Brunswick-Glynn Joint Water & Sewer Commission
1703 Gloucester Street, Brunswick, GA 31520
Commission Meeting Room
Wednesday, June 17, 2026, at 3:00 PM

FINANCE COMMITTEE MINUTES

MEMBERS PRESENT:	**Finance Committee Chairman, Chuck Cook** **Commissioner Bill Edgy** **Andrew Burroughs, Executive Director**
ALSO PRESENT:	**Ben Turnipseed, Commission Chairman** **LaDonnah Roberts, Deputy Executive Director** **Pam Crosby, Director of Procurement** **David Owens, Director of Finance** **Adina Wilder, Executive Commission Administrator** **Catina Tindall, First Coast Benefits** **Natalie Perez, First Coast Benefits**
JOINED REMOTE:	**Commissioner Clayton Watson**
MEDIA PRESENT:	**None**

Committee Chairman Cook 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.

APPROVAL

1. Minutes from May 20, 2026, Finance Committee Meeting

Commissioner Watson made a motion seconded by Commissioner Edgy to approve the minutes of May 20, 2026, Finance Committee Meeting. Motion carried 3-0.

2. FY2026 – 2027 Rate Resolution – A. Burroughs

Mr. Burroughs presented the Fiscal Year 2026–2027 Rate Resolution, noting that the Commission had previously approved the FY2027 operating budget at its April meeting. The budget was subsequently submitted to the City of Brunswick and Glynn County for review, and no comments were received. Staff explained that adoption of the Rate Resolution is the final step necessary to support implementation of the approved budget, with the new rates becoming effective July 1, 2026.

Staff emphasized that there are no changes to customer base charges, Residential Equivalent Unit (REU) fees, or water and sewer volumetric rates. The only substantive rate adjustments involve the industrial surcharge rates for Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS), which are recalculated annually using a three-year rolling average. As a result, the BOD surcharge will increase to $1.40 per pound, and the TSS surcharge will increase to $1.09 per pound. Staff noted that these surcharges apply only to significant industrial customers.

Staff also reviewed revisions to the operational fees associated with the installation of 5/8-inch by 3/4-inch, 1-inch, 1½-inch, and 2-inch water meters. These adjustments reflect increases in material costs, particularly the cost of tapping saddles, while labor costs increased by less than $10 per installation. Staff clarified that these changes affect only the operational installation charges and do not impact the capital improvement fee component.

Commissioner Edgy made a motion seconded by Commissioner Watson that the Finance Committee recommend the full Commission approve the attached Rate Resolution for the fiscal year ending June 30, 2027. Motion carried 3-0.

3. Enterprise Resource Planning Software Selection – D. Owens

Mr. Owens presented a recommendation to authorize the Executive Director to negotiate a contract with Tyler Technologies for implementation of a new Enterprise Resource Planning (ERP) system to replace the Commission's existing Harris Enterprise software. Staff explained that the current on-premises ERP system was purchased in 2014 and is being phased out by the vendor, leaving the Commission as one of only a few remaining users. The replacement project has been driven not only by the aging software but also by the need to improve customer service, operational efficiency, system integration, reporting capabilities, and overall business management.

Staff outlined the extensive procurement process, which began with the release of a Request for Proposals in July 2025. Ten proposals were received and evaluated by a five-member committee representing Senior Leadership, Accounting, Customer Service, Billing, and Information Technology. Following the initial evaluations, five firms were invited to provide live software demonstrations and respond to additional questions regarding system capabilities and implementation. The two highest-ranked vendors were then evaluated through reference checks and demonstrations from existing utility customers. Based on the overall evaluation process, Tyler Technologies received the highest final score, with an average of 86 out of 100.

Staff explained that the proposed cloud-based ERP system would provide significant improvements over the Commission's current software by integrating accounting, procurement, billing, customer service, work order management, and financial reporting into a single platform. The new system will automate many manual processes that currently require duplicate data entry, reducing errors and improving communication between departments. Staff highlighted that the software would integrate directly with the Commission's existing work order system so that activities such as meter installations will automatically initiate customer billing without requiring separate manual processes. This integration is expected to improve revenue collection while reducing opportunities for human error.

A significant focus of the project is improving customer experience. Staff demonstrated the enhanced online customer portal, which will allow customers to manage multiple accounts from a single dashboard, submit service requests, establish automatic payments, update contact preferences, make guest payments without creating an account, and receive announcements and notifications. Staff noted that the current customer portal is limited in functionality and has recently experienced payment confirmation issues that have resulted in some customers inadvertently submitting duplicate credit card payments. The new system is expected to eliminate many of these issues while providing customers with a more modern, user-friendly experience and reducing the need for phone calls and office visits.

Staff also discussed the enhanced reporting capabilities of the Tyler system, explaining that the new platform will provide graphical dashboards, trend analysis, executive reporting, and drill-down functionality that are not available in the Commission's existing software. These improvements will allow staff to more effectively monitor financial and operational performance while reducing the time spent manually compiling reports. Staff emphasized that the goal of implementing the new ERP system is to allow employees to spend less time managing software limitations and more time managing the Commission's operations.

