

MINUTES  
SPECIAL CALLED MEETING  
SPLOST 2016  
CITIZENS OVERSIGHT COMMITTEE  
W. HAROLD PATE BUILDING  
1725 REYNOLDS STREET, 2<sup>ND</sup> FLOOR CONFERENCE ROOM  
THURSDAY, MARCH 22, 2018 AT 10:30 AM

Present: Robert Franklin, Chairman  
Ronnie Perry, Vice Chairman  
Mary Harris  
Jane Fraser  
Lance Sabbe  
Robert Terjesen  
Philip Graitcer  
Ron Maulden

Absent: William Kitts

Also Present: Alan Ours, Glynn County Manager  
James Drumm, Brunswick City Manager  
Jimmy Junkin, Executive Director, Brunswick-Glynn County Joint Water  
and Sewer Commission (JWSC)  
Todd Kline, Engineer, Brunswick-Glynn County Joint Water and Sewer  
Commission  
Matthew Kent, Glynn County Public Information Officer

1. New members Jane Fraser and Mary Harris were welcomed to the SPLOST Citizens' Oversight Committee (SCOC).

4. Election of Officers

*[This item was moved up the agenda and heard before item number 2]*

Ron Maulden nominated Ronnie Perry for Chairman. The motion was seconded by Robert Franklin.

Philip Graitcer nominated Mr. Franklin for Chairman. The motion was seconded by Mr. Perry and was approved unanimously.

Mr. Maulden nominated Ronnie Perry for Vice-Chairman. The motion was seconded by Jane Fraser and was approved unanimously.

2. Approve the minutes of the regular meeting held January 17, 2018, subject to any necessary corrections.

Mr. Graitcer made a motion to approve the minutes. The motion was seconded by Robert Terjesen and was approved unanimously.

3. Define the roles of the SPLOST Citizens' Oversight Committee

Mr. Franklin stated that this meeting was designed to talk about the duties of the SCOC and the committee needed to decide what their roles, bylaws, and powers should be.

Mr. Graitcer discussed the timing of SPLOST project materials and requested they be delivered earlier. The Brunswick Glynn County Joint Water and Sewer Commission (JWSC) reports were not sent early enough and the reporting method used by the City of Brunswick was not understandable. Lance Sabbe proposed that the committee receive status reports that have project timelines, next measurable goals, and expenditures. The committee considered reporting requirements that would include a numbered master sheet corresponding to the SPLOST project as it was voted on the ballot, scope, timeline, projected budget, allocations, and status. They asked that the City of Brunswick, Glynn County, and JWSC use a consistent report. The SCOC will then be able to identify, with the help of staff, those projects that are out-of-scope and report to the Glynn County Board of Commissioners.

Mr. Franklin proposed that an agenda be set early in the process and all materials be delivered to the committee two weeks in advance of the next meeting to allow enough time for review. He included that he would like to find a way to acknowledge individuals or departments to the public that are on track.

Mr. Terjesen stated that they need a system that flags projects that are not on schedule and what steps can be taken to correct any problems. Mr. Perry said that without information the committee cannot have any oversight. The committee needs to be involved in every step of the budget and time frame of a project and needs hard figures and facts to make decisions.

Mr. Sabbe questioned the steps to report possible problems with projects. Mr. Franklin responded that transparency would be through the meeting minutes, Glynn County website, local papers, and other local media. The Glynn County Board of Commissioners would also be notified of any issues that the committee is concerned about.

Mr. Franklin discussed the merits of having a traffic study explained to the committee in a meeting by a professional. Mr. Graitcer suggested that meetings focus on the reporting specific projects that could have cost overruns or timeline issues in committee meetings and not attempt to be experts on old traffic studies. Mrs. Fraser disagreed and suggested that more information would benefit decisions.

Mr. Sabbe and Mr. Franklin suggested each future meeting have a potential problem projects highlight, discuss those problems with staff prior to the meeting, have staff give a fifteen-minute presentation about those projects, and provide a report.

James Drumm, Brunswick City Manager, stated that many of the City of Brunswick projects were problems that were identified, but not pre-engineered and exact project costs are not available. As engineering studies are conducted, cost estimates and timelines are becoming available and he will be able to provide more of that information going forward.

Mr. Franklin stated that they want an agenda and understandable source materials well in advance of the meeting with a specific project highlight to be discussed at the next meeting. Mr. Franklin, Mr. Graitcer, and Mr. Sabbe discussed creating a template based on the Glynn County SPLOST Matrix for the City of Brunswick and JWSC that includes name of project connected to ballot item, target priority, budget estimate, scope-of-work, status, milestone, and potential problems to submit to the SCOC.

Alan Ours, Glynn County Manager, confirmed that County staff had plans to identify projects to provide more detail and possible issues to the SCOC.

The committee discussed the frequency and timing of meetings deciding that future meetings begin at 5:30 p.m. and last one-hour every 60 days. Mr. Ours stated that County staff will support the SCOC in their choice of meeting time. The previously scheduled April 18, 2018, meeting was cancelled.

Jimmy Junkin, Brunswick Glynn County Joint Water Sewer Commission Executive Director, discussed the challenge of keeping project update materials current with a two-week deadline before meetings and suggested that they send a report two weeks before the meeting and update the committee on any recent changes. Mr. Perry asked to know as soon as a project will be over budget, so appropriate actions can be taken. Mr. Ours, Mr. Drumm, and Mr. Junkin described the processes to update the SPLOST project materials.

Mr. Graitcer made a motion to require the SCOC to report twice a year to Glynn County, the City of Brunswick, and JWSC to include efficiency, transparency, and timeliness of SPLOST projects to begin in the fall of 2018. The motion was seconded by Mr. Sabbe. The motion passed unanimously.

Mr. Graitcer discussed speaking about future SPLOSTs and considering projects that should be included in future lists.

## 5. Selection of dates for future meetings

The next regular meeting of the committee will be held on May 23, 2018 at 5:30 p.m. and outlined when SPLOST project materials are to be expected. The previously scheduled April 18, 2018, meeting was cancelled.