

Coweta County Water & Sewerage Authority

November 7, 2018

The Coweta County Water and Sewerage Authority held its monthly meeting on Wednesday, November 7, 2018, in the board room at the Coweta County Water & Sewerage Authority. The following individuals were present: Vice Chairman Mr. Tim Higgins, Secretary Ms. Laurie Bartlett, Co-Treasurer Dr. Marc Guy, Co-Treasurer Mr. Larry Kay, Ms. Melissa Griffis (Attorney with Rosenzweig, Jones, Horne & Griffis), Jay Boren, Alan Sibley, Roger Dawson, Mandy Sledd, Rick Jones, Heidi Mann, Richard Hendrix, Sarah Fay Campbell (Newnan Times Herald). Chairman Eric Smith was not in attendance today.

Vice Chairman Higgins called the meeting to order at 9:00 a.m.

Vice Chairman Higgins asked for a motion to approve the minutes from the October 3, 2018 meeting. Motion was made by Ms. Laurie Bartlett, seconded by Dr. Marc Guy to approve the minutes. Motion carried.

The first agenda item was an update on Operations by Mr. Rick Jones. In Safety, Mr. Jones reported that at the last Safety Council meeting, Fire Inspector Enrico Dean discussed fire safety. In Construction, Mr. Jones reported for the month of October, there were 52 leaks. There were 23 digs and 40 drops for a total of 63 a decrease of 2 from September. Mr. Jones reported on current projects: installed valves on Donald Lamb Road for culvert replacement; lowered 10" water main on Old Corinth Road; completed manhole inspections; and Collection crew working on right-of-way maintenance. Mr. Jones reported that the CDBG grant of \$750,000 has been received for the East Newnan rehab project. Mr. Jones stated the start date for that project is July 1, 2019. In Cross Connection Control, Mr. Jones reported that 15,117 meters are now being read from the Sensus meter project. The following engineering updates were reported: in residential, 20 lots in Corinth Landing, Amenity Center and Pool in Timberbrook, 26 lots in Piney Woods and 11 lots in Riverwood. In commercial, American Ramp and Transit for Asphalt Paving. Mr. Jones reported on activity from B.T. Brown stating the plant averaged 1.4 MGD for the month of October and the total demand for the month was 8.0 MGD. Mr. Jones reported on activity from the Shenandoah Wastewater Plant stating the plant averaged 1.26 MGD for the month of October. Mr. Jones reported that the highest daily flow was 2.04 MGD on October 11th and lowest daily flow was 1.0 MGD on October 7th. Mr. Jones gave an update about issues with the design of the Sensus meters from some of the builders when they are connecting their lines into our meter. Mr. Jones stated that after attending a builders meeting, the crews came up with a solution to resolve those issues. Mr. Jones presented a meter showing the new design. 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 27,405 for the month of October, an increase of 89 from the previous month. Mr. Sibley reported the number of non-pay disconnects for October was 100. Mr. Sibley presented a graph showing the October number of disconnects for each cycle and the number of repeated customers that have been disconnected previously. In Information Technology, Mr. Sibley reported on updates on the SCADA project, and working on the Wonderware upgrade to the system

improvements. Mr. Sibley stated that they are currently using Wrike as the project management software during the SCADA upgrade process. No action needed.

The next agenda item was an update on Human Resources by Ms. Mandy Sledd. Ms. Sledd reported about an on-site flu clinic for the Employees to receive their flu shot on October 24th. Ms. Sledd gave a presentation on health insurance renewal with slides explaining the new plan. Vice Chairman Higgins asked if there were any questions about the new insurance renewal. There being none, a motion to approve the insurance renewal was made by Ms. Laurie Bartlett, seconded by Mr. Larry Kay. Motion carried.

The next agenda item was the Presentation of Proposed Updates to the Employee Handbook by Mr. Jay Boren. Mr. Boren stated that the draft was presented to the board for their review. Ms. Melissa Griffis told the board members that through the years the revisions were added to the original handbook and that Mandy came up with a new format to make it easier for the employees to read. Ms. Griffis stated that there is no action required at this time, and the approval for the updated handbook would be on the December agenda. Ms. Griffis stated that if they had any questions, now would be the time to ask. Vice Chairman Higgins asked if there were any questions about the updates to the handbook, there being none. No action needed.

The next agenda item was the monthly report by Mr. Roger Dawson. Mr. Dawson presented charts and graphs for SEP FY2019: revenues, expenses and water sales, purchased and produced. No action needed.

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

Vice Chairman Higgins asked if there was any old business or new business to discuss. There being none, a motion to adjourn was made by Mr. Larry Kay, seconded by Dr. Marc Guy. The motion was carried, and the meeting was adjourned.

Timothy S. Higgins – Vice-Chairman

Laurie Bartlett – Secretary