The approved FY2027 Capital Improvement Program includes $565,000 for implementation and initial software costs. Staff recommended authorizing the Executive Director to negotiate a final implementation contract with Tyler Technologies within that approved budget. Staff explained that negotiations will determine the division of implementation responsibilities between Tyler staff and Commission personnel, as well as the specific software modules to be included. The recurring software-as-a-service subscription is currently estimated at $146,269 annually, with a proposed three-year fixed rate, and those recurring costs will first be included in the FY2028 operating budget. Staff also confirmed that online payment transaction fees associated with the new customer portal will continue to be passed through to customers who utilize those services.

Commissioner Watson made a motion seconded by Commissioner Edgy that the Finance Committee recommend the full Commission authorize the Executive Director to negotiate a contract with Tyler Technologies for the implementation of a new enterprise resource planning (ERP) software program with a budget of $565,000. Motion carried 3-0.

4. 2026 Employee Health Insurance – A. Burroughs / C. Tindall

Mr. Burroughs introduced the 2026 Employee Health Insurance Renewal and welcomed the Commission's benefits consultant from First Coast Benefit Solutions to provide an overview of the renewal process and the health plan's claims experience. Staff explained that due to significantly higher utilization during the current plan year, the Commission experienced a substantial increase in expected healthcare costs, resulting in a challenging renewal process. Ms. Tindall reported that 16 stop-loss insurance carriers were contacted during the marketing process, with only four initially providing quotes and ultimately only one submitting a final proposal after reviewing the Commission's claims experience. After evaluating the available stop-loss renewal, fully funded and level-funded options from multiple insurance carriers, and participation in a healthcare captive, staff determined that remaining self-funded continued to be the most cost-effective option despite a significant increase in projected costs. The stop-loss renewal reflected approximately a 70 percent increase in fixed costs, or approximately $233,000, with projected claims accounting for an additional increase of more than $700,000. Ms. Tindall also noted that negotiated renewals resulted in an 8% increase in dental coverage, no increase for vision coverage, and continued rate guarantees for life and disability insurance.

Ms. Tindall reviewed the Commission's health insurance performance since transitioning to a self-funded plan in 2020, noting that the first four years generated significant savings compared to a fully insured plan. However, health insurance costs have risen sharply during the current plan year, with expenditures projected to increase from approximately $1.7 million to $2.6 million. Based on claims analysis, it was reported that approximately 55 percent of healthcare claims are attributable to covered spouses rather than employees. As a result, staff recommend restructuring employee premium contributions by reducing bi-weekly payroll deductions for employee-only coverage while increasing contributions for plans covering spouses. Ms. Tindall explained that approximately half of the employees enrolled in the health plan carry employee-only coverage and would therefore see a reduction in their payroll deductions. A smaller increase was proposed for employee-and-child coverage because claims experience indicates that dependent children account for significantly fewer healthcare costs than spouses. Ms. Tindall confirmed that the Commission would continue offering the existing three medical plan options with deductibles of $1,500, $3,500, and a $5,000 Health Savings Account plan.

It was also recommended reducing the Commission's deductible reimbursement program from 75% to 50%, returning the program to its original reimbursement level established when it was first implemented. Ms. Tindall explained that this adjustment primarily affects employees who incur high-deductible expenses, while employees who do not reach their deductibles would not be impacted. In addition, staff proposed implementing a working spouse surcharge requiring a $100 bi-weekly surcharge for spouses who are eligible for health insurance through their own employer but choose to remain covered under the Commission's health plan. Employees would be required to certify their spouse's eligibility during the annual enrollment process. This approach is consistent with practices being adopted by many employers to help manage healthcare costs while preserving affordability for employees.

To address increasing prescription drug costs, staff recommended offering a voluntary prescription sourcing program through ScriptSourcing. Under the proposed program, eligible employees would be contacted directly by the vendor regarding opportunities to receive certain maintenance medications through approved manufacturers or international Tier 1 sources, often with no out-of-pocket cost to the employee. Staff emphasized that participation would be entirely voluntary, that all communications would occur directly between the vendor and participating employees, and that the Commission would not receive or have access to any protected health information. Based on current prescription utilization, staff estimated the program could reduce the Commission's prescription costs by more than $20,000 per month while also lowering employee prescription co-payments for qualifying medications.

Mr. Burroughs advised that the FY2027 budget includes approximately $1.96 million for health insurance funding, with employee contributions expected to provide an additional $400,000, bringing total planned funding to nearly $2.4 million. Staff also noted that the Commission maintains a group insurance reserve that can absorb additional costs should claims exceed projected funding levels. If approved, the revised health insurance rates and plan changes will become effective August 1, 2026, with employee enrollment meetings scheduled to begin the following week.

Commissioner Edgy made a motion seconded by Commissioner Watson that the Finance Committee recommend the full Commission approve the renewal of the employee insurance coverages to be effective August 1, 2026, as presented. Motion carried 3-0.

