Coweta County Water & Sewerage Authority
Meeting Agenda

Wednesday, November 4, 2026
Board Room
Meeting Time: 9:00 A.M.

Approx. Time	Agenda Item	Presenter
9:00 a.m.	Call to order	Chairman Bartlett

Pledge of Allegiance
Invocation

Approval of minutes from the October 7, 2026 meeting

Business

Service Awards	Jay Boren
Proposed 2027 Board Meeting Dates	Jay Boren
Approval of Policy - Counterfeit Money	Jay Boren
Update on Operations	Rick Jones
Update on Human Resources/Benefit Renewal	Mandy Sledd
Update on Customer Care/Information Technology	Alan Sibley
Monthly Report	Roger Dawson

Agenda Additions:
Executive Session
Litigation / Real Estate / Personnel

Adjournment

Next Board Meeting: Wednesday, December 2, 2026 at 9:00 AM

Proposed 2027 Board Meeting Dates

January 6

February 3

March 3

April 7

May 5 (change to Apr 28)

June 2

July 7

August 4

September 1

October 6

November 3

December 1

*All meetings are held at 9:00AM in the Board Room at 545 Corinth Road, unless otherwise specified. Board Meeting dates are subject to change and changes will be communicated as needed.

COUNTERFEIT MONEY PAYMENTS

Employee Policy and Procedure

1. Policy

CCWSA employees must handle suspected counterfeit money safely, professionally, and consistently. This procedure applies to every employee who accepts, handles, balances, deposits, or supervises cash payments.

2. What Employees Must Not Do

- Do not accuse, argue with, block, restrain, chase, or physically detain the customer.
- Do not put the suspected bill back in the drawer, deposit, or other cash.
- Do not return the bill if it is already safely in CCWSA possession, unless safety, management, or law enforcement directs otherwise.
- Do not write on, stamp, staple, fold, tear, spend, redeposit, or pass the bill to anyone else.
- Do not change the customer account, reverse a credit, or write off the amount without management and Finance review.

3. Procedure

1. Pause the transaction. Stay calm and professional. Do not accuse the customer.
2. Ask for supervisor review. A supervisor or second employee should review the bill before a final decision is made.
3. If the bill is not verified, do not accept the cash payment. Ask the customer for another form of payment.
4. If the bill is safely in CCWSA possession, handle it as little as possible, keep it separate, and place it in an envelope or clear bag. Label the envelope or bag - not the bill - with date, time, location, cashier, supervisor, account/receipt number if known, denomination, and serial number.
5. Call law enforcement. Call 911 for any threat, disturbance, or safety concern. For non-emergency incidents, contact Newnan Police Department if inside the City of Newnan or Coweta County Sheriff's Office if in unincorporated Coweta County. Management/Finance will coordinate any U.S. Secret Service reporting when needed.
6. Document and escalate. The supervisor completes the Counterfeit Money Incident Report before the end of the workday when possible and notifies the Customer Care Manager and Finance/management.
7. If the bill is found later during balancing, deposit preparation, or bank return, remove it from the deposit immediately, secure it, notify a supervisor, and follow this same procedure.

4. What to Say to the Customer

- Need supervisor review: “Thank you. I need a supervisor to verify this bill under our normal cash-handling procedure.”
- Bill does not verify: “This bill is not passing our verification process. Do you have another form of payment today?”
- Customer asks if it is counterfeit or becomes upset: “I am not making an accusation. I am following CCWSA procedure. For safety, I am stopping the transaction and contacting my supervisor now.”

5. Documentation Required

Record only what was observed: date/time, location, cashier, supervisor, witness, denomination, serial number, account/receipt number if known, customer/vehicle description if safely observed, agency contacted, officer/case number, where the bill was stored or transferred, and Finance/accounting action taken.

