



Brunswick-Glynn County Joint Water and Sewer Commission
1703 Gloucester Street, Brunswick GA 31520
Thursday, November 1, 2018 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.

EXECUTIVE SESSION

APPROVAL

- 1. Minutes from October 18, 2018 Benefits Workshop (subject to any necessary changes)**
- 2. Minutes from October 18, 2018 Regular Meeting (subject to any necessary changes)**
- 3. Holiday Pay H. R. Policy Revision – C. Barnhart**
- 4. 2018 Wal-Mart Gift Cards for Employees – F. Wilson**
- 5. Grant Writing & Engineering Unsolicited Proposal – C. Dorminy**
- 6. SPLOST 2016 North Mainland Phase 1 Change Order #2 – J. Junkin**

DISCUSSION

- 1. Proposed Wastewater Treatment Plant Upgrades – J. Junkin**
- 2. SPLOST Funds Overview – J. Junkin**
- 3. Pump Station 2032 Gravity Line Repair – A. Burroughs**
- 4. Defined Benefit Plan – J. Donaghy**
- 5. R & R Capital Projects Update – T. Kline**

EXECUTIVE DIRECTOR'S UPDATE

CHAIRMAN'S UPDATE

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, November 1, 2018 at 2:00 PM**

COMMISSION MINUTES

PRESENT:

**Donald M. Elliott, Chairman
Mike Browning, Vice-Chairman
Clifford Adams, Commissioner
Cornell L. Harvey, Commissioner
Steve Copeland, Commissioner
Tripp Stephens, Commissioner
G. Ben Turnipseed, Commissioner**

ALSO PRESENT:

**Jimmy Junkin, Executive Director
Charlie Dorminy, Legal Counsel HBS
Andrew Burroughs, Deputy Executive Director
Todd Kline, Director of Engineering
Pam Crosby, Director of Procurement
John D. Donaghy, Director of Finance
Janice Meridith, Exec. Commission Administrator
Cindy Barnhart, T.S.I.**

MEDIA PRESENT:

**Taylor Cooper, The Brunswick News
Pamela Permar Shierling, The Islander**

Chairman Elliott called the meeting to order at 2:00 PM.

Chairman Elliott provided the invocation and also led the pledge.

PUBLIC COMMENT PERIOD

Chairman Elliott opened the public comment period.

Ivan Goldner, Pump Station 4021 – Dr. Goldner provided that he owns a piece of commercial property at the corner of Altama Avenue & Scranton Connector. He has incurred problems selling the commercial property due to lack of sewer capacity at Pump Station 4021. Dr. Goldner came to ask the Commission for a possible upgrade or solution for sewer capacity at Pump Station 4021.

Andrew Burroughs provided that he has met with Dr. Goldner. Mr. Burroughs and Todd Kline have been reviewing the current status of the pump station and possible solutions to provide sewer capacity.

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

Chairman Elliott requested a motion to move Approval Item #6 up to be Approval Item #1 on the agenda.

Commissioner Adams made a motion seconded by Commissioner Browning to move Approval item #6 up to be Approval Item #1 on the agenda. Motion carried 6-0-1. (Commissioner Stephens was absent for the vote.)

Chairman Elliott requested a motion to move Discussion Item #1 up to be Approval Item #4 on the agenda.

Commissioner Turnipseed made a motion seconded by Commissioner Harvey to move Discussion Item #1 up to be Approval Item #4 on the agenda. Motion carried 6-0-1. (Commissioner Stephens was absent for the vote.)

EXECUTIVE SESSION

Chairman Elliott advised there would be an Executive Session to discuss potential litigation with a vote to be taken after.

Commissioner Copeland made a motion seconded by Commissioner Harvey to adjourn into Executive Session to discuss potential litigation. Motion carried 6-0-1. (Commissioner Stephens was absent for the vote.)

Return to Regular Session

Commissioner Adams made a motion seconded by Commissioner Harvey to adjourn from Executive Session. Motion carried 6-0-1. (Commissioner Stephens was absent for the vote.)

APPROVAL

1. SPLOST 2016 North Mainland Phase 1 Change Order #2 – J. Junkin

Mr. Junkin presented the recommendation to approve the SPLOST 2016 North Mainland Phase 1 Change Order #2 in the amount of \$152,807.67 which staff has identified as the correct amount.

Commissioner Browning made a motion seconded by Commissioner Harvey to move that the Brunswick Glynn County Joint Water & Sewer Commission approve the attached change order to Constantine Constructors, Inc., in the amount of \$152,807.67 for additional materials and equipment required to complete the 2016 SPLOST N. Mainland Phase I Project. Motion carried 6-0-1. (Commissioner Stephens was absent for the vote.)

2. Minutes from the October 18, 2018 Benefits & Compensation Workshop

Commissioner Browning made a motion seconded by Commissioner Adams to approve the minutes from the October 18, 2018 Benefits & Compensation Workshop. Motion carried 5-0-2. (Commissioner Stephens was absent for the vote. Commissioner Harvey abstained from the vote.)

3. Minutes from the October 18, 2018 Regular Commission Meeting

Commissioner Browning made a motion seconded by Commissioner Adams to approve the minutes from the October 18, 2018 Regular Commission Meeting. Motion carried 5-0-2. (Commissioner Stephens was absent for the vote. Commissioner Harvey abstained from the vote.)

4. Proposed Wastewater Treatment Plant Upgrades - GEFA Loan Application – J. Junkin

Mr. Junkin presented the recommendation to approve the preparation and submission of two GEFA loan applications prior to the December 31 application deadline. He advised that staff has prepared a list of the significant upgrades needed at Academy Creek WWTP and Dunbar Creek WWTP. Mr. Junkin provided a summary table of the needs to ensure reliable operation of the existing wastewater treatment plants for the Commissioners' review, and noted that the funding required for those needs is estimated to be \$10,000,000. Upgrade needs for the sewer collection system have also been identified. Due to significant inflow and infiltration of ground water and rain water into the collection system as well as street sink holes created where local flooding has pulled sub-surface soil into the collection system, Mr. Junkin commented that there is a clear need to strategically rehab sewer collection system assets. He added that at this time, staff is requesting \$5,000,000 to perform this line rehab. He also noted that the submission and approval of the loans do not require JWSC to actually take the loans.

Commissioner Turnipseed made a motion seconded by Commissioner Copeland to move that the Brunswick Glynn County Joint Water & Sewer Commission direct the Executive Director to prepare the necessary GEFA loan applications and submit them to GEFA prior to the December 31 application deadline: One under the CWSRF loan program in the amount of \$10,000,000.00 for the ACWWTP and DCWWTP rehab needs and a second under the GEFA Conservation Loan Program in the amount of \$5,000,000.00 for the rehab of sewer collection lines in St. Simons Island service area. Motion carried 6-0-1. (Commissioner Stephens was absent for the vote.)

5. Holiday Pay. H.R. Policy Revision – C. Barnhart, T.S.I.

Cindy Barnhart presented the recommendation to revise the H.R. Holiday Pay Policy. She provided that all JWSC employees except the operators at the wastewater treatment plants work normal scheduled shifts Monday through Friday, and all JWSC holidays are observed Monday through Friday. With the wastewater treatment plant operators often scheduled to work on weekends with off days occurring during the normal work week, they are treated differently as it pertains to holiday pay. Ms. Barnhart noted that this revision is proposed in order to more fairly compensate the shift workers of the JWSC for their performance as well as provide holiday pay to all employees.

Commissioner Harvey made a motion seconded by Commissioner Turnipseed to recommend that the Brunswick Glynn County Joint Water & Sewer Commission amend Section 4.1 and Section 4.4 of the Human Resources Standards of Practice as outlined in the attachments. Motion carried 6-0-1. (Commissioner Stephens was absent for the vote.)

6. 2018 Wal-Mart Gift Cards for Employees – F. Wilson

Frances Wilson presented the Commission with the recommendation that the Brunswick-Glynn County Joint Water and Sewer Commission provide employees with a gift card in the amount of \$25 to WalMart with the total number of cards being 165 for a total cost of \$4,125. She provided that in past years JWSC has given employees a Christmas gift card as an expression of appreciation and thanks. Mrs. Wilson added that the cost of the cards is included in the Fiscal Year 2019 budget, and the cards would be distributed with payroll in the first week of December.

