Brunswick-Glynn Joint Water and Sewer Commission
1703 Gloucester Street, Brunswick, GA 31520
Commission Meeting Room
Thursday, April 16, 2026, at 2:00 PM

COMMISSION MINUTES

PRESENT:
G. Ben Turnipseed, Chairman
Charles Cook, Vice-Chairman
Mike Fields, Commissioner
Wayne Neal, Commissioner
Lance Sabbe, Commissioner
Clayton Watson, 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
Derrick Simmons, Superintendent – Water Distribution
Kirk Young, Director of Wastewater
Eric White, Assistant Director of Wastewater Collections
Brandon Dixon, Utility Maintenance Worker - Wastewater

ABSENT: **Bill Edgy, Commissioner**

MEDIA PRESENT: **None**

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

Chairman Watson provided the Invocation, and Commissioner Neal 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.

Chairman Turnipseed made a request to excuse Commissioner Edgy from the meeting; Commissioner Cook made a motion seconded by Commissioner Neal. Motion carried 6-0.

COMMITTEE UPDATES

Facilities Committee – Chairman Turnipseed provided an update on the Facilities Committee Meeting held on April 15, 2026.

Finance Committee – Committee Chairman Cook provided an update on the Finance Committee Meeting held on April 15, 2026.

STAFF RECOGNITION

Derrick Simmons, WW Operator Class 2 License
Brandon Dixon, WW Collect System Operator License

APPROVAL

1. Minutes from March 19, 2026, Commission Meeting

Commissioner Cook made a motion seconded by Commissioner Watson to approve the minutes from March 19, 2026, regular Commission Meeting. Motion carried 6-0.

2. Executive Session Minutes of March 19, 2026

Commissioner Cook made a motion seconded by Commissioner Sabbe to approve the minutes from March 19, 2026, 2026, Executive Session. Motion carried 6-0.

3. Engage Auditors for FY2026 Audit – D. Owens

Mr. Owens reported that, beginning with fiscal year 2024, the Commission issued a Request for Proposals for audit services and selected the firm Mauldin & Jenkins under a one-year contract with two optional renewal years. The current request is to enter the third and final optional renewal year of that contract. The base fee for the upcoming fiscal year 2026 audit is $25,900, with additional charges applicable if a single audit is required, which is commonly the case due to significant federal funding received by the Commission.

Mr. Owens explained that at this time of year it is customary to formally notify the auditors of the Commission's intent to engage them for the annual financial audit, thereby exercising the renewal option in the existing contract.

Commissioner Sabbe made a motion seconded by Commissioner Fields that the Brunswick-Glynn Joint Water and Sewer Commission approve engaging the accounting firm of Mauldin & Jenkins to perform the financial audit of the Brunswick-Glynn Joint Water and Sewer Commission for the fiscal year ending June 30, 2026, at a cost of $25,900.00. Motion carried 6-0.

4. FY2027 Organizational Budget – A. Burroughs

Mr. Burroughs reviewed the FY2027 Organizational Budget with incorporated feedback, recommendations and revisions as discussed in the March Finance Committee meeting. He presented a PowerPoint document that is summarized below.

Budget Goals
- Maintain Affordability Despite Rising Costs
- Improve Operational Efficiency
- Increase Asset Reliability

FY2027 Budget Highlights

- No Rate Adjustment Requested
- Repair and Replacement Reserve Funding Increase
- Combined Group Expense Accounts

Commissioner Watson made a motion seconded by Commissioner Neal that the Brunswick-Glynn Joint Water and Sewer Commission (1) approve submission of the Proposed Fiscal Year 2027 JWSC Budget to the City of Brunswick and to Glynn County for their review and comment, and (2) approve the Fiscal Year 2027 JWSC Budget in the amount of $42,524,000 subject to revisions resulting from comments received from the City of Brunswick and/or Glynn County.. Motion carried 6-0.

5. FY2026 Capital Projects Plan – A. Burroughs

Mr. Burroughs presented a consolidated Fiscal Year 2027 Capital Projects Plan for consideration. There are eleven proposed projects spanning water, sewer, and IT. Staff have prioritized projects for consideration based upon condition-based needs and resource availability. Approving one year's worth of capital projects will allow staff to schedule projects more effectively to allow for increased contractor participation.

