

Coweta County Water & Sewerage Authority

July 26, 2023

The Coweta County Water and Sewerage Authority held its monthly meeting on Wednesday, July 26, 2023, in the Reservoir Room at the Coweta County Water & Sewerage Authority. The Strategic Planning Meeting agenda began after the regular meeting agenda items were presented. The following individuals were present: Chairman Ms. Laurie Bartlett, Vice Chairman Dr. Marc Guy, Secretary Mr. Larry Kay, 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, Mandy Sledd, and Roger Dawson.

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 June 28, 2023, Board meeting. Motion was made by Mr. Larry Kay, seconded by Dr. Marc Guy to approve the minutes. Motion carried.

The first agenda item was a Service Award by Mr. Jay Boren. Mr. Boren presented a 5-year service award to Mr. Bryan Barlow, Fleet Service Coordinator. No action needed.

Mr. Barlow left the meeting at 9:05 a.m. The next agenda item was an update on Operations by Mr. Rick Jones. In Construction, Mr. Jones reported for the month of June that there were 75 leaks. There were 10 digs and 40 drops for a total of 50, an increase of 13 from May. Mr. Jones reported on the status of meter installs for June. Mr. Jones reported on current projects: Clayton Appliance and Miller's Ale House vaults installed; Parks Rd and Poplar Rd water and sewer relocation for roundabout completed; Airport waterline extension complete and in service. In Cross Connection Control, Mr. Jones reported on information showing Sensus Analytics; the meter department contacted 756 customers in June, 462 by email and 294 by phone to inform them about their leaks or potential leaks. The following engineering updates were reported: in residential, Twelve Parks Phase B1 on McIntosh Road; in commercial; sewer

connection at Pilot Travel Center on Hwy 29 S; Avion Tee Hanger # 4 on Dale Pepper Dr; FS Scarbrough on Herring Rd; Our Storage Phase 3 on Hwy 16 E. Mr. Jones reported on activity from B.T. Brown stating that the plant averaged 5.90 MGD for the month of June and the total demand for the month was 10.60 MGD. Mr. Jones reported that Niagara used 1.15 MGD. Mr. Jones gave updates on the BT Brown upgrade. Mr. Jones reported on activity from the Shenandoah Wastewater Plant stating the plant averaged 1.62 MGD for the month of June. Mr. Jones reported that the highest weekly average flow was 1.90 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 Safety, Mr. James Stephens presented on Wastewater Spills; Mr. Eberon Smith conducted a CPR Training with 18 employees on June 29. 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 30,913 for the month of June, an increase of 33 from the previous month. Mr. Sibley reported that the number of non-pay disconnects was originally 373 but after various methods of contacting the customers it brought the list down to 151. In Information Technology, Mr. Sibley discussed failed login attempts onto the Authority's website and the measures that they have put into place to keep it secure. No action needed.

The next agenda item was the monthly report by Mr. Roger Dawson. Mr. Dawson presented charts and graphs for June FY2023: revenues, expenses, and water sales, purchased and produced. No action needed.

Chairman Bartlett stated that we take a five-minute break before beginning our Strategic Planning Meeting. Ms. Griffis stated that we have a separate agenda for the Strategic Planning Meeting; after the break we will start the Planning Meeting before the Executive Session.

Chairman Bartlett called the Strategic Planning Meeting to order at 9:25 a.m.

The first agenda item for the Strategic Planning Session was Capital Projects/Financing by Mr. Roger Dawson. Mr. Dawson said he wanted to give a brief overview of the projects that are in process, those that are near completion and of future projects. Mr. Dawson went through the list and discussed the projected cost. The Capital Projects completed and in process document list is attached. Mr. Dawson discussed the Woodstream Sewer Connection and the Highway 29 Sewer Connection projects that are substantially complete at this date. He informed the Board that the costs listed in the presentation for those two projects were current as of the end of June. Mr. Dawson briefly discussed the projects that are currently in process. The Line Creek (Griffin Line) Project and the BT Brown Water Treatment Plant Improvements are in the late stages of construction. The Shenandoah Wastewater Expansion is in the beginning stage of construction with the Fayette connection in the design and real estate acquisition phase. He informed the Board that the costs listed in the presentation for each project are the projected total costs of the project. Mr. Dawson then displayed a list of future projects for the Board to review. This list is taken from the Five-Year Capital Plan the Board reviewed during the FY24 Budget process and shows each project and its projected cost. He discussed that many of the smaller projects will be funded by reserves or current operating surplus. However, several of the more substantial long-term projects will require financing. The Future Capital Projects document is attached. Mr. Dawson brought the Board's attention to the following projects:

