

Coweta County Water & Sewerage Authority

December 2, 2020

The Coweta County Water and Sewerage Authority held its monthly meeting on Wednesday, December 2, 2020, in the Reservoir 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, Roger Dawson, Mandy Sledd, Rick Jones, Alan Sibley, Sarah Fay Campbell (Newnan Times Herald), Mr. Barry Smith (J.K. Boatwright & Co. PC).

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 4, 2020 Board meeting. Motion was made by Mr. Larry Kay, seconded by Mr. Mark Woods to approve the minutes. Motion carried.

The first agenda item was the Proposal for Modification of the Sewer Capacity Fee by Mr. Roger Dawson. Mr. Dawson stated that the Authority's Management Team proposes an increase in the Sewer Capacity Fee from \$10 per gallon to \$12 per gallon. The proposal is based on increased costs of constructing and maintaining wastewater treatment infrastructure, including current estimates for the expansion of the Shenandoah Wastewater Treatment Plant. Chairman Smith asked if there were any questions. There being none, Chairman Smith asked for a motion to approve the Modification of the Sewer Capacity Fee. Motion was made by Mr. Larry Kay, seconded by Dr. Marc Guy. Motion carried.

The next agenda item was the Proposal for Modification of the Volumetrics for Residential and Commercial/Industrial Water Rates by Mr. Roger Dawson. Mr. Dawson presented the following information to the Board. The volumetrics would change for water and sewer to 0-4,000; 4,001-10,000; 10,001-20,000; 20,000+. The proposal is based on comparison with the volumetrics of seven surrounding utilities. This proposed change

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would align our volumetrics with those of surrounding utilities, encourage conservation and align more comparably with EPD guidelines on per capita and per household usage. Chairman Smith asked if there were any questions. There being none, Chairman Smith asked for a motion to approve the Modification of the Volumetrics for Residential and Commercial/Industrial Water Rates. Motion was made by Vice Chairman Bartlett, seconded by Dr. Marc Guy. Motion carried.

The next agenda item was the Proposal for Modification of the Municipal Wholesale Water Rate by Mr. Roger Dawson. Mr. Dawson stated that this is based on increased costs of producing and purchasing water absorbed by the Authority in recent years and that the Management proposes an increase in this area from \$2.86/1,000 gallons to \$3.00/1,000 gallons. Chairman Smith asked if there were any questions. There being none, Chairman Smith asked for a motion to approve the Modification of the Municipal Wholesale Water Rate. Motion was made by Vice Chairman Bartlett, seconded by Dr. Marc Guy. Motion carried.

The next agenda item was the FY20 Audit presentation by Mr. Barry Smith, CPA with J.K. Boatwright & Co. P.C. Mr. Smith presented the annual audit report that was dated November 28, 2020 and provided to the Board members prior to the Board meeting. Mr. Smith stated that the audit engagement went well and resulted in an unmodified opinion on the financial statements. Mr. Smith also discussed that a Single Audit was conducted due to the receipt of Federal funds in the form of a loan from the Georgia Environmental Finance Authority (GEFA) and a Community Block Development Grant (CDBG). No instances of non-compliance and no instances of material weaknesses or significant deficiencies in internal control were noted. Mr. Smith discussed the effects of COVID-19 on collections of receivables seen by many clients and indicated that the Authority's allowance for doubtful receivables adequately addressed that issue through the audit period but should be monitored going forward. Chairman Smith asked if there were any questions. There were none. Mr. Barry Smith left the meeting. Ms. Griffith informed the Board that since the Audit was provided to them for their review, the Board could entertain a motion to accept the FY20 Audit or could wait and entertain that motion at the next Board meeting. Chairman Smith asked the Board if anyone wanted more time

to review the Audit prior to voting. No one requested more time for review of the Audit. Chairman Smith asked for a motion to accept the FY20 Audit. Motion was made by Dr. Marc Guy, seconded by Mr. Larry Kay. Motion carried.

