



Brunswick-Glynn County Joint Water and Sewer Commission
1703 Gloucester Street, Brunswick GA 31520
Thursday, August 8, 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 Presentations – C. Harvey / C. Barnhart, T.S.I.
Dana Michael Read, Jr. – Water Distribution 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 July 11, 2019 Regular Meeting *(subject to any necessary changes)***
- 2. Minutes from July 11, 2019 Executive Session *(subject to any necessary changes)***
- 3. Minutes from July 25, 2019 Regular Meeting *(subject to any necessary changes)***
- 4. Altama Avenue CIPP Project Approval – A. Burroughs**
- 5. PS4105 Basin Expansion Project Approval – A. Burroughs**
- 6. PS4105 Engineering Agreement – A. Burroughs**
- 7. Academy Creek Roof Repair – A. Burroughs**
- 8. Surplus Equipment – P. Crosby**

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, August 8, 2019 at 2:00 PM**

COMMISSION MINUTES

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

ALSO PRESENT: **Andrew Burroughs, Interim Executive Director**
 Charles 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 Meredith, Exec. Commission Administrator

ABSENT: **Tripp Stephens, Commissioner**

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

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

Chairman Turnipseed provided the invocation and Commissioner Copeland led the Pledge of Allegiance.

PUBLIC COMMENT PERIOD

Chairman Turnipseed opened the public comment period.

Monica Smith, Unserved Areas – Mrs. Monica Smith commented that she is concerned to see sewer services in the unserved area of Brunswick Villa. She noted that she has reviewed the Unserved Areas Study recently completed. Mrs. Smith stated that she is hoping that the Commission will hold a workshop in order to thoroughly review and discuss the information provided by the study, and suggested it could possibly be held over at the Ballard Center which is very convenient to the three areas included in that study.

Mr. Burroughs responded that the study is being reviewed and currently staff is working to get the names and addresses for all of the property owners in those areas so that letter can be sent to see what their interest level is in hooking up to the JWSC System. Letters should be out to those residents by the end of

the month. Mr. Burroughs added that staff will look at applying those similar methods to other areas, and noted that now unit costs associated with those properties have been obtained, they can be applied to other areas near there or across the county.

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

EMPLOYEE RECOGNITION – C. Harvey/C. Barnhart

Dana Michael Read, Jr. – Water Distribution Operator

Commissioner Harvey presented Dana Michael Read, Jr. with his Water Distribution Operator certificate. Commissioner Harvey congratulated Mr. Read on his success and wished him well in his future with JWSC. Mr. Read's supervisor Director of Engineering, Todd Kline and Cindy Barnhart from Teamwork Services were alongside to congratulate Mr. Read in his accomplishment.

COMMITTEE UPDATES

Finance Committee – Commissioner Copeland

Next meeting is scheduled for August 21, 2019 at 1:00 p.m.

Human Resources Committee – D. Elliott

Commissioner Elliott advised that the HR Committee met earlier the same morning. He noted that the Committee discussed suggested revisions to the HR Policy regarding Emergency Pay and approved this item to be moved forward. The revisions noted were minor changes. He noted that Mr. Burroughs presented a salary survey he had prepared using data from AWWA. Another salary survey will be completed by November.

Emergency Preparedness Committee – C. Harvey for T. Stephens

Commissioner Harvey provided that the Emergency Pay was a discussion item for the meeting held on August 1st. Staffing for an emergency event was also discussed.

APPROVAL

1. Minutes from the July 11, 2019 Regular Commission Meeting

Commissioner Elliott made a motion seconded by Commissioner Duncan to approve the minutes from the July 11, 2019 Regular Commission Meeting. Motion carried 6-0-1. (Commissioner Stephens was absent from the meeting.)

2. Minutes from the July 11, 2019 Executive Session

Commissioner Duncan made a motion seconded by Commissioner Harvey to approve the minutes from the July 11, 2019 Executive Session. Motion carried 6-0-1. (Commissioner Stephens was absent from the meeting.)

3. Minutes from the July 25, 2019 Regular Commission Meeting

Commissioner Copeland made a motion seconded by Commissioner Duncan to approve the minutes from the July 25, 2019 Regular Commission Meeting. Motion carried 6-0-1. (Commissioner Stephens was absent from the meeting.)

4. Altama Avenue CIPP Project Approval –A. Burroughs

Mr. Burroughs provided that this is a project budget request to CIPP repair lines that go underneath Altama Avenue as well as lines that run parallel to Altama Avenue. The lines crossing under Altama need to be cleaned and TV'd for inspection so they can be repaired. The lines running parallel to Altama have already been TV'd and identified as to what repairs are needed. Mr. Burroughs added that the CIPP repair on these lines will be combined in a contract along with the lines at Sea Palms that are in need of

repair. Mr. Burroughs provided a detailed project estimate and very thorough project schedule for the Commissioners to review.

Chairman Turnipseed advised that this project has already been approved by the Facilities and Finance Committees to be moved forward to the full Commission for approval.

Commissioner Harvey made a motion seconded by Commissioner Duncan to move to approve project funding in the amount of \$625,000.00 for the Altama Avenue CIPP Project. Motion carried 6-0-1. (Commissioner Stephens was absent from the meeting.)

5. PS4105 Basin Expansion Project Approval – A. Burroughs

Mr. Burroughs provided that this item was presented to the Facilities Committee on July 11th and the Finance Committee on July 24th. He stated that this is to increase capacity in the Cate Road area for development at Exit 38. There are currently two unsolicited proposals underway, one for the Bergen Woods Complex and the other for the Saddle Brooke Subdivision. Mr. Burroughs stated that in discussions with the builders and property owners at the Capital Square area at Exit 38, it was expressed that there is additional need for capacity above the needs for Bergen Woods and Saddle Brooke. This proposed expansion project would increase the capacity by an additional 200 to 300 REU's on top of the capacity that will be gained from the two unsolicited proposals. Mr. Burroughs provided that this will include a pump and panel upgrade at the station. He noted that at the Finance Committee Meeting it was decided to hold off on the proposed reroute of the force main until such time that it is a more pressing need. The project budget requested was adjusted to not include the upgrade of the force main reroute. He added that the total project budget funding would be \$1,485,000.00 with \$1,000,000.00 coming from the R&R Budget and \$485,000.00 coming from Capital Improvement Funds.

Chairman Turnipseed advised that this project has already been approved by the Facilities and Finance Committees to be moved forward to the full Commission for approval.

Commissioner Elliott made a motion seconded by Commissioner Neal to approve project funding in the amount of \$1,485,000.00 for the PS4105/4107 Expansion and Downstream Rehab Project. Motion carried 6-0-1. (Commissioner Stephens was absent from the meeting.)

