



**Brunswick-Glynn County Joint Water and Sewer Commission  
1703 Gloucester Street, Brunswick, GA 31520  
Wednesday, November 18, 2020 3:00 PM  
Commission Meeting Room**

## **FINANCE COMMITTEE AGENDA**

### **COMMITTEE MEMBERS:**

**Finance Committee Chairman Bob Duncan  
Commissioner Donald Elliott  
Commissioner Tripp Stephens  
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.*

### **EXECUTIVE SESSION - Personnel**

### **APPROVAL**

- 1. Minutes from October 14, 2020 Finance Committee Meeting (*subject to any necessary changes*)**
- 2. Christmas Gift Card Approval – F. Wilson**
- 3. Proposed Year-End Transfer – L. Roberts**
- 4. Leak Adjustment – A. Burroughs**
- 5. Supplemental Executive Retirement Plan – C. Dorminy**

### **DISCUSSION**

- 1. Financial Statements Month End October 31, 2020 – L. Roberts**

### **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 18, 2020 at 3:00 PM**

**FINANCE COMMITTEE MINUTES**

**MEMBERS PRESENT:**        **Bob Duncan, Committee Chairman  
Donald Elliott, Commissioner  
Tripp Stephens, Commissioner  
Andrew Burroughs, Executive Director**

**ALSO PRESENT:**        **Ben Turnipseed, Commission Chairman  
Charles Cook, Commissioner  
Charlie Dorminy, HBS Legal Counsel  
LaDonnah Roberts, Deputy Executive Director  
Christa Free, Procurement Coordinator**

**MEDIA PRESENT:**        **None**

Committee Chairman Duncan called the meeting to order at 3:00 PM.

**PUBLIC COMMENT PERIOD**

Chairman Duncan opened the Public Comment Period.

There being no additional citizens that wished to address the committee, Chairman Duncan closed the Public Comment Period.

**EXECUTIVE SESSION – Personnel**

Commissioner Elliott made a motion seconded by Commissioner Duncan to enter into Executive Session to discuss Personnel. Motion carried 2-0-1. (Commissioner Stephens was not present for the vote.)

Commissioner Stephens arrived at 3:05 p.m.

Return to Regular Session.

Commissioner Elliott made a motion seconded by Commissioner Stephens to return to Regular Session. Motion carried 3-0-0.

## **APPROVAL**

### **1. Minutes from the October 14, 2020 Finance Committee Meeting**

Commissioner Elliott made a motion seconded by Commissioner Stephens to approve the minutes from the October 14, 2020 Finance Committee Meeting. Motion carried 3-0-0.

### **2. Christmas Gift Card Approval – L. Roberts**

Mrs. Roberts recalled for the Committee that every year the JWSC does provide a \$25 gift card for WalMart to every employee. This year there would be a total of 150 cards purchased for a total amount of \$3,750. Commissioner Elliott mentioned having previous discussion on raising the amount of gift cards. At that time, it was discussed but there was not a formal approval to increase the amount. The Fiscal Year 2020-2021 budgeted amount for the gift cards was established at \$25 per employee. It was noted to consider increasing the amount in the future as it has remained the same for the past eight years or more. Commissioner Stephens offered the suggestion to forgo the virtual luncheon and add that amount to the gift cards for this year.

Commissioner Stephens made a motion seconded by Commissioner Elliott to move that the Finance Committee recommend that the full Commission review and approve providing employees with a gift card in the amount of \$25 to Walmart. The total number of cards would be 150 for a total cost of \$3,750. Motion carried 3-0-0.

### **3. Proposed Year-End Transfer – L. Roberts**

Mrs. Roberts commented that as per the financial policies that were passed by this Board, the Board has the opportunity under the section of “Reserve Management” at the end of the year to transfer funds that exceed the operating funds needed to maintain the normal cash flows at JWSC. She noted that staff has done some review of the situation as far as cash flow is concerned and the year end audit has been completed. At this particular point staff proposes that a transfer of \$1.25M be authorized from the Utility Reserve account to the Repair and Replacement Investment account. Mr. Burroughs pointed out that these funds are coming from operational savings that have been achieved, and JWSC does not budget much in the way of late fees coming in throughout the year, so that money is coming from operational savings.