Short reference basis: *Based on CCWSA Customer Care’s original draft, federal counterfeit-currency guidance, federal currency verification guidance, Georgia safety/evidence concerns, and reviewed utility cash-handling practices. Final adoption should be reviewed by management and legal counsel.*

COUNTERFEIT MONEY INCIDENT REPORT

Complete this form for every suspected counterfeit bill. Attach receipt copy, account screen print, camera-preservation note, and officer receipt/case number when available.	
Date of report:	Time of report:
Employee reporting:	Supervisor notified:
Location / office:	Cash drawer / register:
Date/time bill received or found:	Customer still present? Yes / No:
Denomination:	Serial number:
Account number, if known:	Receipt / transaction number:
Reason bill was suspected:	Security features checked:
Customer name/description, if known:	Vehicle/tag, if safely observed:
Law-enforcement agency contacted:	Officer name / badge / case number:
Final disposition of bill:	Finance/accounting action:

Chain of Custody

Date/Time	Description	From	To	Purpose	Signature/Initials

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Operations Update

Rick Jones

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WATER & SEWERAGE
AUTHORITY

Construction Update



September – Leak/Meter Counts

- **Leaks – 59**
- **Digs**
  - Domestic – 15
  - Irrigation – 9
- **Drops**
  - Domestic – 22
  - Irrigation – 31

September **Total Meters – 77**
August **Total Meters – 72**

September – Meter Install Status

Meter Install Status								
Meter Type	**Week 1**	**Week 2**	**Week 3**	**Week 4**	**Week 5**	**Week 6**	**6+ Weeks**	**Total**
S/S Dig	0	1	3	1	0	1	1	7
L/S Dig	0	0	2	0	0	1	1	4
Dual Drop	0	0	0	0	0	1	0	1
Domestic Drop	8	2	0	0	0	0	0	10
Irrigation Drop	5	0	0	0	0	0	0	5
Total	13	3	5	1	0	3	2	27

Legend	
	Near deadline
	Deadline
	Past deadline

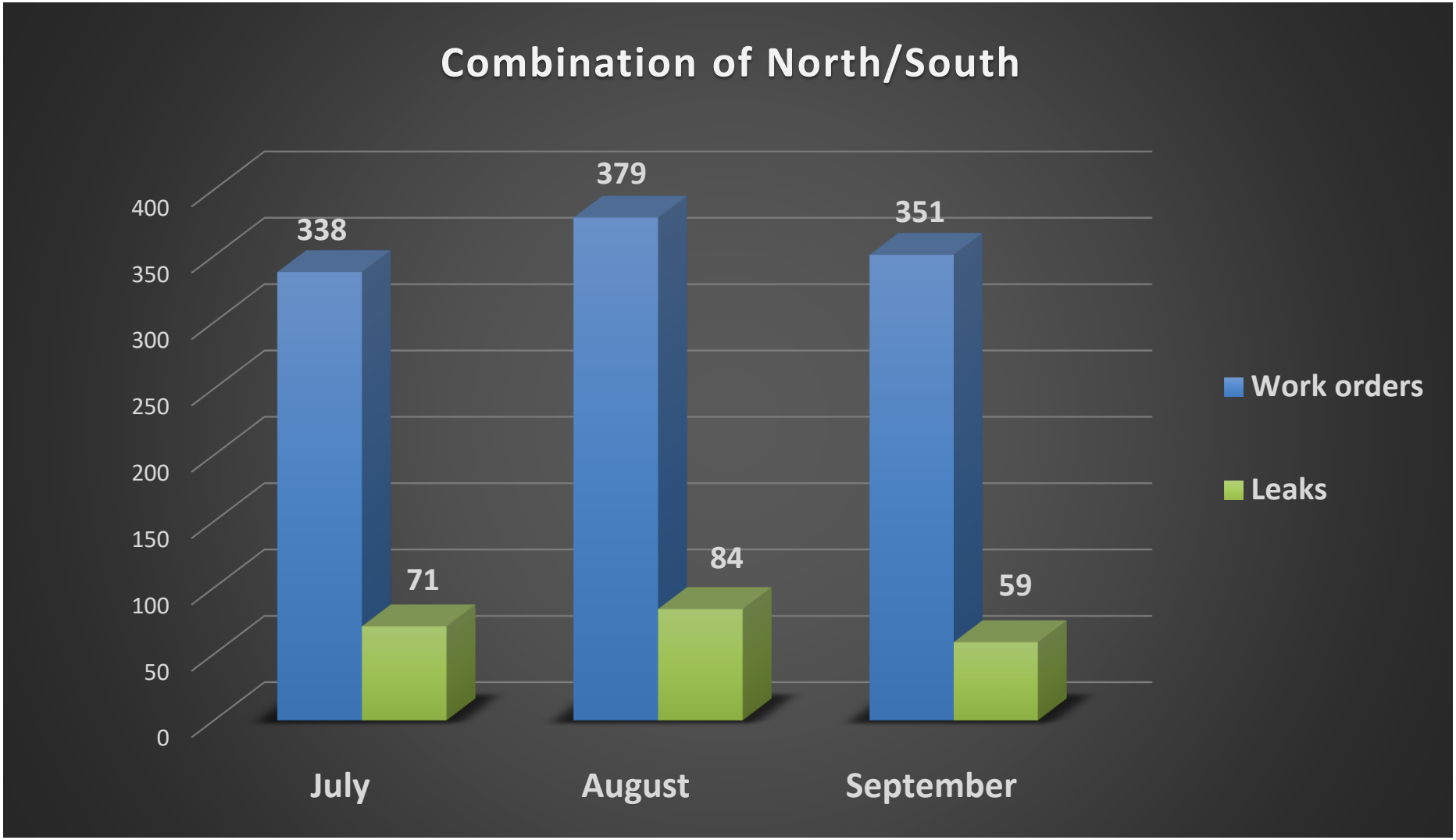
COWETA COUNTY WATER & SEWERAGE AUTHORITY

