



Brunswick-Glynn County Joint Water and Sewer Commission
1703 Gloucester Street, Brunswick GA 31520
Thursday, June 20, 2019 at 2:00 pm
Commission Meeting Room

COMMISSION MEETING AGENDA

Call to Order

Invocation

Pledge

PUBLIC COMMENT PERIOD

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

EMPLOYEE RECOGNITION

Certificate Presentation – C. Harvey / C. Barnhart, T.S.I.

Haresh G. Patel – Wastewater Collections System Operator

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 June 6, 2019 Regular Meeting (*subject to any necessary changes*)**
- 2. Fiscal Year 2019-2020 Rate Resolution Approval** – L. Roberts
- 3. SR27 Resurfacing Contract Agreement** – A. Burroughs
- 4. Mainland Smoke Testing Project Budget Approval** – A. Burroughs
- 5. SPLOST 2016 North Mainland CIPP Contract Award** – A. Burroughs
- 6. Sludge Hauling Truck Purchase** – A. Burroughs
- 7. Financial Policy** – 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, June 20, 2019 at 2:00 PM**

COMMISSION MINUTES

PRESENT:

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

ALSO PRESENT:

**Andrew Burroughs, Interim Executive Director
Charlie Dorminy, Legal Counsel HBS
Todd Kline, Director of Engineering
Pam Crosby, Director of Procurement
John D. Donaghy, Director of Finance
Jay Sellers, Director of Administration
Janice Meridith, Exec. Commission Administrator**

MEDIA PRESENT:

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

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

Commissioner Neal provided the invocation and Commissioner Elliott 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 – C. Harvey / T. Kline

Haresh G. Patel – Wastewater Collection System Operator Certification

Todd Kline complimented Haresh Patel on his efforts and success in obtaining his Wastewater Collection System Operator License and noted that this is a divisional goal for the staff in the Planning and Construction Department. Commissioner Harvey congratulated Mr. Patel and presented him with his certificate. Commissioner Harvey commented on his appreciation for Mr. Patel being an engineer and for having accomplished earning an operations license.

COMMITTEE UPDATES

Facilities Committee – Chairman Turnipseed

Chairman Turnipseed stated that the Facilities Committee had met on the previous day. Approval items recommended for forwarding to the full Commission included SR27 Resurfacing Contract with Georgia DOT, Mainland Smoke Testing Project budget approval, and the SPLOST 2016 CIPP contract award. Discussion items included plant flows at the wastewater plants and the project report.

Finance Committee – Commissioner Copeland

Commissioner Copeland advised that the Finance Committee had met on the previous day. He provided that the main approval item recommended for forwarding to the full Commission was the FY2019-2020 Rate Resolution. Commissioner Copeland also noted that there were no increases on the monthly billing, and a 5/8 inch meter size was added which gives the customers a more cost effective means of metering. The next Finance Committee meeting will be held on July 24, 2019 at 1:00 p.m.

Human Resources Committee – Commissioner Elliott

Commissioner Elliott advised that the Human Resources Committee had met earlier that same morning. After approval of the previous meeting minutes, the committee entered into Executive Session to discuss personnel matters.

APPROVAL

1. Minutes from the June 6, 2019 Regular Commission Meeting

Commissioner Stephens made a motion seconded by Commissioner Copeland to approve the minutes from the June 6, 2019 Regular Commission Meeting. Motion carried 7-0-0.

2. Fiscal Year 2019-2020 Rate Resolution Approval – L. Roberts

LaDonnah Roberts provided a brief history of the Rate Resolution document and recalled that on April 18, 2019 the FY2020 Budget was brought before the Commission for approval. She noted that there were five budgetary goals that staff considered when preparing the budget, of which “To raise the level of professionalism in project execution and service provision” and “To improve our customer service” were the two most heavily weighted. During the discussions on the budget, staff determined that there would not be an increase to the monthly billing. The 5/8 inch size meter was added which provides a more cost effective solution to customers for metering. The Fees Schedules were also simplified and clarified related to the administrative and operating fees as well as the planning and construction fees, with many of those fees either remaining at the same level, being reduced, or eliminated. Mrs. Roberts also provided that under “Delinquent Account Fees” in Appendix “A” a statement is now included advising that “Late fees will not be charged while an account has active payment arrangements,” which will offer those customers an opportunity have a more manageable balance on those accounts.

Commissioner Copeland made a motion seconded by Commissioner Elliott to move that the Joint Water and Sewer Commission accept the Rate Resolution for the fiscal year ending June 30, 2020. Motion carried 7-0-0.

3. SR27 Resurfacing Contract Agreement – A. Burroughs

Chairman Turnipseed advised that this is an agreement with the Georgia DOT for raising and then lowering the manholes for the paving of Highway 341 from Yellow Bluff Creek down to Highway 17. The initial cost estimate was \$77,250.00 however the actual bid cost is \$101,928.59 resulting in a budget increase of \$24,678.59.

Commissioner Duncan made a motion seconded by Commissioner Neal to move that the Brunswick-Glynn County Joint Water and Sewer Commission amend the SR27 Resurfacing Project funding to a total amount of \$102,000.00. Motion carried 7-0-0.

4. Mainland Smoke Testing Project – A. Burroughs

Chairman Turnipseed advised that the Mainland Smoke Testing Project Budget approval request was presented to the Facilities Committee on the previous day and was approved to be moved forward to the full Commission. He noted that this project will be the same as was done on St. Simons Island, with the exception of flow monitoring which will not be done on the mainland project. Staff was able to use the pump run times to determine which basins are the most critical on the mainland to do the smoke testing on. The budget request is in the amount of \$325,000.00.

Commissioner Elliott made a motion seconded by Commissioner Stephens to move that the Brunswick-Glynn County Joint Water and Sewer Commission approve project funding in the amount of \$325,000.00 for the Mainland Smoke Testing Project. Motion carried 7-0-0.

5. SPLOST 2016 North Mainland CIPP Contract Award – A. Burroughs

Andrew Burroughs advised that as part of the North Mainland reroute the plan is to utilize some existing gravity sewer downstream where there are concerns about the condition and needs to be lined to provide structural integrity and to eliminate some I&I in the area. He noted there are some existing manholes that need attention as well. Staff placed a bid request for repair by Cured In Place Piping (CIPP) of approximately 7,800 feet of 30 inch concrete pipe and 425 feet of 42 inch concrete pipe and to rehab 70 manholes. Mr. Burroughs mentioned that there were 5 bids received with the lowest bid provided by IPR Southeast, LLC. He added that upon review of their pricing it was what was expected for the cost, and Thomas & Hutton the engineers for the project recommended the contract be awarded to IPR Southeast, LLC. The work on this project is expected to begin no later than August 1, 2019 given the recent issues on that line which has caused some problems, and duration is 120 days from start to finish of the project.

Commissioner Copeland made a motion seconded by Commissioner Duncan to move that the JWSC approve the award of a contract to IPR Southeast, LLC in the amount of \$2,550,519.00 for CIPP sewer main gravity and manhole repairs as part of the 2016 SPLOST North Mainland Project. Motion carried 7-0-0.

6. Sludge Hauling Truck Purchase – A. Burroughs

Mr. Burroughs recalled for the Commission that a couple of months prior staff requested funding to purchase the equipment for JWSC to haul the sludge from the three treatment facilities directly to the landfill. Currently this is being handled by a third party and staff sees a huge opportunity for a substantial savings. A bid request was placed and seven bids were received including the lead times which were included in the analysis due to the extra costs of approximately \$10,000.00 per month for third party hauling. After analysis of price and lead time, staff determined the most cost effective purchase would be from Rush Truck Center at the cost of \$164,664.00 with a three week lead time. Delivery is expected in July, 2019.

Commissioner Stephens made a motion seconded by Commissioner Elliott to move that the Brunswick Glynn County Joint Water and Sewer Commission award the purchase of one (1) Sludge Roll-Off Truck to Rush Truck Center in the amount of \$164,664.00. Motion carried 7-0-0.

7. Financial Policy – J. Donaghy

John Donaghy provided a brief history of the JWSC Financial Policy. He noted that in preparation for a new bond issue and review by credit rating agencies the JWSC Commissioners, staff and Davenport & Company (Financial Advisors) identified several suggested revisions and additions to the policy.

Commissioner Copeland made a motion seconded by Commissioner Elliott to move that the Brunswick Glynn County Joint Water and Sewer Commission accept the Financial Policy as revised. Motion carried 7-0-0.

EXECUTIVE DIRECTOR'S UPDATE

Mr. Burroughs reported that the town hall meetings were held the previous week at the St. Simons Island Casino and at Howard Coffin Park in Brunswick. One of the questions asked by customers was about the auto-drafting for bill payments and Mr. Burroughs noted that this is being researched and is expected to be available in the near future. Ten staff members, including him, attended Project Management Training the previous week. Mr. Burroughs, John Donaghy and LaDonnah Roberts toured the warehouse and inventory areas also, and it was noted that the auditors will be pleased with the improvements and accomplishments that Pam Crosby and her staff have made in those areas. He complimented the staff's efforts, organization and progress with the warehouse and inventory. Mr. Burroughs provided that with the approval of the smoke testing funding on the mainland, the RFP for the smoke testing project will be advertised the next week. He gave a brief reminder that the GAWP Conference in Savannah will be in the next month and advised that the annual Safety Stand Down Day will be held on July 31st. As a final note, Mr. Burroughs reiterated to the customer that are on payment plans that beginning July 1, 2019 there will be no late payment fees added to their accounts.

CHAIRMAN'S UPDATE

Chairman Turnipseed complimented Mr. Burroughs on the great job he did at the town hall meetings and noted his appreciation.

Commissioner Copeland requested to thank the Interim Executive Director and the financial staff for their hard work in getting the FY2020 Budget and the Rate Resolution together, and noted his appreciation for their support and work to get that done. Commissioner Copeland added that with the prices of everything going up these days, our constituents should know that the Commissioners and the staff have all worked hard to keep the rates down and there were no rate increases for this year. He commented that not only are the rates stable but there was another addition made (5/8" meter size) to help the customers receive even lower rates. He also noted there were other reductions made within the fees and charges, along with an improvement in the quality of the construction program and with project management.

Chairman Turnipseed provided that the pump station by Sonic on Altama Avenue is currently being upgraded and work should be in progress very soon. He also noted that some of the sewer lines that run under Altama Avenue will be rehabilitated and that work should begin soon as well. The chairman mentioned that staff is looking at the scheduling of the water line and sewer line replacements in the Sea Palms community. He provided that at the next Facilities Committee meeting a report on the provision of water and sewer services to unserved areas will be presented.

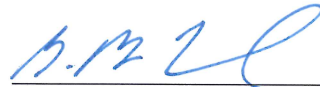
Commissioner Harvey inquired about the smoke testing that had been done on St. Simons Island and asked Mr. Burroughs how those issues that were revealed will be addressed. Mr. Burroughs provided that a list has been accumulated of the defects found on the JWSC side of the system and progress is being made to correct those, as well as coordination that be made with the County on a few of the larger issues discovered with the storm drains and that work will be prioritized. He also noted that for the issues found on the customers' side of the system, letters will be sent to those customers informing them of what needs to be done and follow-up phone calls will be made to be sure they understand. Commissioner Harvey further inquired as to how long it should take to address the defects found on the JWSC side of the system, and Mr. Burroughs advised expectations are for corrections to be made by this fall.

Commissioner Neal questioned if the issues found on the customers' side were mostly minor, and Mr. Burroughs provided that most of those issues were broken clean-outs and that customers will be requested by letter to have that done within 90 days, and customers with concerns about being able to do that should come to the office to discuss. Commissioner Neal then asked after all corrections are made on both sides of the system, how much of a positive impact will be made at Dunbar Creek. Mr. Burroughs then provided an explanation of the plant flows during certain times and scenarios, and stated that it is possible with the improvements to make a positive impact of about a quarter of a million gallons or more off of the average flows.

EXECUTIVE SESSION

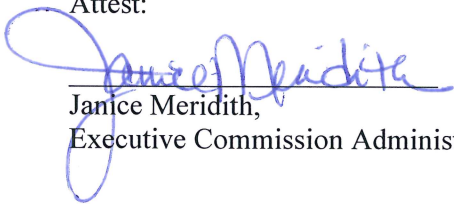
There was no Executive Session.

There being no additional business to bring before the Commission, Chairman Turnipseed adjourned the meeting at 2:31 p.m.



G. Ben Turnipseed, Chairman

Attest:



Janice Meredith,
Executive Commission Administrator



Brunswick-Glynn County Joint Water and Sewer Commission
1703 Gloucester St., Brunswick, Georgia, 31520
Phone: (912) 261-7110 Fax: (912) 261-7178
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To: JWSC Commissioners
From: LaDonnah Roberts, Senior Financial Analyst
Cc: Andrew Burroughs, Acting Executive Director
Date: June 20, 2019
Re: Rate Resolution for the Fiscal Year ending June 30, 2020

Background:

In preparing this budget, JWSC staff prepares an expenditure budget and compiles statistical data relative to the customer base and usage. This information is utilized by staff to determine the rates necessary to meet budget, adequately fund reserves, maintain debt coverage ratios and meet other financial management plans as determined by the JWSC.

The JWSC Budget for the Year Ending June 30, 2010 was approved on April 18, 2019, subject to any revisions made necessary by comments submitted by the City of Brunswick or by Glynn County. No comments have been received from either government.

The attached Rate Resolution sets forth the rates and charges necessary to support the fiscal year ending June 30, 2020 JWSC budget. The user rates for water and sewer use are the same for fiscal year 2020 as they were for fiscal year 2019.

Recommendation:

At the Finance Committee meeting held on June 19, 2019 the committee recommended the attached Rate Resolution for the fiscal year ending June 30, 2020 to be forwarded to the full Commission for approval.

Staff recommends that the full Commission accept the attached Rate Resolution for the fiscal year ending June 30, 2020.

Motion:

“I move that the Brunswick Glynn County Joint Water and Sewer Commission accept the attached Rate Resolution for the fiscal year ending June 30, 2020.”



WATER AND WASTEWATER RATES AND CHARGES

July 1, 2019 to June 30, 2020

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

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

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

Monthly Billing Rates and Charges

	<u>Water</u>	<u>Sewer</u>
Base Charge	\$7.60	\$13.06
Residential Equivalent Unit ("REU") Fee (Per REU)	\$2.27	\$5.57
Volume Charges (per 1,000 gal.)		
<u>Potable Water:</u>		
First 1,000 gal.	\$0.00	
1,001 to 3,000 gal.	2.16	
3,001 to 6,000 gal.	2.89	
6,001 to 20,000 gal.	3.61	
20,001 gal. and over	4.32	
<u>Sewer:</u>		
First 1,000 gal.		\$0.00
1,001 gal. and over		7.73
<u>Irrigation:</u>		
First 1,000 gal.	\$0.00	
1,001 to 12,000 gal.	2.89	
12,001 to 20,000 gal.	3.61	
20,001 gal. and over	4.32	

Sewer Only Flat Rate Calculated Based on 7,000 gal. per REU

I. Industrial Users

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

- (b) Biochemical Oxygen Demand (BOD₅) and/or Total Suspended Solids (TSS) concentrations above 200 milligrams per liter (mg/L) shall be subject to the following additional surcharges:

BOD ₅ per pound	\$0.54
TSS per pound	\$0.50

- (c) After a violation, the Industrial Permit holder 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 permit holder.

II. Septage Discharges

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

III. Fire Protection Charges

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

1 to 2 inch Fire Suppression System	\$ 3.50	per month
3 inch Fire Suppression System	\$ 7.00	per month
4 inch Fire Suppression System	\$ 13.00	per month
6 inch Fire Suppression System	\$ 34.00	per month
8 inch Fire Suppression System	\$ 75.00	per month
10 inch Fire Suppression System	\$ 129.00	per month
12 inch Fire Suppression System	\$ 206.00	per month

IV. Administrative and Operating Fees

- (a) The Utility will charge fees for various administrative and operational services as set forth in Appendix A.

V. Planning and Construction Fees

- (a) The Utility will charge fees for services provided by the Planning and Construction Division as set forth in Appendix B.

VI. Capital Improvement Fees

- (a) Capital improvement fees are intended to cover the cost of water production and distribution and wastewater collection and treatment infrastructure. The capital tap fee shall be calculated and charged on the basis of meter size. Meter sizes should be specified using sound engineering practices in accordance with AWWA Manual M22. Capital improvement fees may be used by the Utility to pay for debt incurred to fund this type of infrastructure.

<u>Meter Size</u>	<u>Gallons Per Minute (GPM)</u>	<u>Water</u>	<u>Sewer</u>
5/8"	20	\$920.00	\$1,800.00
1"	50	2,300.00	4,500.00
1.5"	100	4,600.00	9,000.00
2"	160	7,360.00	14,400.00
3"	350	16,100.00	31,500.00
4"	600	27,600.00	54,000.00
6"	1350	62,100.00	121,500.00
8"	1600	73,600.00	144,000.00

10" or Larger to be calculated by Utility staff on individual basis.

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

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

- (c) Capital improvement fees shall cover only connection to existing mains that are adjacent to location to be served; any water and/or sewer extensions necessary shall be the responsibility of the customer. All fees and charges shall be paid by the customer or customers at whose request the connection is made.
- (d) In the case of lot splits, credit will be given for previous number of REUs. Capital fees must be paid on the newly created lots.
- (e) Capital improvement fees shall be paid concurrent with the Utility's approval of construction plans for the capacity required. The requested capacity will

be reserved for that property upon payment, acceptance and approval of capital improvement fees.

The Utility will not approve construction plans when availability and/or capacity of water or sewer service is not available or is insufficient to support the building plans unless a comprehensive agreement for system upgrade is in place.

