

# JACKSON COUNTY WATER AND SEWERAGE AUTHORITY

## MEETING MINUTES

**April 9, 2009**

Chairman Pugh called the meeting to order at 6:04 p.m. Members present included Chairman Randall Pugh, Vice Chairman Dave Ehrhardt, Board Member Rob Jordan, 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, Finance Director Judy Davis, Board Secretary Karen Johnson, Engineers Rob McPherson, and Trent Lard. Visitors included Mark Beardsley with The Main Street News.

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

### **APPROVAL OF MINUTES**

Chairman Pugh had one change in the April 2<sup>nd</sup> work session minutes. That change was under agenda item 2008 Audited Financials. The change was to remove the word accounting and add “internal control”

Member Goodman made a motion to approve the minutes of the March 12, 2009 regular meeting and the April 2, 2009 work session minutes as presented.

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

### **NEW BUSINESS**

#### *Petitioning for Public Water*

Manager Klerk explained that the red lines in Engineer Alke’s report were the changes from the report that was presented at the April 2<sup>nd</sup> work session.

Engineer Alke stated the changes were on page two and three of his presentation with the first major change being in paragraph 3.2.1. He clarified the various changes in his presentation.

Chairman Pugh clarified several points with Engineer Alke. Manager Klerk asked Attorney Smart if he reviewed the policy. Attorney Smart said he had and felt the policy looked good. Member Goodman asked what the cost is now to hook up to JCWSA water. Engineer Alke responded \$1540.00. Engineer Alke said that an option of paying with a three year prorated amount was put into the contract.

Chairman Pugh asked Engineer Alke about extenuating circumstances such as extending the line and tying into JCWSA water. Engineer Alke stated he would like the authority to have the discretion.

Member Jordan made a motion to approve the policy for petitioning for public water.

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

#### *MOWWTP Landscaping*

Manager Klerk said the first page in this agenda item is what was put out for bids to the landscaping companies. The second page is the list of landscaping companies. The third page is the one bid received. Member Jordan asked if it would be possible to use the Jackson county inmates in order to cut costs. Manager Klerk said that they had been used at the JCWSA facility and caused more damage than good. Wastewater Manager Dudziak said he had several companies that made appointments but did not show up. He also stated he requested bids from local companies. Chairman Pugh asked Wastewater Manager Dudziak if this proposal included enough trees for the facility. Manager Klerk asked for leeway in case more trees were needed. He requested a not to exceed amount of \$7,500. Vice Chairman Ehrhardt asked if the trees were guaranteed and Wastewater Manager Dudziak responded yes.

Member Goodman made a motion to approve the landscaping in the amount of not to exceed \$7,500.

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

#### *Staff Sharing Agreement with B.O.C.*

Chairman Pugh summarized the Board of Commissioners request for Engineer Alke's assistance with their plan approvals. The intergovernmental agreement arrived at the JCWSA office late in the afternoon. Chairman Pugh wanted to be sure Manager Klerk and Attorney Smart had read the agreement and were comfortable with it. Chairman Pugh said Manager Klerk told him before the meeting that he was fairly comfortable with it. Member Jordan asked about the verbiage "as needed basis". Manager Klerk pointed out item number four in the agreement. Member Goodman asked Engineer Alke if he knew what they might want him to do and would he be comfortable with doing it. Engineer Alke said yes, that he has been attending their meetings for about a year. He pointed out the severability clause and felt at this time it would not be a lot of extra work. Attorney Smart pointed out that the agreement is open ended with regards to the amount of time for Engineer Alke to spend there. Attorney Smart said that by signing this agreement we are warranting his work and he wanted to make sure Engineer Alke had the proper licenses and those requirements had been satisfied. He also stated the Authority would carry the liability insurance. Manager Klerk was not sure if the insurance we carry would extend to the county. Engineer Alke said he would check into that. Chairman Pugh had a question about paragraph four.

He wanted to know if the county had the right to extend the contract. Attorney Smart said yes but it did not extinguish the Authorities right to terminate the contract.

Member Jordan made a motion to approve the intergovernmental agreement contingent upon the coverage of adequate liability insurance with errors and omissions for Engineer Alke's duties while at the Jackson County Planning office.

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

### *2008 Audit*

Chairman Pugh said if anyone had any questions regarding the audit we could record them and follow up with the accountants. He stated after reviewing it he did not find anything that warranted a follow up. He also stated that the audit contained more than just the financial statements, it provides quite a bit of information regarding the Authority. He suggested that everyone make themselves familiar with that information. Chairman Pugh asked Attorney Smart if the board needs to take action or can we accept it as presented. Attorney Smart said yes can accept the audit as is.

Member Jordan made a motion to approve the 2008 Audit.

