

**JACKSON COUNTY WATER  
AND SEWERAGE AUTHORITY**

**MEETING MINUTES**

**August 12, 2010**

Chairman Pugh called the meeting to order at 6:04 p.m. Members present included Chairman Randall Pugh, Vice Chairman Dave Ehrhardt, Board Member Shade Storey, Board Member Dr. Neelagaru and Board Member Dean Stringer. Also present: Manager Eric Klerk, Attorney Paul Smart, CIO/GIS Analyst Mike Johnson, Chief Engineer Fred Alke, Wastewater Manager Mark Dudziak, Finance Director Judy Davis, Water Manager Stacy Jenkins and Board Secretary Karen Johnson. Visitors included Mark Beardsley with The Main Street News and Consulting Engineer Rob McPherson.

Chairman Pugh recognized and honored Andy Goodman for his service as a board member to Jackson County Water and Sewerage Authority.

**APPROVAL OF MINUTES**

Member Storey made a motion to approve the minutes of the August 3, 2010 work session as presented.

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

**NEW BUSINESS**

*Uncollectible Debt*

Finance Director Davis reported on the Authority's uncollectable debt. She asked for approval to write down those receivables in the amount of \$26,017.78. This debt is over one year old and has been turned over to collections. She stated we would still attempt to collect this debt.

Member Storey made a motion to approve the write down of receivables in the amount of \$26,017.78.

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

*Access Road to Traditions Main Pump Station*

Chairman Pugh reviewed the access road installation that took place at the Traditions main pump station. Manager Klerk said there was no existing road and the work we did included grading,

graveling and erosion control of the easement leading to the main pump station. He explained this was necessary in order for us to have proper access to the pump station to deal with an emergency which involved removal of one of the pumps with a large truck. Attorney Smart assisted in obtaining a temporary easement in order for us to make those repairs. Manager Klerk stated the developer is supposed to provide paved access to the pump station. This is in our standards and required by EPD. Attorney Smart said this temporary easement will stay in place until the permanent easement, which is located in another incomplete pod, takes its place. Vice Chairman Ehrhardt asked if we looked into the cost of paving the road. Manager Klerk said it would be more cost effective to put down additional gravel periodically.

Vice Chairman Ehrhardt made a motion to approve the expenditure of the temporary access road for an amount not to exceed \$7,000.00.

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

#### *Aeration Basin Weir Replacement*

Manager Klerk explained the repair of the aeration basin laundering weir at the sewer plant. He explained that we need to replace a piece of pipe that is broken and is undersized. The proper size pipe (10") will help control the basin water level and regulate flow into the clarifier. In the event of clarifier failure, the replacement unit will provide up to (2) days storage in the basin until repairs to the clarifier can be completed. Manager Klerk discussed the two quotes received for this repair. His recommendation is to use Lanier Contracting for the amount of \$25,554.00. Chairman Pugh stated that by doing this it would enhance our chances of the EPD increasing our capacity at the plant. Manager Klerk stated that is correct.

Vice Chairman Ehrhardt made a motion to approve the modification of the aeration basin laundering weir with Lanier Contracting for \$25,554.00.

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

#### *Neighborhood Water Line Policy*

Chairman Pugh summarized Manager Klerk's proposal on the Neighborhood Water Line Policy. He stated that we do not have any Authority allocated funds in the proposed SPLOST that will be voted on this fall. He said that the only way to serve new customers would be if developers came in and developed new subdivisions providing the infrastructure for new water lines. Chairman Pugh said this proposed new policy would give us the ability to serve pockets of the community for a significantly lower cost. He discussed the response from the letter that was sent to various neighborhoods. He stated in some areas we might only be able to offer water service and not fire protection service. Manager Klerk stated he feels we have an obligation to offer water service to areas of the community that would otherwise not have the opportunity. He also discussed the feedback received from the various areas that received letters.

Manager Klerk said we would target the areas that have the water main that is close enough so we are not running down five miles of highway to get there. Engineer Alke discussed other areas of the county that we are looking into as possible candidates. Manager Klerk said this policy would be on a case by case basis. It would not necessarily be held to a five year payback so the policy is a little open ended on purpose to deal with emergency situations. Engineer Alke discussed the savings of doing this under the proposed policy and stated we could probably do it for about one-third of the cost. He explained we would have the control over the entire project. Chairman Pugh stated this is very different from how we operated in the past and suggested more time to review the proposed policy before making any decision.

Member Neelagaru made a motion to table the neighborhood water line policy.

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

## **EXECUTIVE SESSION**

Chairman Pugh said there was a need for an Executive Session regarding potential litigation

Member Story made a motion to go into executive session at 7:00 pm

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

Vice Chairman Ehrhardt made a motion to come out of executive session at 7:20 pm

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

No action was taken.

## **MANAGER'S REPORT**

### Personnel

June of every year at JCWSA is employee evaluation time. All annual employee evaluations were completed and reviewed by me by July 1<sup>st</sup>. Although there has been an across-the-board salary freeze in effect for two years running, it gives a supervisor and his or her employee a chance to communicate and exchange their concerns and issues, both positive and negative. This process also provides a written baseline for any future pay adjustments that may be allowed.

In June, Water Manager Stacy Jenkins was selected for the 2010 to 2011 Leadership Jackson County Class. Most of you know that the purpose of this program is to develop strong community leaders of the future. Stacy has already attended the (2) day retreat at the UGA campus on July 29<sup>th</sup> and 30<sup>th</sup>.

### Water System

As an update to the Hoods Mill pressure upgrade project, Stacy and his staff continue to provide their water from the next higher pressure zone, the 1066 foot zone instead of the 985 foot zone through manual operation of the main line valves around the Apple Valley Pump Station. We are waiting on just one pipe part so that this operation can be performed automatically.

Last week, Stacy and his staff performed a repair to a 125 hp booster pump at the Highway 60 pump station and (2) MG storage facility. Staff actions saved the Authority \$3700.00 by removing and reinstalling the motor in-house. The actual motor repair from the shop was \$2700.00.

### Wastewater System

In the Authority's collection system, Mark and Chris have eliminated an inflow problem on the Possum Creek gravity line by repairing (2) manhole ring and covers.

In addition to the access road to the Traditions main station, the access road to the Middle Oconee pump station was re-constructed in-house by the addition of a drainage crossover pipe, grading and an application of gravel, saving us about \$3000.00 over the cost of hiring a contractor.

With there being no further business to discuss, the meeting was adjourned at 7:30 pm.

Karen Johnson  
Board Secretary