Current Projects

- Construction Crew installed 3500ft of 4” alum line at BT Brown; waiting for County approval to continue the line to Lake Redwine
- Distribution is working on hydrant painting and valve exercising in the Haralson and Senoia areas
- RDJE continues to install the 12” force main on McIntosh Tr for Twelve Parks

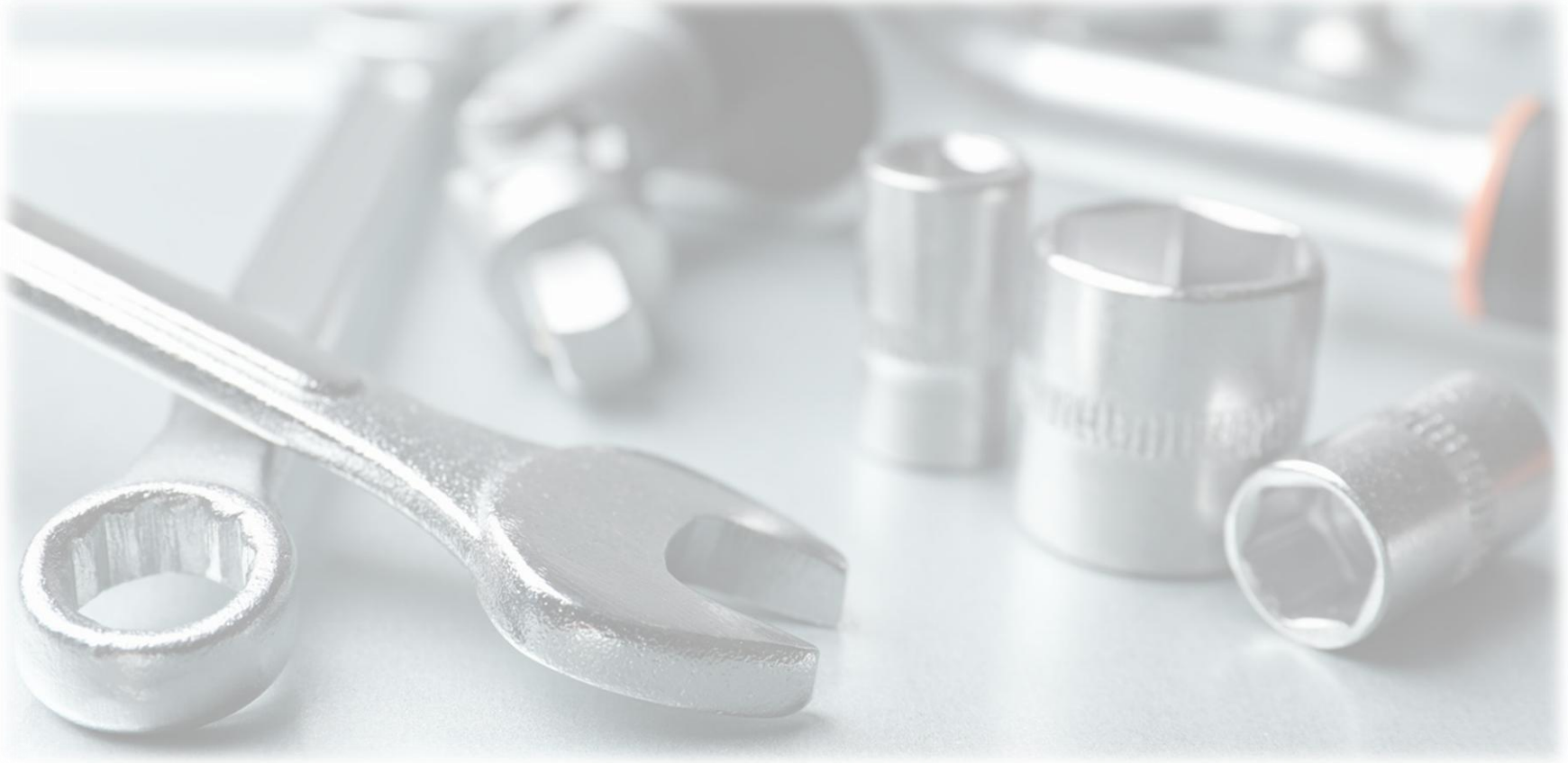
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Work Orders



