



**Brunswick-Glynn County Joint Water and Sewer Commission
1703 Gloucester Street, Brunswick, GA 31520
Wednesday, November 13, 2019 10:30 AM
Commission Meeting Room**

HUMAN RESOURCES COMMITTEE MEETING AGENDA

COMMITTEE MEMBERS: Commissioner Donald Elliott, Chairman
Commissioner Cornell Harvey
Commissioner Wayne Neal
Executive Director Andrew Burroughs

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

APPROVAL

1. **Minutes from August 21, 2019 Human Resources Committee Meeting** *(subject to any necessary changes)*
2. **Minutes from August 21, 2019 Human Resources Committee Executive Session** *(subject to any necessary changes)*

DISCUSSION

1. **Staff Recommendations on Changes to Health Care Plans**
 - a. **Changes to the Current Plan**
 - b. **Cost Sharing of Any Plan Cost Increases**
2. **Staff Recommendations on Retirement Plan Changes**
 - a. **Proposed Changes to the Retirement Plan**
 - b. **Implementation of Proposed Changes**
3. **Salary Survey Update With Addition of Local Surrounding Communities**

MEETING ADJOURNED

All citizens are invited to attend.

There is a possibility of a quorum of Commissioners being present.



Brunswick-Glynn County Joint Water & Sewer Commission
1703 Gloucester Street, Brunswick, GA 31520
Commission Meeting Room
Wednesday, November 13, 2019 at 10:30 AM

HUMAN RESOURCES & SAFETY COMMITTEE MINUTES

PRESENT: Donald Elliott, Committee Chairman
Cornell Harvey, Commissioner
Wayne Neal, Commissioner
Andrew Burroughs, Executive Director

ALSO PRESENT: Catina Tindall, First Coast Benefits Solutions, Inc.
Daphne Gable, Teamwork Services Inc.
Kelly Vest, Teamwork Services Inc.
Janice Meridith, Exec. Commission Administrator

MEDIA: Taylor Cooper, The Brunswick News

Chairman Elliott called the meeting to order at 10:30 AM.

PUBLIC COMMENT PERIOD

There being no citizens that wished to address the Committee, Chairman Elliott closed the Public Comment Period.

APPROVAL

1. Minutes from August 21, 2019 Human Resources Committee Meeting
Commissioner Harvey made a motion seconded by Commissioner Neal to approve the minutes from the August 21, 2019 Human Resources Committee Meeting. Motion carried 3-0-0.

2. Minutes from August 21, 2019 Human Resources Committee Executive Session
Commissioner Neal made a motion seconded by Commissioner Harvey to approve the minutes from the August 21, 2019 Human Resources Committee Meeting. Motion carried 3-0-0.

DISCUSSION

1. Staff Recommendations on Changes to Health Care Plans – C. Tindall
Catina Tindall provided that this was a preliminary meeting to discuss the upcoming March renewal of health benefits for JWSC. There are no documents prepared as of yet with proposed policies or quotes from carriers. The renewal information will be received by January 1st. Ms. Tindall indicated

that there are 3 health plans offered at this time for JWSC, for which the out-of-pocket amounts increased as well as the deductibles in order to bring the rates down overall. There are a total of 124 JWSC staff enrolled in the current health plans. There are 16 employees enrolled in the \$1,500 deductible plan, 101 employees enrolled in the \$3,500 deductible plan, and 7 enrolled in the Health Savings Accounts plan with the \$5,000 deductible.

Commissioner Elliott requested that for the next Human Resources Committee meeting, Ms. Tindall provide additional information regarding:

- Claims vs. Paid for this current year (how much they paid out on claims) which is only generally broken down, and not in detail.
- A listing of the lower cost pharmacies and offers to the employees regarding cost of maintenance medicines for comparison. (i.e. in comparison to mail-order pharmacies)
- A breakdown of where the money is being spent by JWSC on the insurance benefits.
- To contact the insurance company and find out now what the plan options are and what will be looked at for renewal options as well as request the claims history broken down as far as they can in detail, and provide a written response from the insurance company stating that they cannot provide this information.

