

Jackson County Water and Sewerage Authority
Board Meeting Minutes
July 14, 2022

Chairman Wilbanks called the July 14, 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 and Board Member Don Clerici.

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

Vice Chairman Nichols made a motion to approve the June 9, 2022, Board Meeting Minutes.

Member Poe 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 May. She reported we purchased 125.3 million gallons and sold 98.4 million gallons. Finance Director Smith reported billed water usage increased by 8.9% and sewer increased by 34.6%. Finance Director Smith said we had a gain of 40 newly billed water customers and an annual gain of 308 new water customers. This is a 3% increase from 2021 year end. She said we gained 6 new sewer customers with an annual gain of 201 new customers. This is an 8.6% increase from 2021 year end.

Old Business

Braselton Wholesale Water Services Agreement Renewal

Manager Leslie said in early June, staff negotiated an agreement with Braselton, which both entities found acceptable. He said the agreement was for \$2.95 per thousand gallons if Braselton purchased a minimum of 15,000,000 per month. Manager Leslie said the Board voted to change this rate to \$3.10 per thousand at the June board meeting. He said Braselton will not commit to purchasing 15,000,000 gallons per month at a rate of \$3.10 per thousand. He said they would buy their water from another wholesale provider.

Manager Leslie said staff recommends consistency with Jefferson and Hoschton agreements. However, to protect our revenue stream from our most significant wholesale customer, he said we recommend a reduced rate of \$2.95 per thousand if Braselton purchases a minimum of 15,000,000 per month.

Manager Leslie said staff recommends adding the flexibility of the Authority Manager to reduce provided flow, “subject to water supply available at the discretion of the Manager of the Authority’s water system”, like recently included in recent wholesale agreements. He said the wording also offers the ability to sell more to Braselton when and if we have it available. Manager Leslie said staff also recommends elimination of peak flow of 800 GPM, allowing a maximum flow of 700 GPM.

Member Poe made a motion to approve the Braselton Wholesale Water Services Agreement as presented.

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 this organization has grown significantly in recent years and we have never performed an Organizational Assessment. Manager Leslie said the assessment could help improve operational efficiencies and help with the planning of the new building. He said staff is recommending approval, but it is not absolutely necessary. Chairman Wilbanks verified we are requesting to approve the proposal of \$50,650. Manager Leslie said yes. Board consensus was to discuss later.

No action was taken.

New Business

JCWSA Office Building CMAR Preconstruction Services Agreement

Manager Leslie said we must vacate our current office facilities in September of 2024. He said with the long lead times of materials and the current construction climate, time is of essence to hire a Construction Manager at Risk and begin Pre-Construction Services for our office building project.

Manager Leslie said we advertised for one month with the State of Georgia Department of Administration Services Procurement Registry, Jackson Herald, our JCWSA website and posting in the JCWSA lobby.

Manager Leslie said seven firms requested the RFP package and three firms submitted proposals. He said proposals were scored on similar experience, construction management experience, team qualifications, approach/management, and price. Manager Leslie said staff recommends awarding the Pre-Construction contract to Carroll Daniel Construction.

Member Poe made a motion to award Carroll Daniel Construction the Pre-Construction Contract and authorize the Authority Manager to execute the documents.

Vice Chairman Nichols seconded the motion. The motion carried with no objection and all board members present voting except Member Clerici abstained from the vote.

2021 Audit Presentation

Amanda Wilkson from Bates Carter presented the audit. She said the Authority received an unmodified opinion which means the auditor's opinion of the financial statements is a clean opinion with no findings.

Vice Chairman Nichols made a motion to approve 2021 Audit.

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

Core 5, Building 2 Modifications of Terms of Approval and Conditions

Manager Leslie said the Terms of Approval and Conditions have already been approved for this project. However, the Terms and Conditions of Approval for Building 2 included a separate fire line service vault for each building. He said staff has some concerns with the following:

- Who maintains responsibility for the fire vault if we have two different owners?
The Owner/Developer satisfied this question by filing a Declaration of Protective Covenants.
- Does a single fire vault serving two separate buildings and potentially two owners satisfy the requirements of the state fire codes?
The engineer wrote an opinion letter saying a single vault meets code, see attached.
The State Fire Marshall provided his opinion that the arrangement meets code.

Manager Leslie said because the Terms/Conditions of approval were already approved by the Board and removing a fire vault results in a reduction of fees amounting \$18,750, we are bringing the Terms/Conditions of Approval back to the Board for modification.

Member Poe made a motion to approve the modifications of the Terms of Approval and Conditions with the removal of the fire vault and associated fees, as presented in the redline document.

