



Brunswick-Glynn County Joint Water and Sewer Commission
1703 Gloucester Street, Brunswick GA 31520
Thursday, October 17, 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.

STAFF RECOGNITION – T. Kline / C. Harvey

Georgia Utilities Coordinating Council Awards

Mike Fields – Region 5 Chairman of the Year

Tiffany Tiner – Region 5 Secretary of the Year

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 October 3, 2019 Regular Meeting** (*subject to any necessary changes*)
2. **Minutes from October 3, 2019 Executive Session** (*subject to any necessary changes*)
3. **Minutes from October 7, 2019 Special Called Meeting** (*subject to any necessary changes*)
4. **Minutes from October 7, 2019 Executive Session** (*subject to any necessary changes*)
5. **Acceptance of FY2019 Financial Audit** – J. Donaghy
6. **Dedications (2)** – T. Kline
 - **PS2022 Dunbarton Creek Plantation**
 - **205 Dunbar Drive Force Main Extension**

EXECUTIVE DIRECTOR'S UPDATE

CHAIRMAN'S UPDATE

EXECUTIVE SESSION – Property & Personnel

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, October 17, 2019 at 2:00 PM**

COMMISSION MINUTES

PRESENT: **G. Ben Turnipseed, Chairman**
 Steve Copeland, Vice-Chairman
 Donald Elliott, Commissioner
 Tripp Stephens, 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 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.

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

PUBLIC COMMENT PERIOD

Chairman Turnipseed opened the public comment period.

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

STAFF RECOGNITION – C. Harvey / T. Kline

Georgia Utilities Coordinating Council Awards

Mike Fields – GUCC Region 5 Chairman of the Year Award

Tiffany Tiner – GUCC Region 5 Secretary of the Year Award

Commissioner Harvey announced that this staff recognition was for awards made by the Georgia Utilities Coordinating Council to two JWSC staff members Mike Fields and Tiffany Tiner. Their supervisor Todd Kline presented background information regarding the Georgia Utilities Coordinating Council and its purpose and function; provided a brief history of Georgia's Region 5 Council Group; the relationships, communications and coordination necessary between the various utilities; and also the involvement of

811 “Call Before You Dig.” Mike Fields was presented the award for GUCC Region 5 Chairman of the Year. Tiffany Tiner was presented the award for GUCC Region 5 Secretary of the Year. Commissioner Harvey congratulated and commended both JWSC staff members for their responsibilities and duties they have performed in their roles for the GUCC.

COMMITTEE UPDATES

Facilities Committee – Chairman Turnipseed provided that the Facilities Committee had met on the previous day, approved two property dedications to be moved forward to the full Commission, had a Meter RFI presentation, reviewed the three wastewater plant flows, discussed current status of unsolicited proposals, discussed sludge hauling, sewer expansion, the proposed SPLOST projects list for JWSC, and updated the wasteload allocations from EPD.

Finance Committee – Commissioner Copeland provided that the Finance Committee had also met on the previous day and reviewed a number of items with the most significant being the presentation by Trey Scott of Mauldin & Jenkins for the financial and compliance audit report for FY 2019. The Finance Committee voted to accept the audit and move it forward to the full Commission for acceptance.

Human Resources – Commissioner Elliott provided that the candidates for the position of Executive Director were interviewed.

APPROVAL

1. Minutes from the October 3, 2019 Regular Commission Meeting

Commissioner Duncan made a motion seconded by Commissioner Elliott to approve the minutes from the October 3, 2019 Regular Commission Meeting. Motion carried 6-0-1. (Commissioner Stephens was not present for the vote.)

Chairman Turnipseed advised that Commissioner Stephens would be arriving late for the meeting.

2. Minutes from the October 3, 2019 Executive Session

Commissioner Copeland made a motion seconded by Commissioner Harvey to approve the minutes from the October 3, 2019 Executive Session. Motion carried 6-0-1. (Commissioner Stephens was not present for the vote.)

