



**Brunswick-Glynn County Joint Water and Sewer Commission**  
**1703 Gloucester Street, Brunswick GA 31520**  
**Thursday, April 4, 2019 at 2:30 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.*

#### **EMPLOYEE RECOGNITION**

**Certificate Presentations – C. Harvey**

**Mark Whitlow – Wastewater Operator Class 2**

#### **COMMITTEE UPDATES**

**Facilities Committee – Chairman Turnipseed**

**Finance Committee – Commissioner Copeland**

**Communications Committee – Commissioner Stephens**

**Human Resources Committee – Commissioner Elliott**

**Legislative Committee – Commissioner Harvey**

**Economic Development Committee – Commissioner Duncan**

**Emergency Preparedness Committee – Commissioner Stephens**

#### **APPROVAL**

- 1. Minutes from March 21, 2019 Regular Meeting (*subject to any necessary changes*)**
- 2. Minutes from March 21, 2019 Executive Session (*subject to any necessary changes*)**
- 3. Amendments to Pension Plan – J. Donaghy**
- 4. Award of Engineering Study to Provide Service to Unserved Areas – P. Crosby**
- 5. Award of Engineering Study for Academy Creek Basin Odor Control – P. Crosby**

#### **DISCUSSION**

- 1. Possible 2020 SPLOST Projects – J. Junkin**

#### **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, April 4, 2019 at 2:30 PM**

**COMMISSION MINUTES**

**PRESENT:**                    **G. Ben Turnipseed, Chairman**  
                                     **Steve Copeland, Vice-Chairman**  
                                     **Donald Elliott, Commissioner**  
                                     **Cornell L. Harvey, Commissioner**  
                                     **Tripp Stephens, Commissioner**  
                                     **Wayne Neal, Commissioner**  
                                     **Bob Duncan, Commissioner**

**ALSO PRESENT:**           **Jimmy Junkin, Executive Director**  
                                     **Charlie Dorminy, Legal Counsel HBS**  
                                     **Andrew Burroughs, Deputy Executive Director**  
                                     **Todd Kline, Director of Engineering**  
                                     **John D. Donaghy, Director of Finance**  
                                     **Jay Sellers, Director of Administration**  
                                     **Pam Crosby, Director of Procurement**

**MEDIA PRESENT:**           **Taylor Cooper, The Brunswick News**  
                                     **Pamela Permar Shierling, The Islander**

Chairman Turnipseed called the meeting to order at 2:30 PM.

Commissioner Turnipseed provided the invocation and Commissioner Copeland led the pledge.

**PUBLIC COMMENT PERIOD**

Chairman Turnipseed opened the public comment period.

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

**EMPLOYEE RECOGNITION – B. Turnipseed**

**Mark Whitlow – Wastewater Operator Class 2**

Chairman Turnipseed presented Mark Whitlow with his Wastewater Operator Class 2 certificate.  
Chairman Turnipseed and Superintendent Mark Ryals congratulated Mr. Whitlow on his accomplishment.

## COMMITTEE UPDATES

### Facilities Committee – Chairman Turnipseed

Chairman Turnipseed provided an update on the Facilities Committee meeting from April 3, 2019. He highlighted two items that the committee discussed and approved: the award for engineering services for a study on providing sewer services to unserved areas, and also for the Academy Creek Basin odor control. Chairman Turnipseed reported that the discussion items included a RFP for manhole rehabilitation, a video review of the North Mainland SPLOST Project sewer lines, the Ridgewood Water Production Facility, a large meter testing program, SPLOST 2020 recommended projects, the status of projects, increasing the capacity in the South Mainland and on Altama Avenue, and the committee also discussed the St. Simons Island smoke testing study

### Finance Committee – Commissioner Copeland

Commissioner Copeland reported that the Finance Committee met on March 22, 2019. He noted that most of the meeting was spent reviewing the Fiscal Year 2020 Budget draft and details within and provided that the next Finance Committee meeting would be held on April 17<sup>th</sup> at 1:30 p.m.