Commissioner Harvey made a motion seconded by Commissioner Turnipseed to move that the Brunswick-Glynn County Joint Water and Sewer Commission provide employees with a gift card in the amount of \$25 to Walmart. The total number of cards would be 165, for a cost of \$4,125. Motion Carried 6-0-1. (Commissioner Stephens was absent for the vote.)

7. Grant Writing & Engineering Unsolicited Proposal – C. Dorminy

Charlie Dorminy presented the Commission with the recommendation to approve a Grant Writing Unsolicited Proposal submitted by Roberts Civil Engineering, PC. He noted that numerous grants exist that may provide funding for necessary infrastructure to the public water and sewer system maintained by JWSC. Mr. Dorminy advised that Roberts Civil Engineering, PC proposes to provide assistance to JWSC

by identifying potential grants, identifying projects on JWSC's Capital Improvement Project List that may qualify for funding from such grant, provide grant writing to obtain funding for such CI Projects, and, when feasible, provide engineering services for the design of such CI Projects for which grants are obtained. Roberts Civil Engineering will work with JWSC staff to determine which grants to pursue and submit a Comprehensive Agreement identifying specific grants to be sought for approval by JWSC. Mr. Dorminy added that the construction of any CI Projects for which funding is provided through the grants will be bid per JWSC policy, and that no grants will be applied for without prior approval of JWSC. He provided that if JWSC staff determines that a proposed grant and Project is feasible and reasonable, the JWSC and RCE will then propose to enter into a Comprehensive Agreement wherein RCE will apply for the grant and if the grant is awarded, RCE will be paid for their grant writing services. There was additional discussion pertaining to the services and grant writing, fees, and procedures involved with the processes as set forth in the Unsolicited Proposal.

Commissioner Adams left the meeting at 3:05 p.m.

Commissioner Harvey made a motion seconded by Commissioner Copeland to move that the JWSC approve the Unsolicited Proposal submitted by Roberts Civil Engineering subject to receipt of the Unsolicited Proposal Waiver. I further move that the JWSC staff evaluate the propriety, feasibility, and reasonableness of applying for grants to fund JWSC capital projects, and also waive the Unsolicited Proposal Fee.

After some additional discussion by the Commissioners the vote was taken.

Motion Carried 5-0-2. (Commissioner Stephens and Commissioner Adams were absent for the vote.)

DISCUSSION

1. SPLOST Funds Overview – J. Junkin

Mr. Junkin provided an overview of the current status of the SPLOST funded projects to the Commissioners. He presented data on the SPLOST 2005 and SPOST 2016 funded projects noting the specific projects, the purposes of the projects, status of the projects and current budget information for each.

2. Pump Station 2032 Gravity Line Repair – A. Burroughs

Andrew Burroughs presented an update on the repairs being done on the Pump Station 2032 gravity line. He provided photographs for the Commission showing debris that has been found inside the original ductile iron line, including old construction debris that had fallen into the deteriorated pipes, pieces of tree roots from inside the deteriorated pipes, etc. It was noted that after a certain time period when work on a project has been delayed, notices should be put out to the public to update them as to the progress of the project.

3. Defined Benefit Plan – J. Donaghy

John Donaghy provided the Commissioners with information regarding the unfunded portion of the Defined Benefit Plan. The unfunded portion is largely due to the liability initially absorbed by JWSC from the City and County. Mr. Donaghy provided an actuarial report previous to the meeting for the Commissioners' review. The plan and some possible future funding options were discussed, as well as budgeting.

4. R&R Capital Projects Update – T. Kline

Todd Kline provided the monthly update on the R&R Capital Projects to the Commission. Specific attention was provided regarding Pump Station 4021. Mr. Kline displayed a GIS map for the Commissioners and provided an explanation of Pump Station 4021, the areas it serves, and description of the recommended upgrades for this pump station, which is currently in the "red" meaning there is no

capacity for additional tap-ins. Mr. Kline described this small project as one that does make sense and is a relatively “easy” fix. He also noted that Pump Station 4021 upgrade project is on the Five Year Plan previously presented to the Commission. Mr. Kline also provided a brief update on the Alder Circle and Holly Street Projects which are both SPLOST 2005 Projects. He also provided that the design is in progress for the Magnolia Park Project, JWSC has given feedback on the design, and construction may be awarded as soon as January. He also provided an update on the “L” Street Project in that the final revisions have been provided and final design should be available soon.

Commissioner Stephens arrived to the meeting at 4:05 p.m.

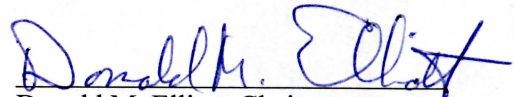
EXECUTIVE DIRECTOR’S UPDATE

Mr. Junkin discussed the issues at Brockington South and provided an update for the Commissioners. He also provided an update on the “hot-wash” items. Three maps indicating current sewer availability in the JWSC system were presented to the Commission and discussed.

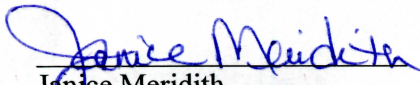
CHAIRMAN’S UPDATE

There was no further update at this time.

There being no further business, the meeting was adjourned at 4:53 p.m.


Donald M. Elliott, Chairman

Attest:


Janice Meridith,
Executive Commission Administrator



Brunswick-Glynn County

Joint Water & Sewer Commission

1703 Gloucester Street, Brunswick, GA 31520

Phone: (912) 261-7110

Web Site: www.bgjwsc.org

MEMORANDUM

To: All BGJWSC Staff

From: Jimmy Junkin

Date: November 1, 2018

Re: North Mainland District Sewer Improvements – Phase 1, Change Order 2

Background

The JWSC entered into a design-build contract with (CCI) Constantine Constructors, Inc., for design and capacity improvements for (7) seven lift stations in the North Mainland sewer collection basins in June of 2017. This alternative project delivery method with an Owner Purchased Equipment (OPE) process implemented to allow the JWSC to purchase equipment and materials directly without having to pay taxes. This alternative delivery method was selected to expedite the project in order to satisfy capacity commitments that were subject to legal action.

The initial contract amount was in the amount of \$2,071,162.00. The occurrence of both Hurricane Harvey and Hurricane Irma as well as delays caused by the Owner subcontracted work to rehab wet well walls of the affected lift stations impacted the project timeline before construction began. Additionally, financial impacts due to bypass pump and availability took a toll on the initial 5% contingency established for the project. As the project progressed, with work focusing on multiple station locations, additional electrical requirements affected both labor and material cost significantly.

The final change order after staff reviews of all charges being requested was \$159,446.75. Upon review by the Commission, staff was directed to review the costs further and determine what other charges could be eliminated as unfair requests. The charges for the items listed were reviewed by staff along with the costs which staff had previously negotiated out of this request. The charges were determined as fair by staff. However, some of the costs for bypass pumping resulted from delays due to a JWSC subcontractor, Bionomics who had problems refurbishing the walls of the wet wells in the lift stations being upgraded. Since that time, staff has negotiated a reduction in payments to Bionomics in the amount of \$23,260.00.

Additionally, on July 28, the JWSC experienced a sanitary sewer overflow (SSO) at lift station 4028. This SSO was the result of a gasket failure in one of the newly modified force main connections at the station. Staff responded and corrected the problem within five hours. The station was restored to operation. The costs incurred by the JWSC were tracked and the total cost incurred was \$6,639.08. Constantine has made the repairs necessary to permanently fix this connection. The costs incurred by the JWSC are to be deducted from the final change order request submitted and recommended by staff.

Recommended Action

Based on the detailed documentation provided and the additional capacity for the North Mainland sewer basins, staff recommends approval of Change Order 2 for the North Mainland District Sewer Improvements Project, Phase 1 in the amount of \$152,807.67. The net cost to the JWSC after the Bionomics payment reduction of \$23,260.00 is \$129,547.67.

