

Coweta County Water & Sewerage Authority

October 5, 2022

The Coweta County Water and Sewerage Authority held its monthly meeting on Wednesday, October 5, 2022, 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 Horne & Griffis), Jay Boren, Heidi Mann, Mandy Sledd, Rick Jones, Julie Strickland, Clay McEntire (Marsh & McLennan Agency).

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

Chairman Smith asked for a motion to approve the minutes from the September 7, 2022 Board meeting. Motion was made by Dr. Marc Guy seconded by Mr. Larry Kay to approve the minutes. Motion carried.

The first agenda item was Property and Casualty Renewal by Mr. Clay McEntire. Mr. McEntire presented the Board members with the 2022-2023 renewal. Mr. McEntire stated that they did take the renewal to the marketplace this year to several different carriers and U.S. Specialty Insurance Company was still the most competitive in terms of coverage and price. Mr. McEntire also stated that there is an increase this year and most of it is due to exposure increase. Mr. McEntire discussed the coverages, changes in the coverages and the renewal premiums. Mr. McEntire stated that the property went up due to an increase in values of the property and because of adding lift stations; Workers Compensation premium rates did decrease; Cyber liability rates did increase. It is recommended that we stay with our current carrier (U.S. Specialty Insurance Company). Chairman Smith asked if there were any questions. There being none, Mr. McEntire left the meeting at 9:08 a.m. Chairman Smith asked for a motion to approve the Property and Casualty Renewal. Motion was made by Mr. Larry Kay, seconded by Mr. Mark Woods. Motion carried.

The next agenda item was Approval of Unpaid Leave Policy by Mr. Jay Boren. Mr. Boren stated that the Unpaid Leave Policy was presented last month and there were not any questions or comments since that meeting, therefore Mr. Boren asked for the Board to consider approving the new policy. Chairman Smith asked if there were any questions. There being none, Chairman Smith called for a motion to approve the Unpaid Leave Policy. Motion was made by Vice Chairman Bartlett, seconded by Mr. Larry Kay. Motion carried.

The next agenda item was Approval of Information Technology Appropriate Use Policy by Mr. Jay Boren. Mr. Boren stated there were updates to the existing policy and that it was presented at last month's meeting. Mr. Boren also stated that there have not been any questions therefore he is asking for the Board's approval on the revised policy. Chairman Smith asked if there were any questions. There being none. Chairman Smith asked for a motion to approve the Information Technology Appropriate Use Policy. Motion was made by Dr. Marc Guy, seconded by Mr. Mark Woods. Motion carried.

The next agenda item was Company Holiday Addendum by Mr. Jay Boren. Mr. Boren stated that they want to add one holiday (Veteran's Day) to the list of holidays to be in line with the holidays of Coweta County, Georgia. Chairman Smith asked for a motion to approve the Company Holiday Addendum. Motion was made Vice Chairman Bartlett, seconded by Mr. Larry Kay. Motion carried.

The next agenda item was Approval of Intergovernmental Agreement with the City of Palmetto by Mr. Jay Boren. Mr. Boren stated that we have had several meetings with Palmetto and made some changes to an existing agreement. Ms. Griffis said that in the past there was not a written agreement that was approved by the Board and therefore that is why this agreement was created. Ms. Griffis reviewed the edits that were made. Chairman Smith asked if there were any questions. There being none, Chairman Smith asked for a motion to approve the Intergovernmental Agreement with the City of Palmetto. Motion was made by Mr. Larry Kay, seconded by Mr. Mark Woods. 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 61 leaks. There were 17 digs and 114 drops for a total of 131, an increase of 53 from July. Mr. Jones reported on the status of meter installs for August. Mr. Jones reported on current projects: United Grading has started pressure testing for the Line Creek project; Murphy Well has been disconnected from the domestic main and tied into the pump back line; crews have started changing out 2" galvanized blow offs to black poly; all service lines have been moved to the 12" main in preparation for the Hwy 29/27 roundabout project in Moreland. In Cross Connection Control, Mr. Jones reported on information showing Sensus Analytics; the meter department contacted 829 customers in August, 407 by email and 422 by phone to inform them about their leaks or potential leaks. The following engineering updates were reported: in residential, 75 lots off Gordon Road in McKenny Downs; in commercial, Clayton Appliance off E Hwy 16; Oak Hill Sewer Extension at Oak Hill Professional Center; Piedmont Hospital Expansion on Poplar Road. Mr. Jones reported on activity from B.T. Brown stating that the plant averaged 5.7 MGD for the month of August and the total demand for the month was 10.3 MGD. Mr. Jones reported that Niagara used 1.10 MGD. Mr. Jones stated that they did repair work on the Static Mixer at BT Brown Treatment Plant. Mr. Jones showed a short video from the plant. Mr. Jones reported on activity from the Shenandoah Wastewater Plant stating the plant averaged 1.54 MGD for the month of August. Mr. Jones reported that the highest weekly average flow was 1.60 MGD. Mr. Jones reported on the activity of Blalock Lakes and Oaks at Turin decentralized systems and Twelve Parks. No action needed.

The next agenda item was an update on Customer Care by Ms. Mandy Sledd. Ms. Sledd presented graphs reporting the Customer Count at 30,233 for the month of August, an increase of 94 from the previous month. Ms. Sledd reported that the number of non-pay disconnects was 129. In Information Technology, Ms. Sledd stated IT has been making system updates one of the higher priorities and multiple updates have been applied to the Tyler Software that stores customer, financial and meter related information; also applying updates to the Fortinet servers that include file server, antivirus server and domain controller; in addition to these updates, Netwrix software that audits our file server was installed. No action needed.

The next agenda item was an update on Human Resources by Ms. Mandy Sledd. In Safety, reported on the following: 27 employees received confined space training; Mr. Drew Morman from Coweta County Sheriff's Office trained on Gun Safety/New Gun Laws. The following employees received service awards at the monthly Safety Meeting: Ms. Megan Webb for five-years; Ms. Caren Comeans for 15-years; Mr. Tommy Groover for 15-years; Ms. Jennifer Eberhard for 5-years; Mr. J.J. Rosser for 5-years; Mr. Josh Blandenburg for 15-years; Mr. Sam Murphy for 5-years. Ms. Sledd stated that nine employees participated in the Chamber's Tiki Time Bowling Adventure on August 25. No action needed.

The next agenda item was the monthly report by Ms. Julie Strickland. Ms. Strickland presented charts and graphs for August FY2023: 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. Marc Woods, seconded by Vice Chairman Bartlett. Motion was carried, and the meeting was adjourned into Executive Session.

Chairman Smith left the meeting in Executive Session at 10:43 a.m. Vice Chairman Bartlett asked if there was any new or old business to discuss. There being none, Vice Chairman Bartlett asked if there was a motion to adjourn the meeting. Motion was made by Mr. Larry Kay, seconded by Dr. Marc Guy. Motion was carried and the meeting was adjourned.

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Eric K. Smith- Chairman

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Dr. Marc Guy - Secretary