Brunswick-Glynn Joint Water & Sewer Commission
1703 Gloucester Street, Brunswick, GA 31520
Commission Meeting Room
Wednesday, April 15, 2026, at 3:00 PM

FINANCE COMMITTEE MINUTES

MEMBERS PRESENT:	**Finance Committee Chairman, Chuck Cook** **Commissioner Clayton Watson** **Andrew Burroughs, Executive Director**
ALSO PRESENT:	**Ben Turnipseed, Commission Chairman** **Pam Crosby, Director of Procurement** **David Owens, Director of Finance** **Adina Wilder, Executive Commission Administrator**
MEDIA PRESENT:	**None**

Committee Chairman Watson called the meeting to order at 3:00 p.m.

PUBLIC COMMENT PERIOD

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

Commissioner Watson made a motion seconded by Commissioner Cook to adjourn to Executive Session to discuss Personnel. Motion carried 2-0.

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

Commissioner Watson made a motion seconded by Commissioner Cook to return from Executive Session. Motion carried 2-0.

APPROVAL

1. Minutes from March 18, 2026, Finance Committee Meeting

Commissioner Watson made a motion seconded by Commissioner Cook to approve the minutes of March 18, 2026, Finance Committee Meeting. Motion carried 2-0.

2. 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 Watson made a motion seconded by Commissioner Cook that the Finance Committee recommend the full 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 2-0.

3. 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 the Committee with 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 Cook that the Finance Committee recommend the full 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 2-0.

4. Contract Award – Water SCADA and Electrical Rehab Phase 1 Service – 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 Watson made a motion seconded by Commissioner Cook that the Finance Committee recommend the full 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 2-0.

5. 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 Watson made a motion seconded by Commissioner Cook that the Finance Committee recommend the full Commission enter 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 2-0.

6. 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 Watson made a motion seconded by Commissioner Cook that the Finance Committee recommend the full 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 2-0.

7. Fiscal Year 2027 Cityworks ELA Renewal – A. Burroughs

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 Watson made a motion seconded by Commissioner Cook that the Finance Committee recommend the full 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 2-0.

DISCUSSION

1. Financial Statements Month End March 31, 2026 – D. Owens

Mr. Owens presented the financial statements for the month ending March 31, 2026. 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.

<u>Committee Chairman Cook asked if there was any further business to discuss. Hearing none, Committee Watson made a motion seconded by Commissioner Cook to adjourn. Motion carried 2-0.</u>

Commissioner Cook adjourned the meeting at 4:37 p.m.

Chuck Cook,
Finance Committee Chairman

Attest:

Adina Wilder,
Executive Committee Administrator