2. Staff Recommendations on Retirement Plan Changes – A. Burroughs

Mr. Burroughs provided that JWSC's retirement plan is a defined benefit plan where employees do not currently pay anything into that pension fund, and employees currently start being vested at 3 years and are fully vested at 5 years. He provided that the city has a defined contribution plan where the employees pay 3%, and the county has a defined benefit plan where their employees do not pay anything into that funding. The county is currently looking at their pension plan and considering changing it. Mr. Burroughs provided three scenarios for the committee to review regarding comparisons of the projected employer contribution rate with of the pension plan remaining as it is and also making changes where the employees contribute to the plan with varying vesting times.

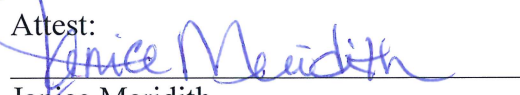
3. Salary Survey Update With Addition of Local Surrounding Communities – A. Burroughs

Mr. Burroughs provided a salary survey comparing the JWSC senior staff and superintendents' salaries to those of regional water and sewer utilities. He requested salary information from three different groups of water and sewer utilities: similarly sized utilities in Georgia (excluding the Atlanta area), similarly sized utilities in northern Florida, and utilities of any size in Coastal Georgia. A chart was provided indicating the minimum and maximum salaries from the study with those of JWSC.

With no further business to discuss, Committee Chairman Elliott adjourned the meeting at 11:19 a.m.


Donald Elliott, Committee Chairman

Attest:


Janice Meridith,
Executive Commission Administrator



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November 6, 2019

Michelle Warner
Director Field Services and Defined Contribution Programs
Georgia Municipal Association
201 Pryor Street, SW
Atlanta, Georgia 30303

RE: Benefit Study for the Brunswick-Glynn County Water & Sewer Authority

Dear Michelle,

As requested, we have developed the impact on plan funding of the following plan changes.

1. Future new hires will contribute 2.50% of salary
2. Future new hires will be vested after 5 years and contribute 2.50% of salary
3. Future new hires will be vested after 10 years and contribute 2.50% of salary

The data, financial information, and plan provisions for the January 1, 2019 valuation were used to develop these results, except where noted.

When determining the Recommended Contribution, the total level dollar amortization is adjusted, if necessary, to be within a corridor of the 10-year and the 30-year amortization of the unfunded/(surplus) actuarial accrued liability.

Exhibit 1 Shows a 20-year projections of employer contribution rates. Exhibit 2 presents a 20-year projection of employer contributions, given in today's dollars. None of the changes are projected to have a measurable effect on the funded status of the Plan. All investment gains and losses are expected to be recognized through the asset smoothing method over the next few years. Future returns are projected to be 7.50% annually. All assumptions are presumed to be met in the aggregate, so that no additional future experience gains or losses are anticipated.