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

- (f) Except for sewer only customers, upon setting of the meter the customer paying the capital improvement fees will be responsible for the monthly billed amount for base charges and REU fees until the property, or parcels of the property, are sold or otherwise transferred to another customer. Certificate of Occupancy will be approved upon payment of all fees and all other requirements of the Utility. There will be no capital improvement fee refunds in this situation.
- (g) Customers upgrading the size of their meter will be responsible for the incremental cost difference for both capital and operational fees.

For properties with previous service capacity, credit will be given toward new development or change of use for that property.

The criteria used to confirm previous services will be established by the Executive Director or his designee.

VII. Operational/Installation Fees

- (a) Water and sewer installation fees for making taps into the Utility water mains or water lines and installing water meters shall be in accordance with the applicable fee schedule.
- (b) Actual cost charges for water and/or sewer service installations or work otherwise performed not covered in standard pricing shall be calculated in accordance with the schedule included in the applicable fee schedule.
- (c) All hourly charges shall include travel time to and from the job location. Work performed outside regular business hours at request of customer shall be charged at 150% of the rates in the schedule. Miscellaneous charges shall include actual charges for equipment rented to perform the work.

- (d) Upon request, connections to the system for water will be made as soon as practical after a building permit is posted at the property location. The customer will be responsible for the Operational/Installation Fees.

VIII. Meter Replacement Costs

- (a) Meters serving vacant locations shall remain in place with the valve locked. Any metered usage will result in progressive actions to lead to the creation of an active account and related fees billed on the initial statement sent to the next account holder.
- (b) Following acceptance of a demolition permit application, the meter shall be pulled but base rate services billed until a final inspection has been completed by staff.
- (c) Service addresses where the water meter has been removed due to demolition will require inspection by field staff to determine tap viability. Non-viable connections will be charged for a new meter installation at the current cost per the applicable fee schedule. Viable connections will be allowed to reinstate services with no additional cost.
- (d) Meters that are proven to have been intentionally damaged will be replaced at cost of the meter, labor and other installation material cost, which shall be billed and paid in order to reestablish or continue service.

IX. Residential Equivalent Units (REUs)

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

X. Hydrant Meter Rentals

- (a) Hydrant meters are available for rent for purposes where water is drawn from fire hydrants.
- (b) Rental of a fire hydrant meter requires a refundable, non-interest bearing deposit of \$2,000.00 per meter.
- (c) Hydrant meter rental shall consist of a monthly rental fee of \$45.00 plus water administrative, debt and usage charges based the current potable water rates.
- (d) Meters must be returned to the Utility annually, or as directed by the Utility, for testing of accuracy and backflow.

XI. Payment of Fees

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

XII. Deposits

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

Residential customers who believe they qualify to have their deposit applied to their account by having an account in good standing and thirty-six months of consecutive timely payments may notify the Utility in writing to request this deposit application.

XIII. Penalty

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

G. Ben Turnipseed, Chairman

Date

APPENDIX A

Brunswick-Glynn County Joint Water and Sewer Commission Schedule of Administrative and Operational Fees and Charges

Account and Meter Service Fees:

Account Establishment Fee	\$55.00
After Hours Turn On (Requests received after 4:00 pm)	\$70.00
Locating Customer Meter	\$50.00
First Turn-On/Turn-off at Customer Request (each 12 months)	\$0.00
Second and Subsequent Turn-On/Turn-Off at Customer Request	\$90.00
Emergency Call Out for Turn-Off / Turn-On (Outside Business Hours)	\$125.00
First Reread (each 12 months)	\$0.00
Second and Subsequent Rereads (within 12 months)	\$50.00
Return Trip Fee for Turn-On	\$55.00

Delinquent Account Fees:

Turn-Off and Lock for Delinquency (or Vacant)	\$75.00
Lock Cut Fee/Relock Fee	\$225.00
Remove Meter For Delinquency	\$275.00
Cut-Off at Main	\$330.00
Returned payment (NSF) Fee	\$35.00
Late Fee on Balances in Arrears (per month)*	1.5%

*Late fees will not be charged while an account has active payment arrangements.

Testing Fees:

Water Bacteriological Sampling (Monday through Friday)	\$80.00
Water Bacteriological Sampling (Weekends and Holidays)	\$95.00
Chlorine Testing (Monday through Friday)	\$75.00
Chlorine Testing (Weekends and Holidays)	\$95.00
24-Hour Pressure Testing	\$135.00
New Line Pressure Test (Water & Sewer)	\$135.00
Fire Flow Testing	\$165.00
Pull and Test Meter (if meter reads less than 103% over actual)	\$240.00

Water Meter/Sewer Installation Fees:

Water Operational / Installation Fees – 5/8 inch	\$1,720.00
Water Operational / Installation Fees - 1 inch	\$1,960.00
Water Operational / Installation Fees - 1.5 inch	\$3,300.00
Water Operational / Installation Fees - 2 inch	\$4,000.00
Water Operational / Installation Fees - 3 inch or larger	At Cost
Irrigation Operational / Installation Fees – 5/8 inch	\$2,155.00
Irrigation Operational / Installation Fees - 1 inch	\$2,395.00
Irrigation Operational / Installation Fees - 2 inch	\$4,375.00

Sewer Operational / Installation Fees - Up to 6 inch Gravity (Plus actual costs of installation)	\$580.00
Sewer Operational / Installation Fees - 2 inch Low Pressure System (Plus actual costs of installation)	\$325.00
Backflow Installation On Pre-Existing Residential Irrigation Meters	At Cost
Fire Hydrant Relocation	At Cost
Replacement of removed meter	\$500.00
Verify meter connections for multi-unit commercial or residential installations	\$750.00

Inspection Fees:

Sewer Cleanout (Lateral) Inspection	\$165.00
Sewer Cleanout Re-inspection/Second and Subsequent Trips to Inspect - per trip	\$75.00
Backflow Installation Inspection Fees - Initial Inspection	\$110.00
Backflow Installation Inspection Fees - Second and Subsequent Trips	\$195.00
Pretreatment/FOG Compliance - Initial Inspection	\$110.00
Pretreatment/FOG Compliance Re-inspection/Second and Subsequent Trips to Inspect - per trip	\$195.00
Backflow Test Submittal Late over 30 Calendar Days	\$12.00
Backflow Test Submittal Late over 45 Calendar Days	\$22.00
Backflow Test Submittal Late over 50 Calendar Days	\$110.00
Locate Services - Lateral & Taps for Contractors	At Cost
Infrastructure Dedication Inspection	At Cost
Department of Public Health Complaint	\$50.00
Overdue Pump Out Schedule (Grease Traps, Oil/Water Separators, Solid Separators) per Inspection	\$100.00
Unauthorized Discharge from Lint or Hair Traps per Inspection	\$100.00
Camera Inspections*	\$150.00
Private Sewer Lateral Cleaning*	\$175.00
Truck Inspections (first truck)**	\$250.00
Each additional truck**	\$100.00

* Fees apply when utility crews have responded, are working in the area and customer requests service.

**Subject to resource availability

Permitting Fees:

Easement Abandonment Request (non-refundable)	\$1,265.00
Right Of Way Abandonment (non-refundable)	\$500.00
Initial Pretreatment Application Fee (Plus additional out-of-pocket costs)	\$1,100.00
Pretreatment Permit Renewal Fee (Plus additional out-of-pocket costs)	\$550.00
Pretreatment Modification Fee	\$550.00

On-site sanitary sewer systems:**

Tank Pump-Out Charge	\$2,500.00
Sewer Pump Repair/Replacement	\$10,000.00
Any other maintenance not addressed	As Per Executive Director

** Whether the Utility may legally service any on-site sewer system will be determined on a case-by-case basis

<u>Emergency Response to Private Systems (Collection, Lift Stations, Water Mains) - MINIMUM</u>	\$5,500.00
Sanitary Spill Cleanup at Private Facilities – First Trip within a 12 Month Period	At cost
Sanitary Spill Cleanup at Private Facilities – Second Trip within a 12 Month Period	Cost + \$500
Sanitary Spill Cleanup at Private Facilities – Third and Subsequent Trip within a 12 Month Period	Cost +\$1,000

Unauthorized Use and Damage Fees:

First Unauthorized Turn-On (unauthorized use of water/sewer) - Residential	\$110.00
Second and Subsequent Unauthorized Turn-On (unauthorized use) - Residential	\$550.00
First Unauthorized Turn-On (unauthorized use of water/sewer) - Commercial	\$330.00
Second and Subsequent Unauthorized Turn-On (unauthorized use) - Commercial	\$1,100.00
Remove Jumper	\$275.00
Damage to meter box, cover, meter and/or curbstop	\$110.00
Obstructing, covering or blocking access to a water meter or fire hydrant	\$110.00

Labor and Equipment Rates:

Mobilize	\$850.00
Labor (per hour)	\$110.00
Crew Truck - Half Ton(per hour)	\$55.00
Crew Truck - 3/4 Ton(per hour)	\$80.00
Crew Truck - One Ton or larger (per hour)	\$110.00
Vacuum Truck (per hour)	\$280.00
Backhoe (per hour)	\$225.00
Mini-Excavator (per hour)	\$170.00
Trencher (per hour)	\$90.00
Camera Truck (per hour)	\$285.00
Dewatering Pump (per hour)	\$90.00
Air Compressor (per hour)	\$60.00
Portable Generator	\$60.00
Tap Water Main (per inch of tap diameter)	\$115.00
Road Boring Equipment (per foot bored)	\$30.00
Road Repair (per square yard)	\$80.00

APPENDIX B

Brunswick-Glynn County Joint Water and Sewer Commission Planning and Construction Fee Schedule

Zoning		\$ 100.00
Preliminary Plat Review		\$ 100.00
Expedited Subdivisions Review		\$ 50.00
Construction Plan Review		\$ 250.00
Site Plan		\$ 250.00
Record Drawings/Easement Review		\$ 100.00
Final Plat	Base Fee (20 lots or less)	\$ 250.00
	Each Additional 10 Lots	\$ 10.00
Commercial Building Permit (CBUI)		\$ 250.00
Commercial Accessory Building (CAB)		\$ 250.00
EPD Water & Sewer Extension Approval	Per Submittal	\$ 100.00
Georgia Department of Transportation	Georgia Utility Permitting System (GUPS)	
	Per Submittal	\$ 250.00
	Traffic Interruption Per Occurrence	\$ 100.00
Glynn County/City of Brunswick Right of Way Planning Assistance		\$ 250.00
Dedication of Private Utilities		At Cost
Map Development of Record Drawing Services	Per hour - 1/2 hour minimum	\$ 72.50
Record Drawing / Maps	8.5 x 11	\$ 5.00
	24 x 36	\$ 12.00
	36 x 44	\$ 25.00
	Extra Large	\$ 33.00
CD/DVD	(all sizes)	\$ 5.50
Shipping		At Cost
Expedited Requests	Within 24 Hours	Add 40%
	Within 48 Hours	Add 20%
Unsolicited Proposals	Application Fee	\$5,000.00

APPENDIX C

Brunswick-Glynn County Joint Water and Sewer Commission Residential Equivalent Units (REUs)

(Cumulative Gallons Per day/300 = 1 REU)

Calculation: (The facility gallons per day X the unit of measure X GPD) / 300

150 Seat Assembly Hall: (150 seats x 5) / 300 = 2.5 Rounded up to the next whole number = 3 REU

FACILITY	UNIT OF MEASURE
Apartment/Condo/Duplex (1 bedroom)	200 per day
Apartment/Condo/Duplex (2 bedrooms)	250 per day
Apartment/Condo/Duplex (3 or more bedrooms)	300 per day
Assembly Hall	5 per seat
Barber Shop/Beauty Parlor	125 per chair
Barber Shop Only	50 per chair
Beauty Shops	125 per booth or bowl
Bathhouse	10 per stall
Boarding House*	100 per room
Bowling Alley	75 per lane
Church w/o Day Care	5 per sanctuary seat
Car Wash	
Manual, Do-It-Yourself-Wand Wash	200 per bay
Semi-Automatic (Mechanical without Conveyor)	1,200 per bay
Automated	3,500 per site
Hand Wash	700 per location
Commercial Truck Washing Station	250,000 gpd/bay
Correctional Institution/Prison	250 per inmate
Country Club, Recreation Facilities Only	25 per member
Day Care Center	15 per person
Dealerships-Auto, Boat, Recreational, Vehicle Dealerships/	
Showrooms w/restrooms	125 per Plumbing Fixture
Dental Office	100 per chair
Department Store	10 per 100 SF
Dry Cleaners	
Cleaners (Pick Up Only)	.048 per employee-unit factor**
Cleaners (Pressing Facilities)	1.25 per press-unit factor**
Factory	
Without Showers	25 per FTE employee***
With Showers	35 per FTE employee***
Food Service Establishments*	
Restaurants (Up to 12 hours per day)	35 per seat
Restaurants (12 hours per day to 18 hours per day)	50 per seat
Restaurants (Above 18 hours per day)	75 per seat
Restaurants (Bar and Cocktail Lounge)	30 per seat
Restaurants (Drive-In)	50 per space
Restaurants (Carry-Out Only)	50 per 100 SF

Restaurants (Use Paper Products Only)	10 per seat
Banquet/Dining Hall	30 per seat
Institutions, Dining Halls	5 per meal
Caterers	50 per 100 SF
Deli	40 per 100 SF
Bakery	10 per 100 SF
Meat Department, Butcher Shop or Fish Market	75 per 100 SF
Specialty Food Stand or Kiosk	50 per 100 SF
Fitness, Exercise, Karate or Dance Center	50 per 100 SF
Funeral Home	10 per 100 SF
Hospital	
Inpatient	300 per bed
Outpatient	275 per bed
Hotel*	
Hotel (Without Kitchen)	100 per room
Hotel (With Kitchen or Food Service)	120 per room
Laundry, Commercial	1,000 per machine
Laundry, Coin	150 per machine
Lodges*	100 per room
Marinas	
Marinas Without Bathhouse	10 per slip
Marinas With Bathhouse	30 per slip
Mobile Home Park	300 per site
Motel*	
Motel (Without Kitchen)	100 per room
Motel (With Kitchen or Food Service)	120 per room
Multiple Family Residence	120 per habitable room
Nail Salon	50 per pedicure station
Nursing Home*	150 per bed
Office	10 per 100 SF
Parks with Restroom Facilities	250 per Plumbing Fixture
Physician's Office	200 per exam room
Public Access Restrooms	325 per Plumbing Fixture
Schools (Including Kindergarten)*	
Boarding	100 per person
Day, Restrooms Only	12 per person
Day, Restrooms and Cafeteria	16 per person
Day, Restrooms, Gym and Cafeteria	20 per person
Service Stations	
Service Stations, Interstate Locations	425 + 150 per pump
Service Stations, Other Locations	300 + 100 per pump
Service Station Car Wash	500 per stall
Shopping Center (Not including food service or laundry)	10 per 100 SF
Stadium	5 per seat
Self Storage Facilities	25 per FTE employee***
Supermarket/Grocery Store	20 per 100 SF
Swimming Pool	

With Bathhouses and Spas (Maximum Occupancy)	10 per person of permitted occupancy
Theater	
Theater (Indoor)	5 per seat
Theater (Outdoor)	1 per seat
Transportation Terminals-Air, Bus, Train, Ferry, Port and Dock	5 gpd/Passenger
Travel Trailer Park*	
With Independent Water & Sewer Connection	175 per site
Without Independent Water & Sewer Connection	35 per site
Veterinary Offices	
Veterinary-Not Including Boarding	250 gpd/Practitioner/Shift
Veterinary-Hospital, Kennels, Animal Boarding Facilities	20 gpd/Pen, Cage, Kennel or Stall
Warehouse	25 per FTE employee***

* Add 300 gallons per commercial use machine if laundry or dishwashing.

** Unit Factor not GPD

***Full Time Equivalent (FTE) Employee = Cumulative of 40 hours per week
(e.g. 2 employees at 20 hours per week = 1 FTE)

The number of REUs for facilities not included above may be calculated based on average use.



Brunswick-Glynn County Joint Water and Sewer Commission

MEMO for Approval

To: BGJWSC – BOC
From: Todd Kline, P.E. (Planning & Construction, Director of Engineering)
Date: 20 June 2019
Re: Resurfacing SR27 from Yellow Bluff Creek to SR25; Budget Increase

Background

Capital Project #903 is a GDOT project that consists of 6.89 miles of milling and resurfacing beginning at the South end of Yellow Bluff Creek and ending at the intersection for SR25 (**See attached Exhibit A**). The project also includes curb and gutter, sidewalks, handicap ramps, loop detectors and striping.

Staff Report

The JWSC entered into an MOU with GDOT to facilitate adjustments to JWSC utilities that are in conflict with the subject project. An initial cost estimate of \$77,250.00 was included in the MOU provided by GDOT and approved by the JWSC Board of Commissioners on July 19, 2018 (**See attached Exhibit B**).

Plant Improvement Co., Inc., was awarded the contract by GDOT on April 5, 2019. The installation of JWSC facilities in conflict with the project have been included in the project as requested by the JWSC. The agreement was based upon the initial GDOT estimate of \$77,250.00, however the actual bid for the cost of JWSC infrastructure work is \$101,928.59 (**See attached Exhibit C**).

Fiscal Impact

This project is to be funded from Repair & Replacement Capital Reserves. The proposed budget increase is \$24,678.59.

Action Options

1. Do nothing. GDOT will still proceed with work and invoice the JWSC at their discretion.
2. Obtain GDOT permitting to coordinate and perform the necessary adjustments during the roadway Construction by JWSC forces.
3. Facilitate necessary adjustments to JWSC infrastructure via GDOT contractor forces by increasing the project budget to meet the realized bid value provided by GDOT.

