



**Brunswick-Glynn County Joint Water & Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Wednesday, February 20, 2013 at 3:00 p.m.**

## **AGENDA**

**Call to Order**

**Pledge and Invocation**

**Public Comment Period**

**Discussion**

- 1. Phones and Pagers Policy – Chairman Perry**
- 2. Bid Process and Procedure – Commissioner Dean**
- 3. Tap Fee for Other City/County Governments – Commissioner Dean**
- 4. After-Hour Emergency Call Procedure – Keith Morgan**
- 5. Analysis of Commissions and/or Authorities – D. Watson**

**Approval:**

- 1. Quitclaim Deed for Communications Site – D. Watson**
- 2. Minutes of the February 7, 2013 regular meeting.**

**Executive Session**

**All citizens are invited to attend. There is a possibility of a quorum  
of City or County Commissioners being present**



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Wednesday, February 20, 2013 at 3:00 p.m.**

## **MINUTES**

**PRESENT:**                    **Ronald E. Perry, Chairman  
George M. Dupuy, Commissioner  
Donald M. Elliott, Commissioner  
Dale Provenzano, County Commissioner  
Tony Sammons, Commissioner**

**ABSENT:**                    **James Brooks, City Commissioner  
Sandra J. Dean, Commissioner**

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

Chairman Perry called the meeting to order and provided the invocation.  
Commissioner Provenzano led the pledge of allegiance.

### **Public Comment Period**

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

Commissioner Elliott made a motion seconded by Commissioner Provenzano to add the Chief Financial Officer's Report to the agenda for discussion. Motion carried 5-0-0.

Chairman Perry made a motion seconded by Commissioner Elliott to add discussion on acceptance of the Hawkins Island Infrastructure to the agenda. Motion carried 5-0-0.

## **Discussion**

### **1. Chief Financial Officer's Report – John Donaghy**

Mr. Donaghy distributed and reviewed the January 31, 2013 financial reports. He stated that encumbrances had been added to the expenditure report to show purchases that had not yet been invoiced and paid. Commissioners had several questions on receivables and collection efforts and procedures for handling bad debt. Commissioner Elliott stated that the Finance Committee would work on developing a policy to write off bad debt. Commissioner Elliott requested that the Financial Reports be presented at the second meeting of each month, after a review in the Finance Committee prior to the Commission meeting.

Commissioner Elliott stated that the next Finance Committee meeting would be held on March 4, 2013 at 2:00. Burton and Associates will make a presentation on rate setting.

Commissioner Sammons stated the Facilities Committee will meet the same day, March 4, 2013 at 1:00.

Chairman Perry made a motion seconded by Commissioner Elliott to add an update on Mr. Grantham's mobile home park's private system. Motion carried 5-0-0.

### **2. Update on Mr. Grantham's Mobile Home Park.**

Mr. Morgan stated that this had been deferred to the Facilities Committee that would meet March 4, 2013. Mr. Grantham was invited to attend this meeting.

### **3. Hawkins Island Infrastructure**

Mr. Morgan stated that in December 2009 Sea Island Company had requested Glynn County accept several developments. David Hainley, Community Development Director for Glynn County, has been working with Sea Island staff to determine if the water and sewer infrastructure of each for these developments meet standards, to identify any deficiencies that were identified, and what corrections would need to be made. Mr. Morgan stated that a meeting was set for this Friday to determine the status of the Hawkins Island review. Chairman Perry stated that he had been provided copies of the dedication of the Hawkins Island water and sewer infrastructure to Glynn County back in 2008 and that it had been conveyed to the JWSC in 2010. Chairman Perry stated he did not understand how, at this time, the homeowner association was being told they would have to make these improvements. It was requested that following the meeting on Friday, an email be sent to each Commissioner outlining the results of the meeting.

#### **4. Phones and Pagers Policy – Chairman Perry**

Mr. Morgan reviewed the current JWSC policy for radio, cell and pager use. He provided Commissioners with a listing of employees that are currently issued this equipment to conduct JWSC business.

#### **5. Bid Process and Procedure – Commissioner Dean**

The Chairman deferred this item.

#### **6. Tap Fee for Other City/County Governments – Commissioner Dean**

The Chairman deferred this item.

#### **7. After-Hour Emergency Call Procedure – Keith Morgan**

Mr. Morgan stated that RSVP has been providing emergency dispatch for over 10 years with predominately stable, reliable and affordable service. A small percentage of calls do sometimes result in failures that delay response time. Commissioners suggested implementing the on-call employees send RSVP an acknowledgement of receipt of all paged calls.

Mrs. Watson requested that the Chairman ask for a vote to defer items #5 and #6 to the March 7, 2013 meeting. Commissioner Sammons made a motion seconded by Commissioner Elliott to defer item #5 and #6 to the March 7, 2013 meeting. Motion carried 5-0-0.

#### **8. Analysis of Commissions and/or Authorities – D. Watson**

Mrs. Watson reviewed with Commissioners the analysis she had been requested to provide on differences between commissions and authorities. She stated that the differences lie in the enabling legislation for the specific public entity. The name does not determine the entity's powers and duties. The JWSC has two provisions in its local act that are unique. One applies to the Water and Sewer Ordinance which was combined into a standardized ordinance subsequently adopted by the City and County and the second unique provision is the Operational Agreement which sets forth in a three-party agreement how the JWSC is to operate the unified system.

Commissioner Sammons made a motion seconded by Commissioner Provenzano to add discussion of the attorney bills to the agenda. Motion carried 5-0-0.

Mrs. Watson stated that the attorney bills are hand delivered around the first meeting of each month. Commissioners requested that these statements be scanned and sent to them for their review.

## **Approval**

### **1. Quitclaim deed for Communications Site – D. Watson**

Chairman asked if there were any objection to this item. Hearing none, he asked for a motion to approve.

Commissioner Elliott made a motion seconded by Commissioner Sammons to authorize the Chairman and Executive Director execute a Quitclaim Deed conveying to Glynn County 0.25 acres of land, located at 3090 Frederica Road, parcel identification number 04-1364. Motion carried 5-0-0.

### **2. Minutes of the February 7, 2013 regular meeting.**

Commissioner Sammons made a motion seconded by Commissioner Elliott to approve the minutes of the February 7, 2013 regular meeting. Motion carried 5-0-0.

## **Executive Session**

The JWSC members did not have any items to discuss in an Executive Session.

Meeting Adjourned.

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Ronald E. Perry

Attest:

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Barbara Rogers