

Jackson County Water and Sewerage Authority
Meeting Minutes
March 12, 2020

Vice Chairman Nichols called the March 12, 2020 Jackson County Water and Sewerage Authority Board Meeting to order at 6:01 p.m.

Members present include: Vice Chairman Nichols, Board Member Pat Bell, Board Member Don Clerici and Board Member Wade Johnson.

Also present: Attorney Paul Smart, and Authority Staff: Eric Klerk, Karen Johnson, Judy Smith, Joey Leslie, Mark Dudziak, Nathan Hester, Jordan Waters, Amanda Cash, Harold Garrison and Miles Glenn.

Visitors: Cindy Edge, Mainstreet News, Johnson Buchanan and Mark Rudolf, Developer

Approval of Minutes

Member Johnson made a motion to approve the February 13, 2020 Board Meeting Minutes.

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

Financials and Operating Reports

Finance Director Smith presented the operating reports and the financials for the period ending December 2019. She said we currently are in the middle of audit.

Old Business

Bentwater, Phase II Prepayment of Sewer Taps

Manager Klerk said we have a Wastewater Treatment Services contract that has not been used in about eight years. He said we have drafted one for Bentwater, Phase II. Manager Klerk stated council has been directly involved.

Manager Klerk stated we still need Exhibit B and it will be submitted with approved plans in about 30 to 60 days.

Manager Klerk said there is a need to construct a lift station for the Development, and to promote project feasibility, the Developer will prepay ninety-one (91) tap fees to the Authority to aid in development of wastewater infrastructure necessary to provide wastewater services to the tract for Phase II of the development. He said they've already submitted a preliminary application that has been approved.

Manager Klerk recommends acceptance of the prepayment of taps at a cost of \$5,200 per tap.

He said the sewerage treatment capacity reserved by the purchase of these taps will remain in effect for a period of five (5) years from the execution of the contract.

Member Bell made a motion to approve the contract for the prepayment of ninety-one (91) taps for Bentwater, Phase II and authorize the Authority Manager to execute all documents.

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

Proposed Arcade Wholesale Water Agreement

Manager Klerk stated we have completed the Wholesale Water Agreement with the City of Arcade but they are not in attendance.

Member Johnson made a motion to table the proposed Wholesale Water Agreement with the City of Arcade.

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

New Business

Preliminary Water/Wastewater Application for Mountain Creek Villas at Pendergrass

Manager Klerk stated a preliminary water/wastewater application has been submitted for Mountain Creek Villas at Pendergrass.

Manager Klerk stated no new lift stations will be allowed to serve this project with sewer. The developer will be putting in gravity sewer that will be constructed and maintained in compliance with JCWSA's standards and specification.

Engineer Leslie said there has been talk about master metering for the project, but the details need to be worked out including the fee up front at one time. He stated development of the property in three years has been put into the Terms of Conditions.

Member Clerici made a motion to approve the preliminary water/wastewater application with the terms and approval of conditions, for Mountain Creek Villas at Pendergrass

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

Revision of Policies and Schedules

Manager Klerk said there are some policies regarding finance that need to be revised. Finance Director Smith said staff saw the need to propose some changes to our policy forms. She discussed the following forms and changes:

Fire Hydrant Rental Agreement – not changing any fees just changing the verbiage highlighted in yellow. She stated this will help incentives customers to call in their meter usage and return the meter.

The responsible party shall be responsible for any damage costs over and above the deposit on hand. The cost of replacing a lost or stolen meter will be the full responsibility of the renter. **If no reading and/or meter is presented to the Authority at the end of this agreement as stated below, the meter will be deemed stolen. A Theft of Service fee will be assessed for any stolen meters per the schedule in effect at the time of the event.**

Billing Dispute Form and Meter Test Fee – revise language and removal of testing for every billing dispute. Finance Director Smith said the information from our data logger shows all the data needed to determine if a meter is leaking. She said this will save the Authority money and field personnel time. Finance Director Smith said the data and technology is accurate and feels the data logger should replace the actual meter test. The only tests that will be done without the customer's request will be those meters that do not have the e-coder technology in place at the time of the dispute.

Finance Director Smith said if the e-coder technology is installed at the service location and the customer insists on the meter being tested, they will pay the current fee for the testing so that the Authority can recoup its costs. She said if the meter comes back defective, the customer will be reimbursed for the testing fee.

Manager Klerk said we have invested over \$ 600,000 in the e-coder technology.

Other Schedule of Fees - Finance Director Smith said the yellow highlighted section will be added to Section 8 of the Water Services Agreement to clean up the language.

