

April 10, 2020 Woodbury City Council Minutes Via Teleconference

ANTICIPATED ATTENDING

- Mayor Steve Ledbetter
- Mayor Pro Tem Ronnie Garrett
- O Councilmember Randy Carter
- O Councilmember L. C. Gates
- O Councilmember Carolyn Ledbetter
- O City Attorney Danielle Sewell
- O City Hall, City Clerk Angel Fowler
- O Police Department, Chief Smart Web
- O Public Works, Director Willie Holmes
- Water Director, Cody Kelly

CALL TO ORDER AND WELCOME

Mayor Steve Ledbetter

INVOCATION & PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Councilmember Ledbetter made motion to adopt the April 10th agenda Councilmember Garrett second the motion All approved

LEACHATE CONTRACT

 Rick Jeffares is proposing the acceptance of Leachate from Waste Management for the payment of \$0.05/1000gals. Waste Management is proposing the distribution of 20,000 gallons per day which would account for \$1,000 paid to the City's Water & Sewer Fund. (See Contract below)

Only a few questions about the contract and water
Would it impact the present oxidation pond? No
Can the spray field handle the extra water? Yes
Would there be more smell? No

Mr. Jeffares stated that another sewer system will donate an Aerator to the city

Councilmember Carter made the motion to sign the contract with GA Leachate Disposal Councilmember Garrett second the motion All approved



EMERGENCY REPAIR OF MEMORY LANE WATER VAULT

 Main line from the Memory Lane Water Tank that feeds our system requires immediate attention. The issue was discovered while reviewing the system for installation of the SCADA System.

- After careful review of the contract with American Tank, the emergency repair
 of this issue IS NOT included in their maintenance contract. American Tank is
 only responsible for "above the legs of the tank.
- Director Willie "Buck" Holmes received several quotes to repair the issue.
- Additionally, City Clerk Angel Fowler has listed the emergency repair into the FEMA Portal as an emergency funding request during the State of Emergency Order.



Figure 1 - Memory Lane Water Vault

- According to Director Holmes, the wear and tear damage to the main pipe is in such disrepair that "someone could push on the pipe and punch a hole in it." According to Brad McConnell (American Tank), "this could be the worst damage I've ever seen with a water vault pipe."
- The expected time required to complete the repairs is a week but the time is based on what is currently visible. "Should we need to expand the repair, it could take more time to complete.

Mr. Holmes is waiting on 2 more quotes and should have them next week Councilmember Garrett made the motion to move forward with the repairs Councilmember Carter seconded the motion All approved

WATER LOSS

 In January 2020 the City lost 3.94 million gallons of water. In February 2020, the City lost 3 million gallons of water. Director Willie "Buck" Holmes is requested to contract with Georgia Rural Water to support and assist his departments efforts to locate the source of the leak.

Council requested that all streams and creeks in town be tested for Chlorine, but Water Director Cody Kelly stated testing for fluoride would be more accurate to determine if treated water was entering the creeks and streams

Councilmember Carter made the motion to contract with Georgia Rural Water to help find the leak, if the contract was \$4000 or less

Councilmember Ledbetter seconded the motion

All approved

WATER METER UPGRADES

 Funding for the new meters will be shared by City Clerk Angel Fowler this afternoon but will not adversely impact the Water & Sewer Fund.



The city is currently losing revenue due to old meters. At least 75% of meters in the ground right now are over 10 years. The plan is to replace approximately 200 meters this year and then 200 more in 2021 and 2022. The old meters contribute to some of the water loss as presented by Public Works Director Buck Holmes. The city has 10

routes and the plan is to start with route 1, 2,3 and will continue to bring to Council Phase II and Phase III to include each of the routes in number order of our route books for replacement. The meter companies have assured us that they will move quickly to complete the project with minimal interruption in service.

