

JACKSON COUNTY WATER AND SEWERAGE AUTHORITY

MEETING MINUTES March 10, 2011

Chairman Randall 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 Narasimhulu Neelagaru, M.D. and Board Member Dean Stringer. Also present: Manager Eric Klerk, Attorney Paul Smart, Chief Engineer Fred Alke, CIO/GIS Analyst Mike Johnson, Wastewater Manager Mark Dudziak, Finance Director Judy Davis and Board Secretary Karen Johnson. Visitors included Mark Beardsley with The Main Street News.

APPROVAL OF MINUTES

Member Storey made a motion to approve the minutes of the February 10, 2011 board meeting.

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

NEW BUSINESS

Wastewater Plant Upgrades: Engineering Proposals

Manager Klerk reviewed the engineering proposal from Sweitzer Engineering. He stated the EPD has given approval in writing to proceed with our plans through the Design Development Report (DDR), giving us the 500,000 gallon per day capacity. This is contingent, in part, that we do what is laid out in the design contract from Sweitzer Engineering. The scope of work within the design Agreement includes a sludge holding tank and its appurtenances, minor modifications to the chlorine contact tank and the addition of a post aeration structure. The proposal from Sweitzer is a design Agreement only. The EPD is insisting on a second clarifier at the site as shown in the approved DDR. Manager Klerk stated we did not have that project in this year's budget so we negotiated a trigger point based on flow with the EPD. When the flow reaches 350,000 gallons a day we will proceed with the clarifier construction. However, the EPD wants the second clarifier to be designed before the trigger is reached. Manager Klerk stated due to low construction costs we might want to take advantage of lower costs and proceed with the second clarifier design at the end of this year, followed by construction in 2012

Manager Klerk asked the board for their approval to execute the design Agreement with Sweitzer Engineering for \$54,200. Chairman Pugh asked about a proposed timeline for completion. Manager Klerk referred to the time schedule in the Agreement.

Vice Chairman Ehrhardt made a motion to approve executing the design contract for \$54,200.00

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

Execution of Hoschton Operations Agreement

Chairman Pugh stated we are ending the first year of the Hoschton Operational Agreement. He stated the Hoschton officials are very pleased with the work over the past year. Chairman Pugh stated the contract was increased from \$75,000 to \$97,455. He stated their city council has approved it. Manager Klerk said one additional change is the 90 day escape clause has been changed to a 60 day escape clause. He said the increase in the fee was due to additional man hours at their wastewater plant.

Member Storey made a motion to approve renewing the Hoschton Operations Agreement

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

Annual Review and Report of Identity Theft Prevention Program

Finance Director Davis stated the annual training session for the Identity Theft Program has been completed. She said we experienced zero occurrences of identity theft and we are in compliance for 2010. She briefly went through our process for preventing identity theft.

OLD BUSINESS

Proposed Personnel Policy Changes

Manager Klerk said there are three changes to the current personnel policy. The first change is to section 4.3 – Immigration Law Compliance, with the addition of E-Verify language incorporated into the policy.

The second change is the implementation of a Drug Free Work Place Program that would include random drug testing. Manager Klerk explained several key points in the policy. He stated we have contracted with a third party to do all the random testing, training, etc.

The last change to the policy is a restructured organizational chart with minor changes to position descriptions. Chairman Pugh asked how many employees held Class Three licenses. Manager Klerk said all twelve field employees. He stated any employee that is operating the system, both water and wastewater, is state certified. Finance Director Davis stated all employees in her department were certified through the Carl Vinson Institute as well. Manager Klerk noted that some of the field employees were also dual certified in both water and wastewater.

Member Neelagaru made a motion to approve adopting the Drug Free Work Place Policy.

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

Vice Chairman Ehrhardt made a motion to approve the updated organizational chart with the associated position descriptions.

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

Member Neelagaru made a motion to approve adding the E-Verify information to the existing Immigration Policy.

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

Proposed Changes to Accepting Public Improvements

This agenda item has been tabled until the next board meeting.

EXECUTIVE SESSION

Chairman Pugh said there was a need for an Executive Session regarding a personnel matter.

Member Storey made a motion to go into executive session at 7:10 pm.

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

Member Storey made a motion to come out of executive session at 7:21pm.

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

Member Storey made a motion that the employment contract for Manager Eric Klerk be extended for another 12 months.

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

Chairman Pugh told Manger Klerk that the board appreciated all the progress he has made. He said, "We appreciate your leadership and hard work in bringing this Authority out of the dark ages. You bring a level of expertise as well as the people you have brought in and put into key positions in the organization".

MANAGER'S REPORT

Manager Klerk pointed out the water loss that was up for the month of February was due to draining of water towers for cleaning and inspection. He explained that this number would fluctuate due to variables with the daily amounts of water purchased from Bear Creek compared to when customer meters are read. It really is only a concern if that number stays above 5% for a number of consecutive months. Finance Director Davis stated that we try to reconcile that as best as we can using daily readings from Bear Creek and correlating those readings with the days our meters are read.

Manager Klerk stated we had four or five new water connections the month of February.

With there being no further business to discuss, the meeting was adjourned at 7:28 pm.

Karen Johnson
Board Secretary