Commissioner Elliott made a motion seconded by Commissioner Stephens to move that the Finance Committee recommend that the full Commission review and approve a transfer of \$1.25M from the Utility Revenue account to the Repair and Replacement Reserve Investment account. Motion carried 3-0-0.

### **4. Leak Adjustment – A. Burroughs**

Mr. Burroughs noted that this was a rather large leak adjustment which had to be brought before the Commission. A JWSC customer, Kenneth Gibson had a significant water leak under his mobile home. He was notified by his landlord and maintenance staff that the leak was non-repairable and he has been forced to move to a new location because he could not maintain water service. However, his account has been transferred to the new location so JWSC would like to give him the requested leak adjustment. Mr. Burroughs provided a chart indicating that Mr. Gibson’s usages for May 2020, June 2020 and July 2020 were 6.3, 5.4, and 61.3 times his normal monthly usage. Typically in order to qualify for a leak adjustment the customer does have to provide proof of repair to the leak, but this leak was cut-off at the curb stop on the service line, and will have to be repaired before anyone else can utilize the service, but given that the failure to repair is on the part of the landlord, JWSC does recommend giving Mr. Gibson a credit towards his account. Commissioner Stephens commented that he thought the graph and chart were helpful in seeing the monthly usage numbers for determination of excess usage amounts and should be included in the future.

Commissioner Stephens made a motion seconded by Commissioner Elliott to move that the Finance Committee recommend the full Commission approve the leak adjustment in the amount of \$2,804.13 to the account of Kenneth Gibson as presented. Motion carried 3-0-0.

**5. Supplemental Executive Retirement Plan – C. Dorminy**  
Mr. Dorminy noted that this item would need to be deferred.

Commissioner Stephens made a motion seconded by Commissioner Elliott to defer item 5 until the next meeting. Motion carried 3-0-0.

## **DISCUSSION**

### **1. Financial Statements Month End October 31, 2020 – L. Roberts**

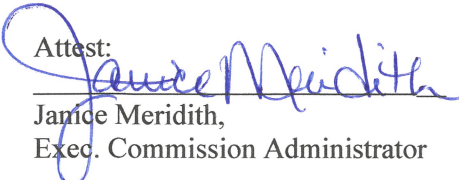
Mrs. Roberts commented that there were no large or significant changes of the Financial Statements for this month. Starting with the Balance Sheet, she noted that between Cash and Cash Equivalents and the Bond Sinking Fund there was an increase of about \$1M between last month and this month. The transfer of funds as approved earlier will affect the Cash and Cash Equivalents. In response to a question from last month's meeting concerning the composition of those Accounts Receivable and their ages, Mrs. Roberts provided that the Accounts Receivable are \$1.85M of which \$1.74M were in the category of either current or 30 days or less. The remainder of that is largely from 2 huge leak adjustments that were approved by the Commission recently, one has a balance remaining of about \$68K in the 60 day plus range, and the other has a balance of about \$20K remaining in that 60 plus range. Mr. Burroughs provided commentary from contractors who have been very appreciative of JWSC's Accounts Payable for paying the bills in a much more-timely manner than their other customers. Commissioner Stephens asked about the status of commercial deposits being refunded. Mrs. Roberts stated that last month the first batch was processed, and this month another batch of 311 accounts are currently being reviewed to see if they meet all of the criteria for that deposit to be applied back to the account, and staff is continuing the process for these commercial deposits. Commissioner Cook suggested considering only providing an Executive Summary monthly for the financials, and printing the full detailed report once per quarter to save extra printing and paper.

Mr. Burroughs stated that notification has been received from GEFA following the public notice for the meter loan which has been approved. There are a couple of items that need to be done on the post-approval check list before we get on the final approval, and this process is moving along.

Committee Chairman Duncan asked if there were any other items to discuss.