### Emergency Preparedness Committee – Commissioner Stephens

Commissioner Stephens advised that he would like to have an Emergency Preparedness Committee meeting prior to the hurricane season for 2019.

There were no additional committee updates.

## APPROVAL

### 1. Minutes from the March 21, 2019 Regular Commission Meeting

Commissioner Duncan made a motion seconded by Commissioner Copeland to approve the minutes from the March 21, 2019 Regular Commission Meeting. Motion carried 7-0-0.

### 2. Minutes from the March 21, 2019 Executive Session

Commissioner Duncan made a motion seconded by Commissioner Harvey to approve the minutes from the March 21, 2019 Executive Session. Motion carried 6-0-1. (Commissioner Stephens abstained due to being absent for that Executive Session.)

### 3. Amendments to Pension Plan – J. Donaghy

Chairman Turnipseed remarked that the Pension Plan Amendment documents had not been presented to the Finance Committee and questioned if it should be reviewed and forwarded by that committee prior to full commission. Mr. Junkin provided that this is only somewhat of a formality, and John Donaghy stated that there was only one real change which was wording to come into compliance with new laws. It was determined that there was sufficient time for this item to be deferred for review by the Finance Committee and the Human Resources Committee prior to full Commission approval.

Commissioner Copeland made a motion seconded by Commissioner Harvey to defer approval item 3 until the Finance Committee reviews it. Motion carried 7-0-0.

### 4. Award of Engineering Study to Provide Service to Unserved Areas – P. Crosby

Chairman Turnipseed provided that this item had been presented to the Facilities Committee at the meeting on the previous day. He highlighted the three unserved areas that would be included in this particular study. JWSC received five proposals from engineering firms, and after evaluation of the proposals, the recommendation was made to approve the award to Georgia Water and Environmental Services in the amount of \$17,636.00. It is expected that the study should be completed by the first of July, 2019.

Commissioner Duncan made a motion seconded by Commissioner Harvey to move that the Brunswick-Glynn County Joint Water and Sewer Commission enter into a contract with Georgia Water and Environmental Services in the amount of \$17,636.00 for engineering services to perform a Cost Study to Provide Sewer Service to Select Unserved Areas of Glynn County. Motion carried 7-0-0.

**5. Award of Engineering Study for Academy Creek Basin Odor Control – P. Crosby**  
Chairman Turnipseed provided that this item had been presented to the Facilities Committee at the meeting on the previous day. This study will include eight upstream pump stations that discharge directly into the Academy Creek gravity basin, and will determine if it is more cost effective to treat odors at the upstream stations or treat the odor once it reaches the Academy Creek Wastewater Pollution Control Facility. The RFP was issued on February 27, 2019 with four proposals received for consideration. After reviewing the proposals, staff recommended moving forward with and award to Stantec in the amount of \$51,499.00. Commissioner Harvey commented that odor control has been an ongoing problem and that JWSC has tried other solutions to control the odor and if this can make it to a point of dramatically minimizing the odor then he supports it and the City of Brunswick is 100% behind it. The study should be completed within 60 days from the start and is expected to provide a solution for action.

Commissioner Duncan made a motion seconded by Commissioner Harvey to move that the Brunswick Glynn County Joint Water & Sewer Commission enter into a contract with Stantec in the amount of \$51,499.00 for engineering services to conduct an Odor Control Study for the Academy Creek Water Pollution Control Facility. Motion carried 7-0-0.

