



Brunswick-Glynn County Joint Water and Sewer Commission
1703 Gloucester Street, Brunswick GA 31520
Thursday, February 6, 2020 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.

COMMITTEE APPOINTMENTS

APPROVAL

- 1. Minutes from January 16, 2020 Regular Meeting** *(subject to any necessary changes)*
- 2. Minutes from January 16, 2020 Executive Session** *(subject to any necessary changes)*
- 3. Academy Creek Operations Building Roof Contract Award** – P. Crosby
- 4. Leak Adjustments Approval** – A. Burroughs

DISCUSSION

- 1. Meter RFP Update** – A. Burroughs
- 2. GEFA Loan Update** – A. Burroughs

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, February 6, 2020 at 2:00 PM**

COMMISSION MINUTES

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

ALSO PRESENT: **Andrew Burroughs, Executive Director
Charlie Dorminy, Legal Counsel HBS
Todd Kline, Director of Engineering
Pam Crosby, Director of Procurement
John Donaghy, Director of Finance
LaDonnah Roberts, Senior Financial Analyst
Jay Sellers, Director of Administration
Janice Meridith, Exec. Commission Administrator**

ABSENT: **Steve Copeland, Commissioner**

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

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

Commissioner Neal provided the invocation and Commissioner Stephens led the Pledge of Allegiance.

PUBLIC COMMENT PERIOD

Chairman Turnipseed opened the public comment period.

Lawton Teston, Water Quality

Mr. Teston spoke to the Commissioners regarding concerns about the condition of the water in his neighborhood, Shell Point, on Harry Driggers Boulevard. The water has a dark color to it appearing to have some black sud in it. Neighbors are also having the same concerns with the water quality in that area. Mr. Teston has had to replace his kitchen faucet twice, shower heads twice, the bathtub, and has drained the hot water heater as well. Chairman Turnipseed assured Mr. Teston that the water quality does meet the required state standards, but this will be checked on and he thanked Mr. Teston.

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

COMMITTEE APPOINTMENTS

Communications Committee –

Committee Chairman – Commissioner Stephens

Additional Members – Commissioner Duncan and Commissioner Harvey

Economic Development Committee –

Committee Chairman – Commissioner Duncan

Additional Members – Commissioner Neal and Commissioner Harvey

Facilities Committee –

Committee Chairman – Chairman Turnipseed

Additional Members – Commissioner Duncan and Commissioner Copeland

Finance Committee –

Committee Chairman – Commissioner Duncan

Additional Members – Commissioner Elliott and Commissioner Stephens

Human Resources –

Committee Chairman – Commissioner Elliott

Additional Members – Commissioner Harvey and Commissioner Neal

Legislative Committee –

Committee Chairman – Commissioner Harvey

Additional Members – Commissioner Neal and Commissioner Duncan

Emergency Preparedness Committee –

Committee Chairman – Commissioner Stephens

Additional Members – Commissioner Neal and Commissioner Harvey

Agendas and supporting documents for all Committee and Commission Meetings will be forwarded to all Commissioners. All Commissioners are invited to attend all of the meetings.

APPROVAL

1. Minutes from the January 16, 2020 Regular Commission Meeting

Commissioner Elliott made a motion seconded by Commissioner Duncan to approve the minutes from the January 16, 2020 Regular Commission Meeting. Motion carried 6-0-1. (Commissioner Copeland was absent from the meeting.)

Chairman Turnipseed requested to excuse Commissioner Copeland due to his being out of town.

Commissioner Stephens made a motion seconded by Commissioner Harvey to excuse Commissioner Copeland from the meeting. Motion carried 6-0-1. (Commissioner Copeland was absent from the meeting.)

2. Minutes from the January 16, 2020 Executive Session

Commissioner Neal made a motion seconded by Commissioner Harvey to approve the minutes from the January 16, 2020 Executive Session. Motion carried 6-0-1. (Commissioner Copeland was absent from the meeting.)

3. Academy Creek Operations Building Roof Contract Award – P. Crosby

Pamela Crosby presented the recommendation for the Academy Creek Operations Building Roof Contract Award. She recalled for the Commissioners that the budget allotment of \$300,000.00 for the replacement of the roof had been approved earlier in 2019 by the Finance and Facilities Committees as well as the Commission. The Invitation for Bid was placed after the storm season had passed; the pre-bid meeting in November had eight firms in attendance; and four formal bids were received. All of the information on the bidders and the amounts they bid were provided, with Roofing Professionals, Inc. being the lowest bidder at \$256,160.00.

Commissioner Elliott made a motion seconded by Commissioner Duncan to move that the Brunswick-Glynn County Joint Water & Sewer Commission approve the contract between BGJWSC and Roofing Professionals, Inc. in the amount of \$256,160.00 for the Academy Creek Roof Replacement.

