

CITY OF BRUNSWICK

601 Gloucester Street * Post Office Box 550 * Brunswick * Georgia * 31520-0550 * (912) 267-5500 * Fax (912) 267-5549

Cosby H. Johnson, Mayor
Julie T. Martin, Mayor Pro Tem
John A. Cason III, Commissioner
Felicia M. Harris, Commissioner
Kendra L. Rolle, Commissioner

City Attorney
Brian D. Corry

City Manager
Regina M. McDuffie

AGENDA

BRUNSWICK CITY COMMISSION WORK SESSION

WEDNESDAY, FEBRUARY 15, 2023 AT 5:30 P.M.
1229 NEWCASTLE STREET, 2nd FLOOR

&

STREAMED LIVE AT THE BELOW WEB ADDRESS:

<https://www.facebook.com/citybwkga>

DISCUSSION

1. Amendment to Alcohol License Ordinance. (*B. Corry*)

AGENDA

BRUNSWICK CITY COMMISSION REGULAR SCHEDULED COMMISSION MEETING

WEDNESDAY, FEBRUARY 15, 2023 AT 6:00 P.M.
1229 NEWCASTLE STREET, 2nd FLOOR

&

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<https://www.facebook.com/citybwkga>

CALL TO ORDER **INVOCATION **PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

1. Adoption of February 15, 2023 Regular Meeting Agenda.

PUBLIC COMMENT

2. Johnnie Hillary to address the Commission Regarding Flooding on Stonewall Street and Dixville.

ITEM(S) TO CONSIDER FOR APPROVAL

3. Consider Approval of February 1, 2022 Regular Scheduled Meeting Minutes. *(subject to any necessary changes.) (N. Atkinson) (Encl. 1)*

4. Consider Approval of Resolution No. 2023-04 ~ Re-Certification as a “City of Ethics. *(R. McDuffie) (Encl. 2)*

5. Consider Approval of Resolution No. 2023-05 ~ Pledging to Practice and Promote Civility in the City of Brunswick. *(R. McDuffie) (Encl. 3)*

6. Consider Approval of Financial Reports as of December 31, 2022. *(K. Mills) (Encl. 4)*

COMMISSIONER CASON’S ITEM(S)

7. Discuss and Consider for Approval Resolution No. 2023-06 ~ In Support OF Protecting Okefenokee Swamp from Mining. *(A. Keys-One Hundred Miles) (Encl. 5)*

CITY ATTORNEY’S ITEM(S)

8. Discussion ~ Proposed Amendment to Chapter 22 – Utilities Ordinance. **(Encl. 6)**

EXECUTIVE SESSION

**OFFICIAL MINUTES
BRUNSWICK CITY COMMISSION
REGULAR SCHEDULED MEETING
WEDNESDAY, FEBRUARY 1, 2023
AT 6:00 P.M.**

**1229 NEWCASTLE STREET, 2nd FLOOR
&**

STREAMED LIVE AT THE BELOW WEB ADDRESS:

<https://www.facebook.com/citybwkga>

PRESENT: Honorable Mayor Cosby Johnson, Mayor Pro-Tem Julie Martin ~ *(via zoom)*,
Commissioner John Cason III, Commissioner Felicia Harris, and Commissioner
Kendra Rolle

CALL TO ORDER: Mayor Johnson - *meeting began at 6:00 p.m.*

INVOCATION: Mayor Cosby Johnson

PLEDGE OF ALLEGIANCE: Recited in unison by all in attendance

ADDENDUM TO AGENDA

Commissioner Cason made motion to remove item number six (6) from agenda – “Consider Approval of an Agreement with Structor Group for Replacement of Window Units and HVAC Units in all the Residential Spaces of St. Marks Towers Senior Residential Facility”; seconded by Commissioner Harris. Motion passed unanimously.

APPROVAL OF AGENDA

1. Adoption of February 1, 2023 Regular Meeting Agenda.

Commissioner Harris made a motion to adopt the above-referenced agenda with addendum referenced above; seconded by Commissioner Cason. Motion passed unanimously.

PUBLIC HEARING(S) – ALCOHOL LICENSE *(A. Brown)*

2.

New Alcohol License(s)			
Name of Business	Business Owner/Manager	Business Address	Permit Type
A & S Market	Owner: Smitkumar Patel	1001 1 st Ave., Bwk., GA	Retail sales of beer and wine
Solar 108	Owner: Darshan Patel	1008 Bay St., Bwk., GA	Retail sales of beer and wine

Mayor Johnson opened the floor for anyone wanting to speak in favor or opposition of the new alcohol license for **A & S Market** referenced above.

No one came forth to address the commission.

Commissioner Cason made a motion to approve the new alcohol license for **A & S Market**; seconded by Commissioner Harris. Motion passed unanimously.

**

Mayor Johnson opened the floor for anyone wanting to speak in favor or opposition of the new alcohol license for **Solar 108** referenced above.

No one came forth to address the commission.

Commissioner Cason made a motion to approve the new alcohol license for **Solar 108**; seconded by Commissioner Rolle. Motion passed unanimously

ITEM(S) TO CONSIDER FOR APPROVAL

3. Consider Approval of January 18, 2023 Regular Scheduled Meeting Minutes. (*subject to any necessary changes.*) (*N. Atkinson*)

Mayor Pro Tem Martin made a motion to approve the above-referenced minutes; seconded by Commissioner Cason. Motion passed unanimously.

4. Consider Approval of a Supplemental Agreement to the Project Framework Agreement Between the Georgia Department of Transportation and the City of Brunswick for Additional Funding for the Engineering and Design Phase of the Boardwalk Trail Project. (*G. Albersen*)

Mayor Pro Tem Martin made a motion to approve the above-referenced supplemental agreement; seconded by Commissioner Harris. Motion passed unanimously.

5. Consider Approval of Resolution No. 2023-03 ~ Authorizing Application of a Coastal Incentive Grant from the Georgia Department of Natural Resources and to Commit the City of Brunswick Resources as a Local Match. (*G. Albersen*)

Commissioner Cason made a motion to approve the above-referenced resolution; seconded by Commissioner Rolle. Motion passed unanimously.

6. Consider Approval of an Agreement with Structor Group for Replacement of Window Units and HVAC Units in all the Residential Spaces of St. Marks Towers Senior Residential Facility. (*G. Albersen*)

The above-referenced item was removed from agenda.

7. Consider Approval of a Contract with Woodard Construction Company, Inc. for Construction of the Macon-Talmadge Intersection Drainage Improvements Project ~ to Improve Storm Drainage Conditions at the Intersection of Macon Avenue and Talmadge Avenue and the Surrounding Area. (*G. Albersen*)

Commissioner Cason made a motion to approve the above-referenced contract; seconded by Commissioner Harris. Motion passed unanimously.

EXECUTIVE SESSION

Commissioner Harris made a motion to hold an executive session to discuss litigation; seconded by Commissioner Cason. Motion passed unanimously.

RECONVENE FROM EXECUTIVE SESSION

Mayor Johnson announced no action was taken.

Commissioner Harris made a motion to adjourn; seconded by Commissioner Rolle. Motion passed unanimously.

MEETING ADJOURNED – *meeting adjourned at 7:47 p.m.*

/s/Cosby H. Johnson
Cosby H. Johnson, Mayor

Attest: /s/ Naomi D. Atkinson
Naomi D. Atkinson
City Clerk

RESOLUTION NO. 2023-04

**A RESOLUTION OF THE CITY OF BRUNSWICK SEEKING RE-CERTIFICATION
AS A “CITY OF ETHICS” AND AGAIN SUBSCRIBING TO THE ETHICS
PRINCIPLES AS APPROVED BY THE GEORGIA MUNICIPAL ASSOCIATION
BOARD**

WHEREAS, the Board of Directors of the Georgia Municipal Association (GMA) has established a Certified City of Ethics program; and

WHEREAS, the City of Brunswick, Georgia wishes to be re-certified as a Certified City of Ethics under the GMA Program; and

WHEREAS, part of the certification process requires the Mayor and Commissioners to subscribe to the ethics principles approved by the GMA Board; and

WHEREAS, pursuant to GMA’s requirements the City of Brunswick formally adopted an “Ethics Ordinance” and Resolution Subscribing to the Ethics Principle as Approved by the Georgia Municipal Association Board on May 6, 2015; and

WHEREAS, the City of Brunswick is required to formally adopt a resolution every four (4) years to be re-certified as a “City of Ethics;”

NOW THEREFORE BE IT RESOLVED by the governing authority of the City of Brunswick, Georgia, that as a group and as individuals, the City of Brunswick Board of Commissioners seek re-certification as a “City of Ethics” by adopting this resolution and again subscribing to the following ethics principles and pledges to conduct its affairs accordingly:

1. Serve Others, Not Ourselves; and
2. Use Resources with Efficiency and Economy; and
3. Treat All People Fairly; and
4. Use The Power of Our Position for the Well Being of Our Constituents; and
5. Create An Environment of Honesty, Openness, and Integrity.

ADOPTED this 15th day of February 2023.

Cosby H. Johnson, Mayor

Julie T. Martin, Mayor Pro Tem

John A. Cason, Commissioner

Felicia M. Harris, Commissioner

Kendra L. Rolle, Commissioner

ATTEST: Naomi D. Atkinson, City Clerk

RESOLUTION NO. 2023-05

A RESOLUTION PLEDGING TO PRACTICE AND PROMOTE CIVILITY IN THE CITY OF BRUNSWICK

WHEREAS, the City Commission of the City of Brunswick (the “Commission”), the governing body of the City of Brunswick, Georgia (the “Municipality”), recognizes that robust debate and the right to self-expression, as protected by the First Amendment to the United States Constitution, are fundamental rights and essential components of democratic self-governance; and

WHEREAS, the City Commission further recognizes that the public exchange of diverse ideas and viewpoints is necessary to the health of the community and the quality of governance in the Municipality; and

WHEREAS, the members of the City Commission, as elected representatives of the community and stewards of the public trust, recognize their special role in modeling open, free, and vigorous debate while maintaining the highest standards of civility, honesty, and mutual respect; and

WHEREAS, City Commission meetings are open to the public and thus how City officials execute their legal duties is on public display; and

WHEREAS, civility by City officials in the execution of their legislative duties and responsibilities fosters respect, kindness and thoughtfulness between City officials, avoiding personal ill will which results in actions being directed to issues made in the best interests of residents; and

WHEREAS, civility between City officials presents an opportunity to set a positive example of conduct and promotes thoughtful debate and discussion of legislative issues, resulting in better public policy and a more informed electorate while also encouraging civil behavior between residents; and

WHEREAS, civility between City officials is possible if each member of the elected body remembers that they represent not only themselves, but the constituents of their district and city; and

WHEREAS, to publicly declare its commitment to civil discourse and to express its concern for the common good and well-being of all residents, the City Commission has determined to adopt this resolution.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

SECTION ONE

The City of Brunswick pledges to practice and promote civility within the governing body as a means of conducting legislative duties and responsibilities.

