



**Brunswick-Glynn Joint Water & Sewer Commission
1703 Gloucester Street, Brunswick, GA 31520
Commission Meeting Room
Wednesday, July 16, 2025, at 3:00 PM**

FINANCE COMMITTEE MINUTES

MEMBERS PRESENT: **Commissioner Clayton Watson, Committee Chairman
Commissioner Chuck Cook
Commissioner Bill Edgy
Executive Director Andrew Burroughs**

ALSO PRESENT: **Ben Turnipseed, Commission Chairman
LaDonnah Roberts, Deputy Executive Director
Pam Crosby, Director of Procurement
Dave Owens, Director of Finance
Todd Kline, Director of Engineering
Fred McGinty, Oakbridge Insurance**

MEDIA PRESENT: **None**

Committee Chairman Watson called the meeting to order at 3:03 p.m.

PUBLIC COMMENT PERIOD

Commissioner Watson opened the Public Comment Period. There being no citizens that wished to address the Committee, Commissioner Watson closed the Public Comment Period.

APPROVAL

1. Minutes from June 18, 2025, Combined Facilities and Finance Committee Meeting

Commissioner Cook made a motion seconded by Commissioner Edgy to approve the minutes from the June 18, 2025, Combined Facilities and Finance Committee Meeting. Motion carried 3-0-0.

2. Minutes from June 18, 2025, Executive Session

Commissioner Edgy made a motion seconded by Commissioner Cook to approve the minutes from the Executive Session held on June 18, 2025. Motion carried 3-0-0.

3. Renewal of Additional Flood Insurance Coverage for Contents – A. Burroughs / F. McGinty

Mr. Burroughs presented the annual renewal of additional flood insurance coverage for the JWSC administrative buildings, and the offices/laboratories located at the three wastewater facilities. These

coverages are in addition to the primary insurance policies. It was noted that the renewal premium remains unchanged from the prior year for the same amount of coverage, totaling \$36,182.80.

Commissioner Cook made a motion seconded by Commissioner Edgy that the Finance Committee recommend the renewal of flood insurance coverage with the current providers, Lloyds's of London with premium costs of \$33,716.80 and the NFIP policy through Assurant in the amount of \$2,466.00. Motion carried 3-0-0.

4. Comprehensive Agreement – Glynn New Hope 1043, LLC – A. Burroughs

Mr. Burroughs asks that this agenda topic be deferred to the August 20, 2025, meeting.

Commissioner Edgy made a motion seconded by Commissioner Cook that the Finance Committee recommend deferring the Comprehensive Agreement – Glynn New Hope 1043, LLC agenda topic to the August 20, 2025, meeting. Motion carried 3-0.

5. Contract Award – Engineering Services for Master Plan Update – A. Burroughs

Mr. Burroughs presented a proposal to award a contract Four Waters Engineering, Inc. for engineering services for the 2025 Master Plan Update. After discussion it was decided to defer the approval until it is confirmed with the funding agencies if we are required to update the Master Plan every five years and if it affects grants and other federal funding.

Commissioner Edgy made a motion seconded by Commissioner Cook that Finance Committee defer the approval of a Contract Award for Engineering Services for Master Plan Update. Motion carried 3-0.

6. Banking Signature Card & Authorization Changes – D. Owens

Mr. Owens presented a routine housekeeping item concerning updates to authorized signatories on investment accounts, in compliance with Section 10A of the financial policy. This policy requires dual signatures on checks over \$5,000 and for all investment transactions to maintain strong internal controls.

It was noted that the Brunswick-Glynn Joint Water and Sewer Commission (BGJWSC) customarily designates five signatories for investment accounts: the Chairman, Vice-Chairman, Executive Director, Deputy Executive Director, and Director of Finance. Due to the departure of the former Vice-Chairman and the election of a new one, the signature card must be updated accordingly.

Commissioner Edgy made a motion seconded by Commissioner Cook that Finance Committee recommend the full Commission approve the BGJWSC Chairman, Vice-Chairman, Executive Director, Deputy Executive Director, and Director of Finance be authorized as signatories for investment services and to sign the necessary signature card. Motion carried 3-0.

