



**Brunswick-Glynn Joint Water and Sewer Commission**  
**1703 Gloucester Street, Brunswick, GA 31520**  
**Thursday, July 20, 2023, at 2:00 PM**

**COMMISSION MINUTES**

**PRESENT:**                                **G. Ben Turnipseed, Chairman**  
   **Tripp Stephens, Vice-Chairman**  
   **Charles Cook, Commissioner**  
   **Chad Strickland, Commissioner**  
   **Wayne Neal, Commissioner**  
   **Clayton Watson, Commissioner**

**PRESENT VIA TEAMS:**        **Kendra Rolle, Commissioner**

**ALSO PRESENT:**                **Andrew Burroughs, Executive Director**  
   **Charles A. Dorminy, HBS Legal Counsel**  
   **LaDonnah Roberts, Deputy Executive Director**  
   **David Owens, Director of Finance**  
   **Todd Kline, Director of Engineering**  
   **Christa Free, Procurement Coordinator**  
   **Pam Crosby, Director of Procurement**

**ABSENT:**                                **Clayton Watson, Commissioner**

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

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

**PUBLIC COMMENT PERIOD**

Chairman Turnipseed opened the public comment period.

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

**COMMITTEE UPDATES**

**Facilities Committee** – Chairman Turnipseed stated that the Facilities Committee met the previous day, July 19, 2023 at 1:00 p.m. Approval items that were recommended to move forward to the full Commission were Capital Purchases of four Trimble GPS units and two Lead Detection units, as well as approval of new paddles for the sludge dryer at Academy Creek, and dedications of infrastructure and easements from private projects. The Water Production Report showed that all water production facilities are producing very well. The treatment plants performed at: Academy Creek 42%; Dunbar Creek 76%; and South Port 35%. The Capital Projects Report provided great photos of projects and good reporting on the projects in progress.

**Finance Committee** – Commissioner Stephens stated that the Finance Committee met the previous day, July 19, 2023 at 3:00 p.m. Approval items that were recommended to move forward to the full Commission were Capital purchases of four Trimble GPS units and two Lead Detection units, as well as approval of new paddles for the sludge dryer at Academy Creek. There were also multiple items submitted as surplus and Mr.

Dorminy presented an Intergovernmental Agreement for SPLOST 2022 between the JWSC and Glynn County.

## **APPROVAL**

### **1. Minutes from the June 14, 2023, Regular Commission Meeting**

Commissioner Cook made a motion seconded by Commissioner Watson to approve the minutes from the June 14, 2023 Regular Commission Meeting. Motion carried 6-0-0. (Commissioner Watson was absent from the meeting.)

### **2. Minutes from the June 14, 2023, Executive Session Meeting**

Commissioner Cook made a motion seconded by Commissioner Stephens to approve the minutes from the June 14, 2023 Executive Session Meeting. Motion carried 6-0-0. (Commissioner Watson was absent from the meeting.)

### **\* Excuse Absent Commissioner From Meeting**

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

### **3. SPLOST IGA – C. Dorminy**

Mr. Dorminy presented to the Committee an Intergovernmental Agreement between the BGJWSC and Glynn County for the implementation of SPLOST 2022 in order for the BGJWSC to receive funding from SPLOST. SPLOST funds will be backdated to the start date of April 1, 2023 and last for a period of six years. Several JWSC projects are included in the intended use of the total SPLOST funds which are estimated to raise approximately \$133,000,000. Projects are split between Tier 1 and Tier 2 projects with \$6,000,000 allocated for an Exit 29 Elevated Storage Tank and Production Well and \$7,000,000 allocated for Water and Sewer Service Extensions. SPLOST funds will be received by the BGJWSC on a monthly basis.

Commissioner Stephens made a motion seconded by Commissioner Neal that the Brunswick-Glynn Joint Water and Sewer Commission approve the 2022 SPLOST Intergovernmental Agreement between the JWSC and Glynn County as outlined in the attached memo. Motion carried 6-0-0. (Commissioner Watson was absent from the meeting.)

### **4. Capital Equipment Purchase: Trimble GPS Units – A. Burroughs**

The JWSC utilizes GIS for mapping in order to organize and manage operational asset data. Accurate collection of this data as new assets are added, or repairs are made to existing ones, is critical to the asset management function. Within the JWSC, this data is collected by Operations crews in the Planning/Construction and Operations divisions. The current Trimble model Geo7X handheld GPS units used for GIS mapping have been discontinued with technical repair and support being phased out. JWSC staff has selected the Trimble model TDC600 handheld model as a replacement along with all coordinating technical support software. JWSC will purchase four (4) new Trimble units with two (2) to be utilized by the Planning/Construction division and two (2) to be used by the Systems Pumping and Maintenance division. The price for the four units is \$27,615.00, including a \$1,135.00 discount. The units are being purchased from Duncan-Parnell, Inc.

Commissioner Neal made a motion seconded by Commissioner Strickland to move that the Brunswick-Glynn Joint Water and Sewer Commission approve the purchase of four Trimble GPS units from Duncan-Parnell in the amount of \$27,615.00. Motion carried 6-0-0. (Commissioner Watson was absent from the meeting.)