Staff recommends Option #3.

Recommended BOC Action

I make a motion that the Brunswick-Glynn County Joint Water and Sewer Commission amend the SR27 Resurfacing Project funding to a total amount of \$102,000.00.



Russell R. McMurry, P.E., Commissioner
One Georgia Center
600 West Peachtree Street, NW
Atlanta, GA 30308
(404) 631-1000 Main Office

May 8, 2019

Mr. Donald M. Elliot
Chairman
Brunswick-Glynn Joint Water & Sewer Commission
759 Deer Run Villas
St. Simons Island, GA 31522

SUBJECT: N/A, Glynn County
PI # M005770, Call No. 016
Contract Item Agreement Authorization – Water and Sewer

Dear Mr. Elliot,

Plant Improvement Co., Inc., as contractor for the Department of Transportation, was awarded a contract on Friday, April 5, 2019, to proceed with the proposed construction on the above numbered project.

The installation of Brunswick-Glynn Joint Water & Sewer Commission facilities in conflict with the project has been included in the project as requested. Attached is an executed counterpart of the Contract Item Utility Agreement dated April 29, 2019 addressing the Brunswick-Glynn Joint Water & Sewer Commission's reimbursement of this work to the Department. The agreement is supported by your initial estimate of **\$77,250.00** including betterment however the actual bid cost of the work is **\$101,928.59** of which Brunswick-Glynn Joint Water & Sewer Commission is responsible for **100%** or **\$101,928.59**.

As outlined in Article 8, this reimbursement includes the Actual bid cost of all items necessary to complete the work. Brunswick-Glynn Joint Water & Sewer Commission **will reimburse the Department in the amount of \$101,928.59**. Please send the Department a check to my attention in the amount of **\$101,928.59** payable to Treasurer – Georgia Department of Transportation, Office of Utilities 10th floor, One Georgia Center, 600 West Peachtree Street, NW, Atlanta Georgia 30308.

The Department will provide construction engineering and contract supervision for the water and sewer facilities included in the project contract; however, you may visit the jobsite at any time to satisfy yourself that work is proceeding according to plan; but, please be reminded that only one "Final Inspection" can be conducted after the contractor notifies the Department that work is complete and the inspection must be arranged by the Department's Area Manager. All instructions or corrective items must be given through Department personnel.

Mr. Tim Williams, Area Manager, under Brad Saxon, District Engineer, Jesup, Georgia will be responsible for the construction supervision and inspection on this project. Mr. Tim Williams can be reached by telephone at (912) - 264-7247 or email tiwilliams@dot.ga.gov or by mail addressed to 128 Public Safety Blvd., Brunswick, Georgia 31525.

N/A, Glynn County
PI # M005770, Call No. 016
Contract Item Agreement Authorization – Water and Sewer Facilities
Page 2

You may contact Tonia Hinton, Utilities Preconstruction Specialist, if further information is needed at 404-631-1709 by mail addressed to Georgia Department of Transportation, Office of Utilities 10th floor, One Georgia Center, 600 West Peachtree St, NW, Atlanta, Georgia 30308 or by e-mail at thinton@dot.ga.gov.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'Shajan Joshep', with a stylized flourish underneath.

Shajan Joshep, P. E.
Assistant State Utilities Administrator

For: Patrick Allen, P. E.
State Utilities Administrator

PA: KG: YPF: TYH

Attachments (Agreement, and Estimate)

Cc: Brad Saxon, P.E., District Engineer, Jesup, Georgia
Attn: Dallory Roizer, District Utilities Manager
Attn: Ginger Collins, District Contracts Manager
Tim Willilams, Area Manager, Brunswick, Georgia
Angela Robinson, State Financial Management Administrator
Attn.: Emma DeLouis
Marc Mastronardi, Director of Construction

Account No. – Class: 733005-309

Department ID: 4848010000

Program No.: 4181401

STANDARD UTILITY AGREEMENT
CONTRACT ITEM AGREEMENT

Georgia Project No.: N/A, Glynn County
G.D.O.T. P.I. No.: M005770

THIS AGREEMENT, made this April 29, 2019, by and between the Department of Transportation, an agency of the State of Georgia, hereinafter called the DEPARTMENT, first party, and Brunswick-Glynn Joint Water & Sewer Commission, a political subdivision of the State of Georgia, hereinafter called the LOCAL AGENCY, second party;

WITNESS that:

WHEREAS, the DEPARTMENT proposes under the above numbered project to resurface SR 27 from Yellow Bluff Creek To SR 25 in Glynn County, Georgia; and

WHEREAS, due to the construction of this project, it will become necessary to make certain adjustments or additional installation of utility facilities of the LOCAL AGENCY, the cost of which shall be determined in accordance with Articles 8, 9, & 10 below; and

WHEREAS, the LOCAL AGENCY has requested that the DEPARTMENT include the adjustment or installation of water and sewer facilities in its highway construction contract as shown on the attached plans; and

WHEREAS, this Agreement being for the sole purpose of providing a contractor for work performed on the LOCAL AGENCY'S water and sewer facilities, the LOCAL AGENCY shall bear the cost of said work to be determined as hereinafter set forth;

WHEREAS, the preliminary engineering, including preparation of detailed plans and contract estimate for adjustment of the utilities described above have been accomplished by the LOCAL AGENCY;

WHEREAS, the plans for the utility work have been approved by both the DEPARTMENT and the LOCAL AGENCY prior to commencing work;

NOW THEREFORE, in consideration of the premises and the mutual covenants of the parties hereinafter set forth, it is agreed:

1. All construction engineering and contract supervision shall be the responsibility of the DEPARTMENT and the DEPARTMENT shall be responsible to assure that all utility work is accomplished in accordance with plans and specifications and to consult with the LOCAL AGENCY or LOCAL AGENCY'S Consultant before authorizing any changes or deviations which affect the LOCAL AGENCY'S facility.

STANDARD UTILITY AGREEMENT
CONTRACT ITEM AGREEMENT

2. The LOCAL AGENCY or the LOCAL AGENCY'S Consultant shall have the right to visit and inspect the work at any time and advise the DEPARTMENT'S Engineer of any observed discrepancies or potential problems. The DEPARTMENT agrees to notify the LOCAL AGENCY when all utility work is completed and ready for final inspection by the LOCAL AGENCY.

3. It is specifically understood that the project number shown above is for the DEPARTMENT'S identification purposes only and may be subject to change by the DEPARTMENT. In the event it becomes necessary for the DEPARTMENT to assign a different project number, the DEPARTMENT shall notify the LOCAL AGENCY of the new project designation. Such change in project designation shall have no effect whatsoever on any of the other terms of this Agreement.

4. The DEPARTMENT shall include in its contract for this project all work necessary to accomplish the adjustment of the LOCAL AGENCY'S facilities as shown on the highway plans along with the necessary specifications to assure that the work conforms to sound construction practices.

5. In the event it becomes necessary to add pay items that are not provided for in the contract, the DEPARTMENT shall negotiate prices with the contractor and enter into a supplemental agreement with the contractor for completion of the additional items. Upon notification, the LOCAL AGENCY shall furnish a check for the additional cost as determined in Article 8 below.

6. The DEPARTMENT shall furnish on the project the construction engineering inspection and testing by its own forces required to assure that the work is done in accordance with the plans, specifications and Special Provisions.

7. Upon completion of the work and upon certification by the DEPARTMENT'S engineers that the work has been completed in accordance with the aforesaid plans and specifications, the LOCAL AGENCY shall accept the adjusted and additional facilities and shall thereafter operate and maintain the adjusted and additional facilities without further cost to the DEPARTMENT or its contractor. Such maintenance and all operations and activities shall be subject to the DEPARTMENT'S rules, policies and procedures as contained in its Utility Accommodation Policy and Standards, current edition.

8. The DEPARTMENT shall include in its highway contract those items shown as "materials" for permanent installation on the aforesaid plans. The price bid for the appropriate items shall include all labor, materials and incidentals necessary to complete the work. The cost of the requested work shall be determined from unit quantities and unit prices as shown in the DEPARTMENT'S tabulation of bids. The approximate non-binding pre-let estimate, not including betterment, is **\$77,250.00** based on the LOCAL AGENCY'S estimate attached hereto of which the Department shall bear **\$0.00 or 0% and the LOCAL AGENCY shall bear \$77,250.00 or 100%.**

STANDARD UTILITY AGREEMENT
CONTRACT ITEM AGREEMENT

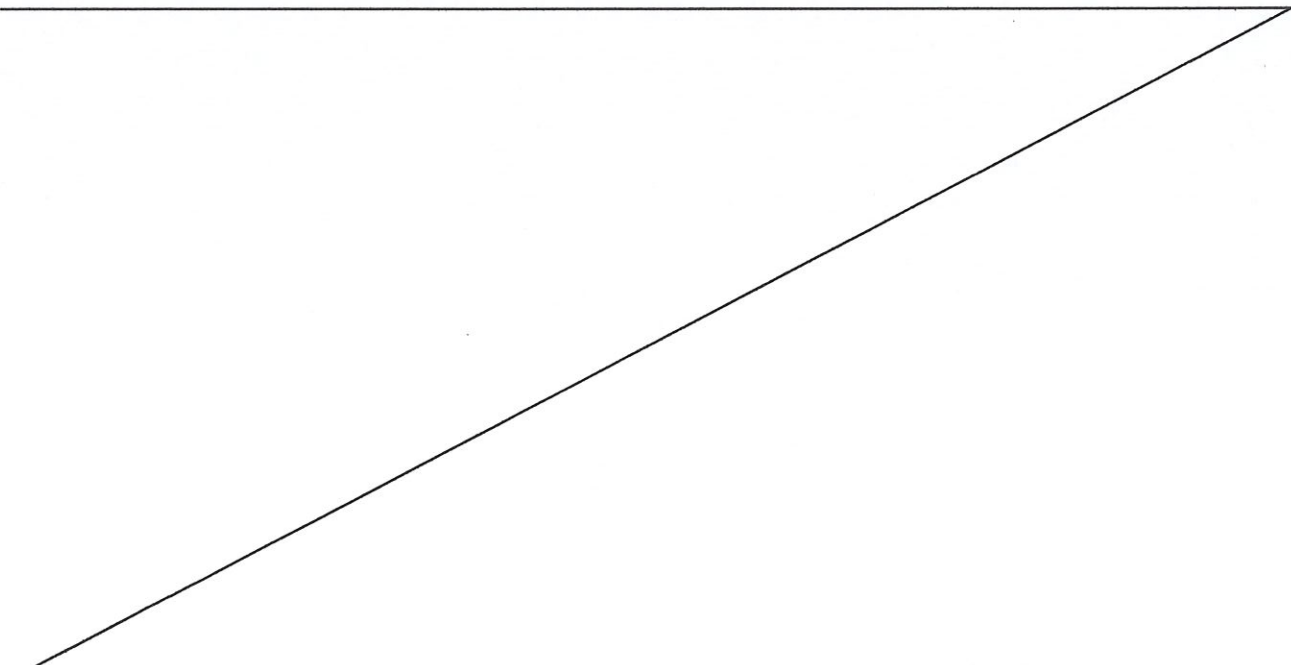
9. It is mutually agreed that as soon as practicable after the opening of bids and acceptance of a bid by the DEPARTMENT, the DEPARTMENT shall notify the LOCAL AGENCY in writing of the amount due the DEPARTMENT. The LOCAL AGENCY shall pay to the DEPARTMENT the amount due within sixty (60) days.

10. It is further mutually agreed that the final cost of the work performed on behalf of the LOCAL AGENCY shall be determined by measurement of the actual quantities of installed materials, including added items under Article 5, multiplied by the actual bid prices. Accordingly, after the project has been completed, the DEPARTMENT shall determine the final cost to be borne by the LOCAL AGENCY and, as the case may be, shall refund to the LOCAL AGENCY or shall request of the LOCAL AGENCY an additional payment in the amount of the difference between the final cost to be borne by the LOCAL AGENCY and the amount which the LOCAL AGENCY has previously paid to the DEPARTMENT. In the event additional payment is due to the DEPARTMENT, the LOCAL AGENCY agrees to pay same within sixty (60) days after the statement is received from the DEPARTMENT. In the event a refund is due the LOCAL AGENCY, the DEPARTMENT agrees to pay the LOCAL AGENCY within sixty (60) after the refund amount is determined or final acceptance is made by the DEPARTMENT.

11. The covenants herein contained shall, except as otherwise provided, accrue to the benefit of and be binding upon the successors and assigns of the parties hereto.

12. Pursuant to O.C.G.A. Sec. 50-5-85, LOCAL AGENCY hereby certifies that it is not currently engaged in, and agrees that for the duration of this contract, it will not engage in a boycott of Israel.

13. It is mutually agreed between the parties hereto that this document shall be deemed to have been executed in the Fulton County, Georgia, and that all questions of interpretation and construction shall be governed by the laws of the State of Georgia.



STANDARD UTILITY AGREEMENT
CONTRACT ITEM AGREEMENT

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in three counterparts, each to be considered as original by their authorized representative the day and date hereinabove written.

WITNESS AS TO SECOND PARTY:

BRUNSWICK-GLYNN JOINT
WATER AND SEWER COMMISSION

BY: *Christa J. Free*
WITNESS

BY: *Donald R. Elbert*
CHAIRMAN

BY: *Christa J. Free*
NOTARY PUBLIC (SEAL)

SWORN TO AND SUBSCRIBED
BEFORE ME THIS 23 DAY

CHRISTA J. FREE
NOTARY PUBLIC
GLYNN COUNTY
STATE OF GEORGIA

OF October, 2018.
Christa J. Free

My Commission Expires May 29, 2021

Notary Public

My commission expires:

Signed on behalf of Brunswick-Glynn Joint Water & Sewer Commission pursuant to resolution
dated October 23, 2018.

FEIN 74-3229050

BY: *Janice B. Meredith*
CLERK
(OFFICIAL SEAL)

RECOMMENDED:

ACCEPTED:

BY: *Peter H. ...*
STATE UTILITIES ADMINISTRATOR

DEPARTMENT OF TRANSPORTATION

BY: *Will R. ...*
COMMISSIONER

PROJECT NO.: N/A
COUNTY: Glynn
G.D.O.T. P.I. NO.: M005770
DATE: October 17, 2018, TYH

Signed, sealed and delivered this 29th
day of April, 2019.

(OFFICIAL SEAL OF THE DEPARTMENT)

I attest that the seal imprinted herein is the Official Seal of the DEPARTMENT.

BY: *Angela Whitburne*
TREASURER
OFFICIAL CUSTODIAN OF THE SEAL



STANDARD UTILITY AGREEMENT
CONTRACT ITEM AGREEMENT

RESOLUTION

STATE OF GEORGIA

BRUNSWICK-GLYNN JOINT WATER & SEWER COMMISSION

BE IT RESOLVED by the Chairman and Board of Commissioners of BRUNSWICK-GLYNN JOINT WATER & SEWER COMMISSION, and it is hereby resolved, that the foregoing attached Agreement, relative to project N/A, GLYNN, P.I. No. M005770 to resurface SR 27 from Yellow Bluff Creek to SR 25 in Glynn County and that Mr. DON ELLIOT as Chairman of the Board and Janice B. Meridith, as Clerk, be and they are, thereby authorized and directed to execute the same for and in behalf of said by the CHAIRMAN and BOARD OF COMMISSIONERS of BRUNSWICK-GLYNN JOINT WATER & SEWER COMMISSION.

Passed and adopted, this the 23rd day of October, 2018.

ATTEST:

Janice B. Meridith
COMMISSION CLERK

BY: Donald M. Elliot
CHAIRMAN

STATE OF GEORGIA,

BRUNSWICK-GLYNN JOINT WATER & SEWER COMMISSION

I Janice B. Meridith, as Clerk, do hereby certify that I am custodian of the books and records of the same, and that the above and foregoing copy of the original is now on file in my office, and was passed by the Chairman and Board of Commissioners of BRUNSWICK-GLYNN JOINT WATER & SEWER COMMISSION. WITNESS my hand and official signature, this the 23rd day of October,

2018.