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

### **OLD BUSINESS**

**MOWWTP:** At a previous board meeting, the board pre-approved the Manager spending up to \$170,000.00, for the emergency replacement of the return sludge pumping station at the Middle Oconee Wastewater Plant. At the time the staff and Manager thought that AllSouth Construction would do the work and give the Authority a good deal on labor for installation. Recall that the Authority was/has purchased all pumps, controls and materials. AllSouth came in at **\$94,000.00** for installation only which staff felt was too high. Therefore other bids were sought from (2) other reputable utility contractors, Lanier and Willow. The low bidder was Willow at **\$34,770.00**. Even though this was a significant savings the material costs were higher than anticipated. The Manager would like the board to consider moving the not-to-exceed cap from **\$170,000.00** to **\$240,000.00**. The Manager would also remind the board members that this emergency project will still result in a savings of over **\$500,000.00** when compared with the original design specifications. If the board so chooses, the bids are available here with the cost breakdowns for review.

Member Goodman asked if we had adequate funds and did Manager Klerk recommend going forward. Manager Klerk responded yes and explained what made the price higher than anticipated.

Member Jordan made a motion to approve the change to increase the not to exceed to \$240,000.

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

## MANAGER'S REPORT

Drought:

The EPD has already been petitioned by both the Upper Oconee Basin Water Authority and Jackson County to have the outdoor watering restrictions relaxed from a **Level 4** to a **Level 4b**. This will allow the use of sprinklers and outdoor irrigation systems (2) days per week based on odd and even addresses, between the hours of 12:00 midnight and 10:00 am, Monday through Friday:

<u>ODD</u>	<u>EVEN</u>
Monday	Tuesday
Wednesday	Thursday

Also, the new plan, if approved, will allow for car washing and pressure washing. As of this afternoon, JJ&G said approval looked likely.

Manager Klerk said we have been receiving numerous calls regarding car washing and pressure washing. He explained how the petitioning process works and that Hunter Bicknell has already signed the petition. Chairman Pugh asked if we were to expect an answer in about a week and would it be favorable. Manager Klerk said yes.

Chairman Pugh asked if this is approved what action should be taken. Manager Klerk said there is a drought update on our website and we plan on putting an advertisement in the paper. Chairman Pugh asked if we had the ability to put a message on the bills or add an insert. Manager Klerk said we would do this on the next billing if we had approval by then.

Water Sales: Braselton continues to purchase large volumes of water. From March 18<sup>th</sup> to April 9<sup>th</sup> they have purchased **8,575,000 gals**. Over the (22) day period this translates to an average of **389,773 gals per day**, in dollar terms this is about **\$25,396.00**.

Water sales to the City of Hoschton over the last several months have consistently been nothing. They currently have (2) operating wells and just received permission from EPD to drill a third well. Future prospects are not so good here.

Chairman Pugh asked if Jefferson was buying any water and Manager Klerk said yes they were buying some.

Chairman Pugh asked about water loss going up. Finance Director Davis said that was in December due to an overflow on Highway 60.

## **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:** Dale Construction has completed the waterline installation work on this project. Several areas still need grassing and/or erosion control improvements. The project should be completed and closed out by the end of April. The project will be completed within the original budget.

**Action Items:** Follow up to make sure all final inspection punch list items have been corrected to the complete satisfaction of JCWSA.

#### **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.

### **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 following items were performed during the month of March:

The new facilities are “on-line”.

Final inspection and preparation of punch list of items for the Contractor to correct, repair or complete. Work is in progress.

Project site cleared all accumulated waste materials and rubbish as well as tools, construction equipment, machinery, and surplus materials used during construction.

Grassing (final seeding and mulch) and GAB placement on roadway is in progress.

Demolition and removal of old screening facilities is in progress.

Security fence has been replaced and repaired including chain link fencing, top rails, tension wire, and barbed wire to original condition.

Five (5) complete sets of operation and maintenance instructions covering all equipment furnished under this contract have been delivered to JCWSA.

**Action Items:** Review of final inspection punch list to insure all work is complete per Contract requirements and the project is ready for close out. The Contractor's final payment request and project close out shall be complete by the end of April.

## **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:** During the past month, there was a meeting with the NRCS and SCS. In attendance at this meeting were Hunter Bicknell (JCBOC), Eric Klerk and Fred Alke (JCWSA), Jimmy Bramblett (NRCS), Bob Fulmer (SCS) and Rob MacPherson (Prime). During this meeting, Bramblett and Fulmer discussed several SCS lakes in the County which had been reviewed by the State as possible water supply reservoirs (if modified). In addition, two other SCS Lakes are scheduled to be upgraded as a result of federal stimulus funding. They wanted to make sure the lakes they are intending to upgrade will not be impacted by the current plans of the Authority regarding future Water Supply Reservoirs. Based on our current plans, neither SCS lake scheduled for improvements would be impacted. In addition, the list of property owners needed for requesting permission of access to their property was provided to the Authority. The Authority is working diligently to obtain these few remaining releases needed to proceed with the site environmental investigative work. Work on the environmental investigation is schedule to proceed during the month of April and should be concluded in May.

**Action Items:** Work on the environmental investigation is schedule to proceed during the month of April and should be concluded in May.

Chairman Pugh asked Engineer McPherson about stimulus funds for lakes and rural water systems. Engineer McPherson explained how those funds worked. Manager Klerk stated Engineer Alke did submit a shovel ready project for the waste water plant.

With there being no further business to discuss, the meeting was adjourned at 7:10 pm.

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Karen Johnson  
Board Secretary