



**Brunswick-Glynn County Joint Water and Sewer Commission**  
**1703 Gloucester Street, Brunswick GA 31520**  
**Thursday, July 20, 2017 at 2:00 pm**  
**Commission Meeting Room**

## **COMMISSION MEETING AGENDA**

### **AMENDED**

**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.*

#### **PRESENTATION**

**Employee Recognition** - Commissioner Harvey/Cindy Barnhart, T.S.I.  
Andrew Keith Sessions – Waste Water Collection System Operator

#### **COMMITTEE UPDATES**

**Compliance & Legislative** – Commissioner Browning  
**Facilities** – Commissioner Adams  
**Finance** – Chairman Elliott  
**Human Resources & Safety** – Commissioner Harvey  
**Public Information & Customer Relations** – Commissioner Copeland

#### **APPROVAL**

1. **Minutes from June 15, 2017 Regular Meeting** (*subject to any necessary changes*)
2. **Minutes from June 15, 2017 Executive Session** (*subject to any necessary changes*)
3. **Minutes from June 29, 2017 Special Called Meeting** (*subject to any necessary changes*)
4. **PINOVA - Industrial Pre-Treatment Permit** – A. Walker
5. **Surplus Vehicles / Equipment and Disposal** – P. Crosby
6. **Banking Resolutions – SPLOST Account and BB&T Sweep Account** – J. Donaghy
7. **H. R. Policy Revisions** – J. Donaghy

#### **DISCUSSION**

1. **June 2017 Month End Financial Comparative** – J. Donaghy

#### **EXECUTIVE DIRECTOR'S UPDATE**

#### **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 20, 2017 at 2:00 PM**

**COMMISSION MINUTES**

**PRESENT:**

**Donald M. Elliott, Chairman**  
**Clifford Adams, Vice-Chairman**  
**Michael Browning, Commissioner**  
**Cornell L. Harvey, Commissioner**  
**Steve Copeland, Commissioner**  
**David H. Ford, Commissioner**

**ALSO PRESENT:**

**Jimmy Junkin, Executive Director**  
**Charlie Dorminy, Legal Counsel HBS**  
**Thomas A. Boland, Sr., Deputy Director**  
**John D. Donaghy, Director of Administration & Finance**  
**Todd Kline, Senior Engineer**  
**Pam Crosby, Director of Purchasing**  
**Jay Sellers, Public Information Officer**  
**Cindy Barnhart, T.S.I.**

**ABSENT:**

**Robert Bowen, Commissioner**

Chairman Elliott called the meeting to order at 2:00 PM. Commissioner Harvey provided the invocation and Chairman Elliott led the pledge.

**PUBLIC COMMENT PERIOD**

Chairman Elliott opened the public comment period.

**Brian Ehlin – Sewer Bill**

Brian Ehlin spoke to the Commission regarding his current sewer bill of over \$200.00. He began with an explanation that he has a pool at his home, of which gets very hot due to no shade, and he has to run water into the pool daily. He drains the water from the pool using a hose and circulates that water to use on his lawn. Mr. Ehlin continued to note that he has had monthly sewer bills up to \$400.00, due to the high usage on the water side. He spoke to Customer Service about options, and was advised that he could install an irrigation meter at a cost of \$4,500.00. He also noted that he was advised that the sewer usage is based on an assumed use. He explained that he understands paying for the high usage of water, but not for sewer that he is not using. Mr. Junkin did respond that the only way to monitor the usage was through the use of a meter, and also asked Mr. Ehlin to leave his name and contact number with the receptionist up front and he would contact him to discuss the matter further.

There being no additional citizens for public comment, Chairman Elliott closed the public comment period.

## **PRESENTATION**

### **Employee Recognition** – Commissioner Harvey / Cindy Barnhart, TSI / Kirk Young

Andrew Keith Sessions was presented with his Waste Water Collection System Operator Certificate by Commissioner Harvey. Commissioner Harvey congratulated him and expressed the importance of this accomplishment and the Commission's appreciation and best wishes for Mr. Sessions' successful efforts and his future.

## **COMMITTEE UPDATES**

### **Compliance & Legislative Committee – Commissioner Browning**

There was no update at this time.

### **Facilities Committee – Commissioner Adams**

Commissioner Adams update the Commission that the Facilities Committee did meet on Thursday, July 13, 2017 and forwarded the surplus vehicles to the full Commission for approval, and also discussed the U.S.G.S. Salt Water Intrusion Study of which more information will be gathered for future discussion. The next meeting for this Committee will be on Thursday, August 10, 2017 at 3:00 pm.

### **Finance Committee – Chairman Elliott**

Chairman Elliott updated the Commission that the Finance Committee did meet on Wednesday, July 19 and also approved to surplus vehicles and the Banking Resolution to be forwarded to the full Commission for approval. The accounts receivable status was discussed. Chairman Elliott also noted that the Finance Division has been working improve collections on past due accounts, and that they expect to collect on up to 100 accounts per week. Of the accounts that are over 60 days past due, since May over \$201,000.00 has been collected, and 78 payment arrangements have been made. A review of the collections will become a standard report for the Finance Committee. There was also an update given on Innoprise. The CIS person has been hired. The round Up Program is still being researched to initiate during the 2019 period. Also working on ARCO Sewer Grants. The next meeting of this Committee will be on Wednesday, August 16, 2017 at 2:00 pm.

### **Human Resources & Safety Committee – Commissioner Harvey**

Commissioner Harvey updated the Commission that the Human Resources & Safety Committee did meet on Thursday, July 20 and discussed and approved the revisions to the Human Resources Policy to be forwarded to the full Commission for approval. Also discussed at the Committee meeting was the employee benefit package, of which some issues with the network were discovered, but those issues have been corrected. He further advised that the education assistance and incentive benefit was also discussed and there will be some revisions made to that with regard to budgeting, etc. Recruiting, hiring, safety and accident statistics were updated as well. Also on the agenda was the positions of Director of Operations, Deputy Director, and Superintendents for discussion to see if possible to combine some of those duties. This discussion will be brought back to the Committee. The next meeting of this Committee will be on August 3, 2017 at 10:00 am.

### **Public Information & Customer Relations Committee – Commissioner Copeland**

Commissioner Copeland updated the Commission that the Public Information & Customer Relations Committee did meet on Tuesday, June 27 at 2:00 pm and that there were no items for approval other than the previous meeting minutes. The Committee did discuss the Everbridge Program Implementation, which is a texting program for emergency notification. The rollout for the program has begun and the initial observation is that it is working well. Other items discussed were the social media campaign, website changes, and advertising, but no decisions were made on any of those items.

## **APPROVAL**

### **1. Minutes from the June 15, 2017 Regular Commission Meeting**

Commissioner Browning made a motion seconded by Commissioner Harvey to approve the minutes from the June 15, 2017 Regular Commission Meeting. Motion carried 6-0-1. (Commissioner Bowen was absent for the vote.)

**2. Minutes from the June 15, 2017 Executive Session**

Commissioner Harvey made a motion seconded by Commissioner Browning to approve the minutes from the June 15, 2017 Executive Session. Motion carried 6-0-1. (Commissioner Bowen was absent for the vote.)

**3. Minutes from the June 29, 2017 Special Called Meeting**

Commissioner Copeland made a motion seconded by Commissioner Adams to approve the minutes from the June 29, 2017 Special Called Meeting. Motion carried 6-0-1. (Commissioner Bowen was absent for the vote.)

**4. Pinova – Industrial Pre-Treatment Permit - A. Walker**

Angela Walker presented the Pinova Industrial Pre-Treatment Permit to the Commission for approval. She gave the background information noting that the JWSC is required to issue these permits to anyone who is either a significant or a categorical contributor to the waste water plant, meaning that they either treat over 25,000 gallons per day or they discharge something that could be a danger to the plant metals or certain other things. She continued that currently there are five major contributors that discharge industrial waste water to the Academy Creek Waste Water Treatment Plant which require pre-treatment permits to be issued. The draft permits were completed by Brown & Caldwell after a review of the local limits for the Academy Creek Plant. Three of the industrial pre-treatment permits have been renewed as approved by the Commission on June 15, 2017. The fourth draft permit has been finalized and was included in the documentation for the Commission's review.

Commissioner Browning made a motion seconded by Commissioner Adams to move that approval be granted to finalize the pre-treatment permit for Pinova with implementation to begin August 1, 2017. Motion carried 6-0-1. (Commissioner Bowen was absent for the vote.)

**5. Surplus Vehicles / Equipment and Disposal – P. Crosby**

Pam Crosby presented a memo containing a list of five (5) vehicles for approval to declare as surplus. There are four (4) pick-up trucks and one (1) dump truck on the list. There was also an attachment provided that noted the mileage and operational issues of each item. These vehicles have been brought before both the Facilities and Finance Committees for approval to bring forward to the full Commission for approval to be declared as surplus. Commissioner Harvey questioned as to how they would be disposed of. Mrs. Crosby advised that the first avenue is to be disposed of through GovDeals.

Commissioner Harvey made a motion seconded by Commissioner Copeland for the Brunswick-Glynn Joint Water and Sewer Commission approve the items to be declared as surplus and disposed of in a manner most beneficial to JWSC. Motion carried 6-0-1. (Commissioner Bowen was absent for the vote.)

**6. Banking Resolutions – SPLOST Account and BB&T Sweep Account – J. Donaghy**

John Donaghy Mr. Junkin presented to the Commission the memo and recommendation for approval of the Banking Resolutions and Signature Cards for the SPLOST Account and BB&T Sweep Account. He provided the background that JWSC went live with the Innoprise Customer Information System as of July 1<sup>st</sup>. As part of that entire transition over to the different software, the lockbox services will be changed from KLIK (a subcontractor for United Community Bank) over to BB&T Bank, who is the current bank for JWSC, and with more advantages. He further explained that as a part of setting this up a daily sweep account needs to be set up for receiving all of the customer checks during each day. Mr. Donaghy then noted that the second account was needed to establish a SPLOST account to physically segregate the SPLOST payments received from Glynn County into a separate account of which authorized expenditures for SPLOST projects will come from. Staff recommends that the JWSC approve the Chairman, Vice-Chairman, Executive Director and Director of Finance be authorized to execute the necessary documents to establish a lockbox sweep account and a SPLOST Revenue account with BB&T Bank.

Commissioner Harvey made a motion seconded by Commissioner Copeland to move that the JWSC authorize the Chairman, Vice-Chairman, Executive Director and Director of Finance be authorized to

execute the necessary documents to establish a lockbox sweep account and a SPLOST Revenue account with BB&T Bank. Motion carried 6-0-1. (Commissioner Bowen was absent for the vote.)

**7. Human Resources Policy Revisions – J. Donaghy**

John Donaghy presented to the Commission the recommended revisions to the Human Resources Policy. He noted that the policy revisions are due to changes made back in April, regarding the evaluations and benchmark of employment from six (6) months to one (1) year, and allowing employees to use 3 days of vacation time and 3 days of sick time during their introductory period. These changes necessitated some changes in the H.R. Policy. Mr. Donaghy then reviewed each of the noted policy revisions with the Commission. He also mentioned that the word “merit” should be changed to “step in paragraph e, and then “merit” was to be removed from 7c. He then confirmed that legal counsel has had a chance to review the revisions.

Commissioner Harvey made a motion seconded by Commissioner Browning to move that the Brunswick-Glynn County Joint Water and Sewer Commission approve the changes, and also the changes noted, to the Human Resources policies of the JWSC, subject to the policy language being reviewed by legal counsel. Motion carried 6-0-1. (Commissioner Bowen was absent for the vote.)

**DISCUSSION**

**1. June End of Month Financial Comparative - J. Donaghy**

John Donaghy presented the June end of Month Financial Comparative Report for the period ending June 2017 to the Commission. He noted that this is representing the budgetary numbers from June 30, 2017, but that final numbers may change after the final audit report for year end. He then began with discussion on the Cash and Cash Equivalents of \$1.74M, and noted that on the last day of the Fiscal Year, June 30, \$939K was received in Capital Improvement Fees, which were deposited to the general revenue account. Of that \$1.4M, \$939K will be transferred leaving about \$135K of Operating Cash at year end. The Bond Sinking fund was noted having decreased down to \$320K, due to the first deposit to the trustee for the bond including principal paid and interest paid. Mr. Donaghy continued to add that the first SPLOST payment of \$268K was received from Glynn County. Also mentioned was the payables for the year and that they may increase due to closing of books. On the Supplemental Schedule of Cash Balances, at year end shows a \$1.35M deposit in the revenue account. The SPLOST account of \$368K was noted. There was brief discussion regarding some accounts of which will not be updated until the final numbers for the Fiscal Year end have been calculated and confirmed. Chairman Elliott requested for the number of customers and number of meters to be included in the monthly financial report beginning in August, and gave the example of June 2017 versus July 2017 for comparison. Mr. Donaghy noted that it would be the number of billable service addresses, not number of customers, since some customers have more than one billable service address. There was additional discussion regarding revenues and expenditures by division. Mr. Donaghy continued to provide additional details from the report such as capital revenues which include tap fees and SPLOST revenues with the net revenue for the year to equal \$4.2M this year, and various operating expenditures. Commissioner Copeland asked if the numbers could be provided to compare between the plants and see how the plants are operating in relationship to one another. There were notations made that the plants are different from one another in the technicality and operations wise, but that the efficiencies could be compared. There will be a meeting set up to discuss this subject further. Commissioner Ford asked about noting the new P&C positions and the money that those salaries are coming out of on the monthly financial report. Mr. Junkin also noted that those salaries will be split between the jobs those persons are on, and added that through the upcoming Prism timeclock tracking, the time will be able to be tracked and back billed to the specific projects and right funding sources. Chairman Elliott added comment that there will be more financial data detail required on future financial reports.

**EXECUTIVE DIRECTOR’S UPDATE**

Mr. Junkin advised on two updates. The SPLOST update was provided at the project meeting. There are 2 major projects. One for the North Mainland Sewer Basin which will be done in 4 Phases. There is also a Pre-SPLOST phase project that will set-up Phase 1 of the North Mainland project. A force main will be

set in place that will by-pass Lift Station 4005, and take the flows from Lift Station 4048 and feed directly to the plant, which will relieve some upgrades to 4005. This project is to commence construction on August 15, and take 120 days for completion, making the completion in November 2017. Phase 1 of the main project which is the Design/Build Project being done to free up capacity from the North Mainland down the eastern corridor of the current flow, and release a significant number of taps. At the time there are analysis and geo-technical planning being done for the routing of Phase II and Phase III aspects of the project. He also noted that he has reviewed the applicants for the Deputy Director position and has selected the individual he believes is the most qualified and will discuss that decision in more detail in the Executive Session.

#### **CHAIRMAN'S UPDATE**

Chairman Elliott updated the Commission regarding the Georgia Association of Water Professionals Conference that was held in Savannah. He noted some of the positives regarding attending a conference such as this one, for example the larger utilities that are present, the vendors, and the technology. He provided packets containing information he gathered at the conference which may be useful for the staff, and briefly discussed the various contents of the packets.