### **5. Capital Equipment Purchase: Lead Detection Units – A. Burroughs**

The US EPA is requiring community water utilities to complete and submit inventory of their lead service lines by October 16, 2024. The requirement is to identify services on both the JWSC and customer side of the meter. Utilities are required to determine if the services are lead, not lead, or unknown. GA EPD has

established that any service installed after January 1, 1990 can be considered not lead. That leaves approximately 11,700 services connected to the JWSC water system that were built or installed prior to 1990. In order to minimize cost and disruption of customer services, staff has determined that the purchase of two (2) ElectroScan Swordfish Lead Detection units was in the best interest of the JWSC. The \$130,750.00 quoted price will include the two (2) units as well as all annual support and maintenance, a one-time set-up fee, and one annual license seat. Funding for this purchase was approved as part of the Water Distribution Capital purchase budget for the 2024 Fiscal Year. Commissioner Cook asked Mr. Burroughs to explain the alternative potholing process and why it would be so cost prohibitive and disruptive. Commissioner Stephens asked legal counsel and Mr. Burroughs to verify the language from the EPD regarding testing to make sure the purchase of the units was necessary.

Commissioner Cook made a motion seconded by Commissioner Neal that the Brunswick-Glynn Joint Water and Sewer Commission approve the purchase of two ElectroScan Lead Detection units in the amount of \$130,750.00. Motion carried 6-0-0. (Commissioner Watson was absent from the meeting.)

Commissioner Stephens made a motion to amend the approval to be contingent on legal counsel and Mr. Burroughs determination of the EPD requirements. Commissioner Neal seconded the motion to amend the approval. Motion passed 6-0-0. (Commissioner Watson was absent from the meeting)

#### **6. Academy Creek Sludge Dryer Rehabilitation – A. Burroughs**

The Academy Creek WWTP operates a Fenton sludge dryer for the process of drying pressed sludge. Currently, sludge is disposed of in the municipal solid waste landfill site in Folkston, GA. Recently, staff has been working through issues with the dryer not functioning properly due to large clumps of sludge caking the inside of the dryer. This is due to wear on the agitator paddles. The paddles no longer clean the inside of the drum fully which leads to lower performance, increased maintenance and extended downtime to clean out caked material. Staff solicited a quote from AIT Services out of Brownwood, TX to fabricate new paddles as the Fenton manufacturer has been out of business for several years. Total cost to fabricate new paddles and replace the existing paddles is \$30,380.00.

Commissioner Cook made a motion seconded by Commissioner Neal that the Brunswick-Glynn Joint Water and Sewer Commission approve an award in the amount of \$30,380.00 to AIT Services for the fabrication of new paddles and replacement of existing paddles on the Fenton sludge dryer at Academy Creek. Motion carried 6-0-0. (Commissioner Watson was absent from the meeting.)

#### **7. Surplus – A. Burroughs**

Mr. Burroughs presented to the Committee several assets determined by JWSC staff to be no longer beneficial to the JWSC. Among the items are a Ford F-450, a Carry-on trailer, a Komatsu forklift, and three (3) Kia Soul vehicles. These items are either no longer needed by the JWSC for efficient operations or would be too expensive to repair/maintain. Mr. Burroughs recommended that the staff dispose of these items via auction on the website, GovDeals.com

Commissioner Neal made a motion seconded by Commissioner Cook that the Brunswick-Glynn Joint Water and Sewer Commission approve the presented items as surplus to be disposed of in a manner most beneficial to the JWSC. Motion carried 6-0-0. (Commissioner Watson was absent from the Meeting).

#### **8. Dedication of Private Infrastructure & Easements – T. Kline**

- Autumns Wood Phase 3A – Dedication of Infrastructure
- 151 Old Cate Road – Dedication of Infrastructure
- Beverly Villas – Dedication of Infrastructure and Easement

Mr. Kline provided that the Developers of the above-mentioned projects wish to convey easements and dedicate infrastructure. They have submitted necessary legal documents defining the transfer of ownership and conveying the easements for access and maintenance. All requirements of the JWSC Standards for Water & Sewer Design and Construction and Development Procedures have been met, and all related documents submitted.

Commissioner Cook made a motion seconded by Commissioner Stephens that the Brunswick-Glynn Joint Water and Sewer Commission approve this project with associated Dedications and Easements. Motion carried 5-0-1. (Commissioner Watson was absent from the meeting and Commissioner Neal recused himself from the vote.)

#### **EXECUTIVE DIRECTOR'S UPDATE**

Mr. Burroughs discussed the GAWP Conference held in Savannah this week. He stated that Angela Walker from the Industrial Pretreatment division gave a presentation.

#### **COMMISSIONERS' DISCUSSION**

Commissioner Neal made note that Glynn County is in the process of revamping the building codes for the county and will need to address the JWSC formation and subdivision records. He asked that JWSC staff work with County staff to get highlights of changes to JWSC standards.

#### **CHAIRMAN'S UPDATE**

The Chairman spoke about the GAWP conference.

#### **EXECUTIVE SESSION**

Commissioner Stephens made a motion seconded by Commissioner Cook to enter into Executive Session to discuss Property. Motion carried 6-0-0. (Commissioner Watson was absent from the meeting.)

Return to Regular Session.


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

#### **ADJOURN**

There being no additional business to bring before the Commission, Chairman Turnipseed requested a motion to adjourn the meeting.

Commissioner Stephens made a motion seconded by Commissioner Neal to adjourn the meeting. Motion carried 6-0-0. (Commissioner Watson was absent from the meeting.)

The Chairman adjourned the meeting at 303 p.m.

  
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G. Ben Turnipseed,  
Commission Chairman

Attest:

  
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Christa Free,  
Procurement Coordinator