

**JACKSON COUNTY WATER
AND SEWERAGE AUTHORITY**

MEETING MINUTES

February 12, 2009

Chairman Pugh called the meeting to order at 6:01 p.m. Members present included Chairman Randall Pugh, Vice Chairman Dave Ehrhardt, Board Member Shade Storey, Board Member Rob Jordan, and Board Member Andy Goodman. Also present: Manager Eric Klerk, Attorney Paul Smart, Engineer Fred Alke, CIO/GIS Analyst Mike Johnson, Chief Engineer Fred Alke, Wastewater Manager Mark Dudziak, Water Manager Stacy Jenkins, Finance Director Judy Davis, Board Secretary Karen Johnson, Engineer Richard Check and Engineer Trent Lard. Visitors included Out-going Chairman Hunter Bicknell, Mark Beardsley with The Main Street News and Scott and Michele MacKinnon.

APPROVAL OF MINUTES

Chairman Pugh made a motion to approve the minutes of the January 15, 2009 regular meeting and the February 5, 2009 work session minutes as presented.

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

VISITORS

Chairman Pugh recognized Hunter Bicknell, Out-going JCWSA Chairman. He presented Mr. Bicknell with a plaque, thanked him and gave a brief summary of Mr. Bicknell's highly successful tenure. Mr. Bicknell responded with a word of thanks and compliments to Manager Klerk and his staff.

Scott and Michele MacKinnon of 304 Shamus Way, Jefferson were recognized by the board. Chairman Pugh asked them to present their case regarding their billing dispute. Mr. MacKinnon passed out a summary of their water consumption in relationship to their monthly bill. He explained when they filled their pool, when they used their irrigation system and their children's bathing schedule. He stated he was positive they had not used that much water for the two months in question. He stated that after we removed his meter (for testing) and replaced it with a different meter, the consumption went back to their normal usage. Chairman Pugh mentioned that there was a new rate structure and Manager Klerk said that was implemented in November of 2007. Chairman Pugh asked if they had an irrigation system. Mr. MacKinnon said yes but they only used it during the summer of 2007 when they had landscaping put in.

Chairman Pugh explained that the meter test came back 99.9% accurate therefore the water did go through that meter. Chairman Pugh stated that there was a policy that bills could be paid back over a period of time. They were told to contact Secretary Johnson to work out the arrangements. Engineer Alke gave a brief description of how a water meter works and how efficient they are. He stated that they are designed to error on the side of the user. He stated he had complete confidence in the accuracy of the meter. Water Manager Jenkins stated he was responsible for having the meters tested and wanted them to know he did everything possible for them. He apologized if they were not comfortable with the process. Chairman Pugh thanked the MacKinnon's for attending the meeting.

NEW BUSINESS

Water Services Contract

Manager Klerk gave a brief summary of this agenda item. He stated that changes were made in Section 1 and Section 7 of the Water Services Contract. The following verbiage was added to Section 1:

- In order
- Any tampering (to include opening, damaging, destroying or otherwise handling of the meter or meter box without Authority permission) with the water meter shall result in a \$250.00 tampering charge to being levied against the Subscriber's bill.

The following verbiage was added to section 7:

- Or meter box is secured with a locking device
- Compromised replaces destroyed
- In any way
- Assed to the Subscriber's next water bill
- Upon the second occurrence of any such opening, breaking, or destroying of a water meter or meter box locked by the Authority, the tampering charge shall increase to \$500.0 and the water meter will be removed. This \$500.00 tampering charge must be paid in full in order to have the water meter re-installed and service restored.

Chairman Pugh made a motion to make the above changes to the Water Services Contract.

The motion was seconded by Member Goodman. The motion carried with no objection with all board members present voting.

Ben Shirley

Chairman Pugh summarized Mr. Ben Shirley's need for a water connection. His well has gone dry and he does not have the ability to pay the full meter tap fee of \$1500.00 all at once.

It was discussed at the February 5, 2008 work session to let Mr. Shirley put a certain amount down with monthly payments.

Chairman Pugh made a motion to install the meter connection with \$200.00 down and monthly payment of \$50.00.

The motion was seconded by Member Goodman. The motion carried with no objection with all board members present voting.

MANAGER'S REPORT

Middle Oconee Wastewater Plant Emergency Replacement

I would like the board's approval on emergency spending at the wastewater treatment plant.

Background: The sludge return pump station has failed four times in the last three weeks. This station was installed in 1961 and replacement parts for the pumps have not been available for decades. All equipment is located in a hole which is 25' deep and a hazardous location. This station was slated for removal in the next phase of the project.....but we're not doing the next phase.

Without continuous operation of this station the plant balance is upset and the plant's NPDES permit will be violated and the Authority will suffer the wrath of EPD. The good news is that the replacement station being planned will be about \$700,000.00 less than the station proposed in the next phase of the project; importantly this station will be sized to handle future higher flows from future capital improvements at the site so this is not a short-sighted temporary fix.

This emergency station repair/replacement is expected to cost about \$170,000.00 which includes materials, labor and engineering.

Chairman Pugh asked if this would be reviewed by a consulting engineer. Mr. Klerk said it would be.

Member Jordan made a motion for the approval of emergency sewer treatment project.

The motion was seconded by Member Goodman. The motion carried with no objection with all board members present voting.