SECTION TWO

The elected officials of the City Commission enact this civility pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others and their viewpoints, and finding solutions for the betterment of the City of Brunswick.

SECTION THREE

This pledge strives to ensure that all communication be open, honest, and transparent as this is vital for cultivating trust and relationships.

SECTION FOUR

This pledge strives to show courtesy by treating all colleagues, staff, and members of the public in a professional and respectful manner whether in-person, online or in written communication, especially when we disagree.

SECTION FIVE

This pledge strives to ensure mutual respect to achieve municipal goals, recognizing that patience, tolerance and civility are imperative to success and demonstrates the Commissions' commitment to respect different opinions, by inviting and considering different perspectives, allowing space for ideas to be expressed, debated, opposed, and clarified in a constructive manner.

SECTION SIX

This pledge demonstrates our commitment against violence and incivility in all their forms whenever and wherever they occur in all our meetings and interactions.

SECTION SEVEN

The City of Brunswick expects members of the public to be civil in its discussion of matters under consideration by and before the City Commission, with elected officials, staff, and each other.

ADOPTED this 15th day of February 2023.

Cosby H. Johnson, Mayor

Julie T. Martin, Mayor Pro Tem

John A. Cason, Commissioner

Felicia M. Harris, Commissioner

Kendra L. Rolle, Commissioner

ATTEST:

Naomi D. Atkinson, City Clerk



INTEROFFICE MEMORANDUM

DATE: January 26, 2023

TO: Honorable Mayor and Commissioners
City of Brunswick
Brunswick, GA

FROM: Kathy D. Mills, CPA, Finance Director

SUBJECT: Financial Reports as of December 31, 2022 50.00%

**General Fund
31-Dec-22
Cash Basis**

	Monthly	Year to Date	% of Budget	Amended Budget	% (over)under Budget
Revenues	989,923	12,394,693	66.03%	18,770,080	-16.03%
Expenditures	1,496,566	8,132,209	43.33%	18,770,080	6.67%
Net Revenues & Expenditures	(506,643)	4,262,484			
Cash Balance as of 12/31/2022	10,972,115	Prime South \$339,962 GA Fund One \$10,632,153 300,276 Perry Park (included in total)			

* Includes \$5,119,931 billed for 2022 taxes
\$4,720,035 received as of 12/31/2022

	LOST	LOST YTD
Dec-22	716,344	4,615,193
Dec-21	665,873	4,233,360
Increase (Decrease)	50,471	381,833
	7.58%	9.02%

Capital Projects - SPLOST VI
As of December 31, 2022
(04/01/2017-09/30/2020)

	Total Expended as of 12/31/2022	Reimbursements Received	City Expended as of 12/31/2022	Original Budget Amount	Amended Budget Amount	Remainder (Overage)
Highways and Streets	7,323,344	3,380,766	3,942,578	4,627,750	4,627,750	685,172
Sidewalk Replacement/Upgrades	565,785	50,000	515,785	432,500	482,500	(33,285)
Storm Drainage Improvements	3,916,212	241,362	3,674,850	3,243,750	4,551,750	876,900
Mary Ross Park Development	584,534	0	584,534	821,750	821,750	237,216
Highway 17 Infrastructure	430,932	242,678	188,254	215,107	215,107	26,853
Wayfindings & Gateways	155,000	0	155,000	259,500	259,500	104,500
Trails	535,240	107,971	427,269	346,000	346,000	(81,269)
Cemetery Restoration/Renovation	111,132	0	111,132	259,500	259,500	148,368
Brunswick Police Department Vehicles (15)	466,021	0	466,021	540,625	540,625	74,604
Brunswick Fire Department Fire/Rescue	65,222	0	65,222	64,875	65,222	0
Subscriber Radios for E911	469,009	0	469,009	431,357	431,357	(37,652)
Fire Department Pumper Trucks (2)	849,778	0	849,778	562,183	849,778	0
Fire Station 1 Improvements	413,971	0	413,971	346,000	346,000	(67,971)
Historic Squares	143,772	25,000	118,772	86,500	86,500	(32,272)
Park Rehabilitation (Palmetto, Orange, etal)	428,388	2,700	425,688	389,225	389,225	(36,463)
Sidney Lanier Park Improvements	389,400	0	389,400	519,000	519,000	129,600
Overlook Park Improvements	139,104	0	139,104	103,800	103,800	(35,304)
Howard Coffin Park Improvements	517,189	103,000	414,189	431,357	431,357	17,168
Roosevelt Harris Center Improvements	191,668	0	191,668	151,375	191,668	0
	17,695,701	4,153,477	13,542,224	13,832,154	15,518,389	1,976,165

a \$636,772 from DOT & \$2,543,994 from JWSC

b \$241,362 from Glynn County

c \$74,971 from DNR Trail Grant & \$33,000 from GCRC

d \$50,000 from DOT

e \$3,000 Contribution from Golden Isles Track Club & \$100,000 from DNR

f \$242,678 from GADOT Highway 17

g \$25,000 from Signature Squares

h \$1,000 Ameris Bank & \$1,700 Golden Isles Track Club for Goodyear Park

Total Cash on Hand (12/31/2022) \$2,560,451

Overage in Collections

GA DCA Aviation Fuel Tax

Interest Earned

AGL & Pride Utility Const. Company Settlement

Total remaining to be allocated

(1) Original budgeted tax collection

Actual collections through 12/31/2022

Collections in excess of budgeted

Paid back to GF

Allocated to Stormwater Improvements

Allocated to Sidewalk Replacement & Upgrades

Unallocated overage in Collections

\$13,832,154

15,731,787

\$1,899,633

(328,234)

(1,308,000)

(50,000)

213,399 (1)

SPLOST V

Cash 12/31/2022 (Funds reallocated for purchase of Fire Department Ladder Truck)

	1,382,056
	YTD
	Total since inception
Original Balance (Sale of Property 05/13/13)	0
Demolition Fees	0
Interest Income	4,118
Revenues	4,118
	519,166

Norwich Street Commons Fund

Original Balance (Sale of Property 05/13/13)

Demolition Fees

Interest Income

Revenues

	YTD	Total since inception
	6/30/2023	
Demolition Projects	0	40,012
Infrastructure	0	130,546
Police Substation	0	6,750
Expenditures	0	177,308
Net as of 12/31/22	4,118	341,858

Cash Primesouth @ 12/31/2022

\$ 341,858

Roosevelt Harris - Multipurpose Center

Total Budget:

Revenue FYTD

Grants

Transfer from General Fund

Program Income

Contributions

Interest Income

Total Inflows

Expenditures FYTD

Net as of 12/31/2022

Cash Balance @ 12/31/2022

YTD
f/y/e 6/30/2023
Cash Basis
452,654

	65,981	
	145,000	
	8,879	
	2,476	
	49	Percent of Budget
	222,385	49.13%
	201,394	44.49%
	20,991	
	259	

ARPA Fund:

Initial Deposit received 06/07/2021

2nd Deposit received 06/21/2022

Interest Earned from inception

Total funds received as of 12/31/2022

4,606,131
4,606,131
87,441
9,299,703

Disbursements:

Infrastructure-Road Improvements

Back to Business Brunswick--DDA

Back to Business Brunswick-non DDA

Wifi Upgrades

Revenue Recovery

Total funds disbursed as of 12/31/2022

1,132,538
163,265
95,000
9,007
500,000
1,899,810

Cash Balance as of 12/31/2022

\$7,399,893

Allocations:

Revenue Recovery

Storm Drainage Improvements

Housing Relief

Business Support/Relief

Coastal Community Health Services

Road Improvements

Total funds allocated as of 12/31/2022

Unallocated Funds

1,162,000
1,750,000
2,170,000
941,735
330,000
1,250,000
7,603,735
1,695,968

includes interest earned

Sanitation Fund:

Year Ending 06/30/2023

	Year to Date
Sanitation Billing	1,891,200
Franchise Fees	27,287
Bad Debt - recovery	-
Interest Earned (Funds)	2,024
Penalties & Interest Earned	189
DNR Reimbursements	-
Transfer in for T Street Landfill	-
Total Revenue (YTD)	1,920,700
Operating Exp. YTD:	723,617
Depreciation YTD	-
Bad Debt - write off	-
Other Landfill Expenses	23,653
Payment to T Street Landfill Site Cleanup	-
Total Expense (YTD)	747,270
Operating Income (Loss)	<u>1,173,430</u>
Total Cash on Hand @ 12/31/2022	<u>1,045,355</u>
Primesouth Restricted for Landfill	195,225

Sanitation Bills		
	December 2022	YTD
Trash Pickup	128,089	767,557
Illegal Refuse Clean Up	1,560	10,192
Street Sweeping	1,535	9,617
	<u>131,184</u>	<u>787,366</u>

STORMWATER UTILITY FUND:

6/30/2023 (YEAR TO DATE)

Stormwater Utility Fees	845,092
DNR Grant	54,950
Interest Earned	1,861
Penalties & Interest	673
GMA Capital Lease Proceeds	0
GTIB Note Proceeds	283,691
Total Inflows	<u>1,186,267</u>
Expenditures:	
Operating	500,237
Infrastructure (pd with GTIB n	283,691
GMA Lease Payments	197,035
Total Outflows	<u>980,963</u>
Balance	205,304
Cash Balance @ 12/31/2022	<u>\$701,831</u>

ADDITIONAL INFORMATION-FOR THE MONTH OF DECEMBER 2022

	December 2022	YTD
Animal Control Expenses	0	0
Traffic Control Expenses	17,111	20,641
Recreation Dept. Expenses (facilities managed by County)		
Building		9,900
Aquatics		13,048
Equipment		12,845
Subsidized Fees		3,794



Roosevelt Lawrence Center

Account	Account Description	December 2022 Transactions	YTD Transactions
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Fund **100 - General Fund**

Function **6130 - Neighborhood & Community Service**

51

51-1100	Salaries & Wages	8,868.47	39,408.63
51-1200	Temporary Employees	.00	.00
51-1300	Overtime	88.78	2,166.53
51-2100	Group Insurance	1,604.25	9,625.50
51-2200	FICA	674.02	3,133.41
51-2300	Medicare	.00	.00
51-2400	Pension	.00	.00
51 - Totals		\$11,235.52	\$54,334.07