Figure 2 - 80-Year-Old Meter in service located on Bartee

PUBLIC COMMENTS

NEW BUSINESS

COUNCILMEMBER COMMENTS

ADJOURNMENT

Councilmember Carter made the motion to adjourn Councilmember Garrett second the motion All approved

edbetter, PhD, Mayor

City of Woodbury Called Council Meeting April 10th, 2020 Minutes

Attendees:

- Mayor Steve Ledbetter
- Mayor Pro Tem Ronnie Garrett
- Councilmember Randy Carter
- O Councilmember L. C. Gates
- O Councilmember Carolyn Ledbetter
- O City Attorney Danielle Sewell
- O City Hall, City Clerk Angel Fowler
- O Police Department, Chief Smart Web
- O Public Works, Director Willie Holmes
- Water Director, Rick Jeffares and Cody Kelly

Call to Order:

Mayor Steve Ledbetter:

- I'd like to call the April 10 Woodbury city council called meeting to order (Randy, I think you've got a lot of background noise. If you don't mind, could you mute unless you need to say something? That would help us out quite a bit because it's loud and hard to understand others who may want to talk.) Thank you.
- If it's okay with everybody, I'd like to start with a word of prayer if that's okay, brother, God, thank you for this opportunity to do the city's business. Lord, we're in a crisis situation for the virus that's traveling around the world. We pray God that you would put your healing hand on us, keep us safe. watch over us and protect us walk with us as we lead this city forward. We pray this in Jesus name, amen.
- All right. Thank you for joining. Thank you guys for joining us this afternoon.
- We sent out an agenda for consideration today. And for those of you who are
 on the call with us on the zoom call. I have the agenda up on the computer
 screen for you to see. Here, at City Hall, we have the Mayor, the City Clerk Angel
 Fowler, the Chief of Police, Smart Web, and Director Buck Holmes with Public

Works. We have Councilman, L.C. Gates, Councilman Randy Carter, and Councilman Ronnie Garrett on the phone along with Councilwoman Carolyn Ledbetter on the zoom call. We have Cody Kelly with us on the zoom call and a number of our local residents are on the call. So, with that said, I'd entertain a motion for the adoption of the agenda for this afternoon.

- Motion made by Councilwoman Carolyn Ledbetter seconded by Councilman Ron Garrett.
- All in favor if you don't mind, just say Yay. Yay.
- Our agenda for this afternoon has four (4) items: Leachate Contract, the Emergency Repair of the Memory Lane Water Vault, Water Loss in the City, and Water Meter Upgrades. All of our discussion today will be solely focused on the waterside, and I'd like to get started.

Leachate Contract

- If it's okay with you, Director Holmes, I'll take the first one for the discussion and request to sign the Leachate Contract.
 - I met with Mr. Rick Jeffries, and he has made a recommendation that we accept and approve moving forward with the Leachate Contract from Green Rock as it has been offered. The contract provides the City with the payment of five cents per 1000 gallons of leachate that will be dispersed through our sewer system. The contract is proposing the distribution of approximately 20,000 gallons per day which would equate to \$1,000 paid to the City. It is our understanding from having conversations with Rick and with Green Rock that they're looking to distribute the material on a seven day a week basis. And we would see in excess of \$250,000 received into the city's Water & Sewer fund.
 - Are there any comments or questions with respect to the lease a contract?
 - Carolyn Ledbetter: So, it will be 20,000 a day or is that just the average of 20,000 gallon per day exchange into the system.
 - Carolyn it is our understanding that it will be the average, the average daily rate would be 20,000. Green Rock is contracting with, from what we understand, the City of Woodbury and the City of Manchester, and the contract calls for distribution into both sites.
 They could disperse 35,000 one day and go a day without anything and then come back and disperse more on the third day. The average will be 20,000 per day.