#### **EXECUTIVE SESSION**

Commissioner Adams made a motion seconded by Commissioner Harvey to adjourn into Executive Session to discuss litigation and personnel issues. Motion carried 6-0-1. (Commissioner Bowen was absent for the vote.)

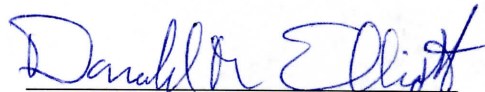
The Chairman stated that there will not be a vote after the Executive Session.

Return to Regular Session.

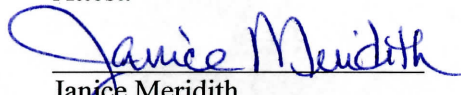
Commissioner Adams made a motion seconded by Commissioner Harvey to return to the Regular Meeting. Motion carried 6-0-1. (Commissioner Bowen was absent for the vote.)

Commissioner Harvey made a motion seconded by Commissioner Browning to adjourn the Meeting. Motion carried 6-0-1. (Commissioner Bowen was absent for the vote.)

There being no additional business to bring before the Commission, Chairman Elliott adjourned the open meeting at 4:31 pm.

  
Donald M. Elliott, Chairman

Attest:

  
Janice Meridith,  
Executive Commission Administrator



# Brunswick-Glynn County Joint Water and Sewer Commission

## MEMORANDUM

**To:** JWSC Commissioners

**From:** Angela Walker, Pretreatment Compliance Coordinator

**Date:** July 20, 2017

**Re:** Approval of Industrial Pretreatment Permit

### **Background:**

JWSC is required by the GA EPD to maintain an industrial pretreatment program in Glynn County, GA. The industrial pretreatment program is mandatory for any utility which treats over 5 million gallons of sewage a day. Currently there are five major contributors that discharge industrial wastewater to the Academy Creek Wastewater Treatment Plant which require pretreatment permits to be issued. The draft permits were completed by Brown & Caldwell after a review of the local limits for the Academy Creek Plant. Three of the industrial pretreatment permits have been renewed as approved by the Commission on June 15, 2017. The fourth draft permit has been finalized and is included in the documentation for your review.

### **Recommendation:**

Based on staff's evaluation and review of the current draft permit for PINOVA, a recommendation for approval by the Commission with implementation beginning August 1, 2017, is proposed.

### **Motion:**

**I move that approval be granted to finalize the pretreatment permit for PINOVA with implementation to begin August 1, 2017.**



AUTHORIZATION TO DISCHARGE UNDER THE  
INDUSTRIAL WASTEWATER PRETREATMENT PROGRAM

**INDUSTRIAL WASTEWATER PRETREATMENT PERMIT #PINOVA-2017-C**

*Categorical Industrial User (40 CFR Part 414.111)*

In compliance with the provisions of 40 CFR Part 403, the Georgia Administrative Code Chapter 391-3-6, Water Quality Control, the Glynn County Municipal Code Chapter 2-16 Water and Sewer Ordinance, and the City of Brunswick Municipal Code Chapter 22 Water and Sewer Ordinance, as amended, ***Pinova, Inc.*** is authorized to discharge from a facility located at

2801 Cook Street  
Brunswick, GA 31520

to the Academy Creek Water Pollution Control Plant (WPCP) owned and operated by the Brunswick-Glynn County Joint Water and Sewer Commission, in accordance with discharge limitations, monitoring requirements and other conditions set forth in Parts I and II hereof.

EFFECTIVE DATE:	<u>August 1, 2017</u>
EXPIRATION DATE:	<u>July 31, 2022</u>
PERMIT RENEWAL APPLICATION DUE DATE:	<u>April 30, 2022</u>

NOTE: In order to receive authorization to discharge beyond the date of expiration, the permittee must submit a renewal permit application to the Pretreatment Compliance Coordinator at the JWSC, no later than ninety (90) days prior to the date this permit expires. Failure to do so will result in expiration of the authorization to discharge.

Signed this \_\_\_ day of \_\_\_\_\_, 2017 for Brunswick-Glynn County Joint Water and Sewer Commission.

\_\_\_\_\_  
Jimmy Junkin, Executive Director  
Brunswick-Glynn County Joint Water and Sewer Commission  
1703 Gloucester Street  
Brunswick, GA 31520



Expiration Date: July 31, 2022

**PART I — SPECIFIC CONDITIONS****(A) EFFLUENT LIMITATIONS AND MONITORING REQUIREMENTS**

- (1) During the period beginning on the effective date of this permit and lasting until the expiration date, the permittee is authorized to discharge at the Hunter Street Pump Station [1] in compliance with the Academy Creek WPCP Local Limits and Organic, Chemicals, Plastics, and Synthetic Fibers Categorical Standards of 40 CFR Part 414.111. Such discharge shall be limited and monitored by the permittee as specified below in Table I and Table II.

**Table I Required Effluent Monitoring**

The following monitoring must be conducted by the Industrial User (User) per the Sample Frequency schedule:

Parameter	Discharge Limits [2]		Monitoring Requirements	
	Monthly Average	Daily Maximum	Sample Frequency	Sample Type [3,4]
Flow (MGD) [5]	1.2	2	Continuous	Continuous
<b>Conventional/Other Pollutants</b>				
BOD <sub>5</sub> (lb/day) [6]	10,000	10,000	1/week	Composite
COD (lb/day)	12,000	12,000	1/week	Composite
TSS (lb/day) [6]	5,000	5,000	1/week	Composite
Ammonia (mg/L)	50	50	1/week	Composite
Oil & Grease (mg/L) [7]	100	300	1/week	Grab
pH (standard units)	-	6.0 – 10	1/week	Grab
Temperature (°C) [7]	40	47	1/week	Grab
Phosphorus, Total (as P) (mg/L) [8]	Report Only	Report Only	1/week	Composite
Sulfide (mg/L) [8]	Report Only	Report Only	1/week	Grab
Formaldehyde (mg/L) [9]	-	0.06	1/week	Composite
Methyl Isobutyl Ketone (mg/L) [7]	9.84	13	1/week	Composite
<b>Categorical Pollutants [10] (More Stringent of Local Limits and 40 CFR 414.111 Limits)</b>				
<i>Inorganic Pollutants (mg/L)</i>				
Cyanide	0.11	0.42	1/quarter	Grab
Lead	0.16	0.32	1/quarter	Composite
Zinc	0.54	1.05	1/quarter	Composite
<i>Organic Pollutants (mg/L)</i>				
Acenaphthene	0.047	0.019	1/quarter	Composite
Anthracene	0.047	0.019	1/quarter	Composite
Benzene	0.014	0.057	1/quarter	Composite
Bis(2-ethylhexyl) phthalate	0.018	0.095	1/quarter	Composite
Carbon Tetrachloride	0.011	0.142	1/quarter	Composite
Chlorobenzene	0.380	0.142	1/quarter	Composite
Chloroethane	0.295	0.110	1/quarter	Composite
Chloroform	0.060	0.111	1/quarter	Composite
Dichlorobenzene, 1,2-	0.794	0.196	1/quarter	Composite
Dichlorobenzene, 1,3-	0.380	0.142	1/quarter	Composite
Dichlorobenzene, 1,4-	0.380	0.142	1/quarter	Composite
Dichloroethane, 1,1-	0.016	0.022	1/quarter	Composite
Dichloroethane, 1,2-	0.066	0.025	1/quarter	Composite

Expiration Date: July 31, 2022

Parameter	Discharge Limits [2]		Monitoring Requirements	
	Monthly Average	Daily Maximum	Sample Frequency	Sample Type [3,4]
Dichloroethylene,1,1,-	0.509	0.196	1/quarter	Composite
Dichloroethylene,trans-1,2-	0.080	0.196	1/quarter	Composite
Diethyl phthalate	0.000	0.046	1/quarter	Composite
Dimethyl phthalate	0.047	0.019	1/quarter	Composite
Dichloropropane,1,2-	0.509	0.196	1/quarter	Composite
Dichloropropylene,1,3-	0.080	0.196	1/quarter	Composite
Di-n-butyl phthalate	0.043	0.020	1/quarter	Composite
Dinitrophenol, 2,4-	0.277	0.078	1/quarter	Composite
Dinitrophenol, 2-Methyl-4,6-	0.231	0.065	1/quarter	Composite
Dinitrotoluene, 2,4-	0.576	0.162	1/quarter	Composite
Ethylbenzene	0.380	0.142	1/quarter	Composite
Fluoranthene	0.054	0.022	1/quarter	Composite
Fluorene	0.047	0.019	1/quarter	Composite
Hexachlorobenzene	0.000	0.196	1/quarter	Composite
Hexachlorobutadiene	0.000	0.142	1/quarter	Composite
Hexachloroethane	0.093	0.196	1/quarter	Composite
Methyl Chloride	0.060	0.11	1/quarter	Composite
Methylene Chloride	0.170	0.036	1/quarter	Composite
Naphthalene	0.047	0.019	1/quarter	Composite
Nitrobenzene	6.402	2.237	1/quarter	Composite
Phenanthrene	0.047	0.019	1/quarter	Composite
Pyrene	0.048	0.02	1/quarter	Composite
Tetrachloroethylene	0.164	0.052	1/quarter	Composite
Toluene	0.074	0.028	1/quarter	Composite
Trichlorobenzene,1,2,4-	0.390	0.196	1/quarter	Composite
Trichloroethane,1,1,1-	0.059	0.022	1/quarter	Composite
Trichloroethane,1,1,2-	0.127	0.032	1/quarter	Composite
Trichloroethylene	0.026	0.026	1/quarter	Composite
Vinyl Chloride	0.012	0.097	1/quarter	Composite

#### Notes

- [1] The User's process wastewater discharge is monitored at the Hunter Street pump station. The sample must be representative of the discharge and this collection point must only contain process wastewater without any dilution streams (i.e., non-contact cooling water). See **Attachment I – Sampling Point Location**.
- [2] Any discharge in excess of the daily maximum limit or monthly average limit is a violation and subject to enforcement by the JWSC as outlined in this permit, the Water and Sewer Ordinance Municipal Code, and/or the Enforcement Response Plan.
- [3] A Grab sample is an individual sample collected over a period of time not exceeding 15 minutes and shall be representative of all combined process wastestreams at the Hunter Street Pump Station.
- [4] A Composite sample shall be collected using flow proportional composite collection techniques. In the event flow proportional sampling is not feasible, the Utility may authorize the use of time proportional sampling or a minimum of four (4) grab samples where the User demonstrates that this will provide a representative sample of the effluent being discharged of all combined process wastestreams at Hunter Street Pump Station. In addition, grab samples may be required to show compliance with instantaneous discharge limits.

- [5] Flow values determined by the JWSC will take precedence in the case of significantly conflicting values between the JWSC's and the User's meters unless the User proves to the JWSC's satisfaction that the User's flow is more accurate. Devices used to measure wastewater flow and quality shall be calibrated by the User on at least a semi-annual basis to ensure their accuracy.
- [6] Per the Municipal Code Water and Sewer Ordinance, any discharge to the POTW that contains concentrations of conventional pollutants above the local discharge limit will be subject to surcharges as provided in the current rate resolution. For purposes of this permit, surcharges are applied to biochemical oxygen demand and total suspended solids.
- [7] There is a variance for the temperature daily maximum, oil and grease daily maximum, and methyl isobutyl ketone daily maximum limit based on the User's previous agreement and discussions with the User. Should there be any future issues and/or concerns, the JWSC can discontinue the variance for these parameters and revert to the Ordinance maximum temperature limit of 40 degrees Celsius, oil and grease daily maximum limit of 100 mg/L, and/or methyl isobutyl ketone daily maximum limit of 9.84 mg/L.
- [8] As of the date of this permit, the JWSC is requiring permitted Users to monitor and report phosphorus and sulfide in their effluent. In the event of future upsets caused by phosphorus levels, the JWSC may impose the phosphorus local limit of 6 mg/L and sulfide Ordinance limit of 1.0 mg/L to permitted Users.
- [9] The User will monitor formaldehyde air exposure to the POTW's employees at locations within the POTW's sewer collection system and treatment plant. If the User can demonstrate that formaldehyde vapors are below the American Conference of Governmental Industrial Hygienists (ACGIH) Threshold Limit Value (TLV of 0.3 ppm (which equates to the Gas/Vapor Toxicity Screening level of 0.06 mg/L per EPA's *Guidance to Protect POTW Workers from Toxic and Reactive Gases and Vapors* [EPA 812-B-92-001, June 1992]), the JWSC will consider increasing the formaldehyde limit to 2.0 mg/L, as requested by Pinova.
- [10] All metals shall be analyzed as Total Recoverable Metals, if applicable.

**Table II Academy Creek WPCP Local Limits and JWSC Annual Monitoring**

The User's discharge must meet the following local limits at all times for the Academy Creek WPCP, approved by the Georgia Environmental Protection Division in February 2015. The JWSC will conduct annual monitoring, or more frequent as needed, of the User's discharge to verify compliance. The JWSC's cost for this annual monitoring shall be shared equally with the User. The JWSC will issue an invoice for half of the cost to be paid by the User within 30 days of the invoice date.

