



WATER AND SEWER EXPANSION AUTHORITY
BOARD MEETING MINUTES

Date: July 13, 2005
Time: 2:00 p.m.
Location: City Hall, Committee Room A

Attendees:

Jeanell Wilson, Chair
John Craddock, Vice Chair
Dr. Chester 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 June 8, 2005 Board Meeting and the June 8, 2005 Finance Committee Meeting.

Finance Committee Update

Finance Committee Chair Sinclair stated two issues were discussed at the committee meeting held just prior to this board meeting – the Clark Road loan request and a new project request – Shakir Economy Motel.

Discussion on Clark Road (Truth for Living Ministries, Inc.) included the following points of interest:

- A Certified Mail Return Receipt Requested letter was mailed to Dr. Love at Truth for Living Ministries, Inc. on July 6, 2005.
- The letter stated the previously requested financial information be provided by August 8, 2005, and that in the event the financial information is not received by August 8, the loan request would be closed.
- The Return Receipt has been received; however, there has been no response to date regarding the requested financial information.

No action from the Board is required at this time; Clark Road request will remain open until the end of business August 8, 2005.

Discussion of new project Shakir Economy Motel included the following points of interest:

- Finance Committee Chair Sinclair met with Mr. and Mrs. Shakir at the motel property on 6/15.
- The Shakir's have doubled the size of the property, an additional 12 rooms have been added, there is an existing loan for improvements utilization, and financial stability is evident.
- Overview of associated costs and a map of the property.
- Introduction of a newly developed Commitment Agreement (for all non-residential properties) must be agreed upon and signed by Mr. Shakir. *Note: Moving forward, any new non-residential property project request will require a Commitment Agreement be agreed upon and signed by the property owner before the project is introduced to City Council for approval.*

Also discussed was a Resolution of the Members to be introduced to the Board today. Attached to the resolution is (Exhibit A1) WSEA First Amended Policies that enfold a change to the maximum financing term for non-residential properties from 15 years to 20 years (which will apply to the Shakir Economy Motel).

The Finance Committee requests the Board approve the Shakir Economy Motel project.

Motion to approve the Shakir Economy Motel project was given by Mr. Sinclair, seconded by Mr. Jones, and voted in favor of all Board Members.

Development of Preliminary Budget for FY 05/06

As discussed at the June Board Meeting, the entire City will be impacted by budget restraints for the new fiscal year. Two proposals for WSEA, Scenarios A and B were given to Mayor Peyton for consideration. Scenario A includes monetary allowances for seeking additional funding availabilities, such as Grants, the conception of the recently proposed Program Delivery Team (PDT), continued growth of the program, etc. Scenario B – includes the absolute minimum funding requirements to continue status quo – will not allow for any additional funding availability attempts, the PDT, etc. Scenario A is needed for future growth/success of the WSEA. On Friday, 7/15/05, the Mayor will make preliminary budget presentations to the full City Council. WSEA budget discussions will reconvene once communication is received from the Mayor. The original \$5 Million budget cap is strictly firm at this time; once the approved budget is known, it will be introduced to this Board and plans to move forward can then be discussed. City Council is solidly behind WSEA's program; however, the budget restraints are reality.

Interlocal Agreement Comments/Concerns

Final draft of the agreement, distributed at the May Board Meeting, sets forth clear directives/responsibilities of each of the three involved entities – WSEA, JEA, and City. Prior request was made for all parties to provide comments/concerns/issues. Input from WSEA Board Members is most important; please provide to Mr. Odom via email or telephone. The target date to propose/adopt a Resolution to the Members is August 10, 2005, the next Board Meeting. The target date for exploitation of the agreement is October 1, 2005.

Resolution for Project Approval

Shakir Economy Motel located at 7992 New Kings Road (District 10). As described above under Finance Committee Update, project motioned, seconded, and voted in favor of approval.

General Items/Discussion/Questions

Grant Update / Update on Procurement of the Program Delivery Team (PDT) – Hold status; will revisit once FY05/06 budget terms are known.

Status of Current Projects

Triangle Estates – Sewer – Under Construction. Town meeting with residents was recently held due to concerns the consistency of wet weather that caused much flooding.

Drury Lane – Water – complete.

Clark Road – Water – Certified letter sent to church last week. As discussed in Finance Committee Update, will remain open until August 8, 2005.

Lavilla Sportsman Club – Sewer – finalizing contracts.

Nate Circle – Water – project nearing completion.

Wagner Road – Water and Sewer – on hold – waiting to hear back from church (Hope Chapel)

Iroquois/Milam and Country Club/Forest Park – Sewer – Approved by Council 5/10/05. Project is being designed. Letters of intent will be mailed to homeowners next week. Town meeting will be held once final construction numbers are known (approximately October).

Pine Forest – Sewer – approved by council on 6/14/05. Project is under construction. Groundbreaking ceremony in August (date TBD) with Mayor, Council persons, etc. participating. This groundbreaking will actually be deemed a Celebration ceremony recognizing

many other major improvements to the neighborhood. This is WSEA's first low to moderate income project.

Outreach/Communication Update

Neighborhoods Magazine – WSEA Article in the latest issue has prompted many inquiry calls.

Mr. Odom and Ms. Hall will appear in an August segment of Jax on the Move.

Town meetings will be scheduled with interested parties; however, cannot move forward until FY05/06 Budget is known.

Other Items for Discussion

- Recommendation for renewal of Mr. Odom's Executive Director Contract – recommend to JEA and the Mayor's Office to renew the contract for one year.

Motion to renew Mr. Odom's Executive Director Contract for one year was given by Mr. Sinclair, seconded by Dr. Aikens, and voted in favor by all Board Members.

OGC will help draft a Resolution to present to Mayor Peyton and Jim Dickenson, which should be sufficient for recommended continuance of Mr. Odom's contract.

- Legal Issues:

Signing authority resolution –

To date, Board documentations required signatures of two (2) Board Members for approval. The Board can technically comply with the Charter by requiring one (1) signature (Chairperson) for approval of Board documentations. All documents are presented to the Board for approval at Board Meetings; therefore, changing the requirement of two (2) signatures to one (1) signature is not a risk factor.

Motion to approve the Resolution of the Members changing the requirement of two (2) signatures to one (1) signature for documentations was given by Ms. McDonald, seconded by Mr. Jones, and voted in favor of all Board Members.

Length of financing for non-residential projects –

Past policy Resolution states non-residential projects be financed for 15 years; however, 20 year financing has been utilized. (Exhibit A1) WSEA First Amended Policies enfold a change to the maximum financing term for non-residential properties from 15 years to 20 years.

Motion to approve the Resolution of the Members changing the maximum finance term for non-residential projects from 15 years to 20 years was given by Mr. Sinclair, seconded by Mr. Craddock, and voted in favor by all Board Members.

Request for Public Comment

Ms. Jackie Brown, a citizen in audience attendance, requested information on the Pine Forest project:

1. How the infrastructure would be designed and paid for.
2. If there would be added debt to residents' mortgage payment.
3. If Pine Forest were utilizing a Grant from WSEA, would there be other projects to be Grant funded.

The following responses were given to Ms. Brown:

1. Pine Forest is utilizing a CDBG Grant; WSEA contributed 30% to the project.
2. There will be no additional debt to the residents' mortgage; the UTIP Grant will cover connection costs for those who qualify. However, residents will also have the option to finance their connection to the sewer system, and if chosen, will be given payment options.

Meeting adjourned.