



**Brunswick-Glynn County Joint Water and Sewer Commission**  
**1703 Gloucester Street, Brunswick GA 31520**  
**Thursday, July 7, 2016 at 2:00 pm**  
**Commission Chambers**

**AGENDA**

**Call to Order**

**Invocation**

**Pledge**

**PUBLIC COMMENT PERIOD**

*Public Comments will be limited to 3 minutes per speaker. Comments are to be limited to relevant information regarding your position and should avoid being repetitious. Individuals should sign in stating your name, address and the subject matter on which you wish to speak. Your cooperation in this process will be greatly appreciated (subject to change).*

**PRESENTATION**

Employee Recognition

**Jason Daniels** Water Distribution Operator – Commissioner Cason

**Don Hendricks** Backflow Prevention – Commissioner Cason

**April Lee** Backflow Prevention – Commissioner Cason

**Dana Read** Recognition – Jay Sellers

**COMMITTEE UPDATES**

Communications & Customer Service – Commissioner Adams

Economic Development – Commissioner Boland

Facilities – Commissioner Perry

Finance – Commissioner Elliott

Human Resources – Commissioner Cason

Legislative – Commissioner Boland

**APPROVAL**

1. **Minutes from June 16, 2016 Regular Meeting** *(subject to any necessary changes)*
2. **Minutes from June 16, 2016 Executive Session Meeting** *(subject to any necessary changes)*
3. **Engineering & Design RFP for PS 2032 Force Main Improvements** – H. Patel/P. Crosby
4. **Additional Flood Insurance** – P. Crosby
5. **Urbana MOU with City of Brunswick** – P. Crosby
6. **Surplus Declaration of New Items** – P. Crosby / J. Meridith
7. **Amendment of Section IV of the 2016-17 Rate Resolution** – J. Donaghy
8. **Unsolicited Proposal Policy** – C. Dorminy / D. Elliott
9. **Yancey Generator CSA Approval** – P. Crosby / M. Lemke

**DISCUSSION**

**CHAIRMAN'S UPDATE**

**EXECUTIVE SESSION**

**MEETING ADJOURNED**

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  
1703 Gloucester Street, Brunswick, GA 31520  
Thursday, July 7, 2016 at 2:00 PM**

**COMMISSION MINUTES**

**PRESENT:**

**Thomas Boland, Chairman**  
**Clifford Adams, Vice-Chairman**  
**Donald M. Elliott, Commissioner**  
**Allen Booker, County Commissioner**  
**John A. Cason, III, City Commissioner**  
**Ronald Perry, Commissioner**  
**Robert Bowen, Commissioner**

**ALSO PRESENT:**

**Charlie Dorminy, Legal Counsel**  
**John D. Donaghy, Director of Administration**  
**Pam Crosby, Director of Purchasing**

Commissioner Boland called the meeting to order at 2:03 PM. Commissioner Perry provided the invocation and Commissioner Boland led the pledge.

**PUBLIC COMMENT PERIOD**

There being no citizens who wish to address the Commission, the Chairman closed the public comment period.

**PRESENTATION**

**Employee Recognition** – Comm. Cason, Cindy Barnhart, & Kirk Young

- **Jason Daniels** – The Georgia State Board of Examiners for Certification of Water Wastewater Treatment Plant Operators and Laboratory Analysts recognizes Jason Jack Daniels as a *Water Distribution Operator*.
- **April Lee & Don Hendricks** – In the interest of continuing education and training, April Lee and Don Hendricks have completed the courses in Backflow Prevention at the University of Florida TREEO.
- **Dana Read, Jr.** – was presented a Certificate of Achievement for outstanding work performing the duties of GIS Analyst for the JWSC while also fulfilling a commitment to serve his country as a Senior Airman with the 224<sup>th</sup> Joint Communications Support Squadron of the Georgia Air National Guard. His service to the community and to his country is held in high regard by the management and staff of the JWSC and we wish him well in his upcoming deployment.

**COMMITTEE UPDATES**

**Communications & Customer Service Committee** – Commissioner Adams

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.

**Finance Committee – Commissioner Elliott**

The recent taps fees collected were reported.

**Human Resources Committee – Commissioner Cason**

The committee met this morning and discussed GMA Resolution and Employee Physicals.

**Legislative Committee – Commissioner Boland**

There was nothing new to report.

**APPROVAL**

**1. Minutes from the June 16, 2016 Regular Meeting**

Commissioner Perry made a motion seconded by Commissioner Elliott to approve the minutes from June 16, 2016 Regular Meeting. Motion carried 7-0-0.

**2. Minutes from the June 16, 2016 Executive Session**

Commissioner Elliott made a motion seconded by Commissioner Cason to approve the minutes from June 16, 2016 Executive Session Meeting with the revision made to the subject to be Personnel Issue. Motion carried 7-0-0.

**3. Engineering & Design RFP for PS 2032 Force Main Improvements – H. Patel/P. Crosby**

Harry Patel presented a brief description of the PS2032 project to the Commission. The project is located centrally on St. Simons Island. The estimated sewer that flows through PS2032 from the existing customer is determined to be approximately 1,000gpm which does not include influent penetration. Sewer flows to this pump station are projected to reach approx. 2,000gpm by the year 2035 which the current force main cannot support. The proposed project includes construction of approx. 9,100lf of 16” force main along Frederica Road to Palmetto St. The construction will continue with 2,700lf of 14” force main along Palmetto Street to the receiving Dunbar Creek. Pam Crosby stated that this project is part of the 2015 Master Plan Update, the northern portion of St. Simons Island is an area that has been identified as having sewer service deficiency to adequately serve both existing customers and projected development at this time. JWSC is currently working to improve PS2032. It is estimated that PS2032 will still have a pumping deficiency, as mentioned, rendering it inadequate to serve the existing customer. Additional improvements to PS2032 are limited by deterioration of the wet well structure and the 8-inch discharge force main which also manifolds flow from smaller lift stations on South Harrington Road. This is the number one project of what needs to be fixed on the 5 year Master Plan. The proposed 40” force main is the critical first step until a new lift station is constructed. The design of the force main project is complicated and poses several potential challenges. It requires significant resources and a sound understanding of the existing conditions of the station itself and the demands on the system as it is today. We desire that the start of construction to begin in late fall/early winter with approx. 5-6 months to complete. The permitting will be critical in the process and needs to fall in place to follow the timeline. Close collaboration with the Glynn County Public Works and Engineering Department will be critical to ensure any necessary traffic control measures meet County requirements and are reviewed and approved prior to construction operations. Public understanding and buy-in to the proposed traffic control and PS2032 Forcemain project in general will be necessary. The RFP was issued on 5/13. There were six (6) submissions received. The final two (2) firms selected for interviews were – Hussey Gay Bell and 4 Waters Engineering. Both firms submitted strong proposals and only two (2) points separated them in the final evaluation scoring. Significant differences in engineering design and permitting cost estimates were vetted in each interview. Staff felt that 4 Waters recognizes the need for quick engagement and detailed evaluation in the design and permitting phase of the overall project in order to successfully execute the construction phase on the necessary timeline. The recommendation by staff is to enter a contract with 4 Waters to provide PS2032 Forcemain Engineering Design, Permitting and Construction Services.



**APPROVAL CONT'D**

Commissioner Elliott made a motion seconded by Commissioner Bowen to move forward and enter into a contract with 4 Waters Engineering for PS2032 Force Main Engineering Design, Permitting and Construction Services.

There was additional discussion regarding proposal and construction fees, references and the evaluation criteria. It was noted that there was only 2 points difference between the two (2) firms. Commissioner Cason commended that staff has done well in their process. Motion approved 7-0-0.

**4. Additional Flood Insurance – P. Crosby**

Pam Crosby explained the request for renewed and additional flood insurance coverage for the contents of this administration building 1703 and the Annex at 1709 Gloucester Street. Currently the JWSC has two (2) flood policies through the National Flood Insurance Program (NFIP). The primary policy with Nationwide covers the building and no contents within the building are covered under this policy. This will renew on July 31 with a premium price of \$1,475. Additional flood insurance coverage for the contents inside the building can be purchased for an additional premium of \$779. The second policy for excess flood insurance is with Lloyds of London for the same buildings that provides \$3,695,000 building flood insurance excess of the \$500,000 primary flood coverage through NFIP. The renewal premium for a limit of \$3,520,000 is \$11,095.76. This policy also covers the building, no contents coverage. The total flood coverage is for just over 4M. Last fall CBIZ appraised the building at a little over 4M. Additional coverage for the contents inside could be purchased from Lloyds of London at a premium rate of \$1,998.96. The broker has offered to temporarily bind coverage for the building at \$3,520,200 effective June 30 contingent on approval by the JWSC. The primary flood policy with American Bankers has a 30 day waiting period from the time we request. Staff recommends renewing the existing American Banker's and Lloyds flood Insurance policies and add \$500k contents coverage on the American Banker's Insurance policy and add \$633k excess contents coverage from Lloyd's of London Insurance Policy. It was stated that JWSC originally paid \$800k for the new Administration building complex and is now appraised at 4,020,200 million and that CVS is a good tenant.