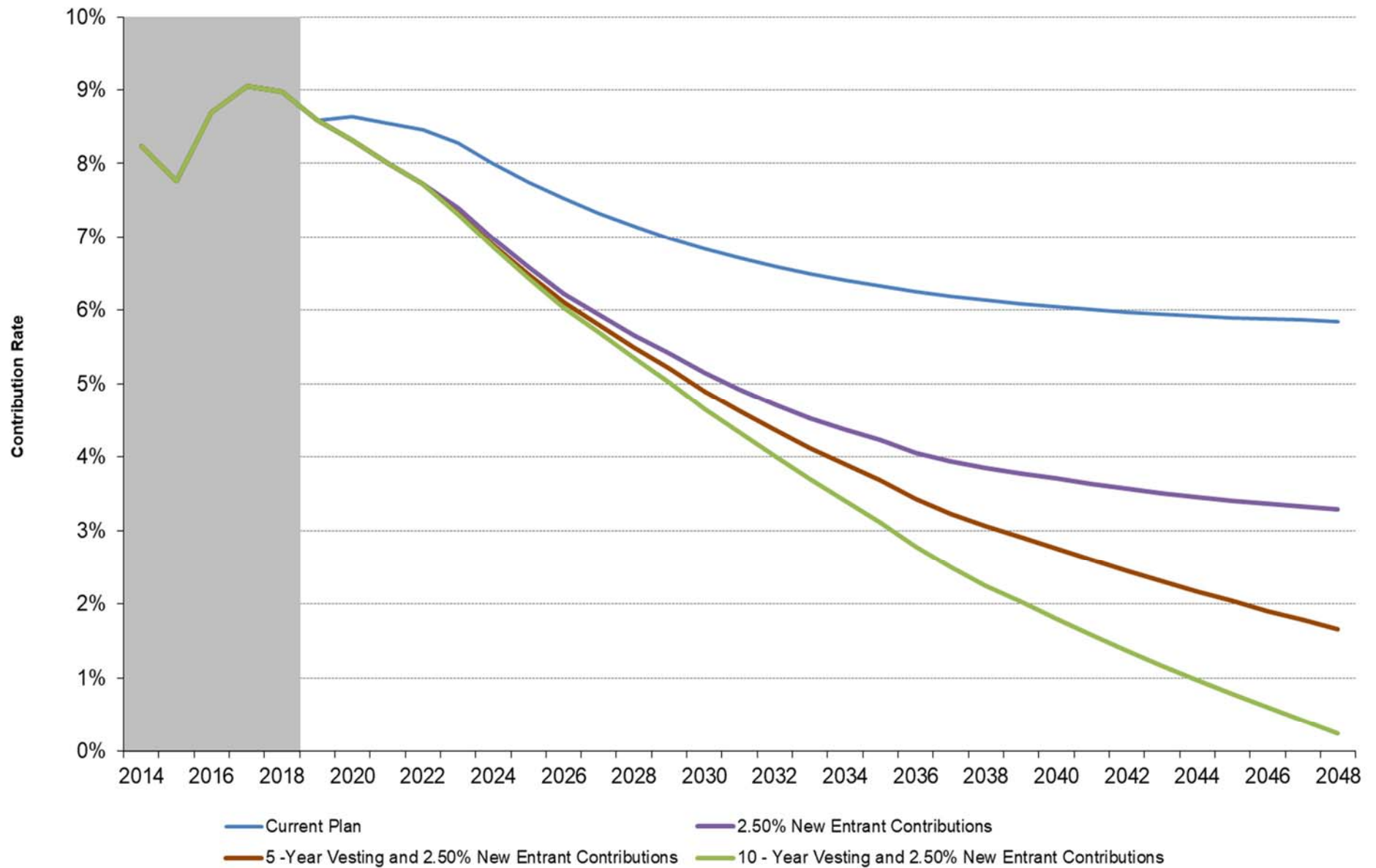
If you have any questions or need additional information please let us know.