- 15. Chattahoochee Withdrawal (Engineering & Land Acquisition) \$7M
- 16. Chattahoochee Pump Station \$25M
- 17. Chattahoochee Transmission Main \$51M
- 18. BT Brown Improvements \$10M
- 19. BT Brown Expansion \$50M

Mr. Hammond asked how much water is projected to draw out of the Chattahoochee. Mr. Jones responded that 27 MGD is the amount we received the permit for but with that said, that is not the amount we will be withdrawing, we probably will only start with around 2 MGD. Mr. Hammond asked whether with the cost of 86 million dollars, if that would allow us to reduce the amount of water we are purchasing from other locations. Mr. Dawson responded that we would be able to reduce the amount we are purchasing, also the goal is to get to that point. Mr. Dawson briefly discussed potential financing options being explored at this time. The Authority has an approved

GEFA Loan in the amount of \$7M to finance project 15 Chattahoochee Withdrawal (Engineering & Land Acquisition). The Authority has consulted with its Bond advisor to explore options related to projects 16, 17, and 18 (the Chattahoochee Pump Station, Transmission Main and initial BT Brown Improvements needed to treat the raw water.) The total of those projects would be an estimated \$86M. Mr. Dawson also discussed with the Board that the projected costs used for these projects were provided by the consulting engineers and are based on conservative estimates of given ranges available at the time of preparation for planning purposes. As we have experienced in the past two years, inflationary pressures in the economy could substantially affect the ultimate costs of these projects. The Authority is making every effort to design and plan each project to meet the needed operational requirements with consideration of construction cost as well as future costs (operational and maintenance). Mr. Dawson discussed the financing portion for these projects. To give the Board some perspective for evaluating the financing options, Mr. Dawson gave the Board an update on the current Debt and Debt Service. Mr. Dawson showed a graph (graph document attached) depicting the Authority's future debt service by type; showing the current annual debt service for the Revenue Bonds outstanding; additionally showing the projected Debt service for the GEFA Loan for the AMI/BT Brown Improvements; third, it shows the projected debt service for the GEFA Loan for the Shenandoah expansion. Mr. Dawson next showed a graph (graph documents attached) combining the debt service by type into an Aggregate Debt Service which depicted the annual debt service for current Revenue Bonds outstanding, the GEFA Loan for AMI/BT Brown and the projected GEFA Loan for Shenandoah. Mr. Dawson then discussed the need to fund projects 16, 17, and 18 (the Chattahoochee Pump Station, Transmission Main and initial BT Brown Improvements needed to treat the raw water) in the amount of \$86M. He briefly discussed the advantages (low interest rate) and disadvantages (compliance requirements, procurement, lack of ability to structure repayments) of GEFA financing; the advantage of being able to structure maturities and repayments of Revenue Bonds was discussed. Mr. Dawson then shared a graph (graph document attached) showing the effect adding an additional \$86M of Bond financing would have on future debt service. This graph shows annual debt service rising from under \$8M per year to just under \$12M per year. Mr. Dawson discussed that there will be several variables that will influence the structure of the potential debt, including interest rates, length of financing, and the timing and structure of principal repayments. The Authority's Bond advisor is also exploring options to structure the timing of the

debt to allow for the anticipated next round of financing that will be needed for project 19, the BT Brown expansion. Mr. Dawson stated that Mr. Jones will go into the details of the construction side for the projects. Mr. Boren stated that Mr. Dawson would be leaving the meeting after his presentation. Mr. Dawson said that there may be questions that come up after the Board listens to Mr. Jones presentation. Ms. Griffis stated that if the Board needed more questions answered that we could add that list to the agenda for the next meeting if we knew in advance and Mr. Dawson could address those questions.

Mr. Dawson left the meeting at 10:13 a.m. The next agenda item was Capital Projects /Construction by Mr. Rick Jones. Mr. Jones told the Board that he would be discussing projects and showing maps and diagrams. Mr. Jones discussed the Green Top Road Project and that the cost was around 3.4 million dollars. Also stating that the startup was last Monday, and we are hoping to have this project in operation on Friday. The Line Creek Project is nearing the completion of this project showing a map with the route on Standing Rock Road that they are completing now and that they are working on the section of Hwy 16 at the Turin City Limit sign, and they are doing the pressure testing as they go. Mr. Jones also stated that they are getting close to completing this project. Mr. Boren stated that this project has taken a year longer to complete because of various delays. The Shenandoah Wastewater expansion is just at the beginning stages with the removal of dirt and describing the next stages that they will be working on. Mr. Jones discussed the outfall line that is the line that comes from Shenandoah out to Yamaha and to the plant; everything that is in that system from Coweta Industrial Park, Shenandoah Industrial Park, and Northgate High School comes through this line. The current line was installed in 1998 and is quickly approaching capacity. Mr. Jones stated that this line will need to be fixed soon. Mr. Mark Woods asked him to clarify how soon before they would need to work on that line. Mr. Jones stated that it depends on the development in that area. Mr. Jones asked if there were any more questions. Mr. Mark Woods wanted to know if there was any funding available to help with all our roundabout projects that we are having to move the utilities. Mr. Boren stated that this has become around a 4-to-6-million-dollar expense for the Authority. Mr. Boren also stated that there have been discussions about asking for assistance with the funding of moving utilities. Mr. Jones stated that Sullivan Road is the next one that they are expecting us to start by the end of the year. Mr. Jones showed a map of the Harley- Davidson Line with the outfall line that is in place that goes under the interstate and