There being no further business, Chairman Duncan adjourned the meeting at 4:05 p.m.

Attest:

  
Janice Meridith,  
Exec. Commission Administrator

  
Bob Duncan, Committee Chairman





# ***Brunswick-Glynn County***

## ***Joint Water and Sewer Commission***

### ***Memorandum***

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**To:** Finance Committee  
**From:** Frances R. Wilson, Senior Accountant  
**Date:** November 18, 2020  
**Re:** Christmas Gift Cards

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#### **Background**

The Brunswick-Glynn County Joint Water and Sewer Commission has in past years given employees a Christmas gift card as an expression of appreciation and thanks.

#### **Staff Report**

The cost of the cards are included in the Fiscal Year 2021 budget. The gift cards will be distributed on December 4, 2020, along with payroll.

#### **Recommended Action**

The staff of the JWSC recommends that the Brunswick-Glynn County Joint Water and Sewer Commission provide employees with a gift card in the amount of \$25 to Walmart. The total number of cards would be 150, for a cost of \$3,750.

#### **Recommended Motion**

***"I make a motion that the Finance Committee recommend that the full Commission review and approve providing employees with a gift card in the amount of \$25 to Walmart. The total number of cards would be 150, for a cost of \$3,750."***



# ***Brunswick-Glynn County***

## ***Joint Water and Sewer Commission***

### ***Memorandum***

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**To:** Finance Committee  
**From:** LaDonnah Roberts, Deputy Executive Director  
**Date:** November 18, 2020  
**Re:** Proposed Year-End Transfer to Repair and Replacement Reserve

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#### **Background**

Per the Financial Policies of the Brunswick-Glynn County Joint Water and Sewer Commission, Section 6. Reserve Management, "The Commission may transfer operating funds to the Repair and Replacement Reserve at year end to the extent that operating funds exceed an amount necessary to maintain the normal cash flows of the JWSC."

#### **Staff Report**

The annual financial audit has been completed by our external auditors. As a result of effective management of operational funds as well as savings realized mainly through the sludge hauling program and the revised scope of manhole rehabilitation for FY20, JWSC has positioned itself to be able to transfer funds to its Repair and Replacement Reserve.

#### **Recommended Action**

Staff has analyzed year-end balances along with our upcoming operational needs, and requests that a transfer of \$1.25M be authorized from the Utility Revenue account to the Repair and Replacement Reserve Investment account.

#### **Recommended Motion**

***"I make a motion that the Finance Committee recommend that the full Commission review and approve a transfer of \$1.25M from the Utility Revenue account to the Repair and Replacement Reserve Investment account."***



# *Brunswick-Glynn County*

## *Joint Water and Sewer Commission*

### *Memorandum*

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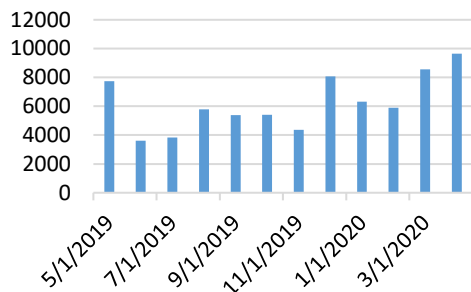
**To:** Finance Committee  
**From:** Andrew Burroughs, Executive Director  
**Date:** Wednesday, November 18, 2020  
**Re:** Approval – Leak Adjustment

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**Background:**

JWSC customer Kenneth Gibson requested a leak adjustment due to a significant water leak under his mobile home. Mr. Gibson notified his landlord of the leak and was informed by the maintenance staff that the leak was irreparable. Mr. Gibson was forced to move to a new location outside of the existing neighborhood. At the time of preparing this leak adjustment, staff was not aware that the leak has been repaired by the landlord. Service was disconnected at the meter and the location was placed into vacant status. 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.