6. PS4105 Engineering Agreement – A. Burroughs

Mr. Burroughs provided that pursuant to the Project which was just approved (Approval Item #5) the unsolicited proposal for Bergen Woods Development was already looking at the two stations that JWSC was going to upgrade. The Developer had already started working with Roberts Civil Engineering on that design work. Staff is looking at Roberts Civil Engineering to perform all the engineering design for the Project. The engineering work will be done for the force main reroute, and will be held until that construction is actually needed. Mr. Burroughs noted that the construction administration costs will not include the force main reroute portion.

Chairman Turnipseed advised that this project has already been approved by the Facilities and Finance Committees to be moved forward to the full Commission for approval.

Commissioner Duncan made a motion seconded by Commissioner Neal to move that the BGJWSC enter into contract with Roberts Civil Engineering in the amount of \$65,000.00 for Engineering Services related to the PS4105/4107 Expansion and Downstream Rehab Project. Motion carried 6-0-1. (Commissioner Stephens was absent from the meeting.)

7. Academy Creek Roof Repair– A. Burroughs

Mr. Burroughs presented the recommendation to replace the roof at the Academy Creek old DAF building. He noted that the roof has previously been repaired unsuccessfully and is leaking in the warehouse area. This request is for the funding only.

Chairman Turnipseed provided that this items was also moved forward to the full Commission by the Facilities and Finance Committees.

Commissioner Harvey made a motion seconded by Commissioner Neal to approve project funding in the amount of \$300,000.00 for the Academy Creek DAF Building Roof Replacement Project. Motion carried 6-0-1. (Commissioner Stephens was absent from the meeting.)

8. Surplus Equipment – P. Crosby

Pam Crosby presented to the Commission a listing of five items of equipment and vehicles that are no longer of any use to the JWSC. She provided that if these items are declared as surplus they will be placed on GovDeals for sale. Mrs. Crosby noted that a couple of the items were legacy equipment inherited when the City and County formed the JWSC and have very high mileage or hours on them. Mr. Burroughs added that all of the operating groups were asked if they had any use for any of these items and there were no areas in which this equipment could be used. Mrs. Crosby added that checking with all divisions first was a part of the process followed.

Commissioner Duncan made a motion seconded by Commissioner Harvey to approve the list of items detailed above as surplus. Motion carried 6-0-1. (Commissioner Stephens was absent from the meeting.)

EXECUTIVE DIRECTOR'S UPDATE

Mr. Burroughs reported that he and Mr. Kline have been working with County staff in streamlining the design review process, and Commissioner Neal has been involved in that process as well since he has the expertise of using that process. They are also reviewing the inspection processes to ensure there is no overlap and to improve the scheduling of those inspections with the City, County and JWSC combined to ensure that there are not multiple inspections happening. Mr. Burroughs added that the EDA has offered that for especially large projects that have an Economic Development interest that the EDA will become the project liaison so that there is only one contact for the developer to work with. He also noted that in the past Commissioner Stephens had expressed concern for bidding out vehicles that are make and model specific and that the most recent purchases are for a Chevrolet and some Dodge models. Proposals were received for the North Mainland Smoke Testing Project and three proposals were received. Staff is evaluating the proposals and this recommendation should come before the Facilities Committee at the next meeting. Mr. Burroughs added that the proposals for the Manhole Rehab Project RFP are due in the next week. The Uniform RFP should be coming in soon as well. Official work will begin on the SPLOST North Mainland Downstream Project on Monday of the next week. Mr. Burroughs provided that Commissioner Stephens had reached out with an entity regarding JWSC investments and staff will be meeting with that resource next week to begin discussions.

Commissioner Elliott inquired if the reflective shirts were included as a part of the Uniform RFP. Mr. Burroughs provided that it will be looked at, but some of the providers advise that those shirts hold in more heat, but they will be looked at along with the vests.

CHAIRMAN'S UPDATE

Chairman Turnipseed advised that regarding sewer to unserved areas will be speaking with the USDA Rural Development concerning possible funding for those areas. He also provided that staff will be talking with the City and County regarding a possible CDBG Grant to help with funding for those areas. Chairman Turnipseed then commended all of the Committee Chairmen for the manners in which they conduct their meetings in that it also helps to expedite the Commission meetings, and he commented that they were all doing a great job.

EXECUTIVE SESSION – Property & Litigation & Personnel


Commissioner Duncan made a motion seconded by Commissioner Elliott to enter into Executive Session to discuss Property, Litigation and Personnel with no vote to be taken. Motion carried 6-0-1. (Commissioner Stephens was absent from the meeting.)

Return to Regular Session.

Commissioner Duncan made a motion seconded by Commissioner Neal to return to Regular Session. Motion carried 6-0-1. (Commissioner Stephens was absent from the meeting.)

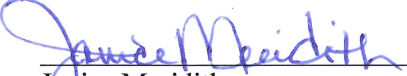
Commissioner Elliott made a motion seconded by Commissioner Duncan to adjourn the meeting. Motion carried 6-0-1. (Commissioner Stephens was absent from the meeting.)

There being no additional business to bring before the Commission, Chairman Turnipseed adjourned the meeting at 4:10 p.m.



G. Ben Turnipseed, Chairman

Attest:



Janice Meredith,
Executive Commission Administrator



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: August 8, 2019
Re: **APPROVAL** – Altama Avenue CIPP Project Approval

Background

There are multiple gravity sewer crossings under Altama Avenue that are aged. Many of these are not in good condition and are in need of structural rehab in order to eliminate a potential problem from occurring on a heavily traveled thoroughfare in Brunswick. Staff has concerns with cleaning and televising these lines without bypass setups in place. As such, staff would like to have these crossings cleaned and televised to inspect for structural condition. Given the age and material (VCP and DIP) of these lines, it is likely that each of these lines will need CIPP rehab.

There are also lines that run parallel to Altama Avenue that have been televised in the past and scored a PACP Structural Score of 4 or 5. This indicates that the likelihood of failure of these lines is elevated. These lines are not recommended to be recleaned and televised separate of the steps necessary to prepare the lines for CIPP rehab.

Staff Report

Staff proposes creating a project out of the Repair & Replacement Reserve to clean, inspect, and rehab these Altama Avenue crossings as well as simply rehab the parallel segments that are in need of attention. These lines have been prioritized based upon recommendation from SP&M staff and are included on SP&M's immediate needs list.

A project estimate is attached for your reference with unit costs based on recent projects. The project scope was approved by the Facilities Committee on July 11, 2019 and the Finance Committee on July 24, 2019.

Recommended Action

Staff recommends that a project be approved to perform CIPP sewer rehab along Altama Avenue in the Brunswick and North Mainland service districts. The estimated budget for this project will be \$625,000.00. Staff recommends that this funding come from the R&R Reserve.

Recommended Motion

"I make a motion to approve project funding in the amount of \$625,000.00 for the Altama Avenue CIPP Project."