Parameter	Monitoring Requirements		
	Local Limits mg/L	Sample Frequency by JWSC	Sample Type [3,4]
<b>Inorganic Pollutants</b> [9]			
Antimony	21.72	Annually	Composite
Arsenic	0.047	Annually	Composite
Cadmium	0.03	Annually	Composite
Chromium III	24.60	Annually	Composite
Chromium VI	1.70	Annually	Composite
Chromium, Total	3.37	Annually	Composite
Copper	0.30	Annually	Composite

Expiration Date: July 31, 2022

Parameter	Monitoring Requirements		
	Local Limits mg/L	Sample Frequency by JWSC	Sample Type [3,4]
*Cyanide (categorical)	See Table I	Annually	Grab
*Lead (categorical)	See Table I	Annually	Composite
Mercury	0.0019	Annually	Composite
Molybdenum	0.13	Annually	Composite
Nickel	0.49	Annually	Composite
Selenium	0.10	Annually	Composite
Silver	0.30	Annually	Composite
Thallium	0.016	Annually	Composite
*Zinc (categorical)	See Table I	Annually	Composite
<b>Organic Pollutants</b>			
*Acenaphthene (categorical)	See Table 1	Annually	Composite
Acrolein	0.047	Annually	Composite
Acrylonitrile	0.0085	Annually	Composite
Aldrin	0.0000017	Annually	Composite
*Anthracene (categorical)	See Table 1	Annually	Composite
Aroclor 1242	0.01	Annually	Composite
Aroclor 1254	0.005	Annually	Composite
*Benzene (categorical)	See Table 1	Annually	Composite
Benzidine	0.0000068	Annually	Composite
Benzo(a)Anthracene	0.00061	Annually	Composite
Benzo(k)Fluoroethene	0.00061	Annually	Composite
Benzofluoranthene,3,4-	0.00061	Annually	Composite
BHC-Alpha,a-	0.00017	Annually	Composite
BHC-Beta,b-	0.00058	Annually	Composite
*Bis(2-chloroethyl)Ether (categorical)	See Table 1	Annually	Composite
Bis(2-chloroisopropyl)Ether	2,206	Annually	Composite
Bis(2-chloromethyl)Ether	0.0005	Annually	Composite
Bis(2-ethylhexyl)Phthalate	0.27	Annually	Composite
Bromoform	0.23	Annually	Composite
Butylbenzyl Phthalate	195	Annually	Composite
Carbon Disulfide	0.06	Annually	Composite
*Carbon Tetrachloride (categorical)	See Table 1	Annually	Composite
Chlordane	0.00003	Annually	Composite
*Chlorobenzene (categorical)	See Table 1	Annually	Composite
Chlorodibromomethane	0.32	Annually	Composite
*Chloroethane (categorical)	See Table 1	Annually	Composite
*Chloroform (categorical)	See Table 1	Annually	Composite
Chloronaphthalene,2-	54.31	Annually	Composite
Chlorophenol,2-	5.09	Annually	Composite
Chrysene	0.00061	Annually	Composite
DDD,4,4'-	0.000011	Annually	Composite

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Parameter	Monitoring Requirements		
	Local Limits mg/L	Sample Frequency by JWSC	Sample Type [3,4]
DDE, 4,4'-	0.000075	Annually	Composite
DDT, 4,4'-	0.000034	Annually	Composite
Dibenzo(a,h)Anthracene	0.00061	Annually	Composite
*Dichlorobenzene, 1,2- (categorical)	See Table 1	Annually	Composite
*Dichlorobenzene, 1,3- (categorical)	See Table 1	Annually	Composite
*Dichlorobenzene, 1,4- (categorical)	See Table 1	Annually	Composite
Dichlorobenzidine, 3,3-	0.00095	Annually	Composite
Dichlorobromomethane	0.25	Annually	Composite
Dichlorodifluoromethane	0.04	Annually	Composite
*Dichloroethane, 1,1- (categorical)	See Table 1	Annually	Composite
*Dichloroethane, 1,2- (categorical)	See Table 1	Annually	Composite
*Dichloroethene, 1,1- (categorical)	See Table 1	Annually	Composite
*Dichloroethylene, trans-1,2- (categorical)	See Table 1	Annually	Composite
Dichlorophenol, 2,4-	9.84	Annually	Composite
Dichlorophenoxyacetic acid, 2,4- (2,4-D)	39.60	Annually	Composite
*Dichloropropane, 1,2- (categorical)	See Table 1	Annually	Composite
*Dichloropropylene, 1,3- (categorical)	See Table 1	Annually	Composite
Dieldrin	0.000018	Annually	Composite
*Diethyl phthalate (categorical)	See Table 1	Annually	Composite
*Dimethyl phthalate (categorical)	See Table 1	Annually	Composite
Dimethylphenol	28.85	Annually	Composite
*Di-n-butyl phthalate (categorical)	See Table 1	Annually	Composite
*Dinitro-o-cresol, 4,6- (categorical)	See Table 1	Annually	Composite
*Dinitrophenol, 2,4- (categorical)	See Table 1	Annually	Composite
Dinitrophenol, 2-Methyl-4,6-	9.5	Annually	Composite
Dinitrotoluene, 2,4-	0.12	Annually	Composite
Diphenylhydrazine, 1,2-	0.0068	Annually	Composite
Endosulfan Sulfate	3.02	Annually	Composite
Endosulfan, alpha-	0.00030	Annually	Composite
Endosulfan, beta-	0.00030	Annually	Composite
Endrin	0.000078	Annually	Composite
Endrin Aldehyde	0.010	Annually	Composite
*Ethyl benzene (categorical)	See Table 1	Annually	Composite
*Fluoranthene (categorical)	See Table 1	Annually	Composite
*Fluorene (categorical)	See Table 1	Annually	Composite
*Formaldehyde (local limit)	See Table 1	Annually	Composite
Heptachlor	0.000027	Annually	Composite
Heptachlor Epoxide	0.000020	Annually	Composite
*Hexachlorobenzene (categorical)	See Table 1	Annually	Composite
*Hexachlorobutadiene (categorical)	See Table 1	Annually	Composite
Hexachlorocyclopentadiene	37.34	Annually	Composite
*Hexachloroethane (categorical)	See Table 1	Annually	Composite

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Parameter	Monitoring Requirements		
	Local Limits mg/L	Sample Frequency by JWSC	Sample Type [3,4]
Indeno(1,2,3-cd)Pyrene	0.00061	Annually	Composite
Isophorone	32.59	Annually	Composite
Lindane	0.0054	Annually	Composite
Methyl Bromide (Bromomethane)	0.002	Annually	Composite
*Methyl Chloride (categorical)	See Table 1	Annually	Composite
Methyl ethyl ketone	249	Annually	Composite
*Methyl Isobutyl ketone (local limit)	See Table 1	Annually	Composite
*Methylene Chloride (categorical)	See Table 1	Annually	Composite
*Naphthalene (categorical)	See Table 1	Annually	Composite
*Nitrobenzene (categorical)	See Table 1	Annually	Composite
N-Nitrosodimethylamine	0.10	Annually	Composite
N-Nitrosodiphenylamine	0.20	Annually	Composite
PCBs	0.0000022	Annually	Composite
Pentachlorophenol	0.10	Annually	Composite
*Phenanthrene (categorical)	See Table 1	Annually	Composite
Phenol	20.78	Annually	Grab
*Pyrene (categorical)	See Table 1	Annually	Composite
Tetrachloroethane,1,1,2,2-	0.14	Annually	Composite
*Tetrachloroethylene (categorical)	See Table 1	Annually	Composite
*Toluene (categorical)	See Table 1	Annually	Composite
Toxaphene	0.0000068	Annually	Composite
*Trichlorobenzene,1,2,4- (categorical)	See Table 1	Annually	Composite
*Trichlorobenzene,1,1,1- (categorical)	See Table 1	Annually	Composite
*Trichlorobenzene,1,1,2- (categorical)	See Table 1	Annually	Composite
*Trichloroethylene (categorical)	See Table 1	Annually	Composite
Trichlorofluoromethane	1.23	Annually	Composite
Trichlorophenol,2,4,6-	0.081	Annually	Composite
*Vinyl Chloride (categorical)	See Table 1	Annually	Composite
<b>Other Pollutants</b>			
Surfactants	246	Annually	Composite
Sodium	615	Annually	Composite
Chloride	615	Annually	Composite

Refer to Notes for Table I.

**(B) ADDITIONAL DISCHARGE PROHIBITIONS**

- (1) A User may not introduce into any public sewer any pollutant(s), which cause pass through or interference of the POTW. These general prohibitions and the specific prohibitions in subsection (3) below apply to each User introducing pollutants into the POTW whether or not the User is subject to other national pretreatment standards or any national, state, or local pretreatment requirements.

- (2) No person shall discharge or cause to be discharged any unpolluted waters such as storm water, surface water, groundwater, roof runoff, subsurface drainage, noncontact cooling water, or unpolluted industrial process waters to any sanitary sewer.
- (3) Specific prohibitions: Except as herein provided, no person shall discharge any of the following described waters or wastes into any public sewer:

- (a) Pollutants which create a fire or explosion hazard in the POTW, including, but not limited to, waste streams with a closed cup flash point of less than one hundred forty (140) degrees Fahrenheit or sixty (60) degrees centigrade using the test methods specified in 40 CFR Part 261.21.
- (b) Pollutants which will cause corrosive or structural damage to the POTW or discharges with pH lower than 6.0 or higher than 10.0.
- (c) Solids or viscous pollutants in amounts which will cause obstruction to the flow in the POTW resulting in interference.
- (d) Any pollutant, including oxygen-demanding pollutants (BOD, etc.) released in a discharge at a flow rate and/or pollutant concentration, which will cause interference with the POTW.
- (e) Pollutants exceeding the following parameters and concentrations:

<u>Parameter</u>	<u>Concentration mg/L</u>
BOD	1,000
TSS	1,000
TKN	100
Ammonia-N	50
COD	2,000

- (f) Wastewater having a temperature greater than one hundred four (104) degrees Fahrenheit (forty (40) degrees Celsius), or which will inhibit biological activity in the POTW resulting in interference. (*see Table 1 Note 7*)
- (g) Petroleum oil, non-biodegradable cutting oil, or products of mineral oil that will cause interference or pass through at the POTW.
- (h) Pollutants that will result in the presence of toxic gases, vapors, or fumes within the POTW in quantities that may cause acute or chronic worker health and/or safety problems. Any noxious or malodorous gas or substance, capable of creating a public nuisance or preventing entry into sewers for their maintenance, inspection, and repair.
- (i) Any trucked or hauled pollutants, except at discharge points designated by the POTW.
- (j) Any water or waste that contains more than one hundred (100) milligrams per liter fat, oil, or grease, of animal or vegetable origin. (*see Table 1 Note 7*)

- (k) Any waters or waste containing in excess of one milligram per liter (1.0 mg/L) of any of the following hazardous or dangerous gases: hydrogen sulfide, sulfur dioxide, or nitrous oxide. *(see Table 1 Note 8)*
- (l) Any non-domestic waters, wastes or materials containing toxic organic and inorganic priority pollutants, unless issued a written permit by the Utility that provides numerical limits on the quantity of such pollutants. Such limits will be calculated based on national pretreatment standards, local conditions of the POTW, and the presence of any pollutants causing pass through or interference with the POTW.
- (m) Any radioactive materials except in compliance with applicable state or federal regulations.
- (n) Any concentrated dye wastes, or other wastes which are highly colored, and adversely affect the effluent of the POTW.
- (o) Detergents, surfactants, or other substances which may cause excessive foaming in the POTW or effluent.
- (p) Wastewater causing, alone or in conjunction with other sources, the treatment plant's effluent to fail toxicity test.

### **(C) SPECIAL REQUIREMENTS**

- (1) Accidental Discharge/Slug Control Plans: At least once every two (2) years, the JWSC shall evaluate whether each significant industrial user needs an accidental discharge/slug control plan. The Utility may require a User to develop, submit for approval, and implement such a plan. An accidental discharge/slug control plan shall address, at a minimum, the following:
  - (a) Description of discharge practices, including non-routine batch discharges;
  - (b) Description of stored chemicals;
  - (c) Procedures for immediately notifying the POTW superintendent of any accidental or slug discharge, as required by subsection 2-16-42(g) of the Ordinance; and
  - (d) Procedures to prevent adverse impact from any accidental or slug discharge. Such procedures include, but are not limited to, inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants, including solvents, and/or measures and equipment for emergency response.

### **(D) MONITORING AND REPORTING**

- (1) Representative Sampling  
Samples and measurements taken as required herein shall be representative of the volume and nature of the entire permitted discharge.
- (2) Reporting



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The permittee shall submit monthly monitoring reports to the JWSC postmarked no later than the 15th day of the month following the reporting period. Any and all reports shall be submitted to the following address:

Wastewater Pretreatment Compliance Coordinator  
Brunswick-Glynn County Joint Water and Sewer Commission  
1703 Gloucester Street  
Brunswick, GA 31520

An email copy shall also be submitted to Pretreatment Compliance Coordinator.

The permittee shall also comply with the applicable reporting requirements of 40 CFR 403.12.

Reports shall be signed by an authorized representative according to Part II.B.4 of this permit.

(3) Analytical Requirements

All pollutant analyses, including sampling techniques, to be submitted as part of a wastewater discharge permit application or report shall be performed in accordance with the techniques prescribed in 40 CFR Part 136, unless otherwise specified in an applicable categorical pretreatment standard. If 40 CFR Part 136 does not contain sampling or analytical techniques for the pollutant in question, sampling and analyses must be performed in accordance with procedures approved by EPA.

(4) Record Keeping

Users subject to the reporting requirements of this Article shall retain, and make available for inspection and copying, all records of information obtained pursuant to any monitoring activities, instrumentation calibration, operation logs, reports, correspondence and sample logs required by this Article, records indication compliance with Best Management Practices (BMPs) and any additional records of information obtained pursuant to monitoring activities undertaken by the User independent of such requirements. Records shall include:

- (a) The date, exact place, method, and time of sampling;
- (b) The name of the person(s) taking the samples;
- (c) The date(s) and time(s) analyses were performed;
- (d) The person(s) who performed the analyses;
- (e) The analytical techniques or methods used;
- (f) The Georgia certified laboratory which performed the analyses; and
- (g) The results of such measurements and analyses.

(5) Additional Monitoring by Permittee

If the permittee monitors any pollutant at the location(s) designated herein more frequently than required by this permit, using approved analytical methods as specified above, the results of such monitoring shall be included in the calculation and reporting of the values required in the discharge monitoring report. Such increased frequency shall also be indicated. The JWSC may require by written notification more frequent monitoring or monitoring of other pollutants not specified herein.

(6) Records Retention

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- (a) All records of monitoring activities and results required by this permit (including all original strip chart recordings for continuous monitoring instrumentation and calibration and maintenance records) shall be retained at the permitted facility for a minimum of three (3) years. The three-year period shall be extended:
  - (1) automatically during the course of any unresolved litigation regarding the discharge of pollutants by the permittee or regarding promulgated effluent guidelines applicable to the permittee; or
  - (2) as requested by the Pretreatment Compliance Coordinator.
- (b) The permittee shall maintain and make available to the JWSC, records of disposal of all wastewater generated at the site. Such records shall include, but not be limited to, flow monitoring records, flow calibration records, and the volume and destination of all wastewater hauled off-site.
- (c) Any information submitted to the JWSC deemed confidential by the permittee shall be labeled as so and will be held in compliance with 40 CFR 403.14. Effluent data and all other information which is submitted to the State or JWSC shall be available to the public at least to the extent provided by 40 CFR 2.302.

**(E) REOPENING CLAUSE**

- (1) The Executive Director may revoke a wastewater discharge permit for good cause, including, but not limited to, the following reasons:
  - (a) failure to notify the Executive Director of significant changes to the wastewater prior to the changed discharge;
  - (b) failure to fully disclose all relevant facts in the wastewater discharge permit application;
  - (c) falsifying self-monitoring reports;
  - (d) tampering with monitoring equipment;
  - (e) refusing to allow the Executive Director timely access to the facility premises and records;
  - (f) failure to meet effluent limitations;
  - (g) failure to pay fines;
  - (h) failure to pay sewer charges;
  - (i) failure to meet compliance schedules;
  - (j) failure to complete a wastewater survey or the wastewater discharge permit application;
  - (k) failure to provide advance notice of the transfer of business ownership of a permitted facility;
  - (l) refusal of reasonable access to the permittee's premises for the purpose of inspection or monitoring by the Pretreatment Compliance Coordinator or employee of the JWSC having regulatory jurisdiction, or;
  - (m) violation of any pretreatment standard or requirement, or any terms or the wastewater discharge permit

Wastewater discharge permits shall be voidable upon cessation of operations or transfer of business ownership. All wastewater discharge permits issued to a particular User are void upon the issuance of a new wastewater discharge permit to that User.

