

Coweta County Water & Sewerage Authority

January 3, 2018

The Coweta County Water and Sewerage Authority held its monthly meeting on Wednesday, January 3, 2018, in the board room at the Coweta County Water & Sewerage Authority. The following individuals were present: Chairman Mr. Eric Smith, Vice Chairman Mr. Tim Higgins, Secretary Ms. Laurie Bartlett, Co-Treasurer Mr. Larry Kay, Co-Treasurer Dr. Marc Guy, Melissa Griffis (Attorney with Rosenzweig, Jones, Horne & Griffis), Jay Boren, Alan Sibley, Mandy Sledd, Heidi Mann, Rick Jones, Kelly Rizzo, Thomas Sweat.

Chairman Eric Smith called the meeting to order at 9:00 a.m.

Vice Chairman Tim Higgins asked for a motion to amend the Agenda for the first order of business to address the election of officers for the new calendar year. Motion was made by Dr. Marc Guy to approve the Agenda as amended, seconded by Mr. Larry Kay. Motion was carried.

Chairman Smith asked for a motion to ratify the action taken when the election of officers took place and for the current officers to remain was made by Ms. Laurie Bartlett, seconded by Mr. Tim Higgins. Motion carried.

Chairman Smith asked for a motion to approve the minutes from the December 6, 2017 meeting. Motion was made by Mr. Tim Higgins, seconded by Mr. Larry Kay to approve the minutes. Motion was carried.

The next item on the agenda was Service Awards by Mr. Jay Boren. Mr. Boren presented a 10-year service award to Customer Care Representative Kelly Rizzo. Mr. Boren also presented a 5-year service award to Decentralized System Support employee Thomas Sweat. No action needed.

The next agenda item was an update on Operations by Mr. Rick Jones. In Safety, Mr. Jones reported the speaker from the last Safety Meeting was Joe Pelletier from our Engineering Department. Mr. Pelletier presented to the group about Two Second Lean Improvements to help you be safer and more efficient in the workplace. Mr. Jones also reported about a self-defense class conducted by the Coweta County Sheriff's Department that was held at our location for the female staff members. In Construction, Mr. Jones reported for the month of December that there were 19 leaks with 36 meters changed to Sensus. There were 41 digs and 31 drops for a total of 72, an increase of 32 from November. Mr. Jones reported on current projects; installation of the decentralized system at Lot 53 in Blalock Lakes, the manhole inspection in East Newnan and the by-pass are complete, and valve exercising and flushing throughout the system. The following engineering updates were reported: in residential, 55 lots in Red Pine Estates, 49 lots in Bell Pond Track A, and

142 lots in Bell Pond Track B. Mr. Jones reported on activity from B.T. Brown stating the plant averaged .3 MGD for the month of December and the total demand for the month was 7.0 MGD. No action needed.

The next agenda item was an update on Customer Care by Mr. Alan Sibley. Mr. Sibley presented graphs reporting Customer Count at 26,987 up 53 from November. Mr. Sibley reported the number of non-pay disconnects for November was 113, a decrease of 52 from the previous month. Mr. Sibley presented graphs showing the number of non-pay disconnects before the efforts of the Customer Care Department proactively reaching out to our customers. The original count for the customer cut offs was decreased by 80% for the month of December. Mr. Sibley reported on Cross Connection Control stating 2,436 Sensus meters were installed in 2017, bringing the total count now being read from the Sensus meter project to 10,450, an increase of 464 from last month. Mr. Sibley reported on Information Technology showing a slide on the Infrastructure upgrade on server installation. No action needed.

The next agenda item was the Human Resources update by Mandy Sledd. Ms. Sledd stated that open enrollment with the new insurance provider went smoothly and overall there has been positive feedback from the employees. Ms. Sledd stated that she has conducted performance appraisal trainings with all Managers and that she is currently working on year-end processes. No action needed.

The next agenda item was the monthly report by Mr. Jay Boren. Mr. Boren presented charts and graphs for November FY2018: revenues, expenses and water sales, purchased and produced. No action needed.

Chairman Smith called for a motion to adjourn into Executive Session for Real Estate, Personnel and Litigation. Motion was made by Mr. Larry Kay, and seconded by Dr. Marc Guy. The motion was carried and the meeting was adjourned into Executive Session.

Chairman Smith called to reconvene regular session and asked if there was any old business or new business to discuss. For new business, Vice Chairman Tim Higgins made a motion to adopt a policy for any contracts presented to Coweta County Water and Sewerage Authority in the amount of \$50,000 or higher and/or for three (3) years or more, whether in budget or not, to come before the Board for approval, seconded by Mr. Larry Kay. Motion carried. Chairman Smith asked if there was any old business to discuss. There being none, a motion was made by Ms. Laurie Bartlett to adjourn, and seconded by Mr. Tim Higgins. The motion was carried and the meeting was adjourned.

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Eric Smith –Chairman

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Laurie Bartlett – Secretary

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