

Coweta County Water & Sewerage Authority

September 7, 2022

The Coweta County Water and Sewerage Authority held its monthly meeting on Wednesday, September 7, 2022, in the Board 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, Jay Boren, Heidi Mann, Roger Dawson, Mandy Sledd, Alan Sibley, Rick Jones, Julie Strickland, Ms. Melissa Griffis (Attorney with Horne & Griffis).

Chairman Smith called the meeting to order at 9:00 a.m.

Chairman Smith asked for a motion to approve the minutes from the August 3, 2022 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 Award by Mr. Jay Boren. Mr. Boren presented a five-year service award to Ms. Mandy Sledd, Chief Human Resource Officer. No action needed.

The next agenda item was December Board Meeting Changed to November 30 by Mr. Jay Boren. Mr. Boren stated that because of a conflict with the December 7 date, we are asking the Board to change the meeting to November 30. Chairman Smith asked if there were any questions. There being none, Chairman Smith called for a motion to approve the Board Meeting change. Motion was made by Dr. Marc Guy, seconded by Mr. Larry Kay. Motion carried.

The next agenda item was Approval of Exit 41 Agreement by Mr. Jay Boren. Mr. Boren stated that the Authority will be paying \$467,274 to increase the size of the pump station, force main and gravity sewer line. Mr. Boren also stated: the Developer will be responsible for the remaining portion of the cost, as well as the construction of the project; both infrastructure easements, ingress/egress easements, along with the entire system will be donated to the Authority once the project has met Authority standards and has been accepted. Mr. Mark Woods

asked about the Developer putting in the larger pump and if everything will be sized for the future. Mr. Jones stated that the wet well and the force main are sized for it and the gravity lines going into it will be sized for it. Ms. Griffis stated that the language was added in the agreement that if for any reason they needed to relocate any of the lines, that one hundred percent of the cost is on the developer. Chairman Smith asked if there were any more questions. There being none. Chairman Smith asked for a motion to approve the Exit 41 Agreement. Motion was made by Mr. Larry Kay, 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 July that there were 66 leaks. There were 26 digs and 52 drops for a total of 78, an increase of 39 from June. Mr. Jones reported on the status of meter installs for July. Mr. Jones reported on current projects: three vaults have been installed at the Arbor Springs entrance for the Publix development; generator for Lift Station B has been installed; vault installed at Elzie Johnson Storage Facility; and began preparations to relocate service for the Hwy 29/27 roundabout project in Moreland. In Cross Connection Control, Mr. Jones reported on information showing Sensus Analytics; the meter department contacted 716 customers in July, 362 by email and 357 by phone to inform them about their leaks or potential leaks. The following engineering updates were reported: in residential, 62 lots off Doc Perry Road in Ware Acres; 13 lots off Polk Road in Polk Place; 94 lots off McIntosh Trail in Twelve Parks Phase B1 in commercial; Yamaha Smart Building at E Hwy 34; Wild Flora on Hwy 54 between Fischer and Willis Road. Mr. Jones reported on activity from B.T. Brown stating that the plant averaged 6.1 MGD for the month of July and the total demand for the month was 10.2 MGD. Mr. Jones reported that Niagara used 1.08 MGD. Mr. Jones stated that they are currently doing maintenance work on the East Coweta Water Tank. Mr. Jones reported on activity from the Shenandoah Wastewater Plant stating the plant averaged 1.44 MGD for the month of July. Mr. Jones reported that the highest weekly average flow was 1.52 MGD. Mr. Jones reported on the activity of Blalock Lakes and Oaks at Turin decentralized systems and Twelve Parks. 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 30,139 for the month of July, an increase of 17 from the previous month. Mr. Sibley reported that the number of non-pay disconnects was 138.

In Information Technology, Mr. Sibley stated that they are implementing Jamf Apple Business Manager that will enable IT to enroll, lock and unlock Apple devices, monitor software on employee's equipment and manage Apple products better. These improvements are to assist with the Cyber insurance policy costs. No action needed.

The next agenda item was Approval of Unpaid Personal Leave Policy by Ms. Mandy Sledd. Ms. Sledd stated the following information: this is a new policy that provides the Authority with the ability to uniformly approve leave requests for employees who are ineligible for FMLA (employed less than one year) or have exhausted their PTO and/or FMLA time and need additional time off for an emergency situation; any leave request would have to be approved by a Department Manager, the Chief Executive Officer and Chief Human Resource Officer and would require the employee to take the leave in a block. Intermittent leave would not be allowed. Leave is capped at twelve weeks per year; the policy provides the Authority with the flexibility to fill the position if necessary and provides an avenue for employees on leave to be eligible for other openings or the next available open position. Ms. Griffis stated that these two policies that are on the agenda this month are for presentation and questions only and that the Board's consideration for approval will be on the agenda at the next Board meeting on October 5. No action needed.

The next agenda item was Approval of Information Technology Appropriate Use Policy by Ms. Mandy Sledd. Ms. Sledd stated that this policy is replacing our current General Computer Use policy to be more encompassing of IT policies and procedures. Ms. Sledd added the following information: this policy provides the Authority with the ability to payroll deduct any costs associated with the loss, damage or theft of equipment (iPhones, laptops, iPads, etc.); details the expectations of communicating through emails and text messages; reiterates that communication conducted on any company equipment or software is subject to the Open Records Act and that Authority database information is confidential; and informs employees of the right for the Authority to monitor any activity that occurs on Authority equipment, software or within the network and that the removal of any of the monitoring software is prohibited. Ms. Sledd also stated that with the changes in cyber security at the Authority and the future addition of monitoring software on iPhones, we feel our General Computer Use policy was outdated and that this policy will better detail the Authority's expectations of appropriate IT use. No action needed.

The next agenda item was an update on Human Resources by Ms. Mandy Sledd. Ms. Sledd stated that Ms. Patrice Victor from Empower and Mr. Minesh Amin from Wells Fargo came to discuss our Retirement Plans and the market volatility we have been seeing over the past year. In Safety, on August 11 Dr. Tedra White from Envision Consulting conducted Sexual Harassment Training for the entire organization in place of the monthly safety meeting. Ms. Sledd stated that she has started the process of working on the health insurance renewal. No action needed.

The next agenda item was the monthly report by Mr. Roger Dawson. Mr. Dawson presented charts and graphs for July FY2022: revenues, expenses, and water sales, purchased and produced. Mr. Dawson added a slide that shows actual activity in relation to total budget. Mr. Dawson added that he has submitted all information requested for the Property & Casualty Insurance and that they are submitting information for the Audit. No action needed.

Chairman Smith called for a motion to adjourn into Executive Session for Real Estate, Personnel and Litigation. Motion was made by Dr. Marc Guy, seconded by Mr. Larry Kay. Motion was carried, and the meeting was adjourned into Executive Session.

Chairman Smith asked if there was any old business to discuss. There being none, Chairman Smith asked if there was any new business to discuss. Mr. Mark Woods made a motion to confirm the Real Estate decision in Executive Session to allow the Chief Executive Officer to execute documents, seconded by Dr. Marc Guy. Motion carried with Mr. Larry Kay abstaining. Chairman Smith asked for a motion to adjourn the meeting. Motion was made by Mr. Larry Kay, seconded by Dr. Marc Guy. Motion was carried and the meeting was adjourned.

Eric Smith- Chairman

Dr. Marc Guy - Secretary