Recommended Motion

“I make a motion that the Brunswick Glynn County Joint Water & Sewer Commission approve the attached change order to Constantine Constructors, Inc., in the amount of \$152,807.67 for additional materials and equipment required to complete the 2016 SPLOST N Mainland Phase I project.”

fc: File



Brunswick-Glynn County

Joint Water & Sewer Commission

1703 Gloucester Street, Brunswick, GA 31520

Phone: (912) 261-7110

Web Site: www.bgjwsc.org

MEMORANDUM

To: Brunswick- Glynn Co. Joint Water & Sewer Commission

From: Jimmy Junkin

Date: November 1, 2018

Re: APPROVAL – GEFA Loan Application for WWTP Rehab & Collection System Rehab

Background

Over the last twenty-four months, the rehab needs at Academy Creek Wastewater Treatment Plant (ACWWTP) and Dunbar Creek Wastewater Treatment Plant (DCWWTP) have been under assessment. Significant needs have been identified in the plants – more at ACWWTP than the other. Staff has a summary of the needs to insure reliable operation of the existing plants. At this time the funding needs are estimated to be \$10,000,000. See the attached tables.

Additionally, there is a clear need to strategically rehab sewer collection system assets. There is significant inflow and infiltration of ground water and rain water into the collection system based on the diluted concentrations of biological oxygen demand (BOD) entering the ACWWTP and DCWWTP as well as street sink holes created where local flooding has pulled sub-surface soil into the collection system. At this time, staff is requesting \$5,000,000 to perform this line rehab.

Staff Report

The staff has reviewed funding options to accommodate these needs. It appears the best option is to fund the projects with two separate GEFA loans. GEFA loans are significantly below open market bond rates though they do require greater administrative care before, during and after construction. There will be costs associated with this.

The \$10M ACWWTP rehab work fits under the 30-year, 2.93% CWSRF loan with the \$5M collection system rehab funded through a GEFA Conservation loan which is a 30-year, 1.93% loan. The combined debt service payment would be slightly over \$727,000. The overage depends on the duration of the construction period and the interest accrued during that period. In addition the Conservation loan has potential for principal forgiveness which depends on a number of factors. The deadline for applications is December 31. Therefore, staff needs to be moving forward as soon as possible.

Recommended Action

Staff recommends the Commission direct the Executive Director to commence preparing the necessary applications immediately with the intent to have the final application ready for submission prior to December 31.

Enclosures:

Summary Table of rehab items to be completed at ACWWTP and DCWWTP

Loan Option Comparison

Recommended Motion

"I make a motion that the Brunswick Glynn County Joint Water & Sewer Commission direct the Executive Director to prepare the necessary GEFA loan applications and submit them prior to GEFA prior to the December 31 application deadline: One under the CWSRF loan program in the amount of \$10,000,000.00 for the ACWWTP and DCWWTP rehab needs and a second under the GEFA Conservation Loan Program in the amount of \$5,000,000.00 for the rehab of sewer collection lines in St. Simons Island service area.

Academy Creek Water Pollution Control Facility

Item	Estimate	Purpose
Yard Piping	\$ 375,000.00	Repipe aeration basin effluent lines, RAS lines, and max splitter box modifications to allow for all ABs to feed all clarifiers
Admin/Lab/EOC Building Modifications	\$ 2,000,000.00	Modify structure to become central operating location for all field staff and provide better emergency responses
Aeration Basin Influent Splitter Box Wall Rehab	\$ 100,000.00	Structural rehab of raw sewage feed splitter box
Influent Junction Box	\$ 400,000.00	Repipe to locate around two existing junction boxes, one of which is failing and has been temporarily stabilized
Filtration	\$ 2,500,000.00	Installation of effluent filtration prior to Cl2 contact chambers
Screening and Grit Improvements	\$ 800,000.00	Installation of fine screening and grit removal after raw sewage pumps to reduce maintenance needs and improve performance downstream
Odor Control	\$ 700,000.00	TM completed that states biofilter with speece cone is most cost effective technology
Electrical Wiring Improvements	\$ 500,000.00	Allowance for rehab of electrical systems that are outdated and unsafe
SCADA Improvements	\$ 600,000.00	Installation of VTScada and some I&C to allow for optimization
Subtotal AC	\$ 7,975,000.00	

Dunbar Creek Water Pollution Control Facility

Item	Estimate	Purpose
Influent Splitter Box	\$ 350,000.00	Installation of new influent splitter box to balance flows between two ABs
Aeration Basin Repairs, I&C, and Painting	\$ 600,000.00	Aeration basin diffusers need work to provide more consistent oxygen transfer, D.O. loop to blowers will limit wasted power, original tank needs painting
Subtotal DC	\$ 950,000.00	

Subtotal Academy Creek	\$ 7,975,000.00
Subtotal Dunbar Creek	\$ 950,000.00
Combined Subtotal	\$ 8,925,000.00
Construction Contingency 15%	\$ 1,338,750.00
Engineering 10%	\$ 892,500.00
Construction Admin 4%	\$ 357,000.00
Construction Inspection 2%	\$ 178,500.00

Total Project Estimate	\$11,691,750.00
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FINANCING OPTIONS

Option 1 - One GEFA CWSRF Loan

ACWWTP Rehab	\$	10,000,000
Collection System Rehab	\$	5,000,000
Total Loan Needs	\$	15,000,000
Term (Years)		30
Annual Interest Rate		2.93%
Annual Payment	\$	(758,380.52)

Option 2 - Two Loans: Conservation Loan and CWSRF Loan

ACWWTP Rehab	\$	10,000,000
Term (Years)		30
Annual Interest Rate		2.93%
Annual Payment	\$	(505,587)
Collection System Rehab	\$	5,000,000
Term (Years)		30
Annual Interest Rate		1.93%
Annual Payment	\$	(221,107)
Total Annual Debt Service Payment	\$	(726,694)

Recommendation: Option 2



Brunswick-Glynn County Joint Water and Sewer Commission

Memo

To: Brunswick- Glynn Co. Joint Water & Sewer Commission
From: Cindy Barnhart, Teamwork Services, Inc.
Date: November 1, 2018
Re: APPROVAL – Changes to Personnel Policy – Holiday Pay

Background

All employees except the operators at the wastewater treatment plants work normal scheduled shifts Monday through Friday. All JWSC observed holidays are observed Monday through Friday as well. However, wastewater treatment plant operators are often scheduled to work on weekends with off days occurring during the normal work week. Currently, these operators are treated differently as it pertains to holiday pay. Non-exempt employees who are required to work on a holiday currently receive 1.5x his or her hourly wage for working on the holiday. If a non-exempt employee is not schedule to work on a holiday, the employee is not compensated for the holiday. The employee is also not allowed to take a different day off work to observe the holiday.

The suggested policy edits here stated that all employees will receive pay for the holiday, even if it falls on a typical off day for the employee. Also, shift employees that work on the holiday will receive 2.0x his or her hourly wage for hours worked on the holiday. This allows everyone to be paid in the same manner as it relates to holidays. For those workers that work on holiday, they will be compensated for the holiday and for the hours worked (adds up to 2.0x rate).

The holiday policy was included as a discussion item for the October 18, 2018 Commission Meeting. During that discussion, the Commission requested this policy be brought back to the Commission for approval at the next meeting.

Recommended Action

In order to more fairly compensate the shift workers of the JWSC for their performance as well as provide equitable holiday pay to all employees, staff recommends accepting the proposed changes to these policies as written.

Enclosures:
Holiday Pay Policy

Recommended Motion

"I make a motion that the Brunswick Glynn County Joint Water & Sewer Commission amends Sections 4.1 and Section 4.4 of the Human Resources Standards of Practice as outlined in the attachments."

SECTION 4.1

ATTENDANCE AND HOURS WORKED

STANDARD

Each and every job is important and plays a critical role within each work team and in the overall JWSC effort. All employees are to report to work promptly such that they are prepared to begin work at the scheduled time. Each employee must notify the immediate supervisor within prescribed time frames if he or she is unable to report to work promptly.

