

**JACKSON COUNTY WATER  
AND SEWERAGE AUTHORITY**

**REGULAR MEETING MINUTES**

**MARCH 13, 2008**

Chairman Bicknell called the meeting to order at 7:00 p.m. Members present included Chairman Hunter Bicknell, Vice-Chairman Randall Pugh, Board Member Alex Bryan, Board Member Rob Jordan, and Board Member Andy Goodman. Also present: Manager Eric Klerk, Attorney Paul Smart, CIO/GIS Analyst Mike Johnson, Chief Engineer Fred Alke, Engineer Richard Check and Engineer Rob MacPherson with Prime Engineering, Chief Wastewater Operator Mark Dudziak, Finance Director Judy Davis and Board Secretary Denise Nation. Also present was Mark Beardsley with The Main Street News and Nikki Young with The Athens Banner Harold. There were several other visitors present from the Norman Road and Williams Road community. They have all signed the visitors list.

**APPROVAL OF MINUTES**

Board Member Jordan made a motion to approve the Regular Monthly Meeting minutes for January 10, 2008, the Work Session minutes for February 7, 2008, the Regular Monthly Meeting for February 13, 2008 and the Work Session minutes for March 6, 2008.

Board Member Goodman seconded the motion.

The motion carried with no objections and all board members present voting.

**NEW BUSINESS**

***Oconee Water Purchase from Jackson County***

This item was tabled until the next work session.

***Water Service To Norman & Williams Rd., South Jackson County***

After hearing from several visitors from these two roads expressing their concern about wells going dry and not having water, they asked the Authority if they could tell them what they needed to do to get public water down these two dirt roads.

Chairman Bicknell stated that in order for the Authority to be able to run water down these 2 roads, the county would have to pave the roads.

Chairman Bicknell further stated that the Authority had adopted a policy not to run lines down any dirt roads, nor on private property. The lines have to be on the right-of-ways.

Member Bryan stated that all the board members were sensitive to their needs, but further stated the Authority had policies they had to abide by too.

Member Bryan further stated that they needed to get together and go to they county giving right-of-ways and then have the county pave the road. Member Bryan further asked Authority Chief Engineer Fred Alke to see if he could possibly give them some help with the county.

Member Goodman stated that the board would do all they could to help them, but they would first need to do all they could on getting the road paved.

Manager Klerk stated it may be possible to put in a watering station in the area for them to purchase water from. In order to do this, someone would have to come in to the Authority give their address and sign a contract for the bill for water used to be sent to them. He further stated this would be on an emergency case and the contract would only be for one year. Also the station would have a lock on it to limit the water use. If no one wanted to sign the contract to be responsible, the watering station would not be put in place.

Member Jordan made a motion to put the Watering Station in for a period of one year under this emergency situation provided someone from the community came in to sign the contract and be responsible for the bill.

Member Bryan seconded the motion.

Motion carries with no objections and with all board members present voting.

### ***Multiple Meter Discount for SPLOST***

Chairman Bicknell stated the Authority would stand by the policies they had in place on this matter.

### ***Expiring Prime Engineering Master Contract***

Manager Klerk stated that he has discussed with Prime the fact that the master contract will be expiring in just a couple of months.

Manager Klerk further stated he would suggest to the Board, to vote on a master contract with a lower dollar amount and that the contract would allow the Authority to get other engineering firms for projects, when and if they wanted to.

Member Bryan made a motion to have Manager Klerk negotiate a contract with Prime Engineering and then have the Authority Attorney Paul Smart go over it.

Member Jordan seconded the motion.

Motion carries with no objection and with all board members present voting.

### ***Personnel Policy Changes***

Manager Klerk recommended since Judy Davis has now completed her training and has received her certification as a Chief Financial Officer, her title be changed from Accounting Administrator to Finance Director.

Vice Chairman Pugh made a motion to change Ms. Davis' title from Accounting Administrator to Finance Director.

Member Jordan seconded the motion.

Motion carries with no objection and with all board members present voting.

Manager Klerk stated that a change to the personnel policy on accumulated annual and sick leave needed to be made. The Authority has several employees that have maxed out on leave and cannot accrue any more until they take some time off. Manager Klerk also stated that it is almost impossible at times for these employees to take the time off. Manager Klerk asked that the board consider the following change to the personnel policy:

It will state: Annual leave may not be accrued in excess of 240 hours. The Authority Manager shall grant up to 40 hours of pay in exchange for 40 hours of annual leave per employee per year providing the employee has accrued the maximum allowable of 240 hours of annual leave. This can be done once per year only during the last month of the fiscal year. Upon separation, the employee will be paid for all accumulated annual leave up to 240 hours if separated in good standing.

Vice Chairman Pugh made a motion to amend the Personnel Policy with regard to annual leave.

Member Jordan seconded the motion.

Motion carries with no objections and with all board members present voting.

