

**Jackson County Water and Sewerage Authority**  
**Meeting Minutes**  
**November 8, 2018**

Chairman Dylan Wilbanks called the November 8, 2018 Jackson County Water and Sewerage Authority Board Meeting to order at 6:00 p.m.

Members present included Chairman Dylan Wilbanks, Board Member Jim Smith Board Member Christopher Nichols and Board Member Clerici.

Also present: Attorney Paul Smart and Authority Staff: Eric Klerk, Joey Leslie, Mike Johnson, Mark Dudziak, Judy Smith, Harold Garrison, Karen Johnson, Ronna Berrong, Barbara Lester, Miles Glenn, Amy Bales, Lisa Grainger and Rodney Broome.

Visitors included Cindy Edge, Mainstreet Newspapers.

**Approval of Minutes**

Member Smith made a motion to approve the October 11, 2018 Board Meeting Minutes.

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

**Finance Report**

Finance Director Smith presented the financial operating reports.

**New Business**

***River Mist Preliminary Wastewater Application***

Manager Klerk stated engineering received a wastewater application for River Mist Subdivision. He stated the taps were purchased in 2004-2005 for 53 lots.

Staff recommendation is to approve this project.

Engineer Leslie said this is an extension of an existing subdivision.

Member Nichols made a motion to accept the preliminary wastewater application with the recommended terms and approval for River Mist Subdivision.

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

### ***Water Service Agreement Policy and Schedule of Fees Revisions***

Manager Klerk stated the following are changes that need to be made to the existing water services policy:

- Collection of Charges Policies
- Resolution Regarding the Medical Need for Water Service
- Security Deposit Credit Policies
- Fees, Deposits & Miscellaneous Charges
- Schedule of Charges for Meter Box Damage & Theft
- Meter & Fire Line Rate Schedule
- Residential Water Connection Fee Policy for Distressed Circumstances
- Leak Adjustment Policy
- Fire Line Billing Policy
- Easement documents are a stand-alone document
- Split Billing

Finance Director Smith explained the process for the changes and stated Attorney Smart assisted with all the changes.

Finance Director Smith said was discussion on 24 months versus 12 months for crediting back a deposit to a customer and allowing only one bad check versus three bad checks.

Member Smith said he prefers 24 months to 12 months for crediting back a customer's deposit.

Member Smith asked if we paid interest on deposits. Finance Director said we do not. Member Smith asked if it was included in the policy. Finance Director Smith said it can be included in the policy.

Member Smith made a motion to accept the changes to the Water Services Contract with the addition of the following: specify no interest on deposits, 24 months instead of 12 months and one bad check instead of three.

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

### ***Uncollectable Accounts Policy***

Finance Director Smith said the purpose of this policy is to deal with uncollectible accounts for appropriate accounting procedures. She stated we would like to include a lien provision in the policy.

Member Nichols made a motion to accept the Uncollectable Accounts policy.

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

### ***Proposed Addition of Veterans Day to the Authority Paid Holidays***

Manager Klerk stated staff has asked for several years to add Veterans Day as an Authority paid holiday.

Member Nichols made a motion to approve Veterans Day as an Authority paid holiday.

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

### **Manager Report**

- SPLOST Update on Swann Road, Highway 334 and Pleasant Acres:
  - Swann Road was the first and has been complete
  - Highway 334, both North and South, is the next project. Bids for the project and the accompanying pump station are due December 19<sup>th</sup> and we hope to award the contract at the January meeting. Letters regarding signing up for service have been sent and easements have been obtained.
  - Pleasant Acres – water system was purchased from Piedmont Water Company and our meters were installed. Surveying and water modeling and then design for running the water mains is next.
  
- Lewis Roberts Road/Ebenezer Loop – project may run simultaneously with Pleasant Acres. Design is about 50% complete.
  
- MOWWTP – project moving along slightly ahead of schedule thus far.

With there being no further business to discuss, the meeting was adjourned at 6:53 p.m.

Karen Johnson,  
Board Secretary