Commissioner Booker made a motion seconded by Commissioner Elliott that JWSC move forward and approve the renewal of the following coverages: American Banker's Insurance policy at a premium rate of \$1,475.00 and Lloyd's excess policy at a premium rate of \$11,095.76.

Additionally, to move forward and add contents coverage policy in the following amounts: Add \$500,000.00 contents coverage on the American Banker's Insurance policy at a premium rate of \$779.00 and add \$633,000.00 excess contents coverage from Lloyd's of London at a premium rate of \$1,998.96. Motion approved 7-0-0.

**5. Urbana MOU with City of Brunswick– P. Crosby**

Pam Crosby provided a brief history of the Urbana MOU as JWSC is currently under contract with Griffin Utility Construction to replace sanitary sewer utilities. The City of Brunswick has presented an MOU for consideration by JWSC to include replacement of storm drainage infrastructure within the limits of the existing Urbana project that equals to an amount of \$125,000 as quoted by the contractor. The additional construction time is estimated at (8) weeks. The coordination of the City of Brunswick storm drain improvements with JWSC sanitary sewer utility replacement will minimize disturbance to residents and reduce the project time if bid independently by the City of Brunswick. The coordination of both efforts will allow for repaving of the construction area only once and foster a cooperative effort with the City. JWSC has met with the contractor and they are willing to amend the JWSC contract to include this work. The City Commission has already approved. Staff recommends that JWSC enter into the



## ***APPROVAL CONT'D***

Memorandum of Understanding with the City of Brunswick to incorporate storm drainage and amend the contract with Griffin for an additional \$125,000.

Commissioner Bowen made a motion seconded by Commissioner Cason to move forward and enter into a Memorandum of Understanding with the City of Brunswick to incorporate storm drainage infrastructure within the limits of the existing Urbana project in the amount of \$125,000.00 as quoted by Griffin Utility Construction and to amend the existing BGJWSC Urbana contract accordingly.

Commissioner Boland noted that it is important that the commission is very cooperative with the City and County and this is a good example of it. This will make our contract a little longer and cost a little more but it is but by being good neighbors is the way to do this. Another example of cooperation is our contract with the City on the Mansfield project and with the County on Canal Road. Todd Kline recognized the City of Brunswick Engineer, Garrow Alberson, is also present.

Motion approved 7-0-0.

### **6. Surplus Declaration of New Items – J. Meridith**

Janice Meridith presented the Surplus Update and explained the process of identifying surplus, taking pictures, comparing values, and presenting to the committees. The items are then prepared and posted to GovDeals.com. Doing this helps JWSC utilize the benefits of posting to a wider base for customers in these surplus items. Once the information is posted to the GovDeals website it is very active in taking care of the process which includes: notifies purchaser, sends the bill of sale, collects the payment with direct deposit to JWSC account. JWSC staff does not handle any money. It is a very efficient manner of disposing of JWSC assets and making attempt to get every bit of value back out of those surplus assets that we can. Janice went through the list and shared that the total revenue from sale of surplus has been so far \$8,200.70. The last 6 items were requested to be included as surplus included: Mack Water Truck, Metal Shelving, Ford F150 Truck 2001, Vermeer Ditch Trencher, Case-Skid Steer, and SCADA Components/Antennas. It was questioned if the JWSC identifying markers were removed from the items and it was stated that these items were clean and clear.

Commissioner Bowen made a motion seconded by Cason that JWSC approve the additional items to be declared as surplus and disposed of in a manner most beneficial to the JWSC.

It was noted that JWSC has come a long way and this is a way of cleaning up all the facilities. Motion approved 7-0-0.

### **7. Amendment of Section IV of the 2016-17 Rate Resolution – J. Donaghy**

John Donaghy presented the Memorandum for the Rate Resolution Amendment. John explained the history of the difficulties with lift station 2030. The staff has taken some actions to identify the pumping capacity and ways to measure and monitor the capacity actually running through it. The result allowed JWSC to determine the capacity available to commit to for future building and to reserve or set aside the remaining capacity so that we do not have the same issue again. This has all brought about needed changes to the Rate Resolution as it was adopted June 16, 2016. Some of the changes are (1) Capital Improvement Fees will be paid upon approval of construction plans by the JWSC. The capacity will be held in reserve. (2) Construction plans will not be approved by the JWSC if service is not available, or if basin capacity is insufficient to support the construction plan. (3) JWSC will begin billing the customer administrative charges and debt charges for the reserved capacity upon payment. (4) Additional capacity may be acquired if plans change, depending on the capacity available at the time of change. The staff has identified amendments to Section IV, (e) and (f) of the Rate Resolution to assure the necessary capacity of water and/or sewer service is available prior to the commencement of construction.

## ***APPROVAL CONT'D***

Commissioner Elliott made a motion seconded by Commissioner Bowen that JWSC accept the amendments to the Rate Resolution for the fiscal year ending June 30, 2017. Motion approved 7-0-0.

### **8. Unsolicited Proposal Policy – C. Dorminy**

Charles Dorminy, Legal Counsel for JWSC, presented the Unsolicited Proposal Policy. A brief background was shared in the memorandum that Georgia law and Brunswick and Glynn County ordinances authorize the JWSC to enter into contracts with private entities to improve JWSC infrastructure. However, the JWSC does not currently have a policy in place that governs how to accept and review proposals for any projects that private entities may wish to undertake. Mr. Dorminy continued by stating the legal counsel has drafted a policy in consultation with JWSC staff. The purpose of this policy is to create a uniform procedure through which private entities may submit proposals for projects the JWSC is not currently pursuing and to provide a mechanism through which JWSC infrastructure may be improved with minimal concurrent cost to the JWSC. Mr. Dorminy explained the items in the policy and noted that this proposed policy is modeled after O.C.G.A. § 36-91-110 et seq. The highlights included: JWSC may charge fees to cover costs, JWSC may reject any unsolicited proposal at any time, JWSC shall not be required to provide a reason for its denial, private entities assumes all risk in submitting such proposals, JWSC shall not be obligated to reimburse the private entity for costs, the agreement may be totally or partially funded by entities, Agreements may include investment recapture provision, and private entities agrees to release, hold harmless and indemnify JWSC from and for any and all claims related to the project or proposal

Commissioner Booker questioned the incurring of costs and it was stated that staff time would be considered an opportunity costs to the developer. It was noted that the reimbursement would be decided by the commissioners.

A public comment was presented by Vassa Cate with concerns about the future possibility that there may not be capacity later after contractor pays up front. There was further discussion.

Commissioner Elliott made a motion seconded by Commissioner Adams to adopt the proposed Unsolicited Proposal Policy and begin accepting proposals as of July 15, 2016 and added that the first period should be open from July 15 to October 15 so that there is a timeframe for review. Motion approved 7-0-0.

### **9. Yancey Generator CSA Approval – P. Crosby/M. Lemke**

Pam Crosby updated the Commission on a previous presentation on the generator equipment with details described in the spreadsheet. Pam stated that Matt Lemke has been working on the equipment replacement value and assessment. There are 32 generators in the equipment fleet. Proper generators are critical to the JWSC mission to provide sufficient water and sewer services. JWSC has worked with Zabatt and Yancey to manage repairs in FY2015 and FY2016. Nearly all of the equipment has been evaluated and repaired. The key points to consider in the agreement include: all parts and labor will received a 20% discount on repair parts and labor, equipment will be serviced quarterly, semi-annually, or annually, and the agreements are machine specific and managed individually. The service work orders generated from each service will be incorporated into the Cityworks program once the Fleet Maintenance module is fully implemented. The annual cost to provide CSA's for the 32 generators was presented to be \$28,525.30. The Loadbank test will be an additional cost of \$16,305.50 but will be addressed at a later time as it is currently a work in progress to gather final numbers. JWSC staff recommends establishing an ongoing maintenance program with Yancey for a Customer Service Agreement on JWSC generators to



Commissioner Bowen made a motion seconded by Commissioner Cason that the BGJWSC move forward and approve entering into a Customer Service Agreements with Yancey for combined Generator Services in the estimated amount of \$28,525.30. Motion approved 7-0-0.

**DISCUSSION**

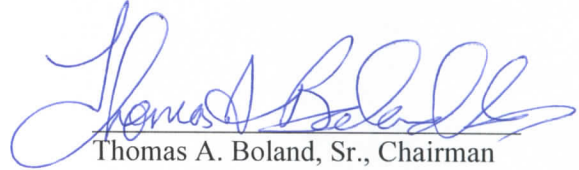
**EXECUTIVE DIRECTOR'S UPDATE**

- Chairman Boland updated the commissioners that the next Commission will be moved to July 28<sup>th</sup> at 2:00 PM.

