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

FINANCE COMMITTEE MINUTES

MEMBERS PRESENT:	**Finance Committee Chairman, Chuck Cook** **Commissioner Clayton Watson** **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**
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 June 17, 2026, Finance Committee Meeting

Commissioner Edgy made a motion seconded by Commissioner Watson to approve the minutes of June 17, 2026, Finance Committee Meeting. Motion carried 3-0.

2. Contract Award – ERP Software – A. Burroughs

Mr. Burroughs presented a recommendation to enter into an agreement with Tyler Technologies for implementation of a new enterprise resource planning (ERP) software system. At the June meeting, the Committee approved entering negotiations with Tyler Technologies with an initial budget of $565,000. Staff reported that negotiations have been completed, including extensive review of the scope of work and contract documents by staff and legal counsel.

The proposed agreement includes implementation services, travel costs for Tyler Technologies personnel, and the first year of software-as-a-service (SaaS) costs, for a total first-year cost of $532,843. The agreement requires a three-year SaaS commitment, with annual costs of $126,538 for years two and three.

Staff explained that the first-year implementation and SaaS costs will be funded through capital project funds from the R&R Reserve. Years Two and Three will be included as operating expenses in the annual budgets for the Finance and Administration divisions.

Staff noted that the negotiated cost is below the original $565,000 budget, providing some flexibility should additional items arise during implementation. Staff also anticipates that implementation of the new ERP system may allow JWSC to discontinue several smaller software packages currently in use, which could help offset the increased annual SaaS costs.

Commissioner Watson made a motion seconded by Commissioner Edgy that the Finance Committee recommend the full Commission approve the Chairman be authorized to sign a contract with Tyler Technologies for the implementation of a new enterprise resource planning (ERP) system with professional services and first year SaaS cost of up to $532,843 plus a year 2 and year 3 SaaS cost of $126,538 each year. Motion carried 3-0.

3. Contract Award – Phase Two Services – Academy Creek WPCF Clarifier Rehab – A. Burroughs

Mr. Burroughs presented a recommendation to award Phase Two services for the Academy Creek WPCF Clarifier Rehabilitation project to BRW Construction. Staff noted that the Commission previously awarded a contract for the purchase of the clarifier mechanisms, launders, and related components to Evoqua Water Technologies and NEFCO Systems. Phase Two services will provide for installation of the Commission-purchased equipment.

The Phase Two scope includes installation of the purchased clarifier components, recoating of the concrete in all six clarifiers following removal of the existing mechanisms, replacement of the grout cap in Clarifier No. 2, installation of new electrical services and panels, and improvements to lighting at all six clarifiers. Clarifiers Nos. 3 and 4 will also have the existing concrete shelves removed and replaced with new fiberglass density baffles.

Mr. Burroughs explained that the design-build approach provided an opportunity to obtain detailed construction pricing and identify potential cost savings before proceeding with construction. The original construction estimate exceeded $6 million, and staff and the design-build team were able to eliminate several items that were considered beneficial but not essential to the project. One such item was the installation of fiberglass plating around the clarifiers to provide additional freeboard. Following further evaluation, it was determined that the plating would not be necessary due to the planned elevation of the new clarifier mechanisms.

The total cost for both phases of the project, including the equipment purchase, is approximately $8.5 million, which is approximately $1.5 million over the project budget. Staff recommended funding the additional cost from uncommitted funds in the R&R Reserve.

Commissioner Edgy made a motion seconded by Commissioner Watson that the Finance Committee recommend the full Commission award a contract for Phase Two services for Academy Creek WPCF Clarifier Rehabilitation to BRW Construction, LLC in the amount of $4,654,807. Motion carried 3-0.

4. MOU – County/JWSC Infrastructure Coordination – A. Burroughs

Mr. Burroughs presented a proposed Memorandum of Understanding (MOU) between Glynn County and JWSC establishing a framework for coordinating infrastructure projects. The agreement formalizes the existing practice of coordinating projects when the County is undertaking roadway, intersection, or other infrastructure improvements and JWSC has planned utility improvements in the same area. The coordination is intended to reduce construction impacts and disruption to the community by allowing projects to be completed concurrently.