BY: Janice B. Meridith
CLERK



GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contractor's Name:	BRUNSWICK-GLYNN JOINT WATER & SEWER COMMISSION
Solicitation/Contract No. / Call No. or Project Description:	N/A, M005770, GLYNN COUNTY RESURFACE SR 27 FROM YELLOW BLUFF CREEK TO SR 25

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of the Georgia Department of Transportation has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

135433
Federal Work Authorization User Identification Number
(EEV/E-Verify Company Identification Number)

July 10, 2008
Date of Authorization

Brunswick - Glynn Joint
Water + Sewer Commission
Name of Contractor

I hereby declare under penalty of perjury that the foregoing is true and correct

Jimmy Junkin
Printed Name (of Authorized Officer or Agent of Contractor)

Executive Director
Title (of Authorized Officer or Agent of Contractor)

Jimmy Junkin
Signature (of Authorized Officer or Agent)

October 23, 2018
Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

23 DAY OF October, 2018

Jessie B. Meidith
Notary Public
My Commission Expires Sept. 5, 2020

[NOTARY SEAL]



My Commission Expires: _____

Tabulation of Bids

Contract ID: B1CBA1900886-0

Counties: Glynn

Letting Date: March 22, 2019

District(s): District 5 - Jesup, Area Office 3 - Brunswick

Call Order: 016

Project(s): M005770

Contract Time:

Contract Description: 6.893 MILES OF MILLING, INLAY, PLANT MIX RESURFACING AND SHOULDER REHABILITATION ON SR 27 BEGINNING SOUTH OF YELLOW BLUFF CREEK BRIDGE AND EXTENDING TO US 17/SR 25.
(E)

Line No / Item ID		Item Description		(1) PLANT IMPROVEMENT CO., INC.		(2) EAST COAST ASPHALT, LLC			
Alt Set / Alt Member	Quantity and Units	Unit Price	Ext Amount	Unit Price	Ext Amount	Unit Price	Ext Amount	Unit Price	Ext Amount
SECTION:	0001	ROADWAY		Cat Alt Set:		Cat Alt Member:		LCC:	
0060	441-6022	40.000	32.49000	1,299.60	50.00000	2,000.00			
	CONC CURB & GUTTER, 6 IN X 30 IN, TP 2	LF							
0065	441-7014	56.000	1,218.27000	68,223.12	1,900.00000	106,400.00			
	CURB CUT WHEELCHAIR RAMP, TYPE D	EA							
0070	453-1000	50.000	1,098.59000	54,929.50	625.00000	31,250.00			
	PORTLAND CEMENT CONCRETE WHITETOPPING	CY							
0075	611-8050	47.000	1,218.27000	57,258.69	50.00000	2,350.00			
	ADJUST MANHOLE TO GRADE	EA							
0080	611-8140	55.000	812.18000	44,669.90	50.00000	2,750.00			
	ADJUST WATER VALVE BOX TO GRADE	EA							

P. I. NO: M005770
COUNTY: GLYNN





Brunswick-Glynn County Joint Water and Sewer Commission

Commission Memo

To: Brunswick- Glynn Co. Joint Water & Sewer Commission; Jimmy Junkin (Executive Director)
From: Todd Kline, P.E. (Planning & Construction, Director of Engineering)
Date: July 19, 2018
Re: MOU with GDOT; Resurfacing SR 27 (Yellow Bluff Cr. to SR 25)

Quick Facts:

Project Type:	Grade adjustments to existing JWSC valves & manholes; GDOT R/W.
Schedule:	GDOT begin construction October 2018.
Cost:	\$77,000 (preliminary GDOT estimate; pricing same as prior GDOT project).
Funding Source:	Repair & Replacement fund.
Legal:	MOU has been reviewed and approved by JWSC legal.

Background

The Georgia Department of Transportation (GDOT) has scheduled 6.9 miles of resurfacing on US341 beginning at Yellow Bluff Creek and ending at the intersection of SR 25/US17 (**see attached map; Exhibit A**). In accordance with GDOT's Utility Accommodation Policy and Standards Manual, the JWSC has located and identified all existing JWSC facilities located within the pavement and presumed to be affected by the project. JWSC staff has completed and submitted a Manhole, Valve and Utility Assessment Form per G-DOT's request (**see attached Exhibit B**).

GDOT has provided an estimate for the above mentioned work in the amount of \$77,000.00. The actual cost may vary depending on the quantities adjusted during the project (**see attached Exhibit C**). GDOT will issue a Contract Item Agreement (CIA) to the JWSC if this MOU is executed. Payment would be due within 60 days of CIA execution.

Options for Action

1. Do nothing and accept risk to JWSC infrastructure.
2. Self-perform the work via JWSC or contracted labor.
3. Enter into agreement with GDOT to utilize their contract to facilitate asset adjustments.

Staff Recommended Action

To comply with permit requirements and ensure timely/correct adjustment of the JWSC assets staff recommends Option #3; entering into agreement with GDOT to incorporate the work into their project. JWSC staff will inspect all work to confirm final quantities and compliance to standards.

Recommended Motion

I move that the Brunswick-Glynn Joint Water & Sewer Commission authorize the Commission Chairman and Executive Director to facilitate the above described improvements through execution of the attached Memorandum of Understanding (**Exhibit D**) and the following Contract Item Agreement, as required.

MANHOLE, VALVE AND UTILITY ASSESSMENT FORM

County: Glynn State Route: 27

Project Description: Resurfacing SR27 from Yellow Bluff Creek to SR 25

Date: 06-07-2018

Utility Owner: Brunswick-Glynn Joint Water & Sewer Commission

Preparer: Harry Patel Office No. 912-261-7125 Cell No. 912-288-5636

Email: hpatel@bgjwsc.org

The Department recommends that corrective work or needs for future taps and services that require pavement cuts be done in advance of this project. A permit application through the Georgia Utility Permitting System (GUPS) will be required to cover any proposed work.

Disclaimer: This form is provided for information only. All attempts have been made to provide reliable information based on the milling and/or resurfacing limits.

DESCRIPTION	QUANTITY	COMMENTS/DEPENDENT ACTIVITIES
Manholes to be adjusted prior to milling (lowered)	47	
Manholes to be adjusted after resurfacing (raised)	47	
Manholes to remain under pavement after milling	0	
"Barton-Southern" style manhole	0	
Total Manholes	047	

DESCRIPTION	QUANTITY	COMMENTS/DEPENDENT ACTIVITIES
Valves to be adjusted prior to milling (lowered)	55	
Valves to be adjusted after resurfacing (raised)	55	
Valves to remain under pavement after resurfacing	0	
Total Valves	055	

DESCRIPTION	QUANTITY	COMMENTS/DEPENDENT ACTIVITIES
Estimated days to complete the work prior to milling		
Estimated days to complete the work after resurfacing		
Total Days	0	

Leak test performed: Yes _____ No x Date Performed: n/a

Repairs needed: Yes x No _____

If yes, describe repairs needed: GUPS-1177160 - Replacing of FH valve for GA ports authority.

Anticipated date to complete repairs: 06-30-2018

Proposed pavement cuts anticipated: Yes x No _____

Does any cathodic protection require payment cuts: Yes _____ No x

Anticipated date to install cathodic protection: n/a

Are any proposed future taps and/or services anticipated that involve pavement cuts: Yes _____ No x

If yes, the anticipated date of installation: n/a

Would you like for your facilities to be adjusted in the GDOT contract: Yes x No _____

If yes, a Contract Item Agreement will be required. The cost for adjustments will be at the utility owner's expense.

Summary Quantities for Brunswick-Glynn Joint Water and Sewer Commission

P.I. M005770 SR 27

ITEM NO.	UNITS	UNITS	DESCRIPTION	UNIT PRICE	TOTAL
611-8050	EA	47	ADJUST MANHOLE TO GRADE	\$1,000.00	\$47,000.00
611-8140	EA	55	ADJUST WATER VALVE BOX TO GRADE	\$550.00	\$30,000.00
				TOTAL	\$77,000.00

GDOT P.I.: M005770
County: Glynn

CONTRACT ITEM AGREEMENT MEMORANDUM OF UNDERSTANDING

between the
Georgia Department of Transportation (hereafter the DEPARTMENT)
and
the Brunswick-Glynn County Joint Water and Sewer Commission (hereinafter
called the OWNER)

Whereas the DEPARTMENT proposes to undertake a project to resurface SR 27 from Yellow Bluff Creek to SR 25 in Glynn County by contract through competitive bidding, and:

Whereas the OWNER has the following utility facilities which will be within the project limits: 47 Manholes and 55 Water Valve Boxes.

Whereas the OWNER does not have adequate equipment and staff to adjust its facilities or for other reasons considers it advantageous to have this work included in the roadway contract to be let by the DEPARTMENT; and, now therefore:

The following is hereby mutually agreed to and understood by both parties:

1. The preliminary engineering, including preparation of detailed plans and contract estimate for the required water and sewer items will be accomplished by the OWNER or OWNER'S Consultant, the cost of which will be the responsibility of the OWNER. The plans shall provide for adjustment, relocation, or new installation of the OWNER'S facilities in accordance with the OWNER'S customary practices, standards, and details subject to conformance with the DEPARTMENT'S standard pay items and procedures for including such items in the project contract. In cases of discrepancy, the governing descending order will be as follows: (1) Special Provisions, (2) Project Plans (prepared by OWNER'S Consultant) including Special Plan Details, (3) Supplemental Specifications, (4) Standard Plans including DEPARTMENT'S Standard Construction Details, (5) Standard Specifications. The OWNER'S standard details should be labeled as "Special Plan Details" and included immediately in sequence behind the OWNER'S plans to avoid confusion with the DEPARTMENT'S Standard Plans and Standard Construction Details. The OWNER shall provide plans using the DEPARTMENT'S title block design and in Microstation file format, and, if requested, on Mylar sheets.
2. The plans and estimate shall be subject to approval by both the DEPARTMENT and OWNER prior to advertising for bids.

3. All work necessary for the adjustment or relocation of the described facilities in accordance with the final plans when approved shall be included in the highway contract and let to bid by the DEPARTMENT except as follows:

If necessary, the Owner will provide additional temporary and permanent easements, at its own expense, for any work outside of the acquisition limits shown on the project right of way plans, and shall certify possession in accordance with DEPARTMENT requirements prior to the Certification deadline for the project.

4. All construction engineering (layout, inspection) and contract supervision shall be the responsibility of the DEPARTMENT and the DEPARTMENT shall be responsible to assure that all utility work is accomplished in accordance with plans and specifications and to consult with the OWNER before authorizing any changes or deviations which might affect the OWNER'S facility. Engineering for plan revisions for the OWNER'S facilities shall be the responsibility of the OWNER and OWNER'S Consultant.
5. The OWNER and OWNER'S Consultant shall have the right to visit and inspect the work at any time and advise the DEPARTMENT'S Engineer of any observed discrepancies or potential problems. The cost of any OWNER or OWNER'S Consultant's visits or inspections will be the responsibility of the OWNER. The DEPARTMENT agrees to notify the OWNER when all utility work is complete and ready for final inspection and invite the OWNER to attend the final inspection or provide a corrections list to the DEPARTMENT prior to the final inspection.
6. After award of the highway contract, the OWNER will continue to maintain its facilities until adjustment or relocation begins on any segment of the facilities. Once adjustment or relocation begins on a segment of the facilities, the DEPARTMENT or its contractor will be responsible for the maintenance of the adjusted or relocated facilities until final acceptance is made for the work. Upon acceptance of the work and upon certification by the DEPARTMENT'S Engineer that the work has been completed in accordance with the plans and specifications, the OWNER will accept the adjusted or relocated facilities and will thereafter operate and maintain said facilities without further cost to the DEPARTMENT and its contractor.
7. The DEPARTMENT and OWNER agree that all matters will be governed by the DEPARTMENT'S Utility Accommodation Policy and Standards. It is contemplated by the DEPARTMENT and OWNER that a Contract Item Agreement will be executed by both parties that will supersede this memorandum. The cost for the water/sewer facilities shall be the responsibility of the OWNER and reimbursement to the DEPARTMENT shall be handled thru a Contract Item Agreement.

APPROVED FOR THE OWNER BY:

Donald E. Ellett

(Signature)

Chairman, JWSC

(Title)

7/9/2018

(Date)

APPROVED FOR THE DEPARTMENT BY:

Robert J. [Signature]

(Signature)

State Utilities Engineer

(Title)

8/3/18

(Date)

Contract Item Agreement to be required? Yes
Preliminary Engineering Agreement to be required? No

Account No. – Class: 733005-309

Department ID: 4848010000

Program No.: 4181401

STANDARD UTILITY AGREEMENT
CONTRACT ITEM AGREEMENT

Georgia Project No.: N/A, Glynn County

G.D.O.T. P.I. No.: M005770

THIS AGREEMENT, made this April 29, 2019, by and between the Department of Transportation, an agency of the State of Georgia, hereinafter called the DEPARTMENT, first party, and Brunswick-Glynn Joint Water & Sewer Commission, a political subdivision of the State of Georgia, hereinafter called the LOCAL AGENCY, second party;

WITNESS that:

WHEREAS, the DEPARTMENT proposes under the above numbered project to resurface SR 27 from Yellow Bluff Creek To SR 25 in Glynn County, Georgia; and

WHEREAS, due to the construction of this project, it will become necessary to make certain adjustments or additional installation of utility facilities of the LOCAL AGENCY, the cost of which shall be determined in accordance with Articles 8, 9, & 10 below; and

WHEREAS, the LOCAL AGENCY has requested that the DEPARTMENT include the adjustment or installation of water and sewer facilities in its highway construction contract as shown on the attached plans; and

WHEREAS, this Agreement being for the sole purpose of providing a contractor for work performed on the LOCAL AGENCY'S water and sewer facilities, the LOCAL AGENCY shall bear the cost of said work to be determined as hereinafter set forth;

WHEREAS, the preliminary engineering, including preparation of detailed plans and contract estimate for adjustment of the utilities described above have been accomplished by the LOCAL AGENCY;

WHEREAS, the plans for the utility work have been approved by both the DEPARTMENT and the LOCAL AGENCY prior to commencing work;

NOW THEREFORE, in consideration of the premises and the mutual covenants of the parties hereinafter set forth, it is agreed:

1. All construction engineering and contract supervision shall be the responsibility of the DEPARTMENT and the DEPARTMENT shall be responsible to assure that all utility work is accomplished in accordance with plans and specifications and to consult with the LOCAL AGENCY or LOCAL AGENCY'S Consultant before authorizing any changes or deviations which affect the LOCAL AGENCY'S facility.

STANDARD UTILITY AGREEMENT
CONTRACT ITEM AGREEMENT

2. The LOCAL AGENCY or the LOCAL AGENCY'S Consultant shall have the right to visit and inspect the work at any time and advise the DEPARTMENT'S Engineer of any observed discrepancies or potential problems. The DEPARTMENT agrees to notify the LOCAL AGENCY when all utility work is completed and ready for final inspection by the LOCAL AGENCY.

3. It is specifically understood that the project number shown above is for the DEPARTMENT'S identification purposes only and may be subject to change by the DEPARTMENT. In the event it becomes necessary for the DEPARTMENT to assign a different project number, the DEPARTMENT shall notify the LOCAL AGENCY of the new project designation. Such change in project designation shall have no effect whatsoever on any of the other terms of this Agreement.

4. The DEPARTMENT shall include in its contract for this project all work necessary to accomplish the adjustment of the LOCAL AGENCY'S facilities as shown on the highway plans along with the necessary specifications to assure that the work conforms to sound construction practices.

5. In the event it becomes necessary to add pay items that are not provided for in the contract, the DEPARTMENT shall negotiate prices with the contractor and enter into a supplemental agreement with the contractor for completion of the additional items. Upon notification, the LOCAL AGENCY shall furnish a check for the additional cost as determined in Article 8 below.

6. The DEPARTMENT shall furnish on the project the construction engineering inspection and testing by its own forces required to assure that the work is done in accordance with the plans, specifications and Special Provisions.

7. Upon completion of the work and upon certification by the DEPARTMENT'S engineers that the work has been completed in accordance with the aforesaid plans and specifications, the LOCAL AGENCY shall accept the adjusted and additional facilities and shall thereafter operate and maintain the adjusted and additional facilities without further cost to the DEPARTMENT or its contractor. Such maintenance and all operations and activities shall be subject to the DEPARTMENT'S rules, policies and procedures as contained in its Utility Accommodation Policy and Standards, current edition.

8. The DEPARTMENT shall include in its highway contract those items shown as "materials" for permanent installation on the aforesaid plans. The price bid for the appropriate items shall include all labor, materials and incidentals necessary to complete the work. The cost of the requested work shall be determined from unit quantities and unit prices as shown in the DEPARTMENT'S tabulation of bids. The approximate non-binding pre-let estimate, not including betterment, is **\$77,250.00** based on the LOCAL AGENCY'S estimate attached hereto of which the Department shall bear **\$0.00 or 0% and the LOCAL AGENCY shall bear \$77,250.00 or 100%.**

STANDARD UTILITY AGREEMENT
CONTRACT ITEM AGREEMENT

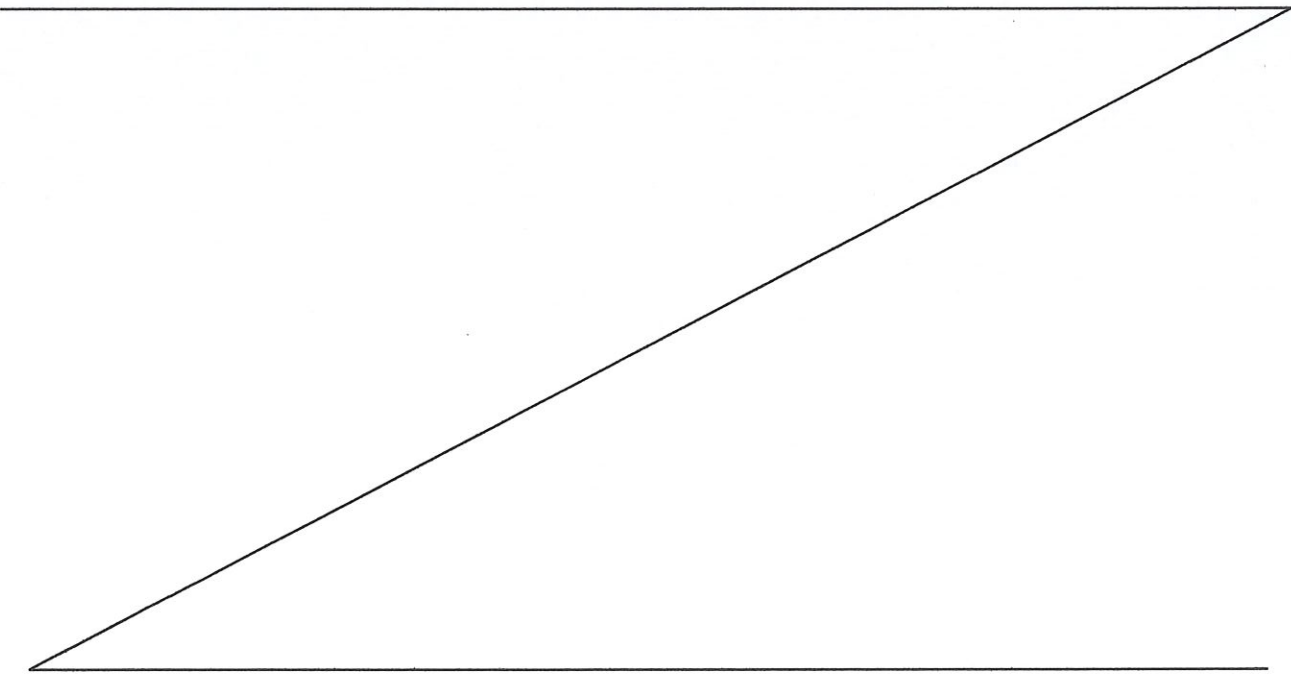
9. It is mutually agreed that as soon as practicable after the opening of bids and acceptance of a bid by the DEPARTMENT, the DEPARTMENT shall notify the LOCAL AGENCY in writing of the amount due the DEPARTMENT. The LOCAL AGENCY shall pay to the DEPARTMENT the amount due within sixty (60) days.