- (2) This permit shall be modified, or, alternatively, revoked and reissued, to comply with any

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applicable effluent limitation or standard issued or approved under Section 307(b) of the Clean Water Act, if the effluent limitation or standard so issued or approved:

- (a) contains different conditions or is otherwise more stringent than any effluent limitation in the permit; or
- (b) controls any pollutant not limited in the permit.

The permit, as modified or reissued under this paragraph, shall also contain any other requirements of the Act then applicable.

## (F) DEFINITIONS

- (1) Daily Discharge  
Discharge measured during a calendar day or any other 24-hour period that reasonably represents the calendar day for purposes of sampling.
- (2) Executive Director  
The Wastewater Executive Director designated by the Brunswick-Glynn County Joint Water and Sewer Commission to supervise the operation of the JWSC, and who is charged with certain duties and responsibilities by this Article, or a duly authorized representative.
- (3) Maximum Daily Discharge Limitation  
The highest allowable daily discharge for a calendar day or specified 24 hour period.
- (4) Monthly Average Discharge  
The total mass or concentration of all daily discharges sampled and/or measured during a calendar month on which daily discharges are sampled and measured, divided by the number of daily discharges sampled and/or measured during such month.
- (5) Monthly Average (Discharge) Limitation  
The highest allowable average of “daily discharges” over a calendar month, calculated as the sum of all daily discharges measured during a calendar month divided by the number of daily discharges measured during that month.
- (6) Interference  
A discharge that, alone or in conjunction with a discharge or discharges from other sources, does one (1) of the following:
  - (a) Inhibits or disrupts the POTW, its treatment processes or operations, its sludge processes, or its selected sludge use or disposal methods.
  - (b) Causes a violation of any requirement of the POTW’s NPDES permit, including an increase in the magnitude or duration of a violation.
  - (c) Prevents the use of the POTW’s sewage sludge or its sludge disposal method selected in compliance with the following statutory provisions, regulations, or permits issued thereunder or more stringent state or local regulations:
    - (1) Section 405 of the Clean Water Act (33 U.S.C. 1345).
    - (2) The Solid Waste Disposal Act (SWDA) (42 U.S.C. 6901), including:
      - (A) Title II, more commonly referred to as the Resource Conservation and Recovery Act (RCRA); and

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- (B) the rules contained in any state sludge management plan prepared pursuant to Subtitle D of the SWDA (42 U.S.C. 6941).
  - (3) The Clean Air Act (42 U.S.C. 7401).
  - (4) The Toxic Substances Control Act (15 U.S.C. 2601).
- (7) JWSC  
The Brunswick-Glynn County Joint Water and Sewer Commission
- (8) Pass-through  
A discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the treatment plant's NPDES permit, including an increase in the magnitude or duration of a violation.
- (9) Pretreatment requirements  
Any substantive or procedural requirement related to pretreatment imposed on an industrial User other than a pretreatment standard.
- 10) Pretreatment standards  
Pretreatment standards shall mean prohibited discharge standards, categorical pretreatment standards, and local limits.
- (11) Publicly Owned Treatment Works ("POTW")  
A "treatment works", as defined by Section 212 of the Clean Water Act which is owned by the JWSC. This definition includes any devices or systems used in the collection, pumping, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature and any conveyances which convey wastewater to a treatment plant.
- (12) User  
The owner of a facility, and any person who operates the facility, who contributes, causes, or permits the discharge of wastewater into the sanitary sewer system. "User" and "Permittee" are used interchangeably.
- (13) Upset  
An exceptional incident in which a discharger unintentionally and temporarily is in a state of non-compliance with any applicable standards due to factors beyond the reasonable control of the discharger, and excluding non-compliance to the extent caused by operator error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation of the facilities.

## PART II — STANDARD CONDITIONS FOR INDUSTRIAL USERS

### (A) RESPONSIBILITIES

#### (1) Duty to Comply

The permittee must comply with all terms and conditions of this permit. Any permit noncompliance constitutes a violation of the Clean Water Act (CWA), Chapter 2-16 of the County Municipal Code and Chapter 22 of the City's Municipal Code, and is grounds for:

- (a) enforcement action;
- (b) permit termination, revocation and reissuance, or modification; or
- (c) denial of a permit renewal application.

A permittee may claim an affirmative defense to a permit violation; however, if the circumstances of the noncompliance meet the criteria of an upset as defined in Part II.A.7, the permittee shall take all reasonable steps to minimize or correct any adverse impact on the environment resulting from noncompliant discharges. Additional monitoring is necessary to determine the nature and impact of the noncompliance discharge.

#### (2) Right of Entry

- (a) The Executive Director shall have the right to enter the premises of any User to determine whether the User is complying with all requirements of this Article and any wastewater discharge permit or order issued hereunder. Users shall allow the Executive Director ready access to all parts of the premises for the purposes of inspection, sampling, records examination and copying, and the performance of any additional duties.
- (b) Where a User has security measures in force which require proper identification and clearance before entry into its premises, the User shall make necessary arrangements with its security guards so that, upon presentation of suitable identification, the Executive Director will be permitted to enter without delay for the purposes of performing specific responsibilities.
- (c) The Executive Director shall have the right to set up on the User's property, or require installation of, such devices as are necessary to conduct sampling and/or metering of the User's operations.
- (d) The Executive Director may require the User to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the User at its own expense. All devices used to measure wastewater flow and quality shall be calibrated semi-annually to ensure their accuracy.
- (e) Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the User at the written or verbal request of the Executive Director and shall not be replaced. The costs of clearing such access shall be born by the User.

3) Change in Discharge

The permittee must notify the Pretreatment Compliance Coordinator of any planned significant changes to the User's operations or system which might alter the nature, quality, potential for slug discharge or volume of its wastewater at least thirty (30) days before the change.

- (a) The User may be required to submit such information as may be deemed necessary to evaluate the changed condition, including the submission of a wastewater discharge permit application.
- (b) The Pretreatment Compliance Coordinator may issue a wastewater discharge permit or modify an existing wastewater discharge permit in response to changed conditions or anticipated changed conditions.

(4) Duty to Mitigate Adverse Impact

The permittee shall take all reasonable steps to minimize any adverse impact to the POTW or to waters of the State resulting from noncompliance with the permit, including such accelerated or additional monitoring necessary to determine the nature and impact of the non-complying discharge.

(5) Noncompliance Notification

- (a) If the permittee does not or will not be able to comply for any reason with any discharge limitation specified in this permit as identified in Part I.A.1 the permittee shall provide the JWSC with the following information within **twenty-four (24) hours** of becoming aware of the noncompliance and written notification will be given within five working days.
  - (1) a description of the discharge and cause of noncompliance.
  - (2) the period of noncompliance, including exact dates and times of the noncomplying event and the anticipated time when the discharge will return to compliance.
  - (3) steps being taken to reduce, eliminate, and prevent recurrence of the noncomplying discharge.
- (b) If the permittee has any unexpected, unintended, abnormal, or unapproved discharge from the facility into the POTW, the permittee shall report the discharge to the JWSC within **two hours** of discovery of the discharge.
- (c) The permittee shall repeat the sampling and analysis and submit the results of the repeat analysis to the JWSC within 30 days after becoming aware of the violation.
- (d) If the Georgia certified laboratory chosen by the permittee reports a violation in the results on any sampling, then the permittee will be considered in violation of their permit and fines or other measures may be taken against the permittee.

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- (e) If the Georgia certified laboratory chosen by the permittee reports a total of three results that are shown to be in error, then the permittee will no longer be able to use that laboratory for testing and reporting to the JWSC for permitted parameters.
- (f) The JWSC may require the development and implementation of spill control plans or other special conditions including management practices necessary to adequately prevent accidental, unanticipated or non-routine discharges.

(6) Reports of Potential Problems

- (a) In the case of any discharge, including, but not limited to, accidental discharges, discharges of a non-routine, episodic nature, a non-customary batch discharge, or a slug load, that may cause potential problems for the POTW, the User shall immediately telephone and notify the Pretreatment Compliance Coordinator of the incident. This notification shall include the location of the discharge, type of waste, concentration and volume, if known and corrective actions taken by the User.
- (b) Within five (5) days following such discharge, the User shall, unless waived by the Executive Director, submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the User to prevent similar future occurrences. Such notification shall not relieve the User of any expense, loss, damage, or other liability which may be incurred as a result of damage to the POTW, natural resources, or any other damage to person or property; nor shall such notification relieve the User of any fines, penalties, or other liability which may be imposed pursuant to this Article.
- (c) An Industrial User shall submit oral notice of an unanticipated bypass that exceeds applicable Pretreatment Standards to the Control Authority within twenty-four (24) hours from the time the Industrial User becomes aware of the bypass. A written submission shall also be provided within five (5) days of the time the Industrial User becomes aware of the bypass. The written submission shall contain a description of the bypass and its cause; the duration of the bypass, including exact dates and times, and, if the bypass has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the bypass. The Control Authority may waive the written report on a case-by-case basis if the oral report has been received within twenty-four (24) hours.
- (d) A notice shall be permanently posted on the User's bulletin board or other prominent place advising employees who to call in the event of a discharge described in paragraph A or C, above. Employers shall ensure that all employees, who may cause such a discharge to occur, are advised of the emergency notification procedure.

(7) Upset

- (a) An upset shall constitute an affirmative defense to an action brought for noncompliance with the pretreatment standards or requirements if the requirements of subsection (b) are met.
- (b) In order to establish an affirmative defense of upset, the permittee must provide properly

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signed, contemporaneous operating logs, or other relevant evidence of the following facts:

- (1) An upset occurred and the permittee can identify the cause of the upset.
- (2) The facility was being operated at the time in a prudent and workmanlike manner and in compliance with applicable operation and maintenance procedures.
- (3) The permittee submitted the following information to the Pretreatment Compliance Coordinator within twenty-four (24) hours of becoming aware of the upset if this information is provided orally, a written submission must be provided within five (5) days:
  - (A) A description of the indirect discharge and cause of noncompliance.
  - (B) The period of noncompliance, including exact dates and times or the anticipated time the noncompliance is expected to continue if it is not corrected.
  - (C) Steps being taken or planned for reducing, eliminating, and preventing recurrence of the noncompliance.
- (c) In any enforcement proceeding, the permittee seeking to establish the occurrence of an upset shall have the burden of proof.
- (d) The permittee will have the opportunity for a judicial determination on any claim of upset only in an enforcement action brought for noncompliance with the pretreatment standards or requirements.
- (e) The permittee shall control production or all discharges to the extent necessary to maintain compliance with the pretreatment standards or requirements upon reduction, loss, or failure of its treatment facility until the facility is restored or an alternative method of treatment is provided. This requirement applies when, among other things, the primary source of power of the treatment facility is reduced, is lost, or has failed.
- (8) Facilities Operation and Maintenance

The permittee shall at all times maintain in good working order and efficiently operate all facilities or systems (and related appurtenances) for collection and treatment that are installed or used by the permittee and necessary for achieving compliance with the terms and conditions of this permit.
- (9) Removed Substances

Waste solvents, waste chemicals, pretreatment sludge and residuals shall not be discharged to the public sewer. Records of proper disposal according to State and Federal law of these substances shall be kept and submitted to the Pretreatment Compliance Coordinator when requested.
- (10) Operator Certification

The person in responsible charge of the pretreatment facilities shall be certified by the State of Georgia as an Industrial or Class I, II, or III Wastewater Treatment Operator in accordance with the laws and regulations of the State. The User shall provide the JWSC with a list of all certified staff upon issuance of the Permit and each December thereafter. The permittee shall designate one (1) person as the certified operator with complete responsibility for the proper operations of



the wastewater treatment.

## **(B) ADDITIONAL RESPONSIBILITIES**

### **(1) Permit Renewal**

If the permittee wishes to continue an activity regulated by this permit after the expiration date of this permit, the permittee must apply for and obtain a new permit. An application for a permit must conform to the following:

- (a) Be completed on a form prescribed by the Pretreatment Compliance Coordinator.
- (b) If applicable, the Slug Control Plan must be reviewed at the time of permit renewal and if no changes are required the permittee must submit a letter certifying that the current plan is adequate. Modifications to the originally approved Slug Control Plan must also be approved.
- (c) Be submitted to the Pretreatment Compliance Coordinator no later than ninety (90) days prior to the expiration date of an existing permit if the industrial user intends to continue discharging to the POTW.

### **(2) Permit Modification**

The JWSC reserves the right to amend any wastewater permit to assure compliance with applicable laws and regulations, consistent with all applicable legal requirements and procedures for such amendment.

The filing of a request by the permittee for a permit modification, revocation and reissuance, or termination or a notification of planned changes or anticipated noncompliance, does not stay any permit condition.

The permittee must:

- (a) report to the Pretreatment Compliance Coordinator plans for or information about any activity that has occurred or will occur that would constitute cause for modification or revocation and reissuance;
- (b) comply with the existing permit until it is modified or reissued; and
- (c) abide by the Pretreatment Compliance Coordinator's decision:
  - (1) to modify or revoke and reissue the permit; and
  - (2) require submission of a new application.

### **(3) Permit Transferability**

Wastewater discharge permits may be transferred to a new owner or operator only if the permittee gives at least 90 days in advance of the proposed transfer in accordance with the provisions of Section 22-41 of the Water and Sewer Ordinance. The permittee shall provide the new permittee with a copy of the said notification and its current Permit; and a written agreement between the permittee and new owner or operator which:

- (a) states that the new owner and/or operator has no immediate intent to change the facility's

operations and processes;

- (b) identifies the specific date on which the transfer is to occur;
- (c) acknowledges full responsibility for complying with the existing wastewater discharge permit; and
- (d) that the permittee is liable for violations of the Permit up to the date of transfer, and that the new permittee is liable for violations from the effective date of the transfer.

This agreement must be submitted to the JWSC at least 30 days in advance of the proposed transfer. The JWSC, in its sole discretion, may decline to transfer the Permit and, therefore, the JWSC will notify the current permittee and the new permittee within 30 days of the JWSC's intent to modify, revoke and reissue, or terminate the permit. The JWSC may require that the new owner/operator file a new application with the JWSC instead of agreeing to the transfer of the permit. Failure to provide advance notice of a transfer renders the wastewater discharge permit void as of the date of facility transfer.

(4) Signature Requirements

All wastewater discharge permit applications or user reports submitted to the JWSC must be signed by an authorized representative of the User and shall contain the certification statement below.

(a) If the User is a corporation:

- (1) The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or
- (2) The manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct comprehensive measures to assure long-term environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for individual wastewater discharge permit requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

(b) If the User is a partnership or sole proprietorship: a general partner or proprietor, respectively.

(c) The individuals described in paragraphs 1 and 2, above, may designate another authorized representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company and the written authorization is submitted to the Pretreatment Compliance Coordinator.

