

**Jackson County Water and Sewerage Authority
Board Meeting Minutes
January 9, 2025**

Scan Date: 2/27/25
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Chairman Chris Nichols convened the Jackson County Water and Sewerage Authority Board Meeting at 6:03 p.m. on January 9, 2025.

Member Attendees: Chairman Chris Nichols, Vice Chairman Tommy Benton, Kevin Poe, Dave Ehrhardt and Jim Dove.

Also Present: Attorney Paul Smart; Authority Staff - Joey Leslie, Mark Dudziak, Judy Smith, Harold Garrison, Karen Long, Caleb Baughcum, and Matt Wyatt.

Chairman Nichols introduced Wade Johnson's replacement to the Board, Jim Dove.

Approval of Previous Minutes

Vice Chairman Benton made a motion to approve the minutes from the Nov 14, 2024 board meeting

Member Ehrhardt seconded the motion. The motion was carried with no objection, and all board members present voted.

Operating Reports

Finance Director Judy Smith presented operating reports for November 2024, highlighting:

- 156.2 million gallons purchased, 133.2 million gallons sold.
- 18.9 million gallons used for flushing.
- 7.4 % increase in billed water usage, 18.3% increase in billed sewer usage, compared to a year ago.
- Gain of 16 water and 13 sewer customers.
- Workorders completed - 408
- Backflow tests completed – 31
- Aging meter change out – 32
- New installations – 26

New Business

Annual Election of Officers

Manager Leslie said the following bullet points are significant items within the By-Laws of the Authority related to the election of officers.

- **Annual Officer Elections:** Every January, the Authority elects key officers: a Chairman, Vice-Chairman, Secretary, and Treasurer. Additional officers may be elected as needed.
- **Officer Tenure:** Officers serve until the following January or until successors are elected and qualified.
- **Chairman's Duties:** The Chairman oversees all Authority meetings, manages affairs, implements Authority orders and resolutions, and signs contracts requiring a seal.

- **Vice-Chairman's Duties:** The Vice-Chairman assumes the Chairman's powers and duties in the Chairman's absence or inability to act.
- **Secretary's Responsibilities:** The Secretary records minutes of meetings, maintains records and the seal of the Authority, and fulfills typical secretarial duties.
- **Treasurer's Functions:** The Treasurer manages financial records, handles receipts and disbursements, deposits funds in designated depositories, and may be required to post bond.

Current officers are as follows:

- Chairman – Christopher Nichols
- Vice Chairman – Tommy Benton
- Treasurer - Judy Smith
- Secretary - Karen Long

Attorney Smart opened the floor for nominations.

Member Poe made a motion to nominate Chris Nichols for Chairman.

Member Ehrhardt seconded the motion. The motion carried with no objection, and all board members present voted.

Chairman Nichols made a motion to nominate Tommy Benton for Vice Chairman.

Member Poe seconded the motion. The motion carried with no objection, and all board members present voted.

Chairman Nichols made a motion to nominate Judy Smith for Treasurer.

Member Ehrhardt seconded the motion. The motion carried with no objection, and all board members present voted.

Chairman Nichols made a motion to nominate Karen Long for Secretary.

Member Ehrhardt seconded the motion. The motion carried with no objection, and all board members present voted.

Department Reports

Wastewater

- MOWWTP Total gallons treated: 25.64 million Monthly Average : .826 mgd Monthly Peak: .928 mgd
- Sewer Connections Inspected in December: 16
- Completed 267 work orders last month
- All CMOM and sewer Ratt inspections were completed in 2024 with no major deficiencies found.

Monthly Highlights:

Both the Wastewater plant and collection system experienced numerous issues with unflushable wipes during the holidays, this caused a compliance issue at the plant and several maintenance headaches for our collections crew.

Vice Chairman Benton asked if we notify our customers to stop flushing wipes. Manager Leslie said we post it on Facebook and Finance Director Smith said Customer Service educates our customers.

Vice Chairman Benton asked what the biggest problem is when we find a fire hydrant not working. Water Manager Garrison said when they are closed, they are being tightened too much.

Water

- 214 work orders completed
- Installed four new meter stubs
- Six hydrant repairs
- Cleaned and inspected water pump stations
- Checked for six leaks
- Replaced two hydrants
- Repaired two main line leaks
- Cut off one tap
- Checked all Plc batteries at tanks and pump stations
- Winterized sensing lines at four tanks
- Exercised 176 valves
- Demoed broken sidewalk and repoured driveway at Traditions lift station
- Processed 847 locates
- Marked– 209 and 124 sewer
- 41 ongoing large projects

IT

- Finished setting up Executive Conference room and Training room
- Updated antiviruses on all computers

Engineering Report

- Met with Jefferson's engineer on Parks Creek. Plans are supposed to be complete by February 28th.

Managers' Report

- More promising well sites.

Executive Session

Member Poe made a motion to go into Executive Session at 6:34 pm.

Member Ehrhardt seconded the motion. The motion was carried with no objection and all board members present voted.

Member Ehrhardt made a motion to come out of the Executive Session at 8:00 pm.

Vice Chairman Benton seconded the motion. The motion was carried with no objection and all board members present voted.

No action was taken.

The meeting was adjourned at 8:00 pm.

Karen Long
Board Secretary