Enclosures:

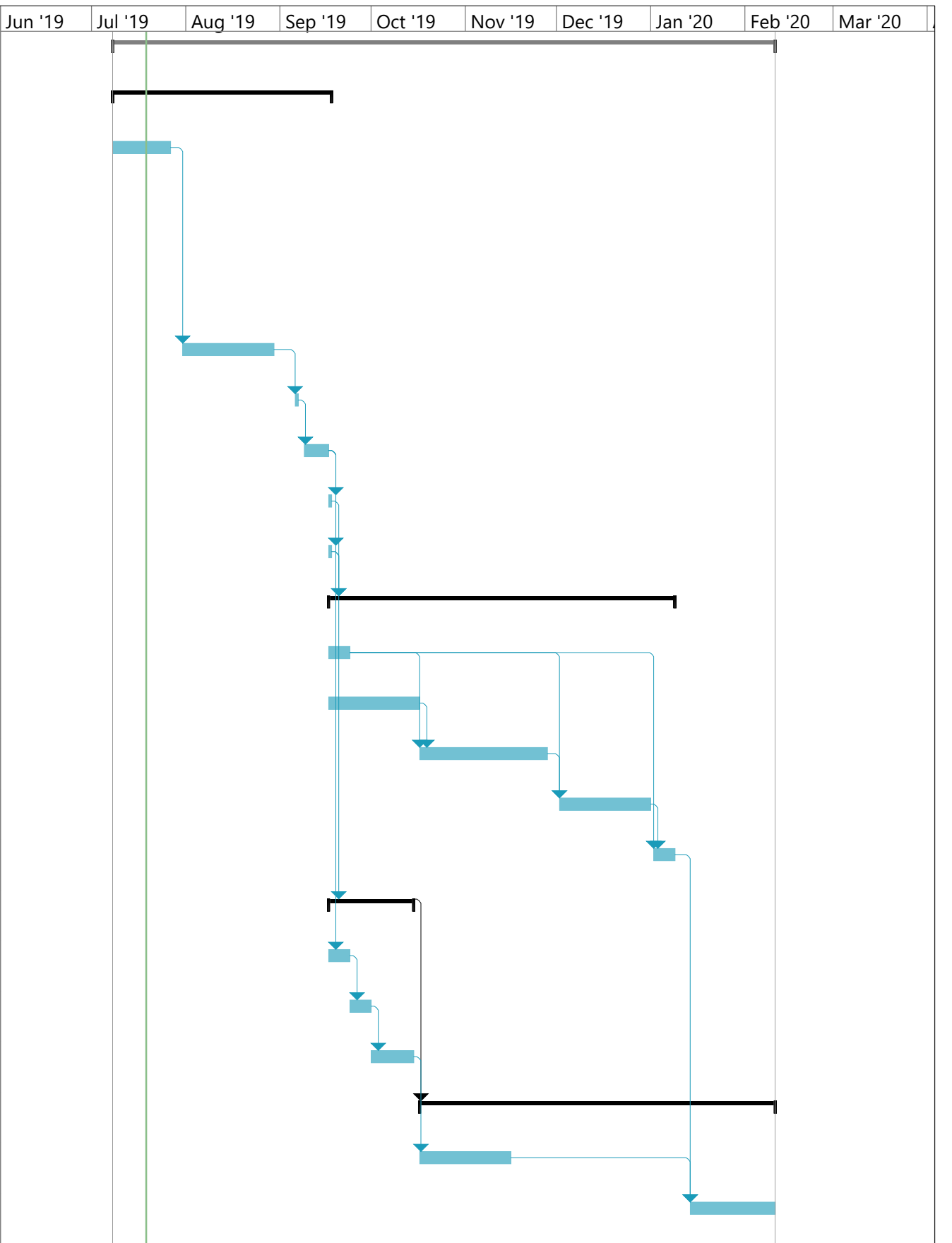
Project Estimate
Potential Project Schedule



ALTAMA AVENUE CLEAN, CCTV, AND CIPP PROJECT
BRUNSWICK-GLYNN JOINT WATER & SEWER COMMISSION
1703 GLOUCESTER STREET
BRUNSWICK, GA 31520
PROJECT ESTIMATE

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
ITEM 1 MISCELLANEOUS					
a	Mobilization	1	LS	\$ 25,000.00	\$ 25,000.00
b	Traffic Control	1	LS	\$ 25,000.00	\$ 25,000.00
c	Bypass Pumping	4	WEEKS	\$ 15,000.00	\$ 60,000.00
d	Permitting	1	LS	\$ 15,000.00	\$ 15,000.00
ITEM 2 CLEAN AND CCTV					
a	8" Sewer Gravity Main	1,204	LF	\$ 3.00	\$ 3,612.00
b	10" Sewer Gravity Main	466	LF	\$ 3.00	\$ 1,398.00
c	12" Sewer Gravity Main	102	LF	\$ 3.00	\$ 306.00
d	15" Sewer Gravity Main	382	LF	\$ 3.50	\$ 1,337.00
e	24" Sewer Gravity Main	89	LF	\$ 4.50	\$ 400.50
ITEM 3 CIPP Rehab (If Necessary)					
a	8" Sewer Gravity Main	1,208	LF	\$ 50.00	\$ 60,400.00
b	10" Sewer Gravity Main	466	LF	\$ 75.00	\$ 34,950.00
c	12" Sewer Gravity Main	102	LF	\$ 75.00	\$ 7,650.00
d	15" Sewer Gravity Main	382	LF	\$ 100.00	\$ 38,200.00
e	18" Sewer Gravity Main	313	LF	\$ 100.00	\$ 31,300.00
f	24" Sewer Gravity Main	1,825	LF	\$ 130.00	\$ 237,250.00
SUB-TOTAL					\$ 541,803.50
CONTINGENCY 15%					\$ 81,270.53
TOTAL					\$ 623,074.03

