Brunswick-Glynn Joint Water and Sewer Commission
1703 Gloucester Street, Brunswick, GA 31520
Commission Meeting Room
Thursday, March 19, 2026, at 2:00 PM

COMMISSION MINUTES

PRESENT:

G. Ben Turnipseed, Chairman
Clayton Watson, Vice-Chairman
Charles Cook, Commissioner
Bill Edgy, Commissioner
Mike Fields, Commissioner
Wayne Neal, Commissioner
Lance Sabbe, 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
Jason Vo, Project Manager – Design Engineer
Harry Patel, Assistant Engineer
Dana Read, Engineering Data & Information Manager
Kory Cason, Wastewater Maintenance Mechanic
Kirk Young, Director of Wastewater
Timothy Ransom, Planning & Development Coordinator
Jerry Duncan, Utility Inspector
J. Stacy Culbreath, Senior Utility Inspector
Rafael Soto, Utility Inspector
Fred McGinty, Oakbridge Insurance
Paul Christian, Roberts Civil Engineering
Jennifer Kline, Guest
Robert Magnus, Guest
Jeff Wiggins, HIC
Brandon Lancaster, AllClear Underground Solutions
Randy Hardin, Employer Support of the Guard & Reserve

MEDIA PRESENT:

None

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

Chairman Neal provided the Invocation, and Commissioner Fields led the Pledge of Allegiance.

PUBLIC COMMENT PERIOD

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

COMMITTEE UPDATES

Facilities Committee – Chairman Turnipseed provided an update on the Facilities Committee Meeting held on March 18, 2026.

Finance Committee – Committee Chairman Cook provided an update on the Finance Committee Meeting held on March 18, 2026.

STAFF RECOGNITION

Kory Cason, WW Operator Class 3 License
Todd Kline, Patriot Award – Employer Support of the Guard and Reserve

APPROVAL

1. Minutes from February 19, 2026, Commission Meeting

Commissioner Sabbe made a motion seconded by Commissioner Neal to approve the minutes from February 19, 2026, regular Commission Meeting. Motion carried 7-0.

2. Executive Session Minutes of February 19, 2026

Commissioner Edgy made a motion seconded by Commissioner Watson to approve the minutes from February 19, 2026, 2026, Executive Session. Motion carried 7-0.

3. Property Liability Insurance Renewal – A. Burroughs

Mr. Burroughs reviewed the annual renewal of the Authority's property and liability insurance packages, with staff noting that coverage is obtained through OakBridge and includes general liability, cyber liability, crime and terrorism, property, auto, and equipment floater policies. No changes to coverage types or insurance carriers were proposed. Staff highlighted a comprehensive summary provided by Mr. McGinty and noted that, overall, the renewal reflects a significant net cost reduction of $119,165. While some increases were observed in liability premiums due to updated asset values and corrected customer data from prior application errors, these were offset by a substantial decrease in property insurance costs

Commissioner Cook made a motion seconded by Commissioner Watson that the Brunswick-Glynn Joint Water and Sewer Commission approve insurance renewal rates for each coverage category and insurer as presented in the 2026 Property and Liability Insurance Premium Summary. Motion carried 7-0.

4. HIC Altama, LLC Agreement Amendment No. 1 – A. Burroughs

Mr. Burroughs presented Amendment No. 1 to the agreement with HIC Altama, LLC, related to infrastructure improvements near Exit 42. The original agreement required completion of on-site upgrades by March 31, 2026, including installation of gravity sewer, a temporary pumping station, and a force main extension crossing Highway 99 and I-95 to connect with an existing line along Shell Road. While the temporary pumping station is nearing completion, construction of the force main has not yet begun. HIC Altama requested an extension of the completion deadline to December 31, 2026, with work to begin no later than June 1, 2026. Staff indicated that the delay would not negatively impact the sewer system, as the improvements primarily support the development itself, and therefore recommended approval of the amendment. A representative from Hoyer Investment was present to address any questions.

Commissioner Neal made a motion seconded by Commissioner Sabbe that the Brunswick-Glynn Joint Water and Sewer Commission approve Amendment No. 1 to the HIC Altama, LLC Agreement to extend the timeframe of completion for the Onsite Upgrades to December 31, 2026. Motion carried 7-0.