feeds into the back of the hospital, East Newnan feeds into that line too. This line is currently an 8" line and we will need to increase it to an 18" line. Mr. Jones gave a detailed description of the process to make those improvements and he stated that the cost for the Harley-Davidson Line would be around eight million dollars. Mr. Jones discussed the Fayette connection and the easements that will be needed for that connection. The Fayette connection will be able to provide up to two million gallons a day if needed. Mr. Jones stated the cost for this connection is estimated to be around 3.2 million dollars. Mr. Larry Kay stated that when we first looked at this connection the cost was around a little over one million dollars and Mr. Boren added that the cost of the pipe and other materials added to this increase. Mr. Jones said the last project that he was going to discuss was Sullivan Road. He stated that the cost estimation is between 1.8 and 1.9 million dollars. Mr. Jones stated that at I-85 and State Route 34 East in front of RaceTrac and Wells Fargo area, we did not have to relocate any lines. Mr. Jones stated that the crews are finishing up the Moreland tie-in today.

Chairman Bartlett stated that we will take a five-minute break so the Board could view the maps and diagrams to see if there are any questions for Mr. Jones on the projects that were presented.

Chairman Bartlett called the planning meeting back into session at 11:15 a.m.

Chairman Bartlett asked if there were any questions after the break. There being none, Ms. Griffis stated that if the Board had any questions that they thought of later that we could add an agenda item that covers that information to the next meeting.

The next agenda item was Future Staffing by Ms. Mandy Sledd. Ms. Sledd stated that in the workplace there is not just locally but a worldwide challenge of fully staffing an organization. Ms. Sledd stated that we have four open positions. Mr. Mark Woods asked what the open positions were. Ms. Sledd stated that three were in Construction and one in Maintenance. Ms. Sledd stated that she does try to keep connected with what other organizations are offering to their employees. Ms. Sledd discussed the plan for attracting candidates in the competitive market today by internship opportunities, employee referrals and reaching out to trade and local schools. Ms. Sledd

discussed the total compensation package with our healthcare benefits, flexible work options and compensation. Mr. Hammond stated that some employees really may not understand how valuable the compensation package is. Ms. Sledd stated that she discusses it annually at Open Enrollment and goes over the benefits and the numbers with them in the group meeting. Ms. Sledd discussed the challenge of finding candidates for positions at the Water and Wastewater Plants that have the license to fill those positions. Ms. Bartlett asked if we offer any kind of scholarships for an employee to obtain an operator license. Ms. Sledd stated that the Authority pays for the training and to obtain the license but if you fail that initial test then it falls back on the employee to pay to retake the test. Ms. Sledd stated that if an employee transfers from another department into a position that requires an operator's license, they are required to sign something stating that they understand that this license is required to continue in that position. Mr. Boren stated that to sum it up, it is a challenge finding candidates but once we hire them, we do a great job with retention.

The next agenda item was IT/Customer Care by Mr. Alan Sibley. In IT, Mr. Sibley stated that we have these different areas we focus on, stating that we are moving towards using iPhones and Apple products because we can manage them through the Apple Business Manager. Mr. Sibley stated that most of the software we use now is subscription based and these companies charge annual fees whereas in the past you just purchased the software. An issue that we are experiencing with most of these companies is that they are still working remotely and our support representatives are constantly changing. The other issue is that we are still having a struggle receiving products and hardware that we have ordered. On the business side, we use Formstack software when a customer applies for new service and use it out in the field for work orders; we just recently switched our payment portal allowing all the data to be with one software company giving us one support system and simplified our process of assisting our customers. In Customer Care, the payment portal change was also implemented to make sure we are keeping each customer's information secure and that only the customer has control of their credit card information. The portal process was the foundation, and the next process is the integration of the Sensus meters with the payment portal to allow the customers more access to their information.

Chairman Bartlett stated that we would take a lunch break at this time at 12:00 p.m., and after the break we will continue with the last agenda item in the planning session.

Chairman Bartlett called the planning meeting back into session at 12:40 p.m.

