

**Jackson County Water and Sewerage Authority
Board Meeting Minutes
September 14, 2023**

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, 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, Karen Long, Nathan Hester, Hope Weeks, Caleb Baughcum, Jordan Waters, Wesley Coley, Ronna Berrong and Matt Wyatt. Visitor: Adam Fetterly

Approval of Minutes

Member Benton made a motion to approve the August 10, 2023, Board Meeting Minutes.

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

Operating Reports

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

- Purchased 183.3 million gallons and sold 135.8 million gallons
- Amount used for flushing totaled 38.7 million gallons
- Billed water usage was down 6.5%, and sewer was down 11% compared to July 2022
- An annual gain of 202 new water customers and 107 new sewer customers
- There were 58 new meter installations and 58 meter change outs through the aging meter program

Visitor

Jackson County resident Adam Fetterly addressed the Board with his concerns regarding a subdivision, Hampton Ridge, being developed near his home. His concern is the looping of the water lines for Hampton Ridge was not completed because the Oconee Walk developer pulled out of their project. Mr. Fetterley referred to our approval of the Terms and Conditions of Approval with the Hampton Ridge developer, stating the terms will not be met. He is requesting the permit be rescinded until this developer can show they are looping the line. Mr. Fetterley questioned why previous board member Don Clerici did not vote on this agenda item.

Chairman Wilbanks asked if he has requested an open records request. Mr. Fetterley said no.

Chairman Wilbanks said from an engineering standpoint, it is our preference to loop but from time-to-time developers will ask to not loop for a variety of circumstances.

Chairman Wilbanks stated this is not an agenda item so no action will be taken tonight.

New Business

Manor Lake Hoschton Cottages Water and Wastewater Preliminary Application

Per the applicant, due to inaccurate information on the application, the applicant requested that the Board table the submitted preliminary application.

Member Poe made a motion to table the Manor Lake Hoschton Cottages Water and Wastewater Preliminary Application.

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

Southeaster Freight Lines Water and Wastewater Preliminary Application

Manager Leslie said in November 2022, Jackson 337 LLC submitted a Preliminary Application for developing a Cross Dock Facility (referred to as Building 1) situated along Bill Wright Road. This project necessitates the realignment of Bill Wright Road, where it intersects with Valentine Industrial Parkway. They estimated the facility would employ 374 individuals and have a daily water demand of 9,350 gallons. The Authority has water and sewer available in the vicinity. The Terms and Conditions of Approval for this project were approved by the Board during their November 2022 meeting.

Subsequently, Southeastern Freight Lines, Inc. (SEFL) acquired the project and has now submitted a Preliminary Water and Wastewater Application for the very same location, requesting the same water and sewer capacity allocation initially designated for the prior applicant, Jackson 337 LLC.

Manager Leslie said staff recommends approval of this application and abandon the old application. Member Poe motioned to approve the Southeastern Freight Lines Water and Wastewater Preliminary Application as presented and authorize the Authority Manager to execute all documents.

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

Member Poe made a motion to abandon the for 337, LLC Water and Wastewater Preliminary Application.

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

TICA Water and Wastewater Preliminary Application

Manager Leslie said TD America Compressor Georgia (TACG) and Toyota Industries Compressor Parts America Co. (TICA) are constructing a new manufacturing facility near the intersection of Valentine Industrial Parkway and Toy Wright Road at 1000 Valentine Industrial Parkway.

Manager Leslie said staff recommends approval of this application.

Member Poe made a motion to approve the TICA Water and Wastewater Preliminary Application as presented and authorize the Authority Manager to execute all documents.

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

Water Master Plan Update

Engineer Hester presented an update to the Water Master Plan. This included showing committed water capacity, short-term CIP projects totaling 66 million dollars and a request to for the Board to consider adopting Appendix H into the master plan at the next board meeting.

Engineer Hester asked the Board to study this plan for voting at the next meeting.

Presentation of the 2024 Operations and Five-Year Capital Budgets

Finance Director Smith presented the proposed 2024 Operations Budget. She said all the reports she is discussing are available on our website in our financial transparency portal.

Finance Director Smith said the overall budget has a 4.78% increase from the 2023 budget.