PRACTICE GUIDELINES

1. ***The Work Week:*** The standard workweek shall be from 12:01 a.m. Monday until 12:00 p.m. midnight on Sunday, a time span of seven (7) consecutive twenty-four (24) hour periods.
2. ***Administrative Core Business Hours:*** For administrative offices and employees, core business hours shall be from 8:00 a. m. until 5:00 p.m. with one hour for lunch. Administrative employees normally work five (5) eight (8) hour days per week, Monday through Friday.
3. ***Field Operations:*** Some operations employees may work hours that differ from the administrative core business hours. This is necessary to best serve the customers and deliver services.
4. ***Shift Work:*** JWSC operations require employees on duty twenty-four (24) hours per day, seven (7) days per week. Wastewater Treatment employees may work from eight to twelve (8 to 12) hour shifts, depending upon available staffing and workload requirements.
5. ***Alternate Work Schedules:*** When the activities of a particular operation unit require some other schedule to meet work needs, the Director may authorize a deviation from the normal work schedule. Alternate work schedules shall be approved in advance by the division head and the Director. Work schedule changes of a long-term nature shall be documented in the employee's personnel file.
6. ***Training and Travel Time:*** Time spent in professional or technical training seminars which are required by the JWSC shall be counted as time worked. The employee shall be paid for travel time which occurs during the employee's regular working hours. Such travel on non-working days (e.g., Saturday or Sunday) is compensable if it occurs during the employee's normal working hours, e.g. 8:00 a.m. until 5 p.m., pursuant to the FLSA.
7. ***Overtime:*** Each division head shall have the responsibility of controlling overtime in each division. Overtime is neither desired nor expected on a regular basis. However, during peak periods when overtime becomes necessary, division heads are responsible for assuring that required overtime is distributed among their employees on an equitable basis.

- A. The method of compensating employees who are due to receive overtime pay shall be to include the overtime pay in the employee's pay check for the pay period in which the overtime was worked. The employee will be compensated at the overtime rate of pay for

4.1-1

Revised 1-21-09

any hours physically worked beyond forty (40) hours during the workweek computed at the nearest one-quarter ($\frac{1}{4}$) hour. Whether an employee works a standard workweek or performs shift work, all non-exempt employees are subject to the FLSA overtime provisions.

- B. Records of all overtime worked shall be kept by the division head for review by the Director.
- C. Sick leave or leave without pay does not count as hours worked for purposes of overtime computation.
- D. ~~Holidays, and annual (vacation leave) taken during a week in which a holiday occurs, count as hours worked for overtime computation purposes when an employee works during the week in which the holiday occurs and leave is taken. If a holiday occurs during a week in which the employee does not work, then neither the holiday nor the leave count as hours worked for computation of overtime pay.~~ **Holiday hours and annual (vacation leave) hours in a holiday week should only count as hours worked for overtime computation purposes if the employee was normally scheduled to work those days. If an employee receives holiday hours for a day they weren't scheduled to work, those hours should not count towards their 40 hours for overtime purposes.**
- E. ~~For working on scheduled holidays, an employee will be paid one and one half ($1\frac{1}{2}$) times their regular hourly rate of pay.~~ **If employees are scheduled to work on the holiday and they do work the holiday, they will receive double time pay. Holiday hours will not apply.**
- F. The Director may grant administrative leave due to extreme hazardous travel conditions. Such leave counts as hours worked for overtime computation purposes when an employee works during the week in which the leave is granted.
- G. Exempt employees are not eligible to receive overtime pay, except that employees who are required to work beyond normal work hours during a declared state of emergency and/or mandatory evacuations will be paid straight time for time worked over forty (40) hours. Some examples of catastrophic events include hurricanes, floods, tornados, and major gas leaks.
- H. Supervisors shall arrange the work schedules of their employees to accomplish the required work within the standard workday.
- I. Overtime work must be approved by and directed by the division head or the person acting in their place if absent prior to the time it is worked. Unapproved work performed during non-work hours, including time prior to the start of the workday, during the lunch period, and after the workday has concluded, including taking work home, is prohibited.

8. Shift Differential Pay:

Employees who work a qualifying shift are eligible for shift differential pay of \$1.00 per hour. A qualifying shift is a regularly scheduled work shift that is at least eight (8) long that begins between 12:00 PM and 1:00 AM. Shift differential pay only applies to hours actually worked.

9. *Compensatory Time:*

- A. Employees may use compensatory time in lieu of overtime payment in cash provided the employee and the division head agree to the use of compensatory time prior to performance of the work as provided by the FLSA. The agreement need not be in writing; however, the division head will promptly prepare a record for inclusion in the employee's official file maintained in the Human Resources Department that outlines the particulars of the agreement, forwarding a copy to the Chief Financial Officer.

4.1-2

Revised 1-21-09

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 **holiday pay for scheduled work hours that fall on the holiday when they are not required to work the scheduled hours.** ~~for scheduled work hours that may fall on the holiday when holiday work is not required.~~ **Employees whose schedule would not normally require work on a holiday will receive eight (8) hours of holiday pay.**

- 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.
- B. Employees who work shifts will observe the holiday on the day it occurs.
- C. 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.
- D. A holiday observance calendar will be prepared and posted annually by January 15th each year.

3. **Holiday Work:**

- A. Non exempt employees who are normally scheduled to work on the holiday and do work their normal shift will receive double time for working their scheduled shift on the holiday. Holiday pay will not apply.
- B. Non exempt employees who are not required to work their normal scheduled hours on the holiday but who are called back in to work or take SCADA calls will receive pay for those non-scheduled hours based on normal policies for those hours in addition to their holiday pay. ~~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.~~
- C. 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.



Brunswick-Glynn County Joint Water and Sewer Commission

MEMORANDUM

To: JWSC Commissioners
From: Frances R Wilson, Senior Accountant
Cc: Executive Director, Jimmy Junkin
Date: November 1, 2018
Re: Christmas Gift Cards

Background:

The Brunswick-Glynn County Joint Water and Sewer Commission has in past years given employees a Christmas gift card as an expression of appreciation and thanks. The cost of the cards are included in the Fiscal Year 2019 budget. The gift cards would be distributed on December 7th, along with payroll.

Recommendation:

The staff of the JWSC recommends that the Brunswick-Glynn County Joint Water and Sewer Commission provide employees with a gift card in the amount of \$25 to Walmart. The total number of cards would be 165, for a cost of \$4,125.

Motion:

"I move that the Brunswick-Glynn County Joint Water and Sewer Commission provide employees with a gift card in the amount of \$25 to Walmart. The total number of cards would be 165, for a cost of \$4,125."



Brunswick-Glynn County Joint Water and Sewer Commission

Memo

To: JWSC Commissioners
From: Charles A. Dorminy, J.D., LL.M.
Date: November 1, 2018
Re: Grant Writing Unsolicited proposal

Background

Numerous grants exist that may provide funding for necessary infrastructure to the public water and sewer system (the "System") maintained by the Brunswick-Glynn County Joint Water and Sewer Commission ("JWSC"). Roberts Civil Engineering, PC ("RCE") proposes to provide assistance to JWSC by identifying potential grants, identifying projects on JWSC's Capital Improvement Project List that may qualify for funding from such grant ("CI Projects"), provide grant writing to obtain funding for such CI Projects, and, when feasible, provide engineering services for the design of such CI Projects for which grants are obtained. RCE will work with staff to determine which grants to pursue and submit a Comprehensive Agreement identifying specific grants to be sought for approval by JWSC. Construction of any CI Projects for which funding is provided through the grants will be bid per JWSC policy. No grants will be applied for without prior approval of JWSC.

Overview of Proposal/Agreement

RCE proposes to fund the upfront costs of all investigation, research, grant writing, and preliminary engineering for CI Projects for which grants are sought. For any grants awarded RCE will receive a percentage of the total grant as a grant writing fee and may be paid a percentage of the grant for engineering services to design the plans for the CI Project(s) funded by such grant as agreed to by RCE and JWSC in a Comprehensive Final Agreement. For grants that have specific procurement practices, services will be bid according to the grant's requirements.

The Utility and RCE desire to investigate further the prospect of securing grants to fund its capital improvements. If JWSC staff determines that the proposed grant and Project is feasible and reasonable, the JWSC and RCE will propose to enter into a Comprehensive Agreement (hereinafter the "Agreement") wherein RCE will apply for the grant and if the grant is awarded, be paid for their grant writing services.

The below motion does not bind the JWSC to move forward with any grant or project but only directs RCE to study the available grants and compare those grants to the JWSC capital needs. Normally, the RCE is submitting a fee in accordance with the Unsolicited Proposal Policy that will assist in off-setting the staff time it will take to evaluate the proposal.

If the grant and project is deemed reasonable and feasible, the JWSC attorney will work with the RCE to structure an agreeable Comprehensive Agreement that will subsequently be presented to the JWSC for approval or rejection.

