

**Jackson County Water and Sewerage Authority**  
**Meeting Minutes**  
**October 13, 2016**

Scan Date: 11-17-16  
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Chairman Ehrhardt called the October 13, 2016 Jackson County Water and Sewerage Authority Board Meeting to order at 6:00 p.m.

Members present included Chairman Dave Ehrhardt, Vice Chairman Dylan Wilbanks, and Board Member Jim Smith.

Also present: Attorney Paul Smart, Manager Eric Klerk, Authority Engineer Joey Leslie, Finance Director Judy Smith, CIO/GIS Analyst Mike Johnson, Wastewater Manager Mark Dudziak, Associate Engineer Nathan Hester, Water Manager Harold Garrison and Board Secretary Karen Johnson. Visitors included Jeff Hill and Patrick Davis, Architects and Cindy Edge, Mainstreet Papers

### **Approval of Minutes**

Vice Chairman Wilbanks made a motion to approve the September 8, 2016 Board Meeting minutes.

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

Finance Director Smith presented the financials pointing out we did a lot of flushing during the month of August. Manager Klerk said this is necessary to maintain the state minimum of .2 ppm in chlorine.

### **Old Business**

#### *Seefried Valentine Park Re-Submitted Application*

Engineer Leslie explained Seefried re-submitted their preliminary application based on 900 employees versus the original 2500 employees. He said this decreased the flow from 63,750 gallons per day (gpd) to 22,500 gpd. Engineer Leslie said the wastewater connection fees are required when they get a Jackson County building permit.

Manager Klerk stated he still has a "little bit of heartburn" with their application. He said the strength of the wastewater should be more in the area of 200 mg/L as opposed to what they submitted – 100 mg/L. Manager Klerk said their submitted flow is right on the cusp of federal regulations requiring an Industrial Pretreatment Permit through our Pretreatment Program. He said we did receive an industrial pretreatment application from them but the application is not complete.

Manager Klerk said he strongly recommends conditions such as site plans, floor plans and mechanical plans. He said he wants it to go on record that they are required to submit a complete and accurate industrial pretreatment application with the total Equivalent Residential Units (ERU's).

He said we should hold them to the number of ERU's they submit on the application at the time of payment. Manager Klerk said we do not have a policy in place to pay a capacity replacement fee if original estimated flows on these applications are exceeded. He said he has brought this issue up before but no action has ever been taken.

Attorney Smart said the Board can reject the re-submitted application or table it until the application is filled out correctly.

Vice Chairman Wilbanks made a motion to table the re-submitted application until the pretreatment application is filled out completely and correctly.

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

#### *Architect's Building Presentation*

Engineer Leslie explained due to the hiring of three employees in 2017, we need additional office space. He said we also need a larger conference room and public bathrooms to be in compliance.

Engineer Leslie presented the architectural drawings showing two new wings along with remodeling of the existing midsection part of the building.

Mr. Hill (architect) stated that the new construction would run approximately \$125.00 per square foot and the existing area would run approximately \$85.00 a square foot plus \$10,000-\$15,000 in utility re-location and a \$40,000-\$50,000 contingency. The overall estimate approximately is \$500,000.

Chairman Ehrhardt said we need to address customer and employee parking. He also suggested adding a door in the conference room that leads outside.

#### *Rate Analysis*

Manager Klerk stated he is asking the Board to consider a rate increase of 1% for 2017 and 1% for 2018. The 1% is built into the 2017 budget. He said there will be no increase for industrial customers or sewer customers.

Finance Director Smith discussed the alternative rate schedule that was presented last month by Nelsnick Enterprises. She said that Nelsnick and staff recommend the alternative rate structure.

Vice Chairman Wilbanks made a motion to approve the rate increase and alternate rate structure as presented by Nelsnick Enterprises, Inc.

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

## **New Business**

### *SPLOST 6 Swann Road Project Award*

Engineer Leslie stated eight contractors purchased plans to bid this project. He said we received five bids and Griffin Brothers was the lowest bidder at \$629,038. Engineer Leslie said his estimate was \$725,000. He recommends a 10% contingency for a total project cost of \$692,000.

Engineer Leslie said we have worked with Griffin Brothers on other projects and he and staff recommend awarding the bid to them.

