

**Jackson County Water and Sewerage Authority**  
**Meeting Minutes**  
**November 12, 2020**

Chairman Wilbanks called the November 12, 2020 Jackson County Water and Sewerage Authority Board Meeting to order at 6:00 p.m.

Members present include: Chairman Dylan Wilbanks, Vice Chairman Chris Nichols, Board Member Pat Bell, Board Member Don Clerici and Board Member Wade Johnson.

Also present: Attorney Paul Smart and Authority Staff: Eric Klerk, Karen Johnson, Judy Smith, Joey Leslie, Mark Dudziak, Ronna Berrong, Nathan Hester, Hope Weeks, Miles Glenn, and Jordan Waters.

Visitors: Jeff Stewart, Takeuchi, Gabriel Cunningham, BM&K, Ray Vaughn

### **Approval of Minutes**

Vice Chairman Nichols made a motion to approve the October 8, 2020 Board Meeting Minutes.

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

### **Financials**

Finance Director Smith presented operations reports and the third quarter financials.

### **Visitors**

Linda Whiten – not present.

Jeff Stewart – Takeuchi

Mr. Stewart explained he was unhappy with our service. He said he did not want to pay the minimum charge on his fire line and felt it took too long to have the meter installed. He said he just wanted to make us aware of this.

Chairman Wilbanks said “so you are not asking us to do anything?” Mr. Stewart said he would like for us to reduce his \$2,000 in bills.

Manager Klerk explained everyone pays a monthly minimum charge once the meter is installed. He added that our hydrant rental meters were on backorder and everyone has been on a waiting list and it was first come, first served.

Assistant Manager/Engineer Leslie stated that the general contractor initially applied without a fire line then reapplied with one, so that undoubtedly caused some of the delay.

Scan Date: 12-16-2020  
Scan By: DA

Chairman Wilbanks explained our rate studies help determine our fees and our water customers not the taxpayers of Jackson County pay for the water.

## **Old Business**

### *Madison County Agreement*

Manager Klerk said we did want to address this tonight but explained the Upper Oconee Water Basin meeting minutes are not the same as what staff discussed regarding the Madison Agreement. Attorney Smart said we have some things to clear up before we sign the agreement.

### *Water Tower Lease Agreement*

Manager Klerk said the group running the golf course were not aware of this meeting. He said he and Attorney Smart have completed the lease agreement. It is based on \$833 a month over five years. Manager Klerk said this would cover the cost of painting and maintenance on the tower for the period.

This agenda item will be addressed at the December meeting.

## **New Business**

### *Gum Springs 130 Water/Wastewater Preliminary Application*

Removed from agenda at owner's request.

### *Jackson Trail S/D Water/Wastewater Preliminary Application*

Manager Klerk said a Water/Wastewater Preliminary Application has been submitted for this project. He said this is a basic application and staff recommends approval based on the developer adhering to the terms and conditions of approval.

Vice Chairman Nichols made a motion to approve the Jackson Trail Water/Wastewater Preliminary Application subject to the Terms and Conditions of Approval.

Member Johnson seconded the motion. The motion carried with no objection, Member Clerici abstained from voting and all remaining board members present voting.

### *Board Policy/Board Bylaw Changes*

Chairman Wilbanks asked if the policy was ready. Attorney Smart said it was still in draft form and needs staff input.

### ***Ratification of the Water System Modeling Master Planning Agreement***

AM/Engineer Leslie said this was approved in the 2020 budget for \$200,000. He said we asked Freese and Nichols to do some additional modeling which resulted in a change order of \$9,800 for Amendment #1.

AM/Engineer Leslie said the cost increase for the master plan in the amount of \$75,327 is to project growth throughout the entire county. He said the agreement was signed by Eric, but we are asking the Board to ratify the additional charge for Amendment #2 in the amount of \$75,327.

Vice Chairman Nichols made a motion to ratify Amendment #2 of the Water Modeling Master Plan with Freese and Nichols for \$75,327.

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

### ***Sewer Model and Master Plan Agreement***

AM/Engineer Leslie said this project was approved in the 2020 budget for \$175,000. He said we are asking the Board to approve the contract with Freese and Nichols for the Sewer Modeling Master Plan.

Vice Chairman Nichols made a motion to approve the contract for the Sewer Model and Master Plan Agreement in the amount of \$175,000 and authorize the Authority Manager to execute the document.

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

### ***Water Resource Development/Planning, Phase 1 Agreement***

AM/Engineer Leslie said at the September board meeting staff was authorized to proceed with negotiations for the scope of work and agreement with Emery & Garrett Groundwater Investigations to begin the groundwater study. He said we are asking the Board to authorize the Authority Manager to execute the contract.

Member Bell made a motion to authorize the Authority Manager to execute the Water Resource Development, Phase 1 contract in the amount of \$124,850.

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

### ***Vacuum Trailer Excavator***

AM/Engineer Leslie said this was approved in the 2021 budget. He said we received three quotes and staff recommends going with Ditch Witch of Georgia, which is the lowest quote. AM/Engineer Leslie said staff is asking for approval to purchase.

Vice Chairman Nichols made a motion to approve the purchase of a vacuum trailer excavator for the amount not to exceed \$120,000.

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

### ***Highway 129 Surveying Agreement***

AM/Engineer said we have been doing all surveying in house for SPLOST projects. He said we are extremely busy now and the surveying is very critical for this project. He said we would like to hire a professional surveyor to accurately establish the right-of-way line. We would like to try and get easements on the private side.

He said Gaskins Surveying is an On-Demand firm and we feel they can do it faster and more efficiently than we could.

Member Johnson made a motion to approve the contract with Gaskins Surveying in the amount of \$19,875 and authorize the Authority Manager to execute the document.

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

### **Executive Session**

Vice Chairman Nicholson made a motion to go into Executive Session at 6:45 pm.

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

Member Bell made a motion to come out of Executive Session at 7:25 pm.

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

### **Managers' Report**

Water:

- Pleasant Acres has over 60% of the pipe in the ground.
- Engineering drawings are complete for the West SPLOST projects. This will build redundancy in our system and help out with fire flows. Will go out for bid the first half of January.

Wastewater:

- WWTP project is complete. EPD will give us the 1.25 mgd if we would like. Staff is going to do our wet testing first then request it.

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

Karen Johnson,  
Board Secretary