

Coweta County Water & Sewerage Authority

December 6, 2023

The Coweta County Water and Sewerage Authority held its monthly meeting on Wednesday, December 6, 2023, in the Board Room at the Coweta County Water & Sewerage Authority. The following individuals were present: Chairman Ms. Laurie Bartlett, Vice Chairman Dr. Marc Guy, Co-Treasurer Mr. Mark Woods, Co-Treasurer Mr. Dennis Hammond, Ms. Melissa Griffis (Attorney with Horne & Griffis), Jay Boren, Heidi Mann, Rick Jones, Alan Sibley, Roger Dawson, Mandy Sledd, Kim Bean, Mr. Barry Smith (J.K. Boatwright & Co.). Secretary Mr. Larry Kay was not in attendance today.

Chairman Bartlett called the meeting to order at 9:00 a.m. The meeting began with the Pledge of Allegiance. Mr. Mark Woods gave the invocation.

Chairman Bartlett asked for a motion to approve the minutes from the November 1, 2023, Board meeting. Motion was made by Dr. Marc Guy, seconded by Mr. Mark Woods to approve the minutes. Motion carried.

Chairman Bartlett asked for a motion to approve the minutes from the November 29, 2023 Special Called meeting. Mr. Mark Woods and Dr. Marc Guy stated that they had not reviewed the minutes for the Special Called meeting. Ms. Griffis stated that they will need to amend the agenda to move the approval to next month or to approve the minutes at the end of the regular session to give them time to review the minutes. Chairman Bartlett asked for a motion to amend the agenda to move the approval of the minutes for the Special Called meeting to the end of the meeting. Motion was made by Mr. Mark Woods, seconded by Dr. Marc Guy. Motion carried.

The first agenda item was a Service Award by Mr. Jay Boren. Mr. Boren presented a 10-year service award to Ms. Kim Bean, Customer Care Manager. No action needed. Ms. Bean left the meeting at 9:05 a.m.

The next agenda item was the FY23 Audit Presentation by Mr. Barry Smith. Mr. Barry Smith presented the annual audit report that was dated December 4, 2023, and which was provided to the Board members at the Board meeting. Mr. Smith stated that the audit engagement went well and resulted in an unmodified opinion on the financial statements. Mr. Smith explained that an audit in accordance with Government Auditing Standards, commonly referred to as a “yellow book” audit was performed. No instances of non-compliance and no instances of material weaknesses or significant deficiencies in internal control were noted. Mr. Smith further explained, that due to the timing of expenditures related to the GEFA loans for BT Brown, Shenandoah expansion, and the Chattahoochee project, an Audit of each major program and on internal control over compliance required by the uniform guidance, commonly referred as a Single Audit, was also performed. No instances of non-compliance and no instances of material weaknesses in internal control were noted. Mr. Smith noted that the audited financial statements are presented as of and for the year ended June 30, 2023. Mr. Smith also gave an overview of the Statements of Net Position and The Statements of Revenues, Expenses and Changes in Net Position and discussed various highlights of the activity reported in the financial statements. Chairman Bartlett asked if there were any questions. There being none, Chairman Bartlett asked if they needed to approve the audit today. Ms. Griffis stated that since the Board just received the audit today and since Mr. Larry Kay is not in attendance today and has not reviewed the audit, we can add it to the agenda next month for approval if they would like. The Board asked for it to be placed on next month’s agenda. No action needed today. Mr. Smith left the meeting @ 9:16 a.m.

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 66 leaks. There were 18 digs and 151 drops for a total of 169, an increase of 28 from September. Mr. Jones reported on the status of meter installs for October. Mr. Jones reported on current projects: water main installed for Cavender Well Customers and pressure testing has started on John Boy Trail, Tinica Way, and Twelve Springs; Holloway has started meter and service line change-outs in Shoal Creek with an expected completion date of January 1, 2024; United Grading has completed and passed pressure testing on transmission line for pump station to Hwy 85 and Mr. Jones added a slide to show the whole route of transmission lines and the areas that have been pressure tested and passed. In Maintenance, Mr. Jones gave updates on the following: generator automatic transfer