ID	Task Name	Duration	Duration Type	Start	Finish	Budget	Status	Jun '19	Jul '19	Aug '19	Sep '19	Oct '19	Nov '19	Dec '19	Jan '20	Feb '20	Mar '20
0	Altama and Sea Palms CIPP	218 days	Calendar Days	Mon 7/8/19	Mon 2/10/20	\$1,186,000.00	On Schedule										
1	1 Project Planning	72 days	Calendar Days	Mon 7/8/19	Tue 9/17/19	N/A	On Schedule										
2	1.1 Bid Spec Creation	15 days	Work Days Only	Mon 7/8/19	Fri 7/26/19	N/A	On Schedule										
3	1.2 Facilities Committee	1 day	Work Days Only	Thu 7/11/19	Thu 7/11/19	N/A	Complete										
4	1.3 Finance Committee	1 day	Work Days Only	Wed 7/24/19	Wed 7/24/19	N/A	Future Task										
5	1.4 Full Commission	1 day	Work Days Only	Thu 7/25/19	Thu 7/25/19	N/A	Future Task										
6	1.5 Advertisement	30 days	Calendar Days	Wed 7/31/19	Thu 8/29/19	N/A	Future Task										
7	1.6 Bid Award	1 day	Work Days Only	Fri 9/6/19	Fri 9/6/19	N/A	Future Task										
8	1.7 Contract Signing	6 days	Work Days Only	Mon 9/9/19	Mon 9/16/19	N/A	Future Task										
9	1.8 Project Kickoff	1 day	Work Days Only	Tue 9/17/19	Tue 9/17/19	N/A	Future Task										
10	1.9 Notice to Proceed	1 day	Work Days Only	Tue 9/17/19	Tue 9/17/19	N/A	Future Task										
11	2 Sea Palms CIPP	114 days	Calendar Days	Tue 9/17/19	Wed 1/8/20	\$561,000.00	Future Task										
12	2.1 ROW Permitting	5 days	Work Days Only	Tue 9/17/19	Mon 9/23/19	N/A	Future Task										
13	2.2 Order CIPP Bags	30 days	Calendar Days	Tue 9/17/19	Wed 10/16/19	N/A	Future Task										
14	2.3 Basin 2011 CIPP	30 days	Work Days Only	Thu 10/17/19	Wed 11/27/19	\$290,000.00	Future Task										
15	2.4 Basin 2012 CIPP	20 days	Work Days Only	Mon 12/2/19	Tue 12/31/19	\$230,000.00	Future Task										
16	2.5 Basin 2032 CIPP	5 days	Work Days Only	Thu 1/2/20	Wed 1/8/20	\$41,000.00	Future Task										
17	3 Altama CCTV	28 days	Calendar Days	Tue 9/17/19	Mon 10/14/19	\$45,000.00	Future Task										
18	3.1 ROW Permitting	5 days	Work Days Only	Tue 9/17/19	Mon 9/23/19	N/A	Future Task										
19	3.2 Clean & CCTV	5 days	Work Days Only	Tue 9/24/19	Mon 9/30/19	\$45,000.00	Future Task										
20	3.3 Review Video/Recommend	10 days	Work Days Only	Tue 10/1/19	Mon 10/14/19	N/A	Future Task										
21	4 Altama CIPP	117 days	Calendar Days	Thu 10/17/19	Mon 2/10/20	\$580,000.00	Future Task										
22	4.1 Order CIPP Bags	30 days	Calendar Days	Thu 10/17/19	Fri 11/15/19	N/A	Future Task										
23	4.2 Altama CIPP	20 days	Work Days Only	Tue 1/14/20	Mon 2/10/20	\$580,000.00	Future Task										



Project: Altama and Sea Palms CIPP
Date: Fri 7/19/19





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: August 8, 2019
Re: **APPROVAL** – PS 4105/4107 Expansion and Downstream Rehab Project Approval

Background

The JWSC has entered into two comprehensive agreements for necessary expansion work associated with the Bergen Woods and Saddlebrooke developments. The Bergen Woods agreement outlined improvements necessary for PS 4105 to be able to handle the peak flows when the new apartment complex is completed. The Wade Journey Homes (Saddlebrooke) comprehensive agreement allows for the purchase of 41 CIFs in upstream basins with the CIFs being earmarked to downstream improvements necessary. At the Commission meeting where the Wade Journey Homes comprehensive agreement was approved, it was reported that there are additional potential developments in the area that would require future improvements to the downstream assets. Estimated CIFs from current comprehensive agreements is \$496,400. Staff reported that an additional 200-300 REUs worth of capacity needed to be added above the Wade Journey lots.

Currently, PS 4107 pumps into PS 4105 which pumps underneath I95 and discharges into the PS 4036 gravity basin. The station requires an increase in force main diameter to handle additional flow. The length of the current force main is significant and increases the necessary head for pumping. Staff believes that the force main from PS 4105 can be rerouted to a different portion of the PS 4036 gravity basin that would cut the length of the force main by a third.

Staff had the downstream gravity system televised by Southeast Pipe earlier this year to determine the condition of the lines which would receive the flow from the relocated force main.

Upon discussion with the Finance Committee on July 24, 2019, the scope of the project was modified to eliminate the construction of the force main until such time as the Tradewinds Industrial Park requires additional flow. The force main reroute will be engineered, but not constructed at this time. Should additional capacity be needed at a later date, the force main could be installed.

Current Status and Needs

As part of the Bergen Woods comprehensive agreement, it was determined that the current pumping capacity of PS 4107 is 747 gpm and that the improved capacity of PS 4105 necessary to handle the Bergen Woods flow is 800 gpm. An additional 300 REUs of capacity would add 202 gpm of flow at peak. Therefore, the pumping flow rates need to increase 202 gpm at each of these stations. The new flow rates should be 949 gpm at PS 4107 and 1,002 gpm at PS 4105.

Proposed Solution

Based on the CCTV footage provided by Southeast Pipe, it is likely that all non-plastic pipe downstream should be rehabbed as part of this project. The improvements to the pump stations are described below:

Station	Pump hP	Pump Capacity
4107 Existing	10	667
4107 Proposed	20	949
4105 Existing	20	590
4105 Proposed	88	1,002

Staff's project estimate for the station improvement portion of the work is \$485,000 which would be funded from the Capital Improvement Fund Reserve. The detailed breakdown of this can be found in the attached project estimate. Unit costs from recently bid projects in our area were used for the estimate. As stated above, \$496,400 in CIFs would be coming from previous comprehensive agreements.

Staff's project estimate for the downstream rehab portion of the work is \$1,000,000 which would be funded from the Repair & Replacement Reserve. The unit costs for this portion of the work reflect pricing received on the recent SPLOST bid as well as costs from recent bids from nearby utilities. For reference, the average bid price for 30" CIPP on the SPLOST project was \$173/LF. This portion of the project not only helps handle the downstream flow from the rerouted force main, but will reduce I&I in the area.

A copy of the project estimate is attached with the combined project budget being \$1,485,000. The project scope was approved by the Facilities Committee on July 11, 2019 and the modified project scope was approved by Finance Committee on July 24, 2019. The Facilities Committee was given an update to the modified approach at the July 24, 2019 meeting.

<u>Reserve Fund</u>	<u>Current Uncommitted Funds</u>	<u>Project Needs</u>	<u>New Balance</u>
R&R Reserve	\$3,230,977	\$1,000,000	\$2,230,977
CIF Reserve	\$1,293,129	\$485,000	\$808,129

Recommended Action

Staff recommends that a project be approved to perform downstream rehab and pump station improvements for PS 4105 and 4107 to provide additional capacity for sewer service in the North Mainland service district. The estimated budget for this project will be \$1,485,000.00. Staff recommends that \$485,000 come from the Capital Improvement Fund Reserve and \$1,000,000 come from the Repair & Replacement Reserve.

Recommended Motion

"I make a motion to approve project funding in the amount of \$1,485,000.00 for the PS 4105/4107 Expansion and Downstream Rehab Project."