3. Minutes from the October 7, 2019 Special Called Meeting

Commissioner Duncan made a motion seconded by Commissioner Neal to approve the minutes from the October 7, 2019 Special Called Meeting. Motion carried 6-0-1. (Commissioner Stephens was not present for the vote.)

4. Minutes from the October 7, 2019 Executive Session

Commissioner Harvey made a motion seconded by Commissioner Duncan to approve the minutes from the October 7, 2019 Executive Session. Motion carried 6-0-1. (Commissioner Stephens was not present for the vote.)

5. Acceptance of FY2019 Financial Audit – J. Donaghy

Mr. Donaghy stated that Trey Scott from Mauldin & Jenkins had presented the FY 2019 financial audit to the Finance Committee. He noted that a financial audit is required to be completed by October 15th of each year under the Operational Agreement and this year’s report is dated October 7th. Formal copies of the audit were provided to the Commissioners. Mr. Donaghy advised that the Finance Committee has recommended that the audit be accepted and authorized for release to the public and to reporting agencies.

Commissioner Elliott questioned the difference between what was shown in June for salaries and personnel expenses on the revenue statement in the audit and the covered payroll on page 34 of the audit report and operating personnel services for 2019 and 2018 on page 5 of the Management Discussion and Analysis. Mr. Donaghy responded that the information reported in the notes on the financial statement relative to pension numbers are those that are provided to the auditors by GMA and the GMA actuaries. Those numbers are based on a payroll census that was reported to them in August of the previous year, therefore the numbers seen are those the actuary had as of August of 2018, and we are reporting Fiscal Year 2019. Mr. Donaghy added that the actuarial numbers lag by 9 months to a year, so there is some difference there. He also noted that when there is turnover employees that have left are not included in covered payroll which makes another difference, and the amounts of salaries that are reported on the financial statements include accrued salaries for the last payroll period of each year that have not been paid as of yet. There are timing differences and there are differences due to financial reporting requirements. Mr. Donaghy advised that those numbers will never line up dollar for dollar. Mr. Burroughs added that the line item personnel services on page 5 versus the covered payroll on page 34 does reflect a difference because personnel services covers more than just payroll. Mr. Donaghy noted that also covers the statutory and elective benefits that are paid to personnel. Commissioner Elliott commented that this would be discussed more at the next Finance meeting and the next Human Resources meeting.

Commissioner Copeland made a motion seconded by Commissioner Elliott to move that the JWSC accept the audited financial report for the June 30, 2019 Fiscal Year and authorize its release to the public and reporting agencies.

Commissioner Duncan suggested to Mr. Donaghy that where there are these non-material differences it would be beneficial to have it footnoted to indicate the differences, and why they are there, so that all who read the report have that information and understanding of the timing differences and then the different reporting requirement. Commissioner Duncan added that going forward this is his recommendation so that the Commission will already have that answer resolved, and then more particularly for the public that reviews the documents where they might see that difference, it is already footnoted as to what the inputs were for the differences. Mr. Donaghy said that the most appropriate place for that is in the Management Discussion and Analysis at the beginning of the audit, which is a document actually prepared by the JWSC.

Commissioner Copeland commented that for the Commissioners and the public it is important to state the findings of the audit, and the findings were that, "We have issued an unmodified audit report." That's a clean opinion. We have been given a clean bill of health essentially with no findings, no negative findings. Commissioner Copeland then read from the audit report, "The respective financial statements are considered to present fairly the financial position and results of operations as of and for the year ending June 30, 2019." He then said we have a clean audit and the only recommendation was that we compile our financial procedures together in one location or one book and we should be doing that over the next year. Mr. Donaghy agreed and added that there is a board adopted financial policy and various procedures, but they are just not in one binder where they can all be found at once, and that is their suggestion. He noted that part of that is the data flow mapping which we are continuing to do for the Strategic Plan that has been put together.

