

**JACKSON COUNTY WATER  
AND SEWERAGE AUTHORITY**

**MEETING MINUTES**

**March 12, 2009**

Chairman Pugh called the meeting to order at 6:03 p.m. Members present included Chairman Randall Pugh, Vice Chairman Dave Ehrhardt, Board Member Shade Storey, and Board Member Andy Goodman. Also present: Manager Eric Klerk, Attorney Paul Smart, CIO/GIS Analyst Mike Johnson, Chief Engineer Fred Alke, Wastewater Manager Mark Dudziak, Water Manager Stacy Jenkins, Finance Director Judy Davis, Board Secretary Karen Johnson, Engineers Rob McPherson, Richard Check and Trent Lard. Visitors included Mark Beardsley with The Main Street News and Kimberly and Rand Fisher. Mr. Brian Hinson did not attend.

Chairman Pugh amended the agenda by adding the following agenda item; employee compensation.

**APPROVAL OF MINUTES**

Vice Chairman Ehrhardt made a motion to approve the minutes of the February 12, 2009 regular meeting and the March 5, 2009 work session minutes as presented.

Member Goodman seconded the motion. The motion carried with no objection with all board members present voting.

**VISITORS**

Kim and Rand Fisher of Jefferson were recognized by the board. Chairman Pugh asked them to present their case regarding their billing dispute. Mrs. Fisher explained about the two mobile homes on the same connection at 401 Crooked Creek. She said they were not aware that it was an illegal connection when they purchased the property. The sale of this property was cancelled and she stated they did not have the funds to purchase a meter connection. The Fisher's asked the board if they would consider keeping the service the way it presently is. Chairman Pugh explained that the Authority has certain policies in place and we can't deviate from this policy. Mr. Fisher said he would take the single wide mobile come off the connection and hook back up to the well. Manager Klerk said that would be fine but we would send our inspector to the property to verify the connection was disconnected properly. Manager Klerk asked that this be done in thirty days.

## **NEW BUSINESS**

### ***Allsouth Construction Change Order***

Manager Klerk stated he did not have the change order in hand and asked the board if they would approve the change order up to \$75,000.

Member Goodman made a motion to approve the change order for up to \$75,000.

The motion was seconded by Vice Chairman Ehrhardt. The motion carried with no objection with all board members present voting.

### ***Customer Deposit Policy***

Chairman Pugh asked Manager Klerk to summarize the proposed changes to the customer deposit policy. Change #1 – contact Equifax to change the matrix to allow for more credit scores to fall into the no deposit and \$75.00 deposit range. Change #2 – start charging a deposit of \$200.00 to commercial/industrial users. Change #3 – start charging a \$100.00 per location deposit to builders up to \$500.00.

Member Goodman made a motion to approve the three changes to the customer deposit policy.

The motion was seconded by Member Storey. The motion carried with no objection with all board members present voting.

### ***JCWSA Credit Card***

Chairman Pugh said the next item on the agenda was a proposal to move the JCWSA credit card to Mountain Valley Bank. This will give us fraud protection. Chairman Pugh said there was discussion to reduce the current limit of \$12,000 to \$8,000. Finance Director Davis said that was in the resolution. Board Member Goodman asked how often the card was used and what purchases was it used for. Manager Klerk said it was used to pay for training classes. Water Manager Jenkins said it was used to purchase parts at places we did not have accounts with. Finance Director Davis said the card purchases were carefully monitored. Manager Klerk said he goes over the statement every month before paying the bill.

### ***New Agenda Item – Employee Compensation***

Board Member Storey and Board Member Goodman were given the task to look at JCWSA employee compensation. They met with Manager Klerk to recommend a salary freeze until the end of the 2009 calendar year. This is due to the economy and is in the best interest of the JCWSA. Board Member Goodman said that every employee does a good job and they hated to have to make this decision.

Board Member Storey made a motion to freeze employee salaries until the end of 2009.

The motion was seconded by Member Goodman. The motion carried with no objection with all board members present voting.

## **MANAGER'S REPORT**

Mr. Chairman: I will need members of the rate committee, Board Member Jordan and Board Member Ehrhardt, to get me times when they are both available to meet with the Authority's rate consultant. He has completed his draft report on water and sewer connection fees and he has run several scenarios through our customized model as to the effects of adding a third tier to our two tier system. More importantly, adjusting the 0 gals to 200 gals presently incorporated in the Authority's base rate.

Good news for revenue: Beginning on February 18<sup>th</sup>, the City of Braselton began purchasing and continues to purchase over 300,000 gallons per day.

Dale Construction is back finishing up the Gainesville Emergency Connection.

Judy is ready to submit the statistical section of the 2008 CAFR to the auditors for inclusion into the annual report.

Some revisions and improvements have been made to this section as well and the Manager's Discussion and Analysis (MD&A) for the 2008 year. The CAFR will be ready for submission to the GFOA for a Certificate of Achievement for Excellence in Financial Reporting for Year End 2008. The audit went very well and the completed report should be available for presentation to the Board at the April meeting.