Enclosures:

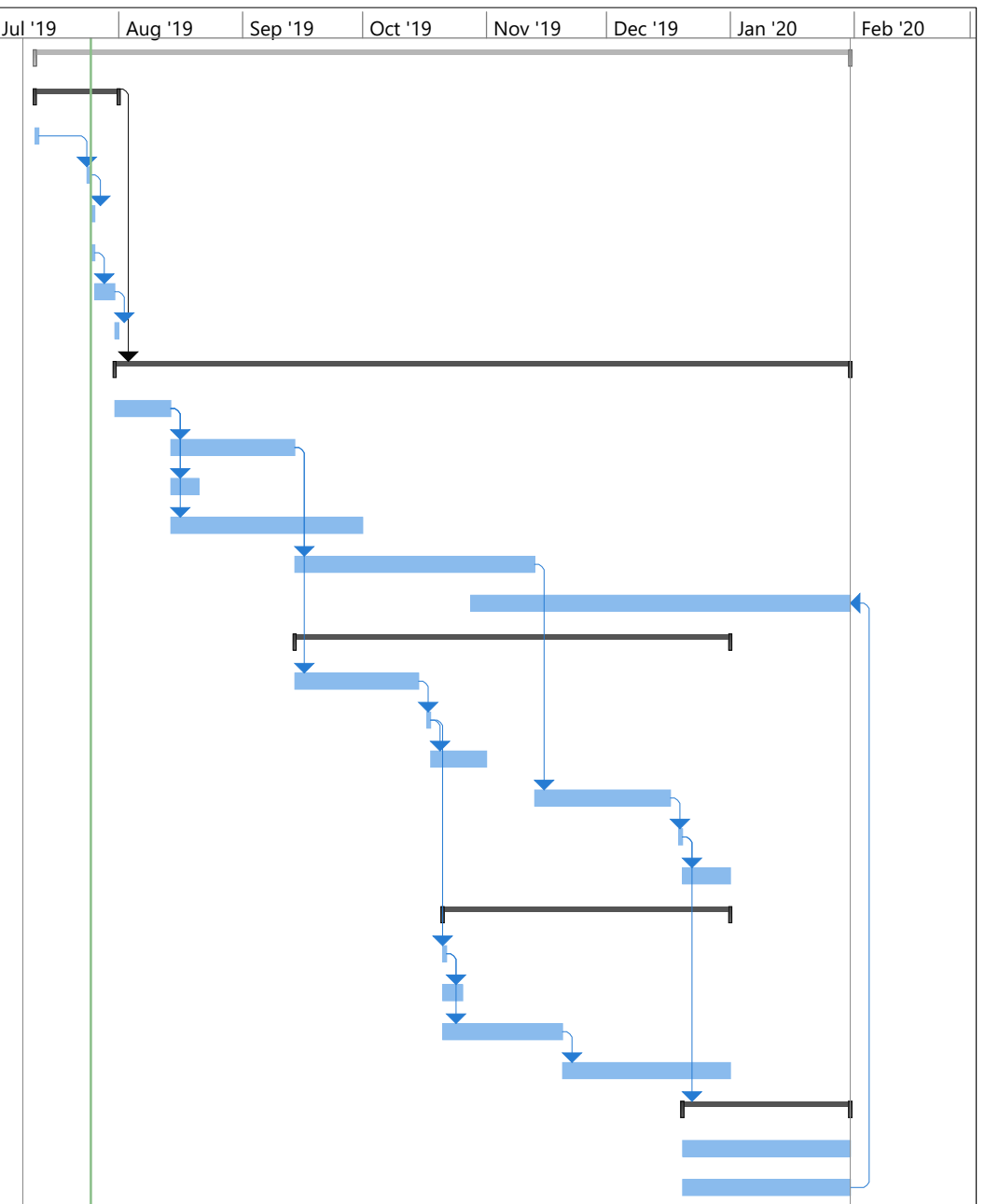
- Project Estimate
- Potential Project Schedule



PS4105/4107 Expansion Project
BRUNSWICK-GLYNN JOINT WATER & SEWER COMMISSION
1703 GLOUCESTER STREET
BRUNSWICK, GA 31520
PROJECT ESTIMATE

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
ITEM 1 MISCELLANEOUS					
a	Mobilization	1	LS	\$ 25,000.00	\$ 25,000.00
b	Traffic Control	1	LS	\$ 25,000.00	\$ 25,000.00
c	Bypass Pumping	4	WEEKS	\$ 15,000.00	\$ 60,000.00
d	Permitting	1	LS	\$ 20,000.00	\$ 20,000.00
ITEM 2 PUMP STATION 4107 IMPROVEMENTS					
a	Pumps (likely 20 hP)	2	Each	\$ 20,000.00	\$ 40,000.00
b	Panels	2	Each	\$ 25,000.00	\$ 50,000.00
c	Valves	6	Each	\$ 5,000.00	\$ 30,000.00
d	Miscellaneous Fittings	1	LS	\$ 10,000.00	\$ 10,000.00
ITEM 3 PUMP STATION 4105 IMPROVEMENTS					
a	Pumps (likely 88 hP)	2	Each	\$ 75,000.00	\$ 150,000.00
b	Panels	2	Each	\$ 25,000.00	\$ 50,000.00
c	Valves	6	Each	\$ 5,000.00	\$ 30,000.00
d	Miscellaneous Fittings	1	LS	\$ 20,000.00	\$ 20,000.00
ITEM 4 CIPP Rehab (If Necessary)					
a	18" Sewer Gravity Main	3,093	LF	\$ 100.00	\$ 309,300.00
b	24" Sewer Gravity Main	1,723	LF	\$ 130.00	\$ 223,990.00
c	30" Sewer Gravity Main	667	LF	\$ 175.00	\$ 116,725.00
SUB-TOTAL					\$ 1,160,015.00
ENGINEERING					\$ 150,000.00
CONTINGENCY 15%					\$ 175,000.00
TOTAL					\$ 1,485,015.00