## **DISCUSSION**

### **1. Possible SPLOST 2020 Projects – J. Junkin**

Mr. Junkin introduced the discussion on possible SPLOST 2020 projects for JWSC and provided a prioritized list of those for the Commission to review. Commissioner Harvey commented that the City is committed to more emphasis on water and sewer projects and is in favor of increased funding for JWSC. Chairman Turnipseed requested that staff provide some anticipated costs/budget for each project on the list for review at the next Facilities Committee meeting. The prioritized list of projects is as follows:

- a. Cooperative Projects with City/County SPLOST projects
- b. Purchase of additional permanent bypass pumps/generators for priority lift stations
- c. I&I reduction projects in Basins 2002, 2003, 4002, and 4017
- d. City of Brunswick neighborhood water improvement projects such as Waverly Pines, Beverly Shores, and L Street Phase II
- e. Water Production Facility and Elevated Storage Tank at Exit 42 for economic development projects
- f. Expansion of water and sewer systems to neighborhoods with failing septic systems or poor private drinking water systems
- g. Replacement of metal force mains
- h. Water meter replacements

## **EXECUTIVE DIRECTOR'S UPDATE**

Mr. Junkin updated the Commission on the Georgia Association of Water Professionals Executive Forum he attended on March 25<sup>th</sup> and thanked the Commission for the opportunity to attend. He also commented that the 2020 budget is moving along in draft form. Mr. Junkin then updated on the Customer Payment Assistance Program moving forward and gave some details on the marketing and the system billing software being used as a tool for marketing and informing the public as what they can do to participate. As a final update, he then provided the status of the GEFA loan and that our project is to go before the board closer to our actual construction start date, and he commented there is no issue as to obtaining the loan, this is just an alignment of the schedule to the bidding cycle.

## **CHAIRMAN'S UPDATE**

Chairman Turnipseed commented that with many people retiring, GAWP is an excellent source for developing people. He added that it is so good to see our employees obtaining their certifications and



encouraged the superintendents to continue encouraging and mentoring their staff to further their education.

Commissioner Harvey commented that at the City meeting the previous night, a representative from Workforce Development spoke about the City of Brunswick partnering with them for internships for high school graduates. He noted that this may be a good opportunity for JWSC as well.

#### **EXECUTIVE SESSION**

Chairman Turnipseed advised that there would be an executive session to discuss property with a vote to be taken after.

Commissioner Duncan made a motion seconded by Commissioner Harvey to enter into Executive Session to discuss Property. Motion carried 7-0-0.

Return to Regular Session.

Chairman Turnipseed made a motion seconded by Commissioner Harvey to return to regular session. Motion carried 7-0-0.

Chairman Turnipseed requested a motion to amend the agenda and add Approval Item #6 for the purchase and sale of property.

Commissioner Duncan made a motion seconded by Commissioner Stephens to amend the agenda and add Approval Item #6, a purchase and sale agreement. Motion carried 7-0-0.

#### **APPROVAL cont.**

##### **6. Purchase and Sale of Property – C. Dorminy**

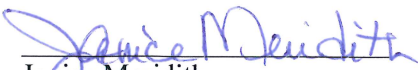
Charlie Dorminy presented the purchase and sale agreement and a supplemental sale agreement to the Commission for the property located at 2307 Gloucester Street. He advised the property had previously been appraised at \$475K and that an offer was made for \$500K contingent upon multiple items, but including primarily a grant for the purchaser, which is a group doing senior low-income housing. If the purchaser obtains the grant, the property would close before March 31, 2020.

Commissioner Stephens made a motion seconded by Commissioner Duncan to authorize the chairman to execute the Purchase and Sale Agreement as just discussed. Motion carried 7-0-0.

There being no additional business to bring before the Commission, Chairman Turnipseed adjourned the meeting at 3:25 p.m.