Motion

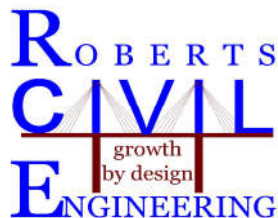
I hereby move that the JWSC approve the unsolicited proposal submitted by Roberts Civil Engineering subject to receipt of the Unsolicited Proposal Waiver. I further move that the JWSC staff evaluate the propriety, feasibility, and reasonableness of applying for grants to fund JWSC capital projects.

GRANT IDENTIFICATION AND WRITING UNSOLICITED PROPOSAL

Prepared for Brunswick Glynn Joint Water and Sewer Commission

**Original Issue October 24, 2018
Revised October 31, 2018**

Prepared by:



301 Sea Island Road Suite 10, St Simons, GA 31522 912-638-9681 Office 912-289-0339 Fax



**Grant Identification and Writing
Unsolicited Proposal**

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Grant Identification and Writing Unsolicited Proposal

1.0 Project Description

Numerous grants exist that may provide funding for necessary infrastructure to the public water and sewer system (the “System”) maintained by the Brunswick-Glynn County Joint Water and Sewer Commission (“JWSC”). Roberts Civil Engineering, PC (“RCE”) proposes to provide assistance to JWSC by identifying potential grants, identifying projects on JWSC’s Capital Improvement Project List that may qualify for funding from such grant (“CI Projects”), provide grant writing to obtain funding for such CI Projects and provide engineering services for the design of such CI Projects for which grants are obtained. RCE will submit a Comprehensive Final Agreement identifying specific grants to be sought for approval by JWSC. Construction of any CI Projects for which funding is provided through the grants will be bid per JWSC policy. No grants will be applied for without prior approval of JWSC.

2.0 Feasibility Statement

- A. Property Interest
NA.
- B. Permits
NA
- C. Public Utilities
NA

3.0 Schedule

- A. Identification of grants and evaluation of CI Projects for inclusion in grant proposal (RCE) – **30 Days from Grant announcement**
- B. Grant Writing and Submission– **60 Days from Grant announcement**
- C. Engineering Plan Creation – **60 Days from Grant Award**

4.0 Financial Plan

RCE proposes to fund the upfront costs of all investigation, research, grant writing, and preliminary engineering for CI Projects for which grants are sought. For any grants awarded RCE will receive a percentage of the total grant as a grant writing fee and will be paid a percentage of the grant for engineering services to design the plans for the CI Project(s) funded by such grant as agreed to by RCE and JWSC in a Comprehensive Final Agreement. For grants that have specific procurement practices, services will be bid according to the grant’s requirements.

5.0 Business Case Statement

This unsolicited proposal provides opportunities for JWSC to obtain funding for CI Projects which it currently does not have sufficient funds to construct. It likewise



Grant Identification and Writing Unsolicited Proposal

provides cost savings to JWSC as no upfront cost or overhead will be incurred by JWSC for pursuing grants.

6.0 Contacts

Johnathan Roberts
Roberts Civil Engineering
301 Sea Island Road, Ste. 301
St. Simons Island, GA 31522
(912) 638-9681
jroberts@robertscivilengineering.com

7.0 Trade Secrets

Any trade secrets needing protection from any RFP are to be determined.

• [Sign In](#)

- 1. [Government](#)
- 2. [Departments](#)
- 3. [Services](#)
- 4. [Living & Visiting](#)
- 5. [I Want To...](#)
- 6. [Pay Tax Bill](#)



Glynn County
GEORGIA

 Search

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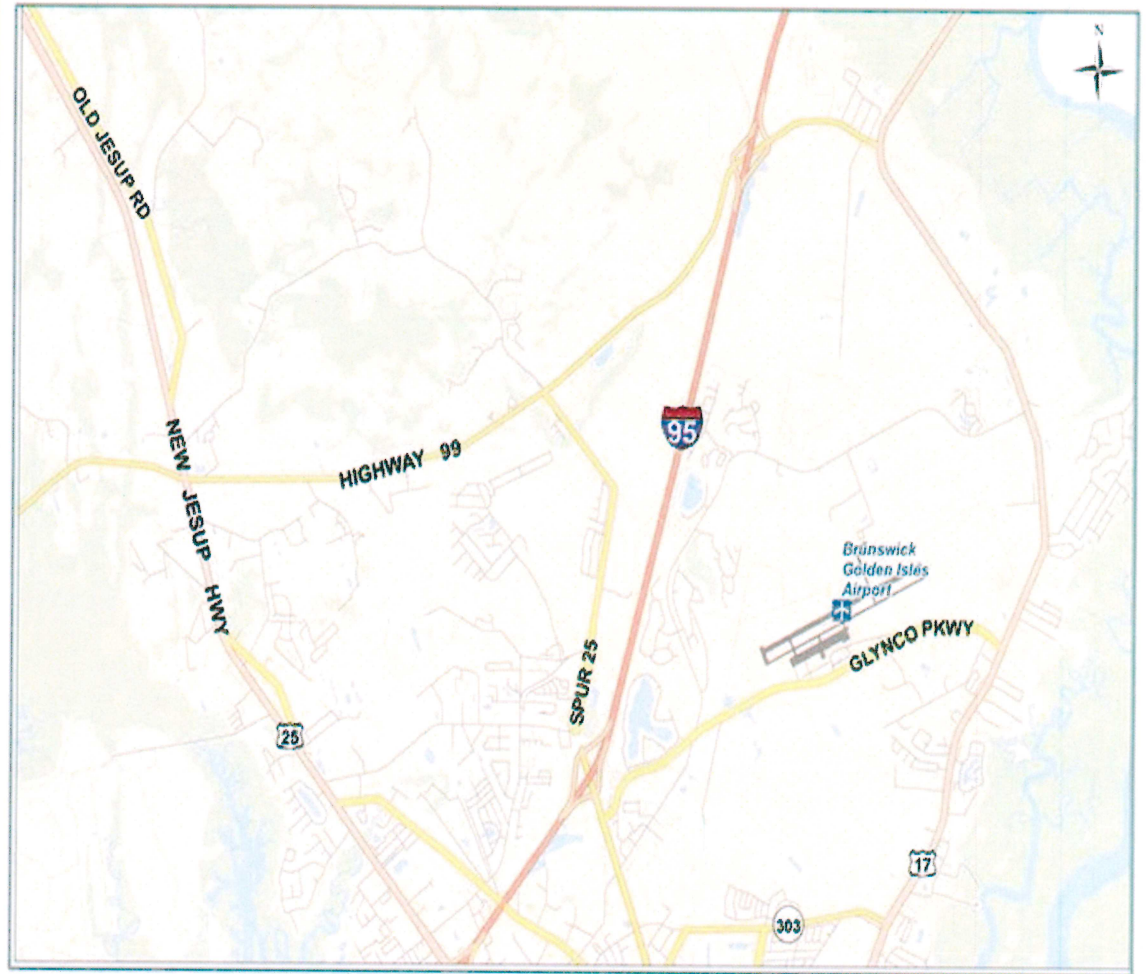
SPLOST 2016 for Joint Water & Sewer

Rehabilitation and Rerouting North Mainland District (Sewer Collection Lines, Basins, and Lift Stations)

Estimated cost: \$11,700,000

This is a major project that will not only rehabilitate these two large sewer basins, but will also improve the entire JWSC systems that flow into the Academy Creek Waste Water Treatment Plant (ACWWTP).

