

Jackson County Water and Sewerage Authority

Meeting Minutes

August 14, 2014

Chairman Ehrhardt called the August 14, 2014 Jackson County Water and Sewerage Authority Board Meeting to order at 6:06 p.m.

Members present included Chairman Dave Ehrhardt, Vice Chairman Shade Storey, Board Member David Lathem, Board Member Pat Bell and Board Member Joe Hicks. Also present: Manager Eric Klerk, Attorney Paul Smart, Engineer Joey Leslie, Water/Wastewater Manager Mark Dudziak, CIO/GIS Analyst Mike Johnson, Finance Director Judy Smith and Board Secretary Karen Johnson. Visitors included, Mark Beardsley, Main Street Newspapers and Ben Easterlin, Epstel Group

Approval of Minutes

Member Bell made a motion to approve the July 10, 2014 board meeting minutes.

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

Recognitions

Manager Klerk recognized Mitchell Redmon, Donna Anthony and Mark Dudziak for ten years of service with the Authority.

Chairman Ehrhardt thanked the employees for their hard work and dedication to the Authority.

Visitor

Ben Easterlin with the Epstel Group addressed the Board regarding his concerns about installing a backflow preventer on the system at his company's recently purchased facility. He gave some background on his company and explained why he is asking for a deferment or a reduced size. He further explained the precautions his company has taken to protect the water supply such as capping the line at the fire pond to ensure there will be no interconnection.

Chairman Ehrhardt asked for clarification on several items such as the fire line system. Chairman Ehrhardt explained our policy to Mr. Easterlin and the Authority's concern about an accidental interconnection with water supply piping. Mr. Easterlin said he would be happy to furnish any plans they have to date. Member Bell asked for clarification on what the plant will be processing.

Manager Klerk asked what their anticipated daily water use will be. He stated if you can get by with a two inch potable water line that would significantly reduce the cost of a reduced pressure backflow device. He stated that is one of the reasons we require plan submittals.

Mr. Easterlin said he is aware they will need to submit plans, they are just not to that point yet. He is asking for leniency to operate under a normal construction plan. Manager Klerk said the existing water source is what sent up a red flag. He said the Authority is charged with the protection of the public health. Mr. Easterlin stated the well is not hooked up. Manager Klerk suggested temporarily installing a regular one or two inch connection. Mr. Easterlin said they would love to reduce the size of the connection if that would be allowed. Manager Klerk said we will need to know what the water demands will be to size the connection properly. Mr. Easterlin said he will provide a set of plans; he is looking for an interim solution.

Chairman Ehrhardt asked how long they will need the temporary line. Mr. Easterlin said about four to five months.

Engineer Leslie discussed the Authority's needs and what information will be required from them in order to assist Mr. Easterlin with his request.

Old Business

Possum Creek Lift Station Update

Engineer Leslie updated the Board on the situation with the bids for this project. He said after performing multiple drawdown tests on the existing pumps, it was determined that the pumps did not need to be upsized. Engineer Leslie stated the Authority was able to negotiate with Griffin Brothers to install two new pumps of the current make and size and replace the check valves for \$75,000. This puts the project \$25,000 under budget.

Manager Klerk stated a purchase order has been issued for the two new pumps at a cost of \$59,000.00. The Board requested Engineer Leslie get a revised quote in writing for installation from Griffin Brothers.

Vice Chairman Storey made a motion to approve the purchase of two new pumps for the Possum Creek Pump Station as presented.

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

New Business

Annual Watershed Sampling, Monitoring and Reporting

Manager Klerk gave some background on this topic referring to the map in the packet. He stated the surrounding municipalities including the Authority participate in this sampling yearly. Manager Klerk explained the water samples are tested and the data is sent to the EPD. He explained how the EPD uses this data to set our NPDES discharge limits.

Manger Klerk said the Authority took the lead years ago by including Hoschton, Jefferson and Maysville in the sampling to save money. He stated that he asked Jefferson to take on the management and administration of the program. Hence, that is the only change to the proposed agreement.

Vice Chairman Storey made a motion to authorize the Authority Manager and Board Secretary to execute the intergovernmental agreement for the Annual Watershed Sampling, Monitoring and Reporting Agreement.

