

Jackson County Water and Sewerage Authority
Meeting Minutes
July 13, 2017

Chairman Wilbanks called the June 8, 2017 Jackson County Water and Sewerage Authority Board Meeting to order at 6:00 p.m.

Members present included Chairman Dylan Wilbanks, Vice Chairman Pat Bell, Board Member Jim Smith, Board Member Christopher Nichols and Board member Don Clerici.

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, Water Manager Harold Garrison, Senior Accountant Hope Weeks and Board Secretary Karen Johnson. Visitors included Amanda Cash and Tim Ward, JCWSA, Cindy Edge, Mainstreet Newspapers, John Buchanan and Mark Rudolph, JCDB, LLC, Keith Hayes, J & K Utilities, Brad Hughes, Jefferson Downs, Adam Duerr and Rick Yost, Exeter Property Group.

Election of Open Offices

Member Bell made a motion to nominate Dylan Wilbanks for the office of Chairman.

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

Member Smith made a motion to nominate Pat Bell for the office of Vice Chair.

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

Approval of Minutes

Member Smith made a motion to approve the June 8, 2017 Board Meeting minutes.

Vice Chair Bell seconded the motion. The motion carried with no objection and all board members present voting.

Finance Director Smith presented the financials.

Old Business

Changes to the Vacation/Sick Leave Policy

Member Smith made a motion to accept the changes to the vacation/sick leave policy as presented.

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

New Business

Consideration of Award for Galilee Pump Station Generator

Engineer Leslie stated Galilee Pump Station serves most of the West Jackson area. He said our field crews have to watch this station continuously and if the power goes out, they need to be there within an hour to service the station. He said the pump station should have a generator.

Engineer Leslie said JCWSA has put the generator project out for bid. He said we received two bids with Caldwell Electric Contractors being the low bidder at \$149,191. Engineer Leslie said staff recommendation is to award the contract to Caldwell Electric Contractors.

Engineer Leslie stated the project budget is \$187,370 and the 2017 Capital Budget for this project is \$200,000.

Member Smith made a motion to authorize the Authority Manager to execute the Notice of Award to Caldwell Electric Contractors, and other contract documents necessary to perform the project for the Galilee Pump Station Generator.

Vice Chairman Bell seconded the motion. The motion carried with no objection and all board members present voting.

Summit at Springs Church Preliminary Application

Manager Klerk stated a preliminary application from JCDB, LLC was submitted for a residential project located off of Highway 124 across from the Traditions sub division.

He stated the preliminary application was submitted using 150 GPD per lot but according to the Authority's Standards and Specifications, the applicant must use 300 GPD per lot.

Manager Klerk stated the clubhouse/pool were not included in the application. He said they need to be included or removed from the plan.

Manager Klerk said if the preliminary application is approved, the applicant must submit a complete engineering application within six months.

Manager Klerk said in light of these issues he recommends denial of this application at this time.

JCDB, LLC requested that the preliminary application be tabled until the August meeting.

Member Nichols made a motion to table the Summit at Springs Church preliminary application until the August board meeting and allow JCDB, LLC a month to work with staff to correct the issues on the application.

Vice Chairman Bell seconded the motion. The motion carried with no objection and all board members present voting.

Jefferson Downs Preliminary Application

Manager Klerk stated the Jefferson Downs project came before the board several years ago and was turned down. He said the sub division is being revitalized and has a new developer.

Manager Klerk said a preliminary application has been submitted to the Authority. His recommendation is to deny the application at this time as more information is needed. Manager Klerk said we can't allocate a lot of capacity out indefinitely that is why our Standards and Specifications require the developer provide a timeline for the project.

Mr. Keith Hayes requested the preliminary application be tabled until the August meeting.

Member Nichols made a motion to table the Jefferson Downs preliminary application until the August board meeting and allow the developer, Brad Hughes, a month to work with staff to correct the issues on the application.

Vice Chairman Bell seconded the motion. The motion carried with no objection and all board members present voting.

Exeter Property Group Preliminary Application

Manager Klerk stated Exeter Property Group submitted a preliminary application for a project off of Highway 129 in Pendergrass.

Manager Klerk said he recommends denial of the application at this time. He said the applicant must propose a method of removing the sewer from the property, by gravity or pump station. He said applicant also must provide assurance from GDOT confirming a force main can be installed along the Highway 129 right-of-way.

The engineer for Exeter Property Group requested their preliminary application be tabled until the August meeting.

Member Nichols made a motion to table the Exeter Property Group preliminary application until the August board meeting and allow Exeter Property Group a month to work with staff to correct the issues on the application.

Vice Chairman Bell seconded the motion. The motion carried with no objection and all board members present voting.

Attorney Smart explained that our Standards and Specifications allow the preliminary application to be tabled two times. He said after that the application can be withdrawn and resubmitted.

Note: A complete listing of staff comments for all three preliminary applications is included in the July 13, 2017 board meeting packet.

Managers Report

10-Year service awards presented to Harold Garrison and Tim Ward.

Presented to the Board an overview of sewage lift stations on-line and ready to come on-line.

We're working with our Wastewater Engineer, Sweitzer Engineering on upgrading the Middle Oconee Wastewater Treatment Plant. We had been preparing for a capacity upgrade, but with the renewal of our NPDES Permit, adding another level of treatment will now be required under a strict compliance schedule. The Authority has less than 6-months to submit a DDR to EPD, and less than 18-months to be under construction. I have just executed an Agreement with Sweitzer for design engineering for about \$170,000. The amount estimated in our capital portion of our budget for capacity upgrade was \$125,000; therefore, next month I'll ask the Board to amend the portion of the budget and "ratify" the engineering agreement.

Staff has been working with the City of Jefferson to coordinate and work jointly on wastewater system upgrades. We are presently using their I-85 plant to treat up to 60,000 gallons per day and are exploring other joint wastewater ventures as well.

Chairman Wilbanks introduced new board member Don Clerici.

With there being no further business to discuss, the meeting was adjourned at 7:02 p.m.

Karen Johnson,
Board Secretary