

Jackson County Water and Sewerage Authority
Meeting Minutes
May 11, 2017

Chairman Ehrhardt called the April 13, 2017 Jackson County Water and Sewerage Authority Board Meeting to order at 6:04 p.m.

Members present included Chairman Dave Ehrhardt, Vice Chairman Dylan Wilbanks, Board Member Pat Bell 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. Visitors included Cindy Edge, Mainstreet Newspapers.

Approval of Minutes

Vice Chairman Wilbanks made a motion to approve the April 13, 2017 Board Meeting minutes.

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

Finance Director Smith presented the financials stating our revenues are on target and noted there were 124 new connections the first quarter.

New Business

Proposed Changes to the Vacation/Sick Policy

Manager Klerk stated approximately three years ago we proposed a change to the JCWSA Vacation/Sick policy. He said it was tabled because the proposed policy needed some refinement.

Manager Klerk said staff and management have been working on this proposed policy for some time. He stated currently employees earn vacation time and sick time. Vacation time is vested. Manager Klerk stated under the proposed policy, vacation time and sick time are combined into one category – Paid Time Off (PTO).

Manager Klerk said we are doing this primarily to remove the liability (the vested time) from our books. He stated the current vacation hours will be paid out to the employees. And current sick time will be put into the employee sick bank.

Finance Director Smith explained the liability is growing on the balance sheet and will continue to grow. She stated we developed a policy where the employee will not lose anything in the transition.

This item was tabled until the June meeting

Presentation of Bids for Proposed Building Renovation

Engineer Leslie presented the bids for the building renovation. He stated we received five bids. United Wall Systems at \$421,800 is the lowest bid.

Engineer Leslie stated a lot of research was done on United Wall Systems and he did not receive any negative feedback from the reference checks. He said his recommendation is to award the project to United Wall Systems.

Engineer Leslie said the original project budget was \$530,000.

Chairman Ehrhardt requested an estimate for the parking lot for the next board meeting.

Vice Chairman Wilbanks made a motion to authorize the Manger Klerk to execute the Notice of Award to United Wall Systems and other contract documents as necessary to perform the Building Renovation Project.

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

GEMA Generator Grant

Manager Klerk said the Water Authority has been awarded a grant from GEMA/FEMA. The grant is for a standby fixed generator here at the main office to ensure continuous operation of the SCADA in the event of power interruption, ensuring continuity of water services to the community.

Manager Klerk stated we will get three bids for the project.

Vice Chairman Wilbanks made a motion to authorize Manager Klerk to execute all the grant documents required by GEMA and authorize moving forward with the project.

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

Land Purchase from Peoples Bank

Manager Klerk stated the property has closed.

Attorney Smart stated no further action is required by the Board.

Managers Report

WASTEWATER

The discharge permit has been in its 5-year renewal period for many months. We have been issued a Draft Permit. We have been required to issue a Public Notice locally due to substantial permit modifications which we are in the process of doing.

Draft Permit, Page 7: The major substantial change (Section B.1.b.) is we now have 24-months to meet the Total Phosphorus limit of 4.2 pounds/day, or about 1.1 ppm up to 500,000 gal/day (.062 ppm above). Page 12, Section 4.6 on Non-conventional Pollutants addresses Total Phosphorus.....a 24 month timeline to evaluate TP levels and complete any necessary upgrades to meet the new limit.

Mark Dudziak is already planning to begin some pilot studies, probably in early July, of some media filters. The Schreiber Fuzzy Filter and the Aqua Aerobics AquaDisk.

Operations and engineering staff will be meeting to determine our engineering design needs within a few weeks. With the already planned #2 Secondary Clarifier, my recommendation is to wrap the filter addition in with the clarifier addition because of the economy of scale of the project.

I have begun to work with Judy on looking at taking out a Revenue Bond so as not to deplete our capital reserve accounts. We will approach Jackson County Government for an Intergovernmental Agreement whereby they back our Revenue Bond with the county's tax base.

WATER

1. Galilee: Engineering has received plans to review from our electrical engineering consultant for the addition of a large standby (250 kw) diesel powered generator and automatic transfer switch at one of our main water pumping stations, Galilee. It will be sound attenuated as well. (72 dba @ 7 meters). This was in our Capital projects budget this year.
2. Pleasant Acres: J&K Utilities is nearing completion of installing new meter setters and meter boxes for all water connections. Authority staff has almost completed the new meter installs as well.
3. The Bear Creek pump conversion of the remaining straight drive pump to variable speed drive has been underway on and off for months. Completion of this project should be at the end of this month. This will provide Jackson County with (3) dedicated variable speed pumps so we have some redundancy in the event one of the three pumps fail.

With there being no further business to discuss, the meeting was adjourned at 7:38 p.m.

Karen Johnson,
Board Secretary