7. Capital Equipment Purchase – Security Cameras – A. Burroughs

Mr. Burroughs reported on the need for enhanced security measures, including the installation of additional cameras at key facilities such as the warehouse. Staff reported that pricing was obtained for the purchase of 20 indoor and outdoor security cameras totaling \$19,712 from B&H Photo and Video.

Commissioner Cook made a motion seconded by Commissioner Edgy that Finance Committee recommend the full Commission approve the purchase of twenty (20) security cameras in the amount of \$19,712.80 from B&H Photo and Video. Motion carried 3-0.

8. Capital Equipment Purchase –Boring Missiles (2” and 4”) – A. Burroughs

Mr. Burroughs reported that water distribution crews use a trenchless method to install water services under driveways and roads to avoid cutting pavement. This process requires specialized “missile heads” to bore holes for pulling pipe through. Periodic replacement is needed due to wear.

Two quotes were obtained; the low bid was \$12,387.98 from Vermeer Southeast.

Commissioner Edgy made a motion seconded by Commissioner Cook that Finance Committee recommend the full Commission approve the purchase of one (1) 2” boring missile head and one (1) 4” boring missile head in the amount of \$12,387.98 from Vermeer Southeast Sales & Services, Inc. Motion carried 3-0.

9. Capital Equipment Purchase – Mid-Size Pickup Truck – A. Burroughs

Mr. Burroughs reported that the water division’s operations team, which inspects well facilities daily, typically uses full-size trucks (F-150s/F-250s) to allow for chlorine transport when needed. However, not all crews require chlorine transport capability. To improve fuel efficiency and reduce costs, requesting the purchase of a midsize Ford Ranger instead for crews without that requirement.

After obtaining three quotes, Murray Ford Superstore submitted the lowest at \$33,669.49 for a 2025 Ford Ranger. Additional minor costs will be incurred to outfit the truck with decals, flashers, and other standard equipment.

Commissioner Cook made a motion seconded by Commissioner Edgy that Finance Committee recommend the full Commission approve the purchase of one 2025 Ford Ranger Mid-size Pickup in the amount of \$33,669.49 from Murray Ford Superstore. Motion carried 3-0.

10. USGS Contract Amendment – A. Burroughs

Mr. Burroughs reported the partnership with the U.S. Geological Survey (USGS) to monitor chloride migration in the Upper Florida aquifer under a joint funding agreement, with both parties contributing funds. This agreement was renewed in March 2025.

USGS has secured an additional \$35,000 in federal matching funds to enhance the project by expanding data analysis, improving publication quality, and strengthening quality assurance for field data. The amendment allows USGS to apply these funds, with no additional cost to the JWSC.

Commissioner Cook made a motion seconded by Commissioner Edgy that Finance Committee recommend the full Commission approve Amendment No. 1 to the Joint Funding Agreement with USGS for the continuation of groundwater monitoring in the Upper Floridian Aquifer. Motion carried 3-0.

DISCUSSION

1. Financial Statements Month End June 30, 2025 – D. Owens

Mr. Owens presented the financial statements for the month ending June 30, 2025. He reviewed the Balance Sheet noting the Current Assets and Current Liabilities, and he briefed the Committee on the Combined Revenue Statement. The various Operating Revenues accounts were noted, and details on the Summary of Revenues and Summary of Expenses were highlighted.

EXECUTIVE SESSION

Chairman Watson requested a motion to adjourn to Executive Session for matters of Human Resources.

Commissioner Cook made a motion seconded by Commissioner Edgy to adjourn to Executive Session. Motion carried 3-0-0.

Commissioners returned to the Commission Chambers. Chairman Watson entertained a motion to return from Executive Session.

Commissioner Cook made a motion seconded by Commissioner Edgy to return from Executive Session. Motion carried 3-0-0.

Commissioner Watson asked if there was any further business to discuss. Hearing none, Commissioner Cook made a motion seconded by Commissioner Edgy to adjourn. Motion carried 3-0-0.

Commissioner Watson adjourned the meeting at 3:57 p.m.

Clayton Watson,
Finance Committee Chairman

Attest:

Adina Wilder,
Executive Committee Administrator