL**

- 1. Easement Abandonment**
- 2. Minutes of the October 20, 2011 Regular Meeting**
- 3. Minutes of the October 20, 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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Joint Water and Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, November 3, 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 provided the invocation.

### **PUBLIC COMMENT PERIOD**

Chairman Taylor recognized the following individual to address the Commission:

1. Steve Bezanson stated he had several budget and financial questions for the Commission.

Chairman Taylor requested that he submit his questions in writing so that the Commission would be able to address his concerns.

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

Chairman Taylor announced that approval item #1, Easement Abandonment, had been pulled from today's agenda.

## **DISCUSSION**

### **1. Financial Reports – J. Donaghy**

Mr. Donaghy discussed the Comparative Balance Sheet for June 30 and September 30, 2011 and the Revenue and Expenditure Budget Report for the three months ending September 30, 2011 and answered the Commissioners' questions. After a short discussion on account receivable aging, the Commission requested that staff return with a recommended policy the JWSC should adopt to write off bad debt. Mr. Donaghy stated that our collection rate for this fiscal year is 94.5%.

### **2. Marketing Plan – K. Morgan**

- **Special Assessments**
- **Potential Customers and Draft Letters**

Mr. Morgan stated that several weeks ago staff made a presentation identifying areas where water and sewer is currently available and connection could be accomplished with establishment of a water and/or sewer account and payment of fees and deposits. The second identified areas located in close proximity to existing infrastructure. Connection of new customers could be accomplished provided water and/or sewer extensions were made, a water and/or sewer account established, and the payment of fees and deposits. Mr. Morgan provided Commissioners with statistics of potential and current customers by area. A draft letter to potential customers in each identified area also was presented for consideration.

Mrs. Watson reported that she had researched the assessment possibility suggested by Burton and Associates regarding funding options for expansion which included special assessments. She stated that the Local Act establishing the JWSC states that it has the power to prescribe, fix and collect rates, fees, tolls or charges. The right of taxation is under the complete control of the State. Cities and counties have only such power of taxation as is granted to them by the State. Since the JWSC has not been granted such power, it does not have the authority to impose taxes, and consequently it does not have the inherent or implied power to levy special assessments.

### **3. Vapor Phase Odor Control System – K. Morgan**

Mr. Morgan stated that BioConversion Technology had presented a proposal outlining three options for neutralizing the odors at Academy Creek. The main consideration is how much product will be used on an annual basis to determine which option of the three is the best for the JWSC. After a short discussion, the Commission requested the item be placed back on the agenda after staff researches the issue thoroughly and collects baseline data.

#### **4. Public Information Officer – C. Harvey**

Commissioner Harvey stated that the JWSC needs to develop positive communication with the public. He would like the Commissioners to consider hiring a spokesperson to handle communications, website design, and a newsletter so that the JWSC would have a single point of contact and a consistent message. Commissioner Harvey stated that he had received a copy of the Glynn County's job description. Commissioners discussed the possibilities of contract or as needed work, part-time or hiring a full time position. Commissioner Harvey suggested that he review the job description and bring it back for consideration after the first of the year.

#### **5. Gloucester Street Property – T. Sammons**

Commissioner Sammons stated there has been an interest expressed in purchasing a portion of the Gloucester Street property. Commissioner Sammons suggested that we need to determine the outside perimeter of the building in order to determine the boundaries of what we would want to sell. Mrs. Watson stated that the property would need to be appraised and subdivided. Then the JWSC could either accept sealed bids or sell on the courthouse steps. The Commission directed Mr. Morgan to proceed with the soil borings.

### **APPROVAL**

#### **1. Easement Abandonment**

*Item pulled from the Agenda.*

#### **2. Minutes of the October 20, 2011 Regular Meeting**

Commissioner Harvey made a motion seconded by Commissioner Coleman to approve the minutes of the October 20, 2011 regular meeting. Motion carried 4-0-0.

#### **3. Minutes of the October 20, 2011 Executive Session**

Commissioner Sammons made a motion seconded by Commissioner Harvey to approve the minutes of the October 20, 2011 executive session. Motion carried 4-0-0.

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

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Clyde Taylor, Chairman

Attest:

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Barbara Rogers, JWSC