

Jackson County Water and Sewerage Authority
Board Meeting Minutes
June 9, 2022

Chairman Wilbanks called the June 9, 2022, Jackson County Water and Sewerage Authority Board Meeting to order at 6:00 p.m.

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

Also present: Attorney Paul Smart and Authority Staff Joey Leslie, Judy Smith, Mark Dudziak, Harold Garrison, Karen Johnson, Ronna Berrong, Lisa Grainger, Jordan Waters, Amy Bales, Caleb Baughcum and Hannah Barron, Mainstreet News.

Approval of Minutes

Member Poe made a motion to approve May 12, 2022, Board Meeting Minutes.

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

Finance

Finance Director Smith presented the Monthly Operating Reports for April. She highlighted we had an annual gain of 268 (50 for April) new water customers and 195 (53 for April) new sewer customers. We purchased 102.5 million gallons and sold 90.9 million gallons. Billing totals increased by 20.5% for water and 36.6% for sewer.

Finance Director Smith reported we are focusing on supply chain issues and continuing to stay ahead as much as possible.

Finance Director Smith reported more than 200 meters have been replaced in the Aging Meter Program.

Finance Director Smith reported the survey results from neighboring utilities should be available in July.

New Business

Taylor Brooke Lane Water Line Extension

Manager Leslie said this project has nine customers served down Taylor Brook Lane, Tanner Lane and the extension of Tommy Barnett Road. He said the service lines are very long with a bank of meter boxes in a single row. Manager Leslie said these long service lines have caused numerous problems. The Jackson County Road Department often grades the dirt roads in this area. They asked us to install a single main line serving these lots and move the meters. The numerous service lines make it difficult for the County to maintain the roads.

Manager Leslie said staff recommends a budget of \$50,000 and JCWSA will complete design and construction in-house. He said the project falls under the Water Line Extension budget, and we have sufficient funds available.

Vice Chairman Nichols made a motion to approve the Taylor Brooke Lane Water Line Extension in the amount not to exceed \$50,000.

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

Braselton Wholesale Water Services Agreement

Manager Leslie said this agreement expires this month. He said Braselton is our largest wholesale water user. Manager Leslie said this agreement is consistent with the Jefferson and Hoschton agreements. However, since they purchase so much water from us, we would like to discount their rate to \$2.95 per thousand gallons with a minimum purchase of 15,000,000 gallons per month. He said it protects our revenues by incentivizing them to purchase this amount.

Manager Leslie said staff recommends the following: adding flexibility of Authority Manager to reduce the provided flow, elimination of peak flow of 800 GPM allowing maximum flow of 700 GPM, a rate of \$2.95 per thousand gallons if they purchase a minimum of 15,000,000 gallons, and a flat rate of \$3.25 per thousand if they purchase less than 15,000,000.

Member Poe said we are leaving money on the table and asked how that price compares to the water they might be purchasing from other utilities. Manager Leslie was not sure.

Vice Chairman Nichols asked how much we charge Jefferson and Hoschton. Manager Leslie said \$3.25. He said we want to stay on good terms with Braselton because it helps drive down our costs at Bear Creek. Manager Leslie said at \$3.10, that is a \$6,200 dollar a month difference.

Member Poe made a motion to approve the Braselton Wholesale Water Agreement as presented with one change, the rate of \$2.95 changed to \$3.10, 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.

JCWSA Organizational Assessment Proposal/Agreement

Manager Leslie said we would like to do an organizational staffing assessment. He said we have grown significantly in recent years and want to make sure we are staffed properly and use it to help design our new building. He said we would also like to see how we compare to other utilities of our size. Manager Leslie said this assessment should improve operational efficiencies based upon the consultant's recommendations. He said this company follows the AWWA standards. Manager Leslie said the estimated timeframe for completion is 12-14 weeks. He said the agreement is for a not-to-exceed amount of \$50,650 and would come from the contingency portion of the budget.