The significant difference in the bids was questioned, and Mrs. Crosby provided the details of the bids as well as information relating to Roofing Professionals, Inc., and their previous experience. Commissioner Stephens suggested that JWSC check with Georgia Power for possible discounts based on the materials and ratings of the proposed roof replacement.

Motion carried 6-0-1. (Commissioner Copeland was absent from the meeting.)

4. Leak Adjustments Approval – A. Burroughs

Mr. Burroughs provided that the Glynn County Ordinance requires that all leak adjustments totaling \$2,000 or more to be presented to the Commission for approval. There were two leak adjustments, one for Beachview Tent Rentals in the amount of \$8,083.46, and the second for Robert Bennet in the amount of \$2,370.12. Staff reviewed both requests and found them to be in accordance with ordinance and policy, provided the supporting documents, and recommended approving both leak adjustments.

Commissioner Harvey made a motion seconded by Commissioner Duncan to move that the Brunswick-Glynn County Joint Water & Sewer Commission approve leak adjustments in the amount of \$8,083.46 to the account of Beachview Tent Rentals and \$2,370.12 to the account of Robert Bennett. Motion carried 6-0-1. (Commissioner Copeland was absent from the meeting.)

5. MOU with County for East Beach/Demere Roundabout – A. Burroughs

Mr. Burroughs provided that the East Beach – Demere Roundabout Project is a Glynn County SPLOST Project to do the roundabout at the intersection of East Beach Causeway and Demere Road. At a previous meeting the JWSC Commission had allocated \$100,000.00 for the requested sewer improvements. There are some relocation costs associated with this Project for water and sewer that Glynn County is covering, however JWSC did request a few improvements including a HDPE manhole with a combined force main, and the demolition of an existing sewer vault. After Glynn County reviewing the bids, the apparent low bidder was Riverstone Construction of Jacksonville, and the line items requested by JWSC came in at \$118,019.90. Staff has reviewed this to be reasonable and acceptable. Since Glynn County is managing this Project, a memorandum of Understanding is necessary between Glynn County and JWSC where JWSC agrees to a maximum reimbursement amount of \$118,019.90 for the 5 specific line items requested. This MOU is on the agenda for the Glynn County Commission later in the same evening.

Commissioner Duncan made a motion seconded by Commissioner Neal to move that the Brunswick-Glynn County Joint Water & Sewer Commission enter into a Memorandum of Understanding with Glynn County for JWSC-requested water and sewer improvements associated with the East Beach Causeway

and Demere Road Roundabout project with a not to exceed amount of \$118,019.90. Motion carried 6-0-1. (Commissioner Copeland was absent from the meeting.)

DISCUSSION

1. Meter RFP Update – A. Burroughs

Mr. Burroughs advised that proposals were received from seven firms from the Meter RFP. Six of those firms will be interviewed, with the seventh firm not being interviewed due to an incomplete proposal. The interviews are scheduled for the following week and expected to last an hour and a half each. There is a five person evaluation team from JWSC staff members, with additional follow-up research done by the team after the interviews are completed. The final recommendation is expected to be ready to present to the Facilities Committee in March.

2. GEFA Loan Update – A. Burroughs

Mr. Burroughs provided that the Glynn County Commission has approved the Environmental Services Agreement for the GEFA Loan, and this item should be on the City’s agenda for approval soon. There are some last minute comments being finalized with the Historical Commission. It is hopeful that this process should be completed with the next couple of weeks.

EXECUTIVE DIRECTOR’S UPDATE

Mr. Burroughs updated the Commission that the Pump Station 4021 Project Pre-bid meeting was held the prior week with several firms in attendance. The bids are due back at the end of February. The North Mainland SPLOST Project is currently out for bid. There are two phases of this Project, one being pump station rehab and the second being the force main down Harry Driggers Blvd. Employee Health Benefit Enrollment meetings began on this day and will be completed by the following day to meet the March 1st deadline. The first draft of the 2021 budget is due from the superintendents on next Friday. From the Customer Service side, online digital forms are now available where customers can request to start and/or stop services online.

A gentleman in the audience stood up and the Chairman allowed him to speak. He stated his name is David Warren and is interested in the property for sale at 2307 Gloucester Street. He would like to make an offer, however does not have funding immediately available to make an offer with, and doesn’t expect to have all funding available until sometime in March. The chairman advised him that he would need to address this with either the Executive Director or the JWSC Legal Counsel, and noted appreciation for him coming by.

CHAIRMAN’S UPDATE

Chairman Turnipseed provided that they had a very good retreat on the previous day. The Executive Director gave a very good presentation on goals for this year and a five to six year construction program. All of the Commissioners provided some very good input. The Chairman noted he looked forward to working with everyone during this year with hopes of an even better year than last year.

EXECUTIVE SESSION

The Chairman requested a motion to enter into Executive Session to discuss Property and Litigation with a vote to be taken.