[Click here or on map to enlarge](#)

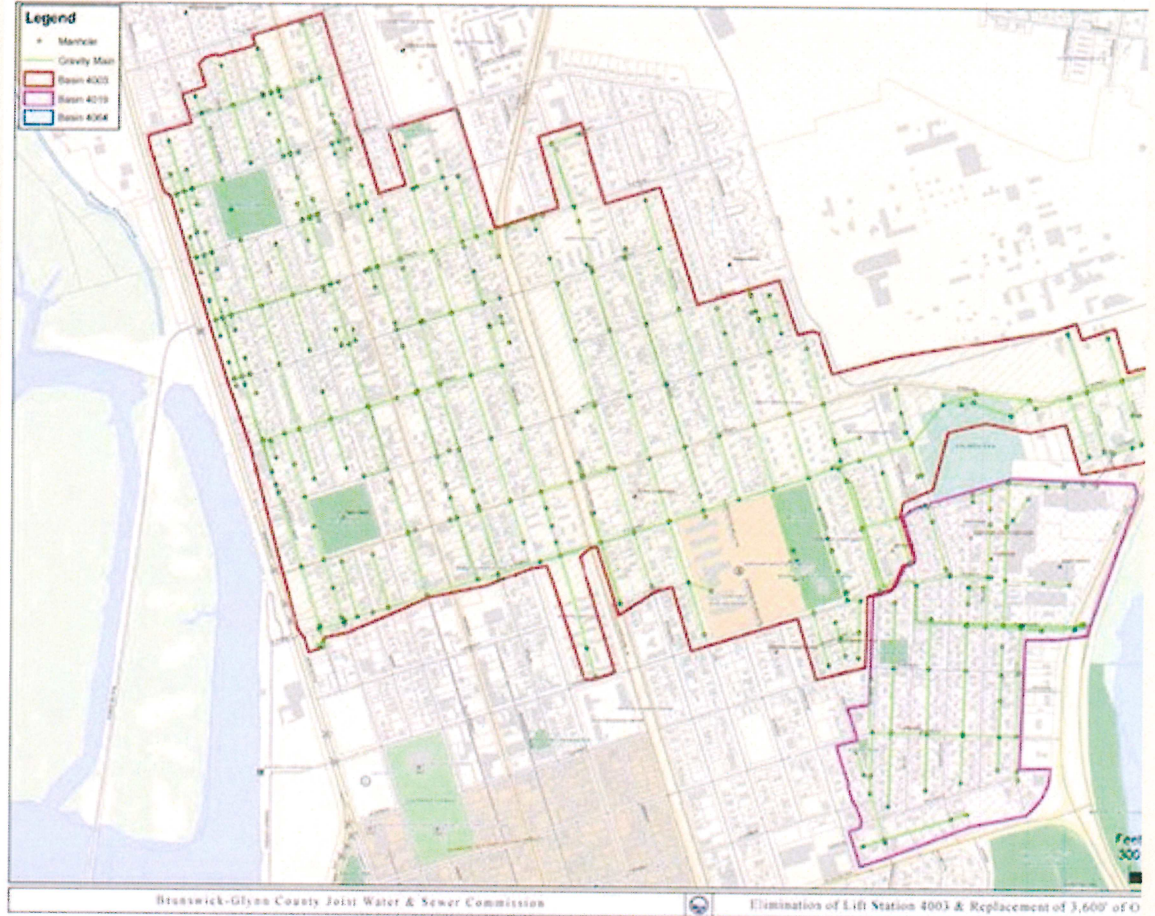


Replacement of City of Brunswick Deteriorated Collection (Sewer Collection Lines and Lift Stations)

Estimated cost: \$3,300,000

This project will remove and replace the deteriorated gravity sewer line that runs from K St. to R St. This line has deteriorated so badly that it is plagued with multiple leaks and is in need of total replacement. Completion of this project will benefit all the homes and businesses encompassed east to west, from Newcastle St. to Glynn Ave.; and north to south, from P St. to Gloucester St.

[Click here or on map to enlarge](#)





SPLOST 5 FINANCIALS AS OF 2018-09-20

Project Name	Project Scope	Project Status	Original Budget	Revised Budget	Proposed Budget Reallocation	Expenditures and Encumbrances 9/30/18	Remaining Budget
Elevated Water Tank for Mainland System	Expansion of water services in western Glynn County. Tank to accommodate well funded by SPLOST 4 - Tier 2. The new elevated tank and the completed Glynn County South Mainland water system will be filled by a new 20" well and treatment facility built below the EST	Completed - Conveyed May 2016	1,200,000	1,497,269		1,497,269	
Elevated Water Tank for St. Simons Island System	Demolished Frederica Road elevated tank	Completed - Sept 2010	1,200,000	34,260	(15,740)	34,260	
Water & Sewer Expansion from Hwy 99 to 341 to 82 to 17	Extended public water & sewer service along Buck Swamp Road, Myers Hill Road and Emanuel Church Road	Completed - May 2007	12,000,000	2,115,646	(384,354)	2,115,646	
Site, Permit & Design Mainland Waste Water Treatment Plant (WWTP)	Planning will begin upon increase in development activity. Obtained waste load allocation	Planning	5,000,000	1,500,000		19,353	1,480,647
Sewer Line Rehabilitation	Rehabilitation of sewer lines in unincorporated Glynn County as needed-Holly St & Glynn Haven	Working with JWSC to release bid	3,500,000	561,795			561,795
Sewer Line Expansion	Lined a manhole in US Hwy. 341 at Crispen Blvd. and construction of lift station at International Auto Processing (Colonel's Island)	Completed - Apr 2008	2,000,000	687,754	(112,246)	687,754	
Sewer Pump Station Rehabilitation	1) Rehabilitation of lift stations 8, 12, 13, 19, 22, 26 2) Landscaping at Sea Palms	1) Completed 2011 2) Completed Jan 2015	3,500,000	1,384,837	(57,776)	1,384,837	
Water Line Rehabilitation	Rehabilitation of water lines in St. Simons Alder as needed	Rejecting Bids and Re-Scoping	2,000,000	178,599			178,599
Water Line Expansion	Construction of 22,000 ft. of 12" water line along Old CCC Road to complete the water quality maintenance loop for the Glynn County South Mainland water system. There will also be a short extension from Baumgartner Road, under Highway 82 to incorporate Majestic Oaks subdivision into the looped water system for superior water quality and to serve customers in that area	Completed - Jan 2015	2,000,000	873,277		873,277	
Exit 29 Treatment Facility	Upgrade the wastewater treatment facility from 0.3 MGD (million gallons per day) to 1.5 MGD. The design also included the capability for an additional 0.5 MGD for reuse water as well as ultimate upgrade to 4.0 MGD	Completed - Jan 2011	8,000,000	6,663,582	(1,336,418)	6,663,582	

SPLOST 2016 - PROJECT STATUS REPORT - CURRENT AS OF 9/30/2018

Project Name	Location	% Budget Utilized	Current Budget	Expenditures Project To Date	Encumbrances	Total Expenditures & Encumbrances Life of Project (As of 9/30/2018)	Budget Remaining (Incl Prev Yrs Exp)
TOTAL - ALL SPLOST 2016		22%	\$ 71,595,000	\$ 11,524,416	\$ 1,648,896	\$ 15,607,057	\$ 55,987,943

Financials For JWSC Projects as of 2018-10-31							
Brunswick Sewer Improvements - LS4003 Upgrades	0%	3,300,000	7,204	-	7,204	3,292,796	
NMD Sewer Improvements	33%	11,700,000	3,540,457	349,697	3,890,154	7,809,846	
Totals	26%	15,000,000	3,547,661	349,697	3,897,358	11,102,642	

