

**JACKSON COUNTY WATER  
AND SEWERAGE AUTHORITY**

**SPECIAL MEETING MINUTES**

**FEBRUARY 13, 2008**

Chairman Bicknell called the meeting to order at 5:57 p.m. Members present included Chairman Hunter Bicknell, Board Member Alex Bryan (via speaker phone), and Board Member Andy Goodman. Also present: Manager Eric Klerk, Attorney Paul Smart, CIO/GIS Analyst Mike Johnson, Engineer Richard Check, Chief Wastewater Operator Mark Dudziak, Water Services Supervisor Stacy Jenkins, and Accounting Administrator Judy Davis. Also present was \_\_\_\_\_ with The Main Street News.

**NEW BUSINESS**

***Awarding of the Middle Oconee Wastewater Treatment Plant – Award Bid***

Manager Klerk stated that a lot of good bids came in and Prime Engineering went through and reviewed all the bids. He stated that Prime Engineering recommends that the bid be awarded to the apparent low bidder, which was Allsouth Construction, Inc.

Chairman Bicknell stated that this award is for the base bid only. He also stated that the Authority has been in contact with Allsouth to determine how long they could delay a final decision on Alternate 2. Allsouth indicated the Authority would have until April 15, 2008 without any change in that portion of the bid.

Member Goodman made a motion to award the base bid only at this time to Allsouth Construction, Inc.

Member Bryan seconded the motion. The motion carried with no objections with all board members present voting.

***Gainesville Inter-Connection Agreement***

Attorney, Paul Smart, stated that the Board needed to authorize Chairman Bicknell to sign the contract with the City of Gainesville for the inter-connection of the two systems and have Board Secretary Denise Nation attest it as necessary.

Member Bryan made a motion to authorize Chairman Bicknell to sign the contract with the City of Gainesville for the inter-connection of the two systems and have Denise Nation attest it.

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

### ***Billing Dispute Policy***

Manager Klerk stated that a policy is now ready to put in place for handling billing disputes. A committee of the Authority Manager, Eric Klerk, the Water Service Supervisor, Stacy Jenkins, and the Authority Chief Engineer, Fred Alke, will handle these disputes.

Therefore a change has to be made to the Water Services Agreement and Procedures Policies. Manager Klerk stated that this would have to be modified to include this Dispute Resolution Committee and to implement the standard form that customers would need to fill out.

Member Bryan stated this would allow the staff the opportunity to try and resolve the matter and then if necessary they still have the option to come before the board.

Chairman Bicknell asked Attorney Paul Smart if the wording “final decision” would be acceptable.

Attorney Paul Smart stated that it would be the final decision for the Dispute Resolution Committee. However, if the customer was not satisfied with the decision, they would then have the opportunity to appear before the board.

Member Goodman made a motion to change the Water Services Agreement and Procedure Policies to include the Dispute Resolution Committee and to implement the standard form that customers would need to fill out.

Member Bryan seconded the motion. The motion carried with no objections with all board members present voting.

### ***Reinstatement of the Level 4 Drought Exemptions***

On February 13, 2008, the JCWSA Board of Directors voted to reinstate the Level 4 Drought exemptions for **commercial** uses allowed under Rule 391-3-30.05. Effective immediately, the following commercial uses shall be allowed until further notice:

- (a) Professionally certified or licensed landscapers: during installation and 30 days following installation only.
- (b) Irrigation contractors: during installation and as needed for proper maintenance.
- (c) Sod producers.
- (d) Ornamental growers.
- (e) Fruit and vegetable growers.
- (f) Retail garden centers.
- (g) Hydro-seeding.
- (h) Power (pressure) washing.
- (i) Construction sites.
- (j) Producers of food and fiber.
- (k) Car washes.
- (l) Other activities essential to daily business.
- (m) Watering-in of pesticides and herbicides on turf.

As drought conditions continue to change, the necessary changes in restrictions will be posted.

On March 13<sup>th</sup>, 2008 the JCWSA Board will be considering further outdoor water use modifications in light of Governor Perdue's press release on February 6<sup>th</sup>, which will allow some outdoor watering relief for homeowners. Also under consideration will be owners of swimming pools and their ability to fill and maintain them. *The total outdoor ban is still in effect at least until after March's board meeting.*

NOTE: Under Governor Perdue's plan, watering would only be allowed on odd/even days for (25) minutes only, between 12:00am and 10:00am, and only with a garden hose, and only for plants and shrubs. Sprinkler/spray systems will not be allowed for established landscapes. This allotted time to use water can not be used for washing or other outside activities.

Those homeowners wishing to install new landscaping will be allowed to water from 12:00am to 10:00am on their odd or even days for up to (10) weeks. However, those homeowners must register with the Outdoor Water Use Registration Program at <http://www.urbanagcouncil.com> after March 15<sup>th</sup>, 2008.

Member Bryan made a motion to reinstate the Level 4 Drought Exemption immediately.

