

Jackson County Water and Sewerage Authority
Meeting Minutes
August 10, 2017

Chairman Wilbanks called the August 10, 2017 Jackson County Water and Sewerage Authority Board Meeting to order at 6:00 p.m.

Members present included Chairman Dylan Wilbanks, Vice Chairman Pat Bell, Board Member Jim Smith, Board Member Christopher Nichols and Board Member Don Clerici.

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, Water Manager Harold Garrison, Senior Accountant Hope Weeks, AP Amanda Cash and Board Secretary Karen Johnson. Visitors Cindy Edge, Mainstreet Newspapers, John Buchanan and Mark Rudolph, JCDB, LLC, Keith Hayes, J & K Utilities, Brad Hughes, Jefferson Downs, Adam Duerr and Rick Yost, Exeter Property Group.

Approval of Minutes

Member Smith made a motion to approve the July 13, 2017 Board Meeting minutes.

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

Finance Director Smith presented the quarterly financials, monthly water & sewer sales/usage report and the water loss report.

Old Business

Summit at Springs Church Preliminary Application

Manager Klerk said staff recommendation to the Board is to approve the project contingent on the list of Conditions of Approval. (List is in the August 10, 2017 Board Packet.)

Member Nichols made a motion to approve the Preliminary Water and Sewer Application for Summit at Springs Church contingent on the terms of Approval and Conditions.

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

Jefferson Downs Preliminary Application

Manager Klerk said staff recommendation to the Board is to approve the project contingent on the list of Conditions of Approval. (List is in the August 10, 2017 Board Packet.)

Member Nichols made a motion to approve the Preliminary Water and Sewer Application for Jefferson Downs contingent on the terms of Approval and Conditions.

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

Exeter Property Group Preliminary Application

Manager Klerk said staff recommendation to the Board is to approve the project contingent on the list of Conditions of Approval. (List is in the August 10, 2017 Board Packet.)

Member Nichols made a motion to approve the Preliminary Water and Sewer Application for Exeter Property Group contingent on the terms of Approval and Conditions.

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

New Business

Ratification of Sweitzer Engineering Agreement

Manager Klerk discussed the Sweitzer Engineering Agreement. He stated the agreement is for design purposes only. He said the agreement is above his spending level so he is requesting the board authorize ratification of the contract.

Manager Klerk said the basin has been surveyed and we feel confident we will be able to get permitted by the EPD for 1.25 million.

Member Clerici asked if that would be the limit for this location. Manager Klerk said yes.

Member Smith asked how long it would take to get to the 1.25 million.

Trent Lard, Sweitzer Engineering said we would apply for the permit at the same time we start construction and construction will start in about 15 months.

Engineer Leslie said he has scrutinized the proposal and feels it is fair and a good proposal.

Member Smith made a motion to approve the Sweitzer Engineering agreement ratifying Manager Klerk's execution of the contract.

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

Proposal to Upgrade Wastewater Plant SCADA

Manager Klerk said our SCADA system is over ten years old and needs upgrading.

Manager Klerk said staff recommends approval of the proposal from J.K. Duren Company in the amount of \$85,250 for the upgrade.

Member Nichols asked if an RFP was issued. Engineer Leslie said no because of the time constraints, the fact that it is a professional service and under \$100,000 and it is very specialized service. He said you need someone you can depend on and are comfortable with.

Chairman Wilbanks noted that this is a limited type of service.

Member Clerici said he would feel better if we had another quote.

Member Smith made a motion to approve the proposal from J. K Duren Company for the upgrade to the SCADA system. In the amount of \$85,250

Member Nichols seconded the motion. The motion carried with Board Member Clerici opposed and members Bell, Smith and Nichols voted yes.

On Demand Engineering Services Recommendation

Engineer Leslie said every three years we go out for bid for qualified on-demand engineering services. He said this is done in case we need services and can't do the engineering in-house. Engineer Leslie said it is publically advertised in several different places.

Engineer Leslie said 27 firms requested the SOQ document resulting in 13 qualified firms responding. He said all firms were highly qualified and final selection was difficult.

The final selection includes:

- Atlanta Consulting Engineers (Electrical)
- Engineering Management Inc. (EMI)
- Geo Hydro (Geotechnical)
- Hayes, James, and Associates
- Precision Planning, Inc.
- Schmitt Engineering and Land Surveying
- Sweitzer Engineering, Inc.
- Turnipseed Engineers

Member Nichols made a motion to approve the final selection list for on-demand engineering services.

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

Proposed Revision to the Fire Line Policy

Manager Klerk stated a policy was developed to make sure we were metering all of our fire lines (28 customers). He stated it took two years to retrofit all the meters then incorporate them into our billing system.

Manager Klerk said the fire line customers are paying a monthly minimum and now are paying for actual usage, so staff feels it is appropriate to remove the usage penalty.

Manager Klerk stated we have not seen anything nefarious going on therefore recommends removal of the penalty. He also said presently, proving that the water usage was for testing purposes only, is cumbersome for the customer and our billing department.

Member Nichols made a motion to accept the revisions to the Fire Line Policy.

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

Managers Report

- SPLOST Update: Swann Road, Pleasant Acres, Next project
- Building update
- Water system – VFP
- IT – new website

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

Karen Johnson,
Board Secretary