  
\_\_\_\_\_  
G. Ben Turnipseed, Chairman

Attest:

  
\_\_\_\_\_  
Janice Meredith,  
Executive Commission Administrator



# Brunswick-Glynn County Joint Water and Sewer Commission

## Memo

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**To:** JWSC Commission  
**From:** Pamela Crosby  
**Date:** April 4, 2019  
**Re:** APPROVAL – Engineering Services -Cost Study to Provide Sewer Service to Select Unserved Areas

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### **Background**

Due to requests of citizens for the JWSC to provide sewer service in currently unserved area, Commission members requested that staff pursue an RFP from engineering firms interested in providing services to perform a cost study to provide sewer service to select unserved areas of Glynn County as listed below:

- The area West of Highway 341 and North of Highway 303
- The area East of Highway 341 and North of Community Road and West of Old Jesup Road
- The Arco Community

The study shall provide the following cost estimates for each area:

- Total Cost to Provide Sewer Service Via Gravity
- Total Cost to Provide Sewer Service Via Low Pressure Grinder Pump System
- Total Cost to Provide Sewer Service Via Low Pressure Step System
- Total Cost to Provide Water Service
- Number of Potential Customers Gained/Cost Per Customer

### **Staff Report**

A Request for Proposal was issued on Wednesday, February 27, 2019. Five (5) proposals were received on Thursday, March 28, 2019. The firms submitting proposals included the following:

- EMC Engineering Services, Inc.
- Georgia Water & Environmental Services
- Jones Edmunds
- Stantec
- Thomas & Hutton Engineering Co.

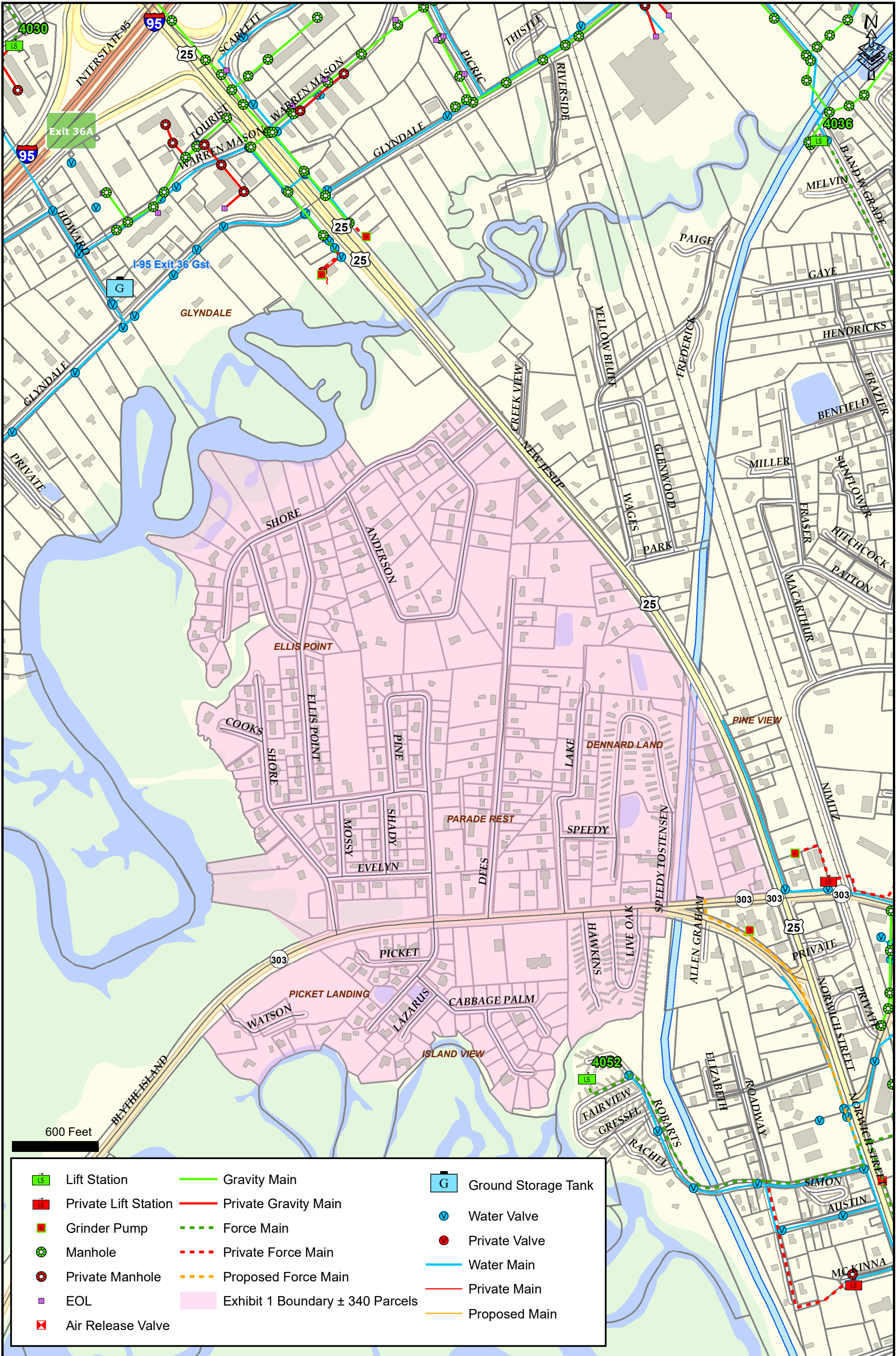
After reviewing proposals, staff recommends moving forward with an award to Georgia Water and Environmental Services in the amount of \$17,636.00. The anticipated timeframe to complete all work associated with this study is sixty (60) days.