10. It is further mutually agreed that the final cost of the work performed on behalf of the LOCAL AGENCY shall be determined by measurement of the actual quantities of installed materials, including added items under Article 5, multiplied by the actual bid prices. Accordingly, after the project has been completed, the DEPARTMENT shall determine the final cost to be borne by the LOCAL AGENCY and, as the case may be, shall refund to the LOCAL AGENCY or shall request of the LOCAL AGENCY an additional payment in the amount of the difference between the final cost to be borne by the LOCAL AGENCY and the amount which the LOCAL AGENCY has previously paid to the DEPARTMENT. In the event additional payment is due to the DEPARTMENT, the LOCAL AGENCY agrees to pay same within sixty (60) days after the statement is received from the DEPARTMENT. In the event a refund is due the LOCAL AGENCY, the DEPARTMENT agrees to pay the LOCAL AGENCY within sixty (60) after the refund amount is determined or final acceptance is made by the DEPARTMENT.

11. The covenants herein contained shall, except as otherwise provided, accrue to the benefit of and be binding upon the successors and assigns of the parties hereto.

12. Pursuant to O.C.G.A. Sec. 50-5-85, LOCAL AGENCY hereby certifies that it is not currently engaged in, and agrees that for the duration of this contract, it will not engage in a boycott of Israel.

13. It is mutually agreed between the parties hereto that this document shall be deemed to have been executed in the Fulton County, Georgia, and that all questions of interpretation and construction shall be governed by the laws of the State of Georgia.



STANDARD UTILITY AGREEMENT
CONTRACT ITEM AGREEMENT

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in three counterparts, each to be considered as original by their authorized representative the day and date hereinabove written.

WITNESS AS TO SECOND PARTY:

BRUNSWICK-GLYNN JOINT
WATER AND SEWER COMMISSION

BY: *Christa J. Free*
WITNESS

BY: *Donald R. Elbert*
CHAIRMAN

BY: *Christa J. Free*
NOTARY PUBLIC (SEAL)

SWORN TO AND SUBSCRIBED
BEFORE ME THIS 23 DAY

CHRISTA J. FREE
NOTARY PUBLIC
GLYNN COUNTY
STATE OF GEORGIA
My Commission Expires May 29, 2021

OF October, 2018.
Christa J. Free

Notary Public

My commission expires:

Signed on behalf of Brunswick-Glynn Joint Water & Sewer Commission pursuant to resolution
dated October 23, 2018.

FEIN 74-3229050

BY: *Janice B. Meredith*
CLERK
(OFFICIAL SEAL)

RECOMMENDED:

ACCEPTED:

BY: *Peter M. ...*
STATE UTILITIES ADMINISTRATOR

DEPARTMENT OF TRANSPORTATION

BY: *Will R. ...*
COMMISSIONER

PROJECT NO.: N/A
COUNTY: Glynn
G.D.O.T. P.I. NO.: M005770
DATE: October 17, 2018, TYH

Signed, sealed and delivered this 29th
day of April, 2019.

(OFFICIAL SEAL OF THE DEPARTMENT)

I attest that the seal imprinted herein is the Official Seal of the DEPARTMENT.

BY: *Angela Whitburne*
TREASURER
OFFICIAL CUSTODIAN OF THE SEAL



STANDARD UTILITY AGREEMENT
CONTRACT ITEM AGREEMENT

RESOLUTION

STATE OF GEORGIA

BRUNSWICK-GLYNN JOINT WATER & SEWER COMMISSION

BE IT RESOLVED by the Chairman and Board of Commissioners of BRUNSWICK-GLYNN JOINT WATER & SEWER COMMISSION, and it is hereby resolved, that the foregoing attached Agreement, relative to project N/A, GLYNN, P.I. No. M005770 to resurface SR 27 from Yellow Bluff Creek to SR 25 in Glynn County and that Mr. DON ELLIOT as Chairman of the Board and Janice B. Meridith, as Clerk, be and they are, thereby authorized and directed to execute the same for and in behalf of said by the CHAIRMAN and BOARD OF COMMISSIONERS of BRUNSWICK-GLYNN JOINT WATER & SEWER COMMISSION.

Passed and adopted, this the 23rd day of October, 2018.

ATTEST:

Janice B. Meridith
COMMISSION CLERK

BY: Donald M. Elliot
CHAIRMAN

STATE OF GEORGIA,

BRUNSWICK-GLYNN JOINT WATER & SEWER COMMISSION

I Janice B. Meridith, as Clerk, do hereby certify that I am custodian of the books and records of the same, and that the above and foregoing copy of the original is now on file in my office, and was passed by the Chairman and Board of Commissioners of BRUNSWICK-GLYNN JOINT WATER & SEWER COMMISSION. WITNESS my hand and official signature, this the 23rd day of October,

2018.

BY: Janice B. Meridith
CLERK



GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contractor's Name:	BRUNSWICK-GLYNN JOINT WATER & SEWER COMMISSION
Solicitation/Contract No. / Call No. or Project Description:	N/A, M005770, GLYNN COUNTY RESURFACE SR 27 FROM YELLOW BLUFF CREEK TO SR 25

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of the Georgia Department of Transportation has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

135433
Federal Work Authorization User Identification Number
(EEV/E-Verify Company Identification Number)

July 10, 2008
Date of Authorization

Brunswick - Glynn Joint
Water + Sewer Commission
Name of Contractor

I hereby declare under penalty of perjury that the foregoing is true and correct

Jimmy Junkin
Printed Name (of Authorized Officer or Agent of Contractor)

Executive Director
Title (of Authorized Officer or Agent of Contractor)

Jimmy Junkin
Signature (of Authorized Officer or Agent)

October 23, 2018
Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

23 DAY OF October, 2018

Jessie B. Meidith
Notary Public
My Commission Expires Sept. 5, 2020

[NOTARY SEAL]



My Commission Expires: _____

Tabulation of Bids

Contract ID: B1CBA1900886-0

Counties: Glynn

Letting Date: March 22, 2019

District(s): District 5 - Jesup, Area Office 3 - Brunswick

Call Order: 016

Project(s): M005770

Contract Time:

Contract Description: 6.893 MILES OF MILLING, INLAY, PLANT MIX RESURFACING AND SHOULDER REHABILITATION ON SR 27 BEGINNING SOUTH OF YELLOW BLUFF CREEK BRIDGE AND EXTENDING TO US 17/SR 25.
(E)

Line No / Item ID				(1) PLANT IMPROVEMENT CO., INC.		(2) EAST COAST ASPHALT, LLC			
Item Description				Unit Price	Ext Amount	Unit Price	Ext Amount	Unit Price	Ext Amount
Alt Set / Alt Member	Quantity and Units								
SECTION: 0001	ROADWAY			Cat Alt Set:		Cat Alt Member:		LCC:	
0060	441-6022	40.000		32.49000	1,299.60	50.00000	2,000.00		
	CONC CURB & GUTTER, 6 IN X 30 IN, TP 2		LF						
0065	441-7014	56.000		1,218.27000	68,223.12	1,900.00000	106,400.00		
	CURB CUT WHEELCHAIR RAMP, TYPE D		EA						
0070	453-1000	50.000		1,098.59000	54,929.50	625.00000	31,250.00		
	PORTLAND CEMENT CONCRETE WHITETOPPING		CY						
0075	611-8050	47.000		1,218.27000	57,258.69	50.00000	2,350.00		
	ADJUST MANHOLE TO GRADE		EA						
0080	611-8140	55.000		812.18000	44,669.90	50.00000	2,750.00		
	ADJUST WATER VALVE BOX TO GRADE		EA						

P.I. M005770 Glynn County - Brunswick-Glynn County Joint Water and Sewer Commission - Water & Sewer

Pay Item and Description	Additional Description	Unit	In-Kind Items			Betterment Items			In-Kind / Betterment Total Qty	Actual Bid Costs				
			Orig Plan Total Qty	Orig Est Price	Unit Orig Est Cost	Orig Plan Total Qty	Orig Est Cost	Actual Bid Total Qty		Actual Bid Unit Price	Actual Total Bid Cost	Actual In-Kind Bid Cost	Actual Betterment Bid Cost	
611-8050 ADJUST MANHOLE TO GRADE(611-8050)		EA	47	\$ 1,000.00	\$ 47,000.00		\$ -	47		\$ 1,218.27	\$ -	\$ 57,258.69	\$ -	
611-8140 ADJUST WATER VALVE BOX TO		EA	55	\$ 550.00	\$ 30,250.00		\$ -	55		\$ 812.18	\$ -	\$ 44,669.90	\$ -	
					\$ -		\$ -	0			\$ -	\$ -	\$ -	
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	GDOT SHARE 0.00%				TOTAL EST In-Kind \$ 77,250.00		TOTAL Betterment EST \$ -				TOTAL Actual Bid Cost \$ -	TOTAL Actual In-Kind Bid Cost \$ 101,928.59	TOTAL Actual Betterment Bid Cost \$ -	
	UTILITY OWNER SHARE 100.00%				NON-REIMBURSIBLE / FACILITY OWNER SHARE \$ 77,250.00		TOTAL ESTIMATE IN-KIND & BETTERMENT \$ 77,250.00				TOTAL BID COST NON-REIMBURSIBLE / FACILITY OWNER SHARE \$ -	TOTAL BID COST IN-KIND & BETTERMENT \$ 101,928.59		
					REIMBURSIBLE / GDOT SHARE \$ -		TOTAL ESTIMATE IN-KIND (NON-REIMBURSABLE) FACILITY OWNER SHARE & BETTERMENT \$ 77,250.00				TOTAL BID COST / REIMBURSIBLE/ GDOT SHARE \$ -	TOTAL BID COST IN-KIND (NON-REIMBURSABLE) FACILITY OWNER SHARE & BETTERMENT \$ -		
NOTE:									NOTES:					



Brunswick-Glynn County Joint Water and Sewer Commission

Memo

To: Brunswick-Glynn County Joint Water and Sewer Commission
From: Andrew Burroughs, Interim Executive Director
Date: June 20, 2019
Re: **APPROVAL** – Mainland Smoke Testing Project Budget Approval

Background

Smoke testing is a simple and fast method of testing the sewer system. The testing is also a cost effective way to find areas of the sewer system that need improvement. Smoke testing can help locate improper connections to the systems and areas where unwanted water is entering the system.

Dye testing involves adding a non-toxic dye to stormwater drains located on private property. The dye mixes with fluid carried by the drains, giving it a visible color that can easily be traced. The flow of the fluid through the sewer system is then monitored by inspecting sanitary manholes located downstream of the testing start point.

Staff Report

Currently, JWSC is in the final stages of a Smoke and Dye Testing project for the SSI district. Initial findings have identified many potential points of inflow and infiltration within that service district. A final report is due in the next (30) days and will provide valuable information for more efficient management of assets. Corrective actions plans will be developed to communicate and address those repair needs.

At this time, staff would like to conduct the same type of Smoke and Dye Testing project for the Brunswick and North Mainland service districts. This project would cover a larger area than the SSI test and would include approximately 556,887 linear feet of sanitary sewer gravity pipeline. These basins were selected by looking at wet weather run time data compared to dry weather to determine stations with likely infiltration and inflow issues.

Staff has identified the following priority basins for the proposed project:

- Smoke testing in the following meter basins: 4001, 4002, 4003, 4006, 4007, 4009, 4012, 4013, 4015, 4017, 4021, 4023, 4024, 4027, 4028, 4029, 4035, 4036, 4038, 4039, 4043, 4043, 4044, 4048, 4056
- Dye Water testing estimated of (35) dye traces and (35) dye floods.

A probable cost estimate and map for each service district are included for your reference.

MAINLAND SMOKE & DYE TESTING - PROBABLE COST ESTIMATE

Item No.	Item Description	Est. Qty.	Unit	Unit Price	Total Price
1	Mobilization, Traffic, & PR Notifications	1	LS	\$ 25,000.00	\$ 25,000
2	Smoke Testing	556,887	LF	\$ 0.35	\$ 194,911
3	Dye Water Tracing	35	Each	\$ 550.00	\$ 19,250
4	Dye Water Flooding	35	Each	\$ 900.00	\$ 31,500
5	Report	1	LS	\$ 25,000.00	\$ 25,000
6	Contingency			10%	\$ 29,567

Total Project Estimate \$ 325,228

Recommended Action

Staff recommends that a project be approved to perform Smoke and Dye Testing in the Brunswick and North Mainland service districts. The estimated budget for this project will be \$325,000.00. Staff recommends that this funding come from the R&R Reserve.

Recommended Motion

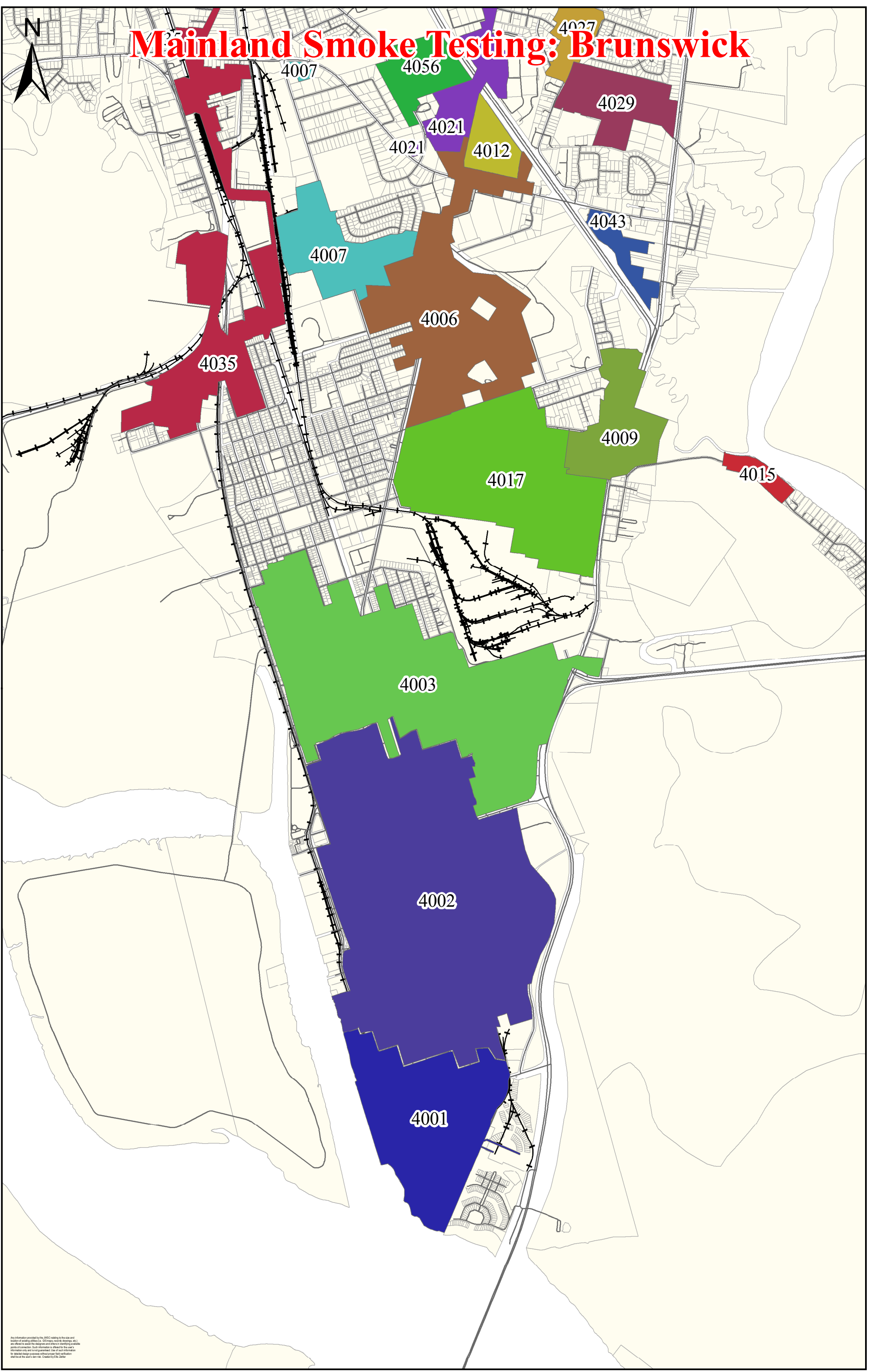
"I make a motion that the Brunswick-Glynn County Joint Water and Sewer Commission approve project funding in the amount of \$325,000.00 for the Mainland Smoke Testing project."

