

Coweta County Water & Sewerage Authority

June 5, 2024

The Coweta County Water and Sewerage Authority held its monthly meeting on Wednesday, June 5, 2024, in the Board Room at the Coweta County Water & Sewerage Authority. The following individuals were present: Vice Chairman Dr. Marc Guy, Co-Treasurer Mr. Mark Woods, Co-Treasurer Mr. Dennis Hammond, Ms. Sadie Branch (Attorney with Horne & Griffis), Jay Boren, Heidi Mann, Rick Jones, Alan Sibley, Roger Dawson, and Mandy Sledd. Chairman Ms. Laurie Bartlett arrived at the meeting at 9:14 a.m. Secretary Mr. Larry Kay was not in attendance during the regular session.

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

Vice Chairman Guy asked for a motion to approve the minutes from the April 24, 2024, Board meeting. Motion was made by Mr. Mark Woods, seconded by Mr. Dennis Hammond to approve the minutes. Motion carried.

The first agenda item was Approval of Agreement with Ruby Collins by Mr. Jay Boren. Mr. Boren stated that this is the agreement for the construction of the Chattahoochee River pump station project with the contractor, Ruby-Collins, Inc. Mr. Mark Woods asked if that was the agreement that the Board had already reviewed. Mr. Boren stated that it was the one sent to the Board for their review and had been reviewed by Ms. Griffis and Garver. Vice Chairman Guy asked for a motion to approve the Ruby-Collins agreement. Motion was made by Mr. Mark Woods and seconded by Mr. Dennis Hammond. Motion carried.

The next agenda item was an update on Operations by Mr. Rick Jones. In Construction, Mr. Jones reported for the month of April that there were 65 leaks. There were 6 digs and 50 drops for a total of 56, an increase of 6 from March. Mr. Jones reported on the status of meter

installs for April. Mr. Jones reported on current projects: began making bores on Tommy Lee Cook Rd for new water main; installed vault for Jim Ellis Mercedes Benz; bore completed for new water main on Hwy 16 and Pylant St; crews are working on biannual manhole inspections, valve exercising, flushing and hydrant painting. In Maintenance, Mr. Jones gave updates on the following: Orbal Shaft at WWTP repaired in place; Shell Rd and Tommy Lee Cook actuators installed for valve automation; UV Tech onsite to evaluate and train maintenance at Shenandoah; influent pump chains replaced with new stainless chains at Shenandoah; new crane truck deployed into operations. Mr. Jones stated that they have integrated the Niagara sewer meter into SCADA and daily sewer flows are being recorded. In Cross Connection Control, Mr. Jones reported on information showing Sensus Analytics. The meter department contacted 670 customers in March, 337 by email and 333 by phone to inform them about their leaks or potential leaks. The following engineering updates were reported: in residential, 15 lots off Bob Smith Rd in Pinegate; 964 lots off Holtz Parkway in Dell Webb Southern Oak; in commercial, Chattahoochee Transmission Main off W Hwy 16. Mr. Jones reported on activity from B.T. Brown stating that the plant averaged 2.96 MGD for the month of April and the total demand for the month was 9.26 MGD. Mr. Jones reported on activity from the Shenandoah Wastewater Plant stating the plant averaged 1.475 MGD for the month of April. Mr. Jones reported that the highest weekly average flow was 1.556 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. Sledd. Ms. Sledd reported on the following: in Safety, Mr. Tommy Groover presented on Warm Weather Dangers for the May Safety Meeting; Bryan Burns conducted a DOT Flagger two-year certification with 9 employees on May 7, 2024; in HR, we celebrated Water Professionals Appreciation Day with a luncheon for the employees; some of the employees participated in two community events, Special Olympics in April and the annual Chamber Golf Tournament in May. 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 31,504 for the month of April, an increase of 8 from the previous month. Mr. Sibley reported that the number of non-pay disconnects was originally 383 but after various methods of contacting the customers it brought the list down to 101. In Information Technology, Mr. Sibley discussed attending the Tyler Connect 2024 Conference in Indiana along with Mr. Jay Boren and Ms. Kim Bean. While at the convention we were able to meet with their executive team to discuss issues we have been experiencing. No action needed.

The next agenda item was the monthly report by Mr. Roger Dawson. Mr. Dawson presented charts and graphs for April FY2024: revenues, expenses, and water sales, purchased and produced. No action needed.

The next agenda item was FY25 Budget Presentation by Mr. Roger Dawson. Mr. Dawson presented the proposed FY2025 Budget for Board consideration, stating that the Board had received a copy of the proposed FY2025 Budget in its monthly Board package, including a Budget Summary, Budget Detail, Capital Detail, and a Five-Year Capital Schedule. Mr. Dawson indicated that the Board would be asked to approve the FY2025 Budget at the next Board Meeting. Mr. Dawson stated that the proposed FY2025 Budget is an increase over the FY2024 Budget. He explained that budgeted Revenue has a larger increase than the budgeted Expenses. Mr. Dawson discussed the proposed Capital items and projects and that many of those are infrastructure and intersection improvements that are driven by other entities. He explained to the Board that the proposed budget could require the use of \$500,000 in reserves if all projects and expenses were incurred, as compared to the \$4.3M potential use of reserves in the FY24 Budget. Mr. Dawson stated that he and the CEO would be available to meet with any Board member to review details of the proposed budget and to answer any questions. Mr. Dawson stated that the Board members could submit any questions by e-mail or schedule a phone call as well. The FY2025 Budget will be on the June 26, 2024 Board Meeting Agenda for approval. No action needed.

The next agenda item was Authorization for Management to Engage new Audit Firm by Mr. Roger Dawson. Mr. Dawson stated that the Board had received a letter of recommendation in their Board packet. The Authority received four proposals in response to our RFP for Audit services. Management evaluated all proposals and interviewed the top two responding firms. Management recommends the Board authorize management to enter into an engagement letter with Rushton (CPAs), LLC to perform the annual audits of the authority for the fiscal years ending, June 30, 2024, June 30, 2025, and June 30, 2026. Chairman Bartlett asked if there were any questions. There being none, Chairman Bartlett called for a motion to approve the Authorization for Management to Engage new Audit Firm. Motion was made by Mr. Dennis Hammond, seconded by Mr. Mark Woods. 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.

Secretary Mr. Larry Kay arrived at 10:10 a.m. during the Executive Session.

Chairman Bartlett asked if there was any new or old business to discuss. There being none, Chairman Bartlett asked for a motion to adjourn the meeting. Motion was made by Dr. Marc Guy, seconded by Mr. Larry Kay. Motion was carried and the meeting was adjourned.

Laurie Bartlett- Chairman

Marc Guy- Vice Chairman