



**Brunswick-Glynn Joint Water and Sewer Commission
1703 Gloucester Street, Brunswick, GA 31520
Commission Meeting Room
Wednesday, April 15, 2026, at 1:00 pm**

FACILITIES COMMITTEE MEETING MINUTES

PRESENT: G. Ben Turnipseed, Chairman of Facilities Committee
Mike Fields, Commissioner
Wayne Neal, 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 1:00pm.

Chairman Turnipseed provided an 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 March 18, 2026, Facilities Committee Meeting

Commissioner Neal made a motion seconded by Commissioner Fields to approve the minutes of the Facilities Committee Meeting held on March 18, 2026. Motion carried 3-0.

2. FY2027 Capital Project 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 Neal made a motion seconded by Commissioner Fields that the Facilities Committee recommend full Commission approval of the Fiscal Year 2027 Capital Projects Plan as presented. Motion carried 3-0.

3. 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 Fields made a motion seconded by Commissioner Neal that the Facilities Committee recommend full 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 3-0.

4. 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 Neal made a motion seconded by Commissioner Fields that the Facilities Committee recommend full Commission award a contract to Electric Machine Control, Inc. for Phase One services for the Water Production SCADA and Electrical Upgrades project in the amount of \$250,000. Motion carried 3-0.

5. ESRI 3 Year License Renewal

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 Neal that the Facilities Committee recommend full Commission approve renewal of the Small Utility Enterprise Agreement with Environmental System Research Institute, Inc. (ESRI) in the amount of \$112,800. Motion carried 3-0.

6. Infrastructure Dedications & Conveyance of Easements

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

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

Commissioner Neal made a motion seconded by Commissioner Fields 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 March 2026 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 March 2026 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 in compliance.

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 adjourned the meeting at 2:07 p.m.



G. Ben Turnipseed,
Facilities Committee Chairman

Attest:



Adina Wilder,
Executive Committee Administrator