Commissioner Duncan made a motion seconded by Commissioner Stephens to enter into Executive Session to discuss Property and Litigation with a vote to be taken. Motion carried 6-0-1. (Commissioner Copeland was absent from the meeting.)

Return to Regular Session.

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

Commissioner Duncan made a motion seconded by Commissioner Neal to amend the agenda and add Approval Item #6 for consideration of a sales contract for property. Motion carried 6-0-1. (Commissioner Copeland was absent from the meeting.)

Commissioner Duncan made a motion seconded by Commissioner Neal to consider an offer to purchase the property at 2307 Gloucester Street in Brunswick, and accept that offer made by H. Bradford Piazza in the amount of \$400,000.00 as presented. Motion carried 6-0-1. (Commissioner Copeland was absent from the meeting.)

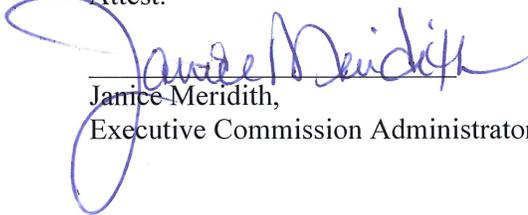
Commissioner Duncan made a motion seconded by Commissioner Harvey to adjourn the meeting. Motion carried 6-0-1. (Commissioner Copeland was absent from the meeting.)

There being no additional business to bring before the Commission, Chairman Turnipseed adjourned the meeting at 2:54 p.m.



G. Ben Turnipseed, Chairman

Attest:



Janice Meridith,
Executive Commission Administrator



Brunswick-Glynn County

Joint Water and Sewer Commission

Memorandum

To: BGJWSC Board of Commissioners
From: Pamela Crosby, Director of Procurement
Date: Thursday, February 6, 2020
Re: Approval – Academy Creek Roof Replacement

Background:

At the Academy Creek Water Pollution Control Facility site, there are three (3) areas of the TPO roofing system to be replaced, totaling approximately 16,640 square feet:

- Administration Building
- Warehouse Building
- High Service Pump Building

Funding in the amount of \$300,000 for roof repairs at Academy Creek was approved by the BGJWSC Finance Committee on July 24, 2019, and approved by the Full Commission on August 8, 2019.

Staff Report

JWSC released Invitation for Bid No. 20-024, on Wednesday, November 27, 2019. A pre-bid meeting was held on Friday, December 13, 2019 with Eight (8) firms in attendance. On Tuesday, January 14, 2020, bids were received from Four (4) firms. The results are listed below:

<u>Firm</u>	<u>Bid Price</u>
Roofing Professionals, Inc. (RPI)	\$256,160.00
MetalCrafts A Tecta America Company	\$313,000.00
Childers Roofing & Sheet Metal, Inc.	\$326,000.00
Bone Dry Roofing	\$390,000.00

The \$256,160.00 amount submitted by Roofing Professionals, Inc. is reasonable and acceptable to staff and in line with the pricing submitted by other proposers for the stated scope of services and overall project timeline of thirty (30) days for completion. BGJWSC anticipates all work for this project to be completed by April 15, 2020. BGJWSC staff has verified the references provided by Roofing Professionals, Inc.

Recommended Action

Staff recommends entering into a contract with Roofing Professionals, Inc. in the amount of \$256,160.00 for Academy Creek Roof Replacement.

Recommended Motion

“I make a motion that the Brunswick-Glynn County Joint Water and Sewer Commission approve the contract between BGJWSC and Roofing Professionals, Inc. in the amount of \$256, 160.00 for the Academy Creek Roof Replacement. ”

Enclosures

Bid Tab



IFB NO. 20-024 -- ACADEMY CREEK ROOF REPLACEMENT

BID OPENING CHECK LIST

TUESDAY, JANUARY 14, 2020 -- 12PM, NOON

Bid Provided By	Bone Dry Roofing	Childers Roofing & Sheet Metal, Inc.	MetalCrafts A Tecta America Company	Roofing Professionals, Inc.
Price	\$390,000.00	\$326,000.00	\$313,000.00	\$256,160.00
Bid Form	✓	✓	✓	✓
Affidavit	✓	✓	✓	✓
Oath	✓	✓	✓	✓
EEO Practice	✓	✓	✓	✓
Certificate of Insurance	✓	✓	✓	✓
Drug Free Workplace	✓	✓	✓	✓
E-Verify	✓	✓	✓	✓



Brunswick-Glynn County

Joint Water and Sewer Commission

Memorandum

To: BJJWSC Board of Commissioners
From: Andrew Burroughs, Executive Director
Date: Thursday, February 6, 2020
Re: Approval – Leak Adjustments

Background:

Section 2-16-63 of the Glynn County ordinances allows for leak adjustments for water and sewer billing. In order to qualify for a leak adjustment, the monthly bill must be greater than 4 times the normal bill for that customer, and the customer is required to provide proof that the leak is fixed. The calculation for a leak adjustment is found in Section 2-16-63(g).