52

52-1250	Contractual Expense	.00	650.00
52-1300	Technical Services	79.00	316.00
52-2210	Repair / Maint Building	.00	273.18
52-2300	Rentals	.00	176.00
52-3201	Cable	149.16	893.96
52-3600	Dues and Fees	53.32	445.43
52 - Totals		\$281.48	\$2,754.57

53

53-1110	Office Supplies	.00	2,211.14
53-1210	Water/Sewerage	173.28	866.40
53-1230	Electricity	2,460.67	7,006.30
53-1300	Food/Misc	45.88	1,237.33
53-1700	Other Supplies	.00	893.01
53 - Totals		\$2,679.83	\$12,214.18

54

54-2300	Furniture and Fixtures	.00	.00
54 - Totals		\$0.00	\$0.00

Function 6130 - Neighborhood & Community Service Totals	\$14,196.83	\$69,302.82
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Reporting Category 6100 - Recreation Totals	\$14,326.96	\$110,573.35
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EXPENSE TOTALS	\$14,326.96	\$110,573.35
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RESOLUTION NO: 2023-06

**A RESOLUTION OF THE CITY OF BRUNSWICK, GEORGIA
MAYOR AND BOARD OF COMMISSIONERS
SUPPORTING THE PROTECTION OF THE OKEFENOKEE SWAMP
AS A NATURAL RESOUCE OF INTERNATIONAL IMPORTANCE AND
AS AN ECONOMIC DRIVER FOR SOUTHEASTERN GEORGIA**

WHEREAS, the Okefenokee Swamp is considered to be one of America' finest and most significant natural features – an area of truly outstanding ecosystem diversity, unmatched wildlife habitat, and a wetland environment of international significance; and

WHEREAS, the Okefenokee National Wildlife Refuge, established by the federal government in 1937 and currently encompassing over 400,000 acres, draws over 300,000 annual visitors and contributes more than \$54 million to local economies benefiting the entire Southeastern Georgia region; and

WHEREAS, the Okefenokee Swamp National Wildlife Refuge has been nominated to be designated a World Heritage Site, supported by U.S. Congressmen Jon Ossoff and Buddy Carter, because it is recognized as the most complete, large freshwater wetland ecosystem remaining in the North American coastal plan, hosting such exceptional cultural and natural features on par with other U.S. World Heritage Sites, like the Grand Canyon, Everglades, and Yellowstone National Parks; and

WHEREAS, there are concerns about plans by a private company to mine titanium dioxide in the Trail Ridge area adjacent to the swamp, and their plans have caused great anxiety in the minds of citizens, naturalists, outdoor enthusiasts, researchers, scientists and swamp-lovers who fear that the proposed mining would do irreparable damage to this beloved and significant natural asset; and

WHEREAS, out of respect for the 68% of Georgians polled who say they support the passage of a state law to protect the Okefenokee, a group of bipartisan state legislators including local State Representatives Rick Townsend (District 179) and Buddy DeLoach (District 167), have introduced House Bill 71, the Okefenokee Protection Act, to permanently protect the swamp from future mining; and

NOW THEREFORE, BE IT RESOLVED, that the City of Brunswick Board of Commissioners in the State of Georgia, supports the nomination and designation of the Okefenokee Wildlife Refuge as a World Heritage Site; and

BE IT FUTHER RESOLVED, that the City of Brunswick Board of Commissioners hereby go on record voicing its opposition to the concept of mining titanium dioxide adjacent to the Okefenokee Swamp on the basis that irreparable long-term damage may occur to the ecosystem of this outstanding resource; and

BE IT FURTHER RESOLVED, that the City of Brunswick Board of Commissioners supports the passage of Georgia House Bill 71 and respectfully urge the Georgia General Assembly to take every reasonable step to protect the integrity of the Okefenokee Swamp and the natural resources upon which Southeastern Georgians depend; and

BE IT FURTHER RESOLVED, that the Governor of the State should sign and approve the legislation protecting the Okefenokee Swamp.

ADOPTED this 15th day of February 2023.

Cosby H. Johnson, Mayor

Julie T. Martin, Mayor Pro Tem

John A. Cason, Commissioner

Felicia M. Harris, Commissioner

Kendra L. Rolle, Commissioner

ATTEST:

Naomi D. Atkinson, City Clerk

ORDINANCE 10 _____

AN ORDINANCE TO AMEND CHAPTER 22 - UTILITIES; TO REMOVE EXCEPTIONS TO THE PAYMENT OF CHARGES, FEES AND DEPOSITS; TO ADJUST PAYMENTS OF OTHER RATES, FEES AND CHARGES; TO INCREASE THE THRESHOLD FOR A LEAK ADJUSTMENT DETERMINATION BY THE COMMISSION; TO PROVIDE FOR AN EFFECTIVE DATE; TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH; AND FOR OTHER PURPOSES.

The commission of the City of Brunswick hereby ordains that the Code of Ordinances of the City of Brunswick be and it is hereby amended as follows:

SECTION ONE:

Chapter 22, Article I, Section 8, Subparagraph (b) is hereby amended and shall provide as follows:

Sec. 22-10. – Application and connection to water and sewer service.

- (b) At the time of filing an application, the applicant for connection to the public sewer or water main or for water service shall pay to the utility all such charges, fees and deposit(s) as required herein. In the event that the applicant is required to reimburse the utility for actual costs, the applicant shall pay the amount estimated by the utility. An adjustment shall be made after completion of the connection if the estimate of charges is inconsistent with actual costs to the utility.

SECTION TWO:

Chapter 22, Article IV, Section 62, is hereby amended to include new language which shall provide as follows:

Sec. 22-62. – Other rates, fees and charges.

- (a) Charges for water and sewer service, tap fees, and other related fees and deposits or letters of credit, established in a rate resolution by the utility, will be as follows:
- (1) When service has been cut-off for nonpayment or other action resulting in unauthorized use, service shall not be restored until the unpaid bill, either at the present location or at any previous location at which service was supplied to the applicant, and the service fees provided by the rate resolution are satisfied, including the following cumulative fees for each action taken to prevent unauthorized use of utility services:
- A. Turn-off for delinquency and locking meter.
 - B. Removal of meter.
 - C. Removal of straight line.

- D. Removal of unauthorized relocated meter.
- E. Cutting off water at main.

(2) Payment of the fees in paragraph (1) above shall not exempt a user from any civil or criminal action resulting from violations of this chapter.

- (b) In addition to the fees and deposits, each applicant for service shall pay in advance an Account Establishment Fee for either new service or transfer of service from one location to another.
- (c) Connection fees and deposits for a facility will be based on the facility's REUs. The amount of REUs is determined by the flow characteristics as set forth in the REU table of the utility's Rate Resolution, as amended from time to time. In the case of existing facilities with an increase in REUs, additional fees and charges will be due.
- (d) Deposits will be required, credited or refunded as set forth in the Utility's Rate Resolution.
- (e) The utility may refuse to supply service to any customer if there is a delinquent account for water and/or sewer service until the bill for all prior charges billed to that customer both at the present location or at a previous location have been paid by the customer owing the outstanding amount.
- (f) The "Rate Resolution" referenced herein shall be incorporated in its entirety wherever it is referenced. More specifically, the "Rate Resolution" refers to the Resolution entitled "Rate Resolution," approved and signed by the utility in June each year. The "Rate Resolution" shall be a public record and shall be made publicly available on the website of the Utility. Additionally, the "Rate Resolution," or copy thereof shall be made available to customers or prospective customers upon request.

SECTION THREE:

Chapter 22, Article IV, Section 63, Subparagraph (h) is hereby amended to include new language which shall provide as follows:

Sec. 22-63. – Leak Adjustments in Water and Sewer Billing.

- (h) The director's, or his designee's, determination of eligibility for a leak adjustment is a final disposition of the matter; provided, however, any leak adjustment totaling \$5,000.00 or more shall be presented by the director to the commission for final determination.

SECTION FOUR:

All Ordinances or parts of Ordinances in conflict with this Ordinance are hereby repealed.

SECTION FIVE:

If any section, clause, sentence, or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Ordinance.

SECTION SIX:

This Ordinance shall be effective immediately upon its adoption by the City Commission.

SO ORDAINED BY THE CITY COMMISSION OF BRUNSWICK THIS _____ DAY OF _____, 2023.

Cosby H. Johnson, Mayor

ATTEST: _____
Naomi Atkinson, City Clerk

City of Brunswick

Sec. 22-8. - Application and connection to water and sewer service.

- (a) No connection shall be made to a public sewer or water main, nor water furnished to any premises, without a written and approved application having first been made to the utility in compliance with the requirements of this section.
- (1) The utility furnishing water or sewer service for residential use to a tenant will not seek to recover any charges or penalties for the furnishing of water or sewer service to or for the tenant's residential use from any subsequent tenant on account of nonpayment of charges by a previous tenant. The utility may, however, require that service to subsequent tenants be furnished on the account of the landlord or property owner in accordance with utility policies.
 - (2) The utility may refuse water or sewer service to commercial or industrial property based on unpaid bills incurred by a former tenant on the property in accordance with utility policies.
- (b) At the time of filing an application, the applicant for connection to the public sewer or water main or for water service shall pay to the utility all such charges, fees and deposit(s) as required herein, except as otherwise provided for herein below. In the event that the applicant is required to reimburse the utility for actual costs, the applicant shall pay the amount estimated by the utility. An adjustment shall be made after completion of the connection if the estimate of charges is inconsistent with actual costs to the utility.

~~(1) A customer with ten or more accounts may provide the utility with an irrevocable letter of credit in lieu of a cash deposit for account(s), provided, however, the customer is in good standing with the utility, and has had no more than two late payments, no collection charges, no cut-offs, and no returned (NSF) checks within the prior 12 months.~~

~~(2) The letter of credit shall be issued by a federally insured lending institution authorized to do business in the State of Georgia, payable to the utility, and in a form acceptable to the utility's chief financial officer. All fees for the letter of credit shall be paid by the customer. For new accounts, the letter of credit shall become effective on or before the date the customer account(s) is established.~~

~~(3) If the letter of credit is for a time period less than the life of the customer account(s), then the customer must renew the letter of credit or replace it on or before 45 days prior to the expiration date of the letter of credit. If the customer fails to deliver to the utility either the renewal letter of credit or a replacement prior to the 45 days, then the utility may draw the entire face amount of the letter of credit held by the utility as security for the customer's obligations to pay all deposits for its accounts.~~

~~(4) The utility will release the letter of credit when the customer closes the account(s); except that the utility shall be authorized to draw upon such letter of credit to recover any fines, penalties or sums due and owing to and assessed by the utility.~~

City of Brunswick

Sec. 22-62. - Other rates, fees and charges.