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

Ratification of Expenditures for Emergency Repair at Pear Grove Court

Manager Leslie said we experienced a line break on the 10-inch PCV, force main in Traditions near Pear Grove Court. He said this force main serves all of Traditions and needed to be repaired immediately. Manager Leslie said the cost for the repair was \$41,003.39 and was completed by an outside contractor. Manager Leslie said this amount exceeded his spending limit and he is requesting the Board to ratify the expenditure.

Manager Leslie said cost for outside contractors for emergency repairs have increased significantly. He said we are beginning to stock additional repair parts and will complete more

of these repairs in-house. Manager Leslie said we recently had a sewer lateral fail in Traditions, and our Water/Sewer crews joined forces to complete the repair. He said we plan to continue more joint forces for inhouse repairs when possible.

Vice Chairman Nichols made a motion to approve the emergency repair expenditure at Pear Grove Court in the amount of \$41,003.39.

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

Jefferson Sewer Treatment Agreement

Manager Leslie said Jefferson City is experiencing significant sewer flows, and their lift station near our Middle Oconee Wastewater Treatment Plant (MOWWTP) is running nearly 24/7. As a result, Jefferson City asked that we take some of their flow to relieve their pumps so that they may upgrade the station in approximately 1-year.

Manager Leslie said we recently had an agreement with Jefferson to exchange up to 50,000 GPD, where we treated their flow, and they treated ours. We agreed to pay each other \$3.50 per thousand gallons treated in this expired agreement.

Manager Leslie said Finance Director, calculated the actual cost of treatment at \$7.80 per thousand, see below. Because this is now a one-way agreement, with only JCWSA treating Jefferson sewer, we propose a new rate of \$7.80 per thousand. He said JCWSA will only cover our costs. However, we wish to partner with Jefferson and assist where we can. Lastly, treating Jefferson sewer may drive down our unit cost of treatment, saving JCWSA overall.

Member Poe made a motion to approve the Intergovernmental Agreement for Mutual Wastewater Treatment Services between JCWSA and the City of Jefferson with the modification to include a 30-day written notice to terminate and authorizing the Authority Manager to execute the agreement.

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 .617 MGD
Average Peak .656 MGD
Effluent BOD BRL 100 % Removal
Effluent TSS BRL 100% Removal
Effluent NH3N BRL 100 % Removal
Effluent Fecal Below readable limits
Effluent Total Phosphorous .032 mg/l 94 % Removal

Dewatering totals: 85.06 dry tons sent to the landfill.

Wastewater Work Order Tasks Completed: 395

- CMOM manhole inspections: 213
- Lift station inspections: 108
- Sewer connection inspections: 30
- Wastewater treatment plant tasks: 44 includes daily plant process control

Collections System:

Monthly highlights include a force main and air relief valve break in Traditions of Braselton. We also jetted several problem areas for wipes and trash this month successfully removing them. A long-time nuisance issue at Walnut Grove lift station was diagnosed and corrected as well by our collections crew.

Grease trap inspection follow-up was conducted, and all traps passed.

Wastewater Plant:

Plant operations continue to emphasize daily maintenance and process control work. Plant staff repaired a water leak in the press room and an issue at the headworks this month.

Lead times for chemicals and parts are becoming a bigger issue.

A staff sludge reduction meeting was held on 6-15 with several good ideas presented.

Wastewater Operations Manager Monthly Highlights:

Completed employee annual reviews this month.

A self-audit required by the state for our soon-to-be-defunct IPP was completed and turned in.

Completed a 1-year renewal request for our WLA in the Mulberry basin and filed the same with Georgia EPD.

Follow up on Middle Oconee WWTP permit renewal, still in Admin peer review with EPD.

Working with JCWSA staff and vendors to complete the 2023 operations budget.

Completed both WET sample and Priority pollutant scan #1 as required in our new permit.

Water– Harold Garrison

1524 total locates

893 marked tickets

494 total work orders

Work orders were valve exercising, tap installations, leak repairs, water and sewer visual inspections of water pump stations and/or tanks replacement of water service lines and the cleaning out of taps.

IT – Caleb Baughcum

Implementing new Secure logins for SCADA. Sewer Plant complete and almost done with the Water Department.

Engineering Report

Inspections continue on multiple projects. Also, we are experience a large amount of flushing.

Manager Report

Purchased an auto flusher and will be installing at our biggest flushing site. Unit is mobile and we will experiment with it to help determine where we can put additional auto flushers.

Working on ground water explorations. Have located some sites and will start doing test wells.

We have started work on Taylor Brook Lane.

Discussed meeting at the Capitol to discuss future water supply cooperation with other local governments.

Vice Chairman Nichols asked about water theft. Manager Leslie said it is still going on.

The meeting was adjourned at 7:15 pm.

Karen Johnson
Board Secretary