

**Jackson County Water and Sewerage Authority**  
**Board Meeting Minutes**  
**June 8, 2023**

Chairman Wilbanks called the June 8, 2023 Jackson County Water and Sewerage Authority Board Meeting to order at 6:05 p.m.

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

Also Present: Attorney Paul Smart and Authority Staff: Joey Leslie, Karen Johnson, Mark Dudziak, Judy Smith, Harold Garrison, Nathan Hester, Hope Weeks, Caleb Baughcum and Ronna Berrong.

### **Approval of Minutes**

Member Poe made a motion to approve the May 11, 2023, Board Meeting Minutes.

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

### **Operating Reports**

Finance Director Smith presented the first quarter financial report. She reported the following:

- Purchased 126.1 million gallons and sold 105.1 million gallons
- Amount used for flushing totaled 13.9 million gallons
- Billed water usage was up 15.6% and sewer was up 10.4%, compared to April of 2022
- An annual gain of 133 new water customers and 64 new sewer customers

Member Poe asked if the Commerce water use is a trend. Manager Leslie said we are their safety net if they need to do something with their plant or have a line break. He said they did have a line break in January so he doesn't see it as a trend. Manager Leslie said we frequently serve them in emergency situations.

### **New Business**

#### *Real Estate Sales Contract Approval*

Manager Leslie said this is a piece of property the Authority would like to acquire to expand our existing Highway 11 property where the wastewater plant resides. He said there is an existing home on this property that we would like to use for our wastewater operations office, moving them out of their temporary trailer.

Manager Leslie said the purchase price is \$390,000 with \$1,000 earnest money. He said there are some special stipulations included in the contract that allow the seller to stay until

October 1, 2023, as a tenant for one dollar a month. Manager Leslie said the tenant will pay the costs of all utilities, taxes and renters insurance during their rental period. He said the closing is scheduled for June 18<sup>th</sup>. Manager Leslie said the seller asks that closing documents disclose that the seller is a licensed real estate agent.

Manager Leslie said the purchase of this property may allow for the development of a right-hand turn lane off of Highway 11 onto Adella Drive. He said this purchase price is less than the appraised value and will provide staff with a valuable asset that can be utilized to support operations and enhance efficiency. He said Attorney Smart has prepared the sales contract.

Attorney Smart said at this point the contract has been executed and needs to be ratified by the Board and to authorize the Authority Manager to sign the documents at closing.

Vice Chairman Nichols made a motion to ratify the execution of the real estate sales contract and authorize the Authority Manager to execute the closing documents.

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

## **Department Reports**

### **Sewer**

Average daily flow .698 MGD

Average Peak .823 MGD

Effluent BOD BRL 100 % Removal

Effluent TSS BRL 100% Removal

Effluent NH<sub>3</sub>N BRL 100 % Removal

Effluent Fecal Below readable limits

Effluent Total Phosphorus .24 mg/l 98.9% Removal

Dewatering totals: 99.79 dry tons sent to the landfill.

Wastewater Work Order total tasks completed: 353

CMOM manhole inspections: 181 ( includes Sewer RAT work)

- Lift station inspections: 114
- Sewer connection inspections: 22
- Wastewater treatment plant tasks: 36 includes daily plant process control

Collection System Summary:

The collections crew continued working on Sewer RAT/ CMOM inspections as well as right-of-way clearing last month. We saw an uptick in sewer connection inspections along with an uptick in developer requests for tap locates.

We cleared a large blockage behind Seasons of Pendergrass in an inaccessible area at night, excellent job by the whole department pitching in to get this done.

## Wastewater Plant Operations:

We had several maintenance and repair issues this month. The motor on the sludge tank #2 mixer was pulled and sent to the shop for rebuild, S &N Airflo completed maintenance on all 4 basin aerators along with oil changes on each motor, Hach and A&W did semi-annual maintenance on all plant instruments and calibrated them to factory specifications.

Temco and Oliver Electric completed repairs on Disk Filter #2, but we will need to rebuild Pump 2 on this unit to finish the repairs. Disk filter #1 is still waiting on parts before it will be able to be put back in service.

Several SCADA issues this month including a new main computer put in service.

## Wastewater Manager:

I worked on several projects this month including employee annual reviews and working on and attended meetings for our annual budget. I had two Microsoft Teams meetings with Georgia EPD in regard to the TICA pre-treatment issues after large flows were found from the facility. This has since ceased after an EPD site visit.

I have been continuing to correspond with EPD on our plant permit but this is still in "administrative review" due to lack of staffing. Worked with Aqua Aerobic for several days on programming issues with our disk filter, an Aqua rep flew out and had to reprogram our PLC due to a corrupt database issue we had found.

All wastewater department staff members renewed certifications for another 2 years, and several took online and in-person classes as well this month.

## Water

- Total tasks - 535
- Cleaned six pump stations
- Installed seven stubs
- Five leak checks
- Cleaned out four taps
- Replaced two curb stops
- Repaired one valve
- Installed water line for new admin building
- 1207 locates
- Marked 351 water lines and 168 sewer

## IT

Caleb reported working on help desk tasks, and worked with GIS to add all service line locations - approximately 1700 - to the work order system to facilitate the EPD lead service line project.

Manager Leslie mentioned all field crew will be digging behind all our meters to determine the service line material. This is to fulfill the EPD requirements.

### **Engineering**

Nathan reported the last round of DBP testing has come in lower than ever for this time of year. Pretreating with chlorine dioxide at Bear Creek has been working as well. He said we had to do a lot of flushing.

### **Manager**

Manager Leslie we have the plans for the Jefferson Parks Creek Reservoir and will be reviewing them. Nathan said we have been attending the meetings and have worked it out with the property owner for the intake structure and pipeline.

Manager Leslie reported we have been working on a new logo. He said we have had employee submissions and have sent out anonymous surveys to employees for their feedback. He said we are zoning in on one and will be bringing it to a board meeting soon.

Vice Chairman Nichols asked about the Mission, Vision and Values statements. Manager Leslie said we are working on that as well.

Member Poe asked if the staffing consultant study was complete. Manager Leslie said it is finished and was sent via email to the board members. He said we have started implementing some of their recommendations.

The meeting was adjourned at 6:30 pm.

Karen Johnson  
Board Secretary