switchgear control board replaced at BT Brown; influent pumps for the Piedmont Newnan Hospital lift station and Andrew Bailey lift station were received; replaced the voltage sensor for the Turkey Creek lift station generator. In Cross Connection Control, Mr. Jones reported on information showing Sensus Analytics; and the meter department contacted 864 customers in October, 504 by email and 360 by phone to inform them about their leaks or potential leaks. The following engineering updates were reported: in residential, 9 lots that are meters only in Welch Farms to be built on McIntosh Trail; 13 lots that are meters only in Wild Fern that will be built on the corner of Alex Stephens and Gordon Road; in commercial, The Madras Center on N Hwy 29 that is the doctors hospice that will be connecting to our sewer system; Putter's Pointe on E Hwy 34 that is a proposed 18-hole putt putt course that will be built at Thomas Crossroads near the Pet Paradise and behind Crossroads Automotive. Mr. Jones reported on activity from B.T. Brown stating that the plant averaged 4.57 MGD for the month of October and the total demand for the month was 11.26 MGD and that the reservoir level is 18.6. Mr. Jones reported on activity from the Shenandoah Wastewater Plant stating the plant averaged 1.44 MGD for the month of October. Mr. Jones reported that the highest weekly average flow was 1.51 MGD. Mr. Jones reported on the activity of Blalock Lakes, Oaks at Turin decentralized systems and Twelve Parks. Mr. Jones reported on the Shenandoah Plant Expansion. No action needed.

The next agenda item was an update on Human Resources by Ms. Mandy Sledd. Ms. Sledd reported on the following: in HR, a group of employees volunteered at the Newnan High School Concession Stand on October 20; we had a luncheon to honor our veterans and thank them for their service in the military on November 9, the three employees were Ms. Tracy Thigpen, Mr. Luke Corpe and Mr. Barry Pickens; we had our Thanksgiving Luncheon on November 16 and after the luncheon a few of the employees took our donated canned goods to Bridging the Gap for our Food Drive. 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 31,201 for the month of October, an increase of 98 from the previous month. Mr. Sibley reported that the number of non-pay disconnects was originally 401 but after various methods of contacting the customers it brought the list down to 127. In Information Technology, Mr. Sibley stated that they have implemented a new product

called DUO, a multi-factor authenticator for accessing our system remotely for extra security. No action needed.

The next agenda item was the monthly report by Mr. Roger Dawson. Mr. Dawson presented charts and graphs for October FY2024: revenues, expenses, and water sales, purchased and produced. Mr. Dawson stated that he wanted to make the Board aware of a change after next years fiscal year audit about the firm that we have been using for our audits (J.K. Boatwright & Co.) will be moving away from doing governmental audits. Mr. Dawson also stated that he has started the process of requests for proposals for audit services. Mr. Dawson stated that there was a rate increase of 2.5% applied to all Residential, Commercial, Industrial and School/Church tiered rates and all four cycles were notified on their cycle bill and it went into effect on the following cycle bill. No action needed.

The next agenda item was the Approval of Rates and Fees schedule by Mr. Jay Boren. Mr. Boren stated that the Board had received the rate and fee schedule in advance for their review. Mr. Boren stated that the Service Technician Fee was listed as Trip fee before, and the base Residential and Non-Residential Water and Sewer Base charges will increase by two dollars. In addition to the Sewer Capacity Fee that the builders now pay, we will be adding a Water Capacity Fee of \$1,400 paid by the builder. Mr. Mark Woods questioned how we will notify the builders. Mr. Boren discussed the ways of notifying the builders; stating that we will be posting the information on the website and a form of communication to all the builders. Mr. Woods requested that the Authority staff request SafeBuilt with Coweta County to notify all builders in the area of this change. Mr. Dawson added that the Water Capacity Fee will not only be applied to the residential builders but also to the Commercial/Industrial customers. Chairman Bartlett asked for a motion to approve the Rates and Fees Schedule. Motion was made by Mr. Dennis Hammond and seconded by Dr. Marc Guy. Motion carried.

Chairman Bartlett called for a motion to adjourn into Executive Session for Real Estate, Personnel and Litigation. Motion was made by Mr. Mark Woods, seconded by Mr. Dennis Hammond. Motion was carried, and the meeting was adjourned into Executive Session.

Chairman Bartlett asked if there was any new business to discuss. Ms. Griffis stated that the agenda had been amended to move the approval of the minutes from the November 29, 2023 Special Called Meeting so that Dr. Marc Guy and Mr. Mark Woods could review the minutes and they both had the opportunity to review the minutes on the break before Executive Session. Chairman Bartlett asked for a motion to approve the minutes from the November 29, 2023 Special Called Meeting. Motion was made by Mr. Dennis Hammond, seconded by Dr. Marc Guy. Motion carried. Chairman Bartlett asked if there was any other business to come before the Board. There being none, Chairman Bartlett asked for a motion to adjourn the meeting. Motion was made by Dr. Marc Guy, seconded by Mr. Mark Woods. Motion was carried and the meeting was adjourned.

---

Laurie Bartlett- Chairman

---

Dr. Marc Guy- Vice-Chairman