Chairman Wilbanks said he had a chance to look over the proposal. He said his impression is that we run a little lean and feels it can be useful to reexamine it now and then.

Member Poe suggested we should wait until all board members are present before we vote on this agenda item. He also felt it might be a better time to discuss what we hope to accomplish by doing this study, at the board work session coming up in July,

Vice Chairman Nichols asked if we went out for an RFP. Manager Leslie said we considered doing one but decided against it because of the time issue with the new building and this organization specializes in government utilities.

Vice Chairman Nichols made a motion to table this agenda item.

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

Standards and Specifications Revisions

Manager Leslie said staff is continuing to propose minor changes to our Standards and Specifications. He said the following changes are being proposed:

- Revision of Detail C-1 (contingent upon the adoption by the Jackson County Board of Commissioners), to better avoid utility conflicts.
- New checklist for engineering plan submissions. He said this checklist will replace all current checklists which are outdated and no longer used.

Member Poe made a motion to approve Detail C1 contingent upon the adoption by the Jackson County Board of Commissioners.

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

Member Poe made a motion to approve all other redline changes to the Standards and Specifications as presented.

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

Department Reports

Wastewater – Mark Dudziak

- Average daily flow .620 MGD
- Average Peak .710 MGD
- Effluent BOD BRL 100 % Removal
- Effluent TSS BRL 100% Removal
- Effluent NH3N BRL 100 % Removal
- Effluent Fecal Below readable limits

Effluent total phosphorous .027 mg/l 94.5% removal.

Dewatering totals: 89.2 dry tons sent to the landfill.

Total Wastewater work orders tasks completed: 495

- CMOM manhole inspections: 255
- Lift station inspections: 108
- Sewer connection inspections: 31
- Wastewater treatment plant tasks: 44 includes daily plant process control
- 57 work orders for system repairs, maintenance and jetting

Collections System:

The collections system crew worked on an issue in Pendergrass Glen where the contractor failed to hook into our sewer correctly earlier this month. This was corrected and flow returned to normal for the customer.

The collections crew is continuing to do follow up work on problem areas with our Jetter to stop issues before they happen. FOG has been an issue the past couple of months as we are seeing more grease in our wet wells.

Completed a clean out of the Middle Oconee wet well in May which removed 41.65 tons of trash.

Wastewater Plant:

Plant operations last month were centered on sludge processing and in-house maintenance items. The facility continues to operate at peak efficiency.

Wastewater Manager:

Continue working on permit renewal at Middle Oconee and with removing the IPP with Georgia EPD this month.

Meetings with Dawn Maddox, City of Jefferson, on a regional sludge drying facility proposal.

Meeting with TACG, no longer discharging industrial flow to JCWSA.

Starting to work with staff on 2023 O&M budget numbers.

Wastewater Appreciation Day was held on May 18th. The staff had a great day and really enjoyed everything that was done

Water– Harold Garrison

- Processed approximately 1600 locates
- Excised approximately 2400 valves

Finished our sanitary survey with EPD. We only had two items to fix. Erosion of one of our fences and use a different operating report. We had no deficiencies.

IT – Caleb Baughcum

Caleb reported he is continuing to upgrade servers and replace obsolete hardware.

Engineering Report

Nathan reported there has been a small slowdown in plan submissions. He said Freese and Nichols is close to having our master plan document completed. Manager Leslie said we need to prioritize and budget properly for transmission mains.

Manager Report

Manager Leslie reported the due date for Construction Manager At-Risk proposals is June 28th. He said we should be able to present this at the July meeting. He said the selection team will be the engineering department and himself. Manager Leslie invited the Board to participate if they are interested.

Manager Leslie said we have had very good long-range planning water supply meetings. He said we have been talking with other communities and partners.

With there being no further business to discuss, the meeting was adjourned at 6:45 pm.

Karen Johnson
Board Secretary