Enclosures:

Proposed Map for Smoke & Dye Testing Project – Brunswick District

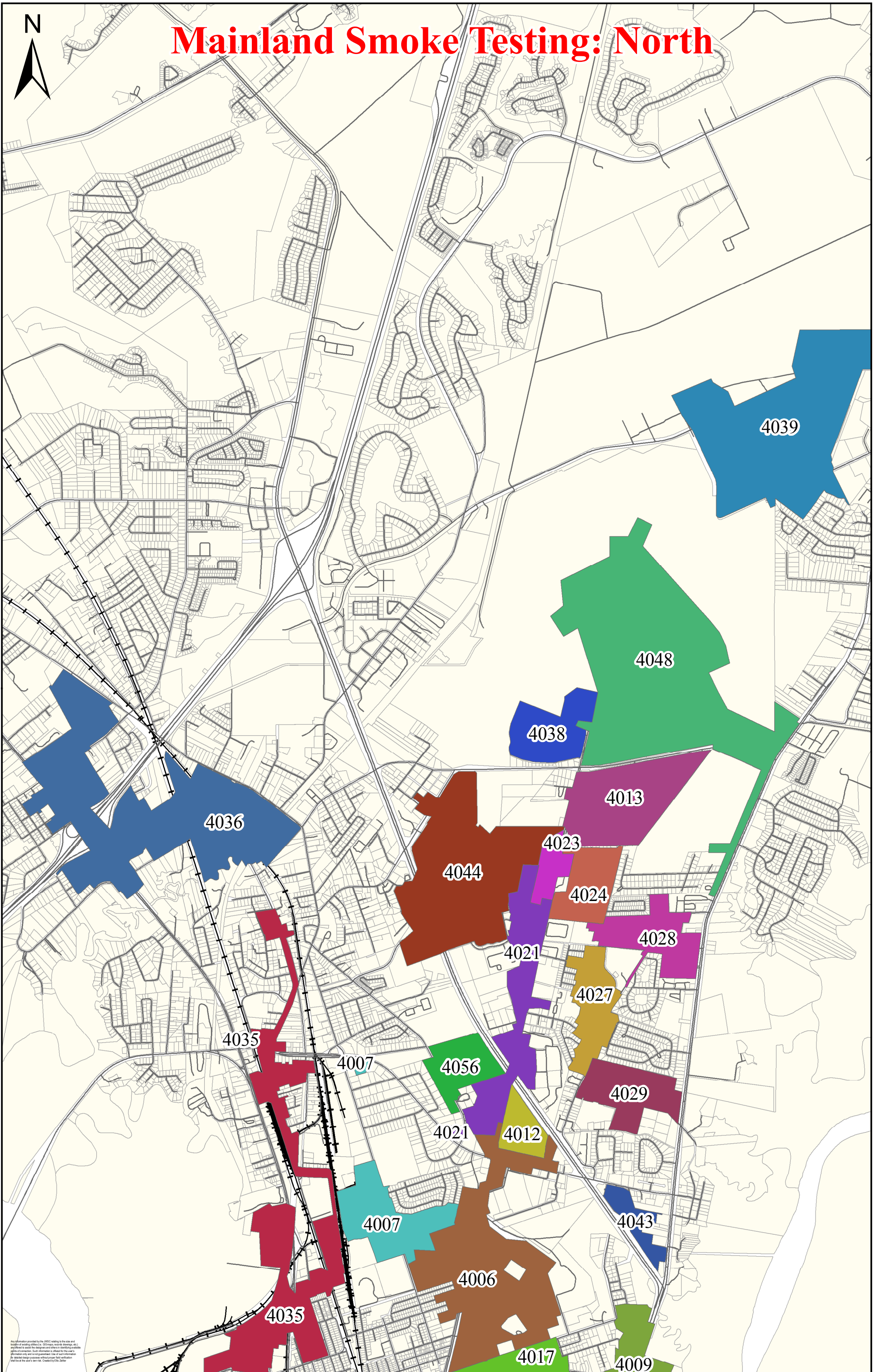
Proposed Map for Smoke & Dye Testing Project – North Mainland District

Mainland Smoke Testing: Brunswick



Any information provided by the JSDC relating to the size and location of testing effort is for 2020 testing purposes only and is intended to assist the designers and others in identifying available areas of coverage. This information is for general information only and does not constitute a guarantee. Use of such information for detailed design purposes without proper field verification shall be at the user's own risk. Created by CH2M Hill

Mainland Smoke Testing: North



Any information provided by the JSDC relating to the size and location of testing areas is for information only and is not intended to be used for any other purpose. The JSDC is not responsible for any loss or damage caused by the use of this information. For detailed maps and further information, please contact the JSDC. Created by GIS 2018



Brunswick-Glynn County Joint Water and Sewer Commission

Memo

To: JWSC Commission Members
From: Andrew Burroughs, Interim Executive Director
Date: June 20, 2019
Re: **APPROVAL** – Contract Award – ITB No. 19-017
 2016 SPLOST North Mainland Phase II and III Improvements – Division 1 CIPP Sewer

Background

As part of the design for the 2016 SPLOST-funded North Mainland Phase II and III Sewer Improvement project, CCTV inspection of sewer pipeline and manhole structures within the affected basins was conducted. The design engineering firm for this project, Thomas and Hutton Engineering, Inc., and the JWSC staff reviewed the footage of CCTV inspection provided and worked to develop specifications to include the repair of gravity sewer mains located from B and W Grade Road to the Academy Creek Water Pollution Control Facility. The proposed construction included the following:

- Repair by Cured-In-Place (CIPP) of:
 - Approximately 7,800 linear feet of 30-inch diameter RCP pipe
 - Approximately 425 linear fee of 42-inch diameter RCP pipe
- Repair of approximately 70 manholes

Staff Report

The JWSC issued an Invitation to Bid on Monday, May 13, 2019 for the repair of gravity sewer mains located from B and W Grade Road to the Academy Creek Treatment Plant. A non-mandatory, pre-bid meeting was held on Tuesday, June 4th with attendance from (13) individuals representing (8) different firms as potential prime contractors, sub-contractors or suppliers for the proposed project.

Bids were received on Tuesday, June 18th from the following firms for consideration:

Bid Provided By	Bid Price
IPR Southeast, LLC	\$ 2,550,519.00
Lanzo Trenchless Technologies South	\$ 3,319,254.00
Bio-Nomic Services Inc.	\$ 3,346,572.82
SAK Construction LLC	\$ 3,897,372.00
Gulf Coast Underground	\$ 6,674,759.37

Recommended Action

Staff has reviewed the bid submissions and recommends award of the contract to the apparent low bidder IPR Southeast, LLC, in the amount of \$2,550,519.00.

Recommended Motion

"I make a motion that the JWSC approve the award of a contract to IPR Southeast, LLC in the amount of \$2,550,519.00 for CIPP sewer main gravity and manhole repairs as part of the 2016 SPLOST North Mainland Project."

Enclosure:

Combined Bid Tab – IFB No. 19-017



IFB NO. 19-017
NORTH MAINLAND PHASE II AND III IMPROVEMENTS - DIVISION I CIPP
BID TABULATION
JUNE 18, 2019

Table with 4 columns: Item, Description, Quantities, Units. Rows include Cleaning and TV Inspection, Re-Establish Service Connection, Bypass Pumping, Traffic Control, and Standard Point Repair.

Sub-Total: SANITARY SEWER REHABILITATION

SANITARY SEWER MANHOLE REHABILITATION

Table with 4 columns: Item, Description, Quantities, Units. Rows include Remove and Replace Existing MH #40350440, Proposed 8' I.D. Saddle MH #40350431, and various Rehabilitate MH #40350430 through #40350061.

Table with 4 columns: Unit Price, Total, Unit Price, Total. Rows show pricing for IPR Southeast, LLC and Lanzo Trenchless Technologies Inc for items like LUMP SUM.

Sub-Total: SANITARY SEWER REHABILITATION

SANITARY SEWER MANHOLE REHABILITATION

Table with 4 columns: Unit Price, Total, Unit Price, Total. Rows show pricing for IPR Southeast, LLC and Lanzo Trenchless Technologies Inc for items like LUMP SUM.

Table with 2 columns: Unit Price, Total. Rows show pricing for Bio-Nomic Services, Inc for items like LUMP SUM.

Sub-Total: SANITARY SEWER REHABILITATION

SANITARY SEWER MANHOLE REHABILITATION

Table with 2 columns: Unit Price, Total. Rows show pricing for Bio-Nomic Services, Inc for items like LUMP SUM.

Table with 2 columns: Unit Price, Total. Rows show pricing for SAK Construction, LLC for items like LUMP SUM.

Sub-Total: SANITARY SEWER REHABILITATION

SANITARY SEWER MANHOLE REHABILITATION

Table with 2 columns: Unit Price, Total. Rows show pricing for SAK Construction, LLC for items like LUMP SUM.

Table with 2 columns: Unit Price, Total. Rows show pricing for Gulf Coast Underground, LLC for items like LUMP SUM.

Sub-Total: SANITARY SEWER REHABILITATION

SANITARY SEWER MANHOLE REHABILITATION

Table with 2 columns: Unit Price, Total. Rows show pricing for Gulf Coast Underground, LLC for items like LUMP SUM.

Item	Description	Quantities	Units
65	Rehabilitate MH #4WTP0290 - Clean and Coat Existing Manhole	1	LS
66	Rehabilitate MH #4WTP0280 - Clean and Coat Existing Manhole	1	LS
67	Clean MH #4WTP0270	1	LS
68	Rehabilitate MH #4WTP0260 - Clean and Coat Existing Manhole. Re-Build Benches	1	LS
69	Rehabilitate MH #4WTP0250 - Clean and Coat Existing Manhole. Re-Build Benches	1	LS
70	Rehabilitate MH #4WTP0240 - Clean and Coat Existing Manhole	1	LS
71	Rehabilitate MH #4WTP0230 - Clean and Coat Existing Manhole	1	LS
72	Rehabilitate MH #4WTP0220 - Clean and Coat Existing Manhole	1	LS
73	Rehabilitate MH #4WTP0210 - Clean and Coat Existing Manhole	1	LS
74	Rehabilitate MH #4WTP0200 - Clean and Coat Existing Manhole	1	LS
75	Rehabilitate MH #4WTP0190 - Clean and Coat Existing Manhole	1	LS
76	Clean MH #4WTP0180	1	LS
77	Clean MH #4WTP0170	1	LS
78	Rehabilitate MH #4WTP0160 - Clean and Coat Existing Manhole	1	LS
79	Rehabilitate MH #4WTP0150 - Clean and Coat Existing Manhole	1	LS
80	Rehabilitate MH #4WTP0140 - Clean and Coat Existing Manhole	1	LS
81	Rehabilitate MH #4WTP0130 - Clean and Coat Existing Manhole	1	LS
82	Rehabilitate MH #4WTP0120 - Clean and Coat Existing Manhole	1	LS
83	Rehabilitate MH #4WTP0110 - Clean and Coat Existing Manhole	1	LS
84	Rehabilitate MH #4WTP0100 - Clean and Coat Existing Manhole	1	LS
85	Rehabilitate MH #4WTP0090 - Clean and Coat Existing Manhole	1	LS
86	Rehabilitate MH #4WTP0020 - Clean and Coat Existing Manhole	1	LS
87	Stone Backfill	50	CY
88	Sand Backfill	50	CY
Sub-Total: SANITARY SEWER MANHOLE REHABILITATION			
Sub-Total: SANITARY SEWER REHABILITATION			
Sub-Total: SANITARY SEWER MANHOLE REHABILITATION			
TOTAL BID			
ALTERNATE BID ITEMS			
Item	Description	Quantity	Units
1	Composite Manhole Frame and Cover (H2O Load Rated)	64	EA
TOTAL ALTERNATE BID			
TOTAL BID FOR ALL ESTIMATED PRICES			

Unit Price	Total	Unit Price	Total	
LUMP SUM	\$2,300.00	LUMP SUM	\$7,249.00	
LUMP SUM	\$2,600.00	LUMP SUM	\$8,602.00	
LUMP SUM	\$340.00	LUMP SUM	\$338.00	
LUMP SUM	\$3,720.00	LUMP SUM	\$11,871.00	
LUMP SUM	\$3,400.00	LUMP SUM	\$11,871.00	
LUMP SUM	\$3,300.00	LUMP SUM	\$11,871.00	
LUMP SUM	\$3,700.00	LUMP SUM	\$14,667.00	
LUMP SUM	\$4,000.00	LUMP SUM	\$15,794.00	
LUMP SUM	\$4,100.00	LUMP SUM	\$15,707.00	
LUMP SUM	\$3,600.00	LUMP SUM	\$15,707.00	
LUMP SUM	\$3,300.00	LUMP SUM	\$15,707.00	
LUMP SUM	\$340.00	LUMP SUM	\$338.00	
LUMP SUM	\$340.00	LUMP SUM	\$338.00	
LUMP SUM	\$2,400.00	LUMP SUM	\$16,642.00	
LUMP SUM	\$2,000.00	LUMP SUM	\$16,642.00	
LUMP SUM	\$1,900.00	LUMP SUM	\$11,553.00	
LUMP SUM	\$1,900.00	LUMP SUM	\$13,945.00	
LUMP SUM	\$1,900.00	LUMP SUM	\$11,914.00	
LUMP SUM	\$1,900.00	LUMP SUM	\$12,887.00	
LUMP SUM	\$1,900.00	LUMP SUM	\$15,258.00	
LUMP SUM	\$1,900.00	LUMP SUM	\$15,258.00	
LUMP SUM	\$1,900.00	LUMP SUM	\$16,161.00	
	\$100.00	\$96.00	\$4,800.00	
	\$81.00	\$4,050.00	\$79.00	\$3,950.00
\$601,430.00		\$1,200,719.00		
\$1,895,969.00		\$2,065,735.00		
\$601,430.00		\$1,200,719.00		
\$2,497,399.00		\$3,266,454.00		
\$53,120.00		\$52,800.00		
\$2,550,519.00		\$3,319,254.00		

Unit Price	Total	
LUMP SUM	\$6,425.00	
LUMP SUM	\$7,624.00	
LUMP SUM	\$300.00	
LUMP SUM	\$10,522.00	
LUMP SUM	\$10,522.00	
LUMP SUM	\$10,522.00	
LUMP SUM	\$13,000.00	
LUMP SUM	\$13,999.00	
LUMP SUM	\$13,922.00	
LUMP SUM	\$13,922.00	
LUMP SUM	\$13,922.00	
LUMP SUM	\$13,922.00	
LUMP SUM	\$300.00	
LUMP SUM	\$300.00	
LUMP SUM	\$14,750.00	
LUMP SUM	\$14,750.00	
LUMP SUM	\$10,240.00	
LUMP SUM	\$12,360.00	
LUMP SUM	\$10,560.00	
LUMP SUM	\$11,422.00	
LUMP SUM	\$13,524.00	
LUMP SUM	\$13,524.00	
LUMP SUM	\$14,324.00	
	\$71.50	\$3,575.00
	\$44.00	\$2,200.00
\$1,008,511.00		
\$2,274,061.82		
\$1,008,511.00		
\$3,282,572.82		
\$64,000.00		
\$3,346,572.82		

Unit Price	Total	
LUMP SUM	\$1,450.00	
LUMP SUM	\$1,650.00	
LUMP SUM	\$400.00	
LUMP SUM	\$2,350.00	
LUMP SUM	\$2,250.00	
LUMP SUM	\$2,550.00	
LUMP SUM	\$2,800.00	
LUMP SUM	\$3,050.00	
LUMP SUM	\$3,150.00	
LUMP SUM	\$2,950.00	
LUMP SUM	\$2,950.00	
LUMP SUM	\$400.00	
LUMP SUM	\$400.00	
LUMP SUM	\$2,950.00	
LUMP SUM	\$2,800.00	
LUMP SUM	\$2,050.00	
LUMP SUM	\$2,300.00	
LUMP SUM	\$2,250.00	
LUMP SUM	\$2,300.00	
LUMP SUM	\$2,900.00	
LUMP SUM	\$2,850.00	
LUMP SUM	\$3,050.00	
	\$90.00	\$4,500.00
	\$74.00	\$3,700.00
\$570,250.00		
\$3,135,122.00		
\$570,250.00		
\$3,705,372.00		
\$192,000.00		
\$3,897,372.00		

Unit Price	Total	
LUMP SUM	\$8,031.25	
LUMP SUM	\$9,530.00	
LUMP SUM	\$375.00	
LUMP SUM	\$13,152.50	
LUMP SUM	\$13,152.50	
LUMP SUM	\$13,152.50	
LUMP SUM	\$16,250.00	
LUMP SUM	\$17,498.75	
LUMP SUM	\$17,402.50	
LUMP SUM	\$17,402.50	
LUMP SUM	\$17,402.50	
LUMP SUM	\$375.00	
LUMP SUM	\$375.00	
LUMP SUM	\$18,437.50	
LUMP SUM	\$18,437.50	
LUMP SUM	\$12,800.00	
LUMP SUM	\$15,450.00	
LUMP SUM	\$13,200.00	
LUMP SUM	\$14,277.50	
LUMP SUM	\$16,905.00	
LUMP SUM	\$16,905.00	
LUMP SUM	\$17,905.00	
	\$101.19	\$5,059.50
	\$47.69	\$2,384.50
\$1,147,553.51		
\$5,461,605.86		
\$1,147,553.51		
\$6,609,159.37		
\$65,600.00		
\$6,674,759.37		

June 18, 2019

Mr. Andrew Burroughs
Brunswick–Glynn Joint Water & Sewer Commission
1703 Gloucester St.
Brunswick, GA 31520

Re: BGCJWSC
Bid No. 19-017 – 2016 SPLOST
North Mainland Phase II and III Improvements
Division I — CIPP Sewer for the BGJWSC
Recommendation of Award

Dear Mr. Burroughs:

This letter serves as our recommendation of award of a construction contract for the referenced project.