- Ron Garrett: But, do you know what our past two years of flow through the system has been? And, how much are we putting into the system, what does the data suggest from all residential use?
 - Rick Jeffares and Cody Kelley answered the question: Short answer, not a lot. We're not hitting anywhere near our capacity for the residents. You're permitted for 500,000/day and you only have 200,000 on average coming through the system. You have a lot of space on your permit.
 - Mayor Ledbetter: We are accepting quantities of material from both Pollard and from one other vendor, but the other vendor is only allowed one visit per month to dump. So, one of the things that we have done Ronnie is to make sure that we are not over spilling the capacity of the of the settlement pond. We make sure that everything that goes in there that Cody and Rick have the accurate figures for and that they are appropriately calculating the numbers correctly for our EPD permit.
- Ron Garrett: Okay, so if we have another rain event like we have had over the last few months running into our system, I guess we could just stop accepting Leachate into our system, is that correct?
 - Rick Jeffares: Yes.
- Randy Carter: How bad will the bacteria smell coming from the spray fields be? Will we need to spray a little bit more and will this cause issues with the smell of the system?
 - Rick Jeffares: This will depend on the weather. When it's dry. You get a lot of evaporation so you will not need to spray as often. Currently, when we spray, we normally spray about 350,000 at a time so you're not talking about hardly anything. There will be very little to no smile from adding the Leachate into the system. And I mentioned to the mayor and I think I mentioned it to a couple of you when you called me. Once we get some money in, we need to put some aerators out there and that will help with a smell all around, kind of surprised that you don't have aerators already, but those aerators take up the ammonia which causes the smell. And that's what happens in the summertime when it's just kind of hot and there's nothing moving in those ponds. Regarding the smell, he did indicate that two months down the road after we get some money back into the account that we do need to put some aerators back into the pond to make sure that we're not only taking care of any smell that comes in from the Leachate. We're also taking care of the smell just from the regular bacterial growth that comes in from the sewer, sewer pipe, I may have another Sewer system that we service that may give us

an old aerator, but it works. So, we may get one for free to get us started.

- Ron Garrett: Is DOT ready to take the cut hay all of the time? Will we need to store the hay?
 - Rick Jeffares: I've got to call him to get some contractors to call me because DOT said their contractors are always looking for hay.
- Okay, any other questions? If not, I will entertain a motion to move forward with the Green Rock, Leachate contract.
 - Randy Carter suggested that as we move forward with the Leachate contract that we consider all options. Let's get some money in the bank first because we need to pay our bills as we're moving forward. Then, let's consider keeping our water and sewer rates as they currently are or even reduce them.
 - o Randy Carter: I will make that motion.
 - Mayor Ledbetter: I have a motion; do I have a second. Second. Have a motion in a second. All in favor please say "Yay".
 - o Unanimous: Yay.
 - o Thank you. Motion carries. Thank you very much.

Emergency Repair of Memory Lane Water Vault

- Mayor Ledbetter: The next thing on the agenda this afternoon is the emergency repair of the memory lane water vaults. I'd ask Buck to come and help walk through this. Just so you know the information that was presented for the for the agenda. We can read through it, but I would like to lean in on some of the discussion points. But as an overview, the main line that feeds from memory lane water tank out to our system requires immediate attention. The issue was discovered while we were reviewing the system for the installation of the SCADA system, and after careful review of the contract with American tank and Brad McConnell, we did learn that the maintenance contract that we have for the tank does not include the water vault, as the water vault is below grade level and it is the type that actually feeds from the tank out to our system. So, this was not a part of the contract. Buck, if you would share just a little bit about what you saw and what your guys found through this inspection.
 - Willie "Buck" Holmes: So, hopefully y'all can see the pictures posted on

the screen. You can see how badly we need to repair the water vault. And, I had a couple contractors come and look at it. They told me it was just a matter of time before we get a call in the middle of the night because of a major leak at the bottom of the water tower. The pipe at the bottom of the tank is in really, really bad shape. You can punch it and put a hole in it, and we found the problem when we were going to install the SCADA system. So, I mean, like he said just a matter of time before that pipe burst. So, it's really urgent that we get to this pipe replace and I got a couple quotes and are waiting on a couple of more and I think we really need to go ahead and get that fixed if you can see the pictures you see what I'm talking about. The reason we want to move ahead on this and get the approval from council is to move ahead on this emergency project and we want to go ahead and contract and get the pipe fixed.

- Mayor Ledbetter: This is an emergency situation. It may qualify under the FEMA emergency grant monies that are currently available. Angel Fowler has done a great job at getting our City set up in the portal to make sure that we are ready to present the material back out to FEMA for monies that are coming in from the federal government. And, this may qualify but we need to move very quickly to ensure that we get in front of everyone else who is doing the same thing and having the same problems right now. We need to try to get federal funding so that we don't have to pay for this emergency required work.
- L. C. Gates: Yeah, how much is the quote for the repair?
 - Willie "Buck" Holmes: L.C., the quote is going to be at least \$56,000 that's the least amount, but the contractor is still working through the numbers and should have something for us by Monday. But you know when they get in there, well you never know, it could be much more.
- Randy Carter: They're just looking at replacing the pipe right now. What are we gonna do here?
 - Willie "Buck" Holmes: Randy to tell you how bad the system is the first contractor that came in and looked at it said that we would be down a minimum of a week for them to make the repairs and that's if the only repairs that are done is on what he currently is able to see. If they dig up the bottom piece of the pipe and it is in as bad a shape as what we're able to see that time will be a lot more time for the water tank being out of service. So, we could be down off the memory lane tank for two weeks.
- Ron Garrett: I'm sorry, I didn't hear the amount. How much will it cost?
 - Willie "Buck" Holmes: Between 50 and 60 thousand dollars

