



**Brunswick-Glynn Joint Water and Sewer Commission
1703 Gloucester Street, Brunswick, GA 31520
Commission Meeting Room
Thursday, September 18, 2025, at 2:00 pm**

COMMISSION MINUTES

PRESENT:

**G. Ben Turnipseed, Chairman
Charles Cook, Vice-Chairman
Clayton Watson, Vice-Chairman
Dave Ford, Commissioner
Bill Edgy, Commissioner
Lance Sabbe, Commissioner
Wayne Neal, Commissioner**

ALSO PRESENT:

**Andrew Burroughs, Executive Director
Charles A. Dorminy, HBS Legal Counsel
LaDonnah Roberts, Deputy Executive Director
Todd Kline, Director of Engineering
Pam Crosby, Director of Procurement
Adina Wilder, Executive Commission Administrator
David Owens, Director of Finance/CFO
Kirk Young – Director of Wastewater
Melanie Griffis – Asst. Director of Wastewater Compliance Monitoring
Bree Summerall – Laboratory Analyst, Wastewater
Paul Christian – Roberts Civil Engineering**

MEDIA PRESENT:

None

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

Commissioner Watson provided the Invocation, and Commissioner Cook 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

Brianna Summerall – WW Laboratory Analyst

COMMITTEE UPDATES

Facilities Committee – Chairman Turnipseed provided an update on the Facilities Committee Meeting held on September 17, 2025.

Finance Committee – Commissioner Watson provided an update on the Finance Committee Meeting held on September 17, 2025.

APPROVAL

1. Minutes from August 21, 2025, Commission Meeting

Commissioner Sabbe made a motion seconded by Commissioner Cook to approve the minutes from August 21, 2025, Regular Commission Meeting. Motion carried 7-0.

2. Minutes from August 21, 2025, Executive Session

One noted correction on the Executive Session Minutes from August 21, 2025, to include Commissioner Neal as present, joined by phone.

Commissioner Cook made a motion seconded by Commissioner Watson to approve the updated minutes from August 21, 2025, Executive Session. Motion carried 7-0.

3. MOU – Bay Street Water Improvements Engineering – A. Burroughs

Mr. Burroughs presented a memorandum of understanding (MOU) with the City of Brunswick related to the Bay Street and Newcastle Street Roundabout Project. The City is moving forward with engineering design and GDOT permitting for the roundabout, located near the County Administration Building.

JWSC identified the need to complete utility improvements in conjunction with this project to avoid future conflicts and minimize traffic disruptions. The planned work includes a sewer reroute to eliminate an existing section that would otherwise fall beneath the proposed roundabout, redirecting flow down G Street without changing the drainage basin. A minor water line reroute is also planned along the south end of G Street to improve system looping.

The City has contracted Georgia Water & Environmental Services (GWES) for the roundabout's engineering design. Under the proposed MOU, JWSC will reimburse the City \$127,880 to expand GWES's scope to include design of the necessary water and sewer improvements. Mr. Burroughs noted that incorporating these items into the same GDOT permitting package provides both cost and coordination efficiencies.

Commissioner Ford made a motion seconded by Commissioner Edgy that the Commission enter into the Memorandum of Understanding with the City of Brunswick for engineering services for the Newcastle Street and Bay Street Intersection Improvements Project in the amount of \$127,880. Motion carried 7-0.

4. MOU – Howard Coffin Park Drainage Ditch Crossing – A. Burroughs

Mr. Burroughs presented a memorandum of understanding (MOU) with the City of Brunswick for the Howard Coffin Park Drainage Improvement Project. The City is undertaking drainage improvements adjacent to Howard Coffin Park, where JWSC operates a water production facility, well site, and pump station.

Three existing utility lines, two water lines, and one sewer force main currently cross the drainage ditch as aerial crossings. The ditch is tidally influenced, and the ductile iron casings around these lines have deteriorated due to saltwater exposure and bank erosion.

Under the City's drainage project, JWSC plans to relocate these lines below the improved drainage channel, eliminating aerial crossings and reducing the risk of blockages and corrosion. The work will be designed by the City's selected engineer, Zulu Marine Services, a firm specializing in tidal and marine infrastructure.

The proposed MOU authorizes JWSC to reimburse the City \$38,500 for engineering design costs. This collaboration allows both entities to coordinate permitting with the Georgia Department of Natural Resources (DNR) and proceed under a single environmental permit, creating efficiencies in both time and cost.

Commissioner Watson made a motion seconded by Commissioner Neal that Commission enter into the Memorandum of Understanding with the City of Brunswick for permitting and engineering services for the Howard Coffin Park Pipe Relocation Project in the amount of \$38,500. Motion carried 7-0.

5. Contract Award – Sanitary Sewer Smoke Testing – A. Burroughs

Mr. Burroughs presented the recommendation to award the Sanitary Sewer Smoke Testing contract. A total of nine proposals were received in response to the Request for Proposals (RFP) to perform smoke testing on approximately 965,960 linear feet of gravity sewer lines. The work is part of JWSC's ongoing effort to identify and address inflow and infiltration (I&I) issues prior to completing an updated sewer system master plan.