(a) Charges for water and sewer service, tap fees, and other related fees and deposits or letters of credit, established in a rate resolution by the utility, will be as follows:

(1) When service has been cut-off for nonpayment or other action resulting in unauthorized use, service shall not be restored until the unpaid bill, either at the present location or at any previous location at which service was supplied to the applicant, and the service fees provided by the rate resolution are satisfied, including the following cumulative fees for each action taken to prevent unauthorized use of utility services:

- a. ~~Turn-on after a delinquent cut-off.~~ Turn-off for Delinquency.
- b. Locking meter.
- c. Removal of meter.
- d. Removal of straight line.
- e. Removal of unauthorized relocated meter.
- f. Cutting off water at main.

(2) Payment of the fees in paragraph (1) above shall not exempt a user from any civil or criminal action resulting from violations of this chapter.

(b) In addition to the fees and deposits, each applicant for service shall pay in advance an ~~account~~ Account establishment Establishment charge Fee for either new service or transfer of service from one location to another.

(c) Connection fees and deposits for a facility will be based on the facility's REUs. The amount of REUs is determined by the flow characteristics as set forth in the REU table of the utility's ~~rate~~ Rate ~~Resolution~~, as amended from time to time. In the case of existing facilities with an increase in REUs, additional fees and charges will be due.

(d) Deposits will be required, ~~for all customer accounts. The deposit may increase by a factor of 250 percent if the customer has a history of three or more issuances of non-sufficient funds payments, cut-offs for non-payment, or an account with the utility which has been turned over to collections in the previous 24 months. A deposit will be refunded upon termination of service; provided, however, any deposit for water and/or sewer service connected to the system by an individual meter will be automatically credited to the customer's account upon written request after 36 months of consecutive timely payments for accounts in good standing, as set forth under the criteria in the utility's rate resolution, for a single family residential account or 60 months for non-residential accounts. All credits will be the actual amount paid as a deposit. No interest will be paid on deposits for refunding purposes credited or refunded as set forth in the Utility's Rate Resolution.~~

(e) The utility may refuse to supply service to any customer if there is a delinquent account for water and/or sewer service until the bill for all prior charges billed to that customer both at the present location or at a previous location have been paid by the customer owing the outstanding amount.

(f) The "Rate Resolution" referenced herein shall be incorporated in its entirety wherever it is referenced. More specifically, the "Rate Resolution" refers to the Resolution entitled "Rate

Resolution," approved and signed by the utility in June each year. The "Rate Resolution" shall be a public record and shall be made publicly available on the website of the Utility. Additionally, the "Rate Resolution," or copy thereof shall be made available to customers or prospective customers upon request.

City of Brunswick

Sec. 22-63. - Leak adjustments in water and sewer billing.

The utility recognizes that occasionally water service lines may develop hidden leaks, leading to unusually high water bills. The utility encourages customers to make prompt and permanent repairs while showing consideration for unusual circumstances without burdening the utility's other customers with the expenses of an individual customer's lost water. Accordingly, the utility, under certain circumstances, provides customers the opportunity to request a leak adjustment in their water and/or sewer bill.

(a) For purposes of this section the following definitions shall apply:

(1) "Physical damage" means damage to a facility or equipment supplying water to the premises and the damage:

- a. Is not visible or detectable in the customer's premises except upon excavation or some other disturbance of the property; and
- b. Is not the result of an act of the customer, or of any agent or contractor hired by the customer.

(2) "[Unusually] high water bill" means a water and/or sewer bill for a particular month that reflects monthly water usage, in whatever units measured, that is at least two times the customer's average monthly usage of the premises as measured during the previous 12 monthly billing periods.

(b) The customer retains control over the use of water on the customer's premises, and as such, the customer is responsible for all the water passing through the meter, including water which may be lost or wasted through leaking pipes or fixtures on the premises. The customer is responsible for monitoring for unusually high water usage as reflected on the customer's bill. The customer must promptly investigate any unusually high water bills. A customer is required to repair any water leak promptly, and the customer is responsible for all repair costs.

(c) A customer may seek an adjustment under this chapter to an unusually high water bill caused by physical damage to the customer's water service line.

(d) A customer is not eligible for a leak adjustment to an unusually high water bill due to circumstances not caused by an undetected leak, leaks that should reasonably have been discovered, high usage caused by negligence or failure to properly maintain pools or water using/consuming items or usage from appliances whether or not operating properly.

(e) A customer seeking a water bill adjustment must provide written notice to the director, or his designee within 90 days of the completion of the repair. The written notice/request shall contain the following information:

- (1) The name, address, and telephone number of the customer reporting the leak;
- (2) A description of how the leak was discovered;
- (3) The date the leak was discovered;
- (4) The nature and location of the leak;
- (5) The date the leak was repaired; and
- (6) A description of the repair work completed.

The customer shall provide any other information, documents, or access requested by the director as may be necessary or appropriate for investigating the circumstances of any alleged leak and/or related repairs and verifying the customer's eligibility for an adjustment.

(f) The adjustment period for undetected leaks cannot exceed one regular meter reading period, unless (i) the meter reading was missed during the leak period, or (ii) the leak affected two connective bills.

(g) If the director, or his designee, determines, upon investigation, that a customer is eligible for a leak adjustment, then the director, or his designee, is authorized to adjust the unusually high water bill as follows:

- (1) The customer shall be responsible for half of the increase above the customer's average monthly consumption for both water and sewer service charges, as calculated by averaging the prior 12 months bills before the leak, or any portion of the prior 12 months if the customer has fewer than 12 previous bills.
- (2) The customer may pay the adjusted water and/or sewer bill in equal payments over a 12- month billing period in addition to the regular applicable monthly billing.
- (3) No late fees will be applied to the balance during the repayment period.
- (4) No adjustments will be made to the portions of the bill representing the fixed charges such as, for example, debt service.
- (5) Customers who have irrigated new sod on their property, have repaired irrigation system leaks or have filled a pool may request removal of all sewer charges above the customer's average monthly consumption once per calendar year as calculated by averaging the prior 12 months bills or any portion of the prior 12 months if the customer has fewer than 12 previous bills. Up to two consecutive billings periods may be adjusted. No water service charges will be adjusted in these cases and no adjustments will be made for regular irrigation usage, including cases of mis-programming of the automated irrigation system controls.

(h) The director's, or his designee's, determination of eligibility for a leak adjustment is a final disposition of the matter; provided, however, any leak adjustment totaling ~~\$2,000.00~~\$5,000.00 or more shall be presented by the director to the commission for final determination.

(i) Customers that qualify for the customer assistance program and have an increased balance due to a previously unapproved leak adjustment may seek reassessment of their leak adjustment application up to one year from the date of the repair.



Brunswick-Glynn Joint Water and Sewer Commission
1703 Gloucester Street, Brunswick GA 31520
Thursday, June 16, 2022 at 2:00 pm
Commission Meeting Room

COMMISSION MEETING AGENDA

Call to Order

Invocation

Pledge

PUBLIC COMMENT PERIOD

Public Comments will be limited to 3 minutes per speaker. Comments are to be limited to relevant information regarding your position and should avoid being repetitious. Individuals should sign in stating your name, address and the subject matter on which you wish to speak. Your cooperation in this process will be greatly appreciated.

COMMITTEE UPDATES

Facilities Committee – Chairman Turnipseed
Finance Committee – Commissioner Duncan

APPROVAL

1. **2022-2023 Employee Health Insurance Renewals** – Catina Tindall, First Coast Benefits Solutions, Inc. [REPORT](#)
2. **Minutes from May 19, 2022 Regular Meeting (subject to any necessary changes)** [REPORT](#)
- * 3. **FY 2023 Rate Resolution** – L. Roberts [REPORT](#)
- * 4. **Deposit Refund Policy** – L. Roberts [REPORT](#)
5. **Connection Assistance Program** – A. Burroughs [REPORT](#)
6. **Academy Creek WPCF UV Equipment Purchase** – A. Burroughs [REPORT](#)
7. **Dunbar Creek WPCF UV Equipment Purchase** – A. Burroughs [REPORT](#)
8. **Dunbar Creek WPCF Filtration Equipment Purchase** – A. Burroughs [REPORT](#)
9. **PS 2032 Replacement Pumps Purchase** – A. Burroughs [REPORT](#)
10. **Academy Creek Clarifier Gearbox Purchase** – A. Burroughs [REPORT](#)
11. **Standby Generator Rental Agreement** – A. Burroughs [REPORT](#)
12. **Pump Station RTU Panel Purchase** – A. Burroughs [REPORT](#)
13. **Infrastructure and Easement Dedications** – T. Kline [REPORT](#)
 - **Grace Crossing Phase 1**

EXECUTIVE DIRECTOR'S UPDATE

COMMISSIONERS' DISCUSSION

CHAIRMAN'S UPDATE

EXECUTIVE SESSION

MEETING ADJOURNED

*All citizens are invited to attend.
There is a possibility of a quorum of City or County Commissioners being present.*

APPROVAL

1. **2022-2023 Employee Health Insurance Renewals** – Catina Tindall, First Coast Benefits Solutions, Inc / A. Burroughs

Mrs. Tindall and Mr. Burroughs presented the various options for the Commission to consider for renewing the employee health benefits plan as requested by the Finance Committee on the previous day. The claims for the past couple of years have been lower than expected. Fewer met the stop loss amount so the decision was made to raise the individual loss coverage levels to \$60,000. At this meeting it was considered to raise the stop loss coverage to \$75,000 rather than \$60,000. There were three options presented to the Commission. Discussions concerned variations in deductibles to offer, HRA percentages, and incentives to consider in future plan years. JWSC is under a rate guarantee on dental, vision, voluntary short-term disability, employer paid long-term disability, and voluntary life and dependent life insurance coverages through August 1, 2023. With the negotiated zero increase renewal from United Healthcare on employee health insurance, the JWSC can renew all employee insurance coverages at the same rate as currently provided. Mr. Burroughs' recommendation to the Commission was to pass on the savings incurred by increasing the HRA, leaving all other plan details the same, and increasing the individual stop loss to \$75,00.

Commissioner Duncan made a motion seconded by Commissioner Cook to move that the Brunswick-Glynn Joint Water and Sewer Commission renew the employee insurance coverages to be effective August 1, 2022 as presented by Mr. Burroughs keeping the plans the same except increasing the Stop Loss to \$75K and increasing the HRA to seventy-five percent (75%). Motion carried 6-0-1. (Commissioner Stephens did not raise his hand for a vote in favor.)

2. **Minutes from the May 19, 2022 Regular Commission Meeting**

Commissioner Stephens made a motion seconded by Commissioner Cook to approve the minutes from the May 19, 2022 Regular Commission Meeting. Motion carried 7-0-0.