**CHAIRMAN'S UPDATE**

**EXECUTIVE SESSION – None**

There being no additional business to bring before the Commission, Chairman Boland adjourned the open meeting at 3:34 pm.

  
Thomas A. Boland, Sr., Chairman

Attest:   
Sandra Egan, Clerk



# Brunswick-Glynn County Joint Water and Sewer Commission

## MEMORANDUM

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**To:** JWSC Commission  
**From:** Pam Crosby  
**Date:** July 7, 2016  
**Re:** Approval – Award of PS2032 Force Main Engineering Design, Permitting and Construction Services Contract to 4 Waters Engineering

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### **Background**

As part of the 2015 Master Plan Update, the northern portion of St. Simons Island (SSI) is one area in particular which was identified to have sewer service deficient to adequately serve both the existing customer base and projected development. BGJWSC is currently working to improve PS2032, which currently receives and transfers all sewer from the areas of SSI north of South Harrington Road. The 47 HP pump and electrical improvements will provide additional pumping capacity, but it is estimated that PS2032 will still have a pumping capacity deficiency of more than 300 gpm rendering it inadequate to serve the existing sewer customer base. Additional improvements to PS2032 are limited by deterioration of the wet well structure and the 8-inch discharge forcemain which also manifolds flow from smaller lift stations on South Harrington Road. This triplex lift station rehabilitation is identified as the #1 priority in the SSI (5) year transmission system Master Plan Rehabilitation project list.

The proposed 14-inch DIPS-equivalent forcemain is the critical first step of the SSI Regional Sewer System Improvements which will, in the interim until the regional lift station is constructed, allow the 47HP pump in PS2032 to almost double in capacity and alleviate the excessive pumping and reliability issues with this lift station. The design of the PS2032 forcemain project is complicated and poses several potential challenges which will require significant resources in the preliminary evaluations and analysis in addition to a sound understanding of the existing conditions.

The project area is located centrally in SSI, mostly along Frederica Road, the singular roadway corridor that reaches to the north end of the island with a substantial number of utilities in the right-of-way. The additional portion of the project Palmetto Road to Dunbar Creek WWTP, presents additional challenges due to the narrow right-of-way and need for restoration of access at the end of every day during the construction period.

BGJWSC desires construction to take place beginning late fall, early winter of 2016. The initial estimate is for a (150) to (180) day construction timeline. This will require an accelerated timeline on the Engineering Design and Permitting phases of this project to hit the construction milestone on schedule. Close collaboration with the Glynn County Public Works and Engineering Department will be critical to ensure any necessary traffic control measures meet County requirements and are reviewed and approved prior to construction operations. Public understanding and buy-in to the proposed traffic control and PS2032 Forcemain project in general will be necessary.

A Request For Proposal was issued on 5/13/2016. Six (6) submissions were received and after the initial (4) person team evaluation, two (2) firms were selected for interviews – Hussey Gay Bell and 4 Waters Engineering. Both companies submitted strong proposals and only (2) points separated them in the final evaluation scoring. Significant differences in Engineering design and permitting cost estimates were vetted in each interview. The 4 Waters Engineering proposal focused heavily on the first (60) days of the engineering project with recent experience working with local stakeholders in the areas of permitting and public meeting communications. Additionally, a proposed weekly schedule of events, including (2) public information meetings – one at 30% design concept completion and one at 90% design completion, comprehensive pricing estimates with a not-to-exceed amount and alternative approaches to the Palmetto portion of the project were provided.

Overall, 4 Waters recognizes the need for quick engagement and detailed evaluation in the design and permitting phase of the overall project in order to successfully execute the construction phase on the necessary timeline. Based on the timeline provided and the comprehensive resource plan, the final scoring reflected this additional benefit.



# Engineering and Design Proposals for Pumpstation 2032 Regional Forcemain Improvements Revised May 31, 2016

## 6.0 EVALUATION CRITERIA

The selected firm or firms must be experienced and qualified to provide the required scope of services. The firm or firms selected must have expertise related to the general Scope of Services set forth in Section 4. The following information must be submitted with the proposal on the date indicated above and in the order indicated below:

- a. Recently Completed Projects. Evidence of satisfactory performance of at least three (3) recently completed projects of the type indicated above. **(10 points possible)**
- b. Experience and Qualifications. A statement of the firm's qualifications to perform the work and years in business. The statement should include the following:
  1. The general experience of the firm. **(10 points possible)**
  2. The specific experience of the proposed personnel in the fields that the proposed services are requested, their qualifications, years of experience, professional certifications and availability to perform the work and services to be provided. **(10 points possible)**
  3. A statement of experience and work of similar nature that all the proposed personnel have performed, including references for each project. **(30 points possible)**
  4. A statement as to professional standing including any pending controversies outstanding. If none exists, such a statement should be made. **(pass/fail)**
  5. A list of qualified persons in other disciplines required for the proposed services to be acquired from outside sources, if applicable. **(pass/fail)**
- c. Please include a very specific statement as to the firm's experience with design of Lift Station and Force Main Design and Improvements **(15 points possible)**
- d. Discuss the proposed approach to completing the needed services and how your firm will coordinate the project, the production of contract documents, and construction administration. This should include design concept – i.e. schematic. **(40 points possible)**
- e. Please include a statement as to potential general conflicts of interest that would prevent the BGJWSC from entering into an agreement with your firm pursuant to this RFP. If none exists, such a statement should be made. **(pass/fail)**
- f. Firm must be licensed and approved for work in the State of Georgia; please include a statement to this effect. **(pass/fail)**

The BGJWSC reserves the right to interview a firm or multiple firms as it sees fit. There is no guarantee that a contract award will be made pursuant to this RFP. This RFP may be modified or amended at any time and for any reason, in the discretion of the BGJWSC.



# Brunswick-Glynn County Joint Water and Sewer Commission

## MEMORANDUM

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**To:** JWSC Commission  
**From:** Pam Crosby  
**Date:** July 7, 2016  
**Re:** Approval – Renewal and Additional Flood Coverage for Contents – 1703-09 Gloucester locations

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### Background

The JWSC has two flood policies on the building at 1703-09 Gloucester. First, a \$500,000 primary flood policy with Nationwide (now Assurant) through the National Flood Insurance Program. This policy renews July 31 and we will shortly receive the renewal bill directly from American Bankers Insurance (formerly Nationwide). The renewal premium is \$1,475. This policy currently only provides coverage for the building, no contents coverage. An additional endorsement of \$500,000 (the maximum available from NFIP) can be purchased for contents for an additional premium of \$779. The deductible is \$5,000 and applies separately to building and to contents.

The second policy for excess flood insurance is with Lloyds of London for the building at 1703-09 Gloucester that provides \$3,695,000 building flood insurance excess of the \$500,000 primary flood coverage through NFIP. This policy renews June 30. The two policies provide total flood coverage of \$4,195,000 for this building which is the limit this building was previously insured for on the property schedule. However this building was appraised at a replacement cost of \$4,020,200 on the CBIZ appraisal last fall. The renewal premium for a limit of \$3,520,000 (\$4,020,200 less \$500,000) is \$11,095.76. The 2015 premium was \$11,634.48. This policy also only covers the building, no contents coverage. We can add a contents limit of \$633,000 excess of \$500,000 for an additional premium of \$1,998.96

Having received late notice for the renewal of the Lloyd's excess policy, our insurance broker will temporarily bind coverage for the building at \$3,520,200 effective June 30 contingent on approval by the JWSC. If the JWSC decides not to renew by July 10<sup>th</sup> they will cancel the binder no charge.

The primary flood policy with American Bankers has a 30 day waiting period from the time we request that contents coverage be added before coverage is effective. Our insurance broker can also bind the excess flood contents immediately upon request.

### Staff Recommendation

- Approve the renewal of the existing American Banker's Insurance policy at a premium rate of \$1,475.
- Approve the renewal of the existing Lloyd's excess policy at a premium rate of \$11,095.76
- Add \$500,000 contents coverage on the American Banker's Insurance policy at a premium rate of \$779.
- Add \$633,000 excess contents coverage from Lloyd's of London at a premium rate of \$1,998.96.