The highest-scoring proposal was submitted by McKim & Creed, who previously performed similar smoke testing for JWSC on St. Simons Island in 2018. The total contract amount is \$496,248.98, or approximately \$0.51 per linear foot, with a 210-day contract period. The smoke testing phase is scheduled to be completed by the end of January, allowing staff to begin early analysis of results.

McKim & Creed's proposal was noted for several strengths, including the development of an online, real-time dashboard to track field progress and results, and direct integration of findings into JWSC's asset management software, reducing duplication of effort. Staff will also coordinate directly in the field with the contractor during testing to ensure efficiency and accuracy.

McKim & Creed will provide 72-hour community notifications, distribute door hangers, and coordinate with the local fire department to prevent false alarms when smoke is visible from roof vents.

Commissioner Sabbe made a motion seconded by Commissioner Neal that Commission enter into a contract with McKim & Creed, Inc. for the 2025 Sanitary Sewer Smoke and Dye Testing Services project in the amount of \$496,248.98. Motion carried 7-0.

6. Change Order No. 1 – FEMA-Funded Generator Installation – A. Burroughs

This agenda item has been deferred for discussion at the next Commission Meeting scheduled for October 16, 2025.

Commissioner Cook made a motion seconded by Commissioner Watson that the Commission defer for discussion at the next Commission Meeting scheduled for October 16, 2025. Motion carried 7-0.

7. Capital Equipment Purchase – GIS Server – A. Burroughs

Mr. Burroughs presented the purchase of a GIS server to host JWSC's internal GIS data. Previously, GIS data was hosted through a county piggyback arrangement, but ESRI now requires JWSC to maintain its own system.

Two hardware quotes were obtained, with significant cost differences. The recommended purchase is from MainMicro Technologies for an overstock, new, unused server with full manufacturer warranties, offering substantial savings. Jones Edmunds will handle server implementation and configuration for \$18,050.

The total cost for the server purchase and setup is \$52,282.45, which is under the budgeted \$56,650 allocated in the Planning & Construction Division.

Commissioner Cook made a motion seconded by Commissioner Watson that the Brunswick-Glynn Joint Water and Sewer Commission approve the purchase of server hardware from MainMicro Technologies Corporation in the amount of \$34,232.45 and implementation services from Jones Edmunds Engineering in the amount of \$18,050.00. Motion carried 7-0.

8. Infrastructure Dedications & Conveyance of Easements – T. Kline

Mr. Kline reported that the owners of record for the listed properties have submitted the necessary legal documentation to define ownership and convey easements for access and maintenance of the infrastructure. Based on JWSC inspection records, the infrastructure was constructed in accordance with applicable JWSC standards at the time of installation. It is currently operational and in acceptable condition. The infrastructures were recommended for approval and acceptance:

1. **Sinclair Lakes: Dedication of Infrastructure and Easement**
2. **Wawa: Easement**

Commissioner Ford made a motion seconded by Commissioner Edgy that the Brunswick-Glynn Joint Water and Sewer Commission approved these requests to accept infrastructure and easements with associated documentation. Motion carried 7-0.

EXECUTIVE DIRECTOR'S UPDATE

The Executive Director provided updates on two major ongoing initiatives:

- **Licensing Achievements:** Bri obtained her license this month, marking the 15th license issued by the organization this year. Two additional staff have passed exams and are awaiting licensure, with more scheduled for testing. Recognition was given to staff for their efforts in pursuing licenses.
- **Grand Jury Appointment:** The grand jury application process is underway:
 - Ads in the *Brunswick News*: October 2 and October 9
 - Applications due: October 13
 - Interviews: by November 10
 - Final selection: just before Thanksgiving

CHAIRMAN'S UPDATE

- **Chairman gave recognition of Staff achievements:** Kirk Young was acknowledged for assuming responsibility over the wastewater section, including Academy Creek, earlier this year.
- **Staff Certification:** Commended Bri Summerall for her recent certification achievement in a short time and the Chairman highlighted the value of staff professional development.

- The Chairman encouraged continued collaboration with Coastal College for environmental and biological student internships, leveraging local educational opportunities.
- Finally, the Chairman recognized department heads, including Todd, Andrew, and Kirk, for supporting staff certifications, enhancing employee skills and organizational value.

Chairman Turnipseed requested a motion to adjourn to Executive Session for matters Property & Litigation.

Commissioner Sabbe made a motion seconded by Commissioner Watson to adjourn to Executive Session. Motion carried 7-0.

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

Commissioner Edgy made a motion seconded by Commissioner Cook to return from Executive Session. Motion carried 5-0.

ADJOURN

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

Commissioner Ford made a motion seconded by Commissioner Watson to adjourn the meeting. Motion carried 5-0.

The Chairman adjourned the meeting at 3:04 p.m.



G. Ben Turnipseed,
Commission Chairman

Attest:



Adina Wilder,
Executive Commission Administrator