

Baylie Lane

From: Jeremy Johnston (Redacted)
Sent: Sunday, June 09, 2019 7:55 PM
To: Baylie Lane
Cc: Jeremy D. Johnston
Subject: Executive Director Position Brunswick - Glynn Joint Water & Sewer Commission
Attachments: Johnston Jeremy - Resume.pdf; Johnston Jeremy - Cover Letter.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Ms. Lane,

I hope you are well this Sunday evening.

I am submitting my cover letter and resume for consideration for the position of Executive Director of the Brunswick - Glynn Joint Water & Sewer Commission. The advertisement I read indicated I needed to provide my salary requirements as well. I am willing to negotiate on salary, but would be looking for a salary of at least \$150,000 plus benefits.

I am very interested in the opportunity. I am confident I have the education and experience the Brunswick - Glynn Joint Water & Sewer Commission is looking for. I look forward to discussing Executive Director opportunity with you.

Respectfully,
Jeremy D. Johnston, PE, MBA
Florida Licensed Professional Engineer
Mobile: (Redacted)

Jeremy D. Johnston, P.E., M.B.A.

(Redacted Personal Info)

June 4, 2019

Baylie Lane
Brunswick – Glynn Joint Water & Sewer Commission
C/O Teamwork Services, Inc.
700 Gloucester Street, Suite 302
Brunswick, GA 31520

RE: Executive Director Position

Dear Ms. Lane,

I read the advertisement for the Executive Director of the Brunswick – Glynn Joint Water & Sewer Commission on the American Water Works Association (AWWA) website. I am submitting my resume to you for consideration for that position. From reading the job description, I am confident I meet the required qualifications. I am also confident that I have the experience, education, and skill set to provide stable executive leadership for Brunswick – Glynn Joint Water & Sewer Commission.

The advertisement indicates Brunswick-Glynn Joint Water & Sewer Commission is looking for an Executive Director with an education in business administration or engineering supplemented by experience in water/wastewater utility services. I meet all these requirements along with the experience of leading a public water, wastewater, and reclaimed water utility like the Brunswick-Glynn Joint Water & Sewer Commission.

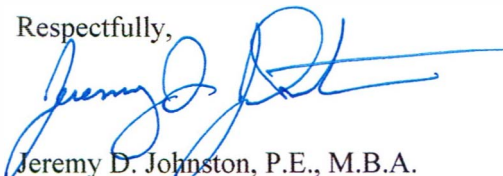
I currently have a license as a Professional Engineer in the State of Florida. I am updating my account with the National Council of Examiners for Engineering and Surveying (NCEES) to apply for a Professional Engineering License from the State of Georgia.

Beyond my 20 years of engineering background, I also hold a Master of Business Administration degree. I am actively engaged in the daily operations as well as the master planning of the infrastructure, finances, and overall business of the Clay County Utility Authority (CCUA). Economic and environmental sustainability of the water resources and the utility are foundational to my work.

Beyond leading day to day operations of CCUA, I am actively involved with public and private stakeholder engagement. While I have a technical background, I can clearly, concisely, and effectively communicate with a variety of stakeholders on a local and state level. From the information I have read on-line about the Brunswick-Glynn Joint Water & Sewer Commission, I am confident that my skills will add value in solid technical expertise, understanding of the business leading a public utility, and effectively engaging a variety of stakeholders.

Please accept my resume for consideration as the Executive Director for the Brunswick-Glynn Joint Water & Sewer Commission. I am confident I will be able to provide stable leadership based upon the experience, education, and skill sets I bring.

Respectfully,



Jeremy D. Johnston, P.E., M.B.A.
Florida Licensed Professional Engineer

Jeremy D. Johnston, P.E., M.B.A.

(Redacted Personal Info)

EXECUTIVE LEADER IN OPERATIONS MANAGEMENT, STRATEGIC PLANNING, AND ENGINEERING

Solutions focused executive with over 20 years of experience successfully managing operations to provide safe and reliable water related utility services in a service area experiencing significant growth. Proven leadership and experience strategically envisioning, planning, and budgeting capital improvements within a long-range capital improvement program, managing the engineering and regulatory processes to build planned capital improvements and place into productive service.

KEY STRENGTHS, SKILLS & KNOWLEDGE

Leadership
Operational and Capital Budgeting
Contract Management
Stakeholder Engagement

Operations Management
Project Management
Engineering Design
Communications

Strategic Planning
Risk Management
Regulatory Compliance
Public Presentations

CAREER EXPERIENCE

Clay County Utility Authority

Chief Operations Officer (2014 – Present)

2012 – Present

Middleburg, FL

Lead utility operations, planning, engineering, and construction efforts through the management of an annual operating budget of \$30M, a capital improvement budget of \$35M, and staff management of 160 team members. Coordinate the utility's regulatory compliance efforts with state agencies that include the Florida Department of Environmental Protection (FDEP) and the St. Johns River Water Management District (SJRWMD).