(d) All other correspondence and reports shall be signed by a person described above or by a duly authorized representative of that person. A person is a duly authorized representative

only if:

- (1) If an authorization under subdivision (c) is no longer accurate because a different individual or position has responsibility for the overall operation of the facility or overall responsibility for environmental matters for the company, a new authorization satisfying the requirements of subdivision (c) must be submitted to the control authority prior to or together with any reports to be signed by an authorized representative.

- (e) Certification. Any person signing a document under this section shall make the following certification:

***“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”***

(5) Enforcement Responses

- (a) Notification of violation: When the Utility finds that a User has violated, or continues to violate, any provision of this Article, or a wastewater permit or order issued hereunder, or any other pretreatment standard or requirement, the Executive Director, or his designee, may serve upon said User written Notice of Violation by personal service or by registered or certified mail, return receipt requested. Within ten (10) days of the receipt date of the Notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions, shall be submitted to the Executive Director, or his designee. Submission of this plan in no way relieves the User of liability for any violations occurring before or after receipt of the Notice of Violation. Nothing in this Section shall limit the authority of the Utility to take any action, including emergency actions or any other enforcement action, without first issuing a Notice of Violation.
- (b) Consent orders: The Executive Director is authorized to enter into consent orders, assurances of compliance, or other similar documents establishing an agreement with a User responsible for noncompliance. Such documents will include specific action to be taken by the User to correct the noncompliance within a time period also specified by the document. Such documents shall have the same force and effect as compliance orders issued pursuant to subsection (d), below, and shall be judicially enforceable.
- (c) Show cause hearing: The Executive Director may order a User which has violated, or continues to violate, any provision of this Article or wastewater permit or order issued hereunder, or any other pretreatment standard or requirement, to show cause why a proposed enforcement action should not be taken. The notice of the hearing shall be served personally or by registered or certified mail, return receipt requested, at least ten (10) days prior to the hearing. Such notice may be served on any authorized representative of the User. A show

Expiration Date: July 31, 2022

cause hearing shall not be a bar against, or prerequisite for, taking any other action against the User including, but not limited to, immediate enforcement action.

- (d) Compliance order: When the Executive Director finds that a User has violated, or continues to violate, any provision of this Article or a permit or order issued thereunder, or any other pretreatment standard or requirement, the Executive Director may issue an order to the User responsible for the discharge directing that the User come into compliance within a specified time period. If the User does not come into compliance within the time provided, sewer service may be discontinued unless adequate treatment facilities, devices, or other related appurtenances have been installed and are properly operated. Orders may contain such other requirements to address the noncompliance, including the installation of pretreatment technology, additional self-monitoring, and management practices designed to minimize the amount of pollutants discharged to the sewer. A compliance order may not extend the deadline for compliance established for a pretreatment standard or requirement, nor does a compliance order relieve the User of liability for any violation, including any continuing violation. Issuance of a compliance order shall not be a bar against, or a prerequisite for, taking any other action against the User.
- (e) Cease and desist order: When the Executive Director finds that a User has violated, or continues to violate, any provision of this Article or any permit or order issued hereunder, or any other pretreatment standard or requirement, or that the User's past violations are likely to recur, the Executive Director may issue an order to cease and desist all such violations and direct the User to:
- (1) Immediately comply with all requirements; and
  - (2) Take such appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation, including halting operations and/or terminating the discharge.

Issuance of a cease and desist order shall not be a bar against, or a prerequisite for, taking any other action against the User.

- (f) Administrative fines: Notwithstanding any other provision herein, when the Utility finds that a User has violated, or continues to violate, any provision of this Article, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, the Utility may fine such User in an amount not to exceed one thousand dollars (\$1,000.00) per violation. Each day on which noncompliance shall occur or continue shall be deemed a separate and distinct violation. In the case of monthly or other long term average discharge limits, fines shall be assessed for each day during the period of violation. Such assessments may be added to the User's next scheduled sewer service charge.
- (1) After a violation, the User will be responsible for reimbursement of the cost of subsequent testing performed by the Utility until the cause of such violation is identified and corrected by the User.
  - (2) Unpaid charges, fines, and penalties shall, after ten (10) calendar days, be assessed an additional penalty of seven percent (7%) of the unpaid balance, and interest shall accrue thereafter at a rate of seven percent (7%) per month. A lien against the User's real property will be sought for unpaid charges, fines, and

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penalties provided the owner of such real property is the person who incurred the charges.

- (3) Users desiring to dispute administrative fines must file a written request with the Executive Director seeking reconsideration of the fine along with full payment of the fine amount within ten (10) days of being notified of the fine. When the Executive Director determines a request has merit, the Executive Director may convene a hearing on the matter within fifteen (15) days of receipt of such request from the User. In the event the User's appeal is successful, the payment shall be returned to the User without interest.
- (3) The Utility may add the costs of preparing administrative enforcement actions, such as notices and orders, to the fine.

Issuance of an administrative fine shall not be a bar against, or a prerequisite for, taking any other action against the User.

(g) Emergency suspensions.

- (1) The Executive Director may immediately suspend the wastewater treatment service and/or wastewater permit of a User when such suspension is necessary to stop an actual or threatened discharge which reasonably appears to present or cause an imminent or substantial endangerment to the health or welfare of persons, the POTW, or the environment.
- (2) A User notified of a suspension of the wastewater treatment service and/or the wastewater permit shall immediately stop or eliminate its contribution. In the event of a User's failure to immediately comply voluntarily with the suspension order, the Executive Director may take such steps as deemed necessary, including immediate severance of the sewer connection, to prevent or minimize damage to the POTW, its receiving stream, or endangerment to any individuals or the environment. The Executive Director may allow the User to recommence its discharge when the User has demonstrated to the satisfaction of the Executive Director that the period of endangerment has passed, unless termination proceedings set forth in subsection (h), below, are initiated against the User. A User who is the subject of a suspension order shall have the right to appeal to the Executive Director from such suspension, but such suspension shall remain in full force and effect pending such hearing and the decision of the Executive Director.
- (3) A User who is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit a detailed written statement describing the causes of the harmful contribution and the measures taken to prevent any future occurrence to the Executive Director prior to the date of any show cause or termination hearing under subsection (c), above, or subsection (h), below

Nothing in this Section shall be interpreted as requiring a hearing prior to any emergency suspension.

- (h) Termination of permit: Significant industrial users proposing to discharge into the POTW must first obtain a wastewater discharge permit from the Utility. A User who violates the

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following conditions of the Ordinance or a wastewater discharge permit or order, or any other pretreatment standard or requirement, or any applicable state or federal law, is subject to permit termination:

- (1) Violation of wastewater discharge permit conditions;
- (2) Failure to accurately report the wastewater constituents and characteristics of its discharge;
- (3) Failure to report significant changes in operations or wastewater volume, or wastewater constituents and characteristics prior to discharge; or
- (4) Refusal of reasonable access to the User's premises for the purpose of inspection, monitoring, or sampling.
- (5) Repeatedly violates the Ordinance.

Noncompliant industrial users will be notified of the proposed termination of their wastewater permit and will be offered an opportunity to show cause under subsection (c), above, why the proposed action should not be taken. Exercise of this option by the Utility shall not be a bar to, or a prerequisite for, taking any other action against the User.

- (i) Termination of services: The Executive Director may order a User who violates, or continues to violate, the Ordinance, or allows an unauthorized discharge to enter the POTW, to show cause before the Executive Director as to why termination of services should not be taken. A notice shall be served on the User specifying the time and place of a hearing to be held by the Executive Director regarding the termination of services, the reasons why the action is to be taken, and directing the User to show cause before the Executive Director why the proposed enforcement action should not be taken. The notice of the hearing shall be served by registered or certified mail, return receipt requested, at least ten (10) days before the hearing. Service may be made on any agent or officer of a corporation.

- (1) The Executive Director may take evidence and hear witnesses.
- (2) After the Executive Director has reviewed the evidence, he may issue an order to the User responsible for the discharge directing that, following a specified time period, the sewer service will be discontinued unless adequate treatment facilities, devices, or other related appurtenances are properly installed and/or operated. Further orders and directives as are necessary and appropriate may be issued.
- (3) Exercise of this option by the Utility shall not be a bar to, or a prerequisite for, taking any other action against the User.

(6) Judicial Remedies

When a User discharges sewage, industrial wastes, or other wastes into the wastewater disposal system contrary to the provisions of this Article, or violates, or continues to violate, any order or permit issued hereunder or any other pretreatment standard or requirement, the Utility may commence an action for appropriate legal and/or equitable relief in a court having jurisdiction over such matters.

(a) Injunctive relief: When the Utility finds a User has violated, or continues to violate, any provision of this Article or any order or permit issued hereunder, or any other pretreatment standard or requirement, the Utility may petition the court for the issuance of a preliminary or permanent injunction, as appropriate, which restrains or compels the specific performance of the wastewater discharge permit, order, or other requirement imposed by the Ordinance on activities of the User. The Utility may seek also such other action as is appropriate for legal and/or equitable relief, including a requirement for the User to conduct environmental remediation. A petition for injunctive relief shall not be a bar against, or a prerequisite for, taking any other action against a User including, but not limited to, nuisance abatement proceedings in a court of competent jurisdiction.

(b) Civil penalties.

- (1) A User who has violated, or continues to violate, any provision of this Article or any order or permit issued hereunder, or any other pretreatment standard or requirement, shall be liable to the Utility for a civil penalty of up to one thousand dollars (\$1,000.00) per violation, per day. In the case of a monthly or other long-term average discharge limit, penalties shall accrue for each day during the period of violation. In addition to the above described penalty, the Utility may recover reasonable attorneys' fees, court costs, and other expenses associated with the enforcement activities, including sampling and monitoring expenses, and the cost of any actual damages incurred by the POTW and Utility, and any economic benefit gained through the User's violation.
- (2) The Utility shall petition a court of competent jurisdiction to impose, assess, and recover such sums set forth in paragraph (1), above. In determining the amount of liability, the court shall take into account all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the magnitude and duration, any economic benefit gained through the User's violation, corrective actions by the User, the compliance history of the User, and any other factor as justice requires.

Filing a suit for civil penalties shall not be a bar against, or a prerequisite for, taking any other action against a User.

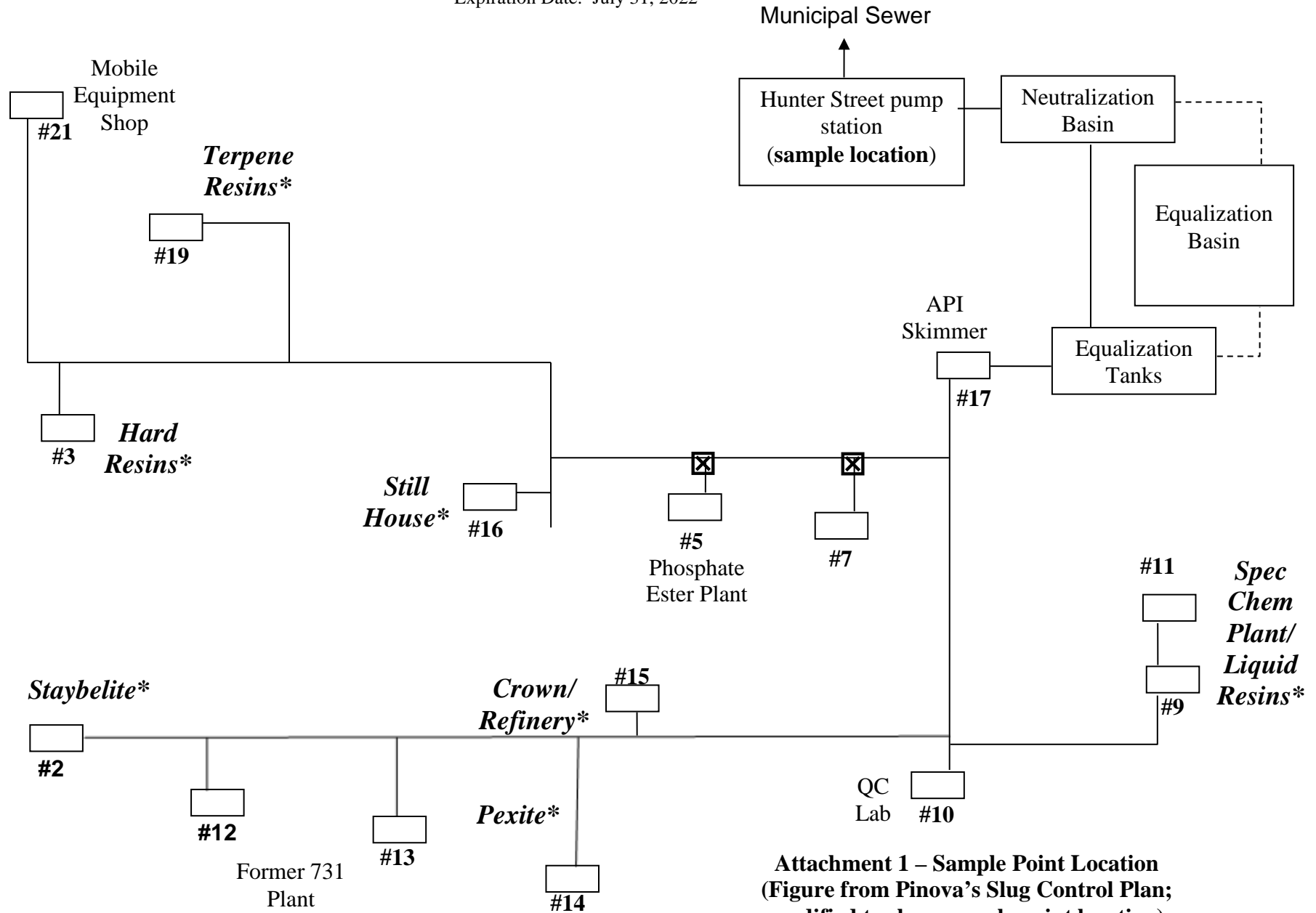
(c) Criminal prosecution.

- (1) A User who willfully or negligently violates any provision of this Article, any orders or permits issued hereunder, or any other pretreatment standard or requirement shall, upon conviction, be guilty of a misdemeanor, punishable by a fine not to exceed one thousand dollars (\$1,000.00) per violation, per day, or imprisonment for not more than sixty (60) days, or both.
- (2) A User who willfully or negligently introduces any substance into the POTW which causes personal injury or property damage shall, upon conviction, be guilty of a misdemeanor, punishable by a fine not to exceed one thousand dollars (\$1,000.00) per violation, per day, or imprisonment for not more than sixty (60) days, or both. This penalty shall be in addition to any other cause of action for personal injury or property damage available to the Utility.