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WATER & SEWERAGE
AUTHORITY

Maintenance Update



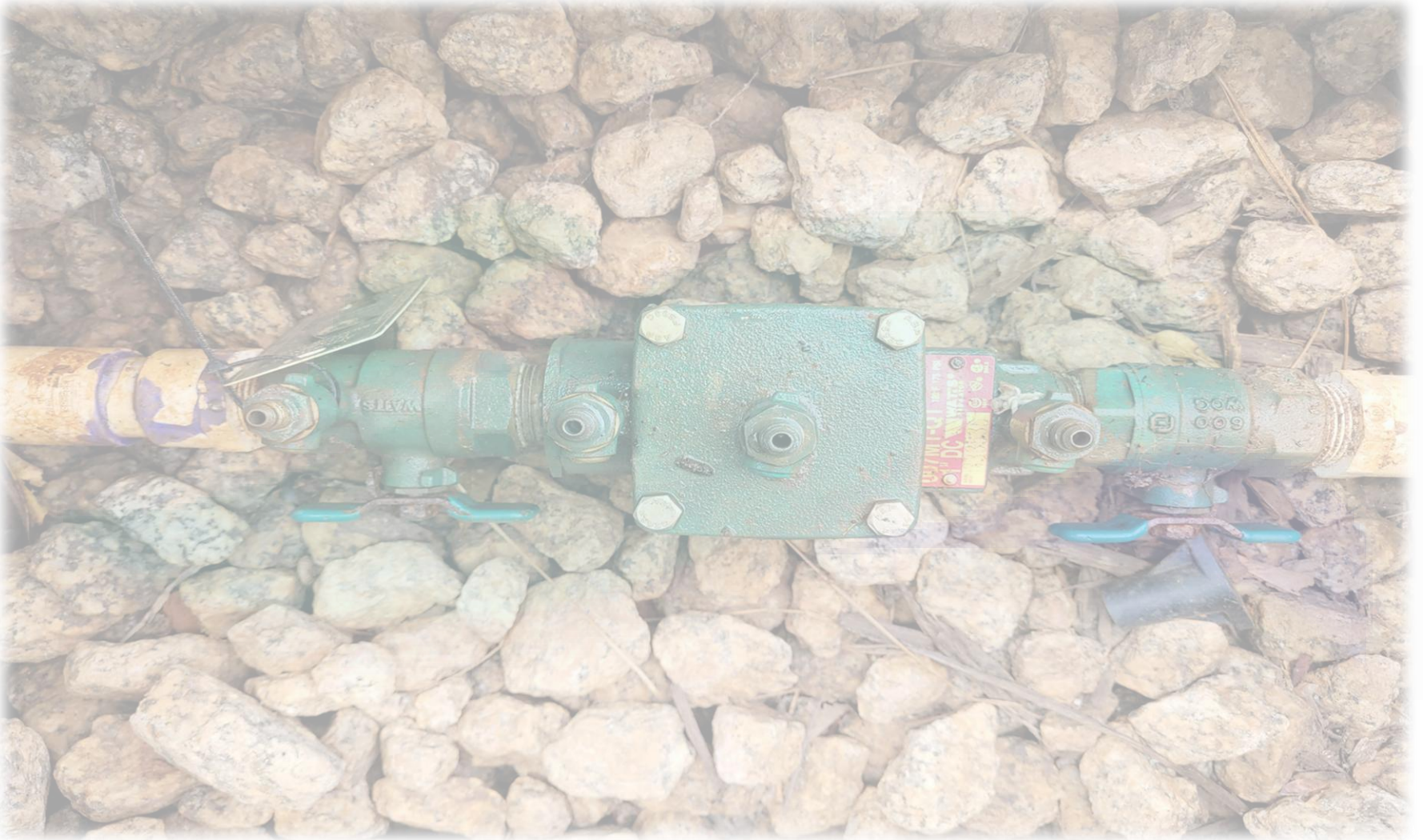
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Maintenance

- High Service P1 VFD installed; the pump is being checked and pulled by Southern Rewind to be serviced before VFD startup.
- Pulled pump at Living Proof LS (Tyrone) for repair at Pro Pumps. Tyrone spare pump installed while pump is being repaired.
- Received and installed new pump at 12 Parks LS and removed bypass pump.
- Delivered repaired lift station pump to Grantville.
- Received and installed repaired pumps from Pro Pumps for Turkey Creek LS, Kason LS and Niagara LS.