Commissioner Harvey commented that he agreed with Commissioner Duncan's suggestion regarding the footnote. He then questioned if the audit report is being accepted as is, and with the stipulation of the added comments. Commissioner Elliott rephrased the question for confirming if the Commission wanted the footnote added to this audit report before it is released to the public. Commissioner Duncan indicated that the footnote can be added as Mr. Donaghy had suggested within the Management Discussion and Analysis section since that is the document provided by JWSC with no other changes to the report.

Commissioner Copeland reconfirmed that the suggestion is to have the footnote added to the Management Discussion and Analysis section and the entire packet would be updated to include that footnote before it is released. It was agreed that the footnote would be added.

Commissioner Copeland then amended the motion to accept the audit as it stands with the addition of that footnote in the Management Discussion and Analysis section. Commissioner Harvey seconded the amended motion.

Commissioner Stephens arrived at 2:25 p.m.

Motion carried 6-0-1. (Commissioner Stephens was not present for the discussion and abstained from the vote.)

6. Dedications (2) – T. Kline

- **PS2022 Dunbarton Creek Plantation**
- **205 Dunbar Drive Force Main Extension**

Mr. Kline presented the recommendation to accept two dedications to the Commissioners. He noted that there are two items, with one being a pump station that will come off of the list of pump stations that are already operated and maintained by JWSC with the ownership not yet dedicated. He added that the second item is from a new customer who put in a grinder station at their home and extended the force main down the right of way (ROW) to connect to JWSC's system, and that portion of force main coming down the ROW is what is being dedicated to JWSC. Chairman Turnipseed commented that this had been reviewed by the Facilities Committee and approved to move forward to the full Commission.

Commissioner Duncan made a motion seconded by Commissioner Elliott that the Brunswick Glynn County Joint Water & Sewer Commission accept the projects described as public infrastructure for ownership, operations, and maintenance. Motion carried 7-0-0.

EXECUTIVE DIRECTOR'S UPDATE

Mr. Burroughs advised that the manhole rehab contract kicked off on Monday and it had been issued to BioNomics. The mainland smoke testing project has kicked off as well. Mr. Burroughs noted that during the next week on Whitlock Street, the bypass for the SPLOST project will be installed. Bids are due back on the Altama/Sea Palms Cured In Place Pipe project on November 5th and the Banking RFP is due back on November 5th also. Mr. Burroughs provided that the Grand Jury interviews will be held on October 23rd and 30th with the public hearing on November 6th and final selection on November 20th.

CHAIRMAN'S UPDATE

Chairman Turnipseed advised that he had no further update.

EXECUTIVE SESSION – Property & Personnel

Commissioner Elliott made a motion seconded by Commissioner Stephens to enter into Executive Session to discuss Property & Personnel with no vote to be taken after. Motion carried 7-0-0.

Return to Regular Session.

Commissioner Neal made a motion seconded by Commissioner Duncan to return to Regular Session. Motion carried 7-0-0.

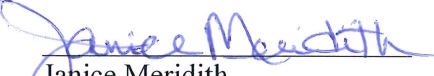
Commissioner Copeland made a motion seconded by Commissioner Neal to adjourn the meeting. Motion carried 7-0-0.

There being no additional business to bring before the Commission, Chairman Turnipseed adjourned the meeting at 3:53 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

www.bgjwsc.org

To: JWSC Commissioners
From: John D. Donaghy, Director of Finance
Cc: Andrew Burroughs, Interim Executive Director
Date: October 17, 2019
Re: Acceptance of the June 30, 2019 Audit Report

Background:

The JWSC is required to have its financial statements audited annually. The Operational Agreement requires that the audit be completed by October 15th of each year.

Mauldin & Jenkins, Certified Public Accountants, issued their unqualified opinion for the Fiscal Year June 30, 2019 and issued their report.