5. Contract Award – PS 3103/4110 Rehab and Force Main Phase 1 Services – A. Burroughs

Mr. Burroughs presented a recommendation to award Phase 1 progressive design-build services for the Pump Station 3103 and Pump Station 4119 Rehabilitation and Force Main projects. Staff explained that the alternative delivery method was selected based on the success of the Academy Creek Clarifier Rehabilitation project, as it provides greater collaboration, open-book pricing, and improved cost transparency throughout the design process. Although funded as two separate capital projects, both projects will be delivered under a single design-build contract.

Staff explained that Pump Station 3103, located in the Royal Oaks area near Exit 29, serves the surrounding residential neighborhoods, commercial development, and wastewater flows from the Port of Brunswick. Due to increased demand, the existing duplex pump station will be upgraded from approximately 400 gallons per minute to 650 gallons per minute. Improvements may include construction of a new wet well or expansion of the existing wet well capacity, along with installation of a new force main that will require a new bore beneath Interstate 95 because the existing force main and casing cannot accommodate the larger pipe. The new alignment will allow the existing force main to remain in service during construction, minimizing service interruptions. Staff also reviewed improvements planned for Pump Station 4119, located near Golden Isles Parkway and Highway 99, which serves a large portion of the North Mainland service area, including neighborhoods extending to Chancellor Road and future developments such as the new school currently under construction. The station will be upgraded from approximately 800 gallons per minute to 1,950 gallons per minute, and approximately 10,000 linear feet of new 12-inch force main will be installed to improve system capacity and connect with future infrastructure associated with the Autumn Plantation development.

Staff reported that the Request for Proposals generated the highest level of industry participation the Commission has experienced for a capital project, with approximately 60 attendees at the pre-proposal meeting and 10 proposals submitted. A three-member evaluation committee representing Operations, Engineering, and Senior Leadership reviewed the proposals, with Garney Companies, partnered with McKim & Creed for engineering services, receiving the highest overall evaluation score. Staff recommended awarding Phase 1 services to Garney Companies in the amount of $492,000. Total funding allocated for the two projects is $9.8 million, while the median preliminary project estimate submitted by proposers was $9.4 million. Staff explained that the progressive design-build process requires open-book pricing and that Garney has committed to providing a Guaranteed Maximum Price within 120 days of contract initiation. Following staff's review of the proposed pricing, the Guaranteed Maximum Price will be presented to the Commission for consideration, likely in early 2027.

Commissioner Watson made a motion seconded by Commissioner Edgy that the Finance Committee recommend the full Commission award a contract to Garney Companies, Inc. for Phase One services for the PS 3103 and PS4119 Expansion and Force Main project in the amount of $492,000. Motion carried 3-0.

6. Final Balancing Change Order – A. Burroughs

Mr. Burroughs presented the final balancing change order for the Canal Road Water Production Facility project, noting that the purpose of the change order is to close out the project. Staff explained that the project included improvements to an existing production well, construction of a new ground storage tank, and development of the water production facility that delivers water into the distribution system. The facility, located adjacent to Glynn County's traffic circle improvements at Canal Road and Golden Isles Parkway, has been fully operational since mid-September 2025 and has been performing as expected. Staff noted that the facility has become an important contributor to the water system while final administrative closeout items have been completed.

The proposed final balancing change order included a deduction of more than $350,000 in unused contract funds, along with adjustments for additional contract time associated with project completion.

Staff recommended approval of the final balancing change order, which included a project time extension establishing a final completion date of February 17, 2026, and an adjusted final contract amount of $4,816,036.74, compared to the original contract amount of approximately $5.167 million.

Commissioner Edgy made a motion seconded by Commissioner Watson that the Finance Committee recommend the full Commission approve Final Adjusting Change Order as a project time extension with an adjusted final project completion date of February 17, 2026, and adjusted final contract amount of $4,816,306.74. Motion carried 3-0.

7. Glynn-Brunswick 911 Services Agreement for External Entities – A. Burroughs

Mr. Burroughs presented the annual renewal of the Glynn Brunswick 911 Services Agreement with the Glynn County Board of Commissioners for the Commission's emergency communications system. Staff explained that the agreement provides access to the county's radio network through ten satellite radios used by Commission personnel during emergency response situations. While the Commission does not have access to public safety communication channels used by police, fire, or EMS, the radios operate on the same network and provide reliable communications during emergency events when traditional cellular service may be unavailable.

The annual agreement provides service at a rate of $55 per month per radio, for a total annual cost of $6,600, which is included in the Administration Services operating budget.

Commissioner Watson made a motion seconded by Commissioner Edgy that the Finance Committee recommend the full Commission enter into the Glynn-Brunswick 911 Services Agreement with the Glynn County Board of Commissioners. Motion carried 3-0.

DISCUSSION

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

Mr. Owens presented the financial statements for the month ending May 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.

Committee Chairman Cook asked if there was any further business to discuss. Hearing none, Committee Edgy made a motion seconded by Commissioner Watson to adjourn. Motion carried 3-0.

Commissioner Cook adjourned the meeting at 4:13 p.m.

Chuck Cook,
Finance Committee Chairman

Attest:

Adina Wilder,
Executive Committee Administrator