



**Brunswick-Glynn County
Joint Water and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Wednesday, June 4, 2008 at 10:00 A.M.**

AGENDA

DISCUSSION

- 1. Master Plan Update – Angela Bryan**
- 2. Hydrant Breakdown**
- 3. United Water Contract**
- 4. Budget**
 - a. Operational**
 - b. Capital**
- 5. City and County Budget Comments**
- 6. Billing Update**

APPROVAL

- 1. Minutes of the May 22, 2008 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 and Sewer Commission
700 Gloucester Street
Third Floor Conference Room
Wednesday, June 4, 2008 at 10:00 A.M.**

MINUTES

PRESENT: Tony Thaw, County Commissioner
James Brooks, City Commissioner
Uli Keller, County Commissioner

ABSENT: Tony Sammons, Chairman
Mark Spaulding, City Commissioner

STAFF PRESENT: Keith Morgan, JWSC Director
John Donaghy, JWSC Finance Director
Desiree Watson, JWSC Attorney
Barbara Rogers, JWSC
Morris Baisden, United Water

Commissioner Tony Thaw, Acting Chairman, called the meeting to order and provided the invocation.

Commissioner Keller made a motion that was seconded by Commissioner Brooks to excuse the absences of Commissioners Spaulding and Sammons. Motion carried 3-0.

DISCUSSION

1. Master Plan Update – Angela Bryan

Ms. Bryan distributed a handout to the Commission outlining the ongoing progress on the Master Plan. She stated that at this time the primary focus was on the North Mainland and developing projections for the City and South Mainland as possible impacts on Academy Creek's capacity. ATM is working with Glynn County Community Development to determine the 2029 density projections. Ms. Bryan stated that the project was on schedule and progressing on track.

2. Hydrant Breakdown

JWSC Director Keith Morgan distributed a breakdown identifying the out of service private hydrants connected to either public water or private water companies. Commissioner Thaw pointed out that the residents receiving public water are paying for fire protection by paying the fire tax and their water bills. Commissioner Keller stated that he also felt we had the responsibility to assure these hydrants are in good working condition. Commissioners agreed that the Fire Department should send out notifications immediately to the home owner's associations for those owned by private companies, with copies to JWSC.

3. United Water Contract

A draft renewal Water and Wastewater Operations and Maintenance Services Agreement between the JWSC and United Water Services was distributed to the Commissioners. Mr. Morgan stated that the only significant change requested by United Water was for funding of additional staff. Mr. Morgan stated that he supported the additional Wastewater Operator due to EPD requirements but felt that the Utility Service Workers were covered by the current Agreement. Todd Mackey of United Water stated they had received some confusing data regarding the number of customers covered under the service agreement. Mr. Morgan stated that the contract renewal would be on the next agenda for the Commission's action.

4. Budget

a. Operational

Mr. John Donaghy passed out a Revenue and Expenditures statement for the four months ending on April 30, 2008.

b. Capital

Mr. Donaghy pointed out that capital reserves for the City will need to be funded by the excess revenues since no capital funds have been received from the City. Approximately \$3 million has been received from the County and tap fees.

5. City and County Budget Comments

Mr. Donaghy advised the Commission that the draft budget had been delivered to both the City and County on April 30, 2008. As of this date, the JWSC has received no comments from either government.

6. Billing Update

Commissioner Thaw asked how the collection process was being handled. Mr. Donaghy advised that the JWSC has one person dedicated to collections and cut-offs, however, the conversion is demanding the majority of staff time. Commissioner Thaw encouraged staff to operate as a business and hire sufficient staff to handle the collections, payment arrangements and cut-offs. Commissioner Keller asked when the conversion would be complete and all bills would be out. Mr. Morgan stated that staff has been very diligent and methodical on checking the bills for accuracy and that all bills should be out within the next two weeks.

Commissioners requested a status report on the City's meter change-out project at the next meeting.

Commissioner Brooks asked about the online credit card payments and the fees involved. Mr. Donaghy stated that this is the same service and fee schedule that the County had offered. Staff was asked to make a recommendation on how to handle online and credit card payments, including the number of customers utilizing this service.

APPROVAL

1. Minutes of the May 22, 2008 Meeting

Motion was made by Commissioner Keller and seconded by Commissioner Brooks to approve the minutes of the May 22, 2008 meeting. Motion carried 3-0.

EXECUTIVE SESSION

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

Following a discussion concerning the next JWSC Agenda and there being no further business, Acting Chairman Thaw adjourned the meeting.

Tony Thaw, Acting Chairman

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