The Finance Committee has reviewed the audit report with Mr. Trey Scott, CPA, a partner in Mauldin & Jenkins, at their October 16, 2019 meeting.

Recommendation:

The Finance Committee recommends that the JWSC accept the audited financial report for the June 30, 2019 Fiscal Year and authorize its release to the public and reporting agencies.

Motion:

“I move that the JWSC accept the audited financial report for the June 30, 2019 Fiscal Year and authorize its release to the public and reporting agencies.”



Brunswick-Glynn County Joint Water and Sewer Commission

To: Brunswick-Glynn Joint Water & Sewer Commission – Board of Commissioners
From: Todd Kline, P.E., Director of Engineering *[Signature]*
Date: Thursday, October 17, 2019
Re: **Dedication of Infrastructure**

Staff Report

By providing required documentation, the Owner of Record dedicates the following infrastructure:

- 1. Pump Station 2022 Dunbarton Creek Plantation:** Located at 225 Dunbarton Drive, Simons Island, Georgia; Parcel 04-14409; and, owned by the Dunbarton Creek Plantation Property Owners Association
- 2. 205 Dunbar Drive Low Pressure Force Main:** Located at 205 Dunbar Drive, St. Simons Island, Georgia; Parcel 04-01345; and, owned by Gaynelle Fournier.

The water and sewer systems have been constructed in accordance with applicable standards and in accordance with the JWSC Development Procedures. The work has been deemed compliant by JWSC operational superintendents and the project inspector.

Project	Application for Dedication		Fair Value of Infrastructure		Easement ¹
	Water	Wastewater	Water	Wastewater	
PS 2022 Dunbarton Creek Plantation	NA	NA	NA	NA	Limited Warranty Deed
205 Dunbar Drive	NA	X	NA	370 L.F. at \$11,100	NA

¹ Where applicable, deed documents along with the required plats and legal descriptions have been prepared, executed, submitted and approved as to form by the BGJWSC Attorney.

Recommended Action

On Wednesday, October 16, 2019, the Facilities Committee approved this item to be moved forward to the full Commission for approval. In as much as all requirements of the BGJWSC Development Procedures have been met and all related documents have been submitted and executed, staff recommends acceptance by the Commission for the projects described above as public infrastructure for ownership, operation and maintenance.

Recommended Motion

I make a motion that the Brunswick Glynn County Joint Water & Sewer Commission accept the projects described above as public infrastructure for ownership, operation and maintenance.

Attachments

- 1) 205 Dunbar Drive Force Main Application for Dedication and Copy of Contractors Invoice – *Requires BGJWSC Commission Signature*
- 2) PS2022 Limited Warranty Deed – *Requires BGJWSC Commission Signature & Notary*
- 3) Pump Station Acquisition Project Tracker (Last Revised 10-10-2019)



(Above the Line Reserved for Clerk Recording Data)

Return to:
Hall Booth Smith, P.C.
Attn: Charles A. Dorminey, J.D., LL.M.
3528 Darien Highway, Suite 300
Brunswick GA 31525

**STATE OF GEORGIA
COUNTY OF GLYNN**

LIMITED WARRANTY DEED

THIS INDENTURE is made as of the 26 day of SEPTEMBER, 2019, by and between **DUNBARTON CREEK PLANTATION PROPERTY OWNERS ASSOCIATION, INC.**, a Georgia corporation (hereinafter referred to as the "Grantor"), and the **BRUNSWICK-GLYNN COUNTY JOINT WATER AND SEWER COMMISSION**, a public corporation created by Local Act of the General Assembly of the State of Georgia, acting by and through its Board of Commissioners (hereinafter referred to as the "Grantee").

