

Coweta County Water & Sewerage Authority

February 1, 2023

The Coweta County Water and Sewerage Authority held its monthly meeting on Wednesday, February 1, 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, Secretary Mr. Larry Kay, Co-Treasurer Mr. Mark Woods, Ms. Melissa Griffis (Attorney with Horne & Griffis), Jay Boren, Heidi Mann, Rick Jones, Alan Sibley, Roger Dawson, and Mr. Matt Shepard. Co-Treasurer Mr. Eric Smith attended via telephone.

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 January 4, 2023, 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 Service Awards by Mr. Jay Boren. Mr. Boren presented a 5-year service award to Mr. Roger Dawson, Chief Financial Officer, and a 15-year service award to Mr. Matt Shepard, CAD Apprentice. No action needed.

Mr. Matt Shepard left the meeting at 9:05 a.m. The next agenda item was the Approval of FY22 Audit by Mr. Jay Boren. Mr. Boren stated that there had not been any follow up questions and that it was a good audit. Mr. Dawson added that everything had been filed with the State Department of Audits. Ms. Griffis stated that the Board would need to make a motion to accept the audit. Chairman Bartlett asked for a motion to accept the FY22 Audit. Motion was made by Mr. Mark Woods, seconded by Mr. Larry Kay. Motion carried.

The next agenda item was the Approval of GEFA Loan for Chattahoochee Withdrawal Pump Station Project by Mr. Jay Boren. Mr. Boren stated the this is the loan to move forward with the Chattahoochee withdrawal and pump station project and to help with engineering and the

property purchase. Mr. Dawson explained how the process works with the GEFA loan giving you a period of six months before the first draw is the reason we asked for the approval in February. Ms. Griffis stated that she did review the documents and that the Board will need to approve the documents, and there is a resolution attached to the loan documents. Chairman Bartlett asked for a motion to Approve the GEFA Loan and the Resolution. Dr. Marc Guy made a motion to approve the GEFA Loan for Chattahoochee Withdrawal Pump Station Project and the Resolution, seconded by Mr. Larry Kay. Motion carried.

The next agenda item was an update on Operations by Mr. Rick Jones. In Construction, Mr. Jones reported for the month of December that there were 61 leaks. There were 36 digs and 38 drops for a total of 74, the same amount from November. Mr. Jones reported on the status of meter installs for December. Mr. Jones reported on current projects: vault installed at lot 4B in Orchard Hills Industrial Park; started making bores on the Hwy 27 and Hwy 29 roundabout project; force main tie in has been completed on the Poplar Rd and Parks Rd roundabout project; continue to receive loads of pipe for the Line Creek project; received half of the materials for the Tommy Lee Cook waterline extension. In Cross Connection Control, Mr. Jones reported on information showing Sensus Analytics; the meter department contacted 849 customers in December, 415 by email and 434 by phone to inform them about their leaks or potential leaks. Chairman Bartlett asked if we had any issues with our levels dropping during December when the temperatures were freezing for several days. Mr. Jones talked about the demand being higher due to people letting faucets drip to keep pipes from freezing and from leaks, and that surrounding municipalities had experienced high demands during that time. The following engineering updates were reported: in residential, 37 lots at Whistle Ridge Phase 2 on Buddy West Road; in commercial, Interactiv Children's Therapy at Thomas Grace Annex. Mr. Jones reported on activity from B.T. Brown stating that the plant averaged 4.7 MGD for the month of November and the total demand for the month was 8.6 MGD. Mr. Jones reported that Niagara used .84 MGD. Mr. Jones stated that the BT Brown Water Plant received a Water Fluoridation Quality Award for maintaining fluoridation practices throughout an entire calendar year for 2021; also stating that this is an accomplishment, with the fluoride supply issues that began the year that we received the award and that the team prepared ahead of time to make sure that there was an adequate supply and are continuing to do so. Mr. Jones reported on activity from the Shenandoah Wastewater Plant

stating the plant averaged 1.64 MGD for the month of December. Mr. Jones reported that the highest weekly average flow was 1.93 MGD. Mr. Jones reported on the activity of Blalock Lakes, Oaks at Turin and Twelve Parks decentralized systems. No action needed.

The next agenda item was an update on Human Resources by Mr. Rick Jones. In Safety, Mr. Jones reported on the following: at the monthly safety meeting on January 12, the new safety teams were assigned and they divided up into their teams to plan for the year; also at the January meeting we celebrated employee birthdays with breakfast provided by Waffle House; employees in the Construction Department were trained on how to operate the newly purchased Vac Truck by Mr. Casey Meehan from Environmental Products Group; new safety grates were installed at three pump stations. 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 30,684 for the month of December, an increase of 281 from the previous month. Mr. Sibley reported that the number of non-pay disconnects was 165. In Information Technology, Mr. Sibley discussed the new PCI payment system that is more secure, stating that they are no longer accepting payments by phone through a representative, giving them other options to pay while keeping their information secure. Also stating that PCI Security Standards Council was formed to develop data security standards and resources for safe payments. The Council was founded by American Express, Discover, JCB International, MasterCard and Visa. By implementing these changes and following the requirements, we are now PCI compliant. No action needed.

The next agenda item was the monthly report by Mr. Roger Dawson. Mr. Dawson presented charts and graphs for December FY2023: revenues, expenses, and water sales, purchased and produced. Mr. Dawson gave the Board the following information about rate increase notification and proposals: In accordance with our rate policy regarding our semi-annual Consumer Price Index (Southeast Region) review, Management is informing the Board that an increase in the amount of 2.7889% will be applied to Residential, Commercial/Industrial and School/Church tiered rates beginning with the billing cycle 4 (bill date of 3/8/2023). This will allow all cycles to receive notification on one bill prior to the new rates going into effect. Management

is also proposing that the Board approve an increase in our Municipal Rate to \$3.54 per thousand gallons from \$3.36 per thousand gallons. This coincides with our recent rate increase from Griffin. Management is also proposing that the Sewer Capacity Fee be increased from \$12 per gallon to \$15 per gallon. These are recommendations that Management would like for the Board to consider at a future meeting. Mr. Mark Woods commented that with future projects and the cost of municipal sewer, plants and equipment that have increased so much, we need to take all that into consideration and make those adjustments. Ms. Griffis stated that we will add the Municipal Rate and Sewer Capacity Fee to the March agenda. No action needed.

Chairman Bartlett 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. Motion was carried, and the meeting was adjourned into Executive Session.

Dr. Marc Guy left the meeting during Executive Session at 10:15 a.m. Chairman Bartlett asked if there was any new business to discuss. Ms. Griffis stated that the Board needed to ratify personnel decisions made in Executive Session. Chairman Bartlett asked for a motion to ratify the personnel decisions made in Executive Session. Motion was made by Mr. Eric Smith, seconded by Mr. Larry Kay. Motion carried. Ms. Griffis ask the Board to consider a motion to Approve the Notice of Award. Motion was made to Approve the Notice of Award, by Mr. Eric Smith, seconded by Mr. Mark Woods. Motion carried. Chairman Bartlett asked if there was any old business to discuss. There being none, Chairman Bartlett asked for a motion adjourn the meeting. Motion was made by, Mr. Eric Smith, seconded by Mr. Mark Woods. Motion was carried and the meeting was adjourned.

Laurie Bartlett- Chairman

Larry Kay - Secretary