

Jackson County Water and Sewerage Authority
Board Meeting Minutes
May 11, 2023

Chairman Wilbanks called the May 11, 2023 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, Board Member Kevin Poe and Board Member Tommy Benton.

Also Present: Attorney Paul Smart and Authority Staff: Joey Leslie, Karen Johnson, Mark Dudziak, Nathan Hester, Ben Massey, Hope Weeks, Austin Marable, Matt Wyatt and Ronna Berrong.

Approval of Minutes

Vice Chairman Nichols made a motion to approve the April 13, 2023, Board Meeting Minutes.

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

Operating Reports

Accounting Manager Weeks presented the first quarter financial report. She reported the following:

- Purchased 92.2 million gallons and sold 77.2 million gallons
- Amount used for flushing totaled 9.8 million gallons
- Billed water usage was up 12.4% and sewer was up 8.1%, compared to March of 2022
- A gain of 97 billed water customers and 51 sewer customers

New Business

Ratify Administrative Building Special Inspections Agreement

Manager Leslie said Special Inspections are important to ensure quality construction and compliance with codes and approved design documents. He said according to the International Building Code (IBC), special inspections are required for materials, installation, fabrication, erection, or placement of components and connections that need special expertise.

Manager Leslie said staff has selected GeoHydro to provide a proposal for our Special Inspection services. He said they are believed to be the most qualified firm from our Engineering On Demand list to perform these services. Manager Leslie said with our building currently under construction, staff executed an agreement with GeoHydro, which is being presented tonight for ratification.

Manager Leslie said the cost for these services is \$69,295 and will come for contingency which is approved at \$841,176.

Manager Leslie said he attached our standard dispute resolution to the agreement.

Attorney Smart said he has reviewed the agreement. He said in Section K, paragraph two, there is a 30% attorney's fee provision. He would like to change that to actual attorney's fees. Attorney Smart said he would like to remove the provision that says Carroll Daniel retains ownership of all reports and add language stating that JCWSA owns the reports.

Manager Leslie said he has standard language that we use stating we own the documents/reports. Attorney Smart said this is language that has already been Board approved and will add this to the agreement.

Member Poe made a motion to ratify the Administrative Building Special Inspections Agreement pending Attorney Smart's review and changes.

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

Executive Session

Vice Chairman Nichols a motion to go into Executive Session at 6:15 pm.

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

Member Johnson made a motion to come out of Executive Session at 7:00 pm

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

No action was taken.

Department Reports

Sewer

Average daily flow .685 MGD

Average Peak .772 MGD

Effluent BOD BRL 100 % Removal

Effluent TSS BRL 100% Removal

Effluent NH3N BRL 100 % Removal

Effluent Fecal Below readable limits

Effluent Total Phosphorous .035 mg/l 98.7 % Removal

Dewatering totals: 85.5 dry tons sent to the landfill.

Wastewater Work order tasks completed 202:

CMOM manhole inspections: 38

Lift station inspections: 112

Sewer connection inspections: 3

Sewer Main work orders: 15

Wastewater treatment plant tasks: 34 includes daily plant process control

Wastewater collections: The collections crew finished sewer ratt work on 2 more subdivisions this month,(no issues found) we also took delivery of new equipment to clear the right of ways and completed a full section of clearing around the Valentine industrial area. Several calls for sewer tap locates and customer complaints last month, all were resolved successfully.

Plant operations included two tours this month and plantwide scheduled O & M.

We had to have the sludge tank mixer #2 motor pulled and rebuilt due to a faulty seal that damaged the motor shaft. Disk filter repairs are scheduled for the week of May 15th as all parts are finally in stock.

This was a busy but productive month as I met with the Empower career folks as well as gave a tour of the plant to their science class last month. We will continue to explore a relationship with Empower.

Most of the staff and I took continuing education classes during the month of April for state license renewals. One team member attended a collections class in Jefferson this month.

We welcomed Jordan Johnson to the collections division this month and our very excited to have him join our team and the JCWSA family.

I continue to work with EPD on our permit renewal. This region has a current vacancy at EPD and is months behind in GEOS. I expect to get this resolved by late summer or early fall.

Water

- Cleaned and inspected all water pumping stations
- Installed six water taps
- A cut and repair on Savage Road and Melvin Phillips Road
- Repaired two leaks
- Cleaned out two taps
- Moved one meter box
- Repaired one fire hydrant
- General maintenance on equipment
- Troubleshooting and repair to SCADA
- Repaired porch and ramps at Wastewater Plant
- 950 locates - 701 water and 249 sewer
- Marked 256 water lines and 136 sewer

Engineering

Engineer Hester reported the design for the water and sewer lines at the new administration building is complete. The chlorine dockside effort at Bear Creek is underway and working its way through our system.

Manager

Manager Leslie gave an update on the progress of the administration building. He reported that the site has been cleared and the stormwater pond has been built. He said we are still on schedule and budget.

The meeting was adjourned at 7:10 pm.

Karen Johnson
Board Secretary