Brunswick-Glynn Joint Water and Sewer Commission
1703 Gloucester Street, Brunswick, GA 31520
Commission Meeting Room
Thursday, June 18, 2026, at 2:00 PM

COMMISSION MINUTES

PRESENT:

G. Ben Turnipseed, Chairman
Charles Cook, Vice-Chairman
Mike Fields, Commissioner
Wayne Neal, Commissioner
Bill Edgy, 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
Stacy Culbreath, Senior Utility Inspector
Kirk Young, Director of Wastewater
Angela Walker, Assistant Director of Wastewater Operations
Steven Fones, Utility Service Crew Leader
Kory Cason, Wastewater Maintenance Mechanic
Randolph Grovner, Wastewater Operator
Brandy Singletary, Administrative Coordinator
Trevor Peters, Thomas and Hutton
Donald Brown, Coleman Company
Chuck Munn, HIC Land, LLC
Catina Tindall, First Coast Benefits
Natalie Perez, First Coast Benefits

ABSENT: **Clayton Watson, Commissioner**

MEDIA PRESENT: **None**

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

Chairman Turnipseed 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.

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

COMMITTEE UPDATES

Facilities Committee – Chairman Turnipseed provided an update on the Facilities Committee Meeting held on June 17, 2026.

Finance Committee – Committee Chairman Cook provided an update on the Finance Committee Meeting held on June 17, 2026.

STAFF RECOGNITION

Randolph Grovner, Wastewater Class 3
Leadership Development Program Graduates
Stacy Culbreath, Kory Cason, Brandy Singletary, Steven Fones

APPROVAL

1. Minutes from May 21, 2026, Commission Meeting

Commissioner Cook made a motion seconded by Commissioner Neal to approve the minutes from May 21, 2026, regular Commission Meeting. Motion carried 6-0.

2. Executive Session Minutes of May 21, 2026

Commissioner Cook made a motion seconded by Commissioner Neal to approve the Executive Session minutes from May 21, 2026. Motion carried 6-0.

3. 2026 Employee Health Insurance Renewal – A. Burroughs

Mr. Burroughs presented the 2026 Employee Health Insurance Renewal, noting that the Commission transitioned to a self-funded health insurance program with United Healthcare effective August 1, 2020, in response to rising healthcare costs. During the 2025 renewal, the individual stop-loss coverage was moved to Symetra, and employee insurance contributions were increased by 10 percent to help offset increasing costs. Staff reviewed the performance of the self-funded plan, noting that the Commission's average annual insurance cost from FY2021 through FY2024 was approximately $1.59 million, increasing to $1.73 million in FY2025, with projected costs of approximately $2.58 million for FY2026 due to significantly higher claims activity.

Staff advised that, based on claims history and recommendations from First Coast Benefit Solutions, the Commission's insurance consultant, renewal of the self-funded health plan with United Healthcare and Symetra for both individual and aggregate stop-loss coverage remained the most cost-effective option after evaluating alternative funding arrangements. Expected claims liability is projected to increase by approximately $787,734, reflecting continued growth in healthcare utilization and medical costs. Staff noted that First Coast Benefit Solutions analyzed claims trends, reviewed statewide and regional healthcare cost data, and evaluated available cost-management strategies before recommending renewal of the existing self-funded program.

Mr. Burroughs also reviewed the renewal terms for the Commission's ancillary insurance benefits. Dental insurance through Principal will renew with an 8 percent premium increase, which will be passed through to participating employees. Vision insurance will renew with no premium increase, and the Commission will continue its current practice of not contributing toward vision coverage. Voluntary group life insurance through MetLife and disability coverage through Mutual of Omaha will also be renewed with no increase in premium costs.

Staff further presented recommendations intended to help manage future healthcare costs, including adjustments to employee premium contributions, modifications to the deductible reimbursement program, implementation of a working spouse surcharge, and a voluntary prescription sourcing program. These recommendations were previously reviewed in detail by the Finance Committee as part of the overall health insurance renewal process.

Commissioner Cook made a motion seconded by Commissioner Edgy that the Brunswick-Glynn Joint Water and Sewer Commission approves the renewal of the employee insurance coverages to be effective August 1, 2026, as presented. Motion carried 6-0.

4. 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 Sabbe that the Brunswick-Glynn Joint Water and Sewer Commission approve the attached Rate Resolution for the fiscal year ending June 30, 2027. Motion carried 6-0.

5. Enterprise Resource Planning Software Selection – A. Burroughs

Mr. Burroughs requested authorization to negotiate a contract with Tyler Technologies for implementation of a new Enterprise Resource Planning (ERP) system to replace the Commission's existing Harris Innoprise and Customer Information System (CIS). Mr. Burroughs explained that the current on-premises software, which was purchased in 2014 and is hosted on a Commission-owned server, is being phased out by the vendor. The replacement ERP system is intended to modernize the Commission's financial, procurement, billing, customer service, and reporting functions while improving operational efficiency and enhancing the customer experience through expanded online service capabilities.