The next agenda item was Legal Issues by Ms. Griffis. Ms. Griffis discussed the Board members' role to the Authority. Ms. Griffis presented a list of items and information that is subject to the Open Records request. Ms. Griffis stated what the time limit is to respond to the requests and the procedures taken to complete the request. Ms. Griffis asked if any of the Board Members had any questions. Dr. Marc Guy asked her to clarify the information about any gatherings with other Board members outside of meetings. Ms. Griffis stated that if there were two or more Board members together, they could not discuss any business concerning the Authority. Ms. Griffis discussed the purpose, definitions and procedures of the Board Policy on Conflict of Interest stating that there is an annual Conflict of Interest Disclosure Statement for the Board to sign, date and return to her. Ms. Griffis asked if any of the Board Members had any questions or anything, that they wanted her to address that she did not cover. There being none, Chairman Bartlett called for a motion to adjourn the Strategic Planning Session. Motion was made by Dr. Marc Guy, 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 Dr. Marc Guy. Motion was carried, and the meeting was adjourned into Executive Session.

Chairman Bartlett asked if there was any old or new 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

---

Larry Kay- Secretary





### Capital Projects Completed and In Process

Description	Amount
<b>Completed</b>	
1. Woodstream Sewer Connection	\$ 1,000,890
2. Highway 29 Sewer Connection	\$ 3,338,857
<b>In Process</b>	
1. Line Creek (Griffin Line) Project	\$ 14,209,961
2. BT Brown Water Treatment Plant Improvements	\$ 3,680,207
3. Shenandoah WWTP Expansion	\$ 59,772,583
4. Fayette Connection	\$ 3,295,000

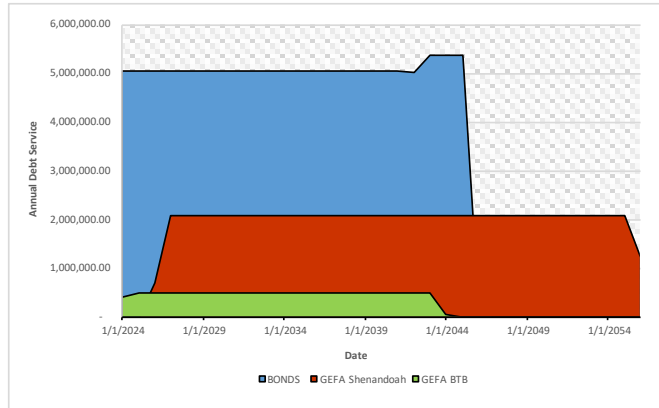


### Capital Projects Future

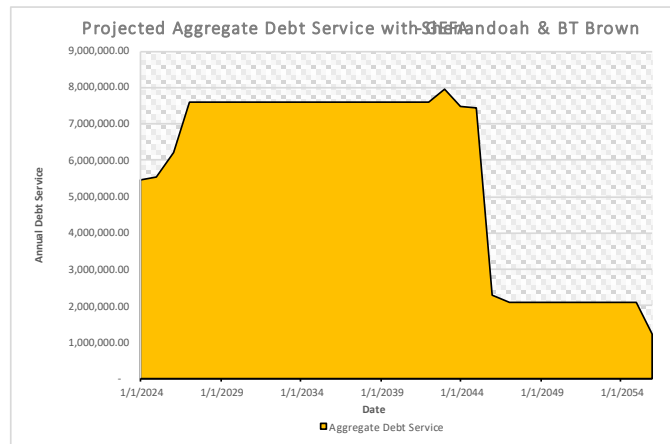
Description	Amount
1. Alum Pond (Second)	\$ 250,000
2. Sullivan Road Water Main Relocation	\$ 1,901,000
3. Lamb Road to City of Moreland	\$ 537,974
4. Troup-Grant Project	\$ 2,650,000
5. Exit 41 Sewer	\$ 467,000
6. Fischer Crossing	\$ 7,000,000
7. Harley-Davidson Line	\$ 8,000,000
8. Outfall Line	\$ 8,000,000
9. Sargent WWTP	\$ 15,000,000
10. Arneo-Sargent Connector	\$ 5,000,000
11. Twelve Parks WRF	\$ 338,867
12. Madras Connector Phase 2	\$ 500,000
13. Shoal Creek Tank Improvements	\$ 145,520
14. BT Brown Clearwell Improvements	\$ 41,530
15. Chattahoochee Withdrawal (Engineering & Land Acq.)	\$ 7,000,000
16. Chattahoochee Pump Station	\$ 25,000,000
17. Chattahoochee Transmission Main	\$ 51,000,000
18. BT Brown Improvements	\$ 10,000,000
19. BT Brown Expansion	\$ 50,000,000



### Debt Service By Debt Type



### Debt Service Aggregate with GEFA Shenandoah & BT Brown





**Debt Service**  
**Aggregate adding \$86.0M 2024 Bonds**