## **OLD BUSINESS**

### ***Level 4 Drought Exemptions Reinstatement***

Manager Klerk stated that this Authority is behind on following Gov. Perdue's suggestions on reinstating some of the drought exemptions. He stated that several counties around Jackson have already reinstated the exemptions.

Chairman Bicknell stated the Authority also needed to make that move.

Member Jordan made a motion to reinstate the exemptions and to put in place the suggestions that Gov. Perdue had made as of March 17, 2008.

Member Goodman seconded the motion.

Motion carries with no objections and with all board members present voting.

### ***SPLOST Surplus \$ - Priorities***

This item was tabled until next work session.

## **MANAGERS REPORT**

Manager Klerk stated we did get a signed contract from the City of Gainesville. The contract has been executed and we have all the materials needed. Work is expected to start in about two weeks.

Manager Klerk stated that the board needed to adopt a resolution authorizing signatories on authorized cash accounts. He further stated that this resolution states that the Chairman of the Authority Board and the Authority Manager are hereby authorized to be the sole signatories of checks and other financial documents for all Authority Accounts, with the exception of Authority Operating Account.

It further states that the Authority Finance Director is specifically barred from having signatory authority on non-operating accounts.

Vice Chairman Pugh made a motion to adopt the resolution authorizing signatories on Authority cash accounts.

Member Jordan seconded the motion.

Motion carries with no objections and with all board members present voting.

Manager Klerk presented the following work orders and change orders to the board for authorization:

A Work Order to allow Prime to proceed with bids so they can start construction on the 2 Chlorination Stations at Apple Valley and Galilee Pump Stations. Prime stated the cost will be \$50,000 per station.

Member Jordan made a motion to authorize Prime to go ahead with Work Order.

Member Goodman seconded the motion.

Motion carries with no objections and with all board members present voting.

A Work Order for Prime to assist with design and construction administration services for the relocation of existing waterlines and appurtenances on SR 15 ALT at Apple Valley Rd., which is being lowered by the Jackson County Department of Transportation to improve sight distances at this major intersection. Cost is \$12,266.00.

Member Goodman made a motion to authorize Prime to go ahead with Work Order.

Vice-Chairman Pugh seconded the motion.

Motion carries with no objections and with all board members present voting.

A Work Order to Evaluate the Doster Creek Wastewater Pump Station. This pump station has experienced operational problems and is considered to be unreliable. This work order is for Prime to evaluate the pump station to determine if the problems can be corrected with improvements to the existing facilities or if a new pump station may be recommended. Cost is \$19, 300.00.

Member Jordan made a motion to allow Prime to do an in depth evaluation and modification or design a new pump station at Doster Creek.

Member Bryan seconded the motion.

Motion carries with no objections and with all board members present voting.

A Change Order to provide engineering services during construction for improvements to the Middle Oconee Wastewater Treatment Plant. The contract for this had expired and the original work order was for \$141,500.00. But Prime has lowered the cost to \$104,500.00.

Member Goodman made a motion to except the change order lowering the price from \$141,000.00 to \$104,500.00.

Member Jordan seconded the motion.

Motion carries with no objections and with all board members present voting.

## **ENGINEERS REPORT**

### ***Series 2006B Bond Water Distribution Project***

The East Priority 1 and West Priority1 Projects are substantially complete. Final pay applications for both projects are under review. The East Priority 2 is set to begin later this month.

### ***Gainesville Water System Connection***

Project design drawings and permit acquisitions have been completed. The draft agreement has been updated and efforts continue to finalize the agreement with the City of Gainesville so construction can begin.

### ***Middle Oconee Wastewater Treatment Plant Improvements***

The JCWSA Board has approved the award of the base bid for the Middle Oconee WWTP improvements to Allsouth Contractors, Inc. which includes the construction of a new headworks facility (mechanical screens and flow measurement), new yard piping and structures, a new electrical building, and electrical improvements to existing and future equipment needs. A notice to proceed with construction is expected by mid March.

### ***Wastewater Master Plan Update***

The updated master plan is complete and a draft presentation of the results was delivered to the JCWSA staff the end of last month for comments.

### ***Doster Creek Pump Station Evaluation***

A Work Order proposal to perform the pump station evaluation is being prepared.

## **EXECUTIVE SESSION**

Member Jordan made a motion to go into Executive Session to discuss personnel issues at 9:35 p.m.

Vice-Chairman Pugh seconded the motion.

Motion carries with no objections and with all board members present voting.

Member Jordan made a motion to reconvene the Regular Board meeting at 10:20 p.m.

Member Goodman seconded the motion.

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Motion carries with no objections and will all board members present voting.

Member Bryan made the motion to adopt the Resolution to adopt the ACCG – 401 (a) Defined Contribution Program for Senior Management.

Member Jordan seconded the motion.

Motion carries with no objections and with all board members present voting.

There being no other business to discussed Chairman Bicknell adjourned the meeting at 10:25 p.m.

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Denise P. Nation, Board Secretary