Enclosure:  
Email for McGinty-Gordon Associates outlining policy options

**Motion:** *"I make a motion that the Brunswick Glynn County Joint Water & Sewer Commission move forward and approve the renewal of the following coverages:*

- *American Banker's Insurance policy at a premium rate of \$1,475.*
- *Lloyd's excess policy at a premium rate of \$11,095.76*

*" Additionally, I make a second motion that the Brunswick Glynn County Joint Water & Sewer Commission move forward and add contents coverage policy in the following amounts:*

- *Add \$500,000.00 contents coverage on the American Banker's Insurance policy at a premium rate of \$779.00*
- *Add \$633,000.00 excess contents coverage from Lloyd's of London at a premium rate of \$1,998.96."*





# Brunswick-Glynn County Joint Water and Sewer Commission

## MEMORANDUM

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**To:** JWSC Commission  
**From:** Pam Crosby  
**Date:** July 7, 2016  
**Re:** Approval – MOU – City of Brunswick – Urbana Project – Storm Drainage Repairs

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### **Background**

BGJWSC is currently under contract with Griffin Utility Construction to replace sanitary sewer utilities under the Urbana project. The City of Brunswick has presented a Memorandum Of Understanding for consideration by BGJWSC to include replacement of storm drainage infrastructure within the limits of the existing Urbana project that will equal to an amount of \$125,000 as quoted by the contractor.

The additional construction time is estimated at (8) weeks and a much cleaner procurement process would be to have the City of Brunswick contract their project separately. However, the coordination of the COB stormwater infrastructure improvements in conjunction with the BGJWSC sanitary sewer utility replacement will minimize disturbance to residents and reduce the project time if bid independently and separately by the City of Brunswick. The coordination of both efforts will allow for repaving of the construction area only once and foster a cooperative effort with the City.

The contractor is willing to amend the contract to include this work. The City of Brunswick Commission has approved the MOU and BGJWSC legal counsel has reviewed the document attached for your review. The main provisions of the existing BGJWSC contract would require amendment would be the pricing and the timeline.

### **Staff Recommendation**

Enter into a Memorandum Of Understanding with the City of Brunswick to incorporate storm drainage infrastructure within the limits of the existing Urbana project in the amount of \$125,000.00 as quoted by Griffin Utility Construction. Additionally, BGJWSC will amend the existing Urbana contract amount and timeline accordingly.

Enclosure:

Memorandum Of Understanding – City of Brunswick Urbana Stormwater Drainage Infrastructure Replacement

**Motion: “I make a motion that the Brunswick Glynn County Joint Water & Sewer Commission move forward and enter into a Memorandum Of Understanding with the City of Brunswick to incorporate storm drainage infrastructure within the limits of the existing Urbana project in the amount of \$125,000.00 as quoted by Griffin Utility Construction and to amend the existing BGJWSC Urbana contract accordingly.”**



# Brunswick-Glynn County Joint Water and Sewer Commission

## MEMORANDUM

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**To:** JWSC Commission  
**From:** Pam Crosby  
**Date:** July 7, 2016  
**Re:** Approval – Surplus Inventory/Equipment and Disposal

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### **Background**

JWSC staff has compiled a list of inventory, equipment, and vehicles which are no longer of use to the JWSC or are in a condition which renders them unserviceable.

To dispose of these items the Brunswick-Glynn County Joint Water and Sewer Commission must declare the items as surplus.

Once declared surplus, the Director of Procurement will dispose of the items in a manner most beneficial to the JWSC.

### **Staff Recommendation**

Staff recommends declaring the items identified on the attached listing as surplus and authorizing their disposal in a manner most beneficial to the JWSC.


Enclosure:  
Surplus Update – July 2016

**Motion: “I make a motion that the Brunswick Glynn County Joint Water & Sewer Commission approve the additional items to be declared as surplus and disposed of in a manner most beneficial to the JWSC.”**



# Surplus Update

As Of July 1, 2016

Assets Identified as Surplus	Asset Value Identified for Approval	Surplus List Approved by Facilities Committee	Surplus List Approved by Finance Committee	Surplus List Approved by Commission and Declared as Surplus	Asset Descriptions and Photos Prepared	Items Required Prior to Release - Title, Keys, Maintenance Books, Tags, etc.	Asset Created on GovDeals (Description, Values, Photos, Auction Dates, etc.)	Bid Proceeds Through to Bid Deadline Date and Time	Asset Sold on GovDeals? (If "No", Go To Method of Disposal)	Bid Winner Notified by GovDeals via Buyer's Certificate	Bid Winner Pays GovDeals Electronic Payment	GovDeals Notifies BGIWSC of Bidder's Payment via Bill of Sale	Bid Winner Contacts BGIWSC to Arrange Pick-Up of Item	BGIWSC Updates GovDeals Site Indicating Items Picked Up	E-Mail Signed Bill of Sale and Any Other Documents to Accounting	GovDeals Notifies BGIWSC of Direct Deposit to BGIWSC Bank Account	Transaction Completed	Method of Disposal of Surplus Asset	Revenue Generated From Sale of Surplus Asset
 <b>Asset</b> 1996 Vac-Con Truck 534	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Gov-Deals	\$ 5,200.70
Kurz & Root Generator SPMG-509 SE96 Hollingsworth	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Gov-Deals	\$ 750.00
Generator SPMG-510 SE100	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Gov-Deals	\$ 750.00
Generator SPMG-511 SE101	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Gov-Deals	\$ 750.00
Generator SPMG-512 SE102	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Gov-Deals	\$ 750.00
Used Cubicle and Partition Components	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Gov-Deals	\$ 750.00
Used Office Furniture - Various Items	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Gov-Deals	\$ 750.00
Used Bank Drive- Through Components	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Gov-Deals	\$ 750.00
Mack - Water Truck SP/MD-605 S33	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Gov-Deals	\$ 750.00
Metal Shelving Components (Estimated Qty.)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Gov-Deals	\$ 750.00
Ford F150 Truck - 2001 PC103	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Gov-Deals	\$ 750.00
Vermeer RTX450 Ditch Trencher SPWE-301 SE31	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Gov-Deals	\$ 750.00
Case - Skid Steer SE17	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Gov-Deals	\$ 750.00
Scada Components/Antennas (Estimated Qty.)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Gov-Deals	\$ 750.00

Additional items to be Approved by Commission

Total Revenue From Sale of Surplus:

\$ 8,200.70



## Brunswick-Glynn County Joint Water and Sewer Commission

1703 Gloucester St., Brunswick, Georgia, 31520

Phone: (912) 261-7110 Fax: (912) 261-7178

[www.bgjwsc.org](http://www.bgjwsc.org)

**To:** JWSC Commissioners  
**From:** John D. Donaghy, Director of Administration and Finance  
**Date:** July 7, 2016  
**Re:** Rate Resolution Amendment

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### **Background:**

The Brunswick-Glynn County Joint Water and Sewer Commission adopted a rate Resolution for the fiscal year ending June 30, 2017 at its Meeting on June 16, 2016.

Staff has identified amendments to Section IV, (e) and (f) of the Rate Resolution to assure the necessary capacity of water and/or sewer service is available prior to the commencement of construction.

1. Capital Improvement Fees will be paid upon approval of construction plans by the JWSC and the capacity will be held in reserve by the JWSC indefinitely for that property. Sewer capacity will be identified by the basin as a whole, rather than individual components of the basin.
2. Construction plans will not be approved by the JWSC if service is not available, or if basin capacity is insufficient to support the construction plan.
3. The JWSC will begin billing the customer administration charges and debt charges for the reserved capacity upon payment of the Capital Improvement Fees.
4. Additional capacity may be acquired if plans change, depending on the capacity available at the time of change.

The proposed amendments to Section IV of the Rate Resolution and a complete Rate Resolution, as amended, are attached.

### **Recommendation:**

Staff recommends that the JWSC accept the amendments to the Rate Resolution for the fiscal year ending June 30, 2017.

### **Motion:**

**“I move that the JWSC accept the amendments to Section IV of the Rate Resolution for the fiscal year ending June 30, 2017.”**

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	Fee Per REU		
	2017	2018	2019
Water	\$1,150.00	\$1,775.00	\$2,400.00
Sewer	\$2,400.00	\$3,600.00	\$4,800.00

(b) The fire protection capital fees shall be as follows:

1" Connection	\$ 600.00
2" Connection	\$ 1,000.00
3" Connection	\$ 1,300.00
4" Connection	\$ 1,600.00
6" Connection	\$ 1,900.00
8" Connection	\$ 2,200.00
10" Connection	\$ 2,500.00
12" Connection	\$ 2,800.00

(c) Capital improvement fees shall cover only connection to existing mains that are adjacent to location to be served; the actual costs of any extensions necessary shall be charged in addition to capital fees. All fees and charges shall be paid by the customer or customers at whose request the connection is made.

(d) In the case of lot splits, credit will be given for previous number of REU's. Capital fees must be paid on the newly created lots.

(e) Capital improvement fees must be paid prior to, or concurrent with, the JWSC's approval of construction plans for the capacity required. The required capacity will be reserved for that property.

The JWSC will not approve construction plans when availability and/or capacity of water or sewer service is not available or is insufficient to support the building plans.

Additional capacity may be reserved based on new or amended construction plans for the property, subject to the capacity available and at the at the rates in effect at the time of the new or amended construction plan approval.

(f) The customer paying the capital improvement fees will be responsible for the monthly billed amount for administration, debt recovery and fire hydrant fees until the property, or parcels of the property, are sold or otherwise transferred to another customer.



