



**Brunswick-Glynn Joint Water and Sewer Commission
1703 Gloucester Street, Brunswick, GA 31520
Commission Meeting Room
Thursday, July 16, 2026, at 2:00 PM**

COMMISSION MINUTES

PRESENT:

**G. Ben Turnipseed, Chairman
Clayton Watson, Vice-Chairman
Charles Cook, Commissioner
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
Christa Free, Procurement Coordinator
Adina Wilder, Executive Commission Administrator
David Owens, Director of Finance/CFO
Kirk Young, Director of Wastewater
Angela Walker, Assistant Director of Wastewater Operations
Melanie Griffis, Assistant Director of Wastewater Compliance
Monitoring
Laurence Bantum, Wastewater System Analyst
Josh Sprink, Wastewater Operator**

MEDIA PRESENT:

None

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

Chairman Turnipseed provided the Invocation, and Commissioner Cook 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.

COMMITTEE UPDATES

Facilities Committee – Chairman Turnipseed provided an update on the Facilities Committee Meeting held on July 15, 2026.

Finance Committee – Committee Chairman Cook provided an update on the Finance Committee Meeting held on July 15, 2026.

STAFF RECOGNITION

Josh Sprink, Wastewater Operator Class 3
Laurence Bantum, Water Operator Class 4

APPROVAL

1. Minutes from June 18, 2026, Commission Meeting

Commissioner Cook made a motion seconded by Commissioner Sabbe to approve the minutes from June 18, 2026, regular Commission Meeting. Motion carried 7-0.

2. Executive Session Minutes of June 18, 2026

Commissioner Cook made a motion seconded by Commissioner Neal to approve the Executive Session minutes from June 18, 2026. Motion carried 7-0.

3. Contract Award – ERP Software – A. Burroughs

Staff presented a recommendation to enter into an agreement with Tyler Technologies for implementation of a new enterprise resource planning (ERP) software system. JWSC currently utilizes an on-premises Harris ERP system for accounting, procurement, billing, and customer service. The existing system was purchased in 2014 and is being phased out by the provider. JWSC subsequently issued a Request for Proposals (RFP) to select a new ERP provider.

Staff reported that the Commission previously authorized negotiations with Tyler Technologies with a maximum budget of \$565,000. The proposed agreement includes \$382,585 for professional implementation services, \$21,920 for travel costs associated with on-site implementation, and \$128,338 for the first year of software-as-a-service (SaaS), 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 noted that the first-year costs will be funded from the approved project budget, while the subsequent annual SaaS costs will be included in the operating budget.

Staff requested authorization for the Chairman to execute the agreement with Tyler Technologies for implementation services and the first three years of SaaS. The project is expected to require approximately 12 to 18 months for implementation and is anticipated to provide improved online services for customers, enhanced reporting capabilities, and opportunities to streamline JWSC processes.

Staff noted that the agreement and recommendation had been reviewed by the Finance Committee during the preceding two months.

Commissioner Watson made a motion seconded by Commissioner Edgy that the Brunswick-Glynn Joint Water and Sewer Commission authorize the Chairman to sign a contract with Tyler Technologies for the implementation of a new enterprise resource planning (ERP) system with a 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 7-0.

4. 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, LLC. Staff noted that the Commission previously awarded a contract to Evoqua Water Technologies and NEFCO Systems for the purchase of new clarifier components, including mechanisms, launders, weirs, and skimmers, in the amount of approximately \$3.8 million. Phase Two services will provide for installation of the purchased equipment under a Guaranteed Maximum Price (GMP) contract with BRW Construction.

The Phase Two scope includes installation of the JWSC-purchased clarifier components, removal of the existing clarifier coatings down to bare concrete and recoating, removal and replacement of the grout cap in Clarifier No. 2, and installation of new electrical services, panels, and lighting for all six clarifiers. The existing concrete shelves in Clarifiers Nos. 3 and 4 will also be removed and replaced with fiberglass density baffles.

The total project cost for Phase One, Phase Two, and the clarifier components is \$8,536,126. Staff explained that the clarifier component cost reflected in the proposal is lower than the amount previously awarded due to value engineering during the design-build process. Several non-critical items were removed from the Phase Two scope, resulting in approximately \$1.4 million in savings. Staff noted that the removed items could be completed later if desired and were not considered necessary for the success of the project.

Staff reported that the clarifier mechanisms have long lead times and are not expected to arrive until approximately the beginning of the year. BRW Construction will begin preliminary work, including demolition of the first clarifier, but significant construction activity is not expected until the equipment is received.

Commissioner Sabbe made a motion seconded by Commissioner Fields that the Brunswick-Glynn Joint Water and Sewer Commission award a contract for Phase Two services for the Academy Creek WPCF Clarifier Rehabilitation to BRW Construction, LLC in the amount of \$4,654,807. Motion carried 7-0.

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

Mr. Burroughs presented a Memorandum of Understanding (MOU) between Glynn County and JWSC establishing a framework for coordinating infrastructure projects. Staff explained that when the County undertakes public works projects, such as intersection improvements or sidewalk projects, and JWSC utility assets must be relocated solely because of the County's project, the County remains responsible for the cost of those relocations.