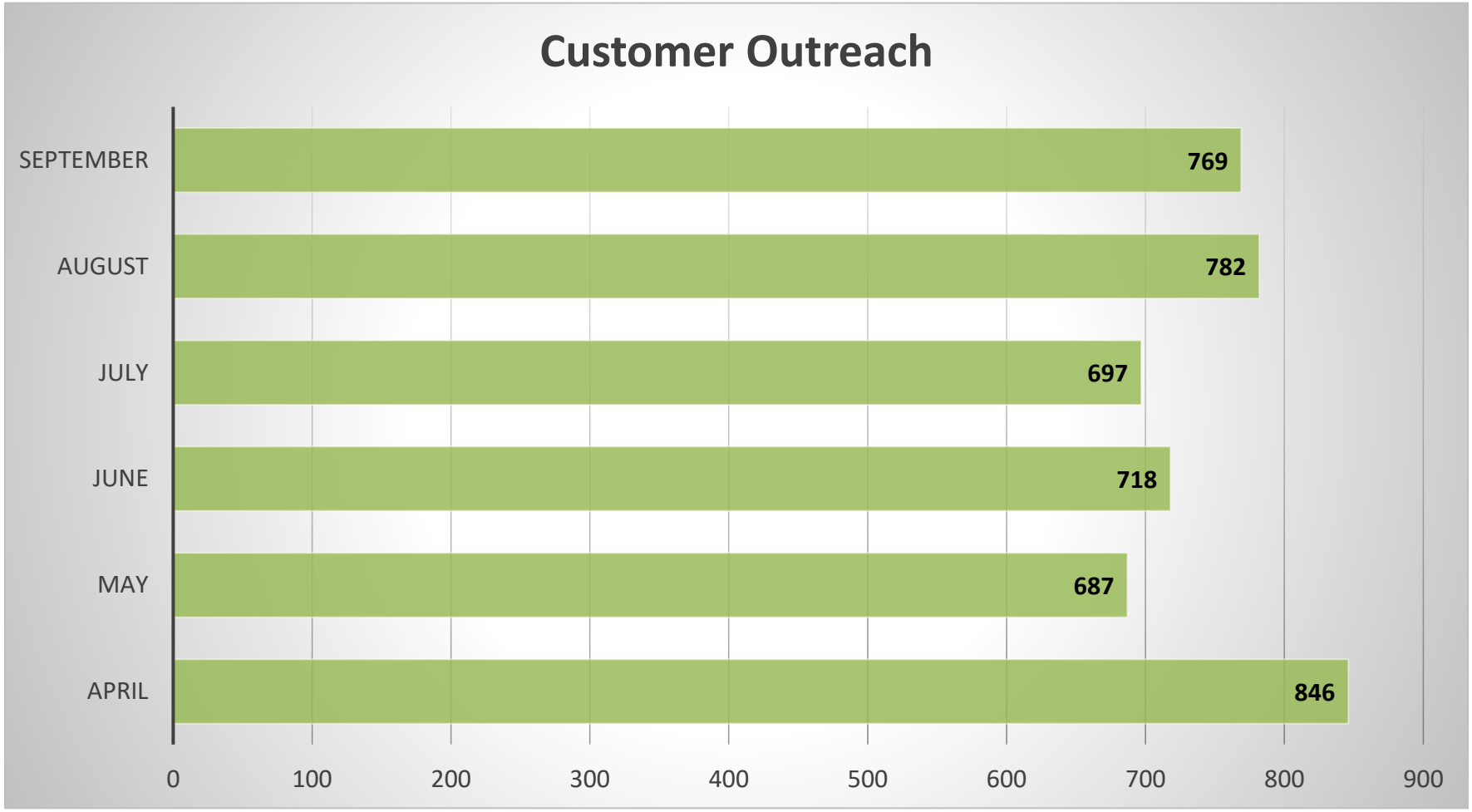
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Cross-Connection Control Update



COWETA COUNTY WATER & SEWERAGE AUTHORITY

Sensus Analytics



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Engineering Updates



COWETA COUNTY WATER & SEWERAGE AUTHORITY

Engineering

Residential

- **Cordero Ridge** – Lamb Road
- **Matteri Estates** – Palmetto Tyrone Road

Commercial

- **Smokey Road Store** – Smokey Road and Belt(k) Road

Public

- **Gordon Road Sewer Phase 1** – Hwy 16 to Gordon Road
- **Gordon Road Sewer Phase 2** – Gordon Road south to Scarbrough Property

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BT Brown Update



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BT Brown



Activity Update

- BT Brown average daily demand – 4.73 MGD
- Average system daily demand – 10.96 MGD

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Shenandoah Update



COWETA COUNTY WATER & SEWERAGE AUTHORITY

Shenandoah



Activity Update:

	SHENANDOAH WWTP			ARNCO WWTP			SARGENT WWTP	
	Monthly AVG	Highest Wkly AVG		Monthly AVG	Highest Wkly AVG		Monthly AVG	Highest Wkly AVG
	1.358	1.382		0.011	0.014		0.008	0.009
Discharge Limits:	2.0	2.5		0.100	0.125		0.06	0.08