This item was presented to the Facilities Committee on Wednesday, April 3<sup>rd</sup> and a recommendation was made at that meeting to move this item forward to the Commission meeting on 4/4 for approval.

### **Recommended Motion**

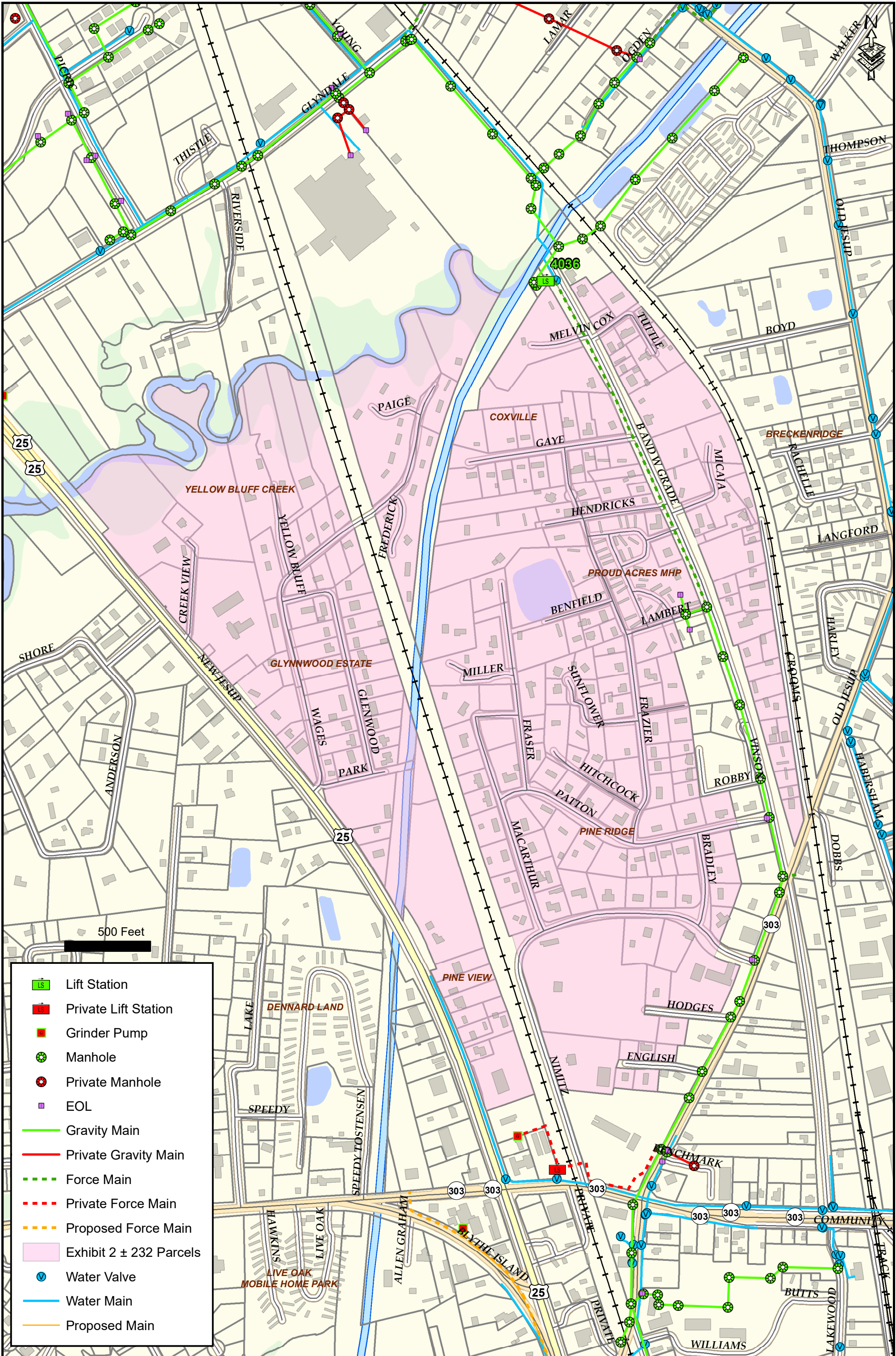
*"I make a motion that the Brunswick Glynn County Joint Water & Sewer Commission enter into a contract with Georgia Water and Environmental Services in the amount of \$17,636.00 for engineering services to perform a Cost Study to Provide Sewer Service to Select Unserved Areas of Glynn County."*





