COUNTY DEPARTMENT AGENDA REQUEST

Department:	Water System	Presenter(s):	Tony Parrott
Meeting Date:	Wednesday, July 7, 2010	Type of Request:	Consent

Wording for the Agenda:

Approval of staff's recommendation to continue the Metropolitan North Georgia Planning District Toilet Rebate Program which will allow an additional $20,000.00 in credits to eligible customers and authorization for the Chairman to execute the Memorandum of Agreement.

Background/History/Details:

The toilet rebate program began in February 2008 with $100,000.00 allocated to the program. Homes that were built before 1993 are eligible for a rebate if new water-saving toilets are installed. The rebate is returned to eligible water customers in the form of a credit on their water bills. The Metropolitan North Georgia Planning District administers the program for the Water System. The customer applies for the rebate and supplies the receipts to the District and the approved customers list is sent to the Water System weekly. The Water System applies a credit to the water customers account for the amount approved for the toilet rebate. The County pays an administrative fee to the Water District.

The number of toilets rebated so far since the program began in 2008 is 1,047 with total credits to customer accounts in the amount of $86,350.00 as of June 7, 2010. The total cost for the administrative fee is $11,010.00, with funds remaining of $2,640.00.

Staff is requesting that an allocation of $22,000.00 be provided to continue the program. $20,000.00 would be in the form of credits to eligible customers and $2,000.00 would be paid to the MNGWPD for administration of the program.

What action are you seeking from the Board of Commissioners?

Approval to continue the Toilet Rebate Program sponsored by the Metropolitan North Georgia Water Planning District allowing a total of $22,000.00 for the program (credits in the amount of $20,000.00 and $2,000.00 for the administrative fee).

If this item requires funding, please describe:

The $2,000.00 administrative fee will be funded from Water System Technical Services. The toilet rebates will be credits to customer water bills.

Has this issue come before the Commissioners in the past?	Yes	If so, when?	February 11, 2010
Do you need audio-visual for the presentation?	No	Back-up Material Submitted?	Yes

STAFF USE ONLY

Approved by Finance	Yes	Reviewed by Legal	Yes
Approved by Purchasing	Not Applicable	Approved by County Clerk	Yes
Administrator's Approval	Yes		

Staff Notes:

Toilet Rebate Program
Fayette County Water System

Program began February 20, 2008, funding was $100,000.00.

Agreement extended for another year in February 2009.

Memorandum of Agreement amended to continue the program until the committed funds have been expended - February 11, 2010.

Number of toilets rebated – 1047.

Total spent on rebates - $86,350.00.

Total spend on administrative fee – $11,010.00.

Total spent to date - $97,360.00.

Remaining funds - $2,640.00.

6/7/2010

Metropolitan North Georgia Water Planning District
Toilet Rebate Tracking
Application Summary Report

Prepared for Fayette County on 6/7/2010 10:24:27 AM

Application Status	# of Applications
Sent Rejection Letter	54
Sent Acceptance Letter	747
Sent Email To Billing	2
Total Number of Rebated Toilets:	1101
Total Estimated Daily Water Savings:	43,448.23

Funding Amounts

Beginning Funding Amount:	$100,000.00
Total Amount Spent to Date:	$97,360.00
Amount Spent on Rebates:	$86,350.00
Amount Spent on Administration Fee:	$11,010.00
Funding Amount Remaining:	$2,640.00

MEMORANDUM OF AGREEMENT
FOR PARTICIPATION IN THE DISTRICT-WIDE TOILET RETROFIT PROGRAM

THIS AGREEMENT is made and entered into as of this ____ day of _____, 2010 by and between _____ (hereinafter referred to as the "Utility") and the Metropolitan North Georgia Water Planning District (hereinafter referred to as the "District").

WITNESSETH:

WHEREAS, the Utility is responsible for developing and implementing a water conservation program within its service area; and

WHEREAS, the District will coordinate and manage a District-wide Toilet Retrofit Program ("the Program") by providing administrative services as stated in Duties of the District; and

WHEREAS, the Utility desires to participate in the District-wide Program.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants herein contained, and for other good and valuable consideration, the parties hereto agree as follows:

1. Duties of the Utilities.

    a. Follows the administrative procedures developed by the District for the management of the program.
    b. Receives weekly notifications from the District of rebates to be processed and issue rebate credits to customers in a timely manner.
    c. Upon receipt of notification by the District of a customer's eligibility for the toilet rebate, the Utility will respond to the District within 5 business days with notification of acceptance or rejection of each eligible customer and the reason for rejection.
    d. Answers customer questions about the status of their rebate credits (once their confirmation letters have been received).
    e. Agrees to pay District the processing fee for each toilet approved for rebate.
    f. Promotes the program through link on Utility websites, bill inserts, mailers, and/or other forms of communication.
    g. Verification of toilet installation is optional, but would be the responsibility of the Utility.

2. Duties of the District.

    a. Provides administrative services to process the rebate applications.

b. Maintains a website, application form, and reporting database for utilities.
c. Maintains a telephone number and email address for customer questions about the program and processing applications.
d. Mails or makes available applications to customers.
e. Receives rebate application from customer, and verifies eligibility. Eligibility is determined based on date of home construction, receipt of original toilet purchase receipt, copy of recent water bill in name of applicant and confirmation of eligible toilet model.
f. Notifies the Utility of rebate amount to credit customer.
g. Sends a confirmation/rejection letter to each customer.
h. Provides management reports for Utilities to access on a regular basis.
i. Invoices the Utility for the $10.00 administrative fee for each toilet approved for rebate.
j. Maintains billing accounts and financial records for three years after the completion of this Agreement and provide periodic status updates to the Utilities.
k. Provides periodic invoices to each participating Utility for administrative fees.

3. Costs Paid by the Utility.

The Utility hereby agrees to provide funding of $_____ for this program for the term of the agreement unless the agreement is terminated at which time the Utility would fund any applications that have been approved by the District and Utility prior to termination. Funding is the total annual amount allocated by the Utility for rebate and administration fees for the term of this Agreement. In the event the Utility meets the previously stated funding amount prior to the expiration of this Agreement, the Utility is no longer obligated to provide rebates or administration fees. The Utility further agrees that each ultra-low flush toilet (ULFT) rebate will have a maximum face value of $50.00 per toilet and that each high-efficiency toilet (HET) rebate will have a maximum face value of $100.00 per toilet. Additionally, the Utility agrees that an administrative charge of $10.00 for each toilet approved for rebate will be charged. A customer cannot receive a rebate higher than $200.00.

4. Payment Method.

Utility will pay the $10.00 administrative fee for each toilet approved for rebate to the District through periodic billings. Rebates will be issued by the Utility to participating Utility customers until the allotted rebate amount for the Utility is exhausted. The Utility may add additional funding at anytime during their program participation by amending this Agreement.

5. Term.

This Agreement shall become effective as of the date first written above and shall continue in full force and effect until _____. Either party may terminate this Agreement without cause by providing the other party written notice sixty (60) days prior to termination. This Agreement may be amended upon agreement of the parties.

In the event of such termination, the Utility shall be obligated to pay all issued rebates and administrative costs associated with rebates approved prior to such termination.

IN WITNESS WHEREOF, the parties have hereto executed this Agreement as of the date first above written.

UTILITY

ATTEST:

_____ By: _____

Title:_____

METROPOLITAN NORTH GEORGIA
WATER PLANNING DISTRICT

ATTEST:

_____ By: _____

Chairperson & CEO