WITNESSETH:

FOR AND IN CONSIDERATION of the sum of TEN DOLLARS (\$10.00) in hand paid to Grantor by Grantee at and before the execution, sealing and delivery thereof, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant,

bargain, sell, alien, convey and confirm unto Grantee, and the successors, legal representatives and assigns of Grantee, all of the following property, to wit:

All that tract or parcel of land, lying and being in G.M.D. 25, St. Simons Island, Glynn County, Georgia, and being shown as "Lift Station Area" adjacent to Lot 19 of Dunbar Creek Plantation "Phase One" and shown on plat of said subdivision prepared by Joe Biletzskov, Georgia Registered Land Surveyor No. 1672, and recorded in the public records of Glynn County, Georgia, in Plat Drawer 14, Page 556, to which reference is hereby particularly made.

Said tract is also shown as "Sanitary Sewer Pump Station" on plat prepared by Charles L. Johnson, Georgia Registered Land Surveyor No. 2640, and recorded in Plat Drawer 28, Page 196.

TOGETHER WITH all water and sewer infrastructure and improvements located on said tract or parcel.

TO HAVE AND TO HOLD said tract or parcel of land, together with any and all of the rights, members and appurtenances thereof, thereto and therein, to the same being, belonging or in any wise appertaining, to the only proper use, benefit and behoof of Grantee forever, in full fee simple title so that neither the Grantor nor any person or persons claiming under it shall at any time, by any means or ways, dispute the right, title and interest of the Grantee.

[Signatures on following pages]

IN WITNESS WHEREOF, Grantor has caused this instrument of conveyance, deed, transfer and grant to be signed in its name and its seal to be affixed thereto and attested by its Secretary, all in accordance and compliance with the laws of the State of Georgia, and delivered these presents on this the day and year first above written.

**DUNBAR CREEK PLANTATION
PROPERTY OWNERS ASSOCIATION,
INC.**

By:



President

Attest to:

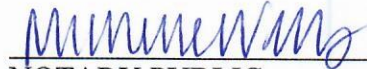


Secretary



Unofficial Witness

Signed, sealed and delivered on this
16 day of Sept, 2019,
and in the presence of:



NOTARY PUBLIC

My Commission Expires: 4/26/19



DEED ACCEPTANCE:

IN WITNESS WHEREOF, Grantor has caused this instrument of conveyance, deed, transfer and grant to be signed in its name and its seal to be affixed thereto and attested by its Clerk, all in accordance and compliance with the laws of the State of Georgia, and delivered these presents on this the day and year first above written.

**BRUNSWICK-GLYNN COUNTY JOINT
WATER AND SEWER COMMISSION**

By:

Chairman

Attest to:

Clerk

Unofficial Witness

Signed, sealed and delivered on this
____ day of _____, 2019,
and in the presence of:

NOTARY PUBLIC
My Commission Expires: _____

RECEIVED OCT 4 2019

CLERK



Application for Dedication of Water/Wastewater Systems

Part A: Statement of Intention

Having completed the installation of the water/wastewater system for the property tract or subdivision heretofore known as 205 Dunbar Low Pressure Force Main; the current Owner(s) of the system, being Gaynelle Fournier, located at 205 Dunbar Drive, St Simons Island GA 31522, is desirous of dedicating the constructed utility system(s) for ownership, operation and maintenance to the appropriate public entity licensed and permitted to operate such system(s) within this jurisdictional area. This Application and requested information is being submitted with this intention.

Part B: Recognition and Acceptance of Warranties

The Owner/Developer of this water/wastewater system does hereby recognize and accept the responsibility for correcting any and all system defects that may occur or be found during the operation of the system by the JWSC for a period of two (2) years from the written date of acceptance by the governmental body to which the system is dedicated. This warranty covers materials and workmanship items, as well as those components of the infrastructure damaged by other utilities and/or contractors who may cause damage to the water/wastewater system as herein accepted, excepting such defects caused or resulting from the sole negligence of the JWSC.

Part C: Confirmation of Compliance of Water/Wastewater Documentation

The Owner/Developer of this water/wastewater system does hereby warrant that the Record Drawings and all appropriate utility easements and/or deeds have been provided to the JWSC.