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 user's own risk. Created by D. Read 14 FEB 19





500 Feet

- LS Lift Station
- Private Lift Station
- Grinder Pump
- Manhole
- Private Manhole
- EOL
- Gravity Main
- Private Gravity Main
- - - Force Main
- - - Private Force Main
- - - Proposed Force Main
- Exhibit 2 ± 232 Parcels
- Water Valve
- Water Main
- Proposed Main

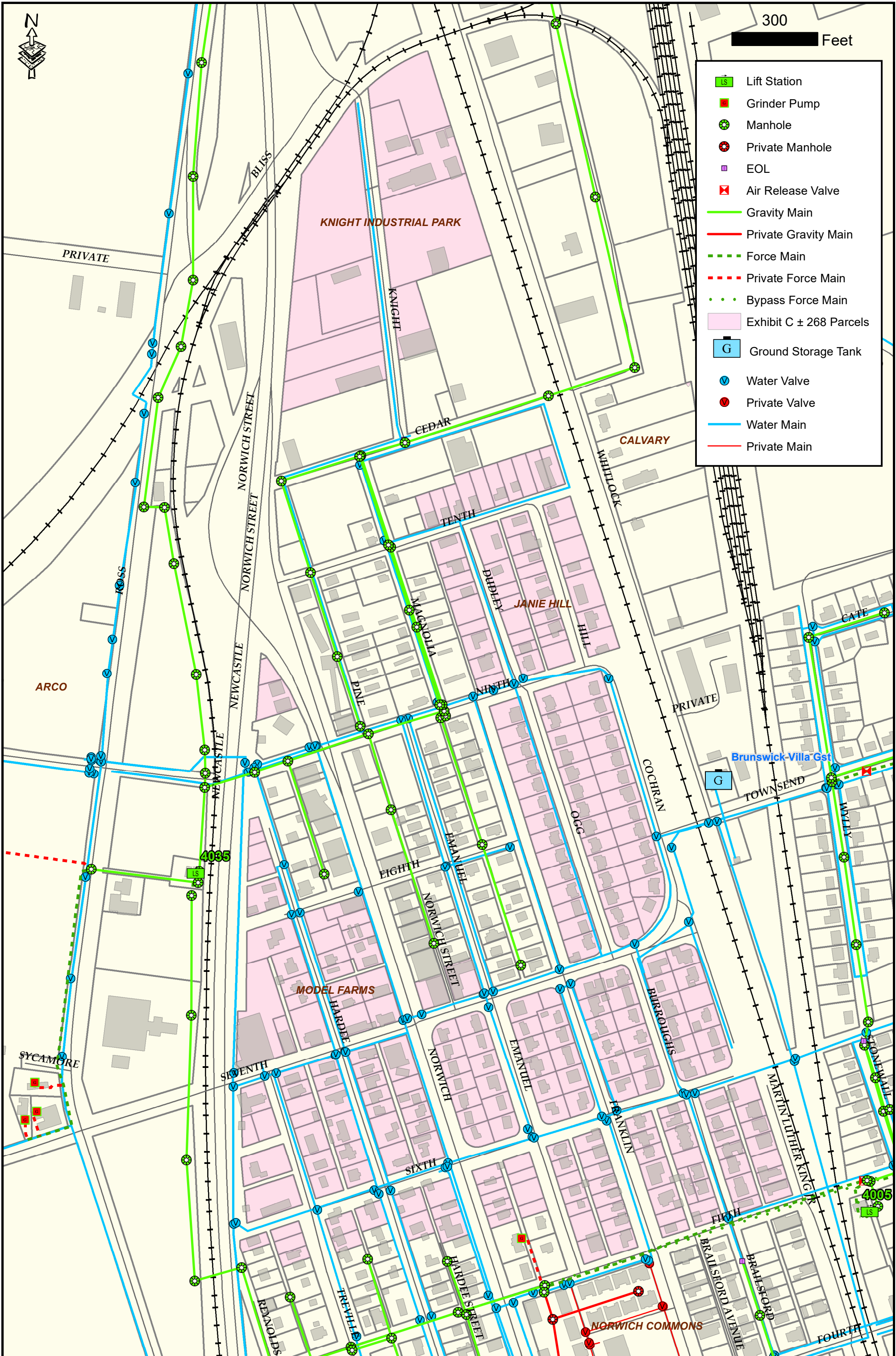






300 Feet

- Lift Station
- Grinder Pump
- Manhole
- Private Manhole
- EOL
- Air Release Valve
- Gravity Main
- Private Gravity Main
- Force Main
- Private Force Main
- Bypass Force Main
- Exhibit C ± 268 Parcels
- G Ground Storage Tank
- Water Valve
- Private Valve
- Water Main
- Private Main



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# Brunswick-Glynn County Joint Water and Sewer Commission

## Memo

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**To:** JWSC Commission  
**From:** Pamela Crosby  
**Date:** April 4, 2019  
**Re:** APPROVAL – Engineering Services – Odor Control Study for Academy Creek WPCF

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### **Background**

There are eight (8) upstream pump stations that discharge directly into the Academy Creek gravity basin. The study to be performed is to determine if it is more cost effective to treat odors at the upstream stations or treat the odor once it reaches the Academy Creek Wastewater Pollution Control Facility. The stations included in the study and their physical address are listed below:

<b>Pump Station</b>	<b>Address</b>
4002	1309 Reynolds Street
4003	2020 Newcastle Street
4005	3415 Stonewall Street
4006	3868 Altama Avenue
4010	2706 Gordon Street
4017	2845 Parkwood Drive
4028	100 Bishop Lane
4035	3850 Ross Road
WPCF	2909 Newcastle Street

Recommendations should be made on type of odor control strategies that are most cost effective. Twenty (20) year life cycle cost analyses should be provided for alternatives. Ongoing SPLOST projects will provide odor control at 4003 and 4035.

