Brunswick-Glynn Joint Water and Sewer Commission
1703 Gloucester Street, Brunswick, GA 31520
Thursday, June 19, 2024, at 2:00 PM

COMMISSION MINUTES

PRESENT:	**G. Ben Turnipseed, Chairman** **Clayton Watson, Vice-Chairman (via Teams)** **Charles Cook, Commissioner (via Teams)** **Wayne Neal, Commissioner** **Lance Sabbe, Commissioner** **Chad Strickland, Commissioner** **Dave Ford, 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** **Pam Crosby, Director of Procurement** **Janice Meridith, Executive Commission Administrator**
MEDIA PRESENT:	**Taylor Cooper, The Brunswick News**

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

Commissioner Neal provided the invocation and Commissioner Ford 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.

EMPLOYEE RECOGNITION – Chairman Turnipseed
Keith Hopkins – Georgia Association of Water Professionals 2024 Top Operator of the Year
Anthony Fuller – Wastewater Collection System Operator Certification

COMMITTEE UPDATES
Combined Facilities & Finance Committee Meeting – Chairman Turnipseed provided an update on the Combined Facilities & Finance Committee Meeting held earlier the same day, June 19, 2024.

AMENDED AGENDA APPROVAL
Commissioner Neal made a motion seconded by Commissioner Sabbe to approve the agenda as amended. Motion carried 7-0-0. (Commissioner Cook and Watson each voted YES via Teams).

APPROVAL

1. Minutes from the May 16, 2024 Regular Commission Meeting

Commissioner Neal made a motion seconded by Commissioner Strickland to approve the minutes from the May 16, 2024, Regular Commission Meeting. Motion carried 7-0-0. (Commissioner Cook and Watson each voted YES via Teams).

2. Approval of Virtual Card Program and Limit – D. Owens

Commissioner Sabbe made a motion seconded by Commissioner Neal to defer agenda item #2 until the July Commission Meeting. Motion carried 7-0-0. (Commissioner Cook and Watson each voted YES via Teams).

3. Health Insurance Annual Renewal – A. Burroughs / Catina Tindall, First Coast Benefits Solutions

Catina Tindall with First Coast Benefits Solutions highlighted the background of JWSC's health insurance, historic numbers, plan details, current options and benefits considered, etc. There were no increases in employee premium costs. Based upon expected claims projections by United Healthcare, increasing the individual stop loss coverage to $150,000 decreases expected costs by $23,508.72 annually. If claims were to come in under projections by UHC, this would result in additional savings to the JWSC. Total annual maximum liability would increase $7,940. Mr. Burroughs noted that in the Fiscal Year 2025 budget, Group Insurance is budgeted at $1,599,100 from JWSC funding with expected staff contributions to be around $350,000 based upon currently enrolled employee count. As vacant positions are filled, the employee contributions could increase to approximately $400,000 annually, depending on coverage levels elected. This provides a total funding for the year at $1,949,100-$1,999,100 for health insurance. Should costs exceed this total, JWSC has established a Group Insurance Reserve with a current balance of $952,862.

Commissioner Ford made a motion seconded by Commissioner Strickland that the Brunswick-Glynn Joint Water and Sewer Commission renew the employee insurance coverages to be effective August 1, 2024 as presented. Motion carried 7-0-0. (Commissioner Cook and Watson each voted YES via Teams).

4. Pension Plan IRS Addendum – D. Owens

Mr. Owens stated that the Internal Revenue Service requires that the BGJWSC periodically requests IRS's review of our defined benefit retirement plan to be granted a favorable determination letter. A favorable determination letter expresses the IRS' opinion that the plan's terms (as stated in the plan document) meet the Internal Revenue Code's tax-qualification requirements. This is mandatory for:

- BGJWSC to deduct contributions made to the plan up to the applicable limits;
- The plan participants to be able to defer income taxes on the amounts contributed to the plan; and
- The plan participants' contributions to grow tax-deferred until distributed from the plan.

Mr. Owens added that JWSC has received notification from the Georgia Municipal Employees Benefit System ("GMEBS") that we must make this request to the IRS so we will be able to receive and file a new determination letter by March 31, 2025. GMEBS will assist us in this process, but they require that certain forms be signed and returned to them.

Commissioner Ford made a motion seconded by Commissioner Sabbe that the Brunswick-Glynn Joint Water and Sewer Commission Chairman be authorized to sign the forms required to facilitate the Internal Revenue Service review necessary to issue a favorable determination letter related to the JWSC defined benefit retirement plan. Motion carried 7-0-0. (Commissioner Cook and Commissioner Watson voted YES via Teams.)