After legal advertisement on the Commission's website and State Procurement page, sealed bids were received at JWSC offices until 12:00 p.m., Tuesday, June 18, 2019 and were then publicly opened and read aloud.


Five bids were received. The Commission staff reviewed the bids, checked the line item prices for any errors, and have prepared a bid abstract for the project. The apparent low bidder was Inland Pipe Rehabilitation/Southeast with a base bid of \$2,550,519.00.

We are familiar with IPR. They have a history of successfully completing projects of this scale and complexity. We have checked the [State of Georgia – Suspended and Debarred Suppliers](#) list on the Georgia Department of Administrative Services website to determine the debarment status of the company and the low bidder is not on the list. We therefore recommend award of a construction contract to Inland Pipe Rehabilitation/Southeast as the lowest responsive, responsible bidder.

Should you have any questions, please do not hesitate to call.

Sincerely,

THOMAS & HUTTON



A. Christopher Stovall, P.E.

ACS/ks



Brunswick-Glynn County Joint Water and Sewer Commission

Memo

To: Brunswick-Glynn County Joint Water and Sewer Commission
From: Andrew Burroughs, Interim Executive Director
Date: June 20, 2019
Re: APPROVAL – Sludge Hauling Truck Purchase

Background

JWSC released a Request for Proposals for the Purchase of one (1) Sludge Roll-Off Truck on May 3, 2019. Staff has determined it is in the best financial interest of the organization to cease the outsourcing of sludge haul via the current provider. On June 4, 2019, JWSC received seven (7) proposals from the following bidders:

<u>Bid Provided By</u>	<u>Base Price</u>	<u>Max Lead Time</u>	<u>Total Cost</u>
Rush Truck Center	\$164,664	21	\$171,174
Buckner Truck Sales	\$173,317	14	\$177,657
Wastebuilt (Freightliner)	\$159,950	60	\$178,550
Vanguard	\$166,908	90	\$194,808
Carolina Environmental Systems, Inc.	\$167,739	90	\$195,639
Wastebuilt (Peterbuilt)	\$166,743	220	\$234,943
Freightliner of Savannah	\$147,360	344	\$254,000

In the above table, the max lead time was calculated from the date of the Commission meeting on 06/20/2019. The total cost is the base price plus the added sludge cost for continued third party hauling during the truck lead time calculated at \$310/day.

Recommended Action

Based on the information above regarding lead/delivery times and the extended pricing of continuing with the current sludge roll-off provider, BGJWSC staff recommends making the award for the purchase of one (1) Sludge Roll-Off Truck to Rush Truck Center in the amount of \$164,664.

Recommended Motion

"I make a motion that the Brunswick Glynn County Joint Water & Sewer Commission award the purchase of one (1) Sludge Roll-Off Truck to Rush Truck Center in the amount of \$164,664."



Brunswick-Glynn County Joint Water and Sewer Commission

1703 Gloucester St., Brunswick, Georgia, 31520

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

www.bgjwsc.org

To: JWSC Commissioners

From: John D. Donaghy, Director of Finance

Cc: Andrew Burroughs, Interim Executive Director

Date: June 20, 2019

Re: Adoption of Revised Financial Policy

Background:

The JWSC adopted a Financial Policy on September 19, 2007.

In preparation for a new bond issue and review by credit rating agencies the JWSC Commissioners, staff and Davenport & Company (Financial Advisors) identified several suggested revisions and additions to the policy.

The Finance Committee of the JWSC also identified several revisions and additions to the policy.

A copy of the Financial Policy is attached as well as the policy adopted in 2017 identifying the changes made.

Recommendation:

At the Finance Committee Meeting held on June 19, 2019 the committee recommended to accept the Financial Policy as revised and recommended it be forwarded to the full Commission for approval.

Staff recommends the Finance Committee accept the Financial Policy as revised and to recommend its approval by the JWSC Commission.

Motion:

“I move that the Brunswick Glynn County Joint Water and Sewer Commission accept the Financial Policy as revised.”

Financial Policies

Brunswick-Glynn County Joint Water and Sewer Commission

Purpose and Objective

The Brunswick-Glynn County Joint Water and Sewer Commission (the JWSC) has a responsibility to carefully account for funds, to manage finances wisely, and to plan for the provision of public water and sewer services. Sound financial policies are necessary to carry out these objectives responsibly and efficiently.

The JWSC financial policies set forth below are the basic framework for its overall financial management. These policies incorporate long-standing principles and traditions that have served well in maintaining a sound and stable financial condition.

The broad purpose of the following financial policies is to enable the JWSC to achieve and maintain a long-term positive financial condition. The key values of the financial management include fiscal integrity, prudence, planning, accountability, honesty, and openness. Specifically, the purpose is to provide guidelines for planning, directing, and maintaining day-to-day financial affairs.

1. Operating Budget

A. Purpose

Budgeting is an essential element of the financial planning, control, and evaluation process of the JWSC. The “operating budget” is the annual financial operating plan. The annual operating budget is funded primarily through usage fees and other charges to JWSC customers and other miscellaneous revenues. It also includes expenditures, debt service and capital requirements for the operation of the unified system. It also includes funding of the Operating, Repair and Replacement and Capital Reserves of the JWSC. The budget encompasses a fiscal year that begins on July 1 and ends on June 30. The budget is prepared and submitted to the City of Brunswick and to Glynn County for comment on or before May 1 of each year.

B. Adoption

Prior to the first day of the fiscal year the budget shall be adopted by the approval of a budget resolution that specifies the anticipated revenues by appropriate categories, the proposed expenditure totals for each department and non-departmental expenses. Amendments to the budget must be approved by resolution. The current year’s budget may be adjusted to reflect changes in local economy, changes in priorities or services needs, receipt of unbudgeted revenues and for unanticipated expenditures.

C. Balanced Budget

The operating budget will be balanced with anticipated revenues equal to the total of proposed expenditures, reserving requirements and debt coverage ratios.

D. Planning

The JWSC will utilize a decentralized budget process. All departments will be given an opportunity to participate in the budget process and submit funding requests to the Director.

E. Reporting

Periodic financial reports will be prepared and distributed to the Director and Department Heads. These reports allow Department Heads to manage their budgets and enable the Director to monitor and control the budget. Summary financial and budgetary reports will be presented by the Director to the JWSC on a regular basis.

Regular monthly reports will consist of:

- Statement of Net Position (Balance Sheet)
- Statement of Revenues and Expenses (detailed and in summary forms)
- Summary of Construction Project Costs and Reserve Balances
- Summary of Investment Accounts
- Other ad-hoc reports as requested by the Commission

F. Control and Accountability

Each Department Head is responsible for ensuring that his/her department expenditures do not exceed budgeted funds. Departments cannot exceed budgeted amounts. Failure to achieve budgetary control will be evaluated and investigated by the Director.

G. Performance Measures

The JWSC integrates performance measures and objectives into the budget document and provides a system to monitor performance in meeting these objectives.

H. Budget Transfers

Each Department Head has the authority to recommend budget transfers to the Director. Funds within budget line items code groups can be transferred upon the recommendation of the Department Head and with approval of the Director. The Director is authorized to transfer ten percent (10%) but not more than five thousand dollars (\$5,000) between code groups.

2. Capital Budget Policies and Capital Improvement Plan

1. **Scope**

A five-year Capital Improvement Plan (CIP) plan is updated annually. A CIP assists in the planning, acquisition, and financing of major capital projects. A major capital project is generally defined as a non-recurring capital expenditure that has an expected useful life of more than 10 years and an estimated total cost of \$25,000 or more.

Major capital projects are budgeted to reflect all available resources. Departments Heads and the Director will prepare the capital budget annually. The JWSC capital budget will be integrated with, and adopted with, the operating budget.

B. Control

All capital expenditures must be approved as part of the budget. Before committing to a capital improvement project, the Director or his/her designee must verify fund availability.

C. Program Planning

The capital budget provides annual funding for long-term capital projects identified in the Capital Improvement Plan (CIP). Other capital outlay is generally defined as an individual item costing in excess of \$5,000 but less than \$25,000, with a life expectancy of more than one year but less than 10 years.

During the annual budget process, each department submits its budget request for capital needs. Upon review of the requests, major capital projects and other capital outlays are placed in the Capital Improvement Plan and are assessed and prioritized based on the JWSC's objectives and goals.

D. Timing

At the beginning of the fiscal year, the Director or his/her designee will work with Department Heads to schedule the appropriate timing of capital purchases to ensure the availability of funds.

E. Reporting

Periodic financial reports will be provided to enable the Director to monitor and control the capital budget and to enable the Department Heads to manage their capital budgets. Summary reports will be presented by the Director to the JWSC on a regular basis. The Director of Finance will prepare a schedule of reports and their due dates annually.

3. **Debt**

2. **Policy Statement**

The JWSC recognizes that to maintain flexibility in responding to changing service priorities, revenue inflows, and cost structures, a debt management strategy is required. The JWSC strives to balance service demands and the amount of debt incurred. The JWSC realizes that failure to meet the demands of growth may inhibit its continued economic viability, but also realizes that too much debt may have detrimental effects.

The goal of the JWSC debt policy is to maintain a sound fiscal position and to protect the credit rating of the JWSC. When the JWSC utilizes debt financing, it will ensure the debt is financed soundly and conservatively.

B. Conditions for Using Debt

Debt financing of capital improvements and equipment will be done only when one or more of the following four conditions exist:

1. When non-continuous projects (those not requiring continuous annual budgeting) are desired;
2. When it can be determined that future users will receive a benefit from the improvement;
3. When it is necessary to provide basic services to system users;
4. When total debt does not constitute an unreasonable burden to rate payers of the system.

C. Sound Financing of Debt

When the JWSC utilizes debt financing, it will ensure that the debt is soundly financed by:

1. Taking a prudent and cautious stance toward debt, incurring debt only when necessary;
2. Conservatively projecting the revenue sources that will be used to pay the debt;
3. Insuring that the term of any long-term debt incurred by the JWSC shall not exceed the expected useful life of the asset for which the debt is incurred;
4. Determining that the benefits of the improvement warrant the costs, including interest costs;
5. Analyzing the impact of debt service on user charges before long-term debt is issued.

D. Debt Service Coverage

When the JWSC utilizes debt financing, it will ensure that the existing debt is in compliance with all covenants as defined in the Bond Resolution(s). The JWSC will strive to maintain a debt service coverage ratio above the legal covenants as outlined below:

3. The JWSC will prescribe and place into effect a schedule of rates, tolls, fees and charges for the services, facilities and commodities furnished by the System and as often as it shall appear necessary it shall revise and adjust such schedule of rates, tolls, fees, and charges for services, facilities and commodities to the extent necessary to produce funds sufficient to provide (Net Revenues which are at least equal to 1.70 Times Debt Service in the then current sinking fund year.
4. "Net Revenues" means the Gross Revenues of the System less the Operating Expenses of the System not including depreciation.
5. "Gross Revenues" means all income and revenues derived from the ownership and operation of the System, including investment income (with the exception of interest earned on any construction fund established with the proceeds of Bonds), and excluding any Debt Service Offset and any local, state or federal grants and capital improvement contract payments or other monies received for capital improvements to the System.

6. Reserve Management

- A.** The JWSC will maintain adequate reserves to be used in emergency situations such as in disasters or when revenue expectations are not met.
 1. The JWSC shall maintain a Fund Balance of Available Reserves equal to at least 180 days of operating expenditures (excluding depreciation) with a long term goal of at least 270 days operating expenditures;
 2. Available Reserves include any unrestricted funds plus any restricted funds lawfully available to be used for operations (i.e. not bond proceeds).
 3. The Commission may transfer operating funds to the Repair and Replacement Reserve at year end to the extent that operating funds exceed an amount necessary to maintain the normal cash flows of the JWSC.

- B.** Available Reserves will consist of:
 1. An Operating Reserve to provide funding for unforeseen emergencies in the amount of four months of operating expenses.
 2. A Repair and Replacement Reserve to provide funding for capitalized improvement projects on existing infrastructure to be funded annually through the operating budget in an amount sufficient to fund current requirements.
 3. A Capital Reserve intended to accumulate funds to minimize any required future borrowings funded annually through the operating budget in the amount of \$300,000.
 4. A Capital Expansion Reserve which is funded by fees charged for initial connection to JWSC infrastructure and is utilized for capital

projects which supports expansion of major backbone facilities, water and wastewater extensions and capital requirements for higher volume pumps and operating equipment in the downstream infrastructure to accommodate required capacity demand.

C. Other Restricted Reserves:

The JWSC may hold funds in reserves which have restrictions placed on its use. These funds are not considered available. Such funds include, but are not limited to, customer deposits, of SPLOST.

5. Accounting, Audits, and Financial Reporting

The JWSC shall maintain a system of financial monitoring, control, and reporting for all operations in order to provide effective means of ensuring that overall JWSC goals and objectives are met.

A. Accounting Records and Reporting

The JWSC will maintain its accounting records in accordance with state and federal laws and regulations and in a manner to facilitate an efficient audit process. The JWSC will report its financial condition and results of operations in accordance with state regulations and Generally Accepted Accounting Principles (GAAP) described in Governmental Accounting, Auditing, and Financial Reporting (GAAFR). The JWSC accounts shall be kept in such a manner as to show fully the financial conditions of the JWSC.

The JWSC will maintain a Chart of Accounts that complies with requirements of the State of Georgia and is in accordance with generally accepted accounting principles.

B. Auditing

An independent auditor or auditing firm will annually perform the JWSC financial audit. The auditor must be a Certified Public Accountant (CPA), licensed in the State of Georgia that can demonstrate that s/he has the capability to conduct the audit in accordance with generally accepted auditing standards. The auditor's opinions may be supplemented in the Comprehensive Annual Financial Report (CAFR) as required. Results of the annual audit shall be provided to the JWSC by October 15th of each year.

C. Fund Structure

The JWSC operates solely as an enterprise fund.

D. Financial Reporting

Should a Comprehensive Annual Financial Report (CAFR) be required, as a part of the audit, the auditor shall assist with the preparation of the (CAFR). The CAFR shall be prepared in accordance with generally accepted accounting principles, be presented in a way to communicate effectively the financial affairs of the JWSC and shall be made available to elected officials, creditors, and citizens.

Internal financial reports will be prepared that are sufficient to plan, monitor, and control the JWSC financial affairs. Monthly accounting reports meant to transmit information regarding the financial situation are to be made available to the JWSC, Director, Department Heads, and other staff as necessary.

The Director, or their designee, will review the execution of budgets with Department Heads on a monthly basis. Major variances (greater than 15% and over \$5,000.00) between budgeted and actual revenues or expenditures will be investigated and documented by the Director, or their designee, and the responsible Department Head.

6. Internal Controls

Internal control is broadly defined as a process, effected by an entity's board of commissioners, management and other personnel, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

1. Effectiveness and efficiency of operations.
2. Reliability of financial reporting.
3. Compliance with applicable laws and regulations.

Internal control consists of five interrelated components. These are derived from the way management runs a business, and are integrated with the management process. Although the components apply to all entities, small, mid-size and large entities may implement them differently. The JWSC controls may be less formal and less structured, yet can still be effective.

The components are:

A. Control Environment

The control environment sets the tone of an organization, influencing the control consciousness of its people. It is the foundation for all other components of internal control, providing discipline and structure. Control environment factors include the integrity, ethical values and competence of the JWSC's people; management's philosophy and operating style; the way management assigns authority and responsibility, and organizes and

develops its people; and the attention and direction provided by the JWSC Commissioners.

B. Risk Assessment

Every entity faces a variety of risks from external and internal sources that must be assessed. A precondition to risk assessment is establishment of objectives, linked at different levels and internally consistent. Risk assessment is the identification and analysis of relevant risks to achievement of the objectives, forming a basis for determining how the risks should be managed. Because economic, industry, regulatory and operating conditions will continue to change, mechanisms are needed to identify and deal with the special risks associated with change.

C. Control Activities

Control activities are the policies and procedures that help ensure management directives are carried out. They help ensure that necessary actions are taken to address risks to achievement of the JWSC's objectives. Control activities occur throughout the organization, at all levels and in all functions. They include a range of activities as diverse as approvals, authorizations, verifications, reconciliations, reviews of operating performance, security of assets and segregation of duties.

D. Information and Communication

Pertinent information must be identified, captured and communicated in a form and timeframe that enable people to carry out their responsibilities. Information systems produce reports that containing operational, financial and compliance-related information that make it possible to run and control the JWSC. They deal not only with internally generated data, but also information about external events, activities and conditions necessary to informed business decision-making and external reporting. Effective communication also must occur in a broader sense, flowing down, across and up the organization. All personnel must receive a clear message from top management that control responsibilities must be taken seriously. They must understand their own role in the internal control system, as well as how individual activities relate to the work of others. They must have a means of communicating significant information upstream. There also needs to be effective communication with external parties, such as customers, suppliers, regulators and the public.

E. Monitoring

Internal control systems will be monitored in a process that assesses the quality of the system's performance over time. This is accomplished through ongoing monitoring activities, separate evaluations, or a combination of the two. Ongoing monitoring occurs in the course of operations. It includes regular management and supervisory activities, and other actions personnel take in performing their duties. The scope and

frequency of evaluations will depend primarily on an assessment of risks and the effectiveness of ongoing monitoring procedures. Internal control deficiencies will be reported, with serious matters reported to Director of Finance, Director and the Commissioners as required by the situation.

