



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Thursday, July 2, 2015 at 2:00 p.m.**

MINUTES

PRESENT: **Donald M. Elliott, Chairman
Clifford Adams, Commissioner
Thomas Boland, Commissioner
Allen Booker, County Commissioner
John A. Cason, III, City Commissioner
David H. Ford, Commissioner**

ABSENT: **Ronald Perry, Commissioner**

ALSO PRESENT: **Stephen A. Swan, Executive Director
John D. Donaghy, Director of Administration
Charles A. Dorminy, Legal Counsel**

Chairman Elliott called the meeting to order at 2:00 PM. Commissioner Boland provided the invocation, and Chairman Elliott let the pledge.

PUBLIC COMMENT PERIOD

There being no citizens that wished to address the Commission, Chairman Elliott closed the Public Comment Period.

COMMITTEE UPDATES

Communications & Customer Service Committee – Commissioner Ford

There was nothing new to report.

Economic Development Committee – Commissioner Elliott

There was nothing new to report.

Facilities Committee – Commissioner Perry

There was nothing new to report in Commissioner Perry's absence.

Finance Committee – Commissioner Elliott

Nothing to report. There is no meeting for July. Next meeting will be August 4th at 2 pm. Suggested moving all to 2 pm.

Human Resources Committee – Commissioner Cason

The committee met this morning and discussed Bylaws with Jennifer Dorminey Herzog of HBS by teleconference. The first read looks good and Commissioner Booker's notes were added.

Legislative Committee – Commissioner Boland

The committee met on June 30th. The enabling and proposed legislation was amended and will be sent back to Atlanta with assistance from Brad Carver of HBS.

APPROVAL

1. Minutes from the June 18, 2015 Regular Meeting.

Update regarding the minutes: Item #10 Legal Counsel looked into Admirals Cove's deeds and debt. Charlie stated there is a lien and title issues which he is working to get resolved.

Commissioner Cason made a motion seconded by Commissioner Boland to approve the regular minutes from the June 18, 2015 meeting. Motion carried 6-0-1 (Commissioner Perry was absent for the vote)

2. Minutes from the June 18, 2015 Executive Session Meeting.

Commissioner Cason made a motion seconded by Commissioner Boland to approve the executive session minutes from the June 18, 2015 meeting. Motion carried 6-0-1 (Commissioner Perry was absent for the vote).

Commissioner Boland made a motion seconded by Commissioner Cason to excuse Commissioner Perry from today's meeting. Motion approved and carried 6-0-1.

3. 2015 – 2016 Fiscal Year Budget – John Donaghy

John Donaghy read the memo on the Fiscal Year 2015-16 budget stating the staff has prepared and reviewed a budget to provide funding necessary to responsibly operate and maintain the water and sewer systems of BGJWSC. This budget had been reviewed by the Finance Committee. John stated the budget was presented to Glynn County and the City of Brunswick for comment pursuant to the "Act" and the Operational Agreement on June 19, 2015.

Commissioner Cason made a motion seconded by Commissioner Booker that JWSC accept and approve the July 1, 2015 to June 30, 2016 budget in the amount of twenty six million three hundred five thousand nine hundred fifty (\$26,305,950) dollars.

John stated there have been no responses from the city or the county on the budget.

Motion carried 6-0-1 (Commissioner Perry was absent for the vote).

DISCUSSION

1. Grand Jury Selection – C. Dorminy

Charles Dorminy explained the timeline of the Grand Jury Selection and that it is going to change. Since the Local Act 540 was effective on July 31, 2012 this month and day has been set annually. Charlie explained the process and stated the clerk is required to publish the notice that

we are seeking applications in the newspaper. It was noted that the candidates must qualify for 3 of the listed qualifications. Rules and responsibilities should be clear. It was noted that we can place an announcement on JWSC website. Steve Swan stated to add a scheduled tour of the facility on the timeline as it would be beneficial. It was stated that the Grand Jury uses a committee of three people for the interview process.

2. Office Update – S. Swan

Steve Swan stated the final inspections are being done and the move in date is planned for July 17th. The progress items for this week were the blue metal roof and sign has been hung. Paving should be done this week and cameras to be done by end of day. There will be three informational boards planned to be in the foyer that will list contractors, defined bond referendum from 2010, and a picture with cost comparison. There was additional discussion on construction items being completed. There will be a Ribbon Cutting Ceremony soon after the move.

3. Discussion of Commissioner Interface – D. Elliott

Chairman Elliott discussed the communication from one commissioner to another regarding the Epworth Acres and grinder pumps. He stated often times the public and other commissions discuss what JWSC is doing and may have an issue. Sometimes these discussions may request our City and County Commissioners to be involved. It was stated that our JWSC Commissioners, who are also in the City and County Commission, bring these subjects to the full board for review and research. Commissioner Booker stated it would be good to have a half day retreat with the JWSC, the County and the City Commissions to be in one accord. The suggestion that this type of annual meeting with the 3 entities would have an agenda and a facilitator and would create a better communication path and for all.

Steve Swan, Executive Director, shared with the Commission on the subject of Epworth Acres meeting and the low pressure sanitary force main improvements. It was stated that JWSC has been public and shares information regarding the progress and subjects relating to Epworth Acres. There was further discussion that there is no standards for grinder pumps nor an inspector for this type of project. The costs for the customer and JWSC, the risks of commitment, and grinder pumps were also discussed. There are an estimated 128 homes in the Epworth Acres.

EXECUTIVE DIRECTOR'S UPDATE

None to report.

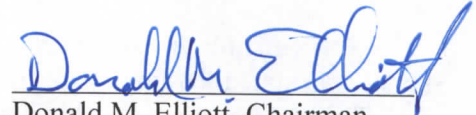
CHAIRMAN'S UPDATE

None to report.

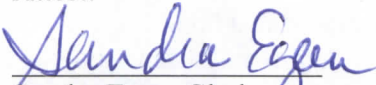
EXECUTIVE SESSION

There being no additional business to bring before the Commission, Chairman Elliott adjourned the open meeting. Chairman Elliott stated the executive session will be discussion only. No action will be taken to warrant the return to open session.

Commissioner Cason made a motion seconded by Commissioner Adams to close the regular meeting and adjourn to executive session to discuss potential litigation, Motion carried 6-0-1 (Commissioner Perry was absent for the vote).


Donald M. Elliott, Chairman

Attest:


Sandra Egan, Clerk