Commissioner Cook made a motion seconded by Commissioner Neal that the Brunswick-Glynn Joint Water and Sewer Commission approve the Fiscal Year 2027 Capital Projects Plan as presented. Motion carried 6-0.

6. JWSC Standards Language Revisions – T. Kline

Mr. Kline presented revisions to Standards Language Revisions. These revisions were presented at the February 2026 Facilities Committee meeting. In addition, to solicit end-user feedback, the proposed revisions were sent to a masterlist of stakeholders. The feedback received was reviewed and incorporated as appropriate.

Commissioner Sabbe made a motion seconded by Commissioner Neal that the Brunswick-Glynn Joint Water and Sewer Commission approve the presented revisions of the JWSC Standards for Water & Wastewater System Design and Construction, to supersede all previous versions of the Standards. Motion carried 6-0.

7. Contract Award – Water SCADA and Electrical Rehab Phase 1 Services – A. Burroughs

Mr. Burroughs reported that the current water-side SCADA platform operates as two separate systems that cannot communicate with one another, requiring staff to run both simultaneously and creating operational challenges. Several years ago, the sewer system was successfully consolidated, and staff now recommends converting all water system SCADA assets to the VT SCADA platform to replace the existing DFS system. Because this work is heavily electrical in nature, staff also recommended incorporating the master plan–identified electrical replacements at the Mallery, Airport, and Harrington Water Production Facilities on St. Simons Island into the same project.

The project is proposed to proceed with a progressive design-build approach. Under this method, the contractor will complete 30% design plans and then provide a Guaranteed Maximum Price (GMP), at which point the Board may decide whether to move forward. The cost for Phase 1 services to reach the 30% design level is $250,000. The contractor's proposed Phase 2 pricing includes a 10% overhead rate and a 6% markup on labor and materials. While the high-level estimate for the full scope is approximately $3.5 million, staff anticipate the actual cost will likely align more closely with the currently allocated $2.6 million because the initial estimate reflects a worst-case scenario.

Mr. Burroughs noted that one proposal was received, submitted by EMC (Electric Machine Control), which has extensive experience working on the utility's SCADA systems. EMC plans to utilize JAM Electric as the local subcontractor and Chatham Engineering for electrical design. Upon receiving notice to proceed, EMC committed to providing a GMP for Phase 2 within 120 days, placing the expected timeline for GMP presentation in September or October.

Commissioner Cook made a motion seconded by Commissioner Watson that the Brunswick-Glynn Joint Water and Sewer Commission award a contract to Electric Machine Control, Inc. for Phase One services for the Water Production SCADA & Electrical Upgrades project in the amount of $250,000. Motion carried 6-0.

8. USGS Joint Funding Agreement – A. Burroughs

Mr. Burroughs presented the annual Joint Funding Agreement with the U.S. Geological Survey (USGS), explaining that the Commission has participated in this partnership for several years to monitor chloride migration within the Upper Floridan Aquifer. This monitoring is a critical long-term planning tool, particularly as growth continues and as the chloride plume shifts relative to the Brunswick-Villa production well currently in service. Staff noted that the Commission previously had to close the Perry Park well due to saltwater intrusion, underscoring the importance of continued monitoring.

Mr. Burroughs shared that the most recent data (as of October 2024) reflects improving conditions, with lower concentrations of chlorides in several areas compared to earlier years. The upcoming Joint Funding Agreement requires a contribution of $84,450, representing a $550 decrease from the prior year - the first reduction in nearly a decade. Although the agreement was received after the March 1 deadline referenced in the documentation, staff noted that this timing would not materially impact on the partnership.

Mr. Burroughs emphasized the continued value of this agreement for protecting the utility's long-term water supply and avoiding the types of restrictions experienced in other regions, such as Savannah. The expenditure is budgeted annually in the Office of the Director, which accounts for the large single-year allocation.

Commissioner Cook made a motion seconded by Commissioner Watson that the Brunswick-Glynn Joint Water and Sewer Commission approve entering into a Joint Funding Agreement with USGS in the amount of $84,450 for the continuation of groundwater monitoring in the Upper Floridian aquifer. Motion carried 6-0.

9. ESRI 3 Year License Renewal – A. Burroughs

Mr. Burroughs presented the three-year renewal request for the Environmental System Research Institute, Inc. (ESRI) software license, noting that ESRI provides the GIS platform used by every division within the organization and is integral to all field operations. GIS is also fully integrated with the CityWorks system. In 2023, ESRI required the JWSC to obtain its own Small Utility Enterprise Agreement rather than continuing to piggyback on the County's license, and it is now time for renewal. The cost for the three-year subscription is $112,800, or $37,600 per year, and staff confirmed that this is a budgeted line item within the Planning and Construction budget.