Part D: Fair Value (Cost Basis) of Dedicated System (To be completed by Engineer)

The Fair Value (Cost Basis) of the installed **water system**, which is approximately NA linear feet as constructed, is estimated to be \$ NA.

The Fair Value (Cost Basis) of the installed **sanitary sewer system**, which is approximately 370 linear feet, is estimated to be \$ 11,100.

The Fair Value (Cost Basis) of the installed **wastewater lift station**, which design capacity is NA gallons per minute @ feet Total Dynamic Head, is estimated to be \$.

The Fair Value (Cost Basis) of the installed **potable water well**, which design capacity is NA gallons per minute @ feet Total Dynamic Head, is estimated to be \$.

Engineer's Certification

The information cited in Part "D" of this application is based on my professional evaluation of the costs of materials and installation of the water/wastewater system(s) as constructed in accordance with the approved standards and specifications for this project; and I do hereby certify, to the best of my knowledge and belief, that these amounts as provided are an accurate representation of this systems Fair Value on a Cost Basis as of the date of this Application.

Engineer Printed Name: W. Todd Kline, P.E., JWSC	Georgia P.E. Registration # :
Engineer Signature:	Date (mm/dd/yyyy):

(ENGINEER SEAL)

Part E: Owner/Developer Certification

I/We, ^{Gaynelle} Gayle Fournier, do hereby certify that all application information herein provided on the aforementioned water/wastewater development project is true and accurate to the best of my/our knowledge and belief.

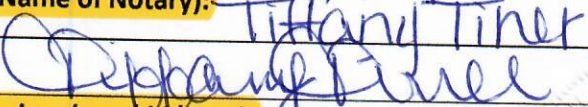
Printed Name of Grantor: Gaynelle Morgan Fournier	
Title of Grantor: owner	
Signature of Grantor: Gaynelle M. Fournier	Date Signed(mm/dd/yyyy): 10-7-19

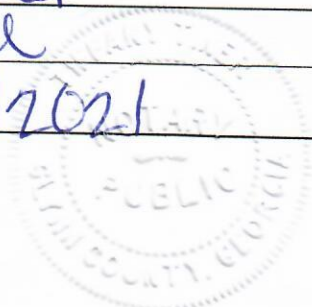
If this is a Corporation include name of someone to Attest and Corporate Seal

Printed Name of Attestor:	
Title of Attestor:	
Signature of Attestor:	Date Signed (mm/dd/yyyy):

(CORPORATE SEAL HERE)

All Applications must be Notarized

Date signed, sealed and delivered (mm/dd/yyyy): 10/7/2019
In the presence of (printed Name of Notary): Tiffany Tiner
Signature of Notary Public: 
Date Notary Commission Expires (mm/dd/yyyy): 03/27/2021



ACCEPTED BY BRUNSWICK GLYNN JOINT WATER & SEWER COMMISSION

Date Accepted (Commission Meeting):	
Printed Name of Chairman:	
Signature of Chairman:	Date Signed (mm/dd/yyyy):

WOODARD CONSTRUCTION COMPANY, INC.

3109 Memorial Drive
Waycross, GA 31503

(912) 285-8004/Fax (912) 285-8097
mail@woodardconstruction.net

Date: 12-Jul-19

Stephen McDonald Construction
St. Claire Subdivision: Dunbar Road
(Gaynell Fornier)

Invoice 72219

Description	Qty	Unit	Cost	Total
Install 150' 1 1/2" Service Line	150	each	\$15.00	\$2,250.00
Install 370" 2" Force Main	370	each	\$30.00	\$11,100.00
Grinder Station	1	each	\$17,150.00	\$17,150.00
Electrial	1	each	\$600.00	\$600.00
Total Amount Due Upon Receipt				\$31,100.00



95-2019-0077

We appreciate the opportunity to work with you. Please contact us if you have any other construction needs.