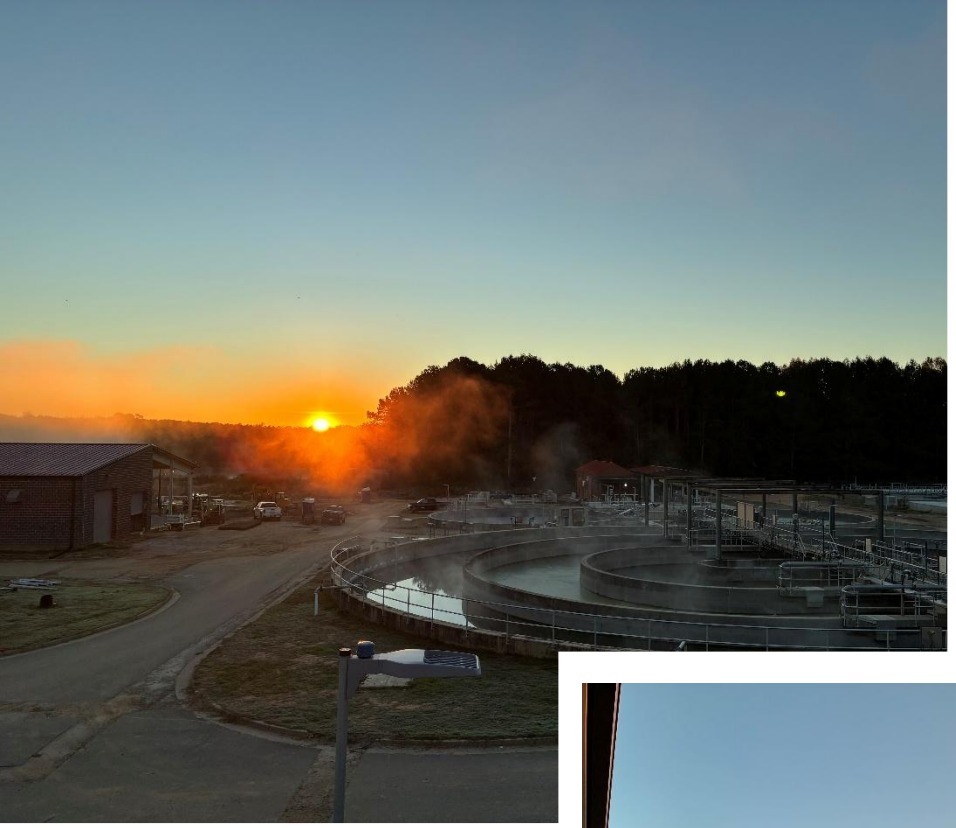
COWETA COUNTY WATER & SEWERAGE AUTHORITY

Shenandoah



Activity Update:

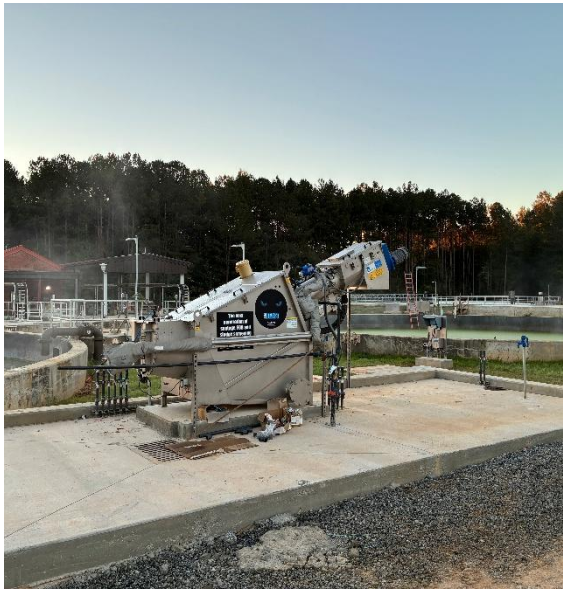
	BLALOCK LAKES Decentralized		OAKS AT TURIN