- Ron Garrett: Okay, what is the plan? What is the backup plan? What about an inserter valve to bypass the tank, push all of the water into the Folk Avenue tank and keep the system up and running?
 - Willie "Buck" Holmes: Yes, sir...we already have an inserter valve installed at the Memory Lane Water Tank, we had this installed last year.
 - Cody Kelley: We can operate from the Folk Avenue Tank for that long, yes. We would adjust our run hours, to ensure the system is not stressed. So, what we would probably do is the maximum of six hours in between shifts, because the tanks are going to rise and fall pretty quickly out there. And we want to keep the Folk Avenue Water Tank as full as possible, but we'll be fine running the system for that amount of time, even if we have to run 24 hours a day. If we had a major problem, like a leak or something, we could take care of the system to keep it running. It's not an issue.
- Mayor Ledbetter: Okay, any other comments?
 - All right, I have a motion from Councilman Ron Garrett.
 - Do I have a second? Have a motion in a second from Councilman Randy Carter.
 - o All in favor say "Yeah". Received a unanimous "Yeah" from council.

Water Loss

- Mayor Ledbetter: Next on the agenda this afternoon is water loss.
 - o Rick, I, and Director Holmes have had a lot of conversations over the last few years about how much water the City is losing. Angel Fowler was a part of all these conversations over the last year. Just so everyone knows, and as a reminder...in January of 2020, we had a loss of 3.94 million gallons of water that were non-revenue waters. In February, we had a loss of 3.01 million gallons of non-revenue water. After Director Holmes and I had a conversation, it is his request that we move forward asking for approval from council to contract with Georgia Rural Water to help us find our water leak. I believe we need to contract with them in order to find where we are losing this money. Rick Jeffares shared with City Staff how Georgia Rural Water comes in and investigates the loss of water. In simple terms, they take a device, put it on the water line or on the valve, put really big headphones on and listen to where the water is activity moving through the system. I think this is an absolute requirement at this point in order for us to locate our problem and help

- us reduce the loss of water in our system. We've got to do something to find out where this water is going so that we can curb the problem.
- o I'd open it up for your discussion.
- Carolyn Ledbetter: How soon would they be able to start?
 - Willie "Buck" Holmes: Well, I'm talking to John with rural water on Monday, and then we'll see how fast we can move forward.
- Ron Garrett: I think that we should look at the old Nabisco Plant, there is a tremendous amount of underground piping out there.
 - Willie "Buck" Holmes: Yes, sir. We found one of those last year, but that's not to say there aren't more leaks there now. It took our guys almost a month to find all of the leaks. And we even dug up the middle of the road at one point and had to repair that. We may find the majority of this going under the Nabisco Plant. And that's one of our locations that we're looking at. Yeah, that is one of the key locations that we've identified as a problem. But, we've got to be able to know exactly where the water is going.
- o Randy Carter: We've got to find the leak. I mean, this is just crazy.
- Mayor Ledbetter: I agree with you Randy. As you know...water does not always present itself on the surface so we have got to do something different to help us find this 3 million gallons worth of loss.
 - Willie "Buck" Holmes: One of the things that Georgia Rural Water said to me when I talked to him the other day was that if there's any kind of like underground creek or anything that a line is going alongside it could be going into that creek. It could be going like that, and we would never see it. So, that's the reason why we've got to have the company to do it. But one of the companies is recommended by George Rural Water, and so they're very talented in what they do.
- Ron Garrett: Buck, have you checked the creeks for chlorine?
 - Willie "Buck" Holmes: Do you mean on Society Circle? No, sir. But we can check that for chlorine content. We haven't but I can do it.
 - Ron Garrett: Yeah, I think you may find some chlorine there.
 There's no reason to be running like it is and that's a great input.