Vice Chairman Wilbanks made a motion to accept Griffin Brothers bid for the SPLOST 6 Swann Road project in the amount of \$692,000 and allow Manager Klerk to sign the notice of award.

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

### *Mark Dodd Road Water Line Request*

Engineer Leslie said we previously used the Neighborhood Water Line Policy to do a water line extension on this road. He said two more homeowners have requested water service on this road and have signed the petition.

Engineer Leslie stated the water line addition cost is \$19,410 and with two connections, it brings the cost per connection to \$9,705. He said this exceeds our baseline cost commitment of \$8,840 per connection. Engineer Leslie said he has received a quote from a local contractor to install the line and it is less than the \$19,000.

Staff's recommendation is to proceed with the project. He said the petitioners have agreed to cover the total deficit of \$1,730.

Vice Chairman Wilbanks made a motion to approve the Mark Dodd Road Neighborhood Water Line Extension as presented for \$19,410 with the petitioners paying the difference of \$1,730.00.

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

### *2017 Proposed Budget*

Manager Klerk presented and discussed the 2017 proposed operating and capital budget. He stated 2016 metered water sales are projected to increase by approximately 14.87% and metered sewer sales for 2016 are expected to increase by approximately 13.93%.

Manager Klerk said the 2017 Proposed Budget includes a water rate increase of 1% for residential and commercial water customers. No increase is recommended for industrial water customers for 2017. Sewer rates are recommended to remain the same for 2017 for all classes of customers. He said this incremental increase is needed to continually address the repairs and maintenance costs expected due to depreciation of the aging water and sewer system, as well as, to expand and improve the system for growth.



Manager Klerk pointed out a survey done on local governments in the US, the average percentage of the total budget spent on salaries and benefits is approximately 44%. He said the average percentage of the Authority's total budget on salaries and benefits is 27.39%.

Manager Klerk said we have not had to incur any GEFA loans or bonds to fund our water and sewer projects.

Vice Chairman Wilbanks made a motion to approve the 2017 Operations and Capital Budget.

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

## **Manager's Report**

### **WATER SYSTEM:**

Introduction of Harold Garrison. Harold will be replacing the position Stacy Jenkins held in 2013. Harold become employed with the Authority in May of 2007 - so he's been with us over 9 years and is currently the water field crew foreman. Prior to working at the Authority he was employed in water system construction and repair for a private contractor.

We are slowly moving forward with the purchase of Piedmont Water's Pleasant Acres water system. We will hold a "Town Hall" type meeting for the Pleasant Acres folks on November 15<sup>th</sup> at the Plainview Fire Station to explain the transition process and answer questions. Next week a letter is being sent to all area residents informing them of this event. We are also placing an ad in the Jackson Herald to help get the word out.

The Upper Oconee Basin Authority has issued a "Notice of Award" for \$284,000 to Caldwell Electric for conversion of the high service pump #8 to a variable speed drive pump.

### **WASTEWATER SYSTEM:**

The end of this month we are scheduled to perform a start-up test for the Valentine Park Lift Station.

We continue to move forward with the wastewater plant effluent as a source of water for both the sludge press and the chlorination and de-chlorination building. We are waiting for delivery of the custom vault and pump wet well at this time. J&K Utilities will be doing the installation for us.

I have executed an On-Demand not-to-exceed Engineering Agreement to design the second sludge holding tank on September 19<sup>th</sup>, 2016 for \$22,500 at the plant whose construction is incorporated as a capital item on the 2017 Budget. At our current plant flows sludge holding and conditioning is our only limiting factor/weakness in the chain during warm weather.

We have received our long-awaited Wasteload Allocation for the Middle Oconee Wastewater Plant from Georgia EPD. You may recall that this document sets the parameters, or the permit limits of the concentration of various constituents found in treated wastewater.

The bottom line is that any flow above 0.5 MGD, which is our current permit, will require additional treatment to meet the new limits, specifically Total Phosphorous. Our permit is in the renewal process now; we intend to renew the permit for 0.5 MGD as we consider treatment alternatives.

With there being no further business to discuss, the meeting was adjourned at 8:15 p.m.

Karen Johnson,  
Board Secretary