

**JACKSON COUNTY WATER
AND SEWERAGE AUTHORITY
MEETING MINUTES
April 12, 2012**

Chairman Pugh called the meeting to order at 6:06 p.m. Members present included Chairman Randall Pugh, 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, CIO/GIS Analyst Mike Johnson, Engineer Joey Leslie, Finance Director Judy Davis, Water Manager Stacy Jenkins, Wastewater Manager Mark Dudziak, and Board Secretary Karen Johnson. Visitors included Mark Beardsley, Main Street News, Duane Schlereth and Beth Grimes with Bates Carter.

APPROVAL OF MINUTES

Member Stringer made a motion to approve the minutes of the March 8, 2011 board meeting and the April 5, 2012 work session.

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

NEW BUSINESS

Billing Dispute, Mr. Neville King, 172 Brumbalow Road, Pendergrass

Chairman Pugh stated Authority customer Neville King had submitted a billing dispute. Mr. King requested to address the board at this meeting but did not attend.

Presentation of 2011 JCWSA Audit

Chairman Pugh stated it is time for the presentation of our annual audit. Mr. Duane Schlereth of Bates Carter introduced himself and his associate Beth Grimes. Mr. Schlereth presented the audit and asked if there were any questions. He stated it was a clean audit with no findings.

Chairman Pugh requested the board members review the audit. He suggested in the future, that Bates, Carter email the audit to the board prior to the board meeting.

White Plains Baptist Church: Proposed Rezoning and its Affect on JCWSA

Vice Chairman Ehrhardt made a motion to authorize Chairman Pugh to execute the White Plains Baptist Church rezoning approval letter on behalf of the Authority Board.

Member Neelagaru seconded the motion. The motion carried with no objection and four board members present voting. Member Storey abstained from voting due to his relationship with the church.

Capital Projects: Transfer of Unused Monies to GIS and Safety Equipment

IT/GIS Department - originally had \$12,000 budgeted for the Server Rack Project. The request is for an additional \$12,000 for a total of \$24,000 for that project. This would cover the Server Rack Project and two additional servers (finance server and domain controller server).

Water Department - New CIP Project for Safety Equipment, specifically Trenching/Shoring Box assemblies for working in different types of excavations. This is an OSHA requirement. The request is for a not-to-exceed dollar amount of \$8,500.00.

Engineering/Surveying - New CIP Project for the purchase of Surveying Equipment. This equipment will be necessary for the upcoming large construction projects since the Authority will be doing the project management in-house. Manager Klerk is requesting a not-to-exceed dollar amount of \$10,000.

Member Storey made a motion that the amounts presented tonight for project transfer, \$12,000 for Server Rack Project, \$8,500 for Trenching/Shoring Equipment and \$10,000 for surveying equipment be approved.

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

Consideration of Time Constraint for Customer Water Connection Payments on Old Savage Road

Chairman Pugh stated we still only have four of the five applications needed to move forward with this project. He stated that Mr. Padgett and the other paid residents of Old Savage Road should receive a letter of our intent to refund their money due to lack of a fifth paid meter connection.

Manager Klerk said if we use Member Neelagaru's suggestion of 90 days, the last payment received was February 28th so we would be looking at May 28th as the cut off. He suggested we make it May 31st. Manager Klerk stated Mr. Padgett contacted him two weeks ago and said we would have our fifth paid connection by last week but it has not materialized. He said this type of situation should be handled on a case by case basis. Chairman Pugh said we should send all the applicants the notice of intent to refund letter.

Member Neelagaru made a motion to set the refund timeframe of 90 days from the date the refund letter is sent to the four paid Old Savage Road applicants

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

Permission to Execute the Intergovernmental Agreement for the Waterline for the Equestrian Center

Manager Klerk said the County approved the agreement with the changes the Authority Board wanted including the County is responsible for paying all the costs of the project. Manager Klerk said we will take ownership of that line so we will have control of it. He said he would need permission from the board to execute the intergovernmental agreement.

Vice Chairman Ehrhardt made a motion to approve execution of the intergovernmental agreement for the Equestrian Center waterline.

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

EXECUTIVE SESSION

Chairman Pugh stated there is a need for an Executive Session regarding a personnel matter and land acquisition.

Member Neelagaru made a motion to go into Executive Session at 6:55pm. Member Stringer seconded the motion.

Vice Chairman Ehrhardt made a motion to come out of Executive Session at 7:21pm. Member Stringer seconded the motion.

Member Storey made a motion to approve the contribution to Manager Klerk's 401a Senior Plan as presented. Member Neelagaru seconded the motion.

The motion carried with no objection and all board members present voting.

MANAGERS REPORT

WASTEWATER PLANT UPDATE:

April 11, yesterday we had both a compliance and operability inspection from two divisions from Georgia EPD at the wastewater plant. The compliance inspection was part of a routine, (2) year review; the operability inspection was due to the fact that we just substantially completed the other construction phase. Both inspections were brought together because our (5) year NPDES Permit is currently in the renewal process. Included in the phase just completed was:

- A concrete stepped structure at the outfall so that the dissolved oxygen of the treated water entering the river always stays above 6.0 ppm. This structure included a new flume and flow meter for much more accurate flow readings.
- A 25,000 sludge holding tank with pumps and aspirator in the event the two sludge drying beds become overwhelmed..... unusually wet weather?

As you know the last and final phase of this project to move the plant from 300,000 to 500,000 gallons per day involves a secondary clarifier design and construction with an appropriate flow splitter box for directing the plant flow to either clarifier.

This also involves deepening our existing clarifier from about (8) feet to (10) feet of water depth. The construction of this project will be partly funded by the ARC grant money.....the design portion has already been included in our 2012 budget.

The clarifier design engineering agreement will be brought before the board at our next Work Session on May 3rd. Recall that at the meeting last week there were fee and legal language issues with the initial agreement.

HARRIS LORD CEMETERY WATER LINE:

On April 2nd we held a mandatory pre-bid conference for this work and we had (12) eligible bidders (handout). Today at 2:00 pm we held the bid opening. Once a selection is made I will need the board's approval to execute a "Notice to Proceed".

With there being no further business to discuss, the meeting was adjourned at 7:32 p.m.

Karen Johnson
Board Secretary