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

Georgia Municipal Association Resolution and Participation Agreement

Manager Klerk explained that the Authority's medical insurance through Humana has increased and alternative measures were looked into to keep costs from increasing. He said the Authority joined a group called the Georgia Municipal Association. Manager Klerk stated that the Authority had better buying power due to being part of a large group. He explained that the plan with Blue Cross Blue Shield will save money this year and is a better plan for the employees.

Attorney Smart said the Board would need to adopt the resolution authorizing the Authority to enter into an agreement with GMA.

Vice Chairman Storey asked if the new plan was more cost efficient. Finance Director Smith said our current plan was going up approximately 20% so there would be a savings with the new plan and we would not be funding the Health Savings Accounts so that will reduce costs as well. Vice Chairman Storey asked if employees share in the cost of the plan. Finance Director Smith said yes.

Vice Chairman Storey made a motion to adopt the resolution as presented and authorize the Authority to participate in GMA's benefit program and authorize the Chairman and Manager to execute the contract.

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

Member Bell made a motion to authorize the execution of the Employer Declaration forms and to be signed by the Chairman and Manger.

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

Initial Draft of Personnel Policy Manual Revisions

Manager Klerk explained due to the passage of time and changing laws, the Authority's personnel manual needed to be updated. He stated staff worked closely with our legal counsel to draft the changes to the policy.

Manager Klerk pointed out the two most significant changes to the policy; leave time and the drug policy. He said the Authority offers vacation time and sick time. He and Finance Director Smith explained the Authority's policy. Manager Klerk stated that vacation time is a liability on the books and is vested. Manager Klerk said he is proposing no distinction between vacation and sick time, calling it General Time.

Finance Director Smith said that liability is about \$100,000 and is growing about \$15,000 every year. She stated a onetime payout now will remove that liability from the Authority books in 2015 and going forward. Finance Director Smith pointed out that General Time will accrue at the same rate as vacation/sick time is accruing now. She said all leave has to be approved by a manager.

Manager Klerk stated that the Authority currently participates in pre-employment drug testing as well as random drug testing for all employees. He stated we also have a second chance policy and this language has been removed in the proposed revised policy. Manager Klerk said we are tying random drug testing to our safety sensitive positions. He said other employees not in safety sensitive positions will be subject to drug testing if there is a reasonable suspicion. Attorney Smart explained why the random testing would apply to personnel in safety sensitive jobs only. He said this includes most or all of our field personnel and several managers as well. Attorney Smart said pre-employment drug testing and reasonable suspicion drug test will still apply to all employees.

Manager Klerk asked the Board to review the proposed draft and table the topic until the September board meeting.

Water/Sewer Rates Review

Chairman Ehrhardt added water/sewer rates review to the agenda. He stated due to debt coverage, Bear Creek expenses, a possible new hire and capital improvements, he felt it necessary to start looking into a rate adjustment. Chairman Ehrhardt requested Vice Chairman Storey's help with this matter.

Managers Report

Wastewater

The wastewater plant clarifier is now ready for service but we need to wait for the installation of the weir cleaning system by factory personnel which is scheduled for the end of September.

Water

Wheeler Cemetery Pump Station is near completion. The fence is being constructed and we have been waiting for delivery of the natural gas fired pump which is expected to be delivered next week.

Water purchases from Bear Creek have been averaging 3.6 MGD since August 1st. 110,772,000 gallons were purchased this July or 3.57 MGD average.

Offices

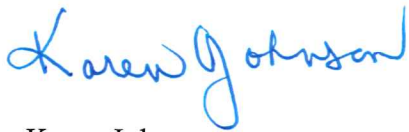
We are done with renovations from the flood and are only waiting on the installation of two additional downspouts, the piping to take the water to the roadside ditch, and concrete for the immediate building front.

The little water tower out front is scheduled to be sand-blasted and painted with a new logo attached as well.

Administrative

We have just started the budgeting process. Also, Joey and I have spent a lot of time on updating our construction standards and specifications and hope to present a draft to the Board at the September meeting.

With there being no further business to discuss, the meeting was adjourned at 7:50 p.m.



Karen Johnson
Board Secretary