

Andrew Burroughs  
(Redacted Address)

June 3, 2019

Baylie Lane  
Human Resources Generalist  
Brunswick-Glynn County Joint Water & Sewer Commission  
c/o Teamwork Services, Inc.  
700 Gloucester Street, Suite 302  
Brunswick, Georgia 31520

Dear Mrs. Lane:

By way of this letter and the attached resume, I would like to submit my application for consideration for the position of Executive Director for the Brunswick-Glynn County Joint Water & Sewer Commission (BGJWSC). Due to my experience with the BGJWSC, I believe that I am uniquely qualified to provide the necessary leadership and technical expertise to continue to move the utility forward. The BGJWSC is currently on solid ground in many respects, but continual improvement is necessary for sustained growth. I perceive the opportunities available to the next Executive Director to improve the BGJWSC's standing with many in the community to be an increased focus on customer service, improved fiscal responsibility, and improved capital resource allocation through asset management.

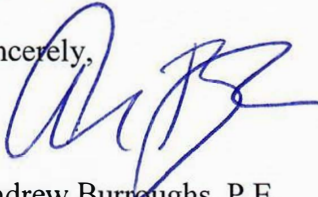
During my time with the BGJWSC, I have fostered strong working relationships with the public, contractors, engineers, the business community, the development community, and the members of the Commission. Many of these relationships seemed fractured upon my arrival, and while continued progress is necessary, I believe that the foundation is laid to build these relationships even further. Ultimately, the success or failure of the BGJWSC will be judged by the citizens, the business community, and the community leadership. Providing water and sewer service is easy, but doing so in a way that is cognizant of the impacts to the individual members of the community is much more difficult. Being an established member of the community myself, I am ready to work diligently for the betterment of the entirety of Brunswick and Glynn County.

I have worked closely with the operations staff on improving efficiencies through planning, scheduling, and a focus on job specific employee development. Growth in these areas has already begun, and we will continue to improve the overall efficiency of the operating groups with reduced daily operational costs. Similar methods can be employed with the administrative groups to reduce administrative costs. The reduction of daily operational and administrative costs provides the opportunity to increase capital spending without the need to significantly increase the monthly burden on our customers. Through the application of asset management principles, the increased capital spending can be targeted to the areas of greatest impact. The BGJWSC system needs are not unlike other utilities nationwide, but systematic rehabilitation of the aging water and sewer systems is necessary to ensure the continued growth of the community.

The current staff at the BGJWSC is among the most qualified and talented group of individuals that one could ask for in a workforce. Each division has members that are ready to step up to help lead the utility and the community forward. Our employees genuinely care about their jobs, not just because of their paychecks, but because of the immense responsibility that comes with water and wastewater treatment. All they need is a consistent vision and direction to help focus their efforts. I believe that I am ready to provide that vision and direction to allow them to shine.

As requested in the job description, my salary requirement is in the \$135,000 - \$145,000 range. Thank you for reviewing this letter and my resume. I look forward to hearing from you about this opportunity.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Andrew Burroughs', written over the word 'Sincerely,'.

Andrew Burroughs, P.E.

**Andrew P. Burroughs, P.E.**  
**(Redacted Address)**

Licensed Professional Engineer with nine years of progressively responsible experience in wastewater and drinking water treatment, water, wastewater, and stormwater conveyance, regulatory compliance, NPDES permitting, environmental inspections and enforcement, asset management, operations and maintenance, and employee supervision.

**PROFESSIONAL EXPERIENCE**

**BRUNSWICK-GLYNN JOINT WATER & SEWER COMMISSION**

*Deputy Executive Director* Brunswick, GA September 2017-Present

- Coordinates operations and maintenance of the water and sewer systems for the Mainland, St. Simons Island, and South Mainland service areas in role as Operations Director for the Commission.
- Oversees and participates in capital improvement projects on wastewater treatment, wastewater pumping stations, sewer lines, water distribution lines, water production wells, and water storage tanks to include projects with a focus on energy efficiency, permit compliance, and capacity issues.
- Monitors operational budgets and approved expenditures for the Commission of \$22.5M and capital budgets of \$6.3M annually.
- Initiated formalized asset management practices for the Commission to include Cityworks software implementation, risk analysis, mitigation plans, and capital projects planning.
- Initiated strategic business planning for the Commission with help of senior staff to provide a roadmap for the future of the Commission.
- Supervises, directs, and evaluates 101 employees including performing employee performance reviews and disciplinary actions.
- In the absence of the Executive Director, oversees day-to-day administrative functions of Commission while supervising 57 additional employees.

**CITY OF TUSCALOOSA WATER & SEWER DEPARTMENT**

*Process Assets Manager* Tuscaloosa, AL July 2013-August 2018

- Oversaw day-to-day operations and maintenance of the 24 MGD Hilliard Fletcher Wastewater Treatment Plant and 63 wastewater treatment pump stations while maintaining a \$5.3M combined budget.
- Oversaw and participated in capital improvement projects on wastewater treatment, wastewater pumping stations, sewer lines, and water plant improvements to include projects with a focus on energy efficiency, permit compliance, and capacity issues.
- Served as departmental environmental coordinator for permitting, compliance, stormwater pollution plans, SPCC plans, and annual reporting requirements.
- Oversaw and participated in the management of fixed assets utilized in water treatment, wastewater treatment, and wastewater pump stations to include expansion of Lucity maintenance management software usage.
- Supervised, directed, and evaluated 31 employees including performing employee performance reviews and disciplinary actions.
- In the absence of the Deputy Director, Process Assets, oversaw day-to-day operations and maintenance of the 45 MGD Ed Love Water Treatment Plant and the 14 MGD Jerry Plott Water Treatment Plant while supervising approximately 40 additional employees.

**ALABAMA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT**

*Environmental Engineering Specialist, Senior* Montgomery, AL Aug. 2010-June 2013

- Created stormwater discharge permits for the Mining and Natural Resource Section of the Water Division.
- Reviewed stormwater engineering designs for likelihood of designs to maintain compliance.
- Responded to comments from the U.S. Environmental Protection Agency, environmental non-profit organizations, and concerned citizens.
- Conducted inspections of permitted facilities to determine environmental compliance and produced necessary enforcement documents.
- Attended public hearings during permitting process for high profile permits to allow citizens to voice their concerns about a particular facility.

## **EDUCATION**

WASHINGTON STATE UNIVERISTY  
Master of Business Administration

Pullman, WA

June 2021 (Expected)

- Concentration in Finance

UNIVERSITY OF ALABAMA  
Bachelor of Science, Chemical Engineering

Tuscaloosa, AL

May 2010

- University Honors Program
- CHBE Honors Program
- Graduated magna cum laude

## **COMPUTER SKILLS**

- Microsoft Office (Word, Excel, PowerPoint) – 5+ Years
- ArcGIS – 5+ Years
- Windows and Mac Operating Systems – 5+ Years
- Microsoft Vizio – 5+ Years
- Lucity – 4 Years
- Kronos – 4 Years
- Cityworks – 2 Years
- Innoprise Financials and CIS – 2 Years

## **LICENSES**

- Professional Engineer (PE) License, Alabama License No. 35148, 2015
- Professional Engineer (PE) License, Georgia License No. PE042863, 2018