

**Jackson County Water and Sewerage Authority**  
**Meeting Minutes**  
**February 9, 2017**

Chairman Ehrhardt called the January 12, 2017 Jackson County Water and Sewerage Authority Board Meeting to order at 6:00 p.m.

Members present included Chairman Dave Ehrhardt, Vice Chairman Dylan Wilbanks, Board Member Pat Bell, Board Member Norris and Board Member Jim Smith.

Also present: Attorney Paul Smart, Manager Eric Klerk, Authority Engineer Joey Leslie, Finance Director Judy Smith, CIO/GIS Analyst Mike Johnson, Wastewater Manager Mark Dudziak, Associate Engineer Nathan Hester, Water Manager Harold Garrison, Senior Accountant Hope Weeks and Board Secretary Karen Johnson.

### **Approval of Minutes**

Vice Chairman Wilbanks made a motion to approve the January 12, 2017 Board Meeting minutes.

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

Finance Director Smith presented the financials. She noted 525 new connections for 2016 with a net gain of 429 customers.

### **Old Business**

#### *ServLine Insurance Implementation*

Manager Klerk stated there are two insurance policies offered with ServLine. He stated with a few endorsements, they would work for the Authority.

Attorney Smart said he is going to discuss the Endurance policy and not the Hanover policy. He stated overall, he felt the endorsements are fair for the Authority and customers. He explained the types of coverage the policy included and highlighted several items in the policy.

Attorney Smart said the Authority needs to decide the amount of coverage to offer the customer and decide if we want to offer water line and sewer line coverage as well.

Vice Chairman Wilbanks made a motion to authorize the Authority to contract with ServLine.

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

## **New Business**

### *Revision to FMLA Policy*

Manager Klerk stated our attorney recommended adding verbiage to clarify the FMLA policy. It involves adding one sentence to the existing policy (item #3)

Member Norris made a motion to approve the resolution amending the verbiage to the FMLA policy.

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

### *Revision of the Fire Line Policy*

Manager Klerk gave the Board some background on our existing fire line policy. He said this policy has not been changed since 2014. He is asking the Board to modify the existing policy.

Manager Klerk stated we have been billing our fire line customers a base fee only, not actual water usage. He said letters have gone out to all fire line customers notifying them that starting this month they will be billed for actual water usage.

Vice Chairman Wilbanks made a motion to adopt the resolution to modify the fire line billing policy.

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

Manager Klerk continued with the changes to the fire line policy. He stated there are two policy's from 2006 that need to be addressed.

Manager Klerk said churches are exempt from the fire line billing fee and recommends abolishing the policy. He said as a government entity, we should not be aiding a religious organization.

Attorney Smart said the Authority should do away with this policy because we are a public agency. He said there is a Georgia constitutional prohibition on using public funds for a religious organization.

Manager Klerk said the other proposed change is to public schools. He stated we exempt public schools from our fire line connection fee.

Attorney Smart said he researched the legality of charging a public school system a connection fee and found that it is legal. The school system is publicly supported so there is a different requirement for them than a religious organization.

Vice Chairman Wilbanks made a motion to abolish the church fire line exemption fee policy.

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

Member Smith made a motion to abolish the public school fire line exemption connection fee policy.

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

#### *Fire Hydrant Meter Agreement*

Finance Director Smith explained the minor changes to this policy. She said the monthly base charge has been revised to coincide with the Authority's new rate schedule. She added a rate of \$12.31 per thousand gallons on the form. She said it is the irrigation rate and does not show on the current form

Manager Klerk asked the Board if they would like to continue to offer the fire hydrant rental service. Chairman Ehrhardt said there is a need for the program.

Vice Chairman Wilbanks made a motion to adopt the amended Fire Hydrant Meter Rental Agreement as presented, contingent on removing the verbiage "tiered" from the agreement and adding "readings due on or before the tenth of the month".

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

#### *Proposed Revision to Standard Fire Hydrant Detail*

Engineer Leslie explained our fire hydrant detail is very old and obsolete. He is asking the Board to approve changing the detail to reflect current parts. He stated he would like to reject the current C-9 and C-10 detail and replace it with the revised C-9 and C-10 detail.

Vice Chairman Wilbanks made a motion to adopt revision 217 of the standard fire hydrant detail as presented.

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

#### *Proposed Revision to the Safety Policy Manual*

Manager Klerk stated there are two issues that were not addressed in the Safety Policy Manual that was adopted last year. He stated he added verbiage for electrical and chemical safety including MSDS sheets.

Member Bell made a motion to adopt the electrical, chemical and MSDS sheets into the existing Safety Policy Manual as presented.

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

### *Review Bids and Recommendation of Award for Pleasant Acres Meter Replacement Project*

Engineer Leslie stated we are getting ready to close on the Pleasant Acres water system. He said the first step is to replace all the water meters.

Engineer Leslie said the Authority went out for bid and received three. He went over the bid tabulations and said J & K Utilities are the low bidder at \$223,752.50 and he is comfortable with their bid.

Engineer Leslie said he would like to ask for a ten percent contingency for a total project budget of approximately \$250,000.

Engineer Leslie recommends awarding J & K Utilities the contract contingent upon closing of the water system for a project budget of \$250,000.

Vice Chairman Wilbanks made a motion to approve awarding J & K Utilities the meter replacement project for a total price of \$223,752.50, authorizing the Authority Manager to execute the notice of award contingent upon closing of the water system purchased from Piedmont Water and approve the project budget of \$250,000.

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

### **Manager's Report**

- Real-time data technology for meter reading purposes.
- Introduced new employee – Hope Weeks, Senior Accountant

With there being no further business to discuss, the meeting was adjourned at 8:13 p.m.

Karen Johnson,  
Board Secretary