- Willie "Buck" Holmes: Ronnie, we very much appreciate it. Yeah, I would not. I will take that. I'm sorry. Yep, we'll check that out.
- Cody Kelley: Hey don't check for chlorine, check for fluoride.
 There's so fecal content in those creeks around there that the chlorine gets removed very quickly. So, just take some samples and let's check for fluoride, the water plant can help you check this.
- Cody Kelley: Over at Millarden Farms there was a spring that feed the City of Woodbury that was supposed to be off. So, a couple years ago me and Bob met the engineer at the original water supply that feeds the City of Woodbury had the factory on home. what is that called? Three Trees farms? Out there, there was a long run of pipe...what we found on those lines coming into the reservoir we had to replace. This was a large section of one of those lines, and we had to replace it earlier this year because the pH was very low in that water and corroded the pipe. My question about that...was we could have a break on that line that actually, It goes back towards that original spring, somewhere between the cutoff out and the spring itself. And it could actually just be leaking right there into the creek outside of Woodbury where no one can see it in the country in one of those fields, or actually at the creek bottom, like we talked about. I think there's a lot of opportunity for us to go find where the leak is occurring. And that's what buck and his team are asking for is that the council, give them leave to engage in contract with a company through Georgia Rural Water to find the water loss.
- Willie "Buck" Holmes: I won't know until I talk to him, but we need to contract with Georgia Rural Water to get them to help us find the leak. I don't have an exact quote for them, but from talking to him the other day, I'll say it's gonna be at least four grand.
- Randy Carter: Can't we wait until we get the quote back on how much it's going to cost?
- Mayor Ledbetter: Randy, I believe Buck is asking for us to move forward to approve his team to move forward on this fairly quickly so that we don't continue to lose so much water because of the amount of water loss that we have from month to month is not sustainable.
- Ron Garrett: Rick or Cody, has EPD called our attention to the water loss.

- Rick Jeffares: No, because the size of the city does not require water loss reporting. As a small city we actually do not have to send a non-revenue water report to the EPD.
- Mayor Ledbetter: I guess EPD is of the opinion that if we're willing to pay to have the water treated and lose 3 million gallons of it, then it's on us.
- Randy Carter: Made a motion to move forward to allow Public Works to contract with a company recommended by Georgia Rural Water to the amount of \$4,000 or less to move us forward on finding the leaks inside or leaks outside of the city.
- Carolyn Ledbetter: Offered the Second.
- All in favor, say Yeah. Unanimous Yeah from council.

Water Meter Upgrades

Last agenda item, which is the water meter upgrades, and I'm going let Angel Fowler make the presentation.

• Angel Fowler: Okay, y'all saw the picture of that meter, right? That's at least an 80-year-old meter. I sent the picture to Georgia Rural Water. Let them look at it this morning. And I have no idea what kind of meter is, but they said it had to be at least 80. So that's just one of many meters that we have in that's needing to be replaced. But I'm what my report is going to meters that are older than 10 years, experience failures and accuracy. This is not our data, but this is the data directly from Director Holmes that we received from vendors that we interviewed as part of our process and we interviewed Master meters, Neptune meters and Census. The three vendors suggested by both our engineering firm and our water distribution contractors. Additionally, we learned that new meters have a 100% warranty for first 10 years and then the warranty begins to diminish with age. As the council's heard presentations for many months, meter accuracy has been identified as one of the major causes for lost water revenues and unaccounted water. As City Clerk with many years of experience, and as a city employee, I would like to say with a degree of certainty that at least 75% of the city's meters are more than 10 years old. But, let me give y'all an example of something that will help us understand this a little bit better. If City Hall had a cash register that did not calculate the right amount of change to give back to a customer when paying for services and everyone paid cash for bills they received. If the cash register did not calculate right and gave a customer back three extra dollars in change each month for our 650 water customers, the city would report a loss of \$23,436 by the end of the year. But, as a manager, I wouldn't be happy with the employee who allowed this loss to occur and the council would be asking me to replace this cash register to stop

