



**Brunswick-Glynn Joint Water and Sewer Commission
1703 Gloucester Street, Brunswick, GA 31520
Commission Meeting Room
Wednesday, December 17, 2025, at 1:00 PM**

FACILITIES COMMITTEE MEETING MINUTES

PRESENT: **G. Ben Turnipseed, Chairman of Facilities Committee
Wayne Neal, Commissioner
Dave Ford, Commissioner**

ALSO PRESENT: **Andrew Burroughs, Executive Director
LaDonnah Roberts, Deputy Executive Director
Todd Kline, Director of Engineering
Pam Crosby, Director of Procurement
Adina Wilder, Executive Commission Administrator**

MEDIA PRESENT: **None**

Chairman Turnipseed called the meeting to order at 1:01 PM.

Chairman Turnipseed provided the Invocation.

PUBLIC COMMENT PERIOD

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

APPROVAL

- 1. Minutes from November 19, 2025, Facilities Committee Meeting**

Commissioner Neal made a motion seconded by Commissioner Ford to approve the minutes of the Facilities Committee Meeting held on November 19, 2025. Motion carried 3-0.

- 2. Final Adjusting Change Order – PS 4002/4001/3101 – A. Burroughs**

Mr. Burroughs presented the Final Adjusting Change Order for the combined capital project package for Pump Stations 4002, 4001, and 3101. He noted that the original bid prices were high, resulting in several items being removed from the scope to focus primarily on electrical improvements at all three stations.

The final change order reflects \$12,000 in credits for unused quantities and \$36,843.90 in Georgia Power charges for service relocations and voltage adjustments at each station, resulting in a net additive change of \$24,843.90. The change order also includes a time extension through September 30, 2025, marking the project's completion date.

Approval of this final change order and associated invoices will allow the three projects to be closed out and capitalized according to standard financial processes. Kimley-Horn, the consulting engineer, reviewed and recommended approval of the charges. The overall adjustment represents a 2.1% increase to the original contract amount, noted as within normal tolerance levels.

Commissioner Neal made a motion seconded by Commissioner Ford that the Facilities Committee recommends approval of the Final Adjusting Change Order as a project time extension with an adjusted final project completion date of September 30, 2025, and adjusted final contract amount of \$1,780,160.90. Motion carried 3-0.

3. Final Adjusting Change Order – PS 4044 – A. Burroughs

Mr. Burroughs presented the final balancing change order for the Pump Station 4044 project. While the contractor was the same as on related pump station projects, this project utilized a different engineer. The change order includes \$6,837.00 in deductions for unused items and \$18,762.44 in additional Georgia Power charges.

It was noted that the original contract included a \$25,000.00 allowance for Georgia Power work; however, additional unforeseen work was required, including pole relocations, resulting in the higher final cost. The net result is a contract increase of \$11,925.44, representing a 0.6% overall increase.

All work was completed as of November 19, 2025, and the change order includes a time extension to align with the final completion date. Approval of the change order and final invoices will allow the project to be closed out.

Commissioner Ford made a motion seconded by Commissioner Neal that the Facilities Committee recommends approval of the Final Adjusting Change Order as a project time extension with an adjusted final project completion date of November 19, 2025, and adjusted final contract amount of \$1,992,582.34. Motion carried 3-0.

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

Mr. Kline presented several items for review under infrastructure dedications and easement conveyance for the following infrastructure projects:

1. **Village Bluff – Dedication of Infrastructure**
2. **Bergen Woods Townhomes – Dedication of Infrastructure and Easement**
3. **The Lakes at North Glynn Phase 1 – Dedication of Infrastructure and Easement**

Commissioner Neal made a motion seconded by Commissioner Ford that the Facilities Committee recommend full Commission approval and accept these requests to accept infrastructure and conveyance of easements with associated documentation. Motion carried 3-0.

DISCUSSION

1. Water Production Report – A. Burroughs

Mr. Burroughs presented the Water Production Report for the month of November 2025 to the Facilities Committee. This report provides the Committee with monthly and daily water production in millions of gallons for each of the BGJWSC water production facilities (wells). The following are Brunswick District production facilities: Howard Coffin, Goodyear Park, Brunswick Villa, FLETC, I-95, Golden Isles I, Golden Isles II, Canal, and Ridgewood. The South Mainland District wells include Fancy Bluff, Exit 29, and Brookman. Mallery, Airport, Harrington, and Hampton South are the wells located in the St. Simons Island District.

2. WPCF Plant Flows Report – A. Burroughs

Mr. Burroughs reviewed the November 2025 Monthly Wastewater Flow Report with the Committee. This report contains data regarding the influent and effluent flows, concentration of elements and chemicals, plant capacity, etc. JWSC's wastewater treatment plants continue to operate very well.

3. Capital Project Report – T. Kline / A. Burroughs

Mr. Kline presented an update on the monthly Project Report for Capital Projects currently in operation. The Commissioners were provided with a packet containing: the Capital Project Photographs, Capital Project Report Spreadsheet, and the Capital Project Gantt Chart of project timelines. Mr. Kline presented the update by highlighting projects along with photographs and descriptive details on scopes of work completed as well as portions remaining for final project completion.

Chairman Turnipseed asked if there was any further business to discuss. Hearing none, Commissioner Neal made a motion seconded by Commissioner Ford to adjourn. Motion carried 3-0.

Chairman Turnipseed adjourned the meeting at 2:46 PM



G. Ben Turnipseed,
Facilities Committee Chairman

Attest:



Adina Wilder,
Executive Commission Administrator