SPLOST #2016 CASH RECEIPTS AND DISTRIBUTION

July 2018 through June 2019

Glynn County, Georgia

FY19

Line No.	Sales Month	Total Received 100%	City of Brunswick 19.32%	Remaining	JWSC	Jekyll (JIA)	Glynn County BOC
					25.97% of remaining after City's distribution \$15,000,000 LTD	3.98% of remaining after City's distribution \$2,300,000 LTD	
1.	July	<u>2,105,691.70</u>	<u>406,819.64</u>	<u>1,698,872.06</u>	<u>441,197.07</u>	<u>67,615.11</u>	<u>1,190,059.88</u>
2.	LTD	<u>29,113,733.17</u>	<u>1,445,495.30</u>	<u>6,036,364.40</u>	<u>1,567,643.83</u>	<u>240,247.31</u>	<u>4,228,907.39</u>
3.	August/Sept	<u>1,875,311.03</u>	<u>362,310.09</u>	<u>1,513,000.94</u>	<u>392,926.34</u>	<u>60,217.44</u>	<u>1,059,857.16</u>
4.	LTD	<u>30,989,044.20</u>	<u>1,807,805.39</u>	<u>7,549,365.34</u>	<u>1,960,570.17</u>	<u>300,464.75</u>	<u>5,288,764.55</u>
5.	Sept/Oct		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
6.	LTD	<u>30,989,044.20</u>	<u>1,807,805.39</u>	<u>7,549,365.34</u>	<u>1,960,570.17</u>	<u>300,464.75</u>	<u>5,288,764.55</u>
7.	Oct/Nov		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
8.	LTD	<u>30,989,044.20</u>	<u>1,807,805.39</u>	<u>7,549,365.34</u>	<u>1,960,570.17</u>	<u>300,464.75</u>	<u>5,288,764.55</u>
9.	Nov/Dec		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
10.	LTD	<u>30,989,044.20</u>	<u>1,807,805.39</u>	<u>7,549,365.34</u>	<u>1,960,570.17</u>	<u>300,464.75</u>	<u>5,288,764.55</u>
11.	Dec/Jan		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
12.	LTD	<u>30,989,044.20</u>	<u>1,807,805.39</u>	<u>7,549,365.34</u>	<u>1,960,570.17</u>	<u>300,464.75</u>	<u>5,288,764.55</u>
13.	Jan/Feb		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
14.	LTD	<u>30,989,044.20</u>	<u>1,807,805.39</u>	<u>7,549,365.34</u>	<u>1,960,570.17</u>	<u>300,464.75</u>	<u>5,288,764.55</u>
15.	Feb/March		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
16.	LTD	<u>30,989,044.20</u>	<u>1,807,805.39</u>	<u>7,549,365.34</u>	<u>1,960,570.17</u>	<u>300,464.75</u>	<u>5,288,764.55</u>
17.	March/April		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
18.	LTD	<u>30,989,044.20</u>	<u>1,807,805.39</u>	<u>7,549,365.34</u>	<u>1,960,570.17</u>	<u>300,464.75</u>	<u>5,288,764.55</u>
19.	April/May		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
20.	LTD	<u>30,989,044.20</u>	<u>1,807,805.39</u>	<u>7,549,365.34</u>	<u>1,960,570.17</u>	<u>300,464.75</u>	<u>5,288,764.55</u>
21.	May/June		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
22.	LTD	<u>30,989,044.20</u>	<u>1,807,805.39</u>	<u>7,549,365.34</u>	<u>1,960,570.17</u>	<u>300,464.75</u>	<u>5,288,764.55</u>
23.	June/July		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
24.	LTD	<u>30,989,044.20</u>	<u>1,807,805.39</u>	<u>7,549,365.34</u>	<u>1,960,570.17</u>	<u>300,464.75</u>	<u>5,288,764.55</u>

Approved:

Date:

Accounts Payable Information

Line No.	Description	Account Number	Amount
25.	Pay from SPLOST 2016 Bank Account - BANK #65		
26.	Vendor Name: City of Brunswick	#1125	
27.	Amount Due	1088.57250	362,310.09
28.	Pay from SPLOST 2016 Bank Account - BANK #65		
29.	Vendor Name: Joint Water & Sew	#11176	
30.	Amount Due	1088.57261	392,926.34
31.	Pay from SPLOST 2016 Bank Account - BANK #65		
32.	Vendor Name: Jekyll Island Autho	#1676	
33.	Amount Due	1088.57260	60,217.44

Note: 43.6% of Revenues have been collected in 38.1% of the tax collection period!

We are ahead of schedule on tax collection versus anticipation!

CAPITAL PROJECT REPORT:

Data as of 10-30-2018

PROJECT DESCRIPTION						FUNDING SOURCE			BUDGET V ACTUAL								% COMPLETE						Status		
Proj #	Project Name	Proj Mgr	Concept Design Eng	Detail Design Eng	Contractor	R&R Reserve	CIF Reserve	SPLOST	Original Project Est (Budget)	Purchase Orders	Change Orders	Total PO+CO	Expenditures To PO's	Encumbrances	Expenditures Misc	Remaining Budget	% Remaining Budget	Next Phase Start Date	Next Phase Anticipated End Date	% Conceptual Design	% Detail Design	% Easement/Permits/ Bid for Const.		% Construction	
<i>OPEN</i>																									
232	SR-99 Water Main Extension	TK	EMC	RGA / EMC	Seaboard		X		2,200,000	1,260,767	287,692	1,548,459	1,477,471	178,873	223,254	320,402	14.56%	2/29/2016	TBD	100	100	50	75	Plan revisions complete. Easement appraisal forwarded to Seaboard for review. Change Order will be necessary to complete Phase 1.	
417	Ridgewood Water Production Facility	TK	JWSC	RGA	TBD	X			1,000,000	0	0	0	0	0	43,494	956,506	95.65%	TBD	TBD	100	100	0	0	Awaiting prioritizing for construction.	
501	Alder Circle	TK	JWSC	EMC	TBD	X			500,000	20,750	14,550	35,300	18,440	0	2,560	479,000	95.80%	TBD	TBD	100	100	0	0	SPLOST funded. All first bids declined. Re-evaluating overall plan for Sea Palms East Water System.	
503	Canal Crossing W/S Improvements	TK	JWSC	EMC	East Coast Paving		X		1,500,000	26,393	785,193	811,586	785,193	26,393	35,203	653,211	43.55%	3/23/2015	COMPLETE	100	100	100	100	Awaiting Final Pay Request from Glynn County	
602	Holly Street	TK	JWSC	HHNT	TBD	X			450,000	46,700	0	46,700	41,963	0	0	408,037	90.67%	TBD	180 days	100	100	100	0	Engineering Design complete. Have requested Glynn CO. to advertise for construction.SPLOST 5 funded.	
702	North Mainland Sewer Improvements - Phase 1	P&C, SP&M Operations	JWSC, Constantine	Constantine Engineering	Constantine Constructors			X	4,000,000	3,745,417	57,106	3,802,523	3,464,010	335,498	3,190	197,302	4.93%	8/17/2017	09/31/18	100	100	100	99	Construction complete. Record Drawings submitted to contractor for revisions.	
	North Mainland Sewer Improvements - Phase 2 (PS41140/Harry Driggers/Canal Rd. force main)	TK	JWSC	TBD	TBD			X	3,850,000	55,055	1,995	57,050	50,477	5,280	0	3,794,243	98.55%	Jan 2019	120 days	100	0	0	0	Preliminary engineering: CCTV, utility locates, geo-technical, surveyings, permitting and easement acquisition.	
	North Mainland Sewer Improvements - Phase 3 (aka. Phase 2 downstream;PS4036 forcemain to Academy WWTP)	TK	JWSC	TBD	TBD			X	3,850,000	94,895	0	94,895	85,977	8,918	11,476	3,743,629	97.24%	Jan 2019	120 days	100	0	0	0	Preliminary engineering: survey, wetlands; Coordination with Glynn County required to finalize route on Canal Road required.	
703	PS 4003 Decommission and Gravity Sewer	TK	4Waters	TBD	TBD			X	3,300,000	3,615	0	3,615	3,615	0	3,589	3,292,796	99.78%	Jan 2019	120 days	100	0	0	0	Notice of proposal cancellation issued on 10/12/2018. RFP proposal revision in progress.	
704	Canal Road to Glynco 12" Watermain Loop	TK	JWSC	JWSC	TBD		X		1,200,000	48,000	0	48,000	48,000	0	0	1,152,000	96.00%	TBD	90 days	100	0	0	0	Design at concept stage. Utilize surplus 12" C900 PVC material. Connect Glynco Pkwy. to Canal Rd. loop; JWSC engr. & const. Installation under Altamaha Canal complete Applications have been submitted to FEMA for hazard mitigation needs. Awaiting on respnse form FEMA	
801	FEMA Hazard Mitigation-Academy Creek	AB	Haggerty	TBD	TBD	X			3,188,000	49,158	1,471,039	1,520,197	28,083	0	29,797	3,130,120	98.18%	TBD	TBD	N/A	N/A	N/A	N/A		
804	Magnolia Water Improvements	TK	JWSC	City of BWK / EMC	TBD	X			1,150,000	117,050	0	117,050	18,541	98,509	0	1,032,950	89.82%	per COB Jan - 2019'	270 days	100	0	0	0	COB Project/Contract. Survey field work complete. Engineering Design In Progress	
805	L Street Water Improvements	TK	JWSC	City of BWK / EMC	TBD	X			650,000	40,700	0	40,700	29,200	11,500	0	609,300	93.74%	per COB Dec - 2018'	180 days	100	0	0	0	Plan revisions complete. Preparation of Bid Docs in progress.	
806	Academy Creek Oxygen System Rehab	AB	HGB	HGB	TBD	X			650,000	45,330	1,542	46,872	30,817	4,972	0	614,211	94.49%	Jan 2019'	120 days	100	0	0	0	Project is currently being advertised. Mandatory pre-bid meeting scheduled for 11/13/2018.	
807	SSI Phase II Smoke & Dye Testing	RJ	TBD	TBD	TBD	X			150,000									TBD	TBD	0	0	0	0		
902	Friendly Express #71 W & Fmain Ext/Coop Agreement	TK	JWSC	CES ENGR.	Developer		X		220,000	27,915	0	27,915	0	0	0	220,000	100.00%							GDOT permits approved. Contractor has mobilized.	
TBD	SR 27 Resurfacing from Yellow Bluff Creek to US 25	TK					X		77,000															MOU between BGJWSC and GDOT executed. Project let date 10/19/2018	
									27,935,000									8,200,862							

