

JACKSON COUNTY WATER AND SEWERAGE AUTHORITY

MEETING MINUTES July 14, 2011

Vice Chairman Dave Ehrhardt called the meeting to order at 6:04 p.m. Members present included Vice Chairman Dave Ehrhardt, 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, 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 Storey made a motion to approve the minutes of the June 9, 2011 board meeting and July 7, 2011 work session.

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

NEW BUSINESS

Write Off of Uncollectible Debt

Finance Director Davis requested approval to write off the Authority's uncollected debt that is over one year old. She stated the amount of \$54,052.52 is just under 1% of our annual billings for 2010. Finance Director Davis said we will continue to pursue the collection of this debt.

Member Storey made a motion to approve writing off \$54,052.52 of uncollectible debt.

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

Galilee Church Road Guardrail

Manager Klerk said we have been working with the county on the installation of a guardrail on Galilee Church Road by our pump station. The county has agreed to split the cost of this guardrail with the Authority. The cost for the Authority's portion of the project will be \$6,050.00. Manager Klerk said the county would engage in the contract, coordinate the project and bill us for our portion.

Member Stringer made a motion to approve the cost for the Authority's portion for the installation of a guardrail on Galilee Church Road in the amount of \$6,050.00.

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

OLD BUSINESS

Harris Lord Cemetery Road Engineering Agreement Approval

Manager Klerk stated the contract for the engineering agreement with EMI is \$51,560. This amount is over his \$35,000 engineering on-demand spending limit so he will need the board to approve his signing the contract. He stated he feels that Engineer Alke's estimate of \$421,000 is extremely conservative. Manager Klerk said we would have a good idea of the total costs for this project after the engineering work is completed. Vice Chairman Ehrhardt confirmed that the Harris Lord Cemetery Road area was an original SPLOST project. Manager Klerk added that it was originally a SPLOST 3 project from about 2002. He reiterated this project would provide water to citizens that need it, place us in a better position to establish a future second connection with Commerce, and help build system reliability through the additional Commerce connection if it came to be.

Member Storey made a motion to execute and sign the engineering agreement with EMI in the amount of \$51,560.00.

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

MANAGER'S REPORT

Monies were left over from the Galilee Pump Station bypass project and redirected towards a chlorine booster system at the Apple Valley Pump Station. There is only about one day of in-house work remaining before the project is complete. Included in this project for security and safety reasons, was a small addition to the existing pump building shown in the picture.

Our IT/GIS dept has completed an accurate sanitary sewer mapping of the City of Hoschton that included the GPS location of all their manholes and stations. We have delivered paper maps and electronic copies in PDF to the city.

Every August we begin the budgeting process for the next fiscal year and Judy has sent the budget worksheets to the dept. heads already.

Within the next week all annual employee performance evaluations will be complete.

Two of our Finance Department employees, Barbara Lester and Karen Johnson, have completed schooling and passed their Level One Finance Officer Certification through the Local Government Finance Officer's Program given by the Carl Vinson Institute.

With there being no further business to discuss, the meeting was adjourned at 6:25 pm.

Karen Johnson
Board Secretary