



**Brunswick-Glynn County Joint Water & Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, February 7, 2013 at 3:00 p.m.**

## **AGENDA**

**Call to Order**

**Pledge and Invocation**

**Public Comment Period**

**Presentation – Kirk Watson with Hodnett Cooper**

**Chairman's Report - Chairman Perry**

- 1. Brunswick News Articles and Letters to the Editor**

**Director's Report – Keith Morgan**

**Chief Financial Officer's Report – John Donaghy**

**Committee Reports**

- 1. Facilities – Commissioner Sammons**
- 2. Customer and Public Relations – Commissioner Dupuy**
- 3. Finance – Commissioner Elliott**
- 4. Personnel – Commissioner Brooks**

**Discussion**

- 1. Proposed Local Act Amendments – Desiree Watson**
- 2. SPLOST Update – Chairman Perry**
- 3. Vehicle Policy – Chairman Perry**

- 4. Phones and Pagers Policy – Chairman Perry**
- 5. Bid Process and Procedure – Commissioner Dean**
- 6. Tap Fee for Other City/County Governments – Commissioner Dean**
- 7. After-Hour Emergency Call Procedure – Keith Morgan**

#### **Approval**

- 1. Banking Resolution – John Donaghy**
- 2. Lease Renewal (Harvey Anderson) – John Donaghy**
- 3. Surplus Declaration of Vehicles – John Donaghy**
- 4. Minutes of January 10, 2013 Meeting**

#### **Executive Session**



**Brunswick-Glynn County Joint Water & Sewer Commission  
700 Gloucester Street  
Third Floor Conference Room  
Thursday, February 7, 2013 at 3:00 p.m.**

**MINUTES**

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

**ABSENT:**                    **James Brooks, City 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. Commissioner Sammons provided the invocation and Chairman Perry led the pledge of allegiance.

**Public Comment Period**

Chairman Perry recognized the following individuals to address the Commission.

1. Ben Grantham, Saint Simons Island, stated that he and the City of Brunswick had a gentleman's agreement over assuming the infrastructure at his mobile home park, however, at the current time it is still considered as a private system. Mr. Grantham requested that the JWSC accept his water and sewer lines.
2. Heath Manning, Brunswick, stated that she normally had low water consumption and one month she was billed for an excessive amount. She stated that she had spoken to Customer Service about the problem. This week her water was been cut off. She has now spoken to the Customer Service Supervisor and applied for an adjustment.

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

### **Presentation – Kirk Watson with Hodnett Cooper**

Kirk Watson, Hodnett Cooper, made a presentation on the purchase of the building located at 700 Gloucester Street, the current site of the administrative offices. He stated that it is on a 1.5 acre site with ample on-site parking and conveniently located within walking distance to downtown Brunswick. He also presented the current revenue streams for the building.

### **Chairman's Report - Chairman Perry**

#### **1. Brunswick News Articles and Letters to the Editor**

Chairman Perry stated that he had spoken to the individuals that had submitted letters to the editor of the *Brunswick News* to let them know that their views are important to the JWSC and that we are concerned on how the JWSC is perceived.

### **Director's Report – Keith Morgan**

Mr. Morgan reviewed with Commissioners the current activities in the administrative departments and current projects in Finance and Planning and Construction. He reviewed the activities currently underway in Water Production, Water Distribution, Systems Pumping and Maintenance, and Wastewater Treatment and advised the Commission on the active contracted construction projects and the active in-house construction projects on our Capital Improvement Plan. Mr. Morgan stated the JWSC experienced two (2) unplanned service outages which affected our customers. One outage was at the Saint Mark's Towers project and one just south of the Coast Guard Station when an 8" line was severely damaged by a contractor working on a storm drainage project. He briefly explained what is meant by Residential Equivalent Unit (REU) and how the proper determination ensures that each user pays their proportionate share of the debt.

After a short discussion, the Commission requested that Mr. Morgan send a letter to the City and County proposing an arrangement between either the City of Brunswick or Glynn County and the JWSC on road patches.

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

Mr. Donaghy reviewed the December 31, 2012 Comparative Balance Sheet, Revenue and Expenditure Budget Report, Accounts Receivable Summary and the Contract Savings Report. Mr. Donaghy stated that the 2014 budget preparation has started. Commissioners requested that future reports reflect encumbrances as well as expenditures.

## **Committee Reports**

### **1. Facilities – Commissioner Sammons**

Commissioner Sammons distributed a matrix comparing the properties the JWSC has under consideration. The Committee will be continuing to develop the matrix as the information is obtained.

