

**Jackson County Water and Sewerage Authority
Meeting Minutes
September 13, 2018**

Chairman Dylan Wilbanks called the August 9, 2018 Jackson County Water and Sewerage Authority Board Meeting to order at 6:02 p.m.

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

Also present: Attorney Paul Smart and Authority Staff: Eric Klerk, Joey Leslie, Mike Johnson, Mark Dudziak, Judy Smith, Karen Johnson and Ronna Berrong.

Visitors included Cindy Edge, Mainstreet Newspapers.

Approval of Minutes

Member Smith made a motion to approve the August 9, 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

Preliminary Application for West Jackson High School

Manager Klerk said engineering received a preliminary water/wastewater application from Jackson County School Board for West Jackson High School. He stated the application states there will be no wastewater flows from the project until fall of 2020.

Manager Klerk stated staff has met with the school system regarding a piece of property they own. He said this property has a desirable elevation and would be a suitable site for one of our water towers. Manager Klerk said we are discussing the possibility of acquiring the land to help the school offset some of their connection fees.

Manager Klerk said he recommends approval of the project with the Terms of Approval and Conditions outlined from staff.

Member Nichols made a motion to accept West Jackson High School preliminary application with the Terms of Approval and Conditions presented by staff.

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

Manager Report

Back-Up Generators

The generator installation for this building is installed and operational. GEMA has signed off on the project and, as this had grant money tied to it, the Authority will be reimbursed \$64,341.00 out of a total project cost of \$75,000.00.

This past year the Authority installed a large back-up generator at one of our primary water pumping stations, Galilee. This station moves about 75% of the water used in our system.

We have been told by GEMA that additional money may be available for more units, so Mark will be getting the packages and filling out the paperwork. We have only three locations left that lack back-up power.

Finance

Our Serve-Line insurance program appears to be successful. Year-to-date we have recouped over \$45,000.00. Before this program we'd have written off half that amount and tried to collect the other half.

Our "Interactive Voice Response" or "IVR" system inbound and outbound is now in use. Customers can call in to an 800 number, pay their bill and hear their account balance. The JCWSA can call out to selected customers for all types of notifications, including emergency water outages, planned work in an area, cut-off notifications, etc.

E-Statements: Customers will soon have the option to receive their bills electronically through our printing/ mailing vendor, Southdata. Customers will be sent an email link to a web portal and will receive an encrypted PDF of their bill.

Credit Card auto-drafts is still in implementation period. We are experimenting with this process within our "test environment" which is using a cloned version of our billing software. Customer data will be stored off-site at "Authorize.Net" for security purposes.

The 2019 Budget will be presented to the Board at our next meeting, October 11th.

Wastewater

The MOWWTP construction mobilization for 1.25 MGD begins October 1st. The Notice to Proceed has been executed.

The Preconstruction meeting was held August 29th on site.

Mark has obtained and submitted all the data for phosphorous removal to increase the plant capacity to 800,000 gpd on an interim basis. The outcome is up to EPD's permitting currently.

With there being no further business to discuss, the meeting was adjourned at 6:22 p.m.

Karen Johnson,
Board Secretary