

WATER & SEWER EXPANSION AUTHORITY  
BOARD MEETING MINUTES

Wednesday, October 13, 2004

Meeting Time: 2 p.m.

Location: City Hall, Committee Room A

Members attending:

Jeanell Wilson, Chair  
John Craddock, Vice Chair  
Lawrence Jones  
Susan Rudd

Chair Jeanell Wilson called the meeting to order. The Board approved the minutes from the September 15, 2004 meeting. Chair Wilson then asked Fred Odom to proceed with a general update.

Mr. Odom provided an update on what the WSEA staff has been working on, including:

- Policy and Procedure Workshop
  - o Mr. Odom explained that an internal policy and procedure workshop was held with JEA staff on Oct. 7. An agenda and minutes of the workshop was provided to all board members.
  - o Staff is now breaking out into smaller groups to finalize policies and procedures.
  - o Mr. Odom recommended that, as a follow-up to the internal workshop, an additional workshop should be held with the board within the next 30 days to solve the remaining policy issues.
  - o Greg Owens, Brad Thoburn, Sherry Hall and Fred Odom have begun working together to look into additional financial assistance opportunities, possibly at the federal level and through the DEP.
  - o Mr. Odom explained that staff is looking toward having all policies and procedures ratified by Dec. 1<sup>st</sup> so that we can take the show on the road Jan. 1.
- GIS/Database Development
  - o Working to get a GIS person on board devoted to the WSEA.
  - o Working toward having every septic tank and well in Duval County listed on one map – goal is to map out all 175K and 118K potential WSEA customers.
  - o Working with JEA database expert to develop potential projects database.
- City Council Meetings
  - o Have met with 14 City Council Members. Remaining meetings are scheduled or in process of being scheduled. We have received a great deal of positive support from Council.

The board then spent a few minutes discussing subcommittees and a board policy and procedure workshop. It was decided to set a special, full board meeting to discuss policy and procedure. That meeting was scheduled for Nov. 3 from 1:30 – 4 p.m. Chair Wilson requested that staff provide the board with a list of questions that decisions need to be made on. Subcommittee appointments will be deferred until the next regular board meeting.

Fred Odom then gave a status of all current project as follows:

- Triangle Estates:
  - o Bids came in a little higher than hoped. Staff is currently doing an in-depth analysis and will bring it back to the next board meeting.
  - o Christian Blalock asked the board if they want to see the final contract with the numbers included before the community signs. The board said yes.
  - o Mr. Odom commented that legal has been working to prepare a letter of intent for the residents to sign in the interim. The purpose of this is to capture everyone who is going to participate.
- YMCA:
  - o Design proceeding – will be complete in about three weeks.
- Drury Lane:
  - o Going through council approval process. Project total is \$30,000.
- Clark Road
  - o Going through council approval process. Project total is \$25,000.

Sherry Hall then gave an update on community outreach efforts, including:

- Times Union Article:
  - o Times Union ran a piece in the business section on the WSEA on Oct. 6. A copy of the article was provided to all board members
- Several community meetings have taken place or are scheduled soon:
  - o Larson Acres – October 5
  - o Cedar Hills – October 7
  - o Greater Englewood – Putnam/Hudnall – October 11
  - o Pine Forest Heights – October 14
  - o Clifton – November 18
  - o More information will be submitted about these projects when and if they move forward.
- Susan Rudd recommended adding all news articles to the WSEA Web site.
- John Craddock commented that an effort should be made for ongoing news coverage. Ms. Hall explained this will occur in January when we officially take the show on the road.

Chair Wilson asked if there were any other comments from the audience. Hearing none, the meeting was adjourned.