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- (3) A User who knowingly makes any false statements, representations, or certifications in any application, record, report, plan or other document filed, or required to be maintained, pursuant to this Article, wastewater permit or order issued hereunder, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this Article shall, upon conviction, be guilty of a misdemeanor, punishable by a fine not to exceed one thousand dollars (\$1,000.00) per violation, per day, or imprisonment for not more than sixty (60) days, or both.
- (d) Remedies Nonexclusive: The remedies provided for in this Article are not exclusive. The Executive Director may take any, all, or any combination of these actions against a noncompliant User. The Executive Director may take other action against any User when the circumstances warrant. Further, the Executive Director is empowered to take more than one enforcement action against any noncompliant User.
- (7) Recovery of Costs Incurred  
The Executive Director may recover reasonable attorneys' fees, court costs, and other expenses associated with permit non-compliance and enforcement activities, including sampling and monitoring expenses, and the cost of any actual damages incurred by the JWSC. Additionally, the Executive Director may recover reasonable costs associated with requests by the user for a permit modification and/or reissuance as a result of planned facility changes and/or anticipated noncompliance.
- (8) Severability  
The provisions of this permit are severable and if any provision of this permit, or the application of any provision of this permit to any circumstances is to be held invalid, the application of such provision to other circumstances and the remainder of this permit shall not be affected thereby.





**Attachment 1 – Sample Point Location  
(Figure from Pinova’s Slug Control Plan;  
modified to show sample point location)**



# Brunswick-Glynn County Joint Water and Sewer Commission

## MEMORANDUM

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**To:** JWSC Full Commission  
**From:** Pam Crosby, Director of Procurement  
**Date:** July 20, 2017  
**Re:** Surplus Inventory/Equipment – Approval to Dispose of Surplus

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### **Background**

JWSC staff has determined the following assets to no longer be of use to the mission of the JWSC.

DIVISION	YEAR	MAKE	MODEL	VIN
WWTD-102	1997	Ford	Ranger	1FTCR14U0VPA46559
WWTD-105	1997	Ford	F-250	1FTEF2763VNC91176
WWTD-106	1997	Ford	F-150	1FTEF15Y1TLB55720
P/CD-106	2004	Ford	F-150	2FTRF172X4CA79064
SP/MD-605 (S33)	1980	Mack	R686ST	1GDKP32Y5R3500316

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

To dispose of this property, the Brunswick-Glynn Joint Water and Sewer Commission must declare the property as surplus. Once declared surplus, the Director of Procurement will dispose of the property in a manner most beneficial to the JWSC.

### **Staff Recommendation**

Staff recommends declaring the surplus equipment, identified above as surplus, to be disposed of in a way most beneficial to the JWSC.

Enclosure:  
Surplus Update – July 2017

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



**From:** Matthew Lemke

**Sent:** Wednesday, July 12, 2017 9:17 AM

**To:** Pamela Crosby <[PCrosby@bgjwsc.org](mailto:PCrosby@bgjwsc.org)>; Christa Free <[CFree@bgjwsc.org](mailto:CFree@bgjwsc.org)>

**Subject:** RE: Facilities Memo --surplus

WWTD-102: 175,000 miles, no A/C, steering linkage needs replaced, motor knocks bad (probably needs rear main seal \$\$), extensive body rust

WWTD-105: 259,606 miles, no A/C, transmission slips,

WWTD-106: 189,405 miles, no A/C, fuel tank rusted out, interior is completely held together with duct tape.

PCD-106: 218,000 miles, motor needs extensive repairs, transmission needs replaced/rebuilt

Mack truck: Unused vehicle, extensive rust, unknown if it runs



**To:** BGJWSC Commissioners

**From:** John D. Donaghy, Chief Financial Officer

**Cc:** Jimmy Junkin, Executive Director

**Date:** July 20, 2017

**Re:** Banking Resolutions and Signature Cards

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**Background:**

As a component of implementing the Innoprise Customer Information System, the JWSC will be converting its lockbox services to BB&T Bank. To facilitate this conversion and to most efficiently process customer payments a daily sweep account is required. This account will receive the individual customer payments and transfer those receipts to the Utility Revenue Checking account on a daily basis.

The JWSC is receiving periodic payments of SPLOST funds from Glynn County. The JWSC has established a separate bank account to physically segregate those funds when received, and then reimburse the general checking account when approved SPLOST expenditures are paid.

**Recommendation:**

Staff recommends that the JWSC approve the Chairman, Vice-Chairman, Executive Director and Director of Finance be authorized to execute the necessary documents to establish a lockbox sweep account and a SPLOST Revenue account with BB&T Bank.”

**Motion:**

**“I move that the JWSC authorize the Chairman, Vice-Chairman, Executive Director and Director of Finance be authorized to execute the necessary documents to establish a lockbox sweep account and a SPLOST Revenue account with BB&T Bank.”**

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**To:** BGJWSC Commissioners  
**Cc:** Jimmy Junkin, Executive Director  
**From:** John D. Donaghy, Director of Administration  
**Date:** July 20, 2017  
**Re:** Amendments to the Human Resources Policy

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**Background:**

JWSC Staff has approved changes to the Evaluation and Compensation Policies on April 6, 2017.

As a result numerous changes to other sections of the policies required revision

**Recommendation:**

The Human Resources Committee of the Brunswick-Glynn County Joint Water and Sewer Commission have reviewed the changes and recommend the approval of the proposed changes to the Human Resources Policy of the JWSC.

**Motion:**

**“I move that the Brunswick-Glynn County Joint Water and Sewer Commission approve the changes to the Human Resources policies of the JWSC, subject to the policy language being reviewed by legal counsel.”**

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**SECTION 1.2**  
**GENERAL PROVISIONS AND DEFINITIONS**

**FMLA Leave** means leave taken by an eligible employee for a serious health condition of the employee or the employee's immediate family or Qualifying Exigency Leave for a spouse, child, or parent for a period not to exceed twelve (12) work weeks or equivalent shifts during a 12-month period measuring backward from the date of leave, or such other Military Caregiver Leave (up to twenty-six (26) work weeks) calculated from the first date of leave taken and concludes twelve (12) months afterward pursuant to the FMLA.

**Health Care Provider** means a doctor of medicine, doctor of chiropractic, doctor of osteopathy, podiatrist, dentist, clinical psychologist, optometrist, nurse practitioner or nurse midwife, legally authorized to practice under the laws of the State of Georgia and performing within the scope of their practice, including a physician assistant. The term shall include any other practice area listed in the FMLA and regulations promulgated thereunder, as amended from time to time.

**Immediate Family** means spouse, parents, siblings, children, grandchildren, grandparents, or spouse of any of these; stepmother, stepfather, stepchild or spouse of any of these; or any other relative whom it can be demonstrated is a member of the employee's household, to include anyone permanently living in the house, or legal dependents of the employee. Also included is the child, parent, sibling, or grandparent of a spouse.

**Incumbent** means the employee occupying an existing position.

**Introductory Employment Period** means a period of time, **one year (12 months) of service** ~~initially six (6) months~~, during which a new employee, or an employee who has moved to a different position, is being observed for job capability and adequacy of performance, and who is expected to demonstrate to the satisfaction of the division head that the employee has the knowledge, ability or aptitude and other necessary qualities to perform satisfactorily the duties of the position.

**Job Analysis** means a systematic study of the tasks, duties, responsibilities and other job-related factors of a position.

**Job Class** means a position or group of positions having similar duties and responsibilities, requiring similar qualifications, which can be designated by one title indicative of the nature of the work performed and which is/are assigned to the same salary range.

**Job Description** means a written description of typical duties and responsibilities characteristic of positions assigned to a specific class, along with the required qualifications, knowledge, skills and abilities an individual must possess to be considered for a vacancy in the class.

**Job Posting** means a posted notice distributed within JWSC divisions listing an available job opening(s).

## **SECTION 3.3**

### **RE-EMPLOYMENT**

#### **STANDARD**

A former employee who is re-hired more than twelve (12) months after the date of separation will be considered to be re-employed and will complete a new ~~6-month~~ **one year** introductory period.

#### **PRACTICE GUIDELINES**

1. An individual who is re-employed will not be credited with prior years of service for the purpose of sick and vacation leave accrual rates. No previous unused leave will be restored to the employee. The re-employed individual will be treated as a new employee, except as noted in Paragraph 2, below.
2. Re-employed persons may receive credit for length-of-service for retirement benefits pursuant to the JWSC's Defined Pension Plan.

## SECTION 3.4

### INTRODUCTORY EMPLOYMENT PERIOD

#### STANDARD

As a final part of the selection process, the introductory employment period provides time for effective adjustment of new, promoted, or transferred employees or elimination of those whose performance does not meet acceptable standards.

#### PRACTICE GUIDELINES

1. Effective 4-24-17, an employee appointed initially or who has been re-employed, promoted, or transferred will serve a ~~6-month introductory~~ **one year** employment period. Newly hired employees and re-employed persons **will have access to up to 30 hours of vacation time and up to 30 hours of sick time upon hire.** ~~may not use sick or vacation leave during the first six (6) months of employment.~~
  
2. *Introductory Period Reports:*
  - A. During the introductory period, the employee's supervisor will confer with the employee as to progress made and acceptability of work performance **on a quarterly basis.** The employee will be given an **Annual** Performance Evaluation Report **after one year of service to mark the end of their introductory period.** ~~of two (2) and five (5) month intervals during the introductory period.~~
  - B. At least one (1) month prior to the expiration of the introductory period, the division head will complete and submit a performance evaluation to the Human Resources Department indicating whether the employee is recommended for continued employment, for extended introductory status, or separation from employment.
  - C. Performance evaluation forms will be provided to the division head by the Human Resources Department. Each report of performance shall be discussed directly with the employee by the employee's division head or his or her designee. If an employee disagrees with any statement in the evaluation report, the employee may, in a space provided on the evaluation report, list any disagreements and sign the report.
  - D. Employees within the probation period are required to sign the evaluation, stating that they have read and reviewed the evaluation.
  - E. Before completion of the employee's introductory employment period, introductory employment periods may be extended for not more than sixty (60) calendar days to allow marginally performing employees to reach satisfactory performance.



**SECTION 3.4 cont.**  
**INTRODUCTORY EMPLOYMENT PERIOD**

- F. When an employee is authorized unpaid leave pursuant to Section 4.7, Leave of Absence Without Pay, for a period greater than five (5) working days, the new employee's introductory period will be extended for the same number of days the employee is absent beyond the initial five day grace period.
- G. ***Supervisor's Responsibilities:*** Upon hiring a new JWSC employee or rehiring an employee, the immediate supervisor is required to set goals and objectives for the new employee in writing. The supervisor will review with the employee the goals and objectives prior to beginning and when completing **the quarterly evaluation periods during the introductory year.** ~~2-month, 5-month, and annual evaluation period.~~
3. A new employee (one who is new to the JWSC), or a re-employed employee (an employee who has been re-hired after a separation period of more than twelve (12) months), may be dismissed without a pre-dismissal hearing or appeal rights at any time during the introductory employment period if the division head determines that the employee is not satisfactorily performing assigned duties. The reasons for dismissal shall be documented and filed with the Human Resources Department.
4. If the employee does not successfully complete the introductory employment period or extended introductory period, employment shall be terminated either during or immediately following the introductory period, unless the delay is necessitated by extenuating circumstances.

## SECTION 3.5

### TRANSFERS AND PROMOTIONS

#### STANDARD

Employees are encouraged to pursue career growth opportunities and apply for posted positions for which they meet the qualifications. Supervisors are required also to explain career paths with their subordinates and review growth opportunities during each annual evaluation.

#### PRACTICE GUIDELINES

1. ***Consideration of Current Employees:*** Whenever possible, vacancies should be filled by promotion or transfer from among the qualified eligible employees within a division or from other divisions within the JWSC. In all cases, the most qualified person shall be selected for the position, based on objective job-related criteria. The selected person must meet the documented minimum qualifications for the position. An employee is not guaranteed a transfer if it is determined that the employee's current position is considered mission essential and that by moving that employee would cause a shortfall within their current position.
2. ***Eligibility for Transfer/Promotion:*** An employee who has successfully completed the introductory employment period of **one year** ~~six (6) months~~ may apply for a transfer or promotion. Employees that are currently considered in a Performance Improvement Plan or employees that have had any disciplinary action within the past six (6) months will not be considered eligible for transfer or promotion.
3. ***How to Apply:*** An employee interested in a position listed on a Job Posting should make such interest known by following the application procedures specified in the posting. Applicants should not rely entirely on information currently in the personnel file, or on the interviewer's personal knowledge of the applicant. Applicants are expected to provide complete job-related information indicating why they are best qualified for the position.
4. ***Transfers are not to be Automatic:*** If an employee requests to be transferred to another section within the organization, both the section gaining the transferred employee and the section losing the transferred employee must be in agreement of the transfer. If either section does not agree that the transfer is in the best interest of the organization or the employee requesting the transfer, the transfer will not be completed.

## SECTION 4.2

### ANNUAL (VACATION) LEAVE

#### STANDARD

Annual (vacation) leave time is provided to employees for the purpose of taking rest away from the job. It is believed that employees are more productive if they have time away from the job. It is also recognized that employees will occasionally need time away from work to attend to certain personal matters.

#### PRACTICE GUIDELINES

1. **Eligibility:** Employees are entitled to earn and accrue annual (vacation) leave immediately upon employment.

2. **Accrual:**

A. Accrual is based on length of service and regular hours worked.

<u>Service Length</u>	<u>Hours Earned</u>	<u>Days per Year</u>
0 to end of 7 years		12
Start year 8 to end of year 9		15
Start year 10 to end of year 15		18
Start year 16 to end of year 20		20
Start year 21		25

B. Vacation leave is earned during any pay period in which the employee is in active pay status at least one-half (1/2) the work days within that pay period. Employees who are inactive because of a covered Workers' Compensation claim shall continue to accrue leave for a period of twenty-four (24) weeks from the date of the covered injury.

3. **New Employees:** Employees begin to accrue leave at the date of hire. Effective 4-24-17, new employees hired after this date will have immediate access to 30 hours of paid vacation time during their one year introductory period. but may not use paid leave until they have completed the first six (6) months of employment. This does not apply to promoted or transferred employees.

A. Newly hired employees hired after 4-24-17 no longer have to wait until the end of their introductory period to redeem these paid time off vacation benefits. However, should the employee's employment be terminated prior to accrual of these 30 hours, the difference in the amount of vacation hours accrued and the amount of vacation hours paid out will be deducted from their final paycheck, following all FLSA guidelines.

4. **Limits:** Effective December 31, 2014, the total number of accumulated annual (vacation) leave as of December 31 of any year shall not exceed one hundred sixty (160) hours (4 weeks). On December 31, any remaining leave over 160 hours will be converted to sick leave if a minimum of eighty (80) hours, or equivalent shifts, of vacation leave have been used during the calendar year. Otherwise, the time will be considered forfeited and lost, excepting when a hardship would result and as approved by the Director on a case-by-case basis.

## SECTION 4.3

### SICK LEAVE

#### STANDARD

Sick leave is a privilege granted by the JWSC; it is not a right that an employee may demand. Sick leave should not be abused; it is to be used for salary continuation when an employee becomes ill and is unable to work.