**Brunswick-Glynn County Joint Water and Sewer Commission**  
1703 Gloucester St., Brunswick, Georgia, 31520  
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## **WATER AND WASTEWATER RATES AND CHARGES**

**July 1, 2016 to June 30, 2017**

**WHEREAS**, the Brunswick-Glynn County Joint Water and Sewer Commission, acting by and through its Commissioners, is established as a water and wastewater Utility to provide for the production and distribution of potable water and to provide for sewage collection, treatment and disposal in the community; and

**WHEREAS**, the Commission of the City of Brunswick and the Glynn County Board of Commissioners has adopted a Water and Sewer Ordinance, Chapter 22 of the Municipal Code and Chapter 2-16 of the Code of Ordinances, respectively, which provides for the establishment and revision of charges for water and sewer services to be accomplished by resolution of the Brunswick-Glynn County Joint Water and Sewer Commission (hereinafter referred to as the "Utility").

**NOW THEREFORE, BE IT HEREBY RESOLVED** that the scheduled rates for water and sewer service as set forth in Chapter 22 of the Municipal Code and Chapter 2-16 of the Glynn County Code of Ordinances shall be as follows:



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Monthly Billing Rates and Charges

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Water Rates

	<u>Brunswick</u>	<u>Glynn</u>
Administration Fee (per bill)	\$ 6.06	\$ 6.06
Debt Service (per REU)	\$ 2.31	\$ 1.64
Volume Charges (per Kgal.)		
<u>Potable Water:</u>		
First 3,000 gal.	\$ 1.36	
3,001 to 6,000 gal.	1.82	
6,001 to 12,000 gal.	2.27	
12,001 to 20,000 gal.	2.82	
20,001 and over	4.26	
Irrigation:		
First 6,000 gal.	2.27	
6,001 to 14,000 gal.	2.82	
14,001 and over	4.26	

Sewer Rates

Administration Fee (per bill)	\$ 6.06	\$ 6.06
Debt Service (per REU)	\$ 2.76	\$ 7.86
Volume Charges (per Kgal.)	\$ 6.30	
<b>Sewer Only Flat Rate Calculated Based On 7,000 gal. per REU</b>		
<b>Fire Hydrant Fee</b>	\$ 0.75	\$ 0.75

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**I. Industrial Users**

- (a) The wastewater operation and maintenance charge shall be calculated as 50% for wastewater collection system operation and maintenance cost and 50% as wastewater treatment operation and maintenance cost for purposes of billing users discharging directly to the wastewater treatment facility without use of the Utility's wastewater collection system.

- (b) Biochemical Oxygen Demand (BOD<sub>5</sub>) and/or Total Suspended Solids (TSS) concentrations above 200 milligrams per liter (mg/L) shall be subject to the following additional surcharges:

BOD <sub>5</sub> per pound	\$	0.45
TSS per pound	\$	0.30

- (c) After a violation, the Industrial Permit holder will be responsible for reimbursement of the cost of subsequent testing performed by the JWSC until the cause of such violation is identified and corrected by the permit holder.

## II. Septic Tank Hauling Discharges

- (a) All septic tank contents discharged to the Academy Creek Water Pollution Control Plant shall be subject to payment of a fee of \$15.00 per discharge and a rate of \$0.08 per gallon discharged. This fee shall be based on the actual discharge into the plant
- (b) All septic tank contents discharged to the St. Simons Island and Exit 29 Water Pollution Control Plants shall be subject to payment of a fee of \$0.08 per gallon of truck capacity with no allowance for partial loads.

## III. Fire Protection Charges

- (a) The charge for any overhead fire suppression/sprinkler system installed in any facility other than single family residences shall be as follows:

1 to 2 inch Fire Suppression System	\$	3.00	per month
3 inch Fire Suppression System	\$	6.00	per month
4 inch Fire Suppression System	\$	12.00	per month
6 inch Fire Suppression System	\$	31.00	per month
8 inch Fire Suppression System	\$	65.00	per month
10 inch Fire Suppression System	\$	117.00	per month
12 inch Fire Suppression System	\$	187.00	per month

## IV. Capital Improvement Fees

- (a) Capital improvement fees are intended to cover the cost of water production and distribution and waste water collection and treatment infrastructure. The capital tap fee shall be calculated and charged on the basis of REUs. Any fractional units resulting from the calculation of REUs shall be rounded up to the next whole unit. Capital improvement fees may be used by the Utility to pay for debt incurred to fund this type of infrastructure.



	Fee Per REU		
	2017	2018	2019
Water	\$1,150.00	\$1,775.00	\$2,400.00
Sewer	\$2,400.00	\$3,600.00	\$4,800.00

(b) The fire protection capital fees shall be as follows:

1" Connection	\$ 600.00
2" Connection	\$ 1,000.00
3" Connection	\$ 1,300.00
4" Connection	\$ 1,600.00
6" Connection	\$ 1,900.00
8" Connection	\$ 2,200.00
10" Connection	\$ 2,500.00
12" Connection	\$ 2,800.00

(c) Capital improvement fees shall cover only connection to existing mains that are adjacent to location to be served; the actual costs of any extensions necessary shall be charged in addition to capital fees. All fees and charges shall be paid by the customer or customers at whose request the connection is made.

(d) In the case of lot splits, credit will be given for previous number of REU's. Capital fees must be paid on the newly created lots.

(e) Capital improvement fees must be paid prior to, or concurrent with, the JWSC's approval of construction plans for the capacity required. The required capacity will be reserved for that property.

The JWSC will not approve construction plans when availability and/or capacity of water or sewer service is not available or is insufficient to support the building plans.

Additional capacity may be reserved based on new or amended construction plans for the property, subject to the capacity available and at the at the rates in effect at the time of the new or amended construction plan approval.

(f) The customer paying the capital improvement fees will be responsible for the monthly billed amount for administration, debt recovery and fire hydrant fees until the property, or parcels of the property, are sold or otherwise transferred to another customer.

## **V. Operational/Installation Fees**

- (a) Water and sewer installation fees for making taps into the Utility water mains or water lines and installing water meters shall be in accordance with the fee schedule:
- (b) Actual cost charges for water and/or sewer service installations or work otherwise performed not covered in standard pricing shall be calculated in accordance with the schedule included in the fee schedule.
- (c) All hourly charges shall include travel time to and from the job location. Work performed outside regular business hours at request of customer shall be charged at 150% of the rates in the schedule. Miscellaneous charges shall include actual charges for equipment rented to perform the work.
- (d) Connections to the system for water will be made immediately after a building permit is published in the Public Records Publications ("The Green Sheets" for Glynn County, Georgia), or posted at the property location. The customer will be responsible for the Operational/Installation Fees.

## **VI. Residential Equivalent Units (REUs)**

- (a) The determination of a nonresidential facility's REU shall be based on estimated water consumption as shown in guidelines below or on square footage. Peak water consumption of three hundred (300) gallons per day shall be the equivalent of one (1) REU. If the table does not provide information for a particular application, the estimated water consumption shall be as calculated by the Executive Director or his designee in accordance with sound engineering practices using information available from Georgia EPD, USEPA, AWWA or standard reference materials commonly used for estimating flows.
- (b) In the event a facility is made up of more than one smaller component facility, the determination of REU shall be calculated as the sum of the REU for all components.
- (c) A single family residence, with a meter size greater than one inch, will be considered two residential equivalent units.

## **VII. Hydrant Meter Rentals**

- (a) Hydrant meters are available for rent for purposes where water is drawn from fire hydrants.



- (b) Rental of a fire hydrant meter requires a refundable, non-interest bearing deposit of \$1,500.00 per meter.
- (c) Hydrant rental shall consist of a monthly rental fee of \$15.00 plus water administrative, debt and usage charges based the current portable water rates.
- (d) Meters must be returned to the JWSC annually, or as directed by the JWSC, for testing of accuracy and backflow.
- (e) Hydrant meter readings must be submitted to the JWSC by 5:00pm, the first business day of each month. Reading submitted after that time will be subject to a late reading fee of \$25.00.

**VIII. Payment of Fees**

All fees, other than monthly bills, must be paid in advance of services unless other payment arrangements are approved by the Executive Director or their designee.

**IX. Deposits**

Deposits shall be two and one-half (2½) times the monthly bill for all services, as estimated by the Executive Director or his designee using whatever data may be available, with a minimum deposit of one hundred dollars (\$100.00) per REU for residential and one hundred fifty dollars (\$150.00) per REU for commercial, and shall be non-interest bearing.

**X. Penalty**

Payment of these rates, fees and charges shall not exempt any user from any civil or criminal action resulting from violations of the City of Brunswick or Glynn County Water and Sewer Ordinance.