Internal controls are developed to reduce the risk of errors, omissions, delay and fraud. To achieve goals and objectives, the JWSC must effectively balance risks and controls. Procedures developed will decrease the level of risk to an acceptable exposure to provide reasonable assurance. Internal controls will be proactive, value-added, cost-effective and address the exposure to risk.

Separation of Duties is an important aspect of Internal Controls. As such, the JWSC will strive to maintain separation of generating, preparing, approving, posting and reviewing financial transactions to the extent possible given the Cost vs. Benefit of such separation.

Appendix A sets forth areas of controls for the JWSC which may be included in other JWSC policies or may require specific internal control procedures. The internal control procedures developed by the JWSC will be continually assessed and updated as circumstance dictate.

7. Revenues and Customer Billing

A. Characteristics

The JWSC shall strive for the following characteristics in its revenue structure:

Simplicity – The JWSC shall strive to maintain a simple revenue structure.

Equity – The JWSC shall make every effort to maintain equity in its revenue system. Customers will be charged through a structure establishing classes and utilization of system resources and consumption. The JWSC shall seek to minimize subsidization between service, customer classes, and locations.

Adequacy – The JWSC shall require that a balance in the revenue system be achieved. The revenue structure's base shall have the characteristics of fairness and neutrality as it applies to cost of service.

Stability – The JWSC shall maintain a stable revenue structure to shelter it from short-term fluctuations in any user rates and single revenue sources. The revenue mix shall combine elastic (variable) and inelastic (fixed) revenue sources to minimize the effect of economic downturns.

Conservative Estimates –Revenues will be estimated realistically and prudently. Revenues of a volatile nature will be estimated conservatively. Conservative revenue estimates based on prior year collections may be used for revenue projections.

Aggressive Collection Policy – The JWSC shall follow an aggressive policy of collecting revenues.

B. Issues

The following considerations and issues will guide the JWSC in its revenue policies concerning specific sources of funds:

User-Based Fees and Service Charges– For user fees or charges, the direct and indirect costs of the service shall be offset by a fee. The user fees will consist of a base fee determined by Residential Equivalent Unit (REU) and a fee based on use. There will be an annual review of fees and charges to ensure that fees provide adequate coverage of costs. The JWSC shall set schedules of fees and charges.

Non-Recurring Revenues – One-time or non-recurring revenues shall not be used to finance current ongoing operations. Non-recurring revenues should be used only for non-recurring expenditures and will not be used for budget balancing purposes.

Intergovernmental Revenues (Federal/State/Local) – These revenue sources will be expended only for the intended purpose of grant aid. It must be clearly understood that operational requirements set up as a result of a grant or aid could be discontinued once the term and conditions of the project have terminated.

Revenue Monitoring – Revenues received shall be compared to budgeted revenues. Significant variances will be investigated by the Director, Director of Finance or their designee.

C. Procedures and Controls

The Utilities Billing Standard Operating Procedure contains additional provisions relative to system user billings.

8. Personnel

The JWSC considers its employees to be the most important asset in meeting its goals and objectives. The JWSC strives to provide all employees with a challenging and rewarding career path that is equitable and fairly administered.

The Personnel Policy and Standards of Practice detail the procedures relative to personnel related matters.

9. Purchasing

A. Intent

The purpose of this policy is to provide guidance for the procurement of goods and services in compliance with procurement provisions of the JWSC and the State of Georgia. The goal of this policy is to establish, foster, and maintain the following principles:

1. To consider the best interests of the JWSC in all transactions;
2. To purchase without prejudice, seeking to obtain the maximum value for each dollar expenditure with maximum quality standards;
3. To subscribe to and work for honesty and truth in buying.

B. Purchasing Procedures

The JWSC has adopted a separate Purchasing Policy.

C. Petty Cash

Petty cash is used to make small cash disbursements for those purchases that must be made quickly and without prior notice on a contingency basis. An imprest petty cash system will be utilized for this purpose.

D. Credit Cards

The Director and management level employees may be issued a credit card. The credit card is to be used for *JWSC business only* to purchase goods, services, or for specific expenditures incurred under approved conditions. The cardholder is the only person authorized use the credit card.

All credit cards will remain in locked storage by the Director of Finance and requires a sign-out, sign-in procedure.

The credit card holder is responsible for documentation and safekeeping of the credit card during the employee's issuance. A receipt for each transaction must be obtained by the employee when a purchase is made using the credit card. This receipt shall be dated and a description of the service or item purchased and account codes shall be written on the back of every receipt. Each month, the credit card holder must submit on a timely basis documentation of credit card purchases with the credit card bill. Late submittal of credit card documentation may result in credit card privileges being cancelled.

E. Travel Expenses

Expenses incurred by JWSC Commissioners, or employees of the JWSC, for travel, meals, lodging and other out of pocket expenses incurred in the performance of duties directly related to the business of the JWSC will be reimbursed to the Commissioner or employee.

Expense Reimbursement Report envelopes are supplied and are to be utilized for all reimbursement requests. Expense reports must be filed at least monthly. All submitted expenses must be in conformance with the Travel provisions of the Personnel Policy.

F. Contributions and Sponsorships

The JWSC is a public entity, serving the needs of the users of the community as a whole. It does NOT endorse, sponsor, or contribute to, any organizations activities or causes.

10. Receipt and Control of Cash, Revenue and Other Funds

All cash receipts will be deposited intact to depository accounts on a daily basis. Deposit records will be compared and reconciled to daily cash receipts logs. All deposit records will be reconciled to bank statements on a periodic basis, but not less than monthly. Procedures for Customer Service Representatives handling of cash are included in the Customer Service Standard Operating Procedures.

11. Disbursements and Transfers of Funds

A. Authorization

All disbursements of monies from JWSC accounts and transfers of monies between JWSC accounts must be approved and signed by authorized personnel. The Chair, Vice-Chair and the Director of the JWSC are authorized signers for all accounts and in any amount. The Director of Finance is authorized to disburse monies in the form of a check up to five thousand dollars (\$5,000.00), and for regular reoccurring expenditures. Disbursements greater than five thousand dollars (\$5,000.00) require two signatures. The Director of Finance is authorized to transfer funds electronically, in any amount, for purposes of investment transactions described below, bond fund deposits and withdrawals, and payroll and benefit transactions.

B. Documentation

All disbursements require documentation of procurement in conformance with the Purchasing Procedure.

12. Investments

A. Objectives

The following investment objectives shall be met with this policy:

Safety – Preservation of principal shall always be the foremost objective in any investment transaction involving JWSC funds. Those investing funds on the JWSC’s behalf must first ensure that capital losses are avoided by limiting credit and interest risk. Credit risk is the risk of loss due to the failure of the security issues or backer. Interest risk is the risk that market value portfolios will fall due to an increase in general interest rates.

Liquidity – The second objective shall be the maintenance of sufficient liquidity within the investment portfolio. The investment portfolio shall be structured such that securities mature at the time when cash is needed to meet anticipated demands (static liquidity). Additionally, since all possible cash demands cannot be anticipated, the portfolio should maintain some securities with active secondary or resale markets (dynamic liquidity).

Return on Investment – The third objective shall be the realization of competitive investment rates, relative to the risk being assumed. However, yield on the investment portfolio is of secondary importance compared to the safety and liquidity objectives described above.

B. Delegation of Authority

The overall management of the investment program is the responsibility of the Director. Daily investment activities are the responsibility of the Director of Finance. Responsibilities to fulfill this authority include: opening accounts with banks, brokers, and dealers; arranging for the safekeeping of securities; and executing necessary documents.

The Director, Director of Finance and all employees whose job requires, handling of cash or cash transactions will be bonded.

C. Authorized Investments

All bank, investment, broker, trustee, or other accounts held in the name of the JWSC will be properly authorized by resolution of the JWSC.

All investment activity is required to be in compliance with Chapter 83 of Title 36 of the *Official Code of Georgia*, which establishes guidelines for local government investment procedures.

The JWSC may invest funds subject to its control and jurisdiction in the following:

1. Certificates of Deposit (CD's) issued by banks insured by the Federal Deposit Insurance Corporation (FDIC). Deposits in excess of FDIC coverage must be collateralized by securities with a market value equal to at least 110% of the deposit. Only those securities described in Georgia Code 50-17-59 can be pledged as collateral;
2. Obligations issued by the United States government;
3. Obligations fully insured or guaranteed by the United States government or a United States government agency;
4. Obligation of any corporation of the United States government;
5. Obligation of the state of Georgia or of other states;
6. Obligation of other political subdivision of the state of Georgia;
7. The Local Government Investment Pool of the state of Georgia managed by the State Department of Administrative Services, Fiscal Division; and
8. Prime Banker's Acceptances.

D. Prudence

The standard of prudence to be shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Under the "prudent person" standard, investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable revenue to be gained.

The Director of Finance and all designees acting in accordance with written procedures, this financial policy, and exercising due diligence shall be relieved of personal responsibility for an particular security's credit risk or market price changes (interest risk), provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse conditions.

E. Diversification

The JWSC agrees with the premise that diversification is an important component of portfolio security. Therefore, the JWSC shall endeavor to maintain an adequate level of diversification among its investments. The JWSC shall not be over invested in any one type of instrument or financial institution. No more than 25% of the total investment portfolio shall be placed with a single issuer. This limitation

shall not apply to the Local Government Investment Pool, direct obligations of the United States government or obligations fully insured or guaranteed by the United States government or a United States government agency.

F. Maturities

To achieve the aforementioned objective of adequate liquidity within the portfolio, the JWSC shall attempt to match investment maturities with anticipated cash flow requirements. Unless matched to a specific cash flow, the maximum maturity of any instrument in the portfolio may not exceed five years from the date of acquisition. In order to preserve liquidity and to lessen market risk, no less than 25% of the total portfolio must mature in less than one year. The maturity of non-negotiable time deposits may not exceed one year.

G. Safekeeping and Custody

All investment securities purchased by the JWSC shall be delivered against payment and shall be held in a third-party safekeeping account by the trust department of a bank insured by the Federal Deposit Insurance Corporation. The Director, or designee, shall be responsible for the selection of a financial institution for this purpose, as well as the execution of a written safekeeping agreement with the trustee.

All cash and cash equivalent deposits must be collateralized in accordance with the Georgia Secure Deposit Program (SDP) as administered by the Office of the State Treasurer. Only those securities described in Georgia Code 50-17-59 can be pledged as collateral.

H. Ethics and Conflicts of Interest

Officers and employees involved in the investment process will refrain from personal business activity that would conflict with proper execution of the investment program, or which would impair their ability to make impartial investment decisions. Employees and investment officials (brokers) will disclose to the Director any material financial interests in financial institutions that conduct business with the JWSC, and they will further disclose any material personal financial/investment positions that would be related to the performance of the JWSC portfolio.

I. Relationships with Banks and Brokers

The JWSC will select depositories through its purchasing procedures, including formal requests for proposals issued as needed. In selecting depositories, objective business criteria will be used. To the extent possible, preference will be given to depositories located within Glynn County and the City of Brunswick. The creditworthiness of the institutions will be a fundamental consideration.

J. Report on Deposits and Investments

Monthly investment reports will be submitted to the Director by the Director of Finance. Reports should include a current portfolio yield for each investment pool and for the portfolio as a whole and a percent of available funds invested. The report shall also provide a list of investments and accrued interest as of the last day of the quarter. The Investment Report will be shared by the Director of Finance with the JWSC on at least a quarterly basis.

K. Performance Evaluation

The Director of Finance will seek to achieve a market average rate of return on the portfolio. Given the special safety and liquidity needs of the JWSC, the basis used to determine whether market yields are being achieved shall be based on a comparable benchmark.

13. Grants

A. Scope

The purpose of this policy is to provide direction in the application, acceptance and administration of funds awarded through grants to the JWSC from other local governments, the state or federal government, non-profit agencies, philanthropic organizations and the private sector.

B. Application and Acceptance of Grants.

The JWSC will approve the application for and/or the acceptance of any grants.

The JWSC approve the application of and acceptance of any grants requiring matching funds.

The JWSC will assess the merits of a particular grant. No grant will be accepted that will incur management and reporting costs greater than the grant amount.

C. Grant Administration.

Upon acceptance of any grant and prior to the receipt of grant revenues, or expenditures for the purpose of the grant, the JWSC must be provided with the following information:

1. Copy of grant application
2. Notification of grant award
3. Financial reporting and accounting requirements including separate account codes and/or bank accounts.
4. Schedule of grant payments

The JWSC is responsible for the management of its grant funds and periodic reporting in compliance with all Federal, State and local laws and in compliance with any and all conditions of the grant.

14. Fixed Assets

A. Fixed Asset Criteria

A fixed asset is defined as a financial resource meeting all of the following criteria:

1. It is tangible in nature.
2. It has a useful life of greater than one year.
3. It is not a repair part or supply item.
4. It has a value equal to, or greater than, the capitalization threshold of \$5,000.

Keeping an accurate record of the JWSC's fixed assets is important for a myriad of reasons. Some of the most important reasons that the JWSC needs to keep a good record of fixed assets are: for financial statement information, for insurable values, for control and accountability, for maintenance scheduling and cost analysis, for estimating and accounting for depreciation, for preparation of capital and operating budgets, and for debt management.

B. Recording of Fixed Assets

All recordable fixed assets will be recorded in the books of original entry at the time of purchase and included in the fixed asset schedules in the month of acquisition. The asset will begin to be depreciated when placed in service.

Assets will be capitalized at acquisition cost, including expenses incurred in preparing the asset for use and placing it into service.

Donated assets shall be recorded at fair market value as determined by the Department Head. Fair market value may be defined as, but is not limited to, an average of documented prices for equivalent items from three separate vendors.

The JWSC will normally recognize acquisition costs based on individual unit prices. Assets may be grouped where the cost of substantially identical assets are individually under the capitalization threshold, but the total cost meets the threshold.

For equipment purchases, title is considered to pass at the date the equipment is received. Similarly, for donated assets, title is considered to pass when the asset is available for use and when the JWSC assumes responsibility for maintaining the asset.

Constructed assets are transferred from the construction in progress account to the related building, improvements other than buildings, or equipment accounts when they are placed into service.

C. Acquisition of Fixed Assets

There are various methods by which assets can be acquired. The asset acquisition method determines the basis for valuing the asset. Fixed assets may be acquired in the following ways:

1. New purchases
2. Donations
3. Internal/external construction
4. Lease purchases
5. Trade-in

Assets disposed of through casualty loss or theft (Section F.) may be replaced by authority of the Executive Director when the replacement of the asset is necessary to continue the business of the JWSC. Any proceeds of insurance settlements or other recoveries will be applied to the replacement of the asset.

D. Lease Purchases

Assets may be lease-purchased through installment purchases (an agreement in which title passes) or through lease financing arrangements (an agreement in which title may or may not pass).

E. Sale of Fixed Assets

Sale of fixed assets by the JWSC must be to the highest responsible bidder and must be publicized and conducted in accordance with state laws. Fixed assets must be declared to be surplus by the JWSC prior to being sold.

F. Disposal of Fixed Assets

When an asset is disposed of, its value is removed from the financial balances reported and from inventory reports; however, the asset record, including disposal information, remains on the master file for three years, after which time it is purged from the system according to general accepted accounting principles. This preserves an audit trail for disposed items, and facilitates comparisons between actual or historical useful life information with useful life guidelines. Such comparisons permit a more precise definition of an asset's useful life than those provided by the Internal Revenue Service (IRS) or other guidelines initially used.

A disposal action is appropriate only when certain conditions occur resulting in an asset no longer being in the possession of the JWSC. Assets no longer in use, which remain in the possession of the department, are considered surplus property for financial and reporting purposes.

Fixed assets may be disposed of in any one of five ways:

1. Sale or trade-in
2. Abandonment/Retirement
3. Lost or stolen
4. Cannibalization
5. Casualty loss

Only when the asset is no longer in possession of the JWSC, due to one of the five reasons listed above, is disposal action appropriate.

Assets are “abandoned” or “retired” when there is no longer any use for them. They cannot be repaired, cannibalized, sold, or traded-in. Thus meaning that, there is no safe and appropriate use for the abandoned goods to the JWSC or for others.

Stolen items must be reported and a police report filed. A copy of this report must accompany the disposal record.

Casualty losses must be documented within 24 hours of loss and reported to the Director of Finance immediately for follow-up with the JWSC insurance carrier.

Cannibalized items are considered surplus and are disposed of by noting cannibalization on the disposal record. Ideally, this method will allow review of cannibalized items on the disposal report and assess what surplus parts may be available. Documentation of items cannibalized will be sent to the Director of Finance, and all remaining costs and accumulated depreciation will be removed from appropriate asset accounts.

All assets no longer in the possession of the department, due to one of these five qualifying conditions and after submission of all appropriate documentation to the Director of Finance, will be removed from the master departmental asset file and considered disposed.

Division management is responsible for reviewing disposal reports, evaluating causes and trends leading to disposals, and implementing procedures to more effectively manage and control disposals when the dispositions represent problems, inefficiencies, and/or the incurrence of unnecessary cost.

G. Physical Inventory

An annual physical inventory of all fixed assets will be performed. The inventory will be conducted with the least amount of interruption possible to the department's daily operation. A full report of the results of the inventory will be sent, within 30 days of completion, to all departments for verification and acceptance.

15. Other Inventory Assets

The JWSC owns assets which do not meet the criteria for fixed assets, yet, are to be accounted for. This includes items such as small tools and equipment, supplies and spare parts inventories, fuel stocks, computers and peripherals. Inventories of these consumables and/or non-capital items will be performed periodically, but not less than annually.