



WATER AND SEWER EXPANSION AUTHORITY BOARD MEETING MINUTES

Date: May 11, 2005
Time: 2:00 p.m.
Location: City Hall, Committee Room A

Attendees:
Jeanell Wilson, Chair
John Craddock, Vice Chair
Dr. Aikens
Lawrence Jones
Harriet McDonald
Susan Rudd
Al Sinclair

Chair Wilson called the meeting to order / quorum determined. The Board approved the minutes from the April 13, 2005 Board Meeting and the April 13, 2005 Finance Committee Meeting.

Finance Committee Update

Finance Committee Chair Sinclair gave an update to two issues discussed at the committee meeting held just prior to this Board meeting:

1. Loan request for Clark Road, Truth for Living Ministries –
 - A representative from the Church attended the committee meeting; however, she did not have the requested answers regarding the issues of funding ability and un-bonded contractor. Committee members tabled the project until needed answers are received.
2. Non-residential loans –
 - Normally, when money is advanced, interest begins to accrue. Committee members voted on and recommended to establish a policy to have interest accrue when funding is advanced, and to present to the Board for approval.

Motion to approve establishment/adoption of a policy regarding interest on non-residential loans was given by Mr. Sinclair, seconded by Ms. McDonald, and voted in favor of all Board members.

General Items/Discussion/Questions

Grant Update – Funding sources at the Federal level include EPA, STAG and WRDA. Existing STAG Grant’s application for \$459,000 has been submitted; should receive funds in 60 to 90 days. Regarding new STAG and WRDA Grants, Corrine Brown submitted a request to the chairman and ranking members for funding for WSEA. To solidify the request process that was started, Mr. Odom returns to Washington next week to ensure completion.

State Revolving Funds (SRF) – The bulk of money is to come from SRF for low interest loans. Request for Inclusion (RFI) for a preconstruction loan has been submitted (\$350 million). Mr. Odom will attend an SRF workshop in June that is hosted by DEP.

Development of Interlocal Agreement – Draft included in package today w/one-page summary. One of the obligations of WSEA is to establish the document, which is the basis needed to drive forward. Mr. Odom reviewed the summary: Obligations of the WSEA; Obligations of JEA; and Obligations of the City. The document clarifies the three parties involved; it gives a structured framework of how the three will work together. WSEA remains a separate entity now, with support from JEA and the City. Mr. Odom encouraged Board Members to call him with any questions regarding the document content, and stated the desire is to have concrete thoughts on the draft agreement by the June Board Meeting.

Procurement of Program and/or General Engineering Consultant – In the process of drafting a Scope of Services for a program or general engineering consultant to develop an implementation plan for Phase 1 of our Conceptual Facilities plan when the requested funds are obtained. WSEA will never contain more than four employees; therefore, all work will be outsourced. The Scope of Services Outline gives vision of how services will be incorporated. The document, in its entirety, will be presented at the June Board Meeting.

Staffing Update – Two new positions created – the GIS person will come on staff Monday, 5/16; Ms. Yvonne Bacon, JEA, will assist while Sherry is on leave; and a person has been identified to handle massive outreach once WSEA is full force.

Budget – The seven different categories of funding, as identified in previous meetings, will be used as blueprints; however, they are not written in stone (we know them as moving targets). We also know we have to attend to the low income needs. Annual contribution from City Council (\$4 million – purely capital, no operating expenses); the Corp of Engineers funds; the JEA contribution; the SRF’s and Grants; and other undefined sources of funding will be utilized. We are going through to ensure the \$4 million from City is approved for next year; once complete, we can move forward. Mr. Odom recently met with the City’s new CFO, Mickey Miller. City is on board with additional capital funding. Mr. Odom also met with JEA’s CEO Jim Dickenson to finalize the structure of our agreement and to review the ILA.

Status of Current Projects

Triangle Estates – project is under construction but behind schedule due to high water table, rain and road maintenance. Expect the project to be substantially complete in late July. A second door hanger will be put out this week to provide status to residents.

Drury Lane – homeowners have executed their contracts – JEA forces will begin construction on the project very soon.

Clark Road – project tabled by Finance Committee today until needed answers are received.

Lavilla Sportsman Club – in the process of finalizing contract documents.

Nate Circle – homeowners have executed their contracts and construction will begin soon.

Wagner Road – working out details with the church (Hope Chapel).

Iroquois/Milam and Country Club/Forest Park – approved by Council last night; design is underway.

Pine Forest – scheduled for Council vote on 6/14.

Mr. Odom distributed a resolution for Pine Forest – preliminary approval of contract is needed from the Board. Construction begins in June on the CDBG funded portion of the project. The resolution allows WSEA staff to award contract to the contractor (we will have our own contract as soon as City funding is released) to continue our portion of the project. The resolution keeps the work from being held up on the project. Mr. Odom stated that Pine Forest is a significant project and that a groundbreaking ceremony is in order (when Sherry returns from leave).

Motion to approve the Pine Forest resolution was given by Mr. Jones and seconded by Dr. Aikens, and voted in favor of all Board members.

Outreach/Communication Update

- Recently met with group from New Kings and Edgewood area. Residents that attended are interested, but are concerned about the costs involved. However, they will go to their neighbors to inquire interest level.
- Recently met with group from Harthaven – Wadsworth Street. Some residents are interested. The cost per home with 100 percent participation would be around \$5,000 per homeowner, which is low and provides for incentive; however, there are other residents not interested. Those that are interested are trying to rally the others.
- Agatite Road has some well contamination. A meeting was held on 4/28 with Councilwoman Jones and a representative from DEP in attendance. There was about half-and-half interest. Currently conducting a concentrated outreach to communicate

- the program and its available options to the residents – looking at all different options to get on board.
- Met with Pine Forest residents on 5/6. This is a great partnership; residents are very excited. The construction project is expected to last one year. A great incentive for this group is that the connection cost is the only cost to the homeowner (sewer, not water). Seventy percent of funding comes from the CDBG. In addition, some residents' connection costs may be covered by UTIP; the others will be financed through WSEA.
 - No other meetings scheduled at this time – slowing down for the summer.

Request for Public Comment

Attendee Jackie Brown asked the Board if WSEA has interest in affordable housing – to tie into areas where a difference can be made; are there any plans to have such put into place. Response was given to Ms. Brown by chair Jeanell Wilson that WSEA is not conducting new construction at this point; there are limited funds now and concentration is on existing structures that need the assistance. In addition, WSEA policy states that only existing structures be included in the program. Councilwoman Jones referred Ms. Brown to the City's Affordable Housing Group, who has such program assistance available.

Note: the next Board Meeting is June 8, 2005, 2:00 p.m. The Finance Committee Meeting will meet just prior to at 1:30 p.m.

Meeting adjourned.