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Thomas A. Boland, Chairman

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Date

## Unsolicited Proposal Policy

### I. Purpose

It is the purpose of this policy to create a uniform procedure through which private entities may submit proposals for projects the JWSC is not currently pursuing and to provide a mechanism through which the JWSC infrastructure may be improved with minimal concurrent cost to the JWSC.

### II. Definitions:

(1) As used in this Policy, the term:

- (A) "Comprehensive agreement" means the written agreement between the private entity and the JWSC required by this Policy and approved by the JWSC in an open meeting following a bid award for a qualifying project.
- (B) "Develop" or "development" means to plan, design, develop, finance, lease, acquire, install, construct, operate, maintain, or expand.
- (C) "JWSC" means the Brunswick-Glynn County Joint Water & Sewer Commission.
- (D) "Local authority" means any local authority created pursuant to a local or general Act of the General Assembly, including a joint public instrumentality.
- (E) "Local government" means any county, municipality, consolidated government, or board of education.
- (F) "Private entity" means any natural person, corporation, general partnership, limited liability company, limited partnership, joint venture, business trust, public benefit corporation, nonprofit entity, or other business entity, including a development authority, that agrees in writing to be bound by the provisions of this Policy.
- (G) "Qualifying project" means any project selected in response to a proposal submitted by a private entity as an unsolicited proposal in accordance with this Policy, and subsequently reviewed and approved by the JWSC, within its sole discretion, as meeting a public purpose or public need.
- (H) "Revenue" means all revenues, income, earnings, user fees, lease payments, or other service payments arising out of or in connection



with supporting the development or operation of a qualifying project.

- (I) "Unsolicited proposal" means a written proposal for a potential qualifying project that is (1) related to water and sewer infrastructure (2) received by the JWSC within the appropriate timeframe for receipt of unsolicited proposals, and (3) submitted by a Private Entity that agrees in writing to be bound by the provisions of this Policy.

### III. Unsolicited Proposals:

- (1) A private entity may submit an unsolicited proposal for a project to the JWSC for review and determination as a qualifying project in accordance with this policy. Any such unsolicited proposal shall be accompanied by the following material and information:

- (A) A project description, including the location of the project, the conceptual design of such facility or facilities, and a conceptual plan for the provision of services or technology infrastructure;

- (B) A feasibility statement that includes:

1. The method by which the private entity proposes to secure any necessary property interests required for the project;
2. A list of all permits and approvals required for the project from local, state, or federal agencies; and
3. A list of public utility facilities, if any, that will be crossed by the project and a statement of the plans of the private entity to accommodate such crossings;

- (C) A schedule for the initiation and completion of the project to include the proposed major responsibilities and timeline for activities to be performed by both the JWSC and private entity as well as a proposed schedule for obtaining the permits and approvals required in this Policy;

- (D) A financial plan setting forth the private entity's general plans for financing the project, including the sources of the private entity's funds and identification of any dedicated revenue source or proposed debt or equity investment on behalf of the private entity; a description of user fees, lease payments, and other service payments over the term of the comprehensive agreement; and the methodology and circumstances for changes to such user fees, lease payments, and other service payments over time;

- (E) A business case statement that shall include a basic description of any direct and indirect benefits to the JWSC or its water and sewer system that the private entity can provide in delivering the project, including relevant cost, quality, methodology, and process for identifying the project and time frame data;
  - (F) The names and addresses of the persons who may be contacted for further information concerning the unsolicited proposal;
  - (G) As statement identifying portions of the proposal that contain trade secrets or privileged information that the private entity requests not be released in subsequent requests for proposals for competing bids; and
  - (H) Such additional material and information as the JWSC may request initially or in subsequent requests for supplementation.
- (2) For any unsolicited proposal of the development of a project received by the JWSC, the JWSC may charge and retain a fee to cover the costs of processing, reviewing, and evaluating the unsolicited proposal, including, without limitation, reasonable attorney's fees and fees for financial, technical, and other necessary advisers or consultants.
  - (3) The JWSC may perform a financial review and analysis of any unsolicited proposal it deems prudent to evaluate.
  - (4) The JWSC shall vote, in a duly advertised open meeting, on whether to accept or reject the unsolicited proposal within 30 days of receipt, unless the JWSC notifies the private entity of a need for additional time.
  - (5) The JWSC may reject any unsolicited proposal at any time, including following initial acceptance of the unsolicited proposal, and shall not be required to provide a reason for its rejection. If the JWSC rejects an unsolicited proposal submitted by a private entity, it shall have no obligation to return the unsolicited proposal or any related materials.
  - (6) A private entity assumes all risk in submission of a proposal or unsolicited proposal in accordance with Sections III (1) and III (2) of this Policy, and the JWSC shall not incur any obligation to reimburse a private entity for any costs, damages, or loss of intellectual property incurred by a private entity in the creation, development, or submission of a proposal or unsolicited proposal for a qualifying project.
  - (7) The JWSC may, at the Executive Director's discretion, identify and appoint an independent adviser to the JWSC with expertise in architecture, engineering, or construction management to assist in the evaluation of an unsolicited proposal and



to serve as owner adviser to the JWSC if the JWSC chooses to pursue any qualifying project. The JWSC shall not be obligated to engage such services.

- (8) Before submitting an unsolicited proposal, the private entity shall agree in writing, in a form provided by the JWSC, to be bound by this Policy and to release the JWSC from any and all claims, demands, causes of action, damages, or suits of any kind or nature whatsoever related to the submission of the unsolicited proposal or the project that is the subject thereof, and shall agree to hold harmless and indemnify JWSC for any and all claims, demands, causes of action, damages, or suits of any kind or nature whatsoever related to the submission of the unsolicited proposal. This provision, and the representations made in the form identified herein, shall be in addition to any similar provisions contained in the Comprehensive Agreement or elsewhere and shall survive the rejection of any unsolicited proposal and survive the termination of the Comprehensive Agreement.

#### IV. Subsequent RFP and Competing Proposals

- (1) Upon a decision by the JWSC in a duly advertised open meeting to accept an unsolicited proposal as a qualifying project, the JWSC shall issue a request for proposals (RFP) for the qualifying project in compliance with its normal bidding policies as outlined in the JWSC Purchasing Policy.
- (2) The procedures for posting and publishing notice of the opportunity to offer competing proposals shall be the same as outlined in the JWSC Purchasing Policy.
- (3) The procedures for the processing, review, and consideration of competing proposals, and the period for the processing, review, and consideration of competing proposals shall not be less than 90 days and shall be as outlined in the JWSC Purchasing Policy.
- (4) The JWSC shall determine whether information included in an unsolicited proposal is privileged or contains any trade secrets and thus should not be released as part of any RFP.

#### V. Comprehensive Agreement

- (1) Following the receipt of competing proposals, the JWSC may award the qualifying project to a qualifying bidder subject to the negotiation of a comprehensive agreement.
- (2) If no bid proposals are acceptable to the JWSC, or if a comprehensive agreement cannot be successfully negotiated, the qualifying project may be abandoned.

- (3) The comprehensive agreement entered into between the JWSC and the private entity selected in accordance with this Policy shall include:
- (A) A thorough description of the duties of each party in the completion and operation of the qualifying project;
  - (B) Dates and schedules for the completion of the qualifying project;
  - (C) Any user fees, lease payments, or service payments as may be established by agreement of the parties, as well as any process for changing such fees or payments throughout the term of the agreement, and a copy of any service contract;
  - (D) Any reimbursements to be paid to the JWSC for services provided by the JWSC;
  - (E) A process for the review of plans and specifications for the qualifying project by the JWSC and approval by the JWSC if the plans and specifications conform to standards acceptable to the JWSC;
  - (F) A process for the periodic and final inspection of the qualifying project by the JWSC to ensure that the private entity's activities are in accordance with the provisions of the comprehensive agreement;
  - (G) Delivery of performance and payment bonds in the amounts required by law and in a form acceptable to the JWSC for those components of the qualifying project that involve construction, and surety bonds, letters of credit, or other forms of security acceptable to the JWSC for other phases and components of the development of the qualifying project;
  - (H) Submission of a policy or policies of public liability insurance, copies of which shall be filed with the JWSC accompanied by proofs of coverage, or self-insurance, each in form and amount satisfactory to the JWSC and reasonably sufficient to ensure coverage of tort liability to the public and JWSC employees or agents and to enable the continued operation of the qualifying project;
  - (I) A process for monitoring the practices of the private entity by the JWSC to ensure that the qualifying project is properly maintained;
  - (J) The filing of appropriate financial statements to the JWSC on a periodic basis; and
  - (K) Provisions governing the rights and responsibilities of the JWSC and the private entity in the event that the comprehensive agreement is

terminated or there is a material default by the private entity, including conditions governing assumption of the duties and responsibilities of the private entity by the JWSC and the transfer or purchase of property or other interests of the private entity by the JWSC, including provisions compliant with state constitutional limitations on public debt by the JWSC.