JWSC customer Beachview Tent Rentals requested a leak adjustment due to a sizable leak at the business property that was discovered after receiving a monthly bill in the amount of \$14,979.43. The owner had a plumber correct the leak and qualifies for a leak adjustment pursuant to the policy. Section 2-16-63(h) of the Glynn County ordinances requires any leak adjustment totaling \$2,000 or more to be presented to the Commission for final approval.

JWSC customer Robert Bennett requested a leak adjustment due to a sizable leak at his property that was discovered after receiving a monthly bill in the amount of \$4,418.08. Mr. Bennett had a plumber correct the leak and qualifies for a leak adjustment pursuant to the policy. Section 2-16-63(h) of the Glynn County ordinances requires any leak adjustment totaling \$2,000 or more to be presented to the Commission for final approval.

Staff Report

Staff has reviewed these two requests for leak adjustments and found them in accordance with ordinance and policy. The calculated amount of the leak adjustment is \$8,083.46 for Beachview Tent Rentals and \$2,370.12 for Robert Bennett. The leak adjustment forms and supporting documentation are attached.

Recommended Action

Staff recommends approving leak adjustments in the amount of \$8,083.46 for Beachview Tent Rentals and \$2,370.12 for Robert Bennett.

Recommended Motion

“I make a motion that the Brunswick-Glynn County Joint Water and Sewer Commission approve leak adjustments in the amount of \$8,083.46 to the account of Beachview Tent Rentals and \$2,370.12 to the account of Robert Bennett.”

Enclosures

Leak Adjustment Requests

JWSC Water & Sewer Leak Adjustment

CU 10/10/2019

Customer #: 520306707
 Name: BeachView Tent Rentals
 Problem: Billing Adjustment
 Service Type: Water and Sewer
 Location: City of Brunswick, District 9
 Address: 2627 Sidney Lanier Dr.
 Address: Brunswick, Georgia 31525

- Leak on Customers Property
- Filled Pool
- Opened Account - Late
- Average Consumption
- Other (Specify)
- Adjustment
- Charge To Account

Name: BeachView Tent Rentals

Average Readings:	
Month	Actual Usage
Twelve Month's Prior History	
6/13/2019	221660
5/13/2019	151620
4/11/2019	124390
3/18/2019	125910
2/12/2019	129120
1/10/2019	137260
12/6/2018	135140
11/5/2018	104540
10/4/2018	116000
9/6/2018	81010
8/7/2018	191180
7/9/2018	233780
	1751610

12 Mth. Average:	145968
Less 1000 gals included in Base Fees	144968

Months with Leak:	
8/19/2019	369910
7/16/2019	1242630
	1612540

Month Adjustment Breakdown	
8/19/2019	(\$1,318.66)
7/16/2019	(\$6,576.79)
	(\$7,895.45)

Entered By:	Acct. No.: <u>520306707</u>
	Transaction Code: <u>Leak Adjustment</u>

Adjustment Calculations:			
Rate Year	Usage		Adjustment
FY2018	1612540		(\$7,895.45)
	Late Fee Adjustment		(\$188.01)
Adjustment Amount			\$ (8,083.46)
Notes:			
Less 1000 gals included in Base Fees - Half of Leak Usage			
	111971		
	548331		
Adjustment Amt.	+ or -	Description	
\$ (8,083.46)	-	Leak 07/16/2019-08/19/2019	

Prepared By: Lora Moore

Date: 10/10/2019

Approved By: _____

Date: _____

Entered By: _____

Date: _____

Billing History Report

Name BEACHVIEW TENT RENTALS
 Account# 520306707
 Service Type Water at Service Location 2627 SIDNEY LANIER DR
 From: 07/01/2018
 To: 09/30/2019

Bill Date	Bill Days	Consumption	Total Charges
07/09/2018	32	233,780.0000	987.06
08/07/2018	29	191,180.0000	803.03
09/06/2018	30	81,010.0000	327.09
10/04/2018	28	116,000.0000	478.25
11/06/2018	33	104,540.0000	428.74
12/10/2018	34	135,140.0000	560.93
01/11/2019	32	137,260.0000	570.09
02/14/2019	34	129,120.0000	534.93
03/19/2019	33	125,910.0000	521.06
04/12/2019	24	124,390.0000	514.49
05/14/2019	32	151,620.0000	632.13
06/14/2019	31	221,660.0000	934.70
07/17/2019	33	1,242,630.0000	5,345.29
08/20/2019	34	369,910.0000	1,575.14
09/19/2019	30	86,010.0000	348.69
Totals	469	3,450,160.0000	14,561.62
Averages		230,010.6667	970.77