the loss of revenue. The example of the register is comparable with the meters, that if a meter is charging \$3 less for water revenue each month per customer, the City is potentially losing \$23,000 or more. Right now, we're unsure how much revenue the city is actually losing each month because of old meters. We do have a plan to reduce the loss and revenue director homes and are asking the council to approve a phase one of the water meter replacement program, which would include the replacement of 200 meters. Our plan is to begin with route One, two and three or our meter reading book that includes approximately 65 meters per book. Then, as monies become available to bring to council phase two and phase three to complete the meter upgrades for each of these routes – in numerical order from 1 – 10. The recommended company has assured us they will move quickly, should the council approve the request, to complete the project with very minimal interruption in customer service. With respect to how we will pay for the meters, looking at the money...we have \$23,300 in SPLOST, when we did the water plant project we were able to get back right at \$35,246 in sales tax revenue. So, this gives us a total of \$59,546 to go toward the replacement meters. We will need to come up with about \$7,000 dollars to finish replacing these first 200 meters. Now, we also have turned over the next phase of the water system upgrades documents to the collection company and hopefully we will get money back next year. We'll get another tax reimbursement off of this sewer phase that we just finished. So, they're working on getting sales tax back for us, and the company is looking at getting us \$40,000. I think the money that we would be getting from the Leachate contract is going to help us replace these meters quicker.

- Mayor Ledbetter: So, Angel, Buck...what's your request from Council?
 - Angel Fowler: I would like for the council to approve us using this money that we already have set back to start replacing meters and it's also the recommended of Mr. Holmes that we do this.
 - o Ron Garrett: So, how are we gonna read these meters?
 - Director Willie "Buck" Holmes: These are gonna be radio read meters, we just drive by and the meters are read. There are some we've already replaced
 - Randy Carter: Why are 75% extraordinarily old meters?
 - Mayor Ledbetter: Randy you're absolutely right. We should have started this replacement programs years ago. I love your question. I think you're spot on, but listen, this is not us pointing fingers at anyone. This is just an opportunity for us to move this project forward. It's a requirement at this point.

- Ron Garrett: I make a motion to approve the replacement of the meters, and I
 think we need to replace all of the meters as quickly as possible. Maybe we can
 use some of the monies that we get from the Leachate contract to pay for the
 rest of the meter replacements.
 - o Randy Carter: I second that motion right there.
 - Mayor Ledbetter: You guys are outstanding. Ronnie made the motion Randy made the second. All in favor say "Yeah". The Yeah vote was unanimous from Council.
- Ron Garrett: Will all of these meters be radio reads and will the software we have at City Hall operate with these meters?
 - Mayor Ledbetter: Yes, sir. That's exactly what we're doing with these. All of these will have software capable meters. And the only thing we'll have to do is ride down the road for the meters to be read. Yes, it does everything. And what's really nice about this, Ronnie, and I appreciate you asking that question. All of the software that we purchased in the last two years is already aligned with the software that this company will use. So, it's gonna make Buck and his team's job much easier to do the readings and it will be much more accurate readings. We won't have to worry about people missing numbers or transposing numbers. It will make Angel and Cathy's job easier also because it will automatically flow into the system seamlessly. So, it'll take us roughly four hours on the 15th of every month to finish the water meter readings once all of the meters have been exchanged.
 - Randy Carter: When all these meter replacements are finished, we need to take a look at the water and sewer rates and offer some type of discount to the citizens for their water.
 - Mayor Ledbetter: Yes, sir. That's exactly what we're after, and that's why we're going through this project. I appreciate the fact that you guys are thinking about this, about what's in front of us. I believe it is a great idea to bring money back into the city. So, we can put that into the water and sewer system. We're increasing the accuracy of our water meters, that's going to be an outstanding opportunity for us. We're looking out for the leaks that are in the system by using the Georgia Rural Water to help us find those leaks.
- Mayor Ledbetter: So, with that said, Is there any public comments. Angel, do you have any public comments?
 - o Angel Fowler: No, sir.

- Mayor Ledbetter: All right, so no public comments, any new business? Hearing none moving on council comments, anything from the council?
- Mayor Ledbetter: All right, I'd entertain a motion for Adjournment.
 - o Randy Carter: I make that motion.
 - o Ron Garrett: Second.
 - o **Major Ledbetter:** We're adjourned. Thanks, guys. Y'all have a great day. Thank you.

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