Sincerely,

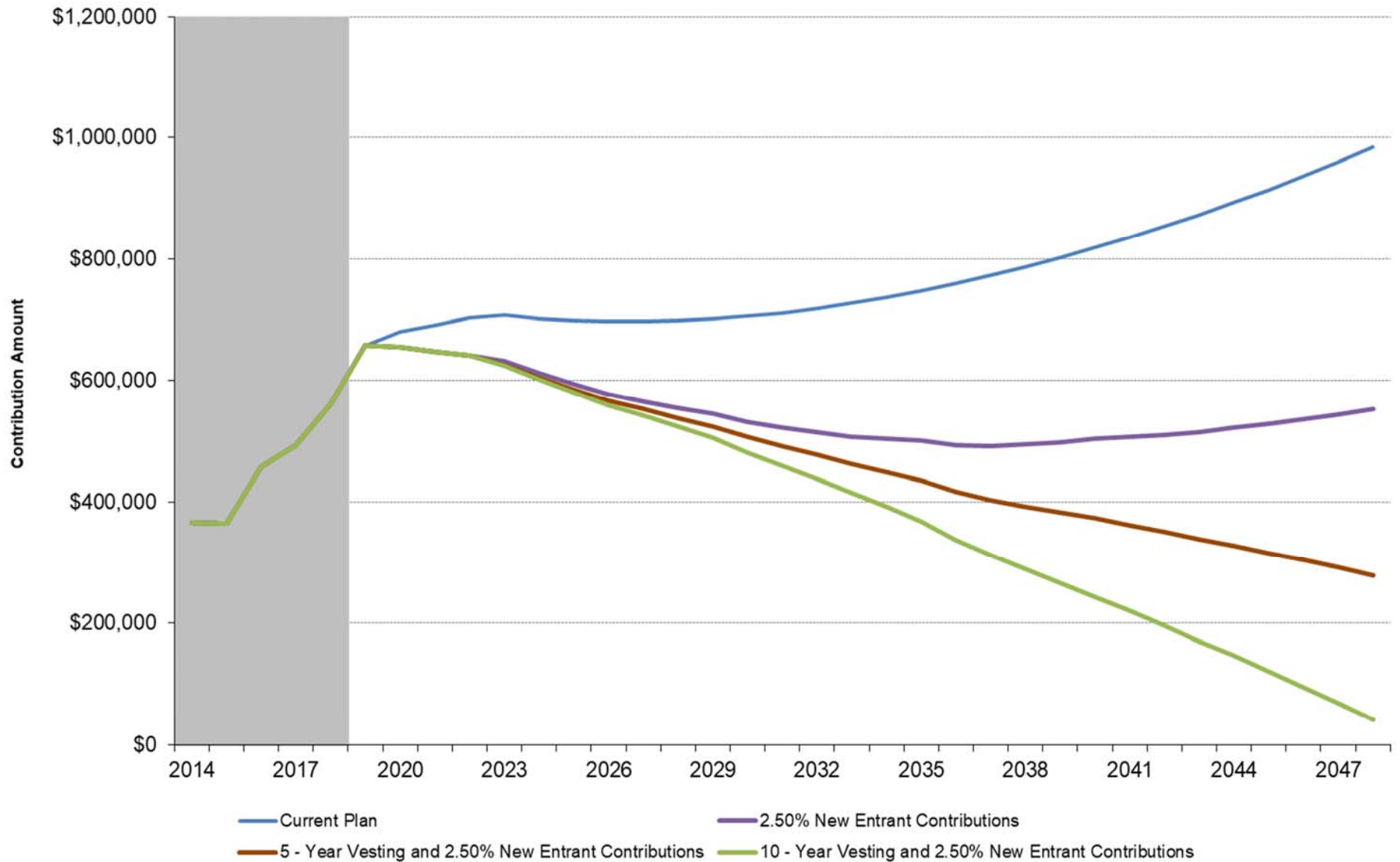
Jeanette R. Cooper, FSA, FCA, MAAA, EA
Vice President and Actuary

Malichi S. Waterman, FCA, MAAA, EA
Consulting Actuary

PROJECTED EMPLOYER CONTRIBUTION RATE



PROJECTED EMPLOYER CONTRIBUTION AMOUNT



Brunswick-Glynn County Joint Water and Sewer Commission

Senior Staff Salary Survey

General

After a previous meeting of the Human Resources Committee, staff compared senior staff salaries at the BGJWSC against senior staff salaries from similarly sized water and sewer utilities throughout the United States. The previous report concluded that BGJWSC salaries were not in line with industry expectations based upon the data collected by the American Water Works Association. Following the presentation of the report to the Human Resources Committee, staff was asked to provide data on a more regional basis.

Compare JWSC Senior Staff Salaries with Regional Water and Sewer Utilities

Requests were sent to three different groups of water and sewer utilities: similarly sized utilities in Georgia (excluding the Atlanta area), similarly sized utilities in northern Florida, and utilities of any size in Coastal Georgia. There were 8 utilities that responded to the request. A summary of the salary midpoints is shown below. The minimum and maximum column reflect the minimum or maximum midpoint value submitted.

Position	Min	Max	JWSC
Executive Director	\$ 98,164.20	\$ 166,999.95	\$ 145,169.50
Deputy Executive Director	\$ 79,163.27	\$ 131,526.00	\$ 131,526.00
Director of Finance	\$ 79,163.27	\$ 132,174.00	\$ 119,148.50
Director of Engineering	\$ 103,562.00	\$ 152,650.03	\$ 119,148.50
Director of Administration	\$ 52,919.00	\$ 110,849.96	\$ 107,953.50
--	\$ 66,837.93	\$ 89,531.00	--
Director of Purchasing	\$ 67,600.00	\$ 97,794.50	\$ 97,794.50
Water Production Superintendent	\$ 59,800.00	\$ 95,499.95	\$ 88,587.50
Facilities Superintendent	\$ 53,262.28	\$ 104,378.50	\$ 88,587.50
SP&M Superintendent	\$ 52,421.05	\$ 95,499.95	\$ 88,587.50
Wastewater Treatment Superintendent	\$ 68,459.61	\$ 95,499.95	\$ 88,587.50
Water Distribution Superintendent	\$ 52,451.05	\$ 95,499.95	\$ 88,587.50

The dashed line is data for the position of Public Information Officer. Most of the utilities surveyed separated the Business Office Manager and PIO positions. The JWSC has these functions combined. The above data suggests that for the majority of positions the JWSC pay range is in line with other utilities. The JWSC did not have the minimum midpoint for any position; however, this should be expected when comparing JWSC data to data from much smaller utilities.

