



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, April 5, 2012 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. House Bill 1271 – Chairman Taylor**
- 2. Public Information Officer – Commissioner Harvey**
- 3. Financial Update – J. Donaghy**
- 4. Workers' Compensation Report – J. Donaghy**

APPROVAL

- 1. North Mainland Elevated Storage Tank Driveway Easement – D. Hainley**
- 2. Tax Specialists of Georgia Engagement Agreement – K. Morgan
Memorandum of Understanding with Glynn County**
- 3. Georgia Power Easement Request at Exit 29 – K. Morgan**
- 4. Auditing Firm Bid Award – J. Donaghy**
- 5. Minutes of the March 15, 2012 Regular Meeting**
- 6. Minutes of the March 15, 2012 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.**



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, April 5, 2012 at 3:00 p.m.**

MINUTES

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

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

DISCUSSION

1. House Bill 1271 – Chairman Taylor

Chairman Taylor started the discussion by reviewing the changes to the bill and asked fellow commissioners if they thought that the JWSC should take a position on those changes. Commissioners discussed their concerns with the changes made by the local representatives after the City, County and JWSC had all agreed on the proposed changes. Several commissioners expressed concern that the entire board would disband as of January 1, 2012 unless the City or County reappointed one of their current appointments.

Commissioners unanimously agreed that the position of the JWSC is one of approving the appointment process answering “yes” to ballot question number 1 and option number 2; also recommended drafting a press release on their position.

2. Public Information Officer – Commissioner Harvey

Commissioner Harvey stated that in the past the JWSC experienced issues with getting correct information out to the public. The Public Information Officer would be an individual that reported directly to the Executive Director and would act as the spokesperson for the organization. A short discussion was held on the benefits of an in-house staff person versus public relations professionals that could be utilized as needed.

Commissioner Sammons made a motion seconded by Commissioner Brooks that the JWSC invite a minimum of three (3) public relations firms to make presentations to the Commission on the services they provide and how they could assist the JWSC. Motion carried 5-0-0.

3. Financial Update – J. Donaghy

Mr. Donaghy reviewed the February 29, 2012 Comparative Balance Sheet, Revenue and Expenditure Budget Report, Accounts Receivable Summary and the Contract Savings Report. Commissioners asked questions as they reviewed each of the reports. Mr. Donaghy stated that the JWSC has stepped up its collection efforts on active accounts. Commissioners asked for an update on the monies turned over to the collection agency.

4. Workers’ Compensation Report – J. Donaghy

Mr. Donaghy presented Commissioners with the quarterly Workers’ Compensation Report for the first quarter of 2012. Commissioners reviewed the report and requested that “near misses” be incorporated into the report in the future. Commissioner Sammons stated that all the 2012 injuries were preventable accidents and concurred that we need to be more proactive rather than reactive.

Commissioner Taylor made a motion seconded by Commissioner Sammons to add to the agenda an update on the Academy Creek Odor Control program. Motion carried 5-0-0.

5. Academy Creek Odor Control

Mr. Morgan stated that April 1 was the implementation date and the program appears to have very positive results. Mr. Morgan stated that we are on a monthly agreement with the company and are not obligated to a long term contract. Commissioners requested Mr. Morgan schedule a tour.

APPROVAL

1. North Mainland Elevated Storage Tank Driveway Easement – D. Hainley

Mr. David Hainley, Glynn County Community Development Director, stated that the Spur 25 road project necessitates the JWSC provide a temporary easement to the DOT to access JWSC property for the construction of a driveway at the North Mainland elevated storage tank site.

Commissioner Sammons made a motion seconded by Commissioner Coleman to approve the temporary easement with Georgia DOT and authorize the Chairman and Executive Director to sign the temporary easement document accordingly. Motion carried 5-0-0.

2. Tax Specialists of Georgia Engagement Agreement – K. Morgan Memorandum of Understanding with Glynn County

Mr. Morgan stated that Tax Specialist of Georgia is a consulting firm specializing in Georgia Sales and Use Tax. The firm seeks to enter into an agreement with the JWSC for the purpose of recouping sales tax the utility may have paid through payment of contractor draws on the Exit 29 WWTP expansion project. Exit 29 WWTP was a Glynn County project funded by the JWSC, SPLOST V and a Glynn County Economic Development Administration grant. The JWSC will need to enter into a Memorandum of Understanding with Glynn County for an equitable prorata distribution of any sales tax recouped by the Tax Specialist of Georgia firm.

Commissioner Harvey made a motion seconded by Commissioner Coleman to approve the Engagement Agreement between the JWSC and Tax Specialist of Georgia and authorize the Chairman and Executive Director to sign the agreement accordingly. Motion carried 5-0-0.

Commissioner Harvey made a motion seconded by Commissioner Coleman to approve the MOU between the JWSC and Glynn County for an equitable prorata distribution of any sales tax recouped by Tax Specialists of Georgia and

authorize the Chairman and Executive Director to sign the MOU accordingly. Motion carried 5-0-0.

3. Georgia Power Easement Request at Exit 29 – K. Morgan

Mr. Morgan stated that Georgia Power has requested a 10-foot wide easement across the Exit 29 WWTP property for the installation of underground electrical service to billboards located along the southbound lanes of I-95. Originally the omission voted to defer action to allow staff to work out a more acceptable route that would not conflict with future expansion of the Exist 29 WWTP. A new route has been selected and staff is recommending granting of this easement.

Commissioner Brooks made a motion seconded by Commissioner Harvey to approve the granting of a 10-foot wide easement across Parcel ID No. 03-16474 to Georgia Power Company granting the right to install, operate and maintain underground utility service to billboards along I-95 and authorize the Chairman and the Executive Director to sign the easement. Motion carried 5-0-0.

4. Auditing Firm Bid Award – J. Donaghy

Mr. Donaghy stated that the JWSC issued a request for auditing services on February 21, 2012 for our fiscal year ending June 20, 2012 and two option years ending June 30, 2013 and 2014. Four responses were received and all were fully responsive to the technical and professional requirements of the RFP. Staff recommends that the JWSC accept the proposal of the Certified Accounting Firm of Karp, Ronning & Tindol at a cost of \$26,125.

Commissioner Sammons made a motion seconded by Commissioner Harvey to accept the proposal and award a contract to provide auditing services for the Certified Accounting Firm of Karp, Ronning & Tindol for the fiscal year ending June 30, 2012 at a cost of \$26,125 and authorize the Chairman, Executive Director and Chief Financial Officer to execute the documents necessary subject to approval of legal counsel. Motion carried 5-0-0.

5. Minutes of the March 15, 2012 Regular Meeting

Commissioner Sammons made a motion seconded by Commissioner Brooks to approve the minutes of the March 15, 2012 Regular Meeting. Motion carried 5-0-0.

6. Minutes of the March 15, 2012 Executive Session

Commissioner Brooks made a motion seconded by Commissioner Sammons to approve the minutes of the March 15, 2012 Executive Session. Motion carried 5-0-0.

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.

There being no further business, the meeting was adjourned.

Clyde Taylor, Chairman

Attest:

Barbara Rogers, JWSC