- Leading the modernization of the utility's custom made financial management system that will streamline utility operations resulting in an electronic purchasing process, journalizing transactions in real-time, automating financial reports, and providing management with immediate data for improved decision making and planning. Total effort will result in the savings of an estimated \$500,000 to \$700,000 in labor costs.
- Overseeing the implementation of a computerized asset management system that will manage and monitor the progress of inspection, repair, and renewal activities on the utilities existing capital assets valued at about \$300M. Determining the most effective use of the repair and renewal capital funds identified in the capital budget and five-year capital improvement program that accounts for 60% of the annual \$35M capital budget.
- Managing the modernizing of the utility's capital improvement planning and budgeting processes that will create an electronic system for proposing, evaluating, and placing projects in the capital budget and the five-year capital improvement program. Developing the system to model future project funding needs and cash flows using factors such as service area population growth, inflation, and weighted cost of capital.
- Leading the utility's Alternative Water Supply (AWS) initiative that focuses on the development of new technologies and processes for water resources and economic sustainability, a forecasted \$103M investment for the utility over the next twenty years. Evaluating the economic impacts of this initiative on our service rates to develop an economically sustainable approach to necessary rate increases.

Utility Engineer (2012 – 2014)

Middleburg, FL

Designed and managed underground utility extension projects from concept to completion with budgets from \$250,000 to \$3.1M. Included the supervision and coordinating the efforts of multiple consultants and contractors in disciplines that included surveying, geotechnical, civil, environmental, mechanical, electrical, and structural engineering, as well as general and underground utility contractors.

- Managed a major \$3M pipeline project from bid to completion, resulting in an on-time completion target and 3% below the original bid due to value engineering efforts during construction.
- Took over the management and oversight of major pipe-bursting project through a highly urbanized area during the bidding process. The project was completed within the original schedule and within 5% of the original budget.

J.F. Civil Engineering, Inc.**2011-2012****Professional Engineer**

Jacksonville, FL

Pursued potential clients and projects to develop billable work backlog. Reviewed project related documents for clients that included Southeast Recycling. Prepared project proposals for organizations that included the City of Jacksonville and Martin Marietta Materials.

- Completed the record drawings for Walbridge to close-out the required documents for Ft. Stewart 4th Infantry Brigade Combat Team (IBCT) project for the United States Army Corps of Engineers (USACE).

PBS&J (now Atkins member of the SNC-Lavalin Group)**2006-2011****Senior Engineer II**

Jacksonville, FL

Managed the development of project proposals, civil engineering design drawings, calculations, and regulatory submittals for public and private sector clients for one of the world's largest design, engineering and project management consultancy firms.

- Designed the potable water distribution and the sanitary sewer collection system for the Ft. Stewart 4th IBCT USACE. Served as an observer, inspector, and project coordinator for the USACE while the Ft. Stewart 4th IBCT was under construction. Received the Charles F. Trainor Award in 2010 from the USACE for my work on the Ft. Stewart 4th IBCT design and construction teams.
- Designed the potable water distribution, sanitary sewer collection, and the storm water collection and management systems for the Shands Cancer Hospital in Gainesville, Florida, as part of the design team subcontracting to Flad Architects. Shands Healthcare, Flad Architects, and design team received the Best Healthcare Building of 2010 award by the McGraw Hill-Southeast Construction Magazine for the newly completed Shands Cancer Hospital.

Kimley-Horn and Associates, Inc.**2003-2006****Professional Engineer / Office Coordinator**

Jacksonville, FL

Managed the development proposals, designs, calculations, and regulatory submittals for residential, commercial, and industrial clients for a \$722M planning, engineering, and design firm.

- Managed the design development of the potable water distribution, sanitary sewer collection, and storm water collection and management systems for the JaxPort Dames Point Container Terminal.
- Worked with residential clients such as Toll Brothers and industrial clients that included Martina Marietta Materials and Florida Rock Industries, Inc.
- Received the Outstanding Career Development Award, Kimley-Horn and Associates, 2004

EDUCATION**University of Florida****April 2018****Master of Business Administration (MBA), Hough Graduate School of Business**

Gainesville, FL

University of Florida**August 1996****Bachelor of Science (BS), Agricultural and Biological Engineering**

Gainesville, FL

Santa Fe Community College**May 1992****Associates of Arts**

Gainesville, FL

PROFESSIONAL CONTINUING EDUCATION

Smart City Integration into the Utility Industry
Strategic Planning for Utilities
Project Management

Developing Asset Management Programs
Aquifer Management
Project Risk Management

ADDITIONAL DATA

- Florida Licensed Professional Engineer, License Number 58649
- Member of the American Water Works Association
- Member of the American Society of Civil Engineers
- Member of the WateReuse Association, Florida Section Board of Trustees
- Member of the Project Management Institute