

**Jackson County Water and Sewerage Authority
Board Meeting Minutes
November 9, 2023**

Chairman Wilbanks called the November 9, 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, 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, Wesley Coley, Ronna Berrong, and Matt Wyatt. Visitor: Doug Buchannon and Taylor Hern, Mainstreet Newspapers.

Approval of Minutes

Member Johnson made a motion to approve the October 12, 2023 Board Meeting Minutes.

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

Operating Reports

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

- Purchased 197.8 million gallons and sold 147.9 million gallons
- Amount used for flushing totaled 43.7 million gallons
- Billed water usage increased 42.1%, and sewer increased 39.3% compared to September 2022
- An annual gain of 305 new water customers and 172 new sewer customers
- 139 meter installations for October
- Customer Appreciation Day – over 150 people in attendance

Old Business

Manor Lake Hoschton Cottages Water and Wastewater Preliminary Application

Manager Leslie said this was discussed at last month's meeting. He said the Authority staff still considers this a residential community. Manager Leslie said on October 3, 2023, Manor Lake Development submitted a revised Preliminary Water and Wastewater Application for Manor Lake Hoschton (formerly applied under the name Manor Lake Hoschton Cottages). The application indicates 158 senior care facility units. According to the application, the anticipated daily sewage discharge is 60,000 gallons, equivalent to 200 Equivalent Residential Units (ERUs). However, the application states they are applying for 43 taps. Per JCWSA standards, each unit will require one ERU.

Manager Leslie said he did some calculations of what the net effect at build would be and would require an upgrade to our system. He said this would easily approach a million dollars even after

giving them credit for their tap fees. Manager Leslie said this development is in the most difficult part of our system to serve.

Manager Leslie presented an Alternative Recommendation applicable if the Board determines the project is not residential. Should the project be determined non-residential, Staff recommended approval of the Preliminary Application Terms and Conditions, as presented. Manager Leslie said the connection fees would apply at time of service. He pointed out that we are having a rate study done and after next July, the fees will be increased.

Mr. Buchannon asked for the Board to look at it as a commercial project. He requested to table this item.

Vice Chairman Nichols made a motion to table this agenda item.

Member Benton seconded the motion. The motion was carried with Board Member Benton voting no and remaining board members voting yes.

New Business

SCADA Tower for New Administration Building

Manager Leslie said SCADA stands for Supervisory Control and Data Acquisition. It is a technology used in our water systems to monitor and control various processes and equipment. efficiency, safety, and reliability by providing a centralized means of monitoring and managing our complex water system.

Manager Leslie said we have to move our tower to our new property. He said we received a quote from MR Systems for the Telemetry Panel and Antenna project in the amount of \$45,551.

Manager Leslie said this has been approved in the building budget and we have adequate funds to cover these costs.

Vice Chairman Nichols made a motion to approve quote from MR Systems and authorize the Authority Manager to execute the necessary documents.

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

IT Equipment for New Administrative Building

Manager Leslie said our new building requires a firewall. He said The Fortinet FortiGate 400F Security Appliance is a versatile network security solution designed for medium to large organizations.

He said it acts as a high-performance firewall, offering comprehensive protection through features like intrusion prevention, secure VPN, application control, web filtering, antivirus, and content inspection.

Manager Leslie said he is requesting the Board to ratify the purchase of the firewall. He stated we have adequate funds in the budget to cover the cost.

Vice Chairman Nichols made a motion to approve the ratification of the purchase of the Firewall Security Appliance including FortiCare service.

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

Capitalization Threshold for Leases and Subscriptions

Manager Leslie said consistent financial reporting requires the alignment of capitalization threshold for leases and subscriptions with other capital expenditures. He said staff wishes to mirror the capitalization threshold for leases and subscriptions with the typical threshold of \$30,000 for other capitalization expenses.

Vice Chairman Nichols made a motion to modify the existing purchasing policies and procedures to include leases and subscriptions in the \$30,000 capitalization threshold.

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

Reserve at Gumsprings Contract Amendment

Manager Leslie said at the last meeting, Attorney Smart was asked to modify the Reserve at Gumsprings contract so that their timeline would begin when they pay the fees as opposed to when they applied. He said Attorney Smart has amended the contract and it reserves the prepaid sewer taps until August 10, 2028, and extends the timeline in the Terms and Conditions of Approval until August 10, 2028.

Vice Chairman Nichols made a motion to approve the amendment to the Reserve at Gumsprings contract and authorize the Authority manager to execute the necessary documents.

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

Department Reports

Sewer

Average daily flow .665

Average Peak .729 MGD

Effluent BOD 99.7 % removal

Effluent TSS BRL 100% removal

Effluent NH₃N BRL 100% removal

Effluent Fecal Below readable limits

Effluent Total Phosphorus 0.27 mg/l monthly average

Wastewater Work order tasks completed: 276

CMOM manhole inspections: 36

Lift station inspections: 116

Sewer connection inspections: 67

Wastewater treatment plant tasks: 61 includes daily plant process control

Collections System:

The collections crew worked on more right-of-way clearing projects last month. We handled numerous odor complaints and were able to resolve all of them. We saw a big upswing in sewer connection inspections and also cleared 3 grease blockages in main lines before they became issues.

The collections crew spent several days clearing the area around the WWTP basin, the area was then reseeded and strawed for the winter.

Helped assist the water distribution crew in finishing the new admin building sewer line.

Wastewater Plant:

The plant operations team had a busy month with several repair issues at the plant and started working on winterizing the plant for colder weather as well as general housekeeping projects. Completed plant tours with 2 groups during the month.

Our plant operators revamped and updated our process control procedures this month. Kudos to both of them for a job well done.

Wastewater Operations Manager monthly highlights:

- Met with Joey at 38 Adella Lane to go over the remodeling of the new wastewater services office.
- Attended the JCWSA customer appreciation event.
- Attended the rate study kick-off meeting.
- Worked with the collection staff on several odor complaints in new subdivisions.

Water

Harold Garrison recognized Water Maintenance Supervisor, Tim Ward. He received his Backflow Prevention License.

- Processed 1277 locates
- Marked 482 water and 150 sewer
- 181 tasks
- Flushed and pressure tested fireline at new admin building
- Completed sewer line at admin building
- Repaired one service
- Replaced a fire hydrant
- 164 lead line inspections
- Installed 10 new taps

IT

- Spending a lot of time working on items for the new admin building
- Reported on our employee email cybersecurity training – 100% success rate

Engineering

Continuing to work on the sewer master plan.

Manager

- We have two wells drilled and waiting to test pump
- New admin building timeline is still on for March move in
- Carroll Daniel subcontractor appreciation day is November 21
- November 30 employee retreat including GMA, Mission Square and a tour of our new building

The meeting was adjourned at 6:40 pm.

Karen Long
Board Secretary