Billing History Report

Name BEACHVIEW TENT RENTALS
 Account# 520306707
 Service Type Sewer at Service Location 2627 SIDNEY LANIER DR
 From: 07/01/2018
 To: 09/30/2019

Bill Date	Bill Days	Consumption	Total Charges
07/09/2018	32	233,780.0000	1,799.39
08/07/2018	29	191,180.0000	1,470.09
09/06/2018	30	81,010.0000	618.48
10/04/2018	28	116,000.0000	888.95
11/06/2018	33	104,540.0000	800.36
12/10/2018	34	135,140.0000	1,036.90
01/11/2019	32	137,260.0000	1,053.29
02/14/2019	34	129,120.0000	990.37
03/19/2019	33	125,910.0000	965.55
04/12/2019	24	124,390.0000	953.80
05/14/2019	32	151,620.0000	1,164.29
06/14/2019	31	221,660.0000	1,705.70
07/17/2019	33	1,242,630.0000	9,597.80
08/20/2019	34	369,910.0000	2,851.67
09/19/2019	30	86,010.0000	657.13
Totals	469	3,450,160.0000	26,553.77
Averages		230,010.6667	1,770.25



Brunswick-Glynn County Joint Water & Sewer Commission
1703 Gloucester Street
Brunswick, Georgia 31520
Customer Service: 912-261-7100
Fax: 912-261-7179

Leak Adjustment Request Form

Chris [unclear] 7/25/19



Please fill in the form below and sign. Along with this form you are required to attach your receipts and/or a letter from the company or person(s) who made the repairs. If you made the repairs yourself and no receipt is available, then you are required to provide a statement specifying what, when and where repairs were made. It is important that you send or fax this form along with your repair receipt(s) to Brunswick Glynn County Joint Water & Sewer Commission, Attention: The Adjustment Review Team.

Date Leak Reported: 7/22/19

Customer Name: Beachview Tent Rentals

Billing Address: 2627 Sidney Lanier Dr.

City: Brunswick State: GA Zip code: 31525

Home Phone: 912-510-3800 Work or Cell Phone: _____

Description of how the leak was discovered: Fleet Manager noticed that there was more standing water than normal on property and began to investigate.

Account Number: 520306707 Service Address: 2627 Sidney Lanier Dr., Brunswick, GA 31525

Date of Leak: 6/14/19 - 7/17/19 (ongoing) Date Leak Repaired: 7/25/19

Nature and Location of Leak: Water was coming up from under the ground. Faulty pipe was under a grassy area in/near the parking lot.

Description of the repair work completed: 1 1/2 PVC had hole/crack in it. Plumber determined that the PVC pipe was faulty. Cut out and replaced that area.

I have attached copies of all documents pertaining to the leak, including all repair receipts; upon inspection by Brunswick-Glynn County Joint Water & Sewer Commission all leakage has been corrected and my consumption has decreased; I understand that I will not receive an adjustment unless I have paid all outstanding water and sewer bills owed to the utility prior to the unusually high water bill; that no adjustments will be given on metered irrigation service; and I will allow 2-3 month's normal billing cycles for my Adjustment to be processed.

Chris M. Long, Director of Finance for Beachview Tent Rentals 7/25/19
Customer Signature (on behalf of Zachry T. Veal) Date

Steven Foster

Asua plbg

912602231286455

3/7/15

SOLD TO Beachview Teat Rental		SHIP TO Mike	
ADDRESS 2627 Sydney Lanier Dr		ADDRESS	
CITY, STATE, ZIP Bnk Ga 31525		CITY, STATE, ZIP	

CUSTOMER ORDER NO	SOLD BY	TERMS	F.O.B.	DATE
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ORDER NO	QUANTITY	DESCRIPTION	PRICE	UNIT	AMOUNT
		1/2 pvc had hole/crack in it			
		faulty pvc pipe			
		cut out and replaced			
		2 - 1/2 couplings			
		1 - 1/2 90			
		2' x 1/2 pvc sch. 40			

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Send to: Brunswick Glynn County Joint Water & Sewer Commission	From: Jena Long
Attention: Adjustment Review Team	Date: 7/25/19
Office Location:	E-mail: jlong@beachview.net
Fax Number: 912-261-7179	FAX Number: 912.510.3820

- Urgent
- Reply ASAP
- Please comment
- Please Review
- For your Information

Total pages, including cover: 3

Comments:

Good Afternoon,

Please find our Leak Adjustment Request form for Account #520306707. We were instructed to pay close to what our bill typically runs along with any additional payment we can make at this time and to complete this form. A check for \$7500 was mailed this week to be applied to this account.

Please let us know what else is needed from us.

Thank you!