Manager Leslie presented the Five-Year Capital Improvement Plan Budget. He said there are place holder projects and as we get the master plans dialed in, this will become a lot more set. He mentioned we have drilled four test wells and have hit enough water in two wells to enlarge them.

Finance Director Smith discussed the reconciliation of the capital outlay, highlighting the SPLOST Fund and rate increase proposal.

Member Poe made a motion to approve 2024 Operations and Five-Year Capital Budgets with the Rate Increase as presented.

Member Johnson seconded the motion. The motion was carried with no objection, and all board members present voted. (Member Benton left the meeting before the vote was taken).

Department Reports

Sewer

- Average daily flow .706 MGD
- Average Peak .764 MGD
- Effluent BOD BRL 100 % Removal
- Effluent TSS BRL 100% Removal
- Effluent NH3N BRL 100 % Removal
- Effluent Fecal Below readable limits
- Effluent Total Phosphorus .24 mg/l 98.5 % Removal

Dewatering totals: 79.97 dry tons sent to the landfill.

Wastewater Work order tasks, 370 completed:

- CMOM manhole inspections: 198
- Lift station inspections: 108
- Sewer connection inspections: 23

- Wastewater treatment plant tasks: 41 includes daily plant process control

Collections System:

The collections division had a busy month. Highlights include:

- Worked with the distribution crew to complete the sewer line relocation project at the 124/Hwy 11 roundabout.
- Cleared several miles of sewer line right of way.
- Resolved several issues at 4 different lift stations.
- Resolved 3 customer complaints regarding backups, all were on the customer side.
- Completed ride-a-longs with some of the metering staff in collections.
- Worked with the engineering division on sewer access to the WWTP
- Started working on the lead service line identification program.

Wastewater Plant:

- Plant operations continue to emphasize daily maintenance and process control work. Plant staff repaired a leak on the #1 PACL pump, addressed issues with sludge press number 2, and a transducer change out on sludge tank #1 as well as worked on the UV system.
- Plant operators worked with collections on the lead service line identification project.
- Completed our annual priority pollutant scan.

Wastewater Operations Manager Monthly Highlights:

- Completed several camera reviews with follow-ups on new collection system infrastructure.
- Worked with Plant operation's staff on troubleshooting SCADA and control issues.
- Worked with Aqua Aerobic to finally acquire parts to finish repairs to our disk filters.
- Worked with builders on several issues throughout the month.
- Follow up with Georgia EPD on our permit and Mulberry waste load renewal, no new progress.
- Set up tours for the Jefferson HS science class for the 2023-24 school year.

Water

- 28 total tasks completed
- 7-meter stub installations
- 6 service line leak checks
- 4 days at new building waterline
- 4 service line leaks repaired.
- 2 fire hydrant repairs
- Replaced 1 water quality testing station.
- Repaired MCC @Galilee pump station
- Cleaned out 2 water stub outs
- Removed manhole at intersection of 124&11
- Completed 414 service line inspections
- Processed 1486 locates
- Marked 459 water tickets and 195 sewer
- In August we had 10 large new projects

Manager Leslie mentioned the water and sewer department replaced a manhole in a half day and saved a tremendous amount of money compared to the old practice of hiring contractors.

IT

Caleb reported he has been working on items to get ready for our move to the new administration building, including working with Comcast. He said we have partnered with Jackson County School's Empower Program and have a part-time student working with us to assist with desktop support.

Engineering

Nathan reported that Jordan Waters is working on funding for the service line inventory.

Manager

Service Line Inventory

As of this afternoon:

Our field crews have inspected 531 of the original 1668 locations on our Service Line Inventory.

So far, no (0) lead service lines have been found on our side or the customer's side.

32 meter locations have been flagged as needing their location updated/corrected with GPS.

493 of the 531 are single family residences. Not a bad start. I'll check in on the layer and provide updates regularly.

Presented and Discussed New Building Photos

Manager Leslie said the roof is being installed and the parking lot is in. He said we installed all the water in-house and will do the same with the sewer. Everything is on schedule.

The meeting was adjourned at 7:45 pm.

Karen Long
Board Secretary