Also, the interface between the billing software and the finance software is complete in March. The ability to import transactions into the finance software will be a great benefit to the finance department in time savings and a more efficient month end close-out process.

## **ENGINEER'S REPORT**

### **WATER SYSTEM**

#### **1. SERIES 2006B BOND WATER DISTRIBUTION PROJECTS**

**Description:** These projects consist of the design, permitting, bidding and construction administration services for water distribution lines for SPLOST 2000 Projects #6, #7, #8, & #9 areas.

**Status:** Construction continues on East Priority 2 by Dale Construction Company. At the end of January, the Contractor has installed approximately 98 percent of the water mains. Not all of the pipe on US 334 has been pressure tested and disinfected. Rock encountered in the vicinity of the creek has slowed progress considerably. Service connections on installed pipe have not been completed. The Contractor has one crew remaining to finish the installation of pipe on US 334.

This work is anticipated to be complete the first week of March weather permitting. Project is behind schedule with completion expected the first week of March including all service connections.

Description	Length	Installed	Percent Complete
Old US 441	2,800	2,800	100 %
Brooks Drive	4,860	4,860	100%
Ed Bennett Road	8,400	8,400	100%
Deerbrook Drive	1,100	1,100	100%
Cooper Farm Road	12,470	12,470	100%
US 334	11,840	10,870	92%
Total	41,470	40,054	98%

**Action Items:** Continue providing engineering services during construction as required including monitoring project progress towards completion.

## 2. Gainesville Water System Connection

**Description:** The JCWSA has requested Prime Engineering to provide the engineering services required to establish an emergency connection to the City of Gainesville water system to allow for the purchase of water. This involves discussions and negotiations with the City of Gainesville, the design of the connection and required improvements to existing JCWSA SR 60 tank and pump station, and the preparation of construction documents.

**Status:** No progress in completing the work in January. The East Priority 2 project has priority and as soon as the water main project is complete, Dale Construction shall set the vaults at the tank site and make necessary connections. It is estimated that work will not continue on this project until March 2009.

**Action Items:** Prime Engineering shall provide engineering services during construction (SDC) for this project on an as needed basis.

## WASTEWATER SYSTEM

### 1. Middle Oconee Wastewater Treatment Plant Improvements – Services During Construction (SDC)

**Description:** Prime Engineering is providing SDC for the initial improvements to the Middle Oconee Wastewater Treatment Facility.

**Status:** The month of January produced the following results. Work on the headworks (screens, sampler, and flow measurement) near completion. Mechanical screen installation is complete and ready for start-up, testing, and operator training scheduled for the first week of February. The installation of deck covers, railing, and stairway completed.

Electrical facilities exceeded 90 percent installation complete and ready for equipment start-up, testing, and transfer of existing equipment to the new electrical gear. Preparations made for electrical system start-up and load test scheduled for the first week of February.

Progress meetings January 8<sup>th</sup> and 29<sup>th</sup> identified JCWSA's preference to install the proposed aeration basin influent line (24-inch D.I.P.) on a new alignment and elevation from the original design. Details were worked out to accomplish this change.

Reviewed and approved Partial Payment Request #9 (January 2009).  
Project progresses and should be near complete by March 2009.

**Action Items:** Prime Engineering shall continue to provide Engineering Services During Construction (SDC) for this project.

## **WATER RESOURCES PROGRAM**

### **1. Jackson County Water Resources Master Plan Study – Phase II, Alternative Site Analysis Services for Three Alternative Water Supply Reservoirs**

**Description:** Prime Engineering is furnishing engineering services associated with continuation of the feasibility analysis of new water supply reservoirs for Jackson County. This task includes Water Quality Impairment Status, Preliminary Geotechnical Investigation, Environmental Information Document (EID), Watershed Protection, Hydrologic/Hydraulic Modeling and Yield Analysis, Property Research, Conceptual Reservoir Design, Conceptual Cost Estimate, Financing Alternatives, Permitting and Mitigation Assessment, Recommendations and Assistance with Water Supply Grant Application.

**Status:** Preparation is being made for a town hall style meeting for the reservoir project which is by invitation only (property owners from the potential 3 reservoir sites). Notices have been sent to the newspaper along with letters to property owners. Display maps are being prepared for the 3 potential reservoir sites as well as an "Executive Summary" and one page handout for the proposed project. The meeting is scheduled for February 26<sup>th</sup> from 3:00 to 9:00 PM at the City of Jefferson Civic Center.

**Action Items:** Prime will prepare an "Executive Summary" and fact sheet of what JCWSA is and is not doing as part of this phase of the project. Prime shall also prepare overall maps to display at the meeting.

With there being no further business to discuss, the meeting was adjourned at 6:50 pm.

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Karen Johnson  
Board Secretary