Jena Long

Jena Long
Director of Finance
912.510.3801 – direct line
912.510.3820 – fax line

Completed

 1/10/20

Customer #: 980502
 Name: Bennett, Robert
 Problem: Billing Adjustment
 Service Type: Water and Sewer
 Location: St. Simons Island, District 1
 Address: 101 Vassar Point Dr.
 Address: St. Simons Island, Ga. 31522

- Leak on Customers Property
- Filled Pool
- Opened Account - Late
- Average Consumption
- Other (Specify)
- Adjustment
- Charge To Account

Name: Bennett, Robert

Average Readings:		
Month	Actual Usage	
Twelve Month's Prior History		
8/14/2019	1693	
7/11/2019	1293	
6/11/2019	1820	
5/8/2019	1713	
4/9/2019	1597	
3/13/2019	1719	
2/7/2019	1747	
1/8/2019	2024	
12/4/2018	1698	
10/31/2018	1558	
10/3/2018	998	
9/6/2018	1787	
	19,647	

12 Mth. Average:	1637	
Less 1000 gals included in Base Fees	637	

Months with Leak:		
9/12/2019	366820	
	366820	

Month Adjustment Breakdown		
9/12/2019	(\$2,173.48)	
	(\$2,173.48)	

Entered By:	Acct. No.: <u>980502</u>	Transaction Code: <u>Leak Adjustment</u>

Adjustment Calculations:			
Rate Year	Usage		Adjustment
FY2018	366820		(\$2,173.48)
			(\$196.64)
			Late Fee Adjustment

		Adjustment Amount	\$ (2,370.12)
Notes:			
Less 1000 gals included in Base Fees - Half of Leak Usage			
182910			
Adjustment Amt.	+ or -	Description	
\$ (2,370.12)	-	Leak 9/12/2019	

Prepared By: Lora Moore

Date: 1/9/2020

Approved By: _____

Date: _____

Entered By: _____

Date: _____

Billing History Report

Name ROBERT BENNETT
 Account# 980502
 Service Type Water at Service Location 101 VASSAR POINT DR
 From: 09/01/2018
 To: 10/30/2019

Bill Date	Bill Days	Consumption	Total Charges
09/06/2018	31	1,787.0000	1.70
10/04/2018	28	998.0000	0.00
11/01/2018	28	1,558.0000	1.21
12/05/2018	34	1,698.0000	1.51
01/09/2019	35	2,024.0000	2.21
02/08/2019	30	1,747.0000	1.61
03/14/2019	34	1,719.0000	1.55
04/10/2019	27	1,597.0000	1.29
05/10/2019	30	1,713.0000	1.54
06/12/2019	33	1,820.0000	1.77
07/12/2019	30	1,293.0000	0.63
08/15/2019	34	1,693.0000	1.50
09/16/2019	32	366,820.0000	1,561.79
10/16/2019	30	1,505.0000	1.09
Totals	436	387,972.0000	1,579.40
Averages		27,712.2857	112.81

Billing History Report

Name ROBERT BENNETT
 Account# 980502
 Service Type Sewer at Service Location 101 VASSAR POINT DR
 From: 09/01/2018
 To: 10/30/2019

Bill Date	Bill Days	Consumption	Total Charges
09/06/2018	31	1,787.0000	6.08
10/04/2018	28	998.0000	0.00
11/01/2018	28	1,558.0000	4.31
12/05/2018	34	1,698.0000	5.40
01/09/2019	35	2,024.0000	7.92
02/08/2019	30	1,747.0000	5.77
03/14/2019	34	1,719.0000	5.56
04/10/2019	27	1,597.0000	4.61
05/10/2019	30	1,713.0000	5.51
06/12/2019	33	1,820.0000	6.34
07/12/2019	30	1,293.0000	2.26
08/15/2019	34	1,693.0000	5.36
09/16/2019	32	366,820.0000	2,827.79
10/16/2019	30	1,505.0000	3.90
Totals	436	387,972.0000	2,890.81
Averages		27,712.2857	206.49



Brunswick-Glynn County Joint
Water & Sewer Commission
1703 Gloucester Street
Brunswick, Georgia 31520
Customer Service: 912-261-7100
Fax: 912-261-7179

SEARCHED

Leak Adjustment Request Form

Please fill in the form below and sign. Along with this form you are required to attach your receipts and/or a letter from the company or person(s) who made the repairs. If you made the repairs yourself and no receipt is available, then you are required to provide a statement specifying what, when and where repairs were made. It is important that you send or fax this form along with your repair receipt(s) to Brunswick Glynn County Joint Water & Sewer Commission, Attention: The Adjustment Review Team.

Date Leak Reported: 9/6/19

Customer Name: Robert Bennett

Billing Address: 101 Vassar Point Drive

City: St. Simons Island State: GA Zip code: 31522

Home Phone: 912-638-8564 Work or Cell Phone: 912-634-5192 Alt. 125

Description of how the leak was discovered: cell 399-8677
Walked out to mail box in area I

don't normally go on & saw the water & then discovered to faucet

Account Number: 980502 Service Address: that was leaking.

