

Coweta County Water & Sewerage Authority

May 6, 2020

The Coweta County Water and Sewerage Authority held its monthly meeting on Wednesday, May 6, 2020, in the Reservoir Conference 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 Horne & Griffis), Jay Boren, Heidi Mann, Sarah Fay Campbell (Newnan Times Herald). The following individuals attended by Zoom: Roger Dawson, Mandy Sledd, Rick Jones, Alan Sibley.

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

Chairman Smith asked for a motion to approve the minutes from the March 4, 2020 Board meeting. Motion was made by Ms. Laurie Bartlett, seconded by Dr. Marc Guy to approve the minutes. Motion carried.

The first agenda item was Approval of Easements for Sewer Line with Vulcan Lands, Inc by Mr. Jay Boren. Dr. Marc Guy stated he will abstain from the voting process since this line is for an extension to the school system. Mr. Boren stated that this was one of the easements needed for the locate sewer main changes. Mr. Boren also stated that this agreement was rewritten by Vulcan and submitted to Ms. Griffis for review. Chairman Smith asked if there were any questions. Their being none, a motion was made by Mr. Larry Kay, seconded by Ms. Laurie Bartlett. Motion carried with Dr. Marc Guy abstaining.

The next agenda item was an update on Operations by Mr. Rick Jones. In Construction, Mr. Jones reported for the month of February that there were 19 leaks. There were 23 digs and 43 drops for a total of 66, a decrease of 31 from January; for the month of March there were 37 leaks. There were 21 digs and 16 drops for a total of 37, a decrease of 29 from February. Mr. Jones reported on the status of meter installs for the months of February & March. Mr. Jones reported on current projects for February: vault installed at Shaw Road Middle School; flow meter at BT Brown Reservoir replaced; fire-line meter installed at Park Manor; and the clearing of the Tommy Lee Cook pump station site. Mr. Jones reported on current projects for March: clearing began on Bill Hart Rd property for fence installation; Tommy Lee Cook Rd site has been cleared, bores completed, and all materials have been received; and installed vault for Pet Paradise. In Cross Connection Control, Mr. Jones reported that all large meters have been changed to Sensus meters and the

CCWSA-MIN \5/06/2020

project is complete. Mr. Jones reported on information showing Sensus Analytics; the meter department contacted 1,103 customers in February and 1,002 in March by email or phone to inform our customers about their leaks or potential leaks. The following engineering updates were reported: in residential for February, 7 lots off Standing Rock Rd in Percy Springs; in commercial, Fischer Marketplace at the corner of E Hwy 34 and Fischer Rd. The following engineering updates were reported: in residential for March: 5 lots off Luther Bailey Road in Double Branch Farm and 3 lots off Happy Valley Circle in Jo Beth Estates. In commercial, proposed warehouse at the Bridgeport Industrial Park at Bridgeport Building A. Mr. Jones reported on activity from B.T. Brown stating that the plant averaged 1.5 MGD for the month of February and the total demand for the month was 7.7 MGD. Mr. Jones reported that Niagara used .957 MGD; for March, the plant averaged 2.6 MGD and the total demand for the month was 7.9 MGD. Mr. Jones reported that Niagara used 1.1 MGD. Mr. Jones reported on activity from the Shenandoah Wastewater Plant stating the plant averaged 1.60 MGD for the month of February and the highest weekly average flow was 1.79 MGD; for the month of March the plant averaged 1.60 MGD and the highest weekly average flow was 1.95 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 28,223 for the month of February, an increase of 47 from the previous month; 28,233 for the month of March, an increase of 10 from the previous month. Mr. Sibley reported that the number of non-pay disconnects for February was 66 and for March was 44. In Information Technology, Mr. Sibley reported on the Cartegraph project. No action needed.

The next agenda item was an Update on Human Resources by Ms. Mandy Sledd. In Safety, the monthly safety meeting speaker was Captain Stephen Crook with the Coweta County Sherriff's Department, presenting Bully Training. Ms. Sledd reported that eight employees completed the DOT Flagger Training on March 4. Ms. Sledd also reported that on March 17 the Authority proclaimed April as safe digging month and presented Proclamation Georgia 811 at a virtual meeting with Coweta County. Ms. Sledd gave an update on the plan that the Authority put in place during COVID-19; on March 16 the lobby was closed to the public while leaving the drive-thru window open for payments, on March 21 the two Plant schedules (BT Brown Water Treatment Plant and Shenandoah Wastewater Treatment Plant) implemented rotation of crew shifts with gaps in between each shifts. Ms. Sledd stated that the two Plants were set up differently than the Office in order to ensure proper coverage based on licensing requirements. Ms. Sledd also stated that on March 30, the Authority adjusted Office schedules and reduced drive-thru hours to 8am-5pm; Office and Crew

Employees on rotation of weeks working from home. Mr. Sledd stated that all outside meeting, interviews, or any other contacts with the public were conducted virtually. No action needed.

At 9:23 AM, Chairman Smith called for a three-minute recess. Chairman Smith asked to reconvene the Board Meeting at 9:26.

The next agenda item was the monthly report by Mr. Roger Dawson. Mr. Dawson presented charts and graphs for February and March FY2020: 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, seconded by Dr. Marc Guy. The motion was carried, and the meeting was adjourned into Executive Session.

Mr. Mark Woods had to leave during Executive Session at 12:30 p.m. 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 Mr. Larry Kay. The motion was carried, and the meeting was adjourned.

---

Laurie Bartlett - Vice Chairman

---

Dr. Marc Guy – Secretary