- (4) The comprehensive agreement may include such other terms and conditions that the JWSC determines will serve the public purpose of this policy and to which the private entity and the JWSC mutually agree, including, without limitation, provisions regarding unavoidable delays and provisions where the authority and duties of the private entity under this Policy shall cease and the qualifying project is dedicated to the JWSC for public use.
- (5) Any changes in the terms of the comprehensive agreement, as may be agreed upon by the parties from time to time, shall be added to the comprehensive agreement by written amendment.
- (6) The comprehensive agreement may provide for the development of phases or segments of the qualifying project.

#### VI. Default and Remedies:

- (1) In the event of a material default by the private entity, the JWSC may terminate, with cause, the comprehensive agreement and exercise any other rights and remedies that may be available to it at law or in equity, including, but not limited to, claims under the maintenance, performance, or payment bonds; other forms of security; or letters of credit required by this Policy.
- (2) The JWSC may elect to assume the responsibilities and duties of the private entity of the qualifying project, and in such case, it shall succeed to all of the right, title, and interest in such qualifying project subject to statutory limitations on the availability of future appropriated or otherwise unobligated funds.
- (3) The power of eminent domain shall not be delegated to any private entity with respect to any project commenced or proposed pursuant to this Policy. Any local government having the power of condemnation under state law may exercise such power of condemnation to acquire the qualifying project in the event of a material default by the private entity. Any person who has perfected a security interest in the qualifying project may participate in the condemnation proceedings with the standing of a property owner.
- (4) In the event the JWSC elects to take over a qualifying project pursuant to subsection (2) of this Policy section, the JWSC may develop the qualifying project, impose user fees, and impose and collect lease payments for the use thereof.



VII. Sovereign or official immunity

- (1) Nothing in this Policy shall be construed as or deemed to be a waiver of the sovereign or official immunity of the JWSC or any officer or employee thereof with respect to the participation in, or approval of, all or any part of the qualifying project or its operation, including, but not limited to, interconnection of the qualifying project with any other infrastructure or project.

VIII. The JWSC will receive unsolicited proposals on January 15, April 15, July 15, and October 15 of each year unless otherwise resolved in a duly advertised open meeting. Unsolicited proposals may be addressed to the JWSC Executive Director.

IX. Procedures for the financial review and analysis of an unsolicited proposal:

- (1) In conjunction with the financial review and analysis of an unsolicited proposal, the JWSC may:
  - (A) Perform a cost-benefit analysis;
  - (B) Perform an evaluation of the public need for or benefit derived from the qualifying project;
  - (C) Perform an evaluation of the estimated cost of the qualifying project for reasonableness in relation to similar facilities;
  - (D) Perform an evaluation of the source of funding for the project;
  - (E) Consider plans to ensure timely development or operation;
  - (F) Perform an evaluation of risk sharing, including cost or completion guarantees, added value, or debt or equity investments by the private entity; and
  - (G) Consider any increase in funding, dedicated revenue source, or other economic benefit that would not otherwise be available.

X. Fees

- (1) The private entity shall submit a fee to the JWSC with any unsolicited proposal in accordance with the following schedule:
  - (A) For any qualifying project expected to cost up to \$250,000.00 for all engineering, construction, and materials, the fee shall be \$5,000.00;

- (B) For any qualifying project expected to cost in excess of \$250,000.00 and up to \$500,000.00 for all engineering, construction, and materials, the fee shall be \$7,500.00;
  - (C) For any qualifying project expected to cost in excess of \$500,000.00 for all engineering, construction, and materials, the fee shall be determined by the JWSC staff in accordance with this Policy;
- (2) The following are the criteria the JWSC may consider when determining fees charged to the private entity for the processing, review, and evaluation of an unsolicited proposal expected to cost in excess of \$500,000.00:
- (A) Anticipated staff time and effort in review of the unsolicited proposal;
  - (B) Anticipated attorneys' fees attributable to the unsolicited proposal;
  - (C) Opportunity costs attributable to the unsolicited proposal;
  - (D) Equipment requirements or depreciation;
  - (E) Third party fees or costs associated with the review; and
  - (F) Any other cost or fee associated with the review of the proposal.

Policy effective date \_\_\_\_\_.  
Policy revision date \_\_\_\_\_.

\_\_\_\_\_  
Chairman, JWSC



# Brunswick-Glynn County Joint Water and Sewer Commission

## MEMORANDUM

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**To:** JWSC Commission  
**From:** Pam Crosby  
**Date:** July 7, 2016  
**Re:** Approval – Customer Service Agreements for Generators - Yancey

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### **Background**

BGJWSC currently has (32) generators in its equipment fleet. Proper generator operational capabilities are critical to the mission of BGJWSC to provide sufficient water and sewer services to its ratepayers. Without a defined and proper maintenance plan, there are no assurances these vital pieces of equipment will be functional when needed.

The BGJWSC has worked with Zabatt and Yancey to manage repairs in FY2015 and FY2016. Nearly all equipment in the fleet has been evaluated and repaired. BGJWSC staff has yielded better results in working with Yancey on this initiative. The next step is to establish an ongoing maintenance program and from there evaluation for each unit for loadbank testing.

Key points to consider in the agreement include:

- By entering into a Customer Service Agreement for each generator, all parts and labor will receive a 20% discount on repair parts and labor.
- Equipment will be serviced quarterly, semi-annually or annually based on its application and operational requirements
- Each customer service agreement is machine-specific and managed individually. This will afford the BGJWSC flexibility in the event a generator is deemed to be surplus.

Furthermore, the service work orders generated from each service will be incorporated into the Cityworks program once the Fleet Maintenance module is fully implemented. This will allow for the establishment of historical maintenance records that can be utilized by staff to more effectively manage this category of fleet equipment.

### **Staff Recommendation**

Approve the individual Customer Service Agreements for the attached list of generators. Annual services will begin in August 2016.

Enclosure:  
Generator Update – June 2016

**Motion: “I make a motion that the Brunswick Glynn County Joint Water & Sewer Commission move forward and approve entering into a Customer Service Agreements with Yancey for combined Generator Services in the estimated amount of \$28,525.30.”**





Yancey Power Systems  
259 Lee Industrial Blvd.  
Austell, GA 30168-7406  
770.941.2424 tel  
770.941.2411 fax  
877.278.6235 toll free  
[www.YanceyPower.com](http://www.YanceyPower.com)

## DESCRIPTION OF SERVICE LEVELS:

### LEVEL 1

- **Before Start-Up Checks (Visual)**
  - Check Anti-freeze and Coolant Level
  - Check Radiator (leaks, damage, blockage)
  - Check Fan Assembly (cracks, bent blades, grease bearings)
  - Check V Belts (proper tension, condition)
  - Check Water Hoses (condition, leaks)
  - Check Fuel System Day Tank (operation, lines, leaks)
  - Check Fuel Injection System (leaks, condition)
  - Check Fuel Priming Pump (operation, leaks, condition)
  - Check Air Cleaner Assembly (leaks, cracks, gaskets)
  - Check Inlet Manifold and Piping (leaks, condition)
  - Check Exhaust Manifold and Piping (leaks, condition)
  - Check Electrical DC Wiring (engine, condition, connections)
  - Service Batteries and Cables (water level, condition, connections)
  - Check Battery Charger (condition, operation, AC/DC)
  - Check Balancer (leaks, condition)
- **Operation Check:**
  - Check Battery Voltage Drop While Cranking (condition)
  - Check Engine Smoke (critical system indicator)
  - Check Safety Shutdowns and Pre-Alarms (condition, operation)
  - Check Fuel Transfer Pump (PSI, condition, leaks)
  - Check Oil Pump (PSI)
  - Check Lubrication System (leaks)
  - Check Entire Cooling System (leaks)
  - Check Temperature Regulators (operation)
  - Check Gauges and Indicators (operation, condition)
  - Check Governor (operation, stability, response, frequency)
  - Check Turbo Charger (operation)
  - Check Aftercooler (leaks)
  - Check Control Panel (condition, operation)
  - Check Electrical Power Generator (operation, voltage)
  - Check Engine Room Ventilation
  - Check Service (Hour) Meter (condition, operation)
  - Transfer Power to GenSet (operation-if permissible by Owner)
  - Perform Minor Adjustments As Necessary
- **At Operating Temperature:**
  - Re-Check Lubrication System (leaks)
  - Re-Check Cooling System (leaks)
  - Re-Check Air Induction System (leaks, condition)
  - Re-Check Exhaust System (leaks)
  - Re-Check Fuel System (leaks)
  - Re-Check Governor (stability, response)
  - Re-Check Voltage and Frequency
  - Perform Minor Adjustments as Necessary



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## Level 2:

- **All Services Included In Level 1**
- **Maintenance**
  - Check Generator Alignment
  - Grease Generator Bearings (as required)
  - Change Oil Filters
  - Change Oil (Engine Lubricating)
  - Change Fuel Filters
  - Take Oil Sample and Send Evaluation Report

