

Jackson County Water and Sewerage Authority
Meeting Minutes
June 8, 2017

Chairman Ehrhardt called the June 8, 2017 Jackson County Water and Sewerage Authority Board Meeting to order at 6:00 p.m.

Members present included Chairman Dave Ehrhardt, Board Member Pat Bell, Board Member Jim Smith and Board Member Christopher Nichols.

Also present: Attorney Paul Smart, Manager Eric Klerk, Authority Engineer Joey Leslie, Finance Director Judy Smith, CIO/GIS Analyst Mike Johnson, Wastewater Manager Mark Dudziak, Water Manager Harold Garrison, Senior Accountant Hope Weeks and Board Secretary Karen Johnson. Visitors included Cindy Edge, Mainstreet Newspapers.

Chairman Ehrhardt introduced new board member Christopher Nichols.

Approval of Minutes

Member Smith made a motion to approve the May 11, 2017 Board Meeting minutes.

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

Finance Director Smith presented the financials.

Old Business

Preliminary Parking Lot Estimates

Engineer Leslie discussed our current parking lot and presented an estimate of \$149,705 to install a new parking lot.

Engineer Leslie said the initial budget for the building addition was \$530,000 and the actual budget is \$421,800.

Chairman Ehrhardt asked the staff if they wanted to consider amending the budget to include the parking lot estimate.

Engineer Leslie said if the project goes well (budget wise), we could use the contingency to pave an area for customer parking.

After a brief discussion it was decided to put the parking lot on hold.

Proposed Changes to the Vacation/Sick Policy

Manager Klerk summarized the proposed changes to the Vacation/Sick policy. He stated this was tabled from the May meeting.

Chairman Ehrhardt stated a change has been made to the proposed policy. He said an option was added for the employee to receive his/her payout to their 401a account.

Member Smith suggested a new employee receive a pro-rated amount of PTO after their three month waiting period instead of the total allotment of PTO.

The Board decided to table this until the July meeting in order for the changes to be incorporated into the policy.

New Business

Audit Presentation

Beth Grimes of Bates, Carter, presented the 2016 JCWSA audit. She stated there were zero findings and as always, it was a pleasure to work with Finance Director Smith and her staff.

Member Smith made a motion to accept the audit as presented.

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

Power Point Debt Overview

Finance Director Smith presented the current and future debt overview.

Manager Klerk stated the EPD has mandated certain things we will need to do for the sewer plant. He stated a plant expansion has been on the radar and is necessary, and with the tighter discharge restrictions incorporated into the newly issued NPDES Permit from the EPD, we need to be under construction within two years. He said we have money in the 2017 capital budget to start the engineering.

Radlo Property Core 5 Preliminary Application

Manager Klerk stated engineering received a preliminary application for a warehouse that is over two million square feet in Valentine Industrial Park.

Engineer Leslie said there are two large buildings on the site and they will require a large amount of flow

Manager Klerk said the sewer tap fees from the project will be approximately \$385,000. He stated he has contacted the City of Jefferson and requested 30,000 gallons per day of additional treatment capacity from them at their I-85 wastewater plant. Manager Klerk stated they have agreed to granting the additional capacity; bringing JCWSA's treated amount at that site to 60,000 gallons per day.

Manager Klerk said if the Board approves this project, it will be with all the conditions included with the Preliminary Engineering application. He said we are borrowing capacity at this point.

Chairman Ehrhardt stated the Authority will have to make some tough decisions regarding application approval going forward. He said we will have to look at each application very carefully.

Chairman Ehrhardt confirmed that staff was only approving this application because of the additional treatment capacity provided by Jefferson.

Manager Klerk said in the future staff will probably have to recommend saying no to sewer applications for a period of time.

Member Smith made a motion to approve the preliminary application from Radlo Property with all conditions and terms on the submitted application.

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

Neptune AMR Remote Reading

Manager Klerk stated Neptune has given us a price to do two-meter collector stations for \$52,000. He stated this will eliminate the drive by for meter reading and will allow for real time meter reading. He said the data will get transmitted directly to us through these stations.

Manager Klerk said we will pick out only high density areas of the county now, primarily West Jackson. He said we have the possibility of capturing around 5,000 out of 8,500 meters.

Manager Klerk said this would help with billing disputes. He said the system produces exception reports and the real time information would assist with that because we would be able to notify the customer in a more timely fashion.

Member Smith made a motion to authorize Manager Klerk to proceed with Delta on the real time meter project for a not to exceed price of \$53,000.

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

Managers Report

- Pleasant Acres update.
- What's happening at the sewer plant.
- Manager Klerk presented Chairman Ehrhardt with an award for nine years of service as a JCWSA board member and chairman.

With there being no further business to discuss, the meeting was adjourned at 8:35 p.m.

Karen Johnson,
Board Secretary