

**Jackson County Water and Sewerage Authority
Board Meeting Minutes
March 13, 2025**

Chairman Chris Nichols convened the Jackson County Water and Sewerage Authority Board Meeting at 6:03 p.m. on March 13, 2025.

Member Attendees: Chairman Chris Nichols, Vice Chairman Tommy Benton, Kevin Poe, Dave Ehrhardt and Jim Dove.

Also Present: Attorney Paul Smart; Authority Staff - Joey Leslie, Mark Dudziak, Judy Smith, Harold Garrison, Nathan Hester, Karen Long, Jordan Waters, Wesley Colley, Tim Parkins, Caleb Baughcum, and Matt Wyatt. Guest: Dr. Philip Brown.

Approval of Previous Minutes

Member Ehrhardt made a motion to approve the minutes of the February 13, 2025, board meeting.

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

Operating Reports

Finance Director Judy Smith presented operating reports for January 2025, highlighting:

- 114.6 million gallons purchased; 102.8 million gallons sold.
- 8.9 million gallons used for flushing.
- 14 % increase in billed water usage, 28.4% increase in billed sewer usage, compared to a year ago.
- Gain of 48 water and 26 sewer customers.
- Work orders completed - 493
- Backflow tests completed – 57
- Aging meter change out – 54
- New installations – 48

Old Business

Pre-K Through Twelve Schools Preliminary Water and Wastewater Application

Manager Leslie said a preliminary application for water and wastewater service extension has been submitted by the Jackson County School System. He said the project is near Highway 332 and Wehunt Road and features three schools. Manager Leslie said the school has collaborated with the Authority to assess preliminary offsite utility routing, estimated systems improvements and related infrastructure needs.

Manager Leslie said JCSS provided calculations for design based on projected full-time enrollment of 3,500 students, using a standard of 7.5 GPD per person for sewer flow and 12.5 GPD per person for water consumption.

Manager Leslie said Metcalf & Eddy's *Wastewater Engineering: Treatment and Resource Recovery* is used throughout the world in the wastewater community. He said according to Metcalf & Eddy, approximate wastewater flow rates for schools are:

- Elementary & Middle Schools (without cafeteria/showers):
 - 10–15 gallons per student per day (gpd)
- High Schools (with cafeteria/showers):
 - 15–25 gpd per student

Manager Leslie said flows were investigated and it was found that 7.5 GPD per person is a reasonable estimation of usage for this facility.

Manager Leslie said we will have them install a septic tank with effluent filters to help minimize flow and manage the issue with wipes.

Member Poe asked what was involved with the maintenance of that. He asked if it required a screen that would need to be cleaned out. Manager Leslie said yes that a typical septic tank has a filter.

Manager Leslie discussed the possibility of drilling two to four wells on school property to possibly reduce their fees by \$100,000.

Chairman Nicols asked for clarification on Part Q and Part R for the number of wells. He asked what the cap would be. Manager Leslie said his intent was two or more wells, as many as reasonable.

Dr. Brown spoke about working together and creating a partnership to help reduce fees.

Member Poe asked the reason for eliminating Sub Section B. Vice Chairman Benton said it seemed repetitious.

Vice Chairman Benton made a motion to approve the Pre-K through Twelve Preliminary Water and Wastewater application based on the Terms and Conditions of Approval presented but with the elimination of Sub Section B Condition R.

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

New Business

Distressed Circumstances Policy

Manager Leslie said the Authority currently has a policy in place that provides financial relief for new residential water service applicants experiencing distressed circumstances. He said this policy was last updated in 2009.

Manager Leslie said after reviewing the policy, Finance Director Judy Smith has proposed revisions to reflect updated financial terms, ensure clarity, and strengthen protections for JCWSA. He said the proposed changes would also maintain fairness and ensure that applicants understand their obligations.

Member Poe brought up Item Number Three of the policy and the Board discussed removing this item from the policy.

Member Poe made a motion to approve the revised Residential Water Connection Fee Policy for Distressed Circumstances as presented but with the removal of Item Number Three.

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

Freese & Nichols Modeling Agreement

Manager Leslie said the Authority is moving forward with a critical evaluation of the Galilee Pump Station and Ground Storage Tank in collaboration with Freese and Nichols, Inc. He said this study is in response to potential challenges identified in the JCWSA Water Master Plan, specifically regarding the ability of the current system to adequately fill the Traditions Elevated Storage Tanks as water demand grows.

