

Jackson County Water and Sewerage Authority
Board Meeting Minutes
September 8, 2022

Chairman Wilbanks called the September 8, 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, Lisa Grainger, Amy Bales, Hopes Weeks, Wesley Colley, Austin Marable, Caleb Baughcum and Hannah Barron, Mainstreet News.

Approval of Minutes

Vice Chairman Nichols made a motion to approve the August 11, 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 Monthly Operating Reports for July 2022. She reported we purchased 199.5 million gallons, sold 162.8 million gallons and flushed 32.3 million gallons. Finance Director Smith reported water billed usage increased by 58.4 percent and sewer increased by 76.9% , compared to this time last year. She said we had a gain of 72 new water customer and a gain of 54 new sewer customers.

Finance Director Smith said the accounting team was recognized on August 25th. She reported the payment portal for engineering fees is up and running.

New Business

Presentation of the JCWSA Proposed 2023 Budget

Finance Director Smith opened with historical budget data. She presented a summary of Open.gov highlights stating since 2017, increases in the budget ranging from 5-15% have been necessary and a proposed increase for 2023 from 2022 is 9.1%

Manager Leslie presented the proposed 2023 Operating Budget narrative and the proposed 2023 Five Year Capital Improvement Plan. He said staff recommendation is approval of the 2023 Proposed Operating Budget, Five Year Capital Improvement Plan, and 2023 Water and Sewer Rate Schedule as presented.

Vice Chairman Nichols made a motion to approve the 2023 Operating Budget, Five Year Capital Improvement Plan, and 2023 Water and Sewer Rate Schedule as presented.

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

Hydrant Meter Rental Agreement Revisions

Manager Leslie said our Hydrant Meter Rental Agreement form has remained unchanged for many years. He said recent supply chain developments have made it difficult to obtain hydrant meters. Manager Leslie said staff feels that our current policies incentivize renters to keep meters into perpetuity because of the extremely low monthly fee, and the deposit amount no longer covers the cost of the meter assembly.

He said the following are the proposed changes:

- 1) The monthly fee has been increased from \$12.00 on a small meter and \$36.62 for a large meter to \$150.00 for both sizes.
- 2) For the monthly fee of \$150.00 an allowance will be provided of 1,500 gallons per month. This increase in monthly fee should encourage those who never use the meter to return it to our office.

Manager Leslie said tracking devices are being permanently attached to each hydrant meter assembly. He said we will use this information to track potential usage outside the county and to locate meters should they need to be confiscated.

Member Poe made a motion to approve the changes to the Hydrant Meter Rental Agreement form as presented.

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

Approval for Purchase of Emergency Repair Parts

Manager Leslie said the availability of repair parts is increasingly becoming a problem. He said utilities throughout Georgia are ordering more repair parts to have on hand in case of an emergency. Manager Leslie said order to provide continual service, in the event of an emergency, he is asking the Board to approve the purchase of a list of parts which would be normally used for repairs. Manager Leslie stated in the past these parts have been readily available from our supplier network, but now, now many of these items can take many months to receive.

Manager Leslie said the quote from ElectroSteel for replacement pipe is \$23,424.48 and the quote from Delta Municipal for meters is \$58,945.50.

Member Poe made a motion to authorize the purchase for replacement parts in the amount not to exceed \$82,369.98.

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

Executive Session

Vice Chairman Nichols made a motion to go into Executive Session at 6:40pm.

Member Poe 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 6:47 pm.

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

Department Reports

Sewer – Mark Dudziak

Average daily flow .648 MGD

Average Peak .687 MGD

Effluent BOD BRL 100 % Removal

Effluent TSS BRL 100% Removal

Effluent NH₃N BRL 100 % Removal

Effluent Fecal Below readable limits

Effluent Total Phosphorous .049 mg/l 95 % Removal

Dewatering totals: 80.41 dry tons sent to the landfill.

Wastewater work order tasks completed:

Total tasks completed: 338

- CMOM manhole inspections: 149
- Lift station inspections: 108
- Sewer connection inspections: 41
- Wastewater treatment plant tasks: 40

Collections System:

The collections dept had numerous calls to pull pumps at lift stations this month as well as jetting in the collection system removing wipes and debris, the increase coincides with schools starting back.

Fall CMOM is underway.

Several issues with lift station controllers due to power surges this month. Oliver electric was able to resolve several communications issues with our Mission controllers in August.

Wastewater Treatment:

Treatment plant staff worked on late summer maintenance issues including faulty level controllers and an issue with the air pump on sludge press #1 this month. The plant continues to run well within the permit even with an increase in flow.

Wastewater Operations Manager:

A very busy month in regard to operations brought many different challenges last month. A follow-up with EPD on both permit renewal and our IPP situation found both in admin review with resolution expected late this fall.

Spare part and chemical lead times have become a bigger challenge in the last 45 days.

Wastewater Manager and Water Operations Manager Garrison communicating on our future on-call situation with an all-hands field crew lunch possibly in October to get the ball rolling.

Water – Harold Garrison

- Exercised 172 valves and valve box repairs
- Repaired eight leaks
- Repaired two meter boxes
- One tap clean out
- Processed 1757 locates, 573 water locates marked and 408 wastewater locates marked
- Installed seven taps and meter change overs on the Taylor Brook line extension.

IT – Caleb Baughcum

Replace and decommissioned two servers.

Engineering – Nathan Hester

Update on GDOT roundabout project. SPLOST projects went well.

Manager Report

- Bear Creek expansion update: Narrowed down to two engineers. Sent out scope of work and pricing do at the end of the month.
- ARPA Grant application for Bear Creek Funds.
- ARPA Grant for water tower.
- Updated the new building progress.

- Announced Customer Appreciation Day on September 22nd.
- Staff meeting will have an outside speaker.

The meeting was adjourned at 7:00pm.

Karen Johnson
Board Secretary