

JACKSON COUNTY WATER AND SEWERAGE AUTHORITY

MEETING MINUTES April 14, 2011

Chairman Randall Pugh called the meeting to order at 6:02 p.m. He stated visitor Jerry Fletcher would not be attending.

Members present included Chairman Randall Pugh, Board Member Shade Storey, Board Member Narasimhulu Neelagaru, M.D. and Board Member Dean Stringer. Also present: Manager Eric Klerk, Attorney Paul Smart, Chief Engineer Fred Alke, CIO/GIS Analyst Mike Johnson, Wastewater Manager Mark Dudziak, Finance Director Judy Davis, Water Manager Stacy Jenkins and Board Secretary Karen Johnson. Visitors included Mark Beardsley with The Main Street News.

APPROVAL OF MINUTES

Member Neelagaru made a motion to approve the minutes of the March 10, 2011 board meeting.

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

OLD BUSINESS

Accepting Public Improvements Policy

Manager Klerk stated the proposed changes to accepting public improvements would be the Authority's process of taking ownership of developer installed water and sewer systems from the developers. This process is defined in the Authority's Construction Standards and Specifications. He said currently a developer would put in water and/or sewer and it would go through our review and inspections process. If all work met our standards the one-year warranty would begin and the developer would supply us with a one year maintenance bond or Letter of Credit. Near the end of that period we would re-inspect the water and/or sewer system. If everything met with our approval we would accept it, and that would be the end of the maintenance bond. This bond was generally set for 10% of the cost of the water and sewer portion of the project. It would then become the Authority's asset. Manager Klerk stated we have proposed changes to that procedure to be more in line with the way Jackson County government accepts their public improvements under their Unified Development Code (UDC)

The Authority is recommending implementing the following: The developer does his work and we review and inspect for conformance to Authority Standards. There would be a warranty period of two years from the date when the final plat is recorded at which time the developer provides a maintenance bond for 100% of the value of the work. 50% of that money is in cash to be held in an Authority account.

If, after two years, a Certificate of Occupancy (C.O.) has been issued for at least 75% of the principal buildings on the lots shown on the subdivision's final plat, the maintenance bond is released. If the 75% C.O. requirement has not been realized, the maintenance bond is required to be extended another two years. The developer is required to extend the maintenance bond until the 75% Certificate of Occupancy requirement is met. Under this proposed change, no bank "Letters of Credit" would be accepted.

Chief Engineer Alke gave an example of a subdivision that required \$16,000 worth of improvements.

He stated it was fortunate that we never took ownership of the pipes in that subdivision because we would have been responsible for the costs. He also stated this policy would put us on the same notification and time schedule as the County.

Member Storey made a motion to authorize the board to sign the resolution to adopt the public improvements policy.

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

MANAGER'S REPORT

The Auditors have been here this week and have, as of today, finished their field work and the work has already been reviewed by the Bates, Carter & Co partner that handles our account. Bottom line, we should have the draft audited financials by May's regular board meeting for review.

The Authority will embark on a project that will develop accurate wastewater system maps for the City of Hoschton. They have maps, but they are incomplete and inaccurate. This will help the City and Authority to identify potential problems with sewer lines and manholes. The Authority will invoice the City in accordance with the schedule of labor rates incorporated in "Exhibit A" of the Wastewater Operations Agreement with the City.

There is some citizen interest to obtain Authority water in East Jackson, specifically Harris Lord Cemetery Road. We believe them to number twelve households and be all senior citizens. Also, they appear willing to pre-pay when they fill out the sign-up list. Our initial take is that it will take about 5000 feet of installed line to catch everyone. Fred is following up on this and Judy and I will make a determination if there is money in one of our funds that can be used for this presuming their paperwork is in order and the board chooses to proceed at a later date. My records indicate that a portion of the path to be taken along this stretch road was actually part of the SPLOST 3 series of projects.

Recall that in the capital expenditure portion of the 2011 budget there was \$40,000.00 for ArcServer Software. The software has been purchased for \$23,000.00 and we had our Chief Information Officer, Mike Johnson install it, obviously at no cost, in our network. It appears to be working well. To explain what the Authority's capabilities actually are and what this software allows the Authority to do going forward..... ..Mike is here to explain.

With there being no further business to discuss, the meeting was adjourned at 6:45 pm.

Karen Johnson
Board Secretary