Manager Leslie said the proposed scope, defined under Task Order 1 of the Master Professional Services Agreement with Freese & Nichols, will include an analysis of 2030 conditions and the impact of constructing a new Galilee Pump Station and Ground Storage Tank, while assuming the decommissioning and demolition of the existing Galilee Pump Station.

Manager Leslie said the total cost-plus maximum fee for this study is \$40,000. He said this evaluation is essential for ensuring the reliability and efficiency of the Authority's water infrastructure.

Vice Chairman Benton asked about Freese & Nichols qualifications and if there were other bids for the project. Manager Leslie said we have an engineering on demand list of engineers. He said we will typically go with the most qualified company on our engineering demand list and negotiate a price.

Member Poe made a motion to approve the Master Professional Services Agreement with Freese & Nichols as presented and authorize the Authority Manager to execute the documents.

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

Hoschton Water Sales Agreement

Manager Leslie said JCWSA and the City of Hoschton have reviewed and agreed upon an updated water sales agreement. He said this agreement establishes the terms under which JCWSA will continue to supply treated water to Hoschton for an 18-month term.

Vice Chairman Benton made a motion to approve the Hoschton Water Sales Agreement as presented and authorize the Authority Manager to execute the documents.

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

Service Territory Adjustment for Jackson County Airport

Manager Leslie said Jackson County Government and Jackson County Airport Authority plan to connect their airport properties to the Jefferson City Sewer. He said the parcels requesting to be served by Jefferson City Sewer are as follows: 065 022B, 065 022, 065 017, 065 023C, 065 006, and 065 006E. All of these parcels fall within the JCWSA territory. However, the Authority currently has no plans to provide sewer services in this area.

Manager Leslie said the JCWSA Board typically allows the transfer of sewer service territory as long as we retain water service. He said this will require Board action and we recommend that we allow these parcels to be serviced by Jefferson City Sewer while we retain the territory and the necessity to provide water services.

Member Dove made a motion to approve the adjustment to service territories and authorize the Authority Manager to prepare and execute the necessary documents.

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

Department Reports

Wastewater

- MOWWTP Total gallons treated: 23.65 million
Monthly Average: .845 mgd
Monthly Peak: 1.27mgd
- Sewer Connections Inspected in February: 11
- Completed 379 work orders last month.
- Monthly Highlights:
- Collections Department: Our collections team had several issues last month. We replaced a pump at Heritage point lift station that was worn out due to age, also we had several call outs for electrical related issues at lift stations last month including a 3 phase fail on one circuit. We started doing R/W maintenance including spraying and mulching.
- MOWWTP: The plant team was also hit with several issues due to electrical faults, including the loss of our main SCADA radio and issues with our UV system and generator. We continue to struggle with solids removal in higher flow situations and are exploring ways to optimize our process.

Water

- Exercised 354 valves
- Greased and inspected 24 hydrants
- Repaired 11 hydrants
- Installed 4 new water services
- Installed new 125 hp motor on pump 3 at Galilee
- Cleaned and inspected pump stations
- Repaired 3 service line leaks
- Repaired leak at Galilee pump station
- Cleaned out 2 clogged taps
- Located line for city of Arcade and probed for depth
- 1076 total tickets processed
- 345 water marked
- 132 wastewater marked
- 48 active large projects

IT

- Our new website is close to being finished. More user friendly for IT and the customer.
- Caleb requested board members send him their bio if interested in including on the website.

Engineering Report

- Work on two of our most important pump stations
- Received two sets of plans, Bear Creek Water Treatment Plant and Parks Creek Reservoir to review.
- Attended the GAWP Leadership Conference – learned a lot, developed relationships. Discussed GDOT challenges, PFAS (*spelling?*) and cyber security.

Managers' Report

- Information packet to look through.
- Possible developer in Arcade and agreement with Arcade for wholesale water.
- Nicholson and Braselton wholesale water agreements are coming due.
- GEFA Loan – can do better with private market bonds.
- Good meeting with the City of Jefferson on Parks Creek. Next meeting is April 2.
- Go out for an RFP to design a new wastewater plant.

The meeting was adjourned at 7:06 pm.

Karen Long
Board Secretary