

Jackson County Water and Sewerage Authority
Board Meeting Minutes
January 11, 2024

Chairman Dylan Wilbanks convened the Jackson County Water and Sewerage Authority Board Meeting at 6:00 p.m. on January 11, 2024.

Member Attendees: Chairman Dylan Wilbanks, Vice Chairman Chris Nichols, Members Wade Johnson, Kevin Poe, and Tommy Benton.

Also Present: Attorney Paul Smart; Authority Staff - Joey Leslie, Mark Dudziak, Harold Garrison, Judy Smith, Karen Long, Nathan Hester, Wesley Coley, Ronna Berrong, Matt Wyatt; Visitors - Bill Creekmore, Will Creekmore, Doug Buchannon, Taylor Hern (Mainstreet Newspapers).

Approval of Previous Minutes

Vice Chairman Nichols motioned to approve the minutes from the November 9, 2023, meeting, seconded by Member Benton. The motion passed unanimously.

Operating Reports

Finance Director Judy Smith presented operating and financial reports, highlighting:

- 130.6 million gallons purchased, 105.3 million gallons sold.
- 22.5 million gallons used for flushing.
- 7.6% increase in billed water usage, 11% increase in sewer usage compared to November 2022.
- Annual addition of 408 water and 257 sewer customers.
- 493 new meter installations and 643 aging meter replacements.
- John Evans, Senior Meter Installation Technician, obtained his Backflow Assembly Tester License.

Election of Officers

Attorney Paul Smart initiated the election of officers as per by-laws:

- Dylan Wilbanks was nominated as Chairman by Vice Chairman Nichols, seconded by Member Poe.
- Chris Nichols was nominated as Vice Chairman by Member Poe, seconded by Member Johnson.
- Karen Long was nominated as Secretary and Judy Smith as Treasurer by Vice Chairman Nichols, seconded by Member Poe.

All nominations were unanimously approved.

Old Business

Manor Lake Hoschton Cottages Water and Wastewater Preliminary Application

Manager Leslie mentioned this item has been discussed multiple times. He said if the Board determines the application is residential, our suspension will apply. Manager Leslie said if the Board determines the application is commercial, staff recommends the following:

- Recommend approval of a new set of Terms and Conditions of Approval (as attached herein) authorizing the Authority Manager to execute the approval document.

Manager Leslie said the fees would be in effect at the time of the engineering application. The fees would be due when they submit their engineering application, and the fees are currently \$320,000 for an eight-inch meter. He said the sewer would be 163 ERUs. This is based on the number of units and the clubhouse.

Manager Leslie said this development is at the far end of our system, where additional water/sewer customers are more difficult to handle. Manager Leslie said significant water/sewer system improvements at the developer's responsibility will be required if the project is approved. Our initial estimate for water and sewer system improvements (over and above the tap fee charges) to serve this additional demand is approximately \$1,000,000. Manager Leslie said the engineering application must be filed no later than three months after the Board approves the Terms and Conditions. He said the final buildout must be completed within five years.

Vice Chairman Nichols made a motion to remove the Manor Lake application from the table.

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

Member Poe motioned to approve the Manor Lake Hoschton Cottages Water and Wastewater Preliminary Application Terms and Conditions of Approval with the following changes and authorizing the Authority Manager to execute the documents.

1. Change three months to six months for submitting an engineering application.
2. 150 units, not 158.

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

New Business

Purchase Card Presentation

Manager Leslie and Finance Director Smith presented a proposed purchase card policy mirroring Jackson County's policy.

Manager Leslie said the staff recommendation is to formally adopt the Procurement Card Policy as delineated and to authorize the Authority Treasurer, Judy Smith, to execute all necessary documentation for the application and approval process.

Vice Chairman Nichols made a motion to approve the Purchase Card Policy and authorize the Treasurer to execute the necessary documents.

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

Administrative Building Budget Update

Manager Leslie said the construction of the administration building is progressing well and is on track for completion by March 8, 2024.

Manager Leslie said we are currently considering two significant pending modifications: the installation of a generator at a cost of \$345,148.32 and the City of Jefferson Water Connection fees, which amount to \$221,410. He said the purchase of an emergency generator was discussed previously, and given the significant investment required for a generator, we chose to defer this decision to the latter stages of the project, allowing us to assess the availability of contingency funds. Manager Leslie said we anticipate being well under budget if we proceed with all planned items, including the generator, and would like the Board to consider the purchase of an emergency generator.

Member Poe made a motion to authorize the purchase of an emergency generator for the new administrative building.

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

Executive Session

Vice Chairman Nichols made a motion to go into Executive Session at 7:00 pm.

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

Vice Chairman Nichols made a motion to come out of the Executive Session at 8:15 pm.

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

Vice Chairman Nichols made a motion to provide a raise of 6% and extend the Manager's contract by one year. Amend Manager's contract Section 3 Part A to agree to pay a lump sum equal to six-month's aggregate salary and six months for the employee and family's COBRA continuation cost, and the lump sum will increase by one month's aggregate salary, up to a maximum of 12 months for each additional year of service after January 1, 2024.

Similarly, the COBRA cost coverage will increase by one month up to a maximum of 12 months for each additional year of service after January 1, 2024.

Department Reports

Sewer

Wastewater completed 172 work orders including:

- 108 Lift station inspections
- 33 Sewer connection inspections
- 31 Wastewater treatment plant tasks

Collections System:

- The collections crew completed all scheduled CMOM inspections in December. An uptick in wipes and debris kept the crew busy pulling pumps and cleaning wet wells on lift stations.
- Worked with the plant crew on several maintenance issues.
- Checked lines for I & I during heavy rain events and found none.

Wastewater Plant:

- Experienced a hydraulic washout that led to solids over the weirs on clarifier 2; this issue was corrected the same day. Great job by Adam and David.
- Put two clarifiers into service this month and changed the RAS/WAS process. We have been able to optimize the total phosphate process, which will greatly reduce our chemical costs for PACL.
- Completed repairs and adjustments to both sludge presses in December, including an adjustment on Press 1 which should reduce our polymer needs.

Wastewater Operations Manager Monthly Highlights:

- Met with Ben at 38 Adella Drive and completed drawings for remodeling work.
- Telephone conference with Georgia EPD regarding a new Waste load allocation for the future Mulberry Plant; received the correct paperwork for the request and guidance on completing it. Lab testing for this will take place in January. Anticipate submitting this in February 2024 and we should get a reply in 6-8 months.
- Followed up on our permit renewal with EPD, they acknowledged receipt of this again and said it would still be a few months as they are backed up and short-staffed.

Water

- 413 total tasks completed
- 389 service line inspections
- 8 meter stub installations
- Located one meter sub

- Cleaned and visually inspected 4 water pumping stations
- Flushed 5 hydrants
- Repaired 3 service line leaks
- Repaired one fire hydrant
- Repaired water main at Seasons of Pendergrass
- 678 locates – 241 water, 154 sewer
- 395 utility locates marked

IT

- Migrated customer billing database
- Set up for new sewer building
- Began installation of new network at the new administration building

Engineering

- Working on the Upper Oconee water plant expansion
- Presenting Wastewater Master Plan at the February meeting

Manager

Our two new wells are doing very well and are estimated to produce about 300,000 gallons per day. According to the newspaper, Hoschton is looking to purchase water from Barrow County.

The meeting was adjourned at 8:25 pm.

Karen Long
Board Secretary