

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

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

Members present include: Chairman Dylan Wilbanks, Vice Chairman Chris 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, Nathan Hester, Karen Johnson, Ronna Berrong, Amy Bales, Jordan Waters, Hopes Weeks, Ben Massey, Austin Marable, Caleb Baughcum and Hannah Barron, Mainstreet News.

Approval of Minutes

Vice Chairman Nichols made a motion to approve the July 14, 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 Quarter 2 Financial Reports for June. She said JCWSA purchased 139.8 million gallons, sold 112.6 million gallons and flushed 19.9 million gallons. Finance Director Smith reported we had a gain of 58 new water customers and a gain of 50 new sewer customers. This was an increase of 3.5% for water and 10.7% for sewer.

Finance Director Smith gave an update on the ServLine Leak Protection Program. She said as of June 30, 2022, \$37,146 has been paid for customer leaks for a total of \$534,282 since the start of the program in 2017.

Finance Director Smith reported there has been 292 aging meter change outs as of June 30, 2022, 414 new installations and 138 rebuilt/refurbished meters. She said that on July 21, we celebrated Meter Management Crew Appreciation Day.

Old Business

JCWSA Organizational Assessment Proposal/Agreement

Manager Leslie said staff recommendation is approval of the proposal for not-to-exceed \$50,650.

Member Poe made a motion to approve the JCWSA Organizational Assessment contract with Raftelis in the amount not-to-exceed of \$50,650.00.

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

New Business

Agreement Between Owner and Architect

Manager Leslie reminded the Board that the Authority must vacate our current office facilities in September 2024. With long lead times of materials and the current construction climate, time is of the essence to complete the Schematic Design and proceed through construction with our architect.

Manager Leslie said Precision Planning, Inc. (PPI) completed the preliminary design work, and we believe it is best to continue with the same architect. He said PPI is on our on-demand consultant list and is currently completing similar work for the new Jackson County Administration Building. Manager Leslie said PPI has submitted a pricing proposal of \$630,000 which will get us completely through the project including all necessary subconsultants. He said the agreement includes our dispute resolution we have in our contracts.

Manager Leslie said staff recommendation is approve the professional services agreement with PPI and authorize the Authority Manager to execute the agreement.

Member Poe made a motion to approve the Professional Services Agreement with Precision Planning, Inc. and authorize the Authority Manager to execute the documents.

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

Alliance Industrial Warehouse Preliminary Application

Manager Leslie said Alliance Industrial Partners wishes to annex a portion of Jackson County into the City of Jefferson. He said the project is located near the I-85 interchange at Dry Pond Road. Manager Leslie said they wish to develop a 500,000 s.f. warehouse facility and have submitted a Preliminary Application for water only. In order to proceed with their annexation/rezone they will need confirmation of water availability from JCWSA.

Manager Leslie pointed out the following.

1. JCWSA has adequate water supply fronting the property to serve the warehouse.
2. JCWSA does not have sewer near the facility and there are no plans to add sewer in the future. However, the area is served by Jefferson City with gravity sewer.
3. The entire development falls within JCWSA service territory.
4. Section 1.3.6 of the Standards and Specifications says the following, "Water service may be provided with or without wastewater service at the sole discretion of the Authority Board."

Vice Chairman Nichols made a motion to approve the application based on the Terms of Approval and Conditions as presented and authorize the Authority Manager to execute the documents.

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

Executive Session

Member Johnson made a motion to go into Executive Session at 6:25 pm.

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

Member Poe made a motion to come out of Executive Session at 6:49 pm.

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

No action taken.

Department Reports

Sewer – Mark Dudziak

Average daily flow .612 MGD
Average Peak .672 MGD
Effluent BOD BRL 100 % Removal
Effluent TSS BRL 100% Removal
Effluent NH₃N BRL 100 % Removal
Effluent Fecal Below readable limits
Effluent Total Phosphorous .033 mg/l 97 % Removal

Dewatering totals: 84.16 dry tons sent to the landfill.

Wastewater Work order tasks completed:

Total tasks completed: 342, Broken down by category as follows:

CMOM manhole inspections: 165
Lift station inspections: 108
Sewer connection inspections: 31
Wastewater treatment plant tasks: 38 includes daily plant process control

Collections System:

The collections dept working in tandem with the water distribution crew tackled a crushed sewer lateral at 996 Old forge lane in July, outstanding teamwork by both departments had this issue resolved quickly and professionally.

Numerous issues at lift stations from power surges and lightning strikes were taken care of this month. A major repair to the dry pond lift station by our contractor Oliver electric was completed after receiving parts from Flyte as well.

Staff continues to see heavy debris from wipes and grease in our collection system

Wastewater Treatment:

Treatment plant staff had several lightning and power surge issues plague operations this month. 2 aerators and several instruments, RTU, and both flow meters were impacted by these events. Plant staff completed maintenance on both the sludge presses and sludge holding tanks in July.

Wastewater Operations Manager:

A very busy month helping in operations with instrumentation and SCADA repairs as well as covering vacations. Among other highlights, I completed our annual operations budget and submitted the same for review, and continue to work with and answer questions for Georgia EPD both on our Middle Oconee WWTP permit renewal and our IPP termination which is being prepared for public notice.

Water – Harold Garrison

114 total work orders

Laid 4" water main on Taylor Brooke and Tanner Lane

Processed around 1500 locates

Poured blocking on 4" main

Repaired sewer Lateral in Traditions

IT – Caleb Baughcum

We are implementing new Secure logins for SCADA. We have them at the Sewer Plant and almost done with the Water Department.

Engineering – Nathan Hester

The engineering department is talking with Jackson County Public development about plans submissions through the county

JCWSA is working toward taking credit card payment for plans review fees.

The plans submission checklist previously approved by the board will help greatly in regard to the quality of plans being submitted.

Manager Report

1) Nearly finished with the Taylor Brook Lane Project. Our crews have done a great job.

2) We have begun brainstorming ideas for developing a Mission Statement involving all employees' input. We hope to come up with some fun and productive ways to do so. We will also begin conversations about developing a vision statement and core values.

3) We are looking into possibly doing some rebranding.

4) IT has begun working on ways to sign up using a more streamlined online process. This may include using DocuSign to make the forms more easily fillable and signable.

5) We have found a way to accept plan submission fees by credit card and will be implementing this shortly.

6) We have updated our plan review tracking sheet to show average number of days in review. We have also begun implementing ways to streamline the plan review process.

7) We are looking into ways for outside engineers/developers to upload plans. We believe the best solution will be to work with Jackson County, using their portal to upload plans. Braselton already does this, and the County seems happy to help. We have a meeting with the county staff on August 23rd to discuss the process and potential transition to accepting plans through the county.

The meeting was adjourned at 7:09 pm.

Karen Johnson
Board Secretary