3. **Fiscal Year 2023 Rate Resolution** – L. Roberts

Mrs. Roberts stated that each year the Brunswick-Glynn Joint Water and Sewer Commission reviews the resolution previously passed by the Board to document rates and fees associated with JWSC's products and services to our customers (the "Rate Resolution"). This document is public record and it is made available to interested parties on the JWSC website as well as upon request for printed copies. Mrs. Roberts provided a redlined Rate Resolution draft setting forth the rates necessary to support the Fiscal Year ending June 30, 2023 JWSC budget.

Commissioner Duncan made a motion seconded by Commissioner Cook to move that the Brunswick-Glynn Joint Water and Sewer Commission approve the attached Rate Resolution for the fiscal year ending June 30, 2023. Motion carried 7-0-0.

4. **Deposit Refund Policy** – L. Roberts

Mrs. Roberts noted that in conjunction with the presentation of the Proposed Annual Budget for Fiscal Year 2023, staff also outlined various JWSC policies that would be reviewed within the coming months. One of these policies is related to customer deposits. In order to ensure consistency with regional neighboring utilities, JWSC staff contacted six (6) such organizations to gather information about their handling of customer deposits. This information was then compared with JWSC's current practices in order to determine areas where differences exist. Since JWSC wants to prudently manage risk while also considering our customers' needs, several potential changes were identified. These changes relate to the determination of when to require, increase or waive a customer deposit, as well as when and how to credit or refund a customer deposit. Proposed redlines to the specific Ordinance sections were attached for the Commissioners to review.

Commissioner Cook made a motion seconded by Commissioner Stephens to move that the Brunswick-Glynn Joint Water and Sewer Commission recommend to the City of Brunswick Commission and the Glynn County Commission that the Ordinance sections related to customer deposits be amended as shown in the attached document. Motion carried 7-0-0.

5. Connection Assistance Program – A. Burroughs

Mr. Burroughs provided that in recent years, the JWSC has taken a proactive approach to system expansion that will allow access to public water and sewer systems for existing residences and businesses that were previously unable to connect to the public systems. One such example of a current project that will accomplish this goal is the expansion of the water and sewer systems in the Arco neighborhood. The JWSC would like to allow these existing homes and businesses to connect to the system without placing an unnecessary burden upon the property owners. This proposed policy accomplishes the goal of allowing these customers to connect to the systems without having to provide a cash outlay that would be burdensome to the customer base. The JWSC will allow customers to pay monthly installments towards the total cost of the Capital Improvement Fee and operational fees associated with new accounts. Financing charges increase as the years financed increases to offset increased administrative costs associated with maintaining these agreements. If approved, this Connection Assistance Policy would ideally become part of the annual Rate Resolution and reviewed annually for current market conditions.

Commissioner Stephens made a motion seconded by Commissioner Duncan to move that the Brunswick-Glynn Joint Water and Sewer Commission approve the creation of a Connection Assistance Policy effective July 1, 2022. Motion carried 7-0-0.

6. Academy Creek WPCF UV Equipment Purchase – A. Burroughs

Mr. Burroughs presented the request for approval to purchase UV equipment for the Academy Creek WPCF Rehab Project. The JWSC applied for and was awarded a State Fiscal Recovery Funds Grant from the State of Georgia Governor's Office of Planning and Budget in the amount of \$1,900,000 to install an ultraviolet disinfection (UV) system to eliminate the usage of chlorine gas at the facility. The RFP was released on April 12, 2022. The two proposals received were scored by three staff members from JWSC Operations and Senior Leadership. Trojan Technologies was the highest scoring proposal at 89.0 points. Strengths of the TrojanUVSigna equipment as identified by the evaluation team were lower UV bulb count reducing ongoing maintenance needs, adequate disinfection effectiveness, and the ability to Buy American preferences for the federal grant funding available for this project.

Commissioner Stephens made a motion seconded by Commissioner Strickland to move that the Brunswick-Glynn Joint Water and Sewer Commission purchase UV disinfection equipment from Trojan Technologies in the amount of \$1,125,000 for installation at the Academy Creek Water Pollution Control Facility. Motion carried 7-0-0.

7. Dunbar Creek WPCF Rehab Phase 2 Services Contract Award – A. Burroughs

Mr. Burroughs recalled that the JWSC entered into a design-build contract with BRW Construction Group, LLC (BRW) on January 25, 2022 for Phase One Services for the Dunbar Creek Water Pollution Control Facility (WPCF) Rehab project. Phase Two Services, if approved by the Board, would include final design and construction of the scope of work items in the contract. BRW has provided a Guaranteed Maximum Price (GMP) for the listed scope of work with two additional alternates to cover Items 8 and 9. Total GMP for the base work is \$3,660,309.84. Item 8, the alternate for a new clarifier is \$3,384,286.18 and for the new roadway is \$497,442.16. At this time, staff does not feel the addition of a new clarifier would be a cost-effective approach. Item 9, the alternate for the new entrance road off of Sea Island Road would eliminate the need for equipment and passenger vehicles to pass through the Glynn Haven neighborhood to access the treatment plant. This is a liability reduction for the JWSC and would be a betterment for the community. Staff recommends awarding the contract for Phase Two Services for the base amount and alternate item no. 2 totaling \$4,157,751.30 or less to BRW Construction Group, LLC.



Brunswick-Glynn

Joint Water and Sewer Commission

Memorandum

To: Brunswick-Glynn Joint Water and Sewer Commission
From: LaDonnah Roberts, Deputy Executive Director
Date: Thursday, June 16, 2022
Re: APPROVAL – FY2023 Rate Resolution

Background

Each year the Brunswick-Glynn Joint Water and Sewer Commission reviews the resolution previously passed by the Board to document rates and fees associated with JWSC's products and services to our customers (the "Rate Resolution"). This document is public record and it is made available to interested parties on the JWSC website as well as upon request for printed copies.

Staff Report

The attached redlined Rate Resolution sets forth the rates and charges necessary to support the Fiscal Year ending June 30, 2023 JWSC budget. Proposed revisions include the following:

1. User rates for water use over 6,000 gallons per month have been adjusted per the Board's approval of this item at the May 19, 2022 meeting.
2. Language related to customer deposits has been revised to align JWSC's process with similarly situated utilities.
3. The deposit amount for a hydrant meter rental has been revised.

Recommended Action

Staff recommends that the JWSC Finance Committee accept the attached Rate Resolution for the fiscal year ending June 30, 2023 and recommend its approval by the JWSC Commission.

Recommended Motion

"I move that the Brunswick-Glynn Joint Water and Sewer Commission approve the attached Rate Resolution for the fiscal year ending June 30, 2023."

Attachment

Proposed FY 2023 Rate Resolution with redlines



WATER AND WASTEWATER RATES AND CHARGES

July 1, 202~~21~~ to June 30, 202~~21~~

WHEREAS, the Brunswick-Glynn County Joint Water and Sewer Commission, acting by and through its Commissioners, is established as a water and wastewater utility to provide for the production and distribution of potable water and to provide for sewage collection, treatment and disposal in the community; and

WHEREAS, the Commission of the City of Brunswick and the Glynn County Board of Commissioners has adopted a Water and Sewer Ordinance, Chapter 22 of the Municipal Code and Chapter 2-16 of the Code of Ordinances, respectively, which provides for the establishment and revision of charges for water and sewer services to be accomplished by resolution of the Brunswick-Glynn County Joint Water and Sewer Commission (hereinafter referred to as the "Utility").

NOW THEREFORE, BE IT HEREBY RESOLVED that the scheduled rates for water and sewer service as set forth in Chapter 22 of the Municipal Code and Chapter 2-16 of the Glynn County Code of Ordinances shall be as follows:

Monthly Billing Rates and Charges

	<u>Water</u>	<u>Sewer</u>
Base Charge	\$7.60	\$13.06
Residential Equivalent Unit ("REU") Fee (Per REU)	\$2.27	\$5.57

Volume Charges (per 1,000 gal.)

Potable Water / Irrigation:

First 1,000 gal.	\$0.00
1,001 to 3,000 gal.	2.16
3,001 to 6,000 gal.	2.89
6,001 to 20,000 gal.	3.61 <u>3.614.17</u>
20,001 gal. and over	4.32 <u>4.324.99</u>

Sewer:

First 1,000 gal.	\$0.00
1,001 gal. and over	7.73

Irrigation:

First 1,000 gal.	\$0.00
1,001 to 12,000 gal.	2.89
12,001 to 20,000 gal.	3.61
20,001 gal. and over	4.32

Sewer Only Flat Rate Calculated Based on 4,200 gal. per REU

I. Industrial Users

(a) The wastewater operation and maintenance charge shall be calculated as 50% for wastewater collection system operation and maintenance cost and 50% as wastewater treatment operation and maintenance cost for purposes of billing users discharging directly to the wastewater treatment facility without use of the Utility's wastewater collection system.

(b) Biochemical Oxygen Demand (BOD₅) and/or Total Suspended Solids (TSS) concentrations above 200 milligrams per liter (mg/L) shall be subject to the following additional surcharges:

BOD ₅ per pound	\$0.54
TSS per pound	\$0.50

(c) After a violation, the Industrial Permit holder will be responsible for reimbursement of the cost of subsequent testing performed by the Utility until the cause of such violation is identified and corrected by the permit holder.

II. Septage Discharges

- (a) All septic tank contents discharged to the Academy Creek Water Pollution Control Plant shall be subject to payment of a fee of \$15.00 per discharge and a rate of \$0.08 per gallon discharged. This fee shall be based on the actual discharge into the plant.
- (b) All septic tank contents discharged to the Dunbar and Southport Water Pollution Control Plants shall be subject to payment of a fee of \$0.08 per gallon of truck capacity with no allowance for partial loads.

III. Fire Protection Charges

- (a) The charge for any overhead fire suppression/sprinkler system installed in any facility other than single family residences shall be as follows:

1 to 2 inch Fire Suppression System	\$ 3.50	per month
3 inch Fire Suppression System	\$ 7.00	per month
4 inch Fire Suppression System	\$ 13.00	per month
6 inch Fire Suppression System	\$ 34.00	per month
8 inch Fire Suppression System	\$ 75.00	per month
10 inch Fire Suppression System	\$ 129.00	per month
12 inch Fire Suppression System	\$ 206.00	per month

IV. Administrative and Operating Fees

- (a) The Utility will charge fees for various administrative and operational services as set forth in Appendix A.

V. Planning and Construction Fees

- (a) The Utility will charge fees for services provided by the Planning and Construction Division as set forth in Appendix B.