Under the proposed agreement, when JWSC requests utility improvements to be incorporated into a County project, the County would provide project management, inspection, bidding, and related services. Individual intergovernmental agreements (IGAs) would be developed for future projects to establish the scope and value of the services associated with each project.

As consideration for the County providing these services, the agreement provides that Glynn County would no longer be responsible for capital fees associated with new County facilities. Staff clarified that the arrangement does not require JWSC to pay the County for utility relocations that are necessitated solely by County improvements. However, if JWSC requests additional work that benefits the utility system, such as upsizing a pipe or changing the proposed route, JWSC would be responsible for the cost of those improvements while the County would provide project management and inspection services as part of its project.

Commissioner Watson made a motion seconded by Committee Chairman Cook that the Finance Committee recommend the full Commission approve the Memorandum of Understanding with Glynn County regarding Infrastructure Coordination with approval authorizing the Chairman to execute. Motion carried 2-0-1.

5. Sewer Materials Bulk Purchase – PS 2001, 2002, 2033, and 2034 – A. Burroughs

Mr. Burroughs presented a request to purchase sewer materials in support of capital projects at Pump Stations 2001, 2002, 2033, and 2034. Following successful completion of electrical upgrades at the four pump stations, the remaining project scope includes replacement of check and plug valves, discharge piping, and associated piping modifications. Additional safety grating will also be addressed at a later date.

Staff explained that JWSC is acting as its own general contractor for these projects by purchasing the necessary materials directly and utilizing subcontractors for installation. This approach was successfully implemented during the electrical upgrades and has resulted in significant cost savings. Staff noted that approximately $370,000 was spent to complete the electrical work at all four pump stations using this approach, compared to an estimated $400,000 to $500,000 per station when projects have been competitively bid as individual contracts.

Quotes were obtained from four suppliers, with the total cost of the materials being $57,522.05. Staff recommended purchasing the materials from Fortiline Waterworks based on its competitive pricing. Staff noted that a separate contract for a mechanical contractor to install the valves, piping, and related improvements is anticipated to be presented at a future meeting.

Commissioner Edgy made a motion seconded by Commissioner Watson that the Finance Committee recommend the full Commission award a contract to Fortiline Waterworks in the amount of $57,522.05 for the purchase of materials as presented for sewer materials to support capital projects for PS 2001, 2002, 2033, and 2034. Motion carried 3-0.

6. Capital Equipment Purchase – Wastewater Lab Equipment – A. Burroughs

Mr. Burroughs presented the first capital equipment purchase included in the FY2027 budget for the wastewater laboratory. JWSC operates laboratories at all three wastewater treatment plants, with most laboratory work being performed at the Academy Creek Laboratory.

The requested purchase includes a new UV spectrophotometer and a BOD incubator. Staff explained that the UV spectrophotometer is used to analyze a variety of wastewater parameters by measuring the amount of UV light passing through samples at different wavelengths. An additional spectrophotometer is needed due to an increase in the number of samples being processed, including additional internal process samples. The BOD incubator will replace the existing unit and is used to maintain samples at a constant temperature during the five-day BOD testing process.

Commissioner Watson made a motion seconded by Commissioner Edgy that the Finance Committee recommend the full Commission approve the purchase of a UV spectrophotometer and BOD incubator from USA BlueBook in the amount of $20,571.77. Motion carried 3-0.

DISCUSSION

1. Preliminary Financial Statements Month End June 30, 2026 – D. Owens

Mr. Owens presented the preliminary financial statements for the month ending June 30, 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 3:35 p.m.

Chuck Cook

Chuck Cook,
Finance Committee Chairman

Attest:

AWilder

Adina Wilder,
Executive Committee Administrator