

Coweta County Water & Sewerage Authority

October 2, 2019

The Coweta County Water and Sewerage Authority held its monthly meeting on Wednesday, October 2, 2019, in the board room at the Coweta County Water & Sewerage Authority. The following individuals were present: Chairman Mr. Eric Smith, Vice Chairman Ms. Laurie Bartlett, Secretary Dr. Marc Guy, Co-Treasurer Mr. Larry Kay, Co-Treasurer Mr. Mark Woods, Ms. Melissa Griffis (Attorney with Rosenzweig, Jones, Horne & Griffis), Jay Boren, Alan Sibley, Roger Dawson, Mandy Sledd, Rick Jones, Heidi Mann, Richard Hendrix, Bill White, Brannon Jackson, Sarah Fay Campbell (Newnan Times Herald).

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

Vice Chairman Bartlett asked for a motion to amend the Agenda for the summary presentation of Property and Casualty insurance renewal. Motion was made by Mr. Larry Kay, seconded by Dr. Marc Guy. Motion carried.

Chairman Smith asked for a motion to approve the minutes from the September 4, 2019 meeting. Motion was made by Mr. Mark Woods, seconded by Mr. Larry Kay to approve the minutes. Motion carried.

The first agenda item was Service Awards by Mr. Jay Boren. Mr. Boren presented a 10-year service award to Bill White, Wastewater Operator Class I, and a 5-year service award to Brannon Jackson, System Support. No action needed.

The next agenda item was Approval of Property and Casualty Insurance Renewal by Mr. Clay McEntire. Mr. McEntire presented the Board Members with the insurance summary sheet for the 2019/2020 insurance renewal. Mr. McEntire discussed that the coverages were shopped in the market and that the Property and Casualty, Public Officials, Fiduciary and Package coverages will be with a new carrier, U.S. Specialty Insurance Company (rated A++ by AM Best). Mr. McEntire stated that the Cyber coverage will remain with the current carrier. Mr. McEntire also discussed various changes in coverages and reasons for premium fluctuations. Mr. McEntire explained there will be an overall increase in the total cost of all coverages of approximately \$17,500, with Worker Compensation accounting for the increase and the Property and Casualty having a decrease of approximately \$10,300. Chairman Smith asked if there were any

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questions for Mr. McEntire. There being none, Mr. McEntire dismissed himself from the meeting. Chairman Smith asked for a motion to approve the Property and Casualty insurance renewal. Motion was made by Ms. Laurie Bartlett, seconded by Mr. Larry Kay. Motion carried.

The next agenda item was Sanitary Sewer and Industrial Pre-Treatment Enforcement Response Plan by Mr. Jay Boren. Mr. Boren stated that last month there was a notification issued to one of the Authority's customers about a violation. Mr. Boren stated that the Board wanted Ms. Griffis to review the documents that we currently have in place; after the review there were a couple of minor changes made to the documents. Mr. Boren mentioned the three documents that were included in the agenda packets for review as follows: (1) the response plan which ensures full compliance with the Authority's sewer use ordinance; (2) industrial pre-treatment regulations for the customer to comply to; (3) and an individual entity form that is submitted based on each individual industry, it is the industrial use wastewater permit. Mr. Boren also stated that these revisions were sent to the Board for their review. Chairman Smith asked if there were any questions in reference to the revisions of the documents. There being none, Chairman Smith asked for a motion to approve the documents. Motion was made by Mr. Larry, Kay, seconded by Ms. Laurie Bartlett. Motion carried.

The next agenda item was an update on Operations by Mr. Rick Jones. In Construction, Mr. Jones reported for the month of August that there were 50 leaks. There were 29 digs and 82 drops for a total of 111, an increase of 71 from July. Mr. Jones reported on current projects: Beacon Roofing vault was installed; Sewell Mill Dam was repaired; completed transfer of all services from Newnan Utilities on Smokey Road; main relocated on Smokey Road; and flow monitors were removed from manholes. In Cross Connection Control, Mr. Jones reported that 28,828 meters are now being read from the Sensus meter project. The following engineering updates were reported: in residential, 24 lots formally Arbor Springs Phase N in Stream Forest, 19 lots off Elders Mill Road in Merigold, 11 lots off Welcome to Sargent Road in Mera Landing. Mr. Jones reported on activity from B.T. Brown stating that the plant averaged 4.0 MGD for the month of August and the total demand for the month was 10.2 MGD. Mr. Jones reported that Niagara used 1.10 MGD. Mr. Jones reported on activity from the Shenandoah Wastewater Plant stating the plant averaged 1.43 MGD for the month of August. Mr. Jones reported that the highest weekly average flow was 1.39 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 27,744 for the month of August, a decrease of 11 from the previous

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month. Mr. Sibley also presented graphs showing the number of customers from the last three years. Mr. Sibley reported the number of non-pay disconnects for August was 143. In Information Technology, Mr. Sibley stated that another area to improve customer service was by updating the website to include tips to identify and/or locate a possible leak. Mr. Sibley also stated that this information is available for the representatives to email directly to the customer. No action needed.

The next agenda item was an update on Human Resources by Ms. Mandy Sledd. In Safety, the September safety meeting speaker was Tracy Thigpen, Cross-Connection Control Manager with the Authority. Ms. Thigpen informed the Employees on how to identify illicit discharge, stating it is illegal to dump or discharge waste or pollution in the storm drains. Ms. Sledd reported that on September 12 we had around 20 volunteers to help with the 2019 Rivers Alive Clean-Up Event at White Oak Creek around Martin Mill Road; resulting in cleaning up 720 lbs. of trash. Ms. Sledd reported that the Authority has received the medical renewal information and she will be able to report on the results next month. No action needed.

The next agenda item was the monthly report by Mr. Roger Dawson. Mr. Dawson presented charts and graphs for August FY2020: revenues, expenses and water sales, purchased and produced. Mr. Dawson reported that the audit is in process. No action needed.

The next agenda item was Proposed 2020 Board Meeting Dates by Mr. Jay Boren. Mr. Boren stated that the proposed dates had been sent to the Board for their review and asked if there were any questions or conflicts with schedules for the proposed dates. Chairman Smith asked for a motion to postpone discussion until after Executive Session in order to give them a chance to review their calendars. Motion was made Dr. Marc Guy, seconded by Mr. Larry Kay. Motion carried.

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

Chairman Smith asked if there was any new business to discuss. Mr. Larry Kay asked for a motion to move the approval of 2020 Board Meeting dates to the next Board Meeting. Motion was made by Dr. Marc Guy, seconded by Ms. Laurie Bartlett. Motion carried. Chairman Smith asked if there was any old business.

There being none, a motion to adjourn was made by Mr. Mark Woods, seconded by Dr. Marc Guy. The motion was carried, and the meeting was adjourned.

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Eric Smith – Chairman

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Dr. Marc Guy – Secretary