### **2. Customer and Public Relations – Commissioner Dupuy**

Commissioner Dupuy stated that the Committee had met twice and had invited the Customer Service Supervisor, Luke Schwalm, to the last meeting. Commissioner Dupuy stated that the Committee was recommending that the Committee be renamed to Customer Service and Public Communications.

Commissioner Dupuy made a motion seconded by Commissioner Dean to change the name of the Committee to Customer Service and Public Communications. Motion carried 6-0-0.

### **3. Finance – Commissioner Elliott**

Commissioner Elliott stated that the Committee had met twice and was reviewing the current systems and would be making recommendations once they had finished their reviews. Commissioner Elliott stated that the Committee was setting a date to invite Burton & Associates to come and explain rate development and wanted to invite all the Commissioners to attend, if possible.

### **4. Personnel – Commissioner Brooks**

Commissioner Provenzano gave the Committee's report, stating that the Committee is looking into such areas as turnover rates, comparable industry wage rates, benefits, and the exit interview process.

## **Discussion**

### **1. Proposed Local Act Amendments – Desiree Watson**

Mrs. Watson stated that immediately prior to the start of our meeting she learned that notice to introduce a bill to amend the Act had already been prepared by one of our Representatives. She distributed a handout showing the proposed amendment and compared it to the current local Act and the proposed draft in the briefing book. After a short discussion concerning how the JWSC should proceed, a decision was made to hold up any action until Commissioners could speak to local Representatives.

## **2. SPLOST Update – Chairman Perry**

Chairman Perry updated Commissioners stating that a letter had been sent to both the City of Brunswick and Glynn County requesting an up to date status report on all water and sewer projects listed in SPLOST IV and SPLOST V. He advised Commissioners that a response had been received from the City Manager and that the County's response was expected before our next meeting.

## **3. Vehicle Policy – Chairman Perry**

Chairman Perry asked for additional information on the assignment of "Take Home" vehicles; how they were assigned and if they could be driven out of county. Mr. Morgan stated that the superintendents of each division were assigned a take home vehicle as well as the division foremen since they were always on back-up call. He stated that other employees were assigned a vehicle to be driven home when they were the on-call employee for their division. A short discussion was held on how the benefit was calculated for tax purposes on take home vehicles.

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

This item was deferred to the next meeting on February 20, 2013.

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

This item was deferred to the next meeting on February 20, 2013.

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

This item was deferred to the next meeting on February 20, 2013.

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

This item was deferred to the next meeting on February 20, 2013.

## **Approval**

### **1. Banking Resolution – John Donaghy**

Mr. Donaghy explained that our Financial Policy requires two (2) signatures on any check issued for \$25,000 or more.

Commissioner Sammons made a motion seconded by Commissioner Elliott that the Brunswick-Glynn County Joint Water and Sewer Commission approve the Chairman and Vice-Chairman as authorized signatories on the bank accounts of the JWSC and that the Chairman, Vice-Chairman, Executive Director and Chief

Financial Officer be authorized to execute the necessary banking resolutions with United Community Bank. Motion carried 6-0-0.

## **2. Lease Renewal (Harvey Anderson) – John Donaghy**

Mr. Donaghy stated that in March 2010 the JWSC approved entering into a lease with Harvey Anderson for the property where a lift station is located. The renewal is for the third option year at a cost of \$100 per month.

Commissioner Provenzano made a motion seconded by Commissioner Elliott that the Brunswick-Glynn County Joint Water and Sewer Commission's approve the third option year of the lease with Mr. Harvey Anderson for property located at 100 Marsh Drive at a cost of one hundred dollars (\$100.00) per month. Motion carried 6-0-0.

## **3. Surplus Declaration of Vehicles – John Donaghy**

Mr. Donaghy stated that following the authorized purchase of replacement vehicles; three existing vehicles are no longer of any use to the JWSC and staff recommends they be declared surplus.

Commissioner Dupuy made a motion seconded by Commissioner Elliott that the Brunswick-Glynn County Joint Water and Sewer Commission declare as surplus the vehicles identified as 1961, 1973 and 74142 and that they be disposed of in a manner most advantageous to the JWSC. Motion carried 6-0-0.

## **4. Minutes of January 10, 2013 Meeting**

Commissioner Elliott made a motion seconded by Commissioner Sammons to approve the minutes of the January 10, 2013 regular meeting. Motion carried 6-0-0.

## **Executive Session**

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

Chairman Perry requested that the next regular meeting be moved to Wednesday, February 20, 2013 at 3:00 p.m.

Meeting Adjourned.

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Ronald E. Perry, Chairman

Attest:

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Barbara Rogers