

**Jackson County Water and Sewerage Authority
Board Meeting Minutes
August 10, 2023**

Scan Date: 9-26-2023
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Chairman Wilbanks called the August 10, 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, Mark Dudziak, Harold Garrison, Judy Smith, Nathan Hester, Hope Weeks and Caleb Baughcum. Visitors: Doug Buchannon, Developer

Approval of Minutes

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

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

Operating Reports

Finance Director Smith presented the finance operating reports. She reported the following:

- Purchased 142 million gallons and sold 110.4 million gallons
- Amount used for flushing totaled 26.9 million gallons
- Billed water usage was down 2%, and sewer was up 1% compared to June 2022
- An annual gain of 185 new water customers and 97 new sewer customers

Visitor

Doug Buchannon addressed the Board regarding 43 acres at Highway 124 and Highway 60, that he owns. He said it is zoned HRC. He said he has had a few opportunities for development but was turned down to have it rezoned as residential, the County told him it was commercial. He stated there is a commercial user interested in developing the property as an assisted living home. They would like to purchase 33 acres from him and Planning and Zoning approved the development as commercial. Mr. Buchannon said he was denied approval of the water and sewer because of the moratorium. He respectfully asks staff to review the decision that was made on this project since it is 100 percent commercial.

Chairman Wilbanks said he is not aware that there has been an application submitted. Manager Leslie confirmed that they had not filed a preliminary application. He said they were made aware of the moratorium when they inquired about tap fees.

Chairman Wilbanks said per procedure, a preliminary application needs to be submitted, then it would come before the Board. Mr. Buchannon asked to verify that the moratorium is for residential and does not pertain to commercial. Chairman Wilbanks referred him to the moratorium and said we would provide him with a copy.

New Business

2022 Audit Presentation

Amanda Wilkenson, CPA, from Bates Carter, presented the 2022 Annual Financial Audit. She said the Authority received the Certificate of Achievement for Excellence in Financial Reporting in FY2022. She said this is the 16th year the Authority has received this award.

Member Benton motioned to approve 2022 Financial Audit.

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

On Demand Engineering Firm Selection

Manager Leslie said every three years, the Authority seeks qualifications from Professional Engineering companies to be considered as On-Demand Firms. He said Board policy states that the list is updated every three years, and a minimum of three firms must be selected. Manager Leslie said the policy states that the Authority Manager shall select the final On-Demand Firms. He said no minimum or maximum amount of work shall be guaranteed to the selected firms during the terms of service.

Manager Leslie said the Authority Manager generally accepts a wide array of firms because so many firms have differing expertise and talents, and we would rather err on the side of having too many firms than too few.

Manager Leslie said 23 consulting engineers responded with qualifications. He said all firms were highly qualified and a final selection was difficult. Manager Leslie presented the staff's recommendation of the final 17 firms.

Member Poe asked how we decide who to select out of the 17 firms when a project comes up. Manager Leslie said we follow a qualifications based selection. He said we select who we feel is most qualified based on the project and negotiate a price with that firm.

Vice Chairman Nichols motioned to approve the 17 firms recommended by the Authority staff as presented.

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

Standard Detail Updates

Manager Leslie said periodic updates and additions to JCWSA Standards and Specifications are sometimes required to reflect technological advancements, adhere to changing regulations, enhance safety and quality, meet evolving customer expectations, optimize costs, etc. He said by doing so, the Authority can efficiently provide safe, high-quality water to its community while staying compliant, resilient, and responsive to both current and future challenges.

Staff wishes to update the following:

- Add Detail D-13 for a Sampling Manhole. We do not currently have a detail for a sampling manhole.
- Modify Detail C-10 for a Dead End Fire Hydrant Assembly. The new detail adds restraining rods, as shown.
- Add Detail C-22, Typical Flush Station. We do not currently have a detail for a flush station.
- Ask the Board to approve changing the “Date of Last Revision” block on all Details to say, “Date: 08/23”. This will allow staff to quickly determine if the correct details are being used.

Vice Chairman Nichols made a motion to approve the updates to the Standards and Specifications as presented.

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

Preliminary Well Agreement Template

Manager Leslie said we are looking to drill our first two wells. He said we have negotiated with two separate property owners, to get the lowest price possible. He said he feels we have come up with a good template agreement.