VI. Capital Improvement Fees

- (a) Capital improvement fees are intended to cover the cost of water production and distribution and wastewater collection and treatment infrastructure. The capital tap fee shall be calculated and charged on the basis of meter size. Meter sizes should be specified using sound engineering practices in accordance with AWWA Manual M22. Capital improvement fees may be used by the Utility to pay for debt incurred to fund this type of infrastructure.

<u>Meter Size</u>	<u>Gallons Per Minute (GPM)</u>	<u>Water</u>	<u>Sewer</u>
5/8"	20	\$920.00	\$1,800.00
1"	50	2,300.00	4,500.00
1.5"	100	4,600.00	9,000.00
2"	160	7,360.00	14,400.00
3"	350	16,100.00	31,500.00
4"	600	27,600.00	54,000.00
6"	1350	62,100.00	121,500.00
8"	1600	73,600.00	144,000.00

10" or Larger to be calculated by Utility staff on individual basis.

(b) The fire protection capital fees shall be as follows:

1" Connection	\$ 600.00
2" Connection	\$ 1,000.00
3" Connection	\$ 1,300.00
4" Connection	\$ 1,600.00
6" Connection	\$ 1,900.00
8" Connection	\$ 2,200.00
10" Connection	\$ 2,500.00
12" Connection	\$ 2,800.00

- (c) Capital improvement fees shall cover only connection to existing mains that are adjacent to location to be served; any water and/or sewer extensions necessary shall be the responsibility of the customer. All fees and charges shall be paid by the customer or customers at whose request the connection is made.
- (d) In the case of lot splits, credit will be given for previous number of REUs. Capital fees must be paid on the newly created lots.
- (e) Capital improvement fees shall be paid concurrent with the Utility's approval of construction plans for the capacity required. The requested capacity will be reserved for that property upon payment, acceptance and approval of capital improvement fees.

The Utility will not approve construction plans when availability and/or capacity of water or sewer service is not available or is insufficient to support the building plans unless a comprehensive agreement or funded project for system upgrade is in place.

Additional capacity may be reserved based on new or amended construction plans for the property, subject to the capacity available and at the rates in effect at the time of the new or amended construction plan approval.

- (f) Upon setting of the meter the customer paying the capital improvement fees will be responsible for the monthly billed amount for base charges and REU fees. Certificate of Occupancy will be approved upon payment of all fees and all other requirements of the Utility. There will be no capital improvement fee refunds or transfers to other accounts or addresses without approval by the Executive Director.
- (g) Customers upgrading the size of their meter will be responsible for the incremental cost difference for both capital and operational fees.

For properties with previous service capacity, credit will be given toward new development or change of use for that property.

The criteria used to confirm previous services will be established by the Executive Director or his designee.

VII. Operational/Installation Fees

- (a) Water and sewer installation fees for making taps into the Utility water mains or water lines and installing water meters shall be in accordance with the applicable fee schedule.
- (b) Actual cost charges for water and/or sewer service installations or work otherwise performed not covered in standard pricing shall be calculated in accordance with the schedule included in the applicable fee schedule.
- (c) All hourly charges shall include travel time to and from the job location. Work performed outside regular business hours at request of customer shall be charged at 150% of the rates in the schedule. Miscellaneous charges shall include actual charges for equipment rented to perform the work.
- (d) Upon request, connections to the system for water will be made as soon as practical after a building permit is posted at the property location. The customer will be responsible for the Operational/Installation Fees.

VIII. Meter Replacement Costs

- (a) Meters serving vacant locations shall remain in place with the valve locked. Any metered usage will result in progressive actions to lead to the creation of an active account and related fees billed on the initial statement sent to the next account holder.
- (b) In the case of demolitions, a property owner (or designee) is responsible to complete a JWSC Demolition Application after filing a Demolition Permit with

Glynn County or the City of Brunswick. The JWSC Demolition process allows for different scenarios in terms of the meter, some of which are assessed a fee including (without limitation): meter re-installation, meter locate, and Sewer Lateral Inspection (refer to Appendices A and B).

- (c) Following acceptance of a Demolition Application by JWSC, the meter can be pulled but base rate services will be billed until a final inspection has been completed by staff.
- (d) Meters that are proven to have been damaged will be replaced at cost of the meter, labor and other installation material cost, which shall be billed and paid in order to reestablish or continue service.

IX. Residential Equivalent Units (REUs)

- (a) The determination of a nonresidential facility's REU shall be based on estimated water consumption as shown in guidelines below or on square footage. Peak water consumption of three hundred (300) gallons per day shall be the equivalent of one (1) REU. If the table (Appendix C) does not provide information for a particular application, the estimated water consumption shall be as calculated by the Executive Director or his designee in accordance with sound engineering practices using information available from Georgia EPD, USEPA, AWWA or standard reference materials commonly used for estimating flows.
- (b) In the event a facility is made up of more than one smaller component facility, the determination of REU shall be calculated as the sum of the REU for all components.
- (c) A single family residence with a meter size greater than one inch will be considered multiple residential equivalent units.

X. Hydrant Meter Rentals

- (a) Hydrant meters are available for rent for purposes where water is drawn from fire hydrants.
- (b) Rental of a fire hydrant meter requires a refundable, non-interest bearing deposit of \$2,~~000~~200.00 per meter.
- (c) Hydrant meter rental shall consist of a monthly rental fee of \$45.00 plus water administrative, debt and usage charges based the current potable water rates.
- (d) Meters must be returned to the Utility annually, or as directed by the Utility, for testing of accuracy and backflow.

XI. Payment of Fees

All fees, other than monthly bills, must be paid in advance of services unless other payment arrangements are approved by the Executive Director or his designee.

XII. Deposits

(a) Deposits shall be two and one-half (2½) times the monthly bill for all services, as estimated by the Executive Director or his designee using whatever data may be available, with a minimum deposit of one hundred dollars (\$100.00) per REU for residential and one hundred fifty dollars (\$150.00) per REU for commercial, and shall be non-interest bearing. The deposit may increase by a factor of 250% if the customer has a history with the Utility of non-sufficient funds payments, cut-offs for delinquent payment, unauthorized water use and/or referral to a collection agency.

(b) Deposits may be waived by the Utility under the following conditions:

1. Customer has one or more existing, active accounts in good standing with the Utility;
2. Customer had a previous account with the Utility on which a deposit was credited for timely payment as described in section (c), below;
3. Review by a professional bad-debt management service indicates that customer is a 10% or lower potential delinquency risk; or
4. Customer can provide documentation of deposit being waived by another utility on an active account for the same customer at the same service address for which customer is applying for an account with the Brunswick-Glynn County Joint Water & Sewer Commission.

(c) Deposits will be non-interest bearing, and will be credited or refunded as follows:

1. Deposit will be credited to a residential account in good standing after thirty-six (36) months of consecutive, timely payments.
2. Deposit will be credited to a non-residential account in good standing after sixty (60) months of consecutive, timely payments.
3. If a deposit remains on the customer's account at account termination then the remaining deposit will be applied to the customer's final bill and any credit balance will be refunded to the customer via check.

~~Residential customers who believe they qualify to have their deposit applied to their account by having an account in good standing and thirty-six months of consecutive timely payments may notify the Utility in writing to request this deposit application.~~

XIII. Penalty

Payment of these rates, fees and charges shall not exempt any user from any civil or criminal action resulting from violations of the City of Brunswick or Glynn County Water and Sewer Ordinance.

G. Ben Turnipseed, Chairman

Date

APPENDIX A

Brunswick-Glynn County Joint Water and Sewer Commission Schedule of Administrative and Operational Fees and Charges

Account and Meter Service Fees:

Account Establishment Fee	\$55.00
After Hours Turn On (Requests received after 4:00 pm)	\$70.00
Locating Customer Meter	\$50.00
First Turn-On/Turn-off at Customer Request (each 12 months)	\$0.00
Second and Subsequent Turn-On/Turn-Off at Customer Request	\$90.00
Emergency Call Out for Turn-Off / Turn-On (Outside Business Hours)	\$125.00
First Reread (each 12 months)	\$0.00
Second and Subsequent Rereads (within 12 months)	\$50.00
Return Trip Fee for Turn-On	\$55.00

Delinquent Account Fees:

Turn-Off and Lock for Delinquency (or Vacant)	\$75.00
Lock Cut Fee/Relock Fee	\$225.00
Remove Meter For Delinquency	\$275.00
Cut-Off at Main	\$330.00
Returned payment (NSF) Fee	\$35.00
Late Fee on Balances in Arrears (per month)*	1.5%

*Late fees will not be charged while an account has active payment arrangements.

Testing Fees:

Water Bacteriological Sampling (Monday through Friday)	\$80.00
Water Bacteriological Sampling (Weekends and Holidays)	\$95.00
Chlorine Testing (Monday through Friday)	\$75.00
Chlorine Testing (Weekends and Holidays)	\$95.00
24-Hour Pressure Testing	\$135.00
New Line Pressure Test (Water & Sewer)	\$135.00
Fire Flow Testing	\$165.00
Pull and Test Meter (if meter reads less than 103% over actual)	\$240.00

Water Meter/Sewer Installation Fees:

Water Operational / Installation Fees – 5/8 inch	\$625.00
Water Operational / Installation Fees - 1 inch	\$695.00
Water Operational / Installation Fees - 1.5 inch	\$1,790.00
Water Operational / Installation Fees - 2 inch	\$2,630.00
Water Operational / Installation Fees - 3 inch or larger	At Cost
Irrigation Operational / Installation Fees – 5/8 inch	\$625.00
Irrigation Operational / Installation Fees - 1 inch	\$695.00
Irrigation Operational / Installation Fees – 1.5 inch	\$1,605.00
Irrigation Operational / Installation Fees - 2 inch	\$1,885.00

Sewer Operational / Installation Fees - Up to 6 inch Gravity (Plus actual costs of installation)	\$580.00
Sewer Operational / Installation Fees - 2 inch Low Pressure System (Plus actual costs of installation)	\$325.00
Backflow Installation On Pre-Existing Residential Irrigation Meters	At Cost
Fire Hydrant Relocation	At Cost
Replacement of removed meter	\$500.00
Verify meter connections for multi-unit commercial or residential installations	\$750.00

Inspection Fees:

Backflow Installation Inspection Fees - Initial Inspection	\$110.00
Backflow Installation Inspection Fees - Second and Subsequent Trips	\$195.00
Pretreatment/FOG Compliance - Initial Inspection	\$110.00
Pretreatment/FOG Compliance Re-inspection/Second and Subsequent Trips to Inspect - per trip	\$195.00
Backflow Test Submittal Late over 30 Calendar Days	\$12.00
Backflow Test Submittal Late over 45 Calendar Days	\$22.00
Backflow Test Submittal Late over 50 Calendar Days	\$110.00
Department of Public Health Complaint	\$50.00
Overdue Pump Out Schedule (Grease Traps, Oil/Water Separators, Solid Separators) per Inspection	\$100.00
Unauthorized Discharge from Lint or Hair Traps per Inspection	\$100.00
Camera Inspections*	\$150.00
Private Sewer Lateral Cleaning*	\$175.00
Truck Inspections (first truck)	\$250.00
Each additional truck	\$100.00

* Fees apply when utility crews have responded, are working in the area and customer requests service.