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

## **MANAGER'S REPORT**

Manager Klerk stated the following improvements in his Manager's Report that have taken place since his employment with the Authority:

### **STATE OF THE AUTHORITY REPORT**

#### *Organization*

All available project files that were here at the Authority, including all housing and commercial developments, SPLOST projects and other capital projects are now filed electronically in a shared folder. The corresponding paper plans and documents are organized and stored in a dedicated room, with a matching file number index.

#### *Utility Billing/Software*

The new billing software approved by the board has been purchased. Although the amount budgeted was \$140,000, we will be implementing the change at a cost of less than \$100,000. The package is being purchased over one year, same as cash, no interest. The new software will provide for a tremendous increase in customer service capability:

- Total water/sewer account review on-line with the ability to pay by credit card on-line. Walk-in customers will also have the ability to pay with a credit card. The customer account information will be available by a link on our JCWSA website. The contract company will be responsible for maintaining the account and on-line payment security, not the Authority
- The new software will link (talk to) our finance software so reconciliation between the billing and finance monies will no longer be necessary
- Customers can call in with their credit card numbers or checks and pay their bills also
- Our auto-phone system will be updated to not only give customers their account information during off hours, but they'll be able to pay on their account using voice recognition.

#### *Security*

90% of the outside security lighting is installed and operational. The front and parking lot areas are well lit. The security fencing with the auto-gate is installed and operational and the size of the total parking area has been increased.

The vulnerability assessment is almost complete. The weakest point was internal. The security system is again up and running and it gives monthly reports on all entries and exits. Also, the panic button for up front is also working.

The communications system bought into through Jackson EMC is up and working very well with excellent coverage..... we now have (4) mobile units in (4) vehicles and one administrative portable, and, more importantly, one portable at the 911 center.

In the event of a crisis like a tornado or fire at this office, all data is backed up 100% at the wastewater administration building and all data could be retrieved at that location.

*Efficiency Improvements*

*Maps:* Comprehensive and accurate water maps are now being produced in-house. These water maps will be installed in all of the technicians' laptops in their vehicles for instant access. Since these maps will be in PDF format, the user can enlarge or minimize what he's looking at on the screen depending on his need.

*Work Orders:* In-house, Mike, Mark and I have been developing a work order system using existing Microsoft software that will integrate with the new utility billing software. This will enable all employees to use a work order system for their own needs, but will also allow work orders to be tied to specific metered accounts when that is necessary. Also, the work orders will be able to be issued and filled-out electronically.....the technician's pc in the office can be accessed from the laptop in his truck, so the technician can see the latest work orders on his screen in the truck and will have the ability to fill the completed work order out from his truck lap top, and the data is communicated through our wireless network.

*Fire Hydrants:* All fire district lines have been mapped with all hydrants within each district identified. This has been very well received by all of the fire chiefs. Our goal is to make it easy for the departments to take back their maintenance activities on the hydrants like cleaning, painting and lubrication. (3) of the (10) districts are on board with more to follow. Therefore, much less manpower from the authority needs to be thrown at hydrants.

## **ENGINEER'S REPORT**

Engineer Richard Check presented the Engineer's Report as follows:

***Series 2006B Bond Water Distribution Project***

The East Priority 1 project additional services along Hwy 335 construction is in progress by Dale Construction Co. and will be completed this month (projected 2/15/08). The West Priority 1 Project is also near completion by Strack, Inc. All work on the West 1 and East 1 projects is still on track to be completed this month.

***Gainesville Water System Connection***

Project design drawings and permit acquisitions have been completed. The draft agreement has been updated and efforts continue to negotiate the final agreement with the City of Gainesville to construct an emergency connection to the water system. This connection will consist of a 2 meter vault, pressure sustainment and backflow prevention installed at the county line. The SR 60 water storage tank pump station will be retrofitted

with valves and piping to allow the pumps to distribute water to the 1066 pressure zone. Special valves were ordered and received by the Authority. The vaults have been ordered and manufactured and the contractor is ready to begin construction once the agreement has been completed.

***Emergency Chlorination Facilities***

Design and construction documents have been approved by EPD.

**WASTEWATER SYSTEM**

***Middle Oconee Wastewater Treatment Plant Improvements***

A meeting with the proposed Contractor (Allsouth Contractors, Inc.) was held at the WWTP site with JCWSA and Prime Engineering to fully discuss the limits of construction of the base bid and the various alternates. In addition, suggestions were made for possible construction cost savings. The Contractor will submit cost reductions for alternatives discussed such as using a pre-engineered superstructure for the RAS pump station and using submersible pumps in lieu of pneumatic ejectors for scum transfer. The JCWSA Board is considering the award of the base bid to Allsouth Contractors, Inc. at the next Board meeting. The JCWSA anticipates EPD approval for the proposed construction improvements soon based on recent conversations with EPD.

Award of base bid will go to Allsouth Contractors, Inc.

***Wastewater Master Plan Update***

Population and the wastewater flow projections for the respective drainage basins in Jackson County have been completed. New wastewater infrastructure and facilities have been identified and approximate years they will be required.

Prime Engineering will proceed with completing the draft report for presentation to the JCWSA for comments.

**Adjournment**

There being no further business, the meeting adjourned at 6:47 pm.

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Denise P. Nation, Board Secretary