



**Brunswick-Glynn County Joint Water & Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, January 10, 2013 at 2:30 p.m.**

AGENDA

CALL TO ORDER – Outgoing Chairman Clyde Taylor

PLEDGE & INVOCATION

SWEARING-IN CEREMONY – Probate Judge Debbie Howes

BREAK

PROCLAMATIONS FOR COMMISSIONERS – Commissioner Sammons

Uli Keller

Mark Spaulding

Tony Thaw

ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

DISCUSSION

- 1. Administrative Office Complex – Commissioners Elliott and Commissioner Dean**
- 2. Committee Formation – Commissioner Dean**
- 3. Auditor's Report – Commissioner Perry**
- 4. Operational Audit – Commissioner Perry**
- 5. SPLOST IV and V – Commissioner Perry**
- 6. Utility Name Change – Commissioner Perry**
- 7. Commission to an Authority Transition – Commissioner Perry**
- 8. Approval of Minutes of December 20, 2012 Regular Meeting**

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, January 10, 2013 at 2:30 p.m.**

MINUTES

PRESENT: James Brooks, City Commissioner
Sandra J. Dean, Commissioner
George M. Dupuy, Commissioner
Donald M. Elliott, Commissioner
Ronald E. Perry, 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 Clerk

Outgoing Chairman Clyde Taylor called the meeting to order and provided the invocation. Commissioner Sammons led the pledge of allegiance.

COMMISSIONER'S SWEARING-IN CEREMONY

Probate Judge Debbie Howes
Sandra J. Dean
George M. Dupuy
Donald M. Elliott
Ronald E. Perry
G. Tony Sammons

BREAK

PROCLAMATIONS FOR COMMISSIONERS – Commissioner Sammons
Uli Keller
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ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

Commissioner Brooks nominated Commissioner Perry to serve as Chairman for the year 2013. The nomination carried unanimously.

Commissioner Brooks nominated Commissioner Provenzano to serve as Vice Chairman for the year 2013. The nomination carried unanimously.

COMMITTEE APPOINTMENTS

Chairman Perry announced the 2013 Committee Appointments.

Facilities Committee

Commissioner Sammons, Chairman
Commissioner Dean
Commissioner Elliott

Customer and Public Relations

Commissioner Dupuy, Chairman
Commissioner Brooks
Commissioner Dean

Finance Committee

Commissioner Elliott, Chairman
Commissioner Provenzano
Commissioner Dupuy

Personnel Committee

Commissioner Brooks, Chairman
Commissioner Elliott
Commissioner Provenzano

Chairman Perry stated that no binding legal votes will be taken in committee meetings; therefore, no legal representation will be necessary.

DISCUSSION

1. Administrative Office Complex – Commissioner Elliott and Commissioner Dean

Mr. Robert Ussery reviewed the site plan showing proposed placement of the building, parking areas, drive through window, and traffic flow. Mr. Ussery then reviewed the proposed space allocation of each work area on the first and second floors. Mr. Ussery stated that he has voluntarily placed the project on hold at this time.

Chairman Perry requested the Facilities and Finance Committees begin work on resolving the issue of the administrative headquarters. Commissioner Elliott

stated that developing a matrix showing pros and cons for each location would be very helpful.

2. Committee Formation – Commissioner Dean

This item was addressed earlier at the request of Chairman Perry.

3. Auditor’s Report – Commissioner Perry

John Donaghy, Chief Financial Officer, distributed a copy of the Auditor’s Report of June 30, 2012 issued by Karo, Ronning & Tindol, Certified Public Accountants. Commissioners discussed the findings in the report. Chairman Perry requested that the Commission receive a monthly financial report.

4. Operational Audit – Commissioner Perry

Keith Morgan, Executive Director, stated that House Bill 1271 required the utility provide for a performance audit within one year after the effective date of the Act, being April 11, 2012, and conducted by an outside auditor or consultant. Chairman Perry asked if the utility had ever had such an audit. The Commission requested that Mr. Morgan return at the next meeting with recommendations on how to proceed with the operational audit.

5. SPLOST IV and V – Commissioner Perry

Chairman Perry stated he would like to hear from the City and County on the status of each of the SPLOST IV and SPLOST V projects. The JWSC needs to know what is complete, what is not completed, and what projects are still being planned and how these projects fit into our master plan.

Commissioner Dean made a motion seconded by Commissioner Elliott to direct the Executive Director to draft a letter to City Manager Bill Weeks and County Administrator Alan Ours requesting the status of all SPLOST IV and SPLOST V projects. Motion carried 7-0-0.

6. Utility Name Change – Commissioner Perry

Chairman Perry stated he had spoken with members of our local legislation concerning our request for a name change. He requested that staff send the package back to our legislators.

7. Commission to an Authority Transition – Commissioner Perry

Commissioners held a short discussion on what advantages, if any, there would be to transition to an authority. Chairman Perry asked staff to research and bring back information to the Commission.

8. Approval of Minutes of December 20, 2012 Regular Meeting

Commissioner Sammons made a motion seconded by Commissioner Brooks to approve the minutes of the December 20, 2012 regular meeting. Motion carried 6-0-1. Commissioner Perry abstained.

Chairman Perry requested that as standing agenda items for each meeting would include a Public Comment Period, a Director's Report, and a Financial Report. The next regular meeting of the JWSC will be on February 7, 2012 at 3:00 p.m.

Meeting Adjourned.

Ronald E. Perry, Chairman

Attest:

Barbara Rogers