Compare JWSC Senior Staff Salaries with Bureau of Labor Statistics District Data

To provide another comparison of salary data, JWSC salaries were compared to data from the Bureau of Labor Statistics for other metropolitan areas in the state of Georgia and northern Florida, excluding any in Atlanta or Jacksonville. The term metropolitan area might be confusing in that it does not strictly refer to major cities. There are metropolitan districts around Brunswick, Valdosta, Albany, and other similar sized areas. The job classification that most closely relates to the JWSC position was used for this comparison i.e. Director of Engineering compares to Architectural and Engineering Managers. Again midpoint data is shown below. Note that this includes all industries, not just water and sewer.

Position	Min	Max	JWSC
Executive Director	\$ 120,670.00	\$ 227,480.00	\$ 145,169.50
Deputy Executive Director	\$ 78,140.00	\$ 131,526.00	\$ 131,526.00
Director of Finance	\$ 97,580.00	\$ 143,360.00	\$ 119,148.50
Director of Engineering	\$ 111,780.00	\$ 162,190.00	\$ 119,148.50
Director of Administration	\$ 73,010.00	\$ 138,170.00	\$ 107,953.50
Director of Purchasing	\$ 92,860.00	\$ 133,680.00	\$ 97,794.50
Water Production Superintendent	\$ 69,140.00	\$ 131,300.00	\$ 88,587.50
Facilities Superintendent	--	--	\$ 88,587.50
SP&M Superintendent	\$ 69,140.00	\$ 131,300.00	\$ 88,587.50
Wastewater Treatment Superintendent	\$ 69,140.00	\$ 131,300.00	\$ 88,587.50
Water Distribution Superintendent	\$ 69,140.00	\$ 131,300.00	\$ 88,587.50

In this comparison, the JWSC salaries again appear to be in line with salaries across the state of Georgia and north Florida. The position of Facilities Superintendent did not have a clear comparative group, and thus was left out of this analysis.

Compare JWSC Senior Staff Salaries with Bureau of Labor Statistics Industry Data

To provide a final comparison of salary data, JWSC salaries were compared to data from the Bureau of Labor Statistics for nationwide data for the NAICS codes for Utilities, Water & Sewer, Water & Sewer Construction, and Local Government. The job classification that most closely relates to the JWSC position was used for this comparison i.e. Director of Engineering compares to Architectural and Engineering Managers. As with the first two tables, midpoint data is shown below.

Position	Min	Max	JWSC
Executive Director	\$ 112,850.00	\$ 145,960.00	\$ 145,169.50
Deputy Executive Director	\$ 104,590.00	\$ 135,070.00	\$ 131,526.00
Director of Finance	\$ 104,720.00	\$ 147,780.00	\$ 119,148.50
Director of Engineering	\$ 119,148.50	\$ 149,440.00	\$ 119,148.50
Director of Administration	\$ 97,550.00	\$ 123,940.00	\$ 107,953.50
Director of Purchasing	\$ 97,794.50	\$ 130,400.00	\$ 97,794.50
Water Production Superintendent	\$ 88,587.50	\$ 119,050.00	\$ 88,587.50
Facilities Superintendent	--	--	\$ 88,587.50
SP&M Superintendent	\$ 88,587.50	\$ 119,050.00	\$ 88,587.50
Wastewater Treatment Superintendent	\$ 88,587.50	\$ 119,050.00	\$ 88,587.50
Water Distribution Superintendent	\$ 88,587.00	\$ 119,050.00	\$ 88,587.50

Using this data which admittedly is nationwide data and is not corrected for cost of living differences, the JWSC appears to be underpaying several of the senior staff positions if it wants to recruit on a national level. Again, there is no position grouping that matches up with the JWSC position of Facilities Superintendent.