



## **Finance Committee Meeting Minutes**

Glynn County Board of Commissioners

**4:00 p.m., Tuesday, January 26, 2010**

**Third Floor Conference Room**

**W. Harold Pate Courthouse Annex**

**Brunswick, Georgia**

### **Present:**

**Committee Members:** *J. Clark, D. Hogan, and T. Thaw*

**Other Commissioners:** *A. Callaway*

**Staff:** *J. Bruner, P. Christian, D. Chunn, P. McNicoll, B. Rowell, A. Sapp, C. Stewart, C. Temple, A. Thomas, W. Worley*

**Press:** *N. Batiwalla*

**Others:** *J. Combs, R. Morane*

1. *Consider approval of the consent agenda.*
  - a) *Approval of the January 12, 2010 Finance Committee Minutes.*
  - b) *Recommend that the Board of Commissioners approve a request from Mr. Glynn Duchesney, that \$43.31 paid in interest and penalties for 2009 property taxes be refunded.*
  - c) *Recommend that the Board of Commissioners approve a request from Mr. James Myers, that \$42.11 paid in interest and penalties for 2009 property taxes be refunded.*
  - d) *Recommend that the Board of Commissioners deny a request from Mr. John Perry, that \$87.91 paid in interest and penalties for 2009 property taxes be refunded.*
  - e) *Recommend that the Board of Commissioners deny a request from Ms. Janet O'Hara, that \$55.74 paid in interest and penalties for 2009 property taxes be refunded.*
  - f) *Recommend that the Board of Commissioners deny a request from Mrs. Danielle Chambless that \$65.18 paid in title and tag penalties for their 2010 tag renewals be refunded.*
  - g) *Recommend that the Board of Commissioners adopt the Resolution to amend the FY09/10 Budget.*

The following motion made by Commissioner Hogan and seconded by Commissioner Clark passed unanimously.

### **Recommend approval of the consent agenda. (Vote: 3-0)**

2. *Receive FY09 Comprehensive Annual Financial Report.*

Ms. Phyllis McNicoll, Finance Director, presented the audited FY09 Comprehensive Annual Financial Report (CAFR). She stated that the County received an unqualified opinion on its financial statements. The General Fund completed the fiscal year with a fund balance of \$41.7 million of which \$36.5 million was unreserved and undesignated. She stated that expenditure budgets of \$13 million were carried forward into fiscal year 2010. No department exceeded its fiscal year expenditure budget. Two funds have deficit fund balances. The Solid Waste Disposal Fund had a decrease of \$75 thousand in its fund deficit during FY09. That deficit should decrease each year as post-closure continues. The Administrative Services fund had a deficit of \$49 thousand which was carried forward from a previous year and will be corrected in the current year. The County has no

debt other than water and sewer debt and a GEFA loan which is being paid by the St. Simons Land Trust. The auditors found three significant deficiencies in the Southeast Coastal Georgia Regional Drug Court Grant and two significant deficiencies in the office of the Clerk of Magistrate and Superior Courts. These findings were not considered to be material weaknesses. Ms. McNicoll offered to answer any questions at the meeting or at a later date if commissioners had any.

3. *Consider recommending that the Board of Commissioners award the bid for the site civil portion of the Commercial Drivers License project, including the construction of the US Hwy 17 access lanes and the two asphalt driver testing pads, to Seaboard Construction Company in the amount of \$1,350,976.27, to be funded by an EDA grant.*

Mr. Paul Christian presented this item and stated that the lowest responsive and responsible bides was Seaboard Construction in the amount of \$1,350,976.27. The engineering estimate for this project was \$2,313,080. Mr. Christian stated that the funding source for this project would be a \$1.4 million Economic Development Authority grant. The following motion made by Commissioner and seconded by Commissioner passed unanimously.

**Recommend that the Board of Commissioners award the bid for the site civil portion of the Commercial Drivers License project, including the construction of the US Hwy 17 access lanes and the two asphalt driver testing pads, to Seaboard Construction Company in the amount of \$1,350,976.27, to be funded by an EDA grant. (Vote: 3-0)**

Commissioner Hogan made a motion to add an ADA item to the agenda and Commissioner Clark seconded the motion which passed unanimously.

4. *Consider recommending that the Board of Commissioners approve the renovation of Fire Station 4 at 3581 Frederica Road SSI to comply with the Americans with Disabilities Act and award the bid to Good Ole Boys Construction in the amount of \$36,379 with funding provided from the Fire Fund fund balance.*

Fire Chief Al Thomas presented this item and stated that the ADA improvements to Fire Station 4 is on a short timeline. He stated that they must be completed within twelve months from the signing of the agreement with Department of Justice. Bids were received from three companies and Good Ole Boy was the lowest responsive bidder. The following motion made by Commissioner Hogan and seconded by Commissioner Clark passed unanimously.

**Recommend that the Board of Commissioners approve the renovation of Fire Station 4 at 3581 Frederica Road SSI to comply with the Americans with Disabilities Act and award the bid to Good Ole Boys Construction in the amount of \$36,379 with funding provided from the Fire Fund fund balance. (Vote: 3-0)**

5. *Request that Chairman Thaw identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda.*

**Commissioner Thaw requested that all items be placed on the Board of Commissioners' consent agenda.**