## Level 3:

- **All Services Included In Level 1**
- **All Services Included In Level 2**
- **Maintenance:**
  - Drain and Refill Cooling System With Caterpillar Type Anti-freeze and Conditioners

**All fluids and fluid filters necessary to accomplish Level 2 and 3 are included in the quoted price.**

## Optional Work:

- **Resistive Load Test (Load Bank Test)**
  - Caterpillar Recommends a Yearly Full Load Test to Determine the Reliability of the GenSet.
  - Quote provides for 100 ft. of Cable at Ground Level Access
- **Generator Cooling System Service**
  - Drain Coolant
  - Fill the Cooling System with Caterpillar Cooling System Cleaner/Flush Mixture.
  - Start and Operate the Engine for 1 ½ Hours Under 100% Load
  - Stop Engine and Drain Cleaning Solution
  - Refill Engine With Clean Tap Water and Run Engine for ½ Hour Under 100% Load
  - Repeat Previous Two Steps As Necessary Until Engine Is Clean
  - Refill Engine Cooling System With Caterpillar Type Anti-freeze and Conditioners
  - Start and Operate Engine with 100% Load for ½ Hour
  - Stop Engine and Top Off Coolant Level If Necessary



# GENERATOR UPDATE

## JUNE 2016

Division	Location	Equipment #	Mobility	Year	Make	KW	Current Status	Today's Value	Replacement Value	Maintenance & Repairs 2015	Maintenance & Repairs 2016	Annual CSA Cost to Maintain	Frequency	Annual Loadbank Test	Fuel Tank (gal)
Systems Pumping & Maintenance	Academy Creek	SPMG-500	Mobile	1997	Caterpillar	300	In-Service, needs loadbank test	\$45,000.00	\$310,000.00	\$3,215.40	\$7,894.62	\$750.00	Semi-Annual	\$943.00	750
Systems Pumping & Maintenance	Academy Creek	SPMG-503	Mobile	2004	Olympian	60	In-Service, needs loadbank test	\$35,000.00	\$60,000.00	\$861.73	\$350.00	\$440.15	Annual	\$425.00	200
Systems Pumping & Maintenance	Academy Creek	SPMG-504	Mobile	1999	Generac	125	In-Service, needs loadbank test	\$7,000.00	\$15,000.00	\$350.00	\$350.00	\$547.00	Annual	\$475.00	200
Systems Pumping & Maintenance	Academy Creek	SPMG-505	Mobile	1999	Generac	150	In-Service, needs loadbank test	\$10,000.00	\$20,000.00	\$350.00	\$350.00	\$547.00	Annual	\$475.00	200
Systems Pumping & Maintenance	Academy Creek	SPMG-508	Mobile	2010	Onan	40	In-Service, needs loadbank test	\$8,500.00	\$20,000.00	\$225.00	\$350.00	\$440.00	Annual	\$425.00	200
Systems Pumping & Maintenance	Academy Creek	SPMG-515	Mobile	2001	Onan	13	In-Service, needs loadbank test	\$2,000.00	\$14,000.00	\$350.00	\$350.00	\$375.00	Annual	\$375.00	200
Lift Stations	90 Stewart Ave/ Oglethorpe Park	LS #2003	Static		Generac	230	In-Service, needs loadbank test	\$8,000.00	\$30,000.00	\$2,439.30	\$2,439.30	\$1,305.50	Quarterly	\$643.75	525
Lift Stations	3415 Stonewall St/ Brunswick	LS #4005	Static	2010	Cummins	350	Assessment in progress	\$50,000.00	\$65,000.00	\$4,324.86		\$1,305.50	Quarterly	\$643.75	525
Lift Stations	3700 Altama Ave/ Brunswick	LS #4006	Static		Onan	80	In-Service, needs loadbank test	\$5,000.00	\$26,000.00	\$2,063.61	\$2,063.61	\$1,047.65	Quarterly	\$425.00	525
Lift Stations	101 Oscar Ln.	LS #4028	Static		Onan	80	In-Service, needs loadbank test	\$5,000.00	\$26,000.00	\$1,169.17	\$1,169.17	\$1,047.65	Quarterly	\$425.00	
Lift Stations	150 Indigo Dr/ Airport Indust. Dr	LS #4039	Static		Cummins	100	In-Service, needs loadbank test	\$15,000.00	\$29,000.00	\$352.31	\$933.00	\$1,047.65	Quarterly	\$425.00	
Lift Stations	3983 Darien Hwy/ Brunswick	LS #4048	Static		Cummins	80	Assessment in progress	\$10,000.00	\$15,000.00			\$1,047.65	Quarterly	\$425.00	
Lift Stations	7391 Golden Isles Pkwy/ #1	LS #4131	Static		Cummins	100	In-Service, needs assessment	\$9,000.00	\$15,000.00			\$1,047.65	Quarterly	\$425.00	1,000
Lift Stations	7701 Golden Isles Pkwy/ #2	LS #4134	Static		Kohler	180	In-Service, needs assessment	\$20,000.00	\$35,000.00			\$1,155.00	Quarterly	\$475.00	750
Wastewater Treatment	Dunbar Creek	2WWTP	Static	2005	Caterpillar	1500	In-Service	\$350,000.00	\$800,000.00	\$3,157.50	\$3,157.50	\$2,672.15	Quarterly	\$1,050.00	4,000
Wastewater Treatment	EXIT 29/391 South Port Parkway	3WWTP	Static	2008	Kohler	660	In-Service, needs loadbank test	\$75,000.00	\$350,000.00			\$1,432.50	Quarterly	\$875.00	2,500
Wastewater Treatment	Academy Creek	4WWTPa	Static	1997	Caterpillar	750	In-Service, needs loadbank test	\$100,000.00	\$550,000.00	\$1,207.00	\$1,207.00	\$1,795.75	Quarterly	\$875.00	2,000
Wastewater Treatment	Academy Creek	4WWTPb	Static	1986	Cummins	350	In-Service, needs loadbank test	\$50,000.00	\$65,000.00	\$9,475.57		\$1,305.50	Quarterly	\$650.00	1,500
Water Stations	Goodyear	#103GST/W	Static	1989	Cummins	230	Assessment in progress	\$35,000.00	\$50,000.00	\$250.00		\$752.50	Semi-Annual	\$475.00	
Water Stations	Brunswick Villa	#104GST/W	Static	1990	Cummins	230	Assessment in progress	\$35,000.00	\$50,000.00			\$752.50	Semi-Annual	\$475.00	
Water Stations	FLETC	#108GST/W	Static	1989	Cummins	200	Assessment in progress	\$30,000.00	\$50,000.00	\$9,298.28		\$752.50	Semi-Annual	\$475.00	
Water Stations	Howard Coffin Park	#110GST/W	Static	1986	Onan	175	Needs repairs	\$25,000.00	\$50,000.00	\$230.00	\$914.00	\$752.50	Semi-Annual	\$475.00	500
Water Stations	I-95	#114GST/W	Static		Wakasha	250	In-Service, needs loadbank test	\$35,000.00	\$250,000.00	\$250.00		\$752.50	Semi-Annual	\$475.00	
Water Stations	Canal Road	#NM104W	Static		Generac	100	Assessment in progress	\$20,000.00	\$230.00	\$230.00		\$642.50	Semi-Annual	\$425.00	
Water Stations	Golden Isles II	#NM106GST/W	Static	2006	Kohler	360	Assessment in progress	\$50,000.00	\$65,000.00	\$925.00		\$900.50	Semi-Annual	\$650.00	
Water Stations	Fancy Bluff	#SM102GST/W	Static	2012	Generac	250	Assessment in progress	\$22,000.00	\$28,000.00	\$700.60		\$752.50	Semi-Annual	\$475.00	
Water Stations	Mallory	#SS102GST/W	Static	1983	Cummins	215	Assessment in progress	\$30,000.00	\$30,000.00	\$700.60		\$752.50	Semi-Annual	\$475.00	
Water Stations	South Harrington	#SS103GST/W	Static		Katolight	275	In-Service, needs loadbank test	\$20,000.00	\$20,000.00	\$1,698.03		\$752.50	Semi-Annual	\$625.00	500
Water Stations	Airport (Demere & Old Demere Rd)	#SS105GST/W	Static	1999	Generac	300	In-Service, needs loadbank test	\$30,000.00	\$30,000.00	\$886.60		\$900.50	Semi-Annual	\$650.00	500
Water Stations	Hampton	#SS107GST/W	Static	2015	Generac	130	In-Service	\$20,000.00				\$752.50	Semi-Annual	\$475.00	500
<b>TOTALS</b>								<b>\$936,500.00</b>	<b>\$2,688,000.00</b>	<b>\$33,223.38</b>	<b>\$21,528.20</b>	<b>\$28,525.30</b>		<b>\$16,305.50</b>	<b>16,550</b>