#### PRACTICE GUIDELINES

1. **Eligibility:** Employees will accrue sick leave based on their regular schedule of work hours.
2. **Accrual:**
  - A. Employees will accrue sick leave at the rate of eight (8) hours per month.
  - B. Leave is accrued in any pay period in which the employee is in active pay status at least one-half (1/2) the work days within that pay period. It is accrued at the end of each pay period.
3. **New Employees:** New employees begin to accrue leave at the date of hire. **Effective 4-24-17, employees hired after this date will have access to 30 hours of paid time.** ~~but may not use paid leave until they have completed six (6) months of service.~~ This does not apply to employees who have been transferred or promoted into new positions.
  - A. **New employees hired after 4-24-17 no longer have to wait until the end of their introductory period to have access to paid sick leave. Up to 30 hours of leave is available; however, if the employee's employment is terminated prior to accrual of the hours redeemed, the difference in accrual and redeemed paid sick time will be deducted from their final paycheck following FLSA guidelines.**
4. **Limits:** Sick leave may be accumulated from month-to-month and year-to-year with no limit to the amount that can be accumulated.
5. **Requesting and Using Leave:**
  - A. Employees must sign a sick leave form requesting the leave. The form must be completed in advance when the absence is due to a planned medical appointment or procedure. Otherwise, the form must be completed promptly upon returning to work. Employees may request sick leave for the following events:
    - (1) Personal illness or injury;
    - (2) Personal physicals, examinations, or treatment;
    - (3) Quarantine; and

## SECTION 4.4

### HOLIDAYS

#### STANDARD

The JWSC recognizes eleven (11) standard holidays. These holidays are recognized nationally and are not chosen based upon any religious uniqueness. Due to the nature of some services provided to the citizens, some employees are required to work on holidays.

#### PRACTICE GUIDELINES

1. **Recognized Holidays:** The following are designated as official holidays for employees of the JWSC:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day and the day after
- Christmas Day and the day before
- (Such other holidays as may be approved by the JWSC)

2. **Observing the Holiday:** All employees, including new employees who have not completed the introductory employment period, will be paid for scheduled work hours that may fall on the holiday when holiday work is not required.
  - A. A holiday falling on Saturday will be observed the preceding Friday. Holidays falling on Sunday will be observed the following Monday by employees who normally work weekdays (between Monday and Friday). **Christmas holidays falling on or over a weekend will be observed at the discretion of the Executive Director.** Employees who work shifts will observe the holiday on the day it occurs.
  - B. Holidays which occur during an employee's sick leave or vacation leave shall not be charged against sick or vacation leave for such days off.
  - C. **A holiday observance calendar will be prepared and posted annually by January 15<sup>th</sup> each year.**

3. **Holiday Work:**

- A. A nonexempt employee required to perform work on a designated holiday shall receive holiday pay which is paid at the rate of one and one-half (1 ½) times the total number of hours worked.
- B. Any exempt employee who is regularly scheduled to work on a designated holiday shall receive his or her regular compensation, but may schedule another day off in observance of the holiday, with the approval of the supervisor or division head.

**SECTION 4.14**  
**UNIFORM DRESS CODE**

**3. *Safety Accessories:***

Employees who are required to wear safety vests, safety glasses, hard hats, gloves, steel-toed shoes, back braces, or other safety gear must wear the required gear at all times when working in the tasks assigned. This is intended to protect the safety and well being of the employees as well as the customers served by the JWSC.

**4. *Cost and Use of JWSC-Provided Uniform Clothing and Accessories:***

- A. The JWSC will provide uniform clothing for those employees who are required to wear a uniform. This will include shirts, pants, jackets, hats, gloves, safety shoes, and other safety items. Failure to consistently and properly wear or use uniform clothing and/or safety gear, and the failure to consistently enforce these standards, will result in disciplinary action up to and including termination of employment. Supervisors will be responsible to ensure safety gear and uniforms are properly worn.
- B. The JWSC may also provide certain items for administrative office employees who are not required to wear uniforms but who wish to wear items bearing the JWSC logo, depending upon fund availability and whether appropriate for the work situation.

**5. *New Employees:*** Employees will be fitted for uniforms and safety gear during the first week of work. Employees who do not complete the **12-month** ~~6-month~~ introductory employment period will be required to return clothing bearing the JWSC logo or repay the cost of such items. Employees may keep items that do not bear the JWSC logo, however, employees will be required to repay the cost of such items.

**6. *Returning and Replacing JWSC-Provided Uniforms, Equipment, and Accessories:***

- A. Each employee is responsible for the care and protection of JWSC-purchased uniforms, safety accessories, and other items.
- B. When items begin to show signs of normal wear such that the employee reasonably anticipates the need for replacement, the employee should contact the immediate supervisor to request replacement items. New orders for uniforms should be placed only when an item is worn, torn, or otherwise damaged and no longer presents the appropriate appearance. This does not mean that the JWSC will automatically reorder five (5) of each listed item for each employee every year, but as individual items are needed. It does mean that each employee should have five (5) sets of uniforms ready for wear each week. Each employee's supervisor will be tasked with determining when an item no longer represents the JWSC appropriately and will be responsible for all orders placed.
- C. When lost, worn, or damaged by neglect, employees will be required to replace the items at their own expense. This may be payroll deducted at a minimum of \$7.50 per week, subject to FLSA compliance.
- D. JWSC will only reissue uniforms on a "one-to-one" trade of each uniform item. This is defined as an employee must trade in the same type item for reissue of a new same type item. Employees must pay for items that are lost and needed to be reissued.

## SECTION 6.2

### PAY PLAN

#### STANDARD

The JWSC shall devise, maintain, periodically amend and promulgate an appropriate Pay Plan which shall be applicable to all positions whose salaries are established within an approved salary range. The Pay Plan includes guidelines for establishing and managing employee pay rates and shall include maintaining a pay structure consisting of pay grades and pay ranges that are assigned to positions in the Position Classification Plan.

#### PRACTICE GUIDELINES

1. **Pay Structure:** The pay structure contains any number of pay grades necessary to accommodate all JWSC job classes and positions. The pay structure contains minimum pay rates, midpoint pay rates, and maximum pay rates for any given grade. Each employee affected thereby shall be paid at one of the rates set forth in the salary range for the class and position in which he or she is employed. **The pay structure will be adjusted annually by the CPI as approved in the JWSC budget.**
2. **Hiring Range and Entry Salary Rates:**
  - A. New employees, promoted and transferred employees shall be paid at a rate within the first third of the pay range; provided, however when there is a demonstrated inability to recruit within the hiring range or an applicant or employee possesses exceptional qualifications (e.g., experience substantially above and beyond that which is required in the official job description for a position), the Executive Director may authorize the placement of the applicant or employee up to the middle point of the approved range of pay for the stated position contingent upon fund availability.
  - B. The entry salary of an employee upon initial employment who meets the minimum requirements shall be at the minimum level of the range for that class to which the original appointment is made. Exceptions may be provided if approved by the Executive Director in the case of:
    - (1) Shortage of qualified applicants available at the minimum level of the pay range.
    - (2) Qualifications of the applicant are in excess of the minimum requirements for the class.
    - (3) Applicants who are under-qualified but who may be capable of meeting the minimum position requirements within a twelve (12) month period.

**SECTION 6.2 cont.**  
**PAY PLAN**

**3. *Pay for Performance – Merit Increase:***

- A. The JWSC shall maintain an active Employee Performance Evaluation Program and all performance-based or merit increases shall be awarded in accordance with the Program. When funds are available, employees shall be recognized for having met or exceeded established performance standards. The funding level, if any, for performance-based increases shall be decided annually. The JWSC Pay Plan is not intended to create a property right, promise, or contract, or expectation of funding for any performance-based increase, raise, or salary adjustment.
- B. The division head shall review the performance evaluations of the division's employees and recommend to the Executive Director the employees who should receive merit step increases. Each performance evaluation shall be made a part of the employee's official personnel file.
- C. Employees will receive a COLA (Cost of Living Adjustment) in the first full pay period of the fiscal year, during July of each year based on the CPI.
- D. An employee with an acceptable performance rating, as certified by the division head and approved by the Director, shall be eligible to receive an annual ~~base salary~~ increase between zero (0) and five (5) percent effective on the beginning of the pay period ~~prior to~~ containing the employee's hire date or date of promotion.
- E. When an employee attains the maximum rate of a salary range for the present position, no further salary increases will be added to the base pay while the employee remains in the present position. If an employee is eligible for a merit **step** increase based on performance, then the employee will be paid a lump sum for that portion of his or her base salary merit increase that is above the maximum for that position, including any market adjustments or cost of living increases, as applicable.
- F. Market adjustments and cost of living increases are not automatic, and may be established periodically by the Commission of the JWSC in its sole discretion.

**4. *Position Reclassification:***

- A. When an employee's position is reclassified to a different classification in the next higher pay grade and pay range, the employee may receive an increase to bring the employee's pay up to the minimum of the new pay range. If the reclassification results in a difference of more than one pay grade, the position may have pay adjusted such that internal equity is maintained with others in the new pay grade. In no case shall the salary be less than the new minimum or exceed the maximum for the new range.
- B. When an employee's position is reclassified to a classification with a lower pay grade and pay range, the employee may receive a reduction in salary based on:
  - (1) A change in job duties;
  - (2) Internal equity, similarly situated employees, adverse effects on other employees in the class, and the best interests of the JWSC; or



**SECTION 6.2 cont.**  
**PAY PLAN**

**7. Demotion:**

- A. Voluntary Demotion: An employee who voluntarily chooses to accept a demotion will receive a salary reduction. The salary will be reduced to an amount that represents the same relative placement within the new pay grade as in the former pay grade.
  - B. Disciplinary Demotion: An employee may be demoted with a loss in pay for failure of personal conduct or failure of job performance. The salary will be reduced to an amount that represents the same relative placement within the new pay grade as in the former pay grade.
  - C. Unsuccessful Introductory Employment Period Following Promotion: If an employee fails to successfully complete the introductory employment period following a promotion, the employee may request a voluntary demotion to the former position or to a position in the same class if a vacancy exists. The employee's salary will be reduced to the former rate of pay, including any merit increases that would have been awarded during the period based on documented performance evaluations, contingent upon fund availability. Such a demotion, a transfer, or termination must occur within the introductory employment period.
  - D. The employee's annual performance review date will change to the date of the demotion, and every twelve (12) months thereafter.
- 8. Salary Reduction Within Pay Grade:** An employee may receive a salary reduction within the same pay grade for disciplinary reasons. The salary will be reduced by no more than ten percent (10%); however, in no case shall the salary be below the pay grade minimum.
- 9. Salary of a Transferred Employee:** The salary of an employee who voluntarily transfers or who is reassigned to a position in the same position and job class or to a position in a different class with the same pay grade and range shall not be changed by the reassignment. Exceptions may occur when an employee's training, education, or experience significantly exceed the minimum qualifications for the position. Any exception must be thoroughly documented and approved by the Executive Director.

**10. Other Pay Adjustments or Increases:**

- A. Completion of Introductory Employment Period: Upon completion of the initial new hire introductory employment period, supervisors shall perform an evaluation of performance. Employees may be eligible to receive will receive a pay increase based on the evaluation score. The employee will be eligible for another merit increase annually in six (6) months subsequent, effective as of the employee's original date of hire.
- G. Certification Pay: Employees may receive a five percent (5%) increase for State-mandated certifications, required by the job, but not required at the time of hire. Such

## SECTION 7.1

### PERFORMANCE EVALUATIONS

#### STANDARD

The primary purpose of the employee evaluation shall be to inform employees how well they are performing their work and how they can improve their work performance. Performance is managed by communicating clear expectations, providing employees with sufficient training, guidance, and tools to perform the job, and by providing feedback to employees at periodic intervals to ensure optimum performance. Performance evaluations also provide employees with the opportunity to identify goals and plans for professional and job development. The performance evaluation may also be used in determining merit increases; as a basis for training, promotion, demotion, transfer or dismissal, and for other purposes as set forth in these policies.

#### PRACTICE GUIDELINES

##### 1. *Basis for Performance Evaluation:*

- A. The standard position and job description, along with additional documented division operating procedures and expectations, will form the basis for performance evaluations. Each employee will be provided a copy of the position and job description at the time he or she enters a new job, or at such time that the current position and job description substantially changes.
- B. Special evaluations may take place at the request of the employee with the approval of the division head. The supervisor may also initiate special evaluations. Special evaluations may be conducted when an employee is uncertain of how well he or she is performing, when substantially new job functions are assigned, when performance difficulties are detected, or upon completion of any period of probation imposed by the supervisor.

2. ***Performance Evaluation Instrument:*** All division heads and supervisors shall use a standardized, approved instrument to evaluate the performance of all employees on a regular basis. Supplemental performance evaluation materials may be used with the approval of the Director to make performance evaluations more meaningful and job-specific.

##### 3. *Evaluation Dates:*

- A. An introductory period shall begin upon the initial original appointment, upon re-employment (re-hired after 12 months), and upon promotion, demotion, or transfer. During the introductory period, the employee's performance shall be evaluated quarterly; at the end of three (3) months, six (6) months and at nine (9) months of service. These quarterly evaluations are non-monetary. At the end of one year of service, a written at the end of two (2) months and five (5) months, depending on the nature of the position, but the five (5) month evaluation is required and shall be conducted within a two (2) week period prior to the end of the one year (12 month) 6-month introductory period. If the division head, or the Director, wishes to extend the introductory period because of marginal performance or a need for further training, written documentation shall be sent to Human Resources indicating the reasons for the extension.

**SECTION 7.1 cont.**  
**PERFORMANCE EVALUATIONS**

- B. All regular employees shall be given a performance evaluation annually on or about twelve (12) months from the date of their last performance review.
  - C. Employees shall be evaluated at the time of separation.
  - D. In addition to the above dates, each meeting of the Commissioners of the JWSC shall be an evaluation date for all public employees.
4. **Evaluation:** Evaluations shall be prepared by the immediate supervisor of each employee and reviewed by the division head. The Director shall prepare evaluations for division heads.
5. **Review with Employees:** The evaluator shall discuss each performance evaluation with the employee being evaluated. If an employee disagrees with any statement in an evaluation, the employee may, within five (5) working days following the conference with the employee's supervisor, (a) submit a written statement which shall be attached to the evaluation form and forwarded to the Human Resources Department then for inclusion in the employee's personnel file, or (b) file a grievance pursuant to the policies set forth herein.
6. **Changes in Evaluation:** If a division head requests an alteration of the performance evaluation form of an employee after it has been officially submitted to the Human Resources Department, such requests shall be in writing and shall set forth fully the reasons for the request, and the Director shall be so notified.
7. **Merit Review Dates:**
- A. Regular employees shall be eligible for a merit review on their date of hire and every twelve (12) months thereafter.
  - B. Employees who have been promoted or demoted with a change in pay shall be eligible for a merit review twelve (12) months from the date of the promotion or demotion, and every twelve (12) months thereafter.
  - C. ~~New hires will be eligible for a merit review after completion of the initial 6-month introductory period. Since the merit review date is as of the date of hire, new hires will be eligible for another merit review after another six (6) months, and every twelve (12) months thereafter.~~
  - C: One month prior to their merit review, the employee will be expected to submit a written copy of their accomplishments to their supervisor.
8. **Confidentiality:** Performance evaluations shall be confidential and shall be made available only to the employee evaluated or the employee's assigned representative, supervisor, division head, Human Resources Department, or Director.
9. **Custodian of the Record:** The performance evaluation shall reside in the employee's personnel file in the Human Resources Department.

