

**Jackson County Water and Sewerage Authority
Board Meeting Minutes
June 12, 2025**

Chairman Chris Nichols convened the Jackson County Water and Sewerage Authority Board Meeting at 6:00 p.m. on June 12, 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, Jordan Waters, Karen Long, Maggie Adams, and Caleb Baughcum.

Approval of Previous Minutes

Vice Chairman Benton made a motion to approve the minutes of the May 8, 2025 board meeting.

Member Poe 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 April 2025, highlighting:

- Purchased 100.6 million gallons purchased; Sold 90.6 million gallons.
- 3 million gallons used for flushing.
- A 3.5% decrease in billed water usage. A 10% increase in billed sewer usage, compared to a year ago.
- Water billing totals increased by 11.4% and sewer by 23.7%.
- Gain of 97 water and 29 sewer customers.
- Work orders completed - 540
- Backflow tests completed – 68
- Aging meter change outs – 107
- New installations – 53

Executive Session

Member Dove made a motion to go into Executive Session at 6:07 pm.

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

Member Dove made a motion come out of Executive Session at 6:35 pm.

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

No action was taken.

Old Business

Doster Lake Estates Water and Wastewater Preliminary Application

Manager Leslie said Griffin Brothers has a 93-lot subdivision project located along Jackson Way. He said the average demand estimate is 27,900 gallons per day. We have the water and sewer facilities in the area, and service is available.

Manager Leslie said we have an 8-inch line down PJ Roberts Road to the new Hampton Ridge Subdivision. This project will complete the loop we asked for from a former developer who left us with a dead-end line on PJ Roberts Road.

Manager Leslie stated that this agenda item was tabled at the May board meeting and an approval or denial must be rendered at this meeting.

Member Poe asked if we have met with the developer, and do they know what is required of them. Manager Leslie said we have not, we normally do not do that. He said the looping is the only extra condition and the rest of it is pretty standard. Manager Leslie said we could start doing that if it is the Board's pleasure. Chairman Nichols said it allows them the opportunity to address any concerns they may have and resolve it before it comes to the Board.

Member Poe made a motion to approve the Doster Lake Estates Water and Wastewater Preliminary Application Terms and Conditions of Approval and authorize the Authority Manager to execute the approval document.

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

Ruby Lynn Square Water Preliminary Application

Manager Leslie said Kenny Whitworth of Commerce Road Partners is looking to develop a 66-lot townhome development located along Commerce and Wilhite Road, in Jefferson. He said the average demand estimate is 19,800 gallons per day. We have the water facilities in the area, and service is available. He said the project will be served by the City of Jefferson sewer.

Manager Leslie said this project will require Board approval to allow Jefferson to serve the development with sewer and JCWSA with water.

Manager Leslie stated that this agenda item was tabled at the May board meeting and an approval or denial must be rendered at this meeting.

Staff recommendation is approval of the Preliminary Application Terms and Conditions of Approval, authorizing the Authority Manager to execute the approval document and authorize the City of Jefferson as the wastewater provider.

Member Poe made a motion to approve the Ruby Lynn Square Water Preliminary Application Terms and Conditions of Approval, authorizing the Authority Manager to execute the approval document and authorizing the City of Jefferson to be the wastewater provider.

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

New Business

2025 Regional Water Plan Seed Grant

Manager Leslie said the Authority applied for a \$75,000 grant to develop a well on Jackson Trail. He said we previously drilled the well, and it is producing a little over 300 gallons per minute. He said it will require some kind of blending or treatment. He said we are requesting that the agreement be signed and approved by our Board.

Member Poe asked about the cost of staff applying for and managing the grant. Manager Leslie said this is a pretty easy design, and we are doing everything in-house.

Member Poe asked if it would take over a year to get this up and going. Assistant Authority Engineer Waters said this is a generous and conservative timeline but hopefully sooner than one year.

Member Poe asked if our share of the \$425,000 was budgeted. Manager Leslie, yes, it was. We have it in the Capital plan for well development.

Manager Leslie said the staff recommendation is to approve accepting the Regional Water Plan Seed Grant.

Member Poe made a motion to approve the 2025 Regional Water Plan Seed grant with the EPD authorizing Jordan Waters and Joey Leslie to execute the appropriate documents.

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

Department Reports

Wastewater

- MOWWTP: Total gallons treated: 27.056 million, Monthly Average : .873 mgd
Monthly Peak: .961 mgd
- Sewer Connections Inspected in May: 17
- Completed 355 work orders last month.
- Collections Department: A force main break and repair in Traditions as well as an increase in callouts due to electrical outages were a focus for the collections team in May. We continue to work on right of way clearing and manhole inspections as much as possible.
- MOWWTP: Our wastewater treatment team has been working through several repair and maintenance issues including two primary aerators being down and some reoccurring issues with our filters and UV system.
- Congratulations to collections team member Brandon Archer who past his state certification exam and is now a certified Collections System Operator.

Water

- Three new meter installations.
- Visual inspection of all pump stations and tanks in preparation for sanitary survey.
- Replaced locking hasps on two vaults and one ladder guard.
- Removed fire extinguishers from pump stations, trucks and equipment and brought into office for yearly inspection.
- Moved one meter box
- Totally replaced one service tap.
- Repaired driveway and ROW where service line had been repaired.
- Completed the relocation portion on Highway 124/60 and Sam Freeman Road roundabout.
- Chlorinated, flushed and planted grass at the roundabout job.
- Processed 949 locate requests: 60 current large projects, marked 397 water and 145 wastewater.

IT

- Working on switching all computers over to Windows 11 by October deadline.

Engineering Report

- Apply for a groundwater withdrawal permit.
- Almost done with the Highway 124/60 roundabout.

Manager Report

Manager Leslie reported on the following items:

- Nathan Hester was promoted to Authority Engineer, and Jordan Waters was promoted to Assistant Authority Engineer.
- Manager Leslie reached out to Dr. Brown with Jackson County Schools to discuss something that will benefit both parties.
- The Water Quality report contained no violations. It has been posted on our website, and a link is on our customer bills. We will also put an ad in the newspaper.

Manager Leslie recognized Chairman Chris Nichols for being an amazing board member, Vice Chairman, and Chairman. He thanked Chairman Nichols for all he has done for JCWSA.

Chairman Report

Chairman Nichols said he appreciates all the work the staff has done, and he has learned a great deal during his time on the board. He introduced the new board member, Michael Chronic, who will start in July.

The meeting was adjourned at 7:10 pm.

Karen Long
Board Secretary