ID	Task Name	Duration	Duration Type	Start	Finish	Budget	Status	Jun '19	Jul '19	Aug '19	Sep '19	Oct '19	Nov '19	Dec '19	Jan '20	Feb '20
0	PS 4105 and 4107 Expansion	198 days	Calendar Days	Thu 7/11/19	Thu 1/30/20	\$1,485,000.00	On Schedule									
1	1 Project Planning	21 days	Calendar Days	Thu 7/11/19	Wed 7/31/19	N/A	On Schedule									
2	1.1 Facilities Committee	1 day	Work Days Only	Thu 7/11/19	Thu 7/11/19	N/A	Complete									
3	1.2 Finance Committee	1 day	Work Days Only	Wed 7/24/19	Wed 7/24/19	N/A	Complete									
4	1.3 Full Commission	1 day	Work Days Only	Thu 7/25/19	Thu 7/25/19	N/A	On Schedule									
5	1.4 Engineering Selection	1 day	Work Days Only	Thu 7/25/19	Thu 7/25/19	N/A	On Schedule									
6	1.5 Contract Signing	5 days	Work Days Only	Fri 7/26/19	Tue 7/30/19	N/A	Future Task									
7	1.6 Notice to Proceed	1 day	Work Days Only	Wed 7/31/19	Wed 7/31/19	N/A	Future Task									
8	2 Engineering	178 days	Calendar Days	Wed 7/31/19	Thu 1/30/20	\$150,000.00	Future Task									
9	2.1 Preliminary Engineering Report	10 days	Work Days Only	Wed 7/31/19	Tue 8/13/19	N/A	Future Task									
10	2.2 Review CCTV/Prepare Bid Specs	30 days	Work Days Only	Wed 8/14/19	Fri 9/13/19	N/A	Future Task									
11	2.3 Force Main Route Survey	5 days	Work Days Only	Wed 8/14/19	Tue 8/20/19	N/A	Future Task									
12	2.4 EPD Permitting	47 days	Calendar Days	Wed 8/14/19	Mon 9/30/19	N/A	Future Task									
13	2.5 100% Design	60 days	Work Days Only	Sat 9/14/19	Tue 11/12/19	N/A	Future Task									
14	2.6 Construction Admin	90 days	Work Days Only	Mon 10/28/19	Thu 1/30/20	N/A	Future Task									
15	3 Procurement	105 days	Calendar Days	Sat 9/14/19	Tue 12/31/19	N/A	Future Task									
16	3.1 Advertise CIPP	31 days	Calendar Days	Sat 9/14/19	Mon 10/14/19	N/A	Future Task									
17	3.2 Award CIPP	1 day	Work Days Only	Thu 10/17/19	Thu 10/17/19	N/A	Future Task									
18	3.3 Contract Signing	10 days	Work Days Only	Fri 10/18/19	Thu 10/31/19	N/A	Future Task									
19	3.4 Advertise Construction	32 days	Calendar Days	Wed 11/13/19	Mon 12/16/19	N/A	Future Task									
20	3.5 Award Construction	1 day	Work Days Only	Thu 12/19/19	Thu 12/19/19	N/A	Future Task									
21	3.6 Contract Signing	10 days	Work Days Only	Fri 12/20/19	Tue 12/31/19	N/A	Future Task									
22	4 CIPP Downstream	68 days	Calendar Days	Mon 10/21/19	Tue 12/31/19	\$900,000.00	Future Task									
23	4.1 Notice to Proceed	1 day	Work Days Only	Mon 10/21/19	Mon 10/21/19	N/A	Future Task									
24	4.2 ROW Permitting	5 days	Work Days Only	Mon 10/21/19	Fri 10/25/19	N/A	Future Task									
25	4.3 Order CIPP Bags	30 days	Calendar Days	Mon 10/21/19	Tue 11/19/19	N/A	Future Task									
26	4.4 CIPP	30 days	Work Days Only	Wed 11/20/19	Tue 12/31/19	\$900,000.00	Future Task									
27	5 PS Improvements	39 days	Calendar Days	Fri 12/20/19	Thu 1/30/20	\$435,000.00	Future Task									
28	5.1 PS 4107 Improvements	30 days	Work Days Only	Fri 12/20/19	Thu 1/30/20	\$150,000.00	Future Task									
29	5.2 PS 4105 Improvements	30 days	Work Days Only	Fri 12/20/19	Thu 1/30/20	\$285,000.00	Future Task									



Project: PS 4105 and 4107 Expansion
Date: Thu 7/25/19

Task Summary Project Summary



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: August 8, 2019
Re: **APPROVAL** – PS4105 Engineering Agreement

Background

Roberts Civil Engineering (RCE) has been working with the developer of the Bergen Woods apartment complex to make improvements to the pumping capacity at PS 4105. With the additional comprehensive agreement in place with Wade Journey Homes and staff requesting to increase capacity to handle an additional 200-300 REUs of development, additional engineering work is required on PS 4105 as well as PS 4107 upstream. RCE has previously provided a preliminary engineering report for both stations outlining potential upgrades to the stations that would be necessary to handle the apartment complex flow.

Staff Report

Considering that RCE has already been working on engineering improvements for the two pump stations that are needing further improvements, staff requested a proposal from RCE to complete the additional work. RCE provided the attached proposal for engineering services to include CCTV review, surveying, design, and construction administration. The total proposal for the engineering work totals \$65,000. After reviewing the cost proposal, staff believes the proposal is reasonable and acceptable. Estimated engineering time is 120 days for design and 150 days for construction administration.

An overall project schedule is attached showing the estimated engineering and construction timeframes. This engineering proposal was reviewed and approved by the Facilities Committee on July 24, 2019.

Recommended Action

Staff recommends awarding the engineering contract to Roberts Civil Engineering in the amount of \$65,000.

Recommended Motion

"I make a motion that the BGJWSC enter into contract with Roberts Civil Engineering in the amount of \$65,000 for Engineering Services Related to the PS 4105/4107 Expansion and Downstream Rehab Project."

Enclosures:

Engineering Proposal
Potential Project Schedule



ROBERTS
CIVIL ENGINEERING

St Simons Island | Savannah
www.robertscivilengineering.com

Civil Engineering Proposal
Lift Station 4105 and 4107 Additional Capacity
Attachment A – Scope of Work

Roberts Civil Engineering (RCE) is pleased to present the following proposal for civil engineering services for improvements to Lift Station 4105 and Lift Station 4107 in order to accommodate an additional sewer flow of 250 to 300 REUs. The following summarizes the scope of services that RCE proposes to perform.

1. **Preliminary Engineering Report for Lift Station 4105 and 4107** – JWSC has created a concept to increase capacity for Lift Station 4105 by shortening its force main by connecting to an existing sanitary manhole on Wrangler Road or an alternative manhole on Cate Road. In addition, the concept proposes to bypass some gravity flow from Lift Station 4107. These concepts will be analyzed and a report will be generated that includes the following items.
 - a. Existing System
 - b. Proposed Upgrades
 - c. Analysis
 - d. Total Additional Capacity
 - e. Opinion of Probable Cost

Lump Sum \$5,800

2. **Review of CCTV** – JWSC has obtained closed circuit television (CCTV) videos for approximately 12,000 linear feet of gravity sewer main. RCE will evaluate the video tapes and rate each section according to the PACP grading system below:
 - a. Severity Grade 5 – Pipe segment has failed or will likely fail within the next five years - requires immediate attention.
 - b. Severity Grade 4 – Pipe segment has severe defects - risk of failure within the next five to ten years.
 - c. Severity Grade 3 – Pipe segment has moderate defects - deterioration may continue, at a ten to twenty year timeframe.
 - d. Severity Grade 2 – Pipe segment has minor defects - pipe unlikely to fail for at least 20 years.
 - e. Severity Grade 1 – Pipe segment has minor defects - failure unlikely in the foreseeable future.

