



**Brunswick-Glynn County Joint Water & Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, April 18, 2013 at 1:30 p.m.**

## **AGENDA**

**Call to Order      \*\*      Invocation      \*\*      Pledge**

### **PUBLIC COMMENT PERIOD**

### **APPROVAL**

- 1. Minutes of the April 4, 2013 regular meeting**

### **DISCUSSION**

- 1. Performance Audit Report – Elmo Richardson**
- 2. Presentation of FY 2014 Proposed Draft Budget – K. Morgan**

### **EXECUTIVE SESSION**

**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 & Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, April 18, 2013 at 1:30 p.m.**

**MINUTES**

**PRESENT:**

- Ronald E. Perry, Chairman**
- James Brooks, City Commissioner**
- Sandra J. Dean, Commissioner**
- George M. Dupuy, Commissioner**
- Donald M. Elliott, Commissioner**
- Dale Provenzano, County Commissioner**
- Tony Sammons, Commissioner**

**ALSO PRESENT:**

- Keith P. Morgan, Executive Director**
- John D. Donaghy, Chief Financial Officer**
- Desiree E. Watson, JWSC Attorney**
- Barbara Rogers, JWSC Acting Clerk**

Chairman Perry called the meeting to order and provided the invocation. The pledge of allegiance was led by Commissioner Sammons.

**PUBLIC COMMENT PERIOD**

Chairman Perry recognized the following individuals to address the Commission.

1. Bruce Whitehurst, Brunswick, Georgia. Mr. Whitehurst representing Trademark Properties, Inc. stated he wished to clarify some information concerning the 501 Gloucester Street building. Mr. Whitehurst said that by reconfiguring the current parking, a total of 53 spaces at the 600 Gloucester Street parking lot included in the sale could be gained. Also a demolition of part of the building would allow for construction of a drive through window. JWSC could buy out the current tenants' leases.

There being no additional citizens who wished to address the Commission, Chairman Perry closed the Public Comment Period.

## **APPROVAL**

### **1. Minutes of the April 4, 2013 regular meeting**

Commissioner Dean made a motion seconded by Commissioner Elliott to approve the minutes of the April 4, 2013 regular meeting. Motion carried 5-0-0. Commissioner Brooks and Commissioner Dupuy were not available for the vote.

## **DISCUSSION**

### **1. Performance Audit Report – Elmo Richardson**

Mr. Elmo Richardson, Jr. P.E. presented his Performance Audit for consideration by the Commission. Mr. Richardson stated that the overall performance has been excellent since the formation of the JWSC on January 1, 2008. Some areas, Mr. Richardson stated, may need improvement such as bad debt allowance and reducing the large amount of old uncollected bills. He stated that management should remain focused on customer service training and public relations. Mr. Richardson said that there has been a serious lack of continuity and strategic direction by the continuing turnover of Board members. Mr. Richardson encouraged each Board member to commit themselves to understanding the utility business and establishing long term goals for the utility.

Commissioner Elliott made a motion seconded by Commissioner Sammons to accept the Performance Audit as presented. Motion carried 6-0-0. Commissioner Brooks was not present for the vote.

Commissioners took a short break.

Commissioner Elliott made a motion seconded by Commissioner Dean to add Town Hall Meetings to the discussion agenda. Motion Carried 7-0-0.

**1(A).** Commissioner Dean stated that the first of the Town Hall Meetings is scheduled for Monday, April 22, 2013 at the Saint Simons Island Casino. Commissioners Provenzano, Dupuy, and Dean will attend along with Chairman Perry. A short discussion was held concerning the program that will include a short presentation on the Performance Audit.

Commissioner Provenzano made a motion seconded by Commissioner Elliott to add to the discussion agenda providing Commissioners' names and contact information to promote the availability of the Board of Commissioners. Motion carried 7-0-0.

**1(B).** Commissioner Provenzano stated he would like to see the Commissioner's names and contact information listed on the website and in *The Brunswick News*.

Additionally, Chairman Perry stated he would like to have the emergency numbers move into a more prominent location on the web site.

## **2. Presentation of FY 2014 Proposed Draft Budget – K. Morgan**

Commissioner Elliott led off the discussion explaining that Commissioners were being presented with a management budget and a flat budget for their consideration. Commissioners requested to see the back-up budget detail on what the line items shown represented and the process used to develop these requests. Commissioners expressed interest in exploring savings on several personnel costs by reviewing turnover costs, merit increases, and pension contributions.

Chairman Perry established an ad hoc committee of Commissioners Dupuy, Sammons and Elliott to study the impact of conservation and irrigation only issues and how the JWSC could capitalize on some new sources for generating revenue.

Commissioner Elliott made a motion seconded by Commissioner Sammons to approve the draft management budget on rates with a supporting rate increase of 1.9% and flat budget on expenses; and excess revenue overages to be placed into the Reserves Fund; and staff will provide all detailed budget back-up to Commissioners for their review prior to the next meeting; and authorize staff to submit the draft to the City of Brunswick and Glynn County for their comments by May 1, 2013. Motion carried 6-0-0. Commissioner Dupuy was not present for the vote.

## **EXECUTIVE SESSION**

Chairman Perry made a motion seconded by Commissioner Provenzano to adjourn to Executive Session to discuss pending litigation. Motion carried 6-0-0. Commissioner Dupuy was not present for the vote.

Back in open session.

Commissioner Elliott made a motion seconded by Commissioner Dean to authorize the Chairman and Keith Morgan to sign a Litigants Bill of Rights in compliance with Local Rule 16.7 in the McRae case pending in federal court and upon recommendation of legal counsel. Motion carried 6-0-0. Commissioner Dupuy was not present for the vote.

Commissioner Brooks made a motion seconded by Commissioner Sammons to adjourn the meeting. Motion carried 6-0-0. Commissioner Dupuy was not present for the vote.

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Ronald E. Perry, Chairman

Attest:

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Barbara Rogers  
Acting Clerk