The next agenda item was the approval of an Amendment of the Maintenance Agreement with the Town of Tyrone by Mr. Jay Boren. Mr. Boren stated that the Authority has a current agreement with the Town of Tyrone, and it was modified because we are adding another pump station. Mr. Boren also stated that Ms. Griffis has reviewed the edits. Ms. Griffis stated that the original agreement had a specific number of pump stations and cost associated with it. Ms. Griffis also stated that the Town of Tyrone has accepted the new edits and the agreement was sent to the Board for their review. Chairman Smith asked if there were any questions. There being none, Chairman Smith asked for a motion to approve the Amendment of the Maintenance Agreement with the Town of Tyrone. Motion was made by Dr. Marc Guy, 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 October that there were 33 leaks. There were 31 digs and 65 drops for a total of 96, a decrease of 8 from September. Mr. Jones reported on the status of meter installs for September. Mr. Jones reported on current projects: crews replaced the culvert at creek crossing on the right of way near Yamaha; contractors in East Newnan have begun clean-up and landscaping. Mr. Jones gave updates on the demolition of the Publix decentralized system. In Cross Connection Control, Mr. Jones reported on information showing Sensus Analytics; the meter department contacted 871 customers in October, 513 by email and 358 by phone to inform them about their leaks or potential leaks. The following engineering updates were reported: in commercial, Frazier's Convenience Store. Mr. Jones added a monthly report on utility locates showing a chart indicating the number of water and sewer locates for each month in 2020: in October there 1,673 water and 297 sewer locates for a total of 1,970; the lowest month was in February with 1,524 locates and the highest month was June with 2,308 locates. Mr. Jones reported on activity from B.T. Brown stating that the plant averaged 2.95 MGD for the month of October and the total demand for the month

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was 7.90 MGD. Mr. Jones reported that Niagara used .856 MGD. Mr. Jones reported on activity from the Shenandoah Wastewater Plant stating the plant averaged 1.28 MGD for the month of September. Mr. Jones reported that the highest weekly average flow was 1.40 MGD. Mr. Jones gave information on the number two pump at the lift station stating that there was damage to the pump because of a collection of rags that was brought in by the septic haulers. Mr. Jones stated that they are working on a solution to correct that in the future by installing a manual bar screen for the septic haulers to rake that kind of debris off. No action needed.

The next agenda item was an update on Customer Care by Mr. Alan Sibley. Mr. Sibley presented graphs reporting the Customer Count at 28,559 for the month of October, an increase of 49 from the previous month. Mr. Sibley reported that the number of non-pay disconnects were 108. In Information Technology, Mr. Sibley gave updates on EPA's Risk & Resilience project. No action needed.

The next agenda item was an update on Human Resources by Ms. Mandy Sledd. Ms. Sledd reported on the following updates in Safety: on November 5 there were 6 employees that participated in the DOT Flagger Training; the Georgia Utilities Coordinating Council held a meeting on November 9 to speak about current projects within Coweta County; the Safety Alliance meeting was held on November 17 and the speaker was from the Coweta Task Force. Ms. Sledd reported that Summit Urgent Care conducted an onsite flu shot clinic on November 3 with 25 employees participating. Ms. Sledd also reported that during the week of November 9 she conducted Open Enrollment discussing benefit options for the year and that the company was divided up into two meetings while adhering to social distancing. No action needed.

The next agenda item was the monthly report by Mr. Roger Dawson. Mr. Dawson presented charts and graphs for October FY2021: 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 Vice Chairman Bartlett, seconded by Mr. Mark Woods. The motion was carried, and the meeting was adjourned into Executive Session.

Chairman Smith asked for a motion to ratify the personnel decisions made 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, Chairman Smith asked for a motion to adjourn the meeting. Motion was made by Vice Chairman Bartlett, seconded by Mr. Mark Woods, the motion was carried, and the meeting was adjourned.

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Eric Smith – Chairman

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Dr. Marc Guy- Secretary