

Jackson County Water and Sewerage Authority
Meeting Minutes
October 8, 2015

Scan Date: 11-20-15

Scan By: At

Chairman Ehrhardt called the October 8, 2015 Jackson County Water and Sewerage Authority Board Meeting to order at 6:03 p.m.

Members present included Chairman Dave Ehrhardt, Vice Chairman Shade Storey, Board Member Joe Hicks and Board Member Dylan Wilbanks.

Also present: Attorney Paul Smart, Manager Eric Klerk, Authority Engineer Joey Leslie, Finance Director Judy Smith, Water/Wastewater Manager Mark Dudziak, CIO/GIS Analyst Mike Johnson and Board Secretary Karen Johnson. Visitors included Angela Gary, Main Street Newspapers.

Approval of Minutes

Vice Chairman Storey made a motion to approve the September 10, 2015 board meeting minutes.

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

Chairman Ehrhardt reviewed the financials noting the increased water sales from wholesale customers and irrigation. Manager Klerk mentioned that sewer sales are up as well. Finance Director Smith stated there were 26 new water connections in August.

Chairman Ehrhardt presented Manager Klerk with a ten year service award plaque. He stated that ten years ago the Authority faced many challenges and was not in as good of shape as it is today. Chairman Ehrhardt said luckily a new manager was found, Eric. He said Eric was able to turn the ship around and make the Authority a healthy and well run organization.

Old Business

Proposed Revision of Water Service Agreement - Section #17

Manager Klerk said this item was tabled at last month's meeting because of confusion over who was responsible for a tenant's bill when the tenant moved. He stated the Water Service Agreement has been revised to include language to clarify the policy of automatically reverting rental properties back to the property owner's name in the event the tenant moves away, until such time a person other than the owner takes responsibility for the water usage on a landlord/tenant situation. Language to clarify that any unpaid balance is the responsibility of the party presently listed as the "subscriber" whether that party is the land owner or the tenant is added as well.

Finance Director Smith stated that if the owner of the property did not want the tenant to put the water subscription contract into their name, the owner would then be responsible for any unpaid usage by the tenant.

Member Wilbanks made a motion to approve the revisions to Section #17 of the Water Service Agreement as presented.

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

New Business

Proposed Revisions to the Leak Adjustment Policy

Manager Klerk said staff was asked to look at the existing Leak Adjustment Policy. He said the current policy was written in 2001 and it excludes irrigation meters and inside leaks. He stated the calculation to figure the amount of the adjustment is complicated requiring a twelve month history of the account. Manager Klerk said we do not always have a twelve month history. He said also that we require some type of documentation from a plumber or a receipt showing supplies purchased to fix the leak.

Manager Klerk said staff recommends the following new policy:

1. If the subscriber has experienced a leak that has been ongoing without the knowledge of the subscriber, and the subscriber contacts the customer service department of the JCWSA within 15 days of receiving the billing statement for the period in which the leak occurred, it shall be the policy of the JCWSA Board that a one-time leak adjustment shall be allowed to the subscriber's usage. The adjustment shall be on half of the charge for the excess usage.
2. The leak adjustment shall be available for one time only per account and per connection. An individual connection on a property serviced by the JCWSA shall be eligible for a one time leak adjustment regardless of its purpose.

Member Hicks made a motion to approve the revisions to the Leak Adjustment Policy as presented.

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

High Cost Residential Connections

Manager Klerk said staff regularly receives requests for a residential water connection in an area served by the Authority's water lines, and routinely the \$2,000 connection fee paid by the customer adequately covers the expenses incurred by the Authority. He said however, in some instances the cost of the installation greatly exceeds \$2,000. He said some examples of this are crossing rail road tracks, four-lane state highways, streams or rivers. He said Highways 441 and 129 are two examples. Manager Klerk said we currently do not have a policy to address these high cost installations and he is looking for feedback from the Board.

Manager Klerk said he is looking to the Board for a general guideline. He stated do we want the ability to offer a prospective customer the option of paying all additional costs for the connection over and above the regular \$2000.00 payment? Or, in the event that such payment cannot be agreed upon, do we want to have the authority to decline to extend service?

Manager Klerk reminded the Board we do have a Neighborhood Water Line Policy but this situation is different. Neighborhood water lines are owned by the Authority and have the ability to accept more customers; the connections in question are for single services.

Manager Klerk pointed out that the City of Jefferson bases their connection costs on the actual cost of each individual connection.

Member Hicks said it makes sense to put something in place to protect the customer and the Authority.

Chairman Ehrhardt said we should move forward in creating a policy to address these situations.

Attorney Smart clarified several items to be included in the proposed policy.

Finance Director Smith suggested we should have wording to include *current* connection fee.

Proposed Purchase of a Third Pump at Middle Oconee Pump Station - Added to Agenda

Chairman Ehrhardt said there was a need to add this item to the agenda. He explained there are two pumps at the Middle Oconee Pump Station that are eleven years old and there is a concern if a pump goes down it would compromise the flow to the plant.

Chairman Ehrhardt said the Authority would like to purchase a new 75hp pump as a backup for this pump station. He said the cost is \$35,300 plus factory tested for \$1,890.

Manager Klerk stated there is a lead time of about two months so there isn't much margin for error if we lose a pump.

Vice Chairman Storey made a motion to approve the purchase of a third pump for the Middle Oconee Pump Station.

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

Managers Report

Manager Klerk said the Talmo Pump Station is complete and operating, and came in approximately \$140,000 under budget.

Manager gave an update on the progress of work at the wastewater treatment plant.

Manager Klerk stated next month at the November meeting the budget will be presented.

With there being no further business to discuss, the meeting was adjourned at 7:00 p.m.

Karen Johnson, Board Secretary