

Jackson County Water and Sewerage Authority
Meeting Minutes
January 12, 2017

Chairman Ehrhardt called the January 12, 2017 Jackson County Water and Sewerage Authority Board Meeting to order at 6:05 p.m.

Members present included Chairman Dave Ehrhardt, Vice Chairman Dylan Wilbanks, Board Member Pat Bell, and Board Member Jim Smith.

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, Associate Engineer Nathan Hester, Water Manager Harold Garrison, Billing Supervisor Amy Bales and Board Secretary Karen Johnson. Visitors included Mark Slater, ServLine, Cindy Edge, Mainstreet Papers and Mr. & Mrs. Houston.

Election of Officers

Attorney Smart stated the Authority by-laws require annual election of officers. The following positions were nominated and elected:

Vice Chairman Wilbanks made a motion to nominate Dave Ehrhardt and seconded by Member Smith for the position of Chairman. The motion carried with no objection and all board members present voting.

Member Bell made a motion to nominate Dylan Wilbanks and seconded by Chairman Ehrhardt for the position of Vice Chairman. The motion carried with no objection and all board members present voting.

Vice Chairman Wilbanks made a motion to nominate Karen Johnson and seconded by Member Bell for the position of Board Secretary. The motion carried with no objection and all board members present voting.

Member Bell made a motion to nominate Judy Smith and seconded by Vice Chairman Wilbanks for the position of Treasurer. The motion carried with no objection and all board members present voting.

Approval of Minutes

Member Bell made a motion to approve the November 10, 2016 Board Meeting minutes.

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

Finance Director Smith presented the financials. She said we had a 5.27% growth in water customer base and a 16.75% growth in sewer customer base.

Chairman Ehrhardt moved the Billing Dispute agenda item from New Business to the first item on the agenda after the financial report.

Billing Dispute – Manager Klerk explained the Authority’s position on the situation with the customer. He and Finance Director Smith explained the process for alerting customers of high water usage.

Chairman Ehrhardt detailed the Authority’s leak adjustment policy to the Houston’s and offered them the one-time adjustment.

Mrs. Houston told her version of the events. She stated she was aware of the leak but left the water on because they were going out of town and needed it for their animals.

Manager Klerk discussed the possibility of real time meter usage data in the future, explaining we do not have the technology at this time.

Old Business

ServLine Insurance Presentation

Finance Director Smith stated she contacted ten ServLine customers for their feedback on the ServLine Program. She said she received positive feedback from everyone.

Member Bell asked if the Board could review the actual insurance policy before making a decision. Mark Slater from ServLine said he would provide the policies for the board members and Attorney Smart’s review.

New Business

Surplus Property Disposal

Manager Klerk stated he would like the Board to approve disposal of surplus property using govdeals.com or other proper method.

He read the list of items to be disposed.

Vice Chairman Wilbanks made a motion to approve declaring the list of items “surplus property” and authorizing staff to dispose of the property.

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

Ratification of Old Mill Lease

Manager Klerk explained the need to move Customer Service/Finance to a temporary space due to the upcoming building renovation.

He stated Attorney Smart has approved the lease with a few minor changes which the landlord accepted.

Manager Klerk said he proposes to pay the twelve month lease out of our contingency operating budget not the project budget.

Vice Chairman Wilbanks made a motion authorizing the lease at Old Mill approving Manager Klerk's signature.

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

Certificate of Achievement

Chairman Ehrhardt presented the Certificate of Financial Achievement award to Finance Director Smith. He congratulated her and staff for receiving this award nine years in a row.

Approval of J & K Utilities Invoice

Manager Klerk explained that J & K Utilities have been working on our sewer system. He and Wastewater Manager Dudziak decided additional manhole work was necessary (raising them out of the water in flooded areas).

Manager Klerk stated this work has been done and he is requesting the Board approve the invoice from J & K Utilities for the additional work.

Vice Chairman Wilbanks made a motion to approve the invoice from J & K Utilities for work on the six additional manholes.

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

Executive Session

Vice Chairman Wilbanks made a motion to go into Executive Session at 7:55 p.m.

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

Vice Chairman Wilbanks made a motion to come out of Executive Session at 8:35 p.m.

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

Vice Chairman Wilbanks made a motion to adopt the resolution to approve the purchase of the Pleasant Acres Water System.

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

Manager's Report

- The original schedule for closing on Pleasant Acres has been postponed due to a minor issue. The meter replacement program will soon be publicly advertised and we will sign the area residents up at the Plainview Fire Station sometime after closing.
- Member Bell brought up the CBDG grant. Manger Klerk said we have met with County Manager Kevin Poe and supplied them with the information they would need.
- Manager Klerk said the effluent reuse project at the MOWWTP is still under budget.
- Engineer Leslie said the Swan Road project is going well.

With there being no further business to discuss, the meeting was adjourned at 8:40 p.m.

Karen Johnson,
Board Secretary