Date of Leak: 9/6/19 Date Leak Repaired: 9/6/19

Nature and Location of Leak: Almost at street in bushes

9/24/19
[Signature]

Description of the repair work completed: Attached

I have attached copies of all documents pertaining to the leak, including all repair receipts; upon inspection by Brunswick-Glynn County Joint Water & Sewer Commission all leakage has been corrected and my consumption has decreased; I understand that I will not receive an adjustment unless I have paid all outstanding water and sewer bills owed to the utility prior to the unusually high water bill; that no adjustments will be given on metered irrigation service; and I will allow 2-3 month's normal billing cycles for my Adjustment to be processed.

Mrs. Charlotte Bennett
Customer Signature

9/24/19
Date

12-11-11 CR# 571

Reliable Plumbing Systems, Inc.
P.O. Box 20722
Saint Simons Island, Ga. 31522
912-506-6483

Invoice

Date	Invoice #
9/6/2019	1386

Bill To

Charlotte Bennett
101 Vassar Pointe Dr
St. Simons Island, Ga. 31522

Item	Description	Serviced	Amount
Service call	Service call to diagnose one broken galvanized pipe in yard. Found a 3/4" galvanized pipe was threaded into the copper water main. The pipe had disintegrated had to dig up, clean copper threads and plug with a brass plug. Total parts and labor:		142.00
Disclaimer	Please note that Reliable Plumbing does NOT warranty parts. We will charge our regular labor rate plus materials for any work needed on parts provider by others. We warranty all labor for 1 year.		

We accept Venmo and all major credit cards including: Visa, Mastercard, Discovery, and American Express.

Total	\$142.00
Payments/Credits	\$0.00
Balance Due	\$142.00



Brunswick-Glynn County

Joint Water and Sewer Commission

Memorandum

To: BGJWSC Board of Commissioners
From: Andrew Burroughs, Executive Director
Date: Thursday, February 6, 2020
Re: Approval – East Beach/Demere Roundabout MOU

Background:

Glynn County has a SPLOST 2016 project for the construction of a roundabout at the intersection of East Beach Causeway and Demere Road. At a previous Commission meeting, the Commission allocated \$100,000 towards the construction of JWSC-requested sewer improvements in the area. There are water and sewer relocation costs that are associated with the roundabout construction that will not be paid for by the JWSC.

Glynn County received bids for the project on December 16, 2019 and the apparent low bidder was Riverstone Construction of Jacksonville. The JWSC-requested improvements came in at a bid price of \$118,019.90, or \$18,019.90 over the previously allocated funds.

Staff Report

Staff has reviewed the bids and found them to be reasonable and acceptable. Since Glynn County is managing this project, a Memorandum of Understanding has been developed between Glynn County and JWSC where the JWSC agrees to a maximum reimbursement amount of \$118,019.90 for the 5 specific line items requested. A copy of the MOU is attached.

Recommended Action

Staff recommends entering into the MOU for this work.

Recommended Motion

“I make a motion that the Brunswick-Glynn County Joint Water and Sewer Commission enter into a Memorandum of Understanding with Glynn County for JWSC-requested water and sewer improvements associated with the East Beach Causeway and Demere Road Roundabout project with a not to exceed amount of \$118,019.90.”

Enclosures

Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING

BETWEEN

BRUNSWICK-GLYNN COUNTY WATER AND SEWER COMMISSION

AND

GLYNN COUNTY, GEORGIA

This Memorandum of Understanding is entered into on the date inscribed below between the **Brunswick-Glynn County Water Sewer Commission** (hereinafter referred to as "the JWSC") a body corporate and politic, and **Glynn County, Georgia** (hereinafter referred to as "the County"), a political subdivision of the State of Georgia (collectively "the Parties"), for the purpose of facilitating water and sewer improvements related to the installation of a roundabout at East Beach Causeway and Demere Road, for the benefit of the citizens of Brunswick and Glynn County.

RECITALS

WHEREAS, the Brunswick-Glynn County Water and Sewer Commission (hereinafter "JWSC") is a body corporate and politic created by the General Assembly of the State of Georgia pursuant to an act approved April 19, 2006, (Ga. L. 2006, p. 3661), as amended by: (i) an act of the General Assembly of the State of Georgia approved April 11, 2012 (Ga. L. 2012, p. 5287); and (ii) an act of the General Assembly of the State of Georgia approved March 31, 2016 (Ga. L. 2016, page 3523) for the purpose of, inter alia, operating the combined water and sewer systems of the City and County; and,

WHEREAS, the County is engaged in a public SPLOST project to install a roundabout at the intersection of East Beach Causeway and Demere Road, which will necessitate the relocation of both water and sewer assets, the cost of which is estimated by the County to be \$106,340 for relocation of water infrastructure, and \$162,495 for relocation of sewer infrastructure, comprising a total cost of \$268,835 (hereinafter collectively referred to as "the Project"); and,