5. Fiscal Year 2025 Rate Resolution – A. Burroughs

Mr. Burroughs recalled that each year the Brunswick-Glynn Joint Water and Sewer Commission reviews the resolution previously passed by the Board to document rates and fees associated with JWSC's products and services to our customers (the "Rate Resolution"). This document is a public record, and it is made available to interested parties on the JWSC website as well as upon request for printed copies. Mr. Burroughs provided a redlined Rate Resolution draft for Fiscal Year ending June 30, 2025, and explained the 5 proposed revisions including:

1. Administrative Base Charge fees for water and sewer have been adjusted per the Board's approval of this item at the May 16, 2024, meeting for an increase of $0.50. (page 2 of 8)
2. Resident Equivalent Unit (REU) fees for water and sewer have been adjusted per the Board's approval of this item at the May 16, 2024, meeting for an increase of $0.25. (page 2 of 8)
3. User rates for water and sewer usage over 1,000 gallons per month have been adjusted per the Board's approval of this item at the May 16, 2024, meeting for an increase of 3%. (page 2 of 8)
4. Industrial fees for Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS) have been adjusted using the rolling average of the past three years costs. (page 2 of 8)
5. Water installation services where work is required to cross a divided roadway will be "At Cost". (page 5 of 8)

Commissioner Sabbe made a motion seconded by Commissioner Ford that the Brunswick-Glynn Joint Water and Sewer Commission approve the attached Rate Resolution for the fiscal year ending June 30, 2025. Motion carried 7-0-0. (Commissioner Cook and Commissioner Watson voted YES via Teams.)

6. Newcastle & Sea Palms W. Drive Paving Contract – A. Burroughs

Mr. Burroughs provided that the JWSC has two large paving repairs that are over two years old. One is 920 feet of Sea Palms West Drive that needs repaving following issues created by defects in the existing sewer lines. These sections were repaired via CIPP by Insituform. The other is 236 feet of Newcastle Street that needs repaving following issues created by defects in the existing sewer line. This section was repaired via open cut method by JWSC staff. The JWSC has struggled to get paving contractors to price prospective work for the past few years. Staff has been able to make some progress on smaller patch jobs based upon monthly paving lists generated from road cuts by SP&M and Water Distribution. Evans Asphalt Repair, LLC has provided quotes to repair these two larger repairs: Sea Palms West Drive in the amount of $113,344.00, and Newcastle Street in the amount of $83,489.80. Staff have been unable to receive quotes from other contractors to complete these paving repairs. This item will be funded by the SP&M Operations budget.

Commissioner Ford made a motion seconded by Commissioner Neal that the Brunswick-Glynn Joint Water and Sewer Commission award a contract to Evans Asphalt Repair LLC for paving repairs to Newcastle Street and Sea Palms West Drive in the amount of $196,833.80. Motion carried 7-0-0. (Commissioner Cook and Commissioner Watson voted YES via Teams.)

7. Dunbar Creek Change Order No. 4 – A. Burroughs

Mr. Burroughs gave a brief background on the design-build contract and change orders with BRW Construction Group for the Dunbar Creek WPCF Rehab project. He then explained why Change Order No. 4 is being requested for approval. Aeration Basin No. 2 at Dunbar Creek has an 18" butterfly valve on the effluent line conveying flow to the clarifiers. This butterfly valve has caused issues recently when it has vibrated itself closed, causing backups into the aeration basin. Due to operator intervention, performance issues were not experienced; however, given that Dunbar Creek is not manned continuously, there is significant risk to leaving this valve as is. Due to process changes over time, there is little use for this valve to remain in place. Staff requested BRW to look at installing a line stop downstream of the valve and to remove the valve from the line. The cost to perform this work is $40,253. The new reuse water system that has been installed at Dunbar Creek is currently uncovered. The hope was that the structure over the old filter structured could be reused to cover the reuse system. However, the cost to modify the structure exceeds the cost to install a new structure over the reuse system. The cost to install a new structure over the reuse pump skid is $12,840. The combined cost of these two items is $53,093. Staff recommends moving forward with

these two improvements which would increase the total value of the contract for the Dunbar Creek WPCF Rehab project to a total amount of $8,441,508.47 to cover the costs associated with the additional scope of work. This portion of the project is funded by the R&R Reserve and is JWSC Capital Project No. 2106R.

