

Jackson County Water and Sewerage Authority
Meeting Minutes
August 11, 2016

Chairman Ehrhardt called the August 11, 2016 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 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, Water/Wastewater Manager Mark Dudziak, Associate Engineer Nathan Hester and Board Secretary Karen Johnson. Visitors included Main Street Newspapers.

Approval of Minutes

Vice Chairman Wilbanks made a motion to approve the July 14, 2016 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 stated we billed \$989,000 for the month of July; this is a new high for the Authority.

New Business

Billing Dispute – Mr. Williamson

Chairman Ehrhardt said he spoke with Mr. Williamson regarding his dispute. He stated he explained our leak adjustment policy and offered him the one-time adjustment.

Mr. Williamson accepted the one-time leak adjustment.

2015 Audit

Beth Grimes, Bates Carter & Company, presented the 2015 Jackson County Water & Sewerage Authority Comprehensive Audit. She stated the audit was given a clean opinion with no issues.

Vice Chairman Wilbanks made a motion to accept the 2015 Jackson County Water & Sewerage Authority Comprehensive Audit as presented.

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

Execution of the Commerce Wholesale Water Sales Agreement

Manager Klerk stated we have a water pump station that is a two-way station with the City of Commerce on Wheeler Cemetery Road. He said the Authority and the City of Commerce would like to enter into a two-way agreement to buy and sell water to each other and Commerce has already signed the Agreement.

Manager Klerk said the Agreement is \$3.00 per thousand gallons for the first 1,000,000 gallons during the monthly billing period. The monthly “fixed” fee of \$3,000.00 would no longer be charged by Commerce under this new Agreement. Over 1,000,000 gallons up to 5,000,000 is \$2.90 per thousand gallons, over 5,000,000 to 10,000,000 is \$2.80 per thousand gallons and over 10,000,000 is \$2.70 per thousand gallons. Klerk recommended the effective date of the Agreement be November 1st, 2016.

Vice Chairman Wilbanks made a motion to approve the execution of the Commerce Wholesale Water Sales Agreement as presented.

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

Proposed Updated Authority Organization Chart

Manager Klerk stated the first organization chart was done in 2007 and updated in 2011. He stated it is time to update the chart again given the changes over the years.

Manager Klerk stated we would like to: #1 split Water/Wastewater departments like it used to be and move our Water Distribution Operator Foreman into the Water Operations Manager position; #2 add another Wastewater Treatment Operator in the future; #3 move a Water Distribution Operator into Water Distribution Operator Foreman position and backfill that position; #4 at this time, one employee is responsible for GIS and Network Administrator. These positions need to be split so we need to add another employee in that department; #5 add a Senior Accountant in the Finance Department.

Vice Chairman Wilbanks made a motion to approve the 2017 Authority Organization Chart as presented.

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

Seefried Valentine Farms Preliminary Application

Per our standards and specifications, due to the amount of requested capacity, this preliminary application makes it a board decision. Engineer Leslie explained where this property is located and what they are applying for. He said they are anticipating a flow of 63,750 gallons per day. He pointed out that per our standards and specs, this application has to be approved or denied either at this meeting or the next regular scheduled meeting.

Manager Klerk said this is a speculative development and we don't know what is going in there. He said if the board votes to approve this preliminary application, he would suggest that Seefried be required to submit a complete and accurate pretreatment industrial questionnaire. He said we are governed by state and federal regulations to know what is going in there.

This agenda item has been tabled until the September meeting.

Approval of Change Order for Valentine Park Lift Station

Manager Klerk stated this project was going well until they went to put in a drop manhole and found out our trunk line, that is ribbed PVC, has a big bow in it and needs to be fixed by running another line in its place.

Engineer Leslie explained it was discovered that the grade is correct but there is a hump in the line. He said the right way to correct this is to replace the entire line to set the manhole properly.

He stated we have asked Griffin Brothers for a price to remove the existing ribbed PVC and install a new 15-inch PVC line.

Vice Chairman Wilbanks made a motion to accept the Valentine Park Lift Station change order for \$55,750.54

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

Doster Creek Lift Station Repair

Manager Klerk stated we had a bad storm about a month ago that effected the Doster Creek pump station. There was a power outage and the person on call switched the pumps from "automatic" to "manual" and waited for the power to come back on. Manager Klerk said after the power came back on the employee left the pump station. He said the employee forgot to switch the pumps back to "automatic". Manager Klerk stated this caused the pumps to run dry and hot and do some damage to the valves.

Manager Klerk said his opinion is that this station will probably last at least another five years and we will get our money back in what we put into repairs.

Wastewater Manager Dudziak said Lanier Contracting gave us a quote to install an influent valve, a valve change out and a bypass connection for \$32,751.00. They also gave us a price of \$26,987.00 to furnish and install an effluent valve.

After some discussion, the Board decided to accept the quote for Items Number One, Two and Four. The proposed work for furnishing and installing the effluent valve in the discharge valve for \$26,987.00 was not to be included at this time.

Vice Chairman Wilbanks made a motion to approve Items Number One, Two and Four of the quote from Lanier Contracting in the amount of \$32,751.00 for the repair of the Doster Creek Lift Station.

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

Employee Recognition

Chairman Ehrhardt recognized Engineer Leslie for receiving his MBA from Georgia College carrying a 4.0. He also recognized Engineer Hester for receiving the 2016 Young Civil Engineer Award from the American Society of Civil Engineering.

Manager's Report

- SPLOST Update - Engineering and surveying is completed for Swann Road and has been done in house. He stated ads for bids begin August 11th, pre bid meeting is August 31st and the bid opening is on September 13th. There will be a called meeting at the end of September to award the contract.

The next phase of SPLOST will be Highway 334 North and South.

- Wastewater Plant - engineering has been completed and done in house on the effluent project. We are breaking ground on August 12th. Still feel we are safe with the approved not to exceed \$100,000.

Looking at additional sludge holding. Engineering this year and the construction in the 2017 capital budget.

- EPD - surprise inspection on our industrial pretreatment program. Received a satisfactory inspection.

With there being no further business to discuss, the meeting was adjourned at 8:09 p.m.

Karen Johnson,
Board Secretary