**SECTION 7.5**  
**HEARING & DISCIPLINARY APPEALS PROCESS**

B. Audio or video recording or written transcript or other type of recording made by either party during the fact-finding hearing will be made available to the other party. The requesting party will be charged a reasonable cost of reproduction.

- 10. *Attendance at Hearing:*** The appeal hearing shall be closed except for the attendance of the Hearing Officer, the employee appealing an adverse action, fact witnesses and, as applicable, JWSC legal counsel, the employee's legal counsel and the person recording the hearing. No other persons shall be permitted to attend the hearing without the express approval of the Hearing Officer. Depending on the circumstances, the Hearing Officer may be the supervisor, division head, Director, or an independent Hearing Officer who is not a JWSC employee or appointee. No JWSC Commissioner shall sit as a Hearing Officer in a disciplinary appeal hearing.
- 11. *Continuance of Hearing:*** The supervisor, Director, or Hearing Officer, shall have the right to suspend the appeal hearing and reschedule for a date certain in his or her sole discretion based on the need for additional investigation, or such other circumstance which may arise during the hearing that will have a material effect on the process.
- 12. *New Hires in Introductory Period:*** Employees who have not completed the introductory employment period **of one year (12 months) of service** (~~those in the first 6 months of employment~~) do not have appeal rights. Division heads are not required to conduct a hearing with the employee prior to dismissal or adverse action; however, a conference is recommended in order to help the employee to understand why corrective action is being taken and to gather any additional information that the division head may not have had.

# Brunswick-Glynn County JWSC

## Balance Sheet

June 30, 2016 and June 30, 2017

	June 30, 2016		June 30, 2017
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	801,603		1,474,369
Bond Sinking Fund	321,872		320,614
Accounts Receivable	1,991,835		2,358,315
Unbilled Revenue	1,065,307		1,065,307
Prepaid Expenses	247,696		339,520
Inventory	1,221,029		1,254,852
<b>Total Current Assets</b>	5,649,342		6,812,976
<b>RESTRICTED CASH ACCOUNTS</b>			
JWSC Reserves	16,345,532		13,918,813
Capital Reserves	4,476,810		4,531,724
SPLOST Account	0		368,575
Trustee Held Funds	4,712,096		4,712,096
Customer Deposit Reserve	2,862,055		2,862,055
<b>Total Restricted Cash</b>	28,396,493		26,393,263
<b>CAPITAL ASSETS</b>			
Fixed Assets Net of Depreciation	123,849,801		127,580,958
Construction In Progress	3,343,199		9,341,959
<b>Total Capital Assets</b>	127,193,001		136,922,917
<b>OTHER ASSETS</b>			
Bond Issue Costs Net of Amortization	253,385		241,160.78
<b>DEFERRED PENSION OUTFLOWS</b>			
Total Deferred Pension Outflows	737,446		737,446
<b>TOTAL ASSETS</b>	162,229,667		171,107,763
<b>CURRENT LIABILITIES</b>			
Accounts Payable	2,278,865		952,244.65
Accrued Salaries and Vacation	486,966		486,966.05
Accrued Liabilities	36,299		36,047.62
Retainage Payable	542,461		289,879.60
Interest Payable	148,289		11,676.77
Short-Term Portion of Debt	2,020,000		2,511,510.47
<b>Total Current Liabilities</b>	5,512,880		4,288,325
<b>LONG-TERM DEBT</b>			
Long-Term Portion of Bond Payable	37,515,000		35,415,000
Long-Term Portion of Capital Leases	0		1,961,484
<b>Total Long-Term Debt</b>	37,515,000		37,376,484
<b>OTHER LIABILITIES</b>			
Customer Deposits Payable	2,888,702		3,090,573.68
Bond Premium Net of Amortization	1,283,064		1,213,788.61
<b>Total Other Liabilities</b>	4,171,766		4,304,362
<b>NET PENSION LIABILITY</b>			
Net Pension Liability	2,312,021		2,312,021
<b>TOTAL LIABILITIES</b>	49,511,668		48,281,192
<b>FUND BALANCES</b>			
Contributed Capital	97,751,477		98,120,052.00
Capital Tap Fees	6,457,160		9,668,938.77
Unrestricted	8,509,363		15,037,580.00
<b>TOTAL FUND BALANCES</b>	112,718,000		122,826,571

Brunswick-Glynn County Joint Water and Sewer Commission  
Supplemental Schedule of Cash Balances

	<u>6/30/17 Cash Balances</u>
Cash and Cash Equivalents	
Revenue Deposit Account	1,351,680
General Checking Account	111,047
Payroll Checking Account	8,841
Change and Petty Cash Accounts	2,800
	<u>1,474,368</u>
Bond Sinking Fund	<u>320,614</u>
JWSC Reserves	
Operating Reserve	8,231,050
Capital Reserve	2,100,000
Repair and Replacement Reserve	3,067,200
Expansion Reserve	520,563
	<u>13,918,813</u>
Capital Improvement Fee Reserves	<u>4,531,724</u>
SPLOST Account	<u>368,575</u>
Bond Trustee Reserves	
Construction Fund	800,592
Issuance Fund	103,048
Debt Service Reserve	3,808,456
	<u>4,712,096</u>
Customer Deposit Reserve	<u>2,862,055</u>

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# Brunswick-Glynn County JWSC Commission Report

For fiscal year 2017, 07/01/2016 - 06/30/2017

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Actual
Sewer Revenue	11,033,213	10,889,309	10,965,169	11,207,806	11,578,296	12,820,000	13,652,547
Water Revenue	4,915,268	4,637,061	4,620,209	4,653,950	4,905,722	5,587,850	6,129,144
Debt Charges	3,450,108	3,667,636	3,687,472	3,722,512	3,831,963	3,851,050	3,736,531
Administration Fees	2,247,413	2,416,925	2,686,274	2,669,294	2,764,916	4,141,100	3,618,567
Service Fees	160,160	217,100	221,393	188,588	111,810	300,000	284,788
Fire Hydrant Fees							249,956
Late Fees	439,218	400,150	346,540	359,552	99,219	125,000	447
Operational Tap Fees	132,316	243,251	321,859	375,674	513,341	505,000	970,580
Interest Income	52,275	49,737	54,852	34,250	7,777	10,000	3,595
Bad Debt Recovery	14,124	28,852	55,697	31,672	39,186	25,000	35,677
Tower Rental	205,595	197,387	269,189	297,173	375,685	375,000	291,233
Rental Income	0	0	100	96,000	96,100	96,000	96,100
Septic Hauler Fees	69,324	92,520	95,390	85,877	97,005	80,000	164,604
Scrap Sales	0	5,601	10,943	15,622	6,198	0	28,665
Plan Review Fees							5,000
Other Revenues	56,831	212,224	139,351	139,023	192,312	159,000	378,790
<b>Total Operating Revenue</b>	<b>22,775,846</b>	<b>23,057,753</b>	<b>23,474,437</b>	<b>23,876,991</b>	<b>24,619,529</b>	<b>28,075,000</b>	<b>29,646,225</b>
<b>Governing Body Expenses</b>	<b>233,521</b>	<b>236,839</b>	<b>228,510</b>	<b>291,337</b>	<b>354,941</b>	<b>277,850</b>	<b>317,634</b>
Salaries and Wages	1,335,916	1,243,656	1,528,952	1,612,955	1,912,532	2,094,800	2,078,944
Overtime	45,824	45,018	51,312	56,821	90,999	47,000	70,250
FICA and Medicare	97,967	110,062	111,544	120,980	145,818	163,900	155,514
Workers Compensation	31,567	27,712	44,562	51,813	66,780	57,500	65,624
Group Insurance	313,323	294,187	332,759	366,523	402,958	464,100	379,995
Retirement	88,730	84,530	118,294	115,024	198,306	137,100	144,269
Other Personnel Expenses	900	850	1,835	19,160	10,136	8,700	8,677
Temporary Services	0	37,607	30,779	21,719	44,550	27,500	68,872
<b>Total Administration Personnel</b>	<b>1,914,226</b>	<b>1,843,622</b>	<b>2,220,038</b>	<b>2,364,995</b>	<b>2,872,079</b>	<b>3,000,600</b>	<b>2,972,145</b>
Purchased Services	707,967	888,144	745,149	961,496	911,166	799,600	941,670
Fuel, Electric and Natural Gas	40,959	37,438	34,391	35,186	69,658	45,000	65,510
Equipment Parts and Supplies	4,338	6,346	1,744	4,078	7,699	25,800	10,948
Small Equipment	7,694	6,631	3,016	5,588	3,850	15,750	17,172
Supplies	65,526	53,357	72,636	110,923	154,245	101,200	130,963
Other Expenses	122,458	120,678	161,867	173,450	209,218	262,450	134,660
Rent	156,375	148,701	139,700	152,933	5,270	500	18,772
<b>Administration Expenses</b>	<b>3,019,544</b>	<b>3,104,916</b>	<b>3,378,540</b>	<b>3,808,649</b>	<b>4,233,185</b>	<b>4,250,900</b>	<b>4,291,840</b>

# Brunswick-Glynn County JWSC Commission Report

For fiscal year 2017, 07/01/2016 - 06/30/2017

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Actual
Salaries and Wages							148,175
Overtime							15,979
FICA and Medicare							12,226
Workers Compensation							6,893
Group Insurance							26,893
Retirement							11,019
Other Personnel Expenses							133
Total Facilities Personnel							<u>221,319</u>
Purchased Services							52,476
Fuel, Electric and Natural Gas							3,307
Equipment Parts and Supplies							10,652
Small Equipment							11,443
Supplies							8,829
Other Expenses							1,345
Rent							494
							<u>309,865</u>
Salaries and Wages	2,419,754	2,406,219	2,317,503	2,356,603	2,736,272	3,083,100	2,954,035
Overtime	440,382	437,175	466,073	405,013	412,985	413,000	481,378
FICA and Medicare	217,798	243,064	202,780	200,540	229,583	267,580	249,649
Workers Compensation	116,790	128,313	143,625	152,829	162,957	142,100	182,755
Group Insurance	563,118	637,520	653,824	578,559	562,133	840,300	622,324
Retirement	196,473	185,317	215,611	194,774	191,406	211,600	230,609
Other Personnel Expense	1,950	1,875	1,842	3,099	5,151	6,100	4,136
Temporary Services	22,348	31,202	61,968	125,971	60,685	10,000	56,997
Total Sewer Personnel Expense	3,978,613	4,070,684	4,063,227	4,017,387	4,361,172	4,973,780	4,781,883
Purchased Services	1,270,261	1,359,198	1,239,660	1,166,150	1,307,700	1,170,500	1,860,800
Fuel, Electric and Natural Gas	1,212,149	1,174,324	1,139,705	1,113,886	1,120,284	1,141,500	1,169,227
Infrastructure Maintenance	284,270	497,819	416,724	371,648	931,163	1,728,200	1,440,220
Chemicals	473,604	505,262	484,527	630,527	875,197	791,000	941,840
Equipment Parts and Supplies	178,319	272,087	319,723	261,662	775,103	346,050	710,484
Small Equipment	96,133	98,538	69,620	65,627	68,438	100,500	83,189
Supplies	142,893	190,391	140,412	184,220	191,776	215,000	208,495
Other Expenses	91,249	105,337	115,993	163,706	163,002	207,000	173,376
Rent	23,878	20,988	22,684	21,192	93,025	45,000	159,463
Sewer Expenses	7,751,370	8,294,629	8,012,277	7,996,005	9,886,861	10,718,530	11,528,977
Salaries and Wages	357,605	584,078	584,765	629,578	737,607	1,090,150	887,527



# Brunswick-Glynn County JWSC Commission Report

For fiscal year 2017, 07/01/2016 - 06/30/2017

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Actual
Overtime	99,798	109,319	103,010	125,460	154,124	105,000	177,564
FICA and Medicare	34,823	55,902	50,007	54,935	63,667	91,700	76,502
Workers Compensation	20,787	28,449	33,091	39,343	44,247	41,400	48,926
Group Insurance	83,633	135,851	144,090	163,892	194,187	425,500	211,349
Retirement	31,689	42,498	52,272	53,252	53,079	58,100	71,497
Other Employee Expenses	275	400	795	693	425	1,500	550
Temporary Services	0	0	1,152	461	0	2,000	0
Total Personnel Expense	628,611	956,498	969,182	1,067,615	1,247,337	1,815,350	1,473,916
Purchased Services	496,425	483,406	490,224	626,447	226,785	248,500	265,196
Fuel, Electric and Natural Gas	390,434	416,514	424,905	457,389	456,975	484,450	454,030
Infrastructure Maintenance	211,922	249,031	520,660	878,706	589,693	843,600	765,571
Chemicals	106,165	71,462	96,791	120,552	116,193	160,500	142,715
Equipment Parts and Supplies	20,087	14,017	216,614	(94,868)	24,066	30,700	16,325
Small Equipment	26,271	20,473	15,998	15,621	12,201	40,500	29,019
Supplies	31,930	30,421	31,380	59,898	49,691	64,200	43,444
Other Expenses	17,412	18,939	34,301	73,569	358,512	370,300	89,724
Rent	3,788	2,204	1,717	627	469	1,000	3,507
Water Expenses	1,933,043	2,262,964	2,801,772	3,205,556	3,081,921	4,059,100	3,283,447
Insurance and Damage Claims	352,122	405,843	412,489	419,011	420,376	449,050	390,394
Interest Expense	1,968,582	1,931,404	1,860,636	1,793,520	1,726,666	1,857,070	1,648,124
Bad Debt Expense	1,137,840	549,098	491,978	644,141	598,033	600,000	1,102,104
Amortization Expense	79,744	77,848	13,336	13,336	13,336	0	0
Other Expenses	3,538,289	2,964,193	2,778,438	2,870,009	2,758,410	2,906,120	3,140,622
Total Operating Expenses	16,475,766	16,863,542	17,199,536	18,171,556	20,315,319	22,212,500	22,872,384
Operating Revenues Over Expenses	6,300,080	6,194,211	6,274,901	5,705,436	4,304,211	5,862,500	6,773,840
Debt Principal						2,020,000	2,019,996
Capital Expenditures						42,500	302,674
Reserve Deposits						3,800,000	3,799,992
Net Revenue (Loss) Before Capital Revenues						0	651,179
Capital Revenues						0	3,580,354

**Brunswick-Glynn County JWSC  
Commission Report**

For fiscal year 2017, 07/01/2016 - 06/30/2017

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Actual
Net Revenues Over Cash Requirements						0	4,231,532