Commissioner Neal made a motion seconded by Commissioner Sabbe that the Brunswick-Glynn Joint Water and Sewer Commission approve Change Order No. 4 in the amount of $53,093.00 to BRW Construction Group, LLC for scope changes associated with the Dunbar Creek WPCF Rehab project. Motion carried 7-0-0. (Commissioner Cook and Commissioner Watson voted YES via Teams.)

8. Contract Award – Exit 42 Elevated Storage Tank – A. Burroughs

Mr. Burroughs advised that elevated water storage is a vital component for reliability and operational efficiencies for a water system. The GA EPD recommends public water systems provide for an elevated storage volume equal to their average 24-hour demand to accommodate peak flows and fire flows. The JWSC North Mainland continues to experience increased residential and commercial growth which brings an associated demand for potable water and fire protection provision. In concert with the JWSC Master Plan, recent planned improvements have included water production (well) facilities such as Ridgewood WPF and Canal WPF as well as the construction of multiple water main loops to improve flow, operational and quality conditions. An elevated storage tank to support the current and projected demands of the Spur25/SR99/I-95 Exit 42 service area will improve the North Mainland system by providing resiliency with demand and operational control. JWSC staff designed and solicited for the construction of a 750,000-gallon composite elevated water tank to be constructed on property obtained from the Golden Isles Development Authority, adjacent to and south of I-95 Exit 42. Staff recommends awarding a contract to the apparent low bidder Phoenix Fabricators & Erectors, LLC in the amount of $4,734,713.00. This item will be funded by the Series 2021 Bond Issuance and is Capital Project No. 2213. The original budget set for this project was $3,000,000, of which $2,977,188 remains uncommitted. The remaining $1,757,525 will come from the currently uncommitted balance of the bond issuance of $2,363,086.

Commissioner Sabbe made a motion seconded by Commissioner Neal that the Brunswick-Glynn Joint Water and Sewer Commission award a contract to Phoenix Fabricators & Erectors, LLC, for construction of Exit 42 Elevated Storage Tank in the amount of $4,734,713.00. Motion carried 7-0-0. (Commissioner Cook and Commissioner Watson voted YES via Teams.)

9. Dedications of Easements and Infrastructure – T. Kline

- **Fifty Oaks Subdivision –** Dedication of Infrastructure and Easement

Mr. Kline provided that the Developer of the Fifty Oaks Subdivision has submitted legal documents to define and execute the transfer of ownership. The infrastructure is understood to have complied with applicable standards at the time of construction. JWSC inspection records indicate the infrastructure was constructed to JWSC Standards, is functioning, and is in acceptable condition. All requirements of the JWSC Standards for Water and Wastewater System Design and Construction and Development Procedures have been met, and all related documents submitted.

Commissioner Strickland made a motion seconded by Commissioner Sabbe that the Brunswick-Glynn Joint Water and Sewer Commission approve and accept this project with associated documentation. Motion carried 7-0-0. (Commissioner Cook and Watson each voted YES via Teams).

EXECUTIVE DIRECTOR'S UPDATE

Mr. Burroughs provided the Commissioners with a brief update.

COMMISSIONERS' DISCUSSION

Commissioner Sabbe suggested the Commission consider approving June 19th as a holiday same as the City, County, and Federal Governments.

CHAIRMAN'S UPDATE
The Chairman provided the Commissioners with a brief update and commended staff for their efforts and successful town hall meetings.

EXECUTIVE SESSION – Personnel with a vote to be taken after.
Commissioner Neal made a motion seconded by Commissioner Strickland to enter into Executive Session to discuss Personnel with a vote to be taken after. Motion carried 7-0-0. (Commissioner Cook and Watson each voted YES via Teams).

Return to Regular Session

Commissioner Sabbe made a motion seconded by Commissioner Neal to return to Regular Session. Motion carried 7-0-0. (Commissioner Cook and Watson each voted YES via Teams).

10. Executive Director's Employment Agreement – Amendment #4
Commissioner Neal made a motion seconded by Commissioner Watson to approve the 4th Amendment to the Executive Director's Employment Agreement effective July 1, 2024. Motion carried 7-0-0. (Commissioner Cook and Watson each voted YES via Teams).

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

Commissioner Neal made a motion seconded by Commissioner Strickland to adjourn the meeting. Motion carried 7-0-0. (Commissioner Cook and Watson each voted YES via Teams).

The Chairman adjourned the meeting at 3:12 p.m.

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G. Ben Turnipseed,
Commission Chairman

Attest:

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Janice Meridith,
Executive Commission Administrator