5. **Surplus Equipment – A. Burroughs**

Mr. Burroughs discussed declaring a 1997 backhoe, formerly used at the wastewater plant, as surplus equipment as part of ongoing efforts to implement a fleet master plan and evaluate outdated assets. Staff noted that the equipment is no longer operable and would require significant expenses to restore, making it of limited value to JWSC. Although the unit does not have a title due to its age and origin, it may still generate some value if sold, and staff indicated it would likely be listed for disposal through an online auction platform. It was also noted that, per policy, items listed on the fixed asset register must receive commission approval prior to disposal.

Commissioner Fields made a motion seconded by Commissioner Watson that the Brunswick-Glynn Joint Water and Sewer Commission approve the presented item as surplus to be disposed of in a manner most beneficial to the JWSC. Motion carried 7-0.

6. **Neptune 360 AMI Annual Software – L. Roberts**

Ms. Roberts reviewed the annual renewal of the Neptune 360 AMI software subscription, which is based on the number of active endpoints, currently totaling 31,524 meters. Ms. Roberts noted that this cost will increase over time as the system expands due to the per-endpoint pricing structure. However, the software provides significant value through enhanced data access, improved meter reading capabilities, and better customer service support. The expense is budgeted and shared between the Finance and Administrative Services departments.

Commissioner Watson made a motion seconded by Commissioner Cook that the Brunswick-Glynn Joint Water and Sewer Commission authorize payment of the annual subscription for the Neptune 360 software to Delta Municipal Supply, Inc. in the amount of $70,298.52. Motion carried 7-0.

7. **Infrastructure Dedications & Conveyance of Easements – T. Kline**

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

1. **GA Power – Community Road**
2. **GA Power – Exit 29**

Commissioner Neal made a motion seconded by Commissioner Watson that the Brunswick-Glynn Joint Water and Sewer Commission approve and accept these requests to accept infrastructure and conveyance of easements with associated documentation. Motion carried 7-0.

EXECUTIVE DIRECTOR'S UPDATE

The Executive Director provided an update on upcoming projects and planning efforts. Staff will be accepting proposals the following week for a major SCADA and electrical improvements project related to water production, which will enhance operations at well sites and elevated storage tanks, like prior upgrades completed for lift stations. Additionally, the proposed organizational budget and capital projects plan for the upcoming year were recently presented for board review and discussion, with final approval anticipated at the April meeting. Board members were encouraged to provide any additional feedback prior to that time.

COMMISSIONERS' DISCUSSION

Commissioner Cook reported that sufficient data has been gathered from comparable utilities to evaluate the JWSC salary structure. He plans to meet with Mr. Burroughs and Ms. Roberts to review the findings and determine whether any adjustments to employee compensation are warranted, noting that it is too early to draw conclusions but emphasizing the importance of supporting and retaining employees.

Commissioner Sabbe provided an update on a recent trip to Washington, D.C., where he met with elected officials and discussed federal infrastructure legislation, including a proposed bill that could allow municipalities to receive funding directly rather than through state channels. He noted this could create new grant opportunities for the Authority if enacted.

CHAIRMAN'S UPDATE

The Chairman provided an update highlighting a recent presentation on the SCADA system at the Academy Creek wastewater treatment plant. He emphasized the significant investment made in the facility and its critical role as one of the largest operational assets in the community, treating substantial volumes of wastewater. The Chairman noted the complexity of the plant's processes, including biological, chemical, and physical treatment systems that must be carefully managed to meet regulatory requirements. He underscored the importance of the utility's work and expressed appreciation for the employees who operate and maintain the system effectively.

Additionally, the Chairman encouraged attendance at the upcoming Georgia Rural Water Conference in May as a valuable opportunity for training and professional development, and commended employees for actively participating in educational sessions.

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

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

ADJOURN

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

Commissioner Edgy made a motion seconded by Commissioner Neal to adjourn the meeting. Motion carried 7-0.

The Chairman adjourned the meeting at 3:13 PM.

G. Ben Turnipseed,
Commission Chairman

Attest:

Adina Wilder,
Executive Commission Administrator