Meters will be tested at the request of the Subscriber. In order to offset the costs of said testing, the Subscriber shall be assessed the meter test fee for a ¾" meter per the JCWSA schedule in effect at the time of testing. Where the meter being tested is 1" or larger, the Subscriber requesting the test shall be charged all actual costs associated with ucting said test.

Finance Director Smith recommended the meter testing fee be increased from \$50 to \$150 and the service fee from \$50 to \$100. She also recommended that the theft of service fees be increased from \$1,000 to \$2,500 for a first offense and \$5,000 for a second offense.

Finance Director Smith said we have already had eight theft of service cases this year

Member Bell made a motion to approve the revised Fire Hydrant Rental Agreement, Billing Dispute form and the Water/Sewer Service Policies and Schedule of Fees.

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

Proposed Standards and Specifications Modifications

Engineer Hester presented the proposed modifications to the Standards and Specifications. He stated problems caused by pump stations are the cost, the cost to maintain, energy costs, rotten egg smell, sewer system corrosion and the likelihood and consequence of failure. He explained other communities are limiting or not approving additional pump stations.

Changes to the Standards and Specifications:

Section 3.4.1 General

Verbiage changed to: *Lift stations may only be permitted when gravity sewer is unavailable to the property. Unavailable shall generally be interpreted to mean more than 5000' down gradient, but this distance can be increased or decreased by the Authority, based upon actual field conditions and the size of the project involved. All lift stations must be approved by the JCWSA Boards and will only be considered if the following conditions are met. 1)The proposed lift station must serve a sub-basin larger than 2 square miles in area. 2) The lift station must be able to be abandoned with a future gravity sewer line. 3) A pump station will not be allowed to be installed downstream from an existing pump station. The Authority may, at their discretion, require a gravity line be installed to carry flow from the existing pump station to the proposed station thus eliminating the existing pump station.*

Manager Klerk stated we have proposed pump stations “stacking up like wood” and need to address this situation. Manager Klerk said there are several getting ready to come online soon. He said we need to put the brakes on additional pump stations.

Engineer Leslie said in good conscious we will be discouraging pump stations as a staff unless there is a profound reason.

Engineer Hester summarized; lift stations are a crippling financial burden over time. Sewer capacity is limited as it is, other communities have run into this problem already, socializes high water and sewer rates for all customers and hinders development and long-term growth.

Member Clerici made a motion to table this agenda item until the next meeting.

There was not a second.

Member Bell made a motion to move on to the next agenda item then come back to the Standards and Specs agenda item before adjournment.

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

Proposed Approved Capital Budget Reallocation

Manager Klerk said the upgrade to the server project is going to be a little more money than budgeted for because of licensing requirements that keep us compliant. Manager Klerk stated he would like to reallocate money from the website hosting project that has come in under budget, to the server upgrade project.

Finance Director Smith said the website hosting project is less than \$5000 and is no longer a capital item so we are requesting that entire budget of \$45,000 be relocated to the to the server upgrade project.

Member Clerici made a motion to approve reallocating the \$45,000 Website Hosting budget to the Server Upgrade Project.

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

Abandonment of Sage 100

Manager Klerk stated staff is abandoning the Sage 100 project due to the incompatibility of the product to work with our current Sage product. He explained it had to do with the Uniform Chart of Accounts and we will look to other alternatives in the future.

Member Bell made a motion to approve abandonment of the Sage 100 project.

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

Managers' Report

- MOWWTP - EPD will be issuing the final permit for the 0.8mgd in April
- MOWWTP additional update with pictures
- Highway 124 tank painting next month
- Letter to City of Jefferson to partner with them

Returned to Standards and Specification agenda item.

Engineer Hester said in addition to minor grammatical changes suggested by Attorney Smart, the statement, *but this distance can be increased or decreased by the Authority, based upon actual field conditions and the size of the project involved*, has been removed.

The amended specification changes presented to the board are as follows:

Lift stations may only be permitted when gravity sewer is unavailable to the property. "Unavailable" shall generally be interpreted to mean more than 5000' down gradient.

All lift stations must be approved by the JCWSA Board and will only be considered if the following conditions are met: 1) The proposed lift station must serve a sub-basin larger than 2 square miles in area, 2) The lift station must be able to be abandoned with a future gravity sewer line, and 3) A lift station will not be allowed to be installed downstream from an existing lift station. The Authority may, at their discretion, require a gravity line be installed to carry flow from the existing pump station to the proposed pump station thus eliminating the existing pump station.

Member Bell made a motion to approve the amended modifications to the Standards and Specifications

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

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

Karen Johnson,
Board Secretary