When JWSC requests additional improvements as part of a county project, such as upsizing utility lines, changing materials, or making other improvements that benefit JWSC, the County currently provides an Intergovernmental Agreement (IGA) outlining the associated cost allocation. Under the proposed MOU, the County's in-kind contributions for project management, inspection, and related services associated with these coordinated projects will be applied as an offset against future JWSC capital fees.

Staff explained that the MOU will eliminate capital fees for new County connections associated with County projects. The County will continue to be responsible for applicable operational fees and the cost of water meters. Individual IGAs will continue to be executed for each coordinated project to establish the specific scope, responsibilities, and cost allocation.

Staff noted that the proposed MOU would establish the framework for the County/JWSC coordination process, with similar agreements potentially being considered with the City of Brunswick in the future.

Commissioner Edgy made a motion seconded by Commissioner Fields that the Brunswick-Glynn Joint Water and Sewer Commission approve the Memorandum of Understanding with Glynn County regarding Infrastructure Coordination and authorize the Chairman to execute the same. Motion carried 6-0-1.

6. Sewer Materials Bulk Purchase – Wastewater Lab Equipment – A. Burroughs

Mr. Burroughs presented a request to purchase sewer materials in support of capital projects to rehabilitate Pump Stations 2001, 2002, 2033, and 2034 on St. Simons Island. Staff explained that JWSC is utilizing an approach of acting as its own general contractor by purchasing materials directly and utilizing smaller contracts for installation.

The purchase includes new check and plug valves, piping, fittings, and related materials necessary to rehabilitate the discharge piping at the four pump stations. Staff received four quotes, with the lowest quote submitted by Fortiline Waterworks in the amount of \$57,522. Staff noted that a separate contract for a mechanical contractor to install the purchased materials is anticipated to be presented within the next one to two months.

Staff reported that approximately \$380,000 has been spent to date to complete electrical rehabilitation at the four pump stations using the same approach. Staff noted that this amount would have historically been spent on the electrical rehabilitation of a single pump station when projects were completed through the previous contracting method. The approach provides greater cost control by allowing JWSC to purchase materials directly, avoid contractor markup and taxes on the materials, and utilize contractors familiar with JWSC's requirements for the installation work.

Staff indicated that this approach appears particularly beneficial for less complicated replacement projects and may provide a cost-effective method for similar projects in the future.

Commissioner Cook made a motion seconded by Commissioner Neal that the Brunswick-Glynn Joint Water and Sewer Commission purchase the presented list of sewer materials to support capital project for PS 2001, 2002, 2033, and 2034 from Fortiline Waterworks in the amount of \$57,522.05. Motion carried 7-0.

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

Mr. Burroughs presented a request to purchase two pieces of wastewater laboratory equipment included in the FY2027 capital equipment budget: a UV spectrophotometer and a BOD incubator. Staff explained that the UV spectrophotometer is used to perform analysis of various wastewater parameters, while the incubator is used to maintain BOD samples at a constant temperature during the required five-day testing period.

The budgeted amount for the two items is \$21,467. Staff received a quote from USA Blue Book in the amount of \$20,571.77 and recommended proceeding with the purchase.

Commissioner Watson made a motion seconded by Commissioner Sabbe that the Brunswick-Glynn Joint Water and Sewer Commission approve the purchase of a UV spectrophotometer and BOD incubator from USA BlueBook in the amount of \$20,571.77. Motion carried 7-0.

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

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

1. Carriage Gate Amenities Center
2. Moss Pointe
3. Park at Village Creek
4. West Point Plantation Phase 5
5. Southern Retreat RV Park Phase 3
6. Lakes at North Glynn Phase 3

Commissioner Neal made a motion seconded by Commissioner Fields that the Brunswick-Glynn Joint Water and Sewer Commission accept this infrastructure with associated easements, as applicable. Motion carried 7-0.

EXECUTIVE DIRECTOR'S UPDATE

The Executive Director reported that the Georgia Association of Water Professionals Conference was held in Savannah during the week. Several JWSC staff members attended, and McKim & Creed, along with JWSC staff, presented information on the success of JWSC's smoke testing project. Staff member Jason Vo was also recognized during the conference for his contributions to the project.

The Executive Director reported that, while final fiscal year financial figures were not yet available, account growth remained approximately 2% compared to the previous year, reflecting continued growth in Glynn County.

Mr. Burroughs also provided an update regarding the discontinuation of the penny and its impact on customers who pay their bills in cash. JWSC has implemented a procedure under which, when exact change is unavailable, the amount owed to the customer that cannot be returned in cash will be applied as a credit to the customer's following month's bill.

CHAIRMAN'S UPDATE

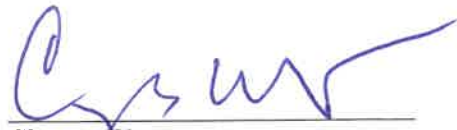
The Chairman expressed appreciation for staff participation in the Georgia Association of Water Professionals Conference and noted that the conference provided valuable opportunities to learn about industry updates, changes in engineering firms and industry representatives, and new ideas from manufacturers and other water industry professionals.

ADJOURN

There being no additional business to bring before the Commission, Chairman Turnipseed requested a motion to adjourn the meeting.

Commissioner Watson made a motion seconded by Commissioner Neal to adjourn the meeting. Motion carried 7-0.

The Chairman adjourned the meeting at 2:40 PM.


Clayton Watson,
Vice Chairman

Attest:


Adina Wilder,
Executive Commission Administrator