Permitting Fees:

Initial Pretreatment Application Fee (Plus additional out-of-pocket costs)	\$1,100.00
Pretreatment Permit Renewal Fee (Plus additional out-of-pocket costs)	\$550.00
Pretreatment Modification Fee	\$550.00

On-site sanitary sewer systems:**

Tank Pump-Out Charge	\$2,500.00
Sewer Pump Repair/Replacement	\$10,000.00
Any other maintenance not addressed	As Per Executive Director

** Whether the Utility may legally service any on-site sewer system will be determined on a case-by-case basis

**Emergency Response to Private Systems (Collection, Lift Stations, Water
Mains) - MINIMUM**

Sanitary Spill Cleanup at Private Facilities – First Trip within a 12 Month Period	\$5,500.00 At cost
Sanitary Spill Cleanup at Private Facilities – Second Trip within a 12 Month Period	Cost + \$500

Sanitary Spill Cleanup at Private Facilities –
Third and Subsequent Trip within a 12 Month Period

Cost +\$1,000

Unauthorized Use and Damage Fees:

First Unauthorized Turn-On (unauthorized use of water/sewer) - Residential	\$110.00
Second and Subsequent Unauthorized Turn-On (unauthorized use) - Residential	\$550.00
First Unauthorized Turn-On (unauthorized use of water/sewer) - Commercial	\$330.00
Second and Subsequent Unauthorized Turn-On (unauthorized use) - Commercial	\$1,100.00
Remove Jumper	\$275.00
Damage to meter box, cover, meter and/or curbstop	\$110.00
Obstructing, covering or blocking access to a water meter or fire hydrant	\$110.00

Labor and Equipment Rates:

Mobilize	\$850.00
Labor (per hour)	\$110.00
Crew Truck - Half Ton(per hour)	\$55.00
Crew Truck - 3/4 Ton(per hour)	\$80.00
Crew Truck - One Ton or larger (per hour)	\$110.00
Vacuum Truck (per hour)	\$280.00
Backhoe (per hour)	\$225.00
Mini-Excavator (per hour)	\$170.00
Trencher (per hour)	\$90.00
Camera Truck (per hour)	\$285.00
Dewatering Pump (per hour)	\$90.00
Air Compressor (per hour)	\$60.00
Portable Generator	\$60.00
Tap Water Main (per inch of tap diameter)	\$115.00
Road Boring Equipment (per foot bored)	\$30.00
Road Repair (per square yard)	\$80.00

APPENDIX B

Brunswick-Glynn County Joint Water and Sewer Commission Planning and Construction Fee Schedule

PLAN REVIEWS		FEE
Commercial Building Permit (CBUI)		\$250
Commercial Shell Permit (CSHL)		\$250
Construction Plan Review (CP)	\$.10 per linear foot of Water and Sewer Minimum of \$250	\$250
Easement Abandonment		\$100
Final Plat		\$250
Preliminary Plat Review		\$100
Record Drawings/Easement Review		\$100
Site Plan		\$250
Zoning		\$100
PERMITTING		
EPD Water & Sewer Extension Approval	Per Submittal	\$100
Georgia Department of Transportation	GUPS Permit Per Submittal	\$250
Georgia Utility Permitting System (GUPS)	Traffic Interruption Per Occurrence	\$100
INSPECTIONS		
Dedication Inspection	Per Pump Station	\$500
	Public Commercial Utilities	At Cost
Dedication Inspection – Infrastructure		At Cost
Demolition Inspection	1st Inspection	\$75
	Re-inspection	\$50
Locate Services	Lateral & Taps for Contractors	At Cost
Sewer Lateral Inspection	2-Step Inspection (Connection and Clean Out)	\$165
Re-Inspection	Re-inspections	\$75
Site or Construction Inspection		\$250
RECORD DRAWING OR MAP REQUESTS		
Professional Services Map Development (includes developing digital files)	Per hour - 1 hour minimum	\$75
Record Drawing or Map Hard Copy	8.5 x 11	\$9
	11 x 17	\$10
	24 x 36	\$15
	36 x 44	\$25
	Extra Large	\$33
CD/DVD		\$5
Shipping		At Cost
Expedited Requests	Within 24 Hours	Add 40%
	Within 48 Hours	Add 20%
UNSOLICITED PROPOSALS		
Projects Estimated up to \$250,000		\$5,000
Projects Estimated \$250,001-\$500,000		\$7,500
Projects Estimated Over \$500,001	TBD by JWSC at the time of Proposal	TBD

APPENDIX C

Brunswick-Glynn County Joint Water and Sewer Commission Residential Equivalent Units (REUs)

(Cumulative Gallons Per day/300 = 1 REU)

Calculation: (The facility gallons per day X the unit of measure X GPD) / 300

150 Seat Assembly Hall: (150 seats x 5) / 300 = 2.5 Rounded up to the next whole number = 3 REU

FACILITY	UNIT OF MEASURE
Apartment/Condo/Duplex (1 bedroom)	200 per day
Apartment/Condo/Duplex (2 bedrooms)	250 per day
Apartment/Condo/Duplex (3 or more bedrooms)	300 per day
Assembly Hall	5 per seat
Barber Shop/Beauty Parlor	125 per chair
Barber Shop Only	50 per chair
Beauty Shops	125 per booth or bowl
Bathhouse	10 per stall
Boarding House*	100 per room
Bowling Alley	75 per lane
Church w/o Day Care	5 per sanctuary seat
Car Wash	
Manual, Do-It-Yourself-Wand Wash	200 per bay
Semi-Automatic (Mechanical without Conveyor)	1,200 per bay
Automated	3,500 per site
Hand Wash	700 per location
Commercial Truck Washing Station	250,000 gpd/bay
Correctional Institution/Prison	250 per inmate
Country Club, Recreation Facilities Only	25 per member
Day Care Center	15 per person
Dealerships-Auto, Boat, Recreational, Vehicle Dealerships/	
Showrooms w/restrooms	125 per Plumbing Fixture
Dental Office	100 per chair
Department Store	10 per 100 SF
Dry Cleaners	
Cleaners (Pick Up Only)	.048 per employee-unit factor**
Cleaners (Pressing Facilities)	1.25 per press-unit factor**
Factory	
Without Showers	25 per FTE employee***
With Showers	35 per FTE employee***
Food Service Establishments*	
Restaurants (Up to 12 hours per day)	35 per seat
Restaurants (12 hours per day to 18 hours per day)	50 per seat
Restaurants (Above 18 hours per day)	75 per seat
Restaurants (Bar and Cocktail Lounge)	30 per seat
Restaurants (Drive-In)	50 per space
Restaurants (Carry-Out Only)	50 per 100 SF

Restaurants (Use Paper Products Only)	10 per seat
Banquet/Dining Hall	30 per seat
Institutions, Dining Halls	5 per meal
Caterers	50 per 100 SF
Deli	40 per 100 SF
Bakery	10 per 100 SF
Meat Department, Butcher Shop or Fish Market	75 per 100 SF
Specialty Food Stand or Kiosk	50 per 100 SF
Fitness, Exercise, Karate or Dance Center	50 per 100 SF
Funeral Home	10 per 100 SF
Hospital	
Inpatient	300 per bed
Outpatient	275 per bed
Hotel*	
Hotel (Without Kitchen)	100 per room
Hotel (With Kitchen or Food Service)	120 per room
Ice House	300 per location
Laundry, Commercial	1,000 per machine
Laundry, Coin	150 per machine
Lodges*	100 per room
Marinas	
Marinas Without Bathhouse	10 per slip
Marinas With Bathhouse	30 per slip
Mobile Home Park	300 per site
Motel*	
Motel (Without Kitchen)	100 per room
Motel (With Kitchen or Food Service)	120 per room
Multiple Family Residence	120 per habitable room
Nail Salon	50 per pedicure station
Nursing Home*	150 per bed
Office	10 per 100 SF
Parks with Restroom Facilities	250 per Plumbing Fixture
Physician's Office	200 per exam room
Public Access Restrooms	325 per Plumbing Fixture
Schools (Including Kindergarten)*	
Boarding	100 per person
Day, Restrooms Only	12 per person
Day, Restrooms and Cafeteria	16 per person
Day, Restrooms, Gym and Cafeteria	20 per person
Service Stations	
Service Stations, Interstate Locations	425 + 150 per pump
Service Stations, Other Locations	300 + 100 per pump
Service Station Car Wash	500 per stall
Shopping Center (Not including food service or laundry)	10 per 100 SF
Stadium	5 per seat
Self Storage Facilities	25 per FTE employee***

Supermarket/Grocery Store	20 per 100 SF
Swimming Pool	
With Bathhouses and Spas (Maximum Occupancy)	10 per person of permitted occupancy
Theater	
Theater (Indoor)	5 per seat
Theater (Outdoor)	1 per seat
Transportation Terminals-Air, Bus, Train, Ferry, Port and Dock	5 gpd/Passenger
Travel Trailer Park*	
With Independent Water & Sewer Connection	175 per site
Without Independent Water & Sewer Connection	35 per site
Veterinary Offices	
Veterinary-Not Including Boarding	250 gpd/Practitioner/Shift
Veterinary-Hospital, Kennels, Animal Boarding Facilities	20 gpd/Pen, Cage, Kennel or Stall
Warehouse	25 per FTE employee***

* Add 300 gallons per commercial use machine if laundry or dishwashing.

** Unit Factor not GPD

***Full Time Equivalent (FTE) Employee = Cumulative of 40 hours per week
(e.g. 2 employees at 20 hours per week = 1 FTE)

The number of REUs for facilities not included above may be calculated based on average use.



Brunswick-Glynn

Joint Water and Sewer Commission

Memorandum

To: Brunswick-Glynn Joint Water and Sewer Commission
From: LaDonnah Roberts, Deputy Executive Director
Date: Thursday, June 16, 2022
Re: APPROVAL – Customer Deposit Policy

Background:

In conjunction with the presentation of the Proposed Annual Budget for Fiscal Year 2023, staff also outlined various JWSC policies that would be reviewed within the coming months. One of these policies is the current policy related to customer deposits.