Commissioner Fields made a motion seconded by Commissioner Watson that the Brunswick-Glynn Joint Water and Sewer Commission approve the renewal of the Small Utility Enterprise Agreement with Environmental System Research Institute, Inc. (ESRI) in the amount of $112,800. Motion carried 6-0.

10. Fiscal Year 2027 Cityworks ELA Renewal

Mr. Burroughs presented the Fiscal Year 2027 Cityworks Enterprise License Agreement (ELA) renewal, noting that this is an annual subscription for the Cityworks asset management system, which is now provided through Azteca Systems, Inc. The Cityworks platform is a critical operational tool used daily across the organization, particularly by field crews for work order management, inventory tracking, and the cataloging of CCTV inspection footage and other asset data.

Mr. Burroughs reported that the renewal cost for Fiscal Year 2027 is $52,271.75, representing a 2.4% increase over the prior year. This increase is lower than the typical annual escalation rate of approximately 5%, and he expressed appreciation for the more moderate adjustment. The cost is budgeted across multiple operating funds.

Commissioner Neal made a motion seconded by Commissioner Sabbe that the Brunswick-Glynn Joint Water and Sewer Commission approve the renewal of the Fiscal Year 2027 Cityworks Enterprise License Agreement with Azteca Systems, LLC in the amount of $52,271.75. Motion carried 6-0.

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

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

- **Rosa Dorsey Tract W&S Extensions**
- **West Point Plantation (Phase 3 & 4)**

Commissioner Cook 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 6-0.

EXECUTIVE DIRECTOR'S UPDATE

The Executive Director reported that the annual Georgia Rural Water Association conference will take place on Jekyll Island during the first full week of May and noted that funds are available for Commissioners who wish to attend, whether for the full conference or a single day, with the agenda available upon request. He also provided an update on capital projects, highlighting that the Pump Station 3103, 41, and 4119 upgrade projects, including force mains, are currently out for advertisement, with a pre-bid meeting scheduled for next Thursday. The project has drawn strong interest and represents approximately $10 million in work, with proposals due at the end of May for Commission consideration in June. Mr. Burroughs concluded by expressing appreciation for the Commission's support during the budget process and recognized the budget team - LaDonnah, Dave Owens, and Frances Wilson - for their extensive efforts over the past several months.

CHAIRMAN'S UPDATE

The Chairman encouraged Commissioners to attend the Georgia Rural Water Association conference, noting that it is an excellent, straightforward event held conveniently close by. He highlighted the value of walking through the exhibit hall to see industry equipment and vendors, emphasizing the size and breadth of the water and wastewater sector. He noted that approximately 60 of the utility's 151 employees will attend and that the conference provides meaningful opportunities for staff to sit together, discuss issues, and learn as a group.

The Chairman also commended employees for their recent certifications, emphasizing how impressive it is to see multiple staff members earning two, three, or even four certifications in a month - particularly given the

difficulty of the exams and the short time some employees have been in the workforce. He stated that this achievement reflects both the ambition of the employees and the support and encouragement provided by upper management. He urged the Commission to continue promoting and supporting staff development and the strong performance demonstrated throughout the organization.

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

Commissioner Sabbe made a motion seconded by Commissioner Watson to adjourn to Executive Session to discuss Property. Motion carried 6-0.

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

Commissioner Cook made a motion seconded by Commissioner Sabbe to return from Executive Session. Motion carried 6-0.

12. 7199 Highway 99 Property Agreement

Discussion related to the property acquisition located at 7199 Highway 99 Property Agreement for executive favor.

Commissioner Neal made a motion seconded by Commissioner Sabbe that the Brunswick-Glynn Joint Water and Sewer Commission approve the property acquisition discussed during Executive Session, 7199 Highway 99 Property Agreement. Motion carried 6-0.

ADJOURN

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

Commissioner Cook made a motion seconded by Commissioner Watson to adjourn the meeting. Motion carried 6-0.

The Chairman adjourned the meeting at 3:16 PM.

G. Ben Turnipseed,
Commission Chairman

Attest:

Adina Wilder,
Executive Commission Administrator