Manager Leslie said we plan to increase the drilling size from 6 inches to 8 inches and deepen the well. He said our proposed preliminary well agreement is modeled after existing agreements in Franklin and Madison County. Manager Leslie said both property owners, whose lands we aim to develop production wells on, have thoroughly examined the agreement and have expressed their approval. He said we want to get this agreement figured out before we drill and enlarge the well. Manager Leslie said he negotiated giving them \$250 a month and 75 cents per thousand gallons. He is asking the Board to approve the attached agreement, and should they find the agreement acceptable, we anticipate beginning the test drilling during the week of August 21st.

Manager Leslie requested to execute the attached agreement for the development of two test wells into production wells and allow this agreement to be utilized at other locations selected by the Authority Manager.

Vice Chairman Nicholes clarified that we are asking the Board to approve the template and execute any contracts without bringing them before the Board for approval.

Attorney Smart said these first two contracts we are contemplating, we are asking to approve the template and authorize the manager to enter into the two contemplated agreements.

Vice Chairman Nichols made a motion to approve the Well Lease and Easement Agreement template as presented and authorize the Authority Manager to bring back any contracts for consideration to the Board and to present the agreement to the two property owners.

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

Department Reports

Sewer

Average daily flow .713 MGD

Average Peak .830 MGD

Effluent BOD BRL 100 % Removal

Effluent TSS BRL 100% Removal

Effluent NH₃N BRL 99 % Removal

Effluent Fecal Below readable limits

Effluent Total Phosphorus .29 mg/l 98 % Removal

Dewatering totals: 122 dry tons sent to the landfill.

Wastewater work order tasks completed: 267

CMOM manhole inspections: 101 (includes Sewer RAT work)

Lift station inspections: 112

Sewer connection inspections: 21

Wastewater treatment plant tasks: 33 includes daily plant process control

Collection system summary:

The collections crew worked several sewer main right of ways clearing and remarking manholes last month. We continue to have issues with wipes and grease in the Pendergrass and West Jackson areas that we are addressing. Storms with lightning and power surges kept the crew out several nights in July which resulted in impacts to our Possum Creek and Traditions lift stations.

Wastewater Plant Operations:

Lightning and surge also hit our plant operations in July as well, and several callouts for resets happened last month.

Plant operations worked on issues in dewatering and with our lime system as well last month, all of which were repaired by our staff. We are getting ready to start fall O & M and are focusing on housekeeping issues this month. The increase in flows has hit our dewatering operations hard, which has required staff to work more on weekends, we are working on some solutions to this issue.

Wastewater Operations Manager:

I continue to work with our vendors to try and acquire parts from equipment damaged earlier this year, this is proving to be difficult due to low supply in other parts of the chain.

Many days last month were spent in the field covering operations while staff took vacations.

I continue to have contact with Georgia EPD on our permit renewal however due to mass turnover they cannot provide us with an ETA on when this will get approved.

Water

- 97 total tasks completed
- 1152 locates processed
- Marked 324 water lines and 133 sewer
- 19 ongoing large projects – six new
- One service line repaired, hit by Windstream
- Relocation of two meter stubs
- Installation of nine new meter stubs – five long side and 4 short
- Five hydrant repairs – two hit by mowing crews and three damaged but unable to determine cause of damage
- Exercise 33 valves
- Vault inspections including tank altitude valves and pressure reducing valves
- Repaired leaking busing and faulty gage at 330 and Savage Road
- Terminated three unused taps
- Prepped and installed new meter valve and backflow at new admin building
- Installed bends and poured blocking on new line serving new admin building
- Cleaned and inspected all water pumping stations
- Storm issues at Galilee and Talmo pump stations

It

Caleb reported a lot of work with our workorder system. He said he worked on getting the service line inspection tasks. Calbe said he spoke with Sr Jordan about the capabilities of our work order system and collaborate to incorporate the system in our asset management plan.

Engineering

- Nathan reported on employee Josh Scarborough receiving his collections systems certification.
- We are still seeing a lot of plan review and re-review.
- We should have the final sewer master plan for in December.

Manager

- Service line inventory project update - 1668 to be completed by October 2024.
- Building update - slab is poured and the roof will be installed the first of September. They continue to do a good job. Generator pricing is still astronomical. Will continue to keep getting prices.

- Logo - the firm designing our logo watched the last board meeting and came up with this logo. All managers gave their approval and We would like to use the logo presented.

Vice Chairman Nichols motioned to approve the Jackson Water Authority logo as presented

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

Finance Director Smith introduced Jacob Allen a new Meter Maintenance Technician

The meeting was adjourned at 7:17 pm.

Karen Long
Board Secretary