

Coweta County Water & Sewerage Authority

December 4, 2019

The Coweta County Water and Sewerage Authority held its monthly meeting on Wednesday, December 4, 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, Roger Dawson, Mandy Sledd, Rick Jones, Heidi Mann, Richard Hendrix, Emmanuel McBurnett, Kim Bean, Sarah Fay Campbell (Newnan Times Herald).

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

Chairman Smith asked for a motion to approve the minutes from the November 6, 2019 Board meeting and the Strategic Planning meeting minutes. Motion was made by Dr. Marc Guy, seconded by Mr. Larry Kay to approve the minutes. Motion carried.

The first agenda item was the FY19 Audit Presentation. Mr. Barry Smith was not able to attend the meeting today. Mr. Roger Dawson gave the Board members a copy of the FY19 Audit and a brief summary of the report. Chairman Smith requested that we postpone the approval by the Board until a representative from the auditor's firm can present the report at the January meeting. No action needed.

The next agenda item was an update on Operations by Mr. Rick Jones. In Construction, Mr. Jones reported for the month of October that there were 41 leaks. There were 44 digs and 78 drops for a total of 122, an increase of 14 from September. Mr. Jones reported on the status of meter installs. Chairman Smith and Board member Mark Woods stated that this report is beneficial to seeing if the company has enough crews to perform these jobs in a timely manner. Mr. Jones reported on current projects: Glenda Trace lift station is now in operation; Pylant St and Hwy 16 bore completed and pressure tested; and Roberts Pipeline started laying pipe in East Newnan. In Cross Connection Control, Mr. Jones reported that 30,616 meters are now being read from the Sensus meter project. Mr. Jones stated that they still have around 12 small meters and 63 large meters left to install. The following engineering updates were reported: in residential, 63 lots off Gordon Road in McKenny Downs, 190 lots off W Hwy 34 in Chapel Hill, and 7 lots off Rockhouse Road in Cheryl Estates; in commercial, Rockett Brewing off E Hwy 34, Express Oil at Fischer Crossings, and Next Car

Auto off Hwy 54. Mr. Jones reported on activity from B.T. Brown stating that the plant averaged 3.0 MGD for the month of October and the total demand for the month was 9.5 MGD. Mr. Jones reported that Niagara used .925 MGD. Mr. Jones reported on activity from the Shenandoah Wastewater Plant stating the plant averaged 1.27 MGD for the month of October. Mr. Jones reported that the highest weekly average flow was 1.42 MGD. No action needed.

The next agenda item was an update on Customer Care by Ms. Mandy Sledd in the absence of Mr. Alan Sibley. Ms. Sledd presented graphs reporting Customer Count at 27,895 for the month of October, an increase of 53 from the previous month. Ms. Sledd reported that the total in October 2018 was 27, 805 showing an increase of 490 from this time last year. Ms. Sledd reported that the number of non-pay disconnects for October was 149. Ms. Sledd introduced Customer Care Manager Kim Bean and Construction Manager Emmanuel McBurnett to demonstrate the service extension that they created last year to cut down on damages to the line by the builder during construction. Mr. McBurnett explained the process and stated that they involved the builders to get their input on the changes to be made. Mr. McBurnett stated that this change has been giving positive results. Ms. Bean stated that the display will be used to help the customer understand the different parts of their water meter and connection. No action needed.

The next agenda item was an update on Information Technology by Mr. Richard Hendrix. Mr. Hendrix gave an update on the final stages of upgrading all users to Windows 10 Professional operating system as well as new pc's and laptops within the company. No action needed.

The next agenda item was an Update on Human Resources by Ms. Mandy Sledd. In Safety, the November safety meeting speaker was Josh Chambers with GA 811 giving updates on their new web portal. Ms. Sledd reported that Emmanuel McBurnett and Bryan Burns went through Heavy Equipment Training in order to certify and train those in the field to safely operate the equipment. No action needed.

The next agenda item was the monthly report by Mr. Roger Dawson. Mr. Dawson presented charts and graphs for October FY2020: revenues, expenses and water sales, purchased and produced. Mr. Dawson reported that we have received notification about the rate increase from Griffin; stating that it shows a seven and a half percent increase from last year. No action needed.

The next agenda item was Approval of Disbursements to Charities from the DRIP Program by Mr. Jay Boren. Mr. Boren stated that the following five organizations: (1) Meals on Wheels of Coweta, Inc., (2) Coweta Samaritan Clinic, (3) Communities in Schools of Coweta County (ELEVATE Coweta Students), (4) Newnan-Coweta Habitat for Humanity and (5) Bridging the Gap Community Outreach, Inc. are the organizations that the Board voted to receive disbursements from the DRIP program for 2019. Mr. Boren stated that the amounts to be given to each organization will be stated after we contact each organization. Chairman Smith asked for a motion to approve the Disbursement to Charities from the DRIP Program. Motion was made by Ms. Laurie Bartlett, seconded by Mr. Mark Woods. Motion carried.

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

Chairman Smith asked for a motion to approve the Personnel matters discussed in Executive session. Motion was made by Dr. Marc Guy, seconded by Mr. Larry Kay. Motion carried. Chairman Smith asked if there was any new or old business to discuss. 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