WHEREAS, the costs of relocation of water and sewer infrastructure related to the Project are traditionally borne by Glynn County, whereas upsizing costs, costs of replacement, or other upgrades and improvements to water and sewer infrastructure itself is borne by JWSC; and,

WHEREAS, as part of the Project, JWSC has requested certain upgrades and improvements, to include the installation of a high density polyethylene manhole at the intersection of East Beach Causeway and Demere Road, and manifolded force mains to discharge into the new high density polyethylene manhole to simplify the pipe routing, the cost of which, including related removal of the existing sewer vault, (hereinafter "JWSC Improvements") has been estimated by the County to be approximately \$118,019.90; and,

WHEREAS, JWSC has voted to create a Project funded by its Repair and Replacement Reserves, in the amount of \$118,019.90 to facilitate the above-described JWSC requested improvements, through the Project which is to be managed by the Glynn County Department of Public Works, with full inspection rights vested in the JWSC; and,

NOW THEREFORE, the Parties, by and through their Boards of Commissioners, do hereby agree to enter this Memorandum of Understanding ("MOU") subject to the following provisions.

TERMS OF AGREEMENT:

(1) **JWSC IMPROVEMENTS:** The County agrees to make, through its selected third-party Contractor(s), certain water and sewer improvements ("JWSC Improvements") in conjunction with the Project, and the JWSC hereby agrees to reimburse the County for its actual costs in making JWSC Improvements. The JWSC Improvements to be made by County and reimbursed by JWSC consist of the following:

1. **8' Dia. HDPE Sanitary Sewer Manhole**
2. **20" PVC Force Main**
3. **Connection to Existing Force Mains**
4. **Flowable Fill for SS FM (4", 8", 10" & 12")**
5. **Remove Existing SS MH and Vault**

The JWSC Improvements listed hereinabove are further described in the County's Invitation for Bid titled "Demere and East Beach Causeway Intersection," ("County IFB#01143") on file with Glynn County.

(2) **PAYMENT:** County will pay its selected Contractor directly for expenses and costs related to the JWSC Improvements in the manner set forth in its contract with said Contractor. JWSC will reimburse County for County's actual costs and expenses related to the JWSC Improvements within thirty (30) days of County submitting a request for reimbursement along with supporting documentation to JWSC. County may submit such reimbursement requests to the JWSC Executive Director via email and/or U.S. Mail. JWSC shall submit reimbursement checks to the Glynn County Finance Department, Attention: Glynn County Finance Manager, at 1725 Reynolds Street, Brunswick, Georgia, 31520.

(3) **REIMBURSEMENT:** The maximum reimbursement amount which the County is entitled to recover from JWSC under this Agreement is \$118,019.90 (hereinafter "Estimated Cost"), unless additional expenses are approved by JWSC as provided for in this paragraph. The Parties acknowledge and agree that the anticipated expenses and costs related to the JWSC Improvements is estimated to be \$118,019.90. JWSC agrees to reimburse County for its actual costs and expenses related to the JWSC Improvements up to the Estimated Cost amount of \$118,019.90. If, at any point during the Project, due to change order or otherwise, the County

anticipates or is informed by its Contractor that the expenses and costs related to the JWSC Improvements will exceed the Estimated Cost, the County will promptly notify JWSC prior to incurring any additional expenses and costs related to JWSC Improvements and request approval from JWSC for any expenses and costs in excess of the Estimated Cost.

(4) **BID AWARD; NO THIRD-PARTY BENEFICIARIES:** Nothing in this Agreement is intended, nor shall it be construed, as giving JWSC any third-party rights or benefits, under any agreement between County and any contractor to perform the JWSC Improvements. This Agreement shall not restrict or prohibit County from exercising any rights or benefits it has under any contract with such contractor, including without limitation, any rights of termination.

(3) **AMENDMENT:** This Agreement may be amended at any time by mutual agreement of the parties hereto as evidenced in a writing.

(4) **TERMINATION:** This Agreement, including the promises and obligations undertaken by the parties hereto, may be terminated at any time by either party, except that JWSC shall be obligated to reimburse County for any costs or expenses for the JWSC Improvements already incurred by County as of the effective date of termination, and/or for any costs or expenses related to the JWSC Improvements which County may be obligated by contract, as of the effective date of termination, to pay to any third-party contractor.

(5) **COUNTERPARTS:** This Agreement may be executed with any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same Agreement.

(6) **EFFECTIVE DATE:** This Agreement shall be effective upon approval by the Parties hereto.

IN WITNESS WHEREOF, the Parties have caused this Memorandum of Understanding to be executed in their names under seal, all as duly authorized as written below.

[Remainder of Page Intentionally Left Blank]

[Signatures Contained on Following Page]