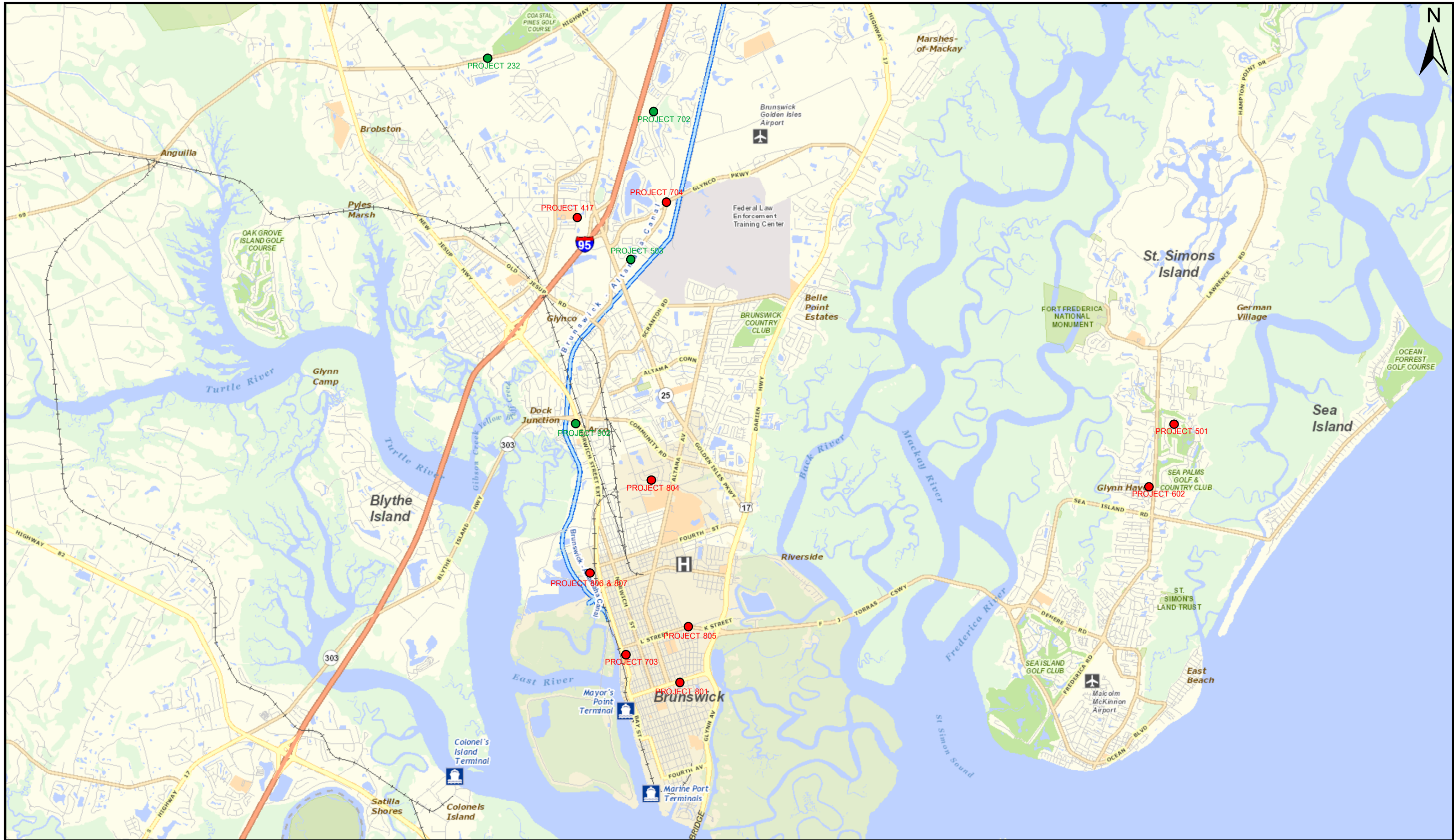
SEE NEXT PAGE FOR UNSOLICITED PROPOSALS, BULL PEN (PROPOSED) AND CLOSED PROJECTS

PROJECT DESCRIPTION						FUNDING SOURCE			Contracted Amounts			Committed			% COMPLETE						Status		
Proj #	Project Name	Proj Mgr	Concept Design Eng	Detail Design Eng	Contractor	R&R Reserve	CIF Reserve	SPLOST	Original Project Est (Budget)	Purchase Orders	Change Orders	Total PO+CO	Expenditures To PO's	Encumbrances	Misc Expenditures	Remaining Budget	% Remaining Budget	Next Phase Start Date	Next Phase Anticipated End Date	% Conceptual Design		% Detail Design	% Easement/Permits/ Bid for Const.

<u>UNSOLICITED PROPOSALS</u>																							
Sinclair (SSI)						121 Lot S/D; proposed improvements to PS2056 and force main.						Frederica Township						Downstream upgrades to accommodate 200 additional lots; cooperative w/ Sinclair U.P.					
Bergen Woods Apartments						Proposed 252 apartment development; PS4105 and force main improvements.						Oak Grove/Carolina Partners						Force main improvements to serve proposed development on OGI.					

<u>BULL PEN (Proposed)</u>																							
PS 4021 Improvements						5 Year Expansion Plan project; pump/electrical/control upgrades pumpstation to serve capacity needs along Altama, Scranton & mall area.																	
PS3114 Improvements						5 Year Expansion Plan project; pump/control/fmain upgrades pumpstation to serve Exit 29 capacity needs from Southport Pkwy., south.																	
Glynn County Village Storm Improvements- Phase I						Opportunity project with Glynn County to replace/upgrade sections of W&S in common with areas of storm improvements.																	
Glynn County Village Storm Improvements- Phase II						(same as above)																	
5-Year Plan List of Projects Currently Under Review						(PENDING JWSC BOC APPROVAL)																	

<u>COMPLETED/REMOVED FROM LIST</u>																							
213 NM WTP NPDES Permit						418 Southport Water Production Facility						708 Academy Creek WWTP Odor Control											
225 CMMS System Upgrade						419 Canal Rd to Old Jesup W/S Improvements						709 Mainland Sewer Transmission Sys Cap											
301 SCADA Upgrade Project						424 Low Pressure Sewer Design-Community Rd						710 LF 2002 Upgrades											
304 SSI Village Area Water Improvements						425 Low Pressure Sewer Design-Epworth Acres						802 VT SCADA											
319 Urbana						504 Canal Rd Pump Station						803 SSI Sanitary Sewer Flow Monitoring											
421 Mansfield						505 Lift Station 2032 and Forcemain																	
403 SCADA Upgrade						701 PS 4048 Force Main Improvements																	
409 LS 2030 and FM Rehab						705 Hautala to Old Jesup Watermain Loop																	
413 Frederica/Atlantic Sewer & FM Rehab						706 Dunbar Creek WWTP Project Evaluation																	
416 Hampton Water Production Facility						707 Academy Creek WWTP Project Evaluation																	



Any information provided by the JWSC relating to the size and location of existing utilities (i.e. GIS maps, records, drawings, etc.) are offered to assist the designers and others in identifying available points of connection. Such information is offered for the user's information only and is not guaranteed. Use of such information for detailed design purposes without proper field verification shall be at the users own risk. Created by H. Patel

BRUNSWICK-GLYNN JOINT WATER & SEWER COMMISSION
 1703 GLOUCESTER STREET, BRUNSWICK, GA 31520
JWSC R&R/CAPITAL PROJECTS - 11/01/2018

- CONSTRUCTION IN PROGRESS
- DESIGN IN PROGRESS