### **Staff Report**

A Request for Proposal was issued on Wednesday, February 27, 2019. Four (4) proposals were received on Friday, March 29, 2019. The firms submitting proposals included the following:

- Evoqua Water Technologies
- Goodwyn Mills Cawood
- Stantec
- Webster Environmental Associates, Inc.

After reviewing proposals, staff recommends moving forward with an award to Stantec in the amount of \$51,499.00. The anticipated timeframe to complete all work associated with this study is sixty (60) days. This item was presented to the Facilities Committee on Wednesday, April 3<sup>rd</sup> and a recommendation was made at that meeting to move this item forward to the Commission meeting on 4/4 for approval.

### **Recommended Motion**

*"I make a motion that the Brunswick Glynn County Joint Water & Sewer Commission enter into a contract with Stantec in the amount of \$51,499.00 for engineering services to conduct an Odor Control Study for the Academy Creek Water Pollution Control Facility."*



# ACADEMY CREEK WPCF - ODOR CONTROL STUDY



**SOLIDS BLDG.**  
(MAJOR SOURCE)

**DIGESTERS**  
(MINOR SOURCE)

**HEADWORKS**  
(MAJOR SOURCE)

0 100 200 Feet

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

**ACADEMY CREEK WPCF - ODOR CONTROL STUDY**





## **SPLOST 2020 PROJECT CONSIDERATIONS**

There are many JWSC needs which SPLOST 2020 funds would certainly help. The highest priority placed on these funds initially is for cooperative projects involving City or County SPLOST projects as they become better defined. Any project which would need to be done in coordination with City and County SPLOST plans that includes JWSC lines in streets or in busy areas would be considered. The JWSC staff has been working diligently to coordinate with City and County staff on their plans for SPLOST 2020 projects that will overlap JWSC assets. A list has been received from Dave Austin at the County. Staff is currently in the process of securing boundaries for those projects to determine which JWSC assets need to be reviewed for rehab or expansion purposes while work is proceeding on these County projects. A complete list of City projects is being secured from the City Engineer. A similar review will follow with those projects.

The second priority for SPLOST funds being allocated to the JWSC would be for additional emergency pumping assets for storm or other incidence where loss of power would cause significant consequences.

The next priority for funds would be for projects eliminating inflow & infiltration (I&I) from sanitary sewer collection systems. There are significant I&I issues in the City of Brunswick and certain North Mainland District areas as well as on the southern end of St. Simons Island. Wastewater treatment plants serving these areas experience 40 to 50 percent I&I. This increases costs to operate and impacts treatment processes in a negative manner in the plants. Projects have been identified which address significant sewer basins in terms of I&I impacts. Some of these may become cooperative projects once the County's projects are better defined and once City's list is finalized.

The next priority in the list deals with City of Brunswick water improvement projects listed in the 2015 Master Plan. Some of these may become cooperative projects once the City's list is finalized.

The next project deals with providing facilities for economic development around the Exit 42 area. The proposed project is to provide a water well which accesses the Floridian aquifer and an elevated storage tank to serve emergency needs in the area. This will serve the Tradewinds Industrial Park as well as other developments which may arise nearby.

The next priority for funds will be to provide service to neighborhoods where there are currently failing septic systems or poor private well drinking water supplies or both. An engineer is about to be selected to conduct a study to determine what options there are for such neighborhoods along Highway 341 west and north from Highway 303. Costs for these conversions will be estimated for use in determining the financial requirements to execute them.

Another area of concern for the JWSC is the existence of approximately 55,000 feet of metal or transite sewer pump station force mains. The transite is old and brittle while the metal lines are old and likely in need of replacement due to corrosive effects of sewage they convey.

Lastly, the JWSC is in need of system wide water meter replacement over the next five to six years. This is a huge cost and the meters are failing at a significant rate. This will allow for better customer service while providing more accurate measurement of flows being used by JWSC customers.