Staff reviewed the extensive procurement process undertaken to select a replacement system. Request for Proposals (RFP No. 26-001) was issued in July 2025, resulting in ten proposals that were evaluated by a five-member committee representing senior leadership, accounting, utility billing, customer service, and information technology. Following the initial evaluation, five firms were invited to provide live software demonstrations, after which the committee conducted additional evaluations, requested clarifications regarding system capabilities and implementation practices, and contacted reference utilities for demonstrations of the two highest-ranked systems. Following completion of the evaluation process, Tyler Technologies received the highest overall score with a final average score of 86.

Staff advised that the FY2027 Capital Projects Plan includes $565,000 for implementation and initial software costs. The proposed authorization will allow the Executive Director to negotiate a final implementation agreement with Tyler Technologies, including the allocation of implementation responsibilities between Tyler staff and Commission personnel and the final software modules to be included. Staff also noted that the estimated annual software-as-a-service subscription cost is $146,269, which will be incorporated into future operating budgets following implementation.

Commissioner Fields made a motion seconded by Commissioner Neal that the Brunswick-Glynn Joint Water and Sewer 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 6-0.

6. Contract Award – PS3103/4199 Rehab and Force Main Phase 1 Services – T. Kline

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 Neal made a motion seconded by Commissioner Fields that the Brunswick-Glynn Joint Water and Sewer Commission award a contract to Garney Companies, Inc. for Phase One services for the PS3103 and PS4119 Expansion and Force Main project in the amount of $492,000. Motion carried 6-0.

7. 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 Sabbe made a motion seconded by Commissioner Cook that the Brunswick-Glynn Joint Water and Sewer 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 6-0.

8. 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 Cook made a motion seconded by Commissioner Neal that the Brunswick-Glynn Joint Water and Sewer Commission enter into the Glynn-Brunswick 911 Service Agreement with the Glynn County Board of Commissioners. Motion carried 6-0.

9. Dedication of Infrastructure and/or Easements – A. Burroughs

Mr. Kline presented items for review under infrastructure dedications, conveyance of easement for the following infrastructures, including a Warranty Deed:

1. **Altama Plantation Residential S/D Phase 1**

2. **Altama Plantation Infrastructure Phase I & II and Pumpstation**

Commissioner Fields made a motion seconded by Commissioner Edgy that the Brunswick-Glynn Joint Water and Sewer Commission accept this infrastructure with associated easements, as applicable. Motion carried 6-0.

EXECUTIVE DIRECTOR'S UPDATE

The Executive Director informed the Commission that the JWSC administrative offices would be closed in observance of the Juneteenth holiday and again on July 3 in observance of the Independence Day holiday. He also reported on the recent employee town hall meetings and highlighted the Commission's continued investment in employee development and professional licensing.

The Executive Director announced that, since January 1, 2025, a total of 32 employees has earned new water or wastewater operator licenses, demonstrating the organization's ongoing commitment to professional development and operational excellence. He commended employees for their dedication to expanding their knowledge, increasing operational flexibility, and strengthening the Commission's ability to serve its customers.

CHAIRMAN'S UPDATE

The Chairman reminded Commissioners of the upcoming Georgia Association of Water Professionals (GAWP) Annual Conference, which will be held in Savannah in mid-July. He encouraged Commissioners interested in attending to coordinate with staff, noting that they could participate for either a single day or the full conference. Mr. Burroughs advised that the conference agenda would be distributed to assist Commissioners in determining which day they may wish to attend and noted that attendance earlier at the conference would provide the greatest benefit.

The Chairman also expressed his appreciation to the Executive Director and staff for their efforts in developing the Commission's leadership development program, commending their continued commitment to employee growth and professional development. He specifically recognized the Executive Director and Ms. Roberts for their work in advancing the initiative and thanked them for their dedication to the organization.

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

Commissioner Cook made a motion seconded by Commissioner Neal to adjourn to Executive Session to discuss Personnel. Motion carried 6-0.

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 6-0.

10. Executive Director Contract Renewal

Discussion related to the Executive Director's Contract Renewal effective July 1, 2026.

Commissioner Cook made a motion seconded by Commissioner Edgy that the Brunswick-Glynn Joint Water and Sewer Commission approve the renewal of the Executive Director's Contract effective July 1, 2026, as discussed. 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 Sabbe made a motion seconded by Commissioner Neal to adjourn the meeting. Motion carried 6-0.

The Chairman adjourned the meeting at 3:10 PM.

G. Ben Turnipseed,
Commission Chairman

Attest:

Adina Wilder,
Executive Commission Administrator