Major Electric Expense Cut

Thanks to Water Manager Stacy, the Authority has saved \$25,000.00 from Georgia Power due to reconfiguring the bypasses around the Apple Valley and Galilee Pump water pump stations. Stacy's arrangement allows for the Bear Creek pumps to supply water to the next pressure zone without using the pump stations during normal system demands.

Appointments to the Regional Water Councils

Manager Klerk gave hand outs on who was appointed to the regional water council by the Lieutenant Governor. Hunter Bicknell will be representing Jackson County.

ENGINEER'S REPORT

Engineer Check with Prime Engineering presented the Engineer's Report as follows:

WATER SYSTEM

Series 2006B Bond Water Distribution Projects

Description: These projects consist of the design, permitting, bidding and construction administration services for water distribution lines for SPLOST 2000 Projects #6, #7, #8, & #9 areas.

Status: Construction continues on East Priority 2 by Dale Construction Company. At the end of January, the Contractor has installed approximately 98 percent of the water mains. Not all of the pipe on US 334 has been pressure tested and disinfected. Rock encountered in the vicinity of the creek has slowed progress considerably. Service connections on installed pipe have not been completed. The Contractor has one crew remaining to finish the installation of pipe on US 334. This work is anticipated to be complete the first week of March weather permitting. Project is behind schedule with completion expected the first week of March including all service connections.

Description	Length	Installed	Percent Complete
Old US 441	2,800	2,800	100 %
Brooks Drive	4,860	4,860	100%
Ed Bennett Road	8,400	8,400	100%
Deerbrook Drive	1,100	1,100	100%
Cooper Farm Road	12,470	12,470	100%
US 334	11,840	10,870	92%
Total	41,470	40,054	98%

Action Items: Continue providing engineering services during construction as required including monitoring project progress towards completion.

Gainesville Water System Connection

Description: The JCWSA has requested Prime Engineering to provide the engineering services required to establish an emergency connection to the City of Gainesville water system to allow for the purchase of water. This involves discussions and negotiations with the City of Gainesville, the design of the connection and required improvements to existing JCWSA SR 60 tank and pump station, and the preparation of construction documents.

Status: No progress in completing the work in January. The East Priority 2 project has priority and as soon as the water main project is complete, Dale Construction shall set the vaults at the tank site and make necessary connections. It is estimated that work will not continue on this project until March 2009.

Action Items: Prime Engineering shall provide engineering services during construction (SDC) for this project on an as needed basis.

WASTEWATER SYSTEM

Middle Oconee Wastewater Treatment Plant Improvements – Services During Construction (SDC)

Description: Prime Engineering is providing SDC for the initial improvements to the Middle Oconee Wastewater Treatment Facility.

Status: The month of January produced the following results.

- Work on the headworks (screens, sampler, and flow measurement) near completion. Mechanical screen installation is complete and ready for start-up, testing, and operator training scheduled for the first week of February. The installation of deck covers, railing, and stairway completed.
- Electrical facilities exceeded 90 percent installation complete and ready for equipment start-up, testing, and transfer of existing equipment to the new electrical gear. Preparations made for electrical system start-up and load test scheduled for the first week of February.
- Progress meetings January 8th and 29th identified JCWSA's preference to install the proposed aeration basin influent line (24-inch D.I.P.) on a new alignment and elevation from the original design. Details were worked out to accomplish this change.
- Reviewed and approved Partial Payment Request #9 (January 2009).
- Project progresses and should be near complete by March 2009.

Action Items: Prime Engineering shall continue to provide Engineering Services During Construction (SDC) for this project.

WATER RESOURCES PROGRAM

Jackson County Water Resources Master Plan Study – Phase II, Alternative Site Analysis Services for Three Alternative Water Supply Reservoirs

Description: Prime Engineering is furnishing engineering services associated with continuation of the feasibility analysis of new water supply reservoirs for Jackson County. This task includes Water Quality Impairment Status, Preliminary Geotechnical Investigation, Environmental Information Document (EID), Watershed Protection, Hydrologic/Hydraulic Modeling and Yield Analysis, Property Research, Conceptual Reservoir Design, Conceptual Cost Estimate, Financing Alternatives, Permitting and Mitigation Assessment, Recommendations and Assistance with Water Supply Grant Application.

Status: Preparation is being made for a town hall style meeting for the reservoir project which is by invitation only (property owners from the potential 3 reservoir sites). Notices have been sent to the newspaper along with letters to property owners.

Display maps are being prepared for the 3 potential reservoir sites as well as an “Executive Summary” and one page handout for the proposed project. The meeting is scheduled for February 26th from 3:00 to 9:00 PM at the City of Jefferson Civic Center.

Action Items: Prime will prepare an “Executive Summary” and fact sheet of what JCWSA is and is not doing as part of this phase of the project. Prime shall also prepare overall maps to display at the meeting.

EXECUTIVE SESSION

Chairman Pugh made a motion to go into executive session. Motion was seconded by Member Goodman.

The JCWSA board met in executive session at 6:42 pm

Member Jordan made a motion to adjourn the executive session at 6:57 pm. Motion was seconded by Member Goodman. Motion carried with no objection with all board members present voting.

No action was taken.

CLOSING COMMENTS

Chairman Pugh asked Finance Director Davis how the audit was going. Finance Director Davis said the field work is complete and the auditors are finishing their report.

Chairman Pugh also stated the he has been receiving favorable comments on our customers’ ability to pay their bill on line now.

With there being no further business to discuss, the meeting was adjourned at 7:15 pm.

Karen Johnson
Board Secretary