Staff Report

In order to ensure consistency with regional neighbors who are similarly-situated utilities, JWSC staff contacted six (6) such organizations to gather information about their handling of customer deposits. This information was then compared with JWSC's current practices in order to determine areas where differences exist. Bearing in mind that JWSC wants to prudently manage risk while also considering our customers' needs, several potential changes were identified. These changes relate to the determination of when to require, increase or waive a customer deposit, as well as when and how to credit or refund a customer deposit. Proposed redlines to the specific Ordinance sections are attached.

Recommended Action

Staff requests that the Board recommend to the City of Brunswick Commission and the Glynn County Commission that the applicable sections of their Ordinances be amended to incorporate the suggested edits related to JWSC's customer deposits.

Recommended Motion

"I move that the Brunswick-Glynn Joint Water and Sewer Commission recommend to the City of Brunswick Commission and Glynn County Commission that the Ordinance sections related to customer deposits be amended as shown in the attached document."

Attachment

Proposed Ordinance revisions



Brunswick-Glynn Joint Water and Sewer Commission
1703 Gloucester Street, Brunswick GA 31520
Thursday, July 21, 2022 at 2:00 pm
Commission Meeting Room

COMMISSION MEETING AGENDA

Call to Order

Invocation

Pledge

PUBLIC COMMENT PERIOD

Public Comments will be limited to 3 minutes per speaker. Comments are to be limited to relevant information regarding your position and should avoid being repetitious. Individuals should sign in stating your name, address and the subject matter on which you wish to speak. Your cooperation in this process will be greatly appreciated.

SPECIAL RECOGNITION - Georgia Association of Water Professionals

King & Prince – 2022 “Gold Award Winner” Industrial Wastewater Pretreatment Category

EMPLOYEE RECOGNITION – Chairman Turnipseed / A. Burroughs

Jacob Owen Ammons – Water Distribution Operator

COMMITTEE UPDATES

Facilities Committee – Chairman Turnipseed

Finance Committee – Commissioner Duncan

APPROVAL

1. **Minutes from June 16, 2022 Regular Meeting (subject to any necessary changes)** [REPORT](#)
2. **Infrastructure and Easement Dedications – T. Kline** [REPORT](#)
 - **Golden Isles Aviation Hangar**
 - **Century Place Habitat for Humanity**
3. **PS 4036 CIPP Project – Final Balancing Change Order – T. Kline** [REPORT](#)
4. **North Mainland SPLOST Engineering Change Order No. 2 – T. Kline** [REPORT](#)
5. **Glynn County Animal Control Facility Lease IGA Amendment – C. Dorminy**
- * 6. **Leak Adjustment – T. Malachi – A. Burroughs** [REPORT](#)
7. **Leak Adjustment Policy – A. Burroughs** [REPORT](#)

EXECUTIVE DIRECTOR’S UPDATE

COMMISSIONERS’ DISCUSSION

CHAIRMAN’S UPDATE

EXECUTIVE SESSION

MEETING ADJOURNED

*All citizens are invited to attend.
There is a possibility of a quorum of City or County Commissioners being present.*

settlement of this contract. Chairman Turnipseed commented that the Facilities Committee had met and approved this item to be forwarded to the full Commission.

Commissioner Cook made a motion seconded by Commissioner Neal to move that the Brunswick-Glynn Joint Water and Sewer Commission approve Change Order No. 2 and project closeout as described above. Motion carried 6-0-1. (Commissioner Strickland was absent from the meeting.)

4. North Mainland SPLOST Engineering Change Order No. 2 – T. Kline

Mr. Kline advised the Committee that JWSC staff received change order documentation dated July 13, 2022, which includes project Change Order #2 (Professional Services Contract Amendment) for additional funding of \$50,590.51 and a time extension of 574 days. This change order documents the terms for closing out the project which includes final cost adjustments, and allowance of delay days due to the COVID-19 global pandemic, supply chain issues, labor shortages, inflation spikes, and logistical challenges during the construction of Phase II North Mainland (NM) CIPP with Inland Pipe Rehabilitation, LLC. (IPR), Phase III NM Pump Station 4035-4036 Rehab Improvements with Southern Civil, LLC, and Phase III NM Forcemain reroute with T B Landmark Construction, Inc. Due to the extended construction period for the Phase II NM CIPP project with IPR, \$204,000.00 was imposed as liquidated damages for not completing the work within the contract time. This change order shall constitute the full and final settlement of this contract. Staff has reviewed the request from Thomas & Hutton Engineering Co. and recommends approval to increase funding by \$50,590.51 and contract time (for construction phase services) by 574 days to the engineering contract.

Commissioner Cook made a motion seconded by Commissioner Duncan to move that the Brunswick-Glynn Joint Water and Sewer Commission approve the above-described Change Order No. 2 to increase the contract amount by \$50,590.51 and contract time by 574 days. Motion carried 6-0-1. (Commissioner Strickland was absent from the meeting.)

5. Glynn County Animal Control Facility Lease IGA Amendment – A. Burroughs

Mr. Burroughs stated that this Amendment needs to be deferred until the next meeting. The County did not finalize the IGA Amendment in time for this meeting.

Commissioner Duncan made a motion seconded by Commissioner Cook to move that the Glynn County Animal Control Facility Lease IGA Amendment be deferred until the next Commission meeting. Motion carried 6-0-1. (Commissioner Strickland was absent from the meeting.)

6. Leak Adjustment – T. Malachi – A. Burroughs

Mr. Burroughs provided that JWSC Customer Theresa Malachi has requested a leak adjustment due to a large leak at 600 Everett Street. Baker Plumbing Company, Inc. has repaired the leak and usage has returned to normal levels. Section 2-16-63(h) of the Glynn County Ordinances requires any leak adjustment totaling \$2,000 or more to be presented to the Commission for final approval. Staff has reviewed this request for a leak adjustment and determined that it should be granted to the customer. The calculated amount of the leak adjustment is \$2,210.50 for the account holder. The leak adjustment forms and supporting documentation were provided for the Commissioners to review.

Commissioner Stephens made a motion seconded by Commissioner Cook to move that the Brunswick-Glynn Joint Water and Sewer Commission approve a leak adjustment in the amount of \$2,210.50 to the account of Theresa Malachi as presented. Motion carried 6-0-1. (Commissioner Strickland was absent from the meeting.)

*** 7. Leak Adjustment Policy A. Burroughs**

Mr. Burroughs recalled for the Commission that in the current City of Brunswick and Glynn County Ordinances, any leak adjustment exceeding \$2,000 requires approval by the Commission prior to granting the adjustment to the customer. Having presented several of these size leak adjustments over the past few years, members of the Commission have requested that staff look at revising the ordinances to increase the threshold for Commission approval on leak adjustments. This would decrease the time period required to

grant a leak adjustment in most of these larger situations and improve staff's flexibility to provide consistent customer service to our customer base. Over the past 5 years, there have been 2 requested leak adjustments that exceeded \$5,000, one for a hotel and one for a condo complex. Essentially, unless there is a leak on the main line of a master metered complex or a large commercial or industrial customer, it is unlikely that any leak adjustment would exceed a \$5,000 threshold. Staff recommends updating the leak adjustment policy to increase the threshold requiring Commission approval to \$5,000. Any approval of this recommendation by the Finance Committee and/or the full Commission will require approval by the City of Brunswick Commission and the Glynn County Commission prior to the change taking effect. Leak adjustments are to be approved and signed by two staff members.

Commissioner Stephens made a motion seconded by Commissioner Duncan to move that the Brunswick-Glynn Joint Water and Sewer Commission recommend updating the City of Brunswick and Glynn County Water and Sewer Ordinances as shown in the attached document. Motion carried 6-0-1. (Commissioner Strickland was absent from the meeting.)

EXECUTIVE DIRECTOR'S UPDATE

Mr. Burroughs announced that JWSC was presented with the Tnemec 2021 Tank of the Year First Runner-Up Award at the Facilities Committee Meeting. JWSC's Prince Street tank came in second best out of over 500 tanks in the country. JWSC has plans in place to paint 2 more tanks this fiscal year. The FEMA generators are out for bid with a total of 8 to be purchased. Chairman Turnipseed, Mr. Kline, Mr. Burroughs, and a few other staff attended the GAWP Conference in Savannah earlier in the week. The Chairman was presented with the AWWA Gold Water Drop Award for his fifty cumulative years of membership.

COMMISSIONERS' DISCUSSION

There were no further items for discussion.

CHAIRMAN'S UPDATE

Chairman Turnipseed commented on JWSC staff having attended all sessions at the GAWP Conference. He added that staff member Angela Walker presents at these conferences and noted she has proven to be a blessing to JWSC. The Chairman thanked and encouraged the JWSC staff for all their hard work.

EXECUTIVE SESSION

There was no Executive Session

There being no additional business to bring before the Commission, Chairman Turnipseed adjourned the meeting at 2:32 p.m.

G. Ben Turnipseed,
Commission Chairman

Attest:

Janice Meridith,
Executive Commission Administrator



Brunswick-Glynn

Joint Water and Sewer Commission

Memorandum

To: Brunswick-Glynn Joint Water and Sewer Commission
From: Andrew Burroughs, Executive Director
Date: Thursday, July 21, 2022
Re: Approval – Leak Adjustment Policy

Background:

In the current City of Brunswick and Glynn County ordinances, any leak adjustment exceeding \$2,000 requires approval by the Commission prior to granting the adjustment to the customer. Having presented several of these size leak adjustments over the past few years, members of the Commission have requested that staff look at revising the ordinances to increase the threshold for Commission approval on leak adjustments. This would decrease the time period required to grant a leak adjustment in most of these larger situations and improve staff's flexibility to provide consistent customer service to our customer base.

Staff Report

Over the past 5 years, there have been 2 requested leak adjustments that exceeded \$5,000, one for a hotel and one for a condo complex. Essentially, unless there is a leak on the main line of a master metered complex or a large commercial or industrial customer, it is unlikely that any leak adjustment would exceed a \$5,000 threshold.

This item was presented to the Finance Committee on July 20, 2022.

Recommended Action

Staff recommends updating the leak adjustment policy to increase the threshold requiring Commission approval to \$5,000. Any approval of this recommendation by the Finance Committee and/or the full Commission will require approval by the City of Brunswick Commission and the Glynn County Commission prior to the change taking effect.

Recommended Motion

"I move that the Brunswick-Glynn Joint Water and Sewer Commission recommend updating the City of Brunswick and Glynn County Water and Sewer Ordinances as shown in the attached document."

Enclosures

Suggested Ordinance Revisions