

Jackson County Water and Sewerage Authority
Board Meeting Minutes
May 12, 2022

Chairman Wilbanks called the May 12, 2022, Jackson County Water and Sewerage Authority Board Meeting to order at 6:00 p.m.

Members present include: Chairman Wilbanks, Vice Chairman Nichols, Board Member Wade Johnson and Board Member Kevin Poe.

Also present: Attorney Paul Smart and Authority Staff Joey Leslie, Judy Smith, Mark Dudziak, Harold Garrison, Karen Johnson, Hope Weeks, Ronna Berrong, Caleb Baughcum and Hannah Barron, Mainstreet News.

Approval of Minutes

Vice Chairman Nichols made a motion to approve April 14, 2022 Board Meeting Minutes.

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

Finance

Finance Director Smith presented the Quarter 1 Financial reports. She highlighted we have an annual gain of 218 new water customers and 142 new sewer customers. We purchased 80.2 million gallons and sold 68.7 million gallons. Billing totals increased by 8.9% for water and 32.8% for sewer.

Finance Director Smith reported our ServLine program has been in use since 2017. She said \$517,926 have been paid since the beginning of the program. She said the amounts paid for customer leaks would have been included in future rates before the ServLine program.

Finance Director Smith reported the Authority celebrated Customer Service Appreciation Day honoring our three Customer Service employee's.

New Business

Hoschton Wholesale Water Services Agreement

Manager Leslie said it's time to renew our three-year wholesale water agreement with Hoschton. He said there are a few changes to the agreement.

1. Add in the following statement: "subject to water supply available at the discretion of the Manager of the Authority's water system." This is the same statement included in the Jefferson agreement.
2. Propose elimination of peak flows and slightly increase maximum deliver flow from 250 GPM to 270GPM. The increase was at the request of Hoschton and is acceptable.

3. Rate of \$3.25 per thousand gallons with no minimum purchase. This is the same for Jefferson.

Manager Leslie said we also took out the SB489 verbiage. He said the revised agreement has been presented to Hoschton.

Member Poe asked about the average gallon sold per day. Manager Leslie said 93,000 per day. He said last year they averaged 137,000 gallons per day.

Member Poe made a motion to approve the City of Hoschton Wholesale Water Agreement with the redlines as presented, and authorize the Authority Manager to execute the document.

Vice Chairman Nichols seconded the motion. The motion carried with no objection and all board members present voting

Nicholson Water Authority Wholesale Water Services Agreement

Manager Leslie said Nicholson Water Authority's agreement is also expiring. He said this agreement is similar to the Hoschton agreement. He said they purchase very little water from us and only if there is an emergency. Manager Leslie said NWA asked if the Board would consider some of their terms. He said staff recommends consistency with Hoschton and Jefferson. He said staff recommends the following changes:

1. Add in the following statement: "subject to water supply available at the discretion of the Manager of the Authority's water system." This is the same statement included in the Jefferson agreement.
2. Propose a maximum flow of 250 GPM.
3. Rate of \$3.25 per thousand gallons with no minimum purchase. He pointed out our emergency connection with Gainesville is \$6.20 per thousand.

Member Poe made a motion to approve the Nicholson Water Authority Wholesale Water Agreement with the redlines as presented, and authorize the Authority Manager to execute the document.

Vice Chairman Nichols seconded the motion. The motion carried with no objection and all board members present voting

Changes to JCWSA Specifications

Manager Leslie said the increase in development and supply chain issues have made it necessary to make some changes to our Standards and Specifications. He said there will be additional requested changes at a later date.

Recommended changes are included in the Board packet and attached with the minutes. Manager Leslie said staff recommends approval of redline changes as shown on the specifications.

Member Poe asked about the cash bond. Manager Leslie said we can look into it. Finance Director Smith said we do have an escrow account for developers that would provide a cash bond.

Member Poe asked if a 40' easement would be wide enough. Manger Leslie said it would be. He said we could add a statement that said, "or wider".

Attorney Smart said 40' is the minimum.

Member Poe recommends we talk with Jackson County regarding Detail C-1 before making a decision. Manager Leslie said we could strike Detail C-1 from this approval.

Chairman Wilbanks asked if there would be complaints from developers. Manager Leslie said possibly from the fee changes. He said also there could be a few that would have an issue with the width of the easement and making the minimum slope for gravity sewer lines.

Vice Chairman Nichols asked about changing the cash bond tonight. Manger Leslie said we would wait and said he would rather wait and talk to the County to match their requirements.

Member Poe made a motion to approve the redline changes to the Standards and Specifications with the exception of the cash bond and Detail C-1.

Vice Chairman Nichols seconded the motion. The motion carried with no objection and all board members present voting.

Executive Session

Member Poe made a motion to go into Executive Session at 7:00 p.m.

Vice Chairman Nichols seconded the motion. The motion carried with no objection and all board members present voting.

Vice Chairman Nichols made a motion to come out of Executive Session at 7:10 p.m.

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

Department Reports

Wastewater – Mark Dudziak

Average daily flow .595 MGD

Average Peak .654 MGD

Effluent BOD BRL 100 % Removal

Effluent TSS BRL 100% Removal

Effluent NH3N .138 98.7 % Removal

Effluent Fecal Below readable limits

Effluent Total Phosphorous .076 mg/l 98% Removal

Dewatering totals: 72 dry tons sent to the landfill.

Wastewater Work order tasks completed:

Total tasks completed: 403, Broken down by category as follows:

CMOM manhole inspections: 207

Lift station inspections: 104

Sewer connection inspections: 30

Wastewater treatment plant tasks: 41 includes daily plant process control

21 work orders for system repairs including jetting etc.

Collection system summary:

Another challenging month in collections due to wipes and grease, we also had several issues in new construction including builders that failed to hook to the right stub out and several that did so incorrectly. An uptick in calls for service with existing customers on weekends continues.

Two major lift station issues both electrical in nature were handled this month and resolved.

Wastewater treatment plant:

Plant operators had a busy month as well dealing with two separate cases of illegal dumping resulting in an incredible loading on the plant, plant staff worked with collections as a team and kept things running smoothly.

Hach completed quarterly maintenance on our phosfax unit.

S & N airflow completed an aerator repair and semi-annual maintenance.

Wastewater Manager:

Staff and I conducted plant tours in cooperation with the Jefferson HS science dept last month, we have agreed to make this an annual event and to further some coeducational opportunities with the school system in the future.

I continue to work with EPD on the IPP change over as well as our permit renewal which is in GEOS awaiting peer review. A request to extend our WLA on the Mulberry River will be sent on June 1st and should push out through 2023.

I have started working on my 2023 budget and will be meeting with the department as a whole over the next month to discuss our capital needs for 2023.

Water– Harold Garrison

Completed 251 work orders

Processed 1500 loacte tickets

Repaired mail leak at Highway 124 and Traditions Way

Work orders included: meter installations, valve maintenance, service leaks and valve repairs.

IT – Caleb Baughcum

Test environment for Cartegraph/UMS migration. This is to connect our billing software with our work order software.

Manager Report

- Covered up with plan reviews.
- Working on the elevated tower at Forest Lakes.
- New building: We have a site plan and a concept floor plan. Would like to go out for proposals for construction manager at risk, possibly need a called meeting to award that proposal. We are still on track for a May 2024 move in date. We should have building permit approval by the end of the year. Site clearing starting in January 2023 with construction starting in March of 2023.

With there being no further business to discuss, the meeting was adjourned at 7:25 pm.

Karen Johnson
Board Secretary