Usage by Month Prior to  
Leak



Month	Usage	Ratio to Normal
Previous 12 Month Average	6,214	1.0
May 2020	38,971	6.3
June 2020	33,793	5.4
July 2020	380,669	61.3

**Staff Report**

Staff has reviewed this request for a leak adjustment and determined that it should be granted to the customer. The suggested amount includes a leak adjustment for three months rather than two months as a result of the failure to repair the leak by the landlord. The calculated amount of the leak adjustment is \$2,804.13 for Kenneth Gibson. The leak adjustment forms and supporting documentation are attached.

**Recommended Action**

Staff recommends approving the leak adjustment in the amount of \$2,804.13 for Kenneth Gibson.

**Recommended Motion**

***"I move that the Finance Committee recommend the full Commission approve the leak adjustment in the amount of \$2,804.13 to the account of Kenneth Gibson as presented."***

**Enclosures**

Leak Adjustment Request

# Billing History Report

Name KENNETH EARL GIBSON  
 Account# 520320855  
 Service Type Water at Service Location 136 JOANN DR  
 From: 05/01/2019  
 To: 08/31/2020

Bill Date	Bill Days	Consumption	Total Charges
05/17/2019	30	7,740.0000	19.27
06/19/2019	33	3,602.0000	6.06
07/19/2019	30	3,827.0000	6.71
08/22/2019	34	5,785.0000	12.37
09/24/2019	33	5,394.0000	11.24
10/24/2019	30	5,400.0000	11.26
11/20/2019	27	4,358.0000	8.24
12/18/2019	28	8,063.0000	20.44
01/14/2020	27	6,309.0000	14.11
02/13/2020	30	5,890.0000	12.67
03/12/2020	28	8,554.0000	22.21
04/13/2020	32	9,646.0000	26.15
05/14/2020	31	38,971.0000	145.48
06/11/2020	28	33,793.0000	123.12
07/14/2020	33	380,669.0000	1,621.62
08/13/2020	30	0.0000	0.00
<b>Totals</b>	<b>484</b>	<b>528,001.0000</b>	<b>2,060.95</b>
<b>Averages</b>		<b>33,000.0625</b>	<b>128.81</b>

# Billing History Report

Name KENNETH EARL GIBSON  
 Account# 520320855  
 Service Type Sewer at Service Location 136 JOANN DR  
 From: 05/01/2019  
 To: 08/31/2020

Bill Date	Bill Days	Consumption	Total Charges
05/17/2019	30	7,740.0000	52.10
06/19/2019	33	3,602.0000	20.11
07/19/2019	30	3,827.0000	21.85
08/22/2019	34	5,785.0000	36.99
09/24/2019	33	5,394.0000	33.97
10/24/2019	30	5,400.0000	34.01
11/20/2019	27	4,358.0000	25.96
12/18/2019	28	8,063.0000	54.60
01/14/2020	27	6,309.0000	41.04
02/13/2020	30	5,890.0000	37.80
03/12/2020	28	8,554.0000	58.39
04/13/2020	32	9,646.0000	66.83
05/14/2020	31	38,971.0000	293.52
06/11/2020	28	33,793.0000	253.49
07/14/2020	33	380,669.0000	2,934.84
08/13/2020	30	0.0000	0.00
<b>Totals</b>	<b>484</b>	<b>528,001.0000</b>	<b>3,965.50</b>
<b>Averages</b>		<b>33,000.0625</b>	<b>247.84</b>





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

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: \_\_\_\_\_

Customer Name: Kenneth Gibson

Billing Address: 136 Joann Drive

City: Brunswick State: GA Zip code: 31525

Home Phone: \_\_\_\_\_ Work or Cell Phone: (912) 399-3251

Description of how the leak was discovered: Water pressure was low and back yard was flooded.

Account Number: 520320855 Service Address: 136 JOAnn Dr

Date of Leak: \_\_\_\_\_ Date Leak Repaired: \_\_\_\_\_

Nature and Location of Leak: under the trailer

Description of the repair work completed: \_\_\_\_\_

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.

[Signature]  
Customer Signature

9/25/2020  
Date

After discovering the leak, I informed the landlord of this. The maintenance man informed ~~me~~ that the leak was irreparable. With that said, I had to move to a new location.