

**JACKSON COUNTY WATER
AND SEWERAGE AUTHORITY**

**MEETING MINUTES
August 9, 2012**

Chairman Ehrhardt called the August 9, 2012 Jackson County Water and Sewerage Authority Board Meeting to order at 6:00 p.m. Members present included Chairman Dave Ehrhardt, Vice Chairman Shade Storey, Board Member Dean Stringer, Board Member Pat Bell and Board Member David Lathem. Also present: Manager Eric Klerk, Attorney Paul Smart, CIO/GIS Analyst Mike Johnson, Engineer Joey Leslie, Finance Director Judy Davis, Water Manager Stacy Jenkins, Wastewater Manager Mark Dudziak, and Board Secretary Karen Johnson. Visitors included Authority Staff Lisa Grainger, Barbara Lester and Carolyn Covington, and Mark Beardsley, Main Street News.

APPROVAL OF MINUTES

Vice Chairman Storey made a motion to approve the July 12, 2012 minutes with the following change: the second and third sentence in paragraph six be reversed as suggested by Attorney Smart.

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

NEW BUSINESS

Employee Service Awards

Chairman Ehrhardt said the Authority likes to recognize Staff who have demonstrated long service and dedication to the Authority. He stated Lisa Grainger has 14 years of service and Barbara Lester and Carolyn Covington have 10 years of service.

Manager Klerk presented Lisa Grainger, Barbara Lester and Carolyn Covington service recognition plaques and thanked them for their dedication to the Jackson County Water and Sewerage Authority.

Billing Dispute Meter Testing

Chairman Ehrhardt stated this agenda item has to do with customers questioning the accuracy of their meter and requesting that their meter be tested. He explained the process the Authority goes through to test a meter to assist with a customer billing dispute.

Chairman Ehrhardt said that he asked Manager Klerk approximately how many disputes the Authority had per year and the cost of testing those meters. Manager Klerk said we have twelve billing disputes so far this year. He said it costs approximately \$400 per meter to be tested. He also stated that the meter testing company waives the \$50 fee to us but he is not sure how long that will remain in place.

Manager Klerk referred to the information in the board packet that included the meter testing policies of Gwinnett County, The City of Braselton and The City of Winder. He discussed their policies and compared them to the Authority's policy.

Finance Director Davis stated that The City of Commerce and Oconee County do not test meters therefore they do not have a policy.

Member Bell asked if we flag meters if we feel something is wrong. Finance Director Davis said we run a monthly exception report that would show a meter that had unusually high usage. She stated our Billing Supervisor will attempt to contact a customer if the report indicates a meter has high usage. We also will send our technicians out to reread a customer's meter.

Chairman Ehrhardt commented on our meters that had e-coders. Manager Klerk explained how an e-coder works. He said we have a substantial investment in the e-coders therefore he feels we should start charging for meter testing. He stated the Authority has approximately 1900 e-coders in the ground to date with an investment of an additional \$205,000 over and above the cost of a conventional register.

Member Lathem asked if our reason for charging for a meter test is to recoup our costs or to deter people from making frivolous requests. Manager Klerk said the goal is to stop the frivolous requests.

Finance Director stated we have a meter testing fee of \$50 that we are not accessing now. Member Bell asked why we are not accessing the fee if it is policy. Manager Klerk said he was instructed by the Authority Board in the past not to charge a fee.

Member Stringer made a motion to approve the changes to the Water Services Agreement, Policies and Schedule of Fees and the Billing Dispute Form as presented.

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

Vice Chairman Storey made a motion to approve the Authority Staff to collect a \$50 meter testing fee.

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

OLD BUSINESS

Resolution Regarding Sale of Sewer Tap Fees

Manager Klerk reviewed the content and the reason for the Sale of Sewer Tap Fee Resolution.

Chairman Ehrhardt said the Authority has made a substantial investment in the infrastructure to service development properties.

Member Lathem stated he liked the agreement but thought there was too much verbiage. He felt removing the following two sentences would make the resolution more clear:

1 - They are not held in escrow or in an account awaiting application once the sewer capacity is utilized by the developer of a property. 2 - Any such refund would have to be paid from Authority general funds, which payments would be contrary to sound financial practice and the Board's fiduciary responsibility toward the financial health of the Authority. Attorney Smart said it would be no problem to remove those two sentences.

Vice Chairman Storey made a motion to approve the Resolution for Sale of Sewer Tap Fees as presented with the two amendments as presented by Member Lathem.

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

EXECUTIVE SESSION

Member Stringer made a motion to go into Executive Session at 6:45 p.m.

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

Vice Chairman Storey made a motion to come out of Executive Session at 7:45 p.m. Member Bell seconded the motion. The motion carried with no objection and all board members present voting.

Member Stringer made a motion to authorize the allocation of \$30,000 of the \$60,000 budget contingency fund to salaries and to further authorize the Manager to make meritorious salary adjustments with those funds.

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

Member Stringer made a motion to authorize a limited lifting of the hiring freeze to allow the manager to hire one employee for the purpose of the fulfillment of the Hoschton Service Agreement.

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

MANAGERS REPORT

Water

Galilee Church River Bore Project is moving forward:

Aug 10 th	Begin public advertising on the front door, JCWSA website, and the Georgia Local Government Access Website
Aug 16 th	Advertise in the Jackson Herald
Aug 23 rd	Advertise in the Jackson Herald

Aug 29th Pre-Bid conference here at JCWSA at 10:00 am
Aug 30th Advertise in the Jackson Herald
Sept. 11th Bid opening here at JCWSA at 3:30 pm
Sept. 13th Present results of Bid-opening to JCWSA Board with a possible contractor recommendation

The Authority has already saved at least \$40,000.00 on this project by performing all of the surveying, engineering and construction management in-house.

Harris Lord Cemetery Water Main Project is running about a month ahead of schedule. All of the 13,500 feet of 12” water main has been installed. What remains is pressure testing, chlorination, flushing.

Sewer

The JCWSA staff and EMI engineering is scheduled to have a pre-design meeting next week, August 16th, on the construction of the second secondary clarifier that is being partially funded with ARC Grant money.

Administrative

On August 30th and 31st the Carl Vinson Institute will be here for on-site training in Customer Service, Managing Customer Service and Communication Skills. Most of the staff will be participating in one of the classes.

With there being no further business to discuss, the meeting was adjourned at 7:45p.m.

Karen Johnson
Board Secretary