Lump Sum \$3,850

3. **Route Survey** – A topographic survey will be provided that includes the route for the new force main for Lift Station 4105 and the re-route for the gravity sewer to bypass Lift Station 4107.
 - a. Pavement
 - b. Underground and above ground utilities
 - c. Right of way
 - d. Easements
 - e. Structures
 - f. Trees within right of way

Lump Sum \$5,950

4. **Civil Engineering Construction Plans** – A set of detailed construction plans will include the following:
- a. Existing conditions and demolition plan
 - b. Force main plan view and profiles
 - c. Pump station plan view
 - d. Erosion and sediment control plans
 - e. Pump station details
 - f. General details

Lump Sum \$12,900

5. **EPD Water/Sewer Extension Permit** – The submittal package for the EPD Water and Sewer Extension permits will be assembled including the following:
- a. Sewer Extension Forms
 - b. Flow diagrams
 - c. AHJ Certifications
 - d. Utility Report
 - e. Specifications

Lump Sum \$3,800

6. **CSX Railroad Crossing Survey Data** – The survey data required for CSX permitting includes the following items:
- a. Right of Ways
 - b. Rail and bed locations
 - c. Underground utilities
 - d. Above ground structures
 - e. Adjacent property owners

Lump Sum \$5,700

7. **CSX Railroad Crossing Plan** – Plans will be created that show the proposed pipe crossing over the CSX right of way for use in permitting the crossing. The plans will include the following:
- a. Plan view of proposed crossing
 - b. Cross section view
 - c. Profile view
 - d. Details

Lump Sum \$4,500

8. **Construction Administration** – The following tasks will be included in Construction Administration assuming 20 hours per week for the duration of the project.
- a. Site visits
 - b. Responses to contractor RFIs
 - c. Weekly observation reports
 - d. Review of pay applications

**Lump Sum \$2,250 per week
Budget Estimate: \$22,500**

9. **Hourly Services** – Tasks not specifically stated in the Scope of Work are available at the hourly rates below. These tasks could include but are not limited to **revisions, permitting, addressing JWSC comments, addressing Glynn County comments, meetings, calls, and bidding.**

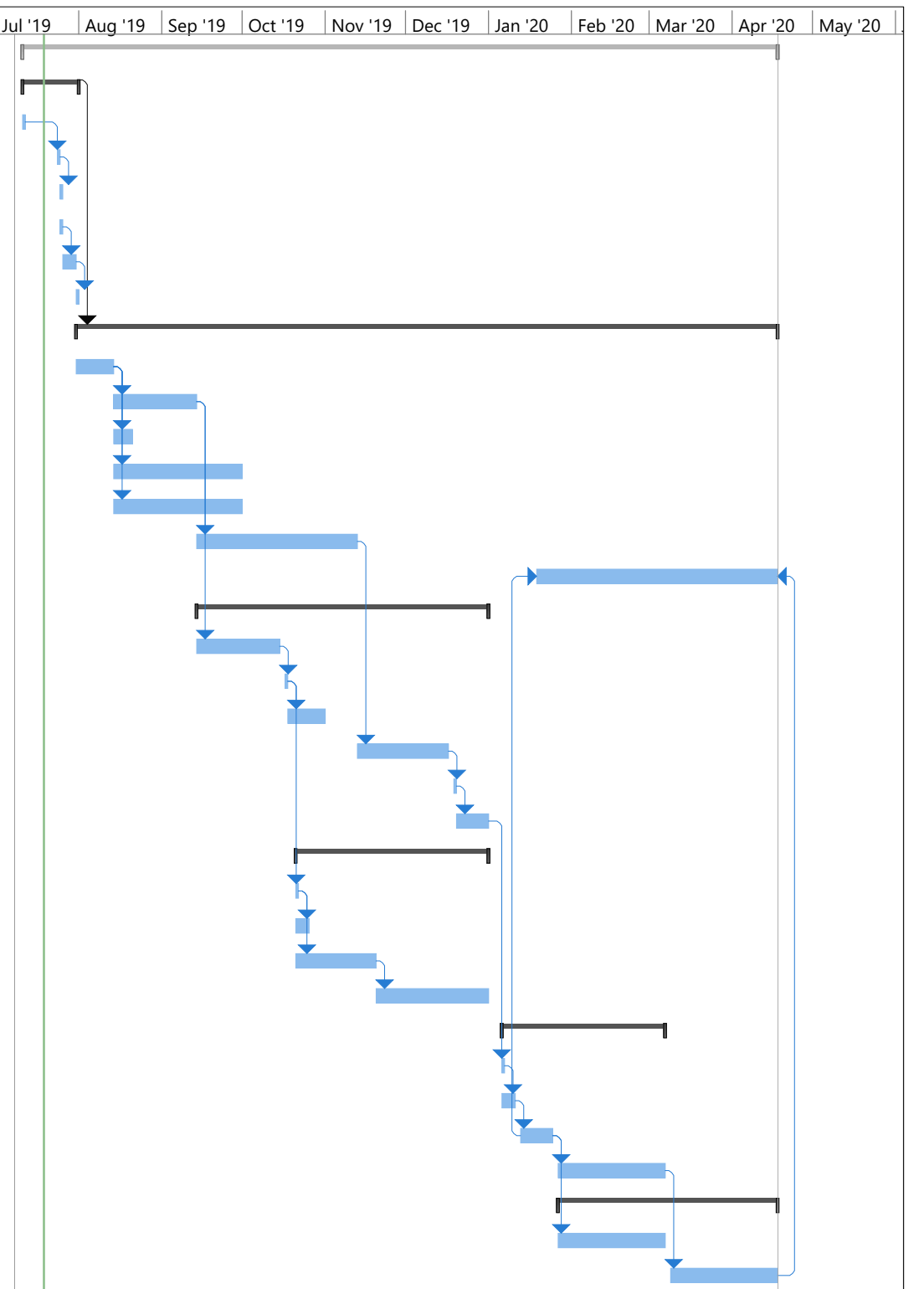
Hourly Rate Schedule

Professional Engineer	\$190
Project Manager	\$160
Field Engineer/Draftsman	\$110
Administration	\$ 60

Notes:

1. Permit fees will be paid by client. CSX access fees and flagman fees to be paid by Client for survey data within the CSX right of way.
2. Record drawings, wetland delineation, and wetland permitting (if required) are the responsibility of the Client.

ID	Task Name	Duration	Duration Type	Start	Finish	Budget	Status	Jun '19	Jul '19	Aug '19	Sep '19	Oct '19	Nov '19	Dec '19	Jan '20	Feb '20	Mar '20	Apr '20	May '20
0	PS 4105 and 4107 Expansion	276 days	Calendar Days	Thu 7/11/19	Fri 4/17/20	\$2,250,000.00	On Schedule												
1	1 Project Planning	21 days	Calendar Days	Thu 7/11/19	Wed 7/31/19	N/A	On Schedule												
2	1.1 Facilities Committee	1 day	Work Days Only	Thu 7/11/19	Thu 7/11/19	N/A	Complete												
3	1.2 Finance Committee	1 day	Work Days Only	Wed 7/24/19	Wed 7/24/19	N/A	Future Task												
4	1.3 Full Commission	1 day	Work Days Only	Thu 7/25/19	Thu 7/25/19	N/A	Future Task												
5	1.4 Engineering Selection	1 day	Work Days Only	Thu 7/25/19	Thu 7/25/19	N/A	Future Task												
6	1.5 Contract Signing	5 days	Work Days Only	Fri 7/26/19	Tue 7/30/19	N/A	Future Task												
7	1.6 Notice to Proceed	1 day	Work Days Only	Wed 7/31/19	Wed 7/31/19	N/A	Future Task												
8	2 Engineering	256 days	Calendar Days	Wed 7/31/19	Fri 4/17/20	\$150,000.00	Future Task												
9	2.1 Preliminary Engineering Report	10 days	Work Days Only	Wed 7/31/19	Tue 8/13/19	N/A	Future Task												
10	2.2 Review CCTV/Prepare Bid Specs	30 days	Work Days Only	Wed 8/14/19	Fri 9/13/19	N/A	Future Task												
11	2.3 Force Main Route Survey	5 days	Work Days Only	Wed 8/14/19	Tue 8/20/19	N/A	Future Task												
12	2.4 Railroad Permitting	47 days	Calendar Days	Wed 8/14/19	Mon 9/30/19	N/A	Future Task												
13	2.5 EPD Permitting	47 days	Calendar Days	Wed 8/14/19	Mon 9/30/19	N/A	Future Task												
14	2.6 100% Design	60 days	Work Days Only	Sat 9/14/19	Tue 11/12/19	N/A	Future Task												
15	2.7 Construction Admin	90 days	Work Days Only	Sun 1/19/20	Fri 4/17/20	N/A	Future Task												
16	3 Procurement	105 days	Calendar Days	Sat 9/14/19	Tue 12/31/19	N/A	Future Task												
17	3.1 Advertise CIPP	31 days	Calendar Days	Sat 9/14/19	Mon 10/14/19	N/A	Future Task												
18	3.2 Award CIPP	1 day	Work Days Only	Thu 10/17/19	Thu 10/17/19	N/A	Future Task												
19	3.3 Contract Signing	10 days	Work Days Only	Fri 10/18/19	Thu 10/31/19	N/A	Future Task												
20	3.4 Advertise Construction	32 days	Calendar Days	Wed 11/13/19	Mon 12/16/19	N/A	Future Task												
21	3.5 Award Construction	1 day	Work Days Only	Thu 12/19/19	Thu 12/19/19	N/A	Future Task												
22	3.6 Contract Signing	10 days	Work Days Only	Fri 12/20/19	Tue 12/31/19	N/A	Future Task												
23	4 CIPP Downstream	68 days	Calendar Days	Mon 10/21/19	Tue 12/31/19	\$1,000,000.00	Future Task												
24	4.1 Notice to Proceed	1 day	Work Days Only	Mon 10/21/19	Mon 10/21/19	N/A	Future Task												
25	4.2 ROW Permitting	5 days	Work Days Only	Mon 10/21/19	Fri 10/25/19	N/A	Future Task												
26	4.3 Order CIPP Bags	30 days	Calendar Days	Mon 10/21/19	Tue 11/19/19	N/A	Future Task												
27	4.4 CIPP	30 days	Work Days Only	Wed 11/20/19	Tue 12/31/19	\$1,000,000.00	Future Task												
28	5 Force Main Improvements	61 days	Calendar Days	Mon 1/6/20	Fri 3/6/20	\$770,000.00	Future Task												
29	5.1 Notice to Proceed	1 day	Work Days Only	Mon 1/6/20	Mon 1/6/20	N/A	Future Task												
30	5.2 ROW Permitting	5 days	Work Days Only	Mon 1/6/20	Fri 1/10/20	N/A	Future Task												
31	5.3 4107 Force Main Installation	10 days	Work Days Only	Mon 1/13/20	Fri 1/24/20	\$55,000.00	Future Task												
32	5.4 4105 Force Main Installation	30 days	Work Days Only	Mon 1/27/20	Fri 3/6/20	\$715,000.00	Future Task												
33	6 PS Improvements	82 days	Calendar Days	Mon 1/27/20	Fri 4/17/20	\$330,000.00	Future Task												
34	6.1 PS 4107 Improvements	30 days	Work Days Only	Mon 1/27/20	Fri 3/6/20	\$140,000.00	Future Task												
35	6.2 PS 4105 Improvements	30 days	Work Days Only	Mon 3/9/20	Fri 4/17/20	\$190,000.00	Future Task												



Project: PS 4105 and 4107 Expansion
Date: Fri 7/19/19

Task Summary Project Summary



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: August 8, 2019
Re: **APPROVAL** – Academy Creek Roof Repair

Background

The old DAF building at Academy Creek houses SP&M operations and the wastewater inventory. The building has an existing single ply membrane roof that leaks during rain events. The leaks are particularly bad in the warehouse area, which prevents the storage of certain items in these areas. Last year, staff contracted with a local roofing company to attempt to patch the roof to prevent further leaks, but this was unsuccessful. At this point, the best course of action is to install a new roof on the building to stop the leaks.

When the staff got quotes to patch the roof last year, inquiries were made to determine replacement costs for the roof. While replacing the roofing, the roof drains would be replaced as well. The quotes from last year ranged from \$150,000 - \$300,000. To be safe with the budget of this project, staff would like to budget for the upper end of the quotes and accept bids for the work to be accomplished.

The project scope was approved by the Facilities Committee on July 11, 2019 and the Finance Committee on July 24, 2019.

Recommended Action

Staff recommends that a project be approved to replace the roof on the Academy Creek DAF building. The estimated budget for this project will be \$300,000.00. Staff recommends that this funding come from the R&R Reserve.

Recommended Motion

"I make a motion to approve project funding in the amount of \$300,000.00 for the Academy Creek DAF Building Roof Replacement Project."



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: August 8, 2019
Re: **APPROVAL** – Surplus Equipment

Background

Staff has determined the following vehicle or equipment assets to no longer be of use to the mission of the JWSC.

ASSET ID	YEAR / MAKE / MODEL	SURPLUS REASON
WDE-106	2006 Bobcat 442 Excavator	Insufficient reach to meet day-to-day needs, no longer utilized in operations
WDE-102	2004 John Deere Clam Bucket	Asset not utilized in JWSC operations, bucket has been replaced and is in use
WDD-104	2007 Chevrolet 3500	Legacy Equipment from JWSC creation, asset not utilized and fully depreciated
WWTD-103	1997 Ford Aerostar Van	Legacy Equipment from JWSC creation, asset not utilized and fully depreciated
WWTD-109	1998 Ford F-250 Truck	Legacy Equipment from JWSC creation, asset not utilized and fully depreciated

These pieces of equipment were approved for surplus by the Facilities Committee on July 11, 2019 and the Finance Committee on July 24, 2019.

Recommended Action

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

Recommended Motion

"I make a motion to approve the list of items detailed above as surplus."