



**Brunswick-Glynn County  
Joint Water and Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, September 15, 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. Town Hall meeting dates for additional JWSC Board Members –  
Chairman Sammons**
- 2. Funding Option for Marketing Services – A. Burnham**

### **APPROVAL**

- 1. Lockbox Agreement - John Donaghy**
- 2. Generator for Fancy Bluff WPF – Keith Morgan**
- 3. Minutes of the September 1, 2011 Regular Meeting.**
- 4. Minutes of the September 9, 2011 Special Called Meeting**
- 5. Minutes of the September 9, 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  
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Third Floor Conference Room  
Thursday, September 15, 2011 at 3:00 p.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 gave the invocation.

### **PUBLIC COMMENT PERIOD**

Chairman Sammons recognized the following individuals to address the Commission.

1. Joe Fendig, Saint Simons Island, presented Commissioners with a proposal to locate a billboard on the 2307 Gloucester Street property.
2. Greg Wilkes, Brunswick, requested that the Commission consider decreasing the Creekside Oaks property owners' flat rate sewer bills.

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

Commissioner Brooks made a motion seconded by Commissioner Taylor to add Brunswick Villa Sewer to the discussion portion of the agenda. Motion carried 4-0-0. Commissioner Harvey was not present for the vote.

## **DISCUSSION**

### **1. Town Hall meeting dates for additional JWSC Board Members – Chairman Sammons**

Chairman Sammons began the discussion by reviewing the timeline the JWSC would need to meet in order to have this item considered on the next session of the State legislature. Several Commissioners stated that the public meetings held prior to the recent rate increase were very poorly attended by the public. In lieu of holding public meetings, the Commissioners discussed several other methods that could be used to communicate to the public and solicit their input. Chairman Sammons stated that the Chamber of Commerce would be including a couple of questions on their upcoming survey relating to the JWSC. Commissioner Taylor suggested participating in the Chamber's survey,

Commissioners were asked to advise Keith Morgan on their suggestions on the best ways the JWSC could use to communicate to the public.

### **2. Funding Option for Marketing Services – A. Burnham**

Andy Burnham of Burton and Associates presented an overview of funding options the Commission may wish to consider for system expansion into targeted areas in order to acquire potential new customers. The most widely used ways utilities recover their costs are through rates, capital tap fees, or establishing special assessments for connecting properties.

Commissioner Taylor made a motion seconded by Commissioner Harvey to direct staff to work with the JWSC legal counsel and research what steps need to be put in place to establish a special assessment. Motion carried 5-0-0.

### **3. Brunswick Villa Sewer**

Commissioner Brooks stated that he had been contacted by a Brunswick Villa landlord that would like to connect to public sewer and remove his properties from septic tanks. Mr. Morgan stated that a letter was written August 9, 2011 to Mayor Thompson inquiring about the availability of SPLOST V funds for two City of Brunswick sewer projects and the anticipated funding levels. Commissioner Coleman suggested that part of Brunswick Villa is located within the County.

## **APPROVAL**

### **1. Lockbox Agreement - John Donaghy**

Mr. Donaghy stated that United Community Bank provides lockbox services to the JWSC. In their response to the RFP, United Community Bank included that after July 1, 2011 this service would be subcontracted by the bank.

Commissioner Brooks made a motion seconded by Commissioner Harvey to approve the Lockbox Agreement, as presented, with United Community Banks, Inc. for the period ending December 15, 2011 with two option year renewals and to authorize the Chairman, Executive Director and Chief Financial Officer to execute the necessary documents. Motion carried 5-0-0.

### **2. Generator for Fancy Bluff WPF – Keith Morgan**

Mr. Morgan stated that the South Mainland District water system has two water production facilities, Fancy Bluff and Exit 29. Neither of these two sites have generators for back-up electricity in case of power outages. Funding to purchase a generator for the Fancy Bluff facility was allocated in the FY 2012 budget.

Commissioner Taylor made a motion seconded by Commissioner Coleman to award the bid to ProPower Solutions for the price of \$51,044 and authorize the Executive Director to make the generator purchase. Motion carried 5-0-0.

### **3. Minutes of the September 1, 2011 Regular Meeting.**

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

### **4. Minutes of the September 9, 2011 Special Called Meeting**

Commissioner Harvey made a motion seconded by Commissioner Coleman to approve the minutes of the September 9, 2011 special called meeting. Motion carried 3-0-2. Commissioners Brooks and Taylor abstained.

### **5. Minutes of the September 9, 2011 Executive Session**

Commissioner Harvey made a motion seconded by Commissioner Coleman to approve the minutes of the September 9, 2011 executive session. Motion carried 3-0-2. Commissioners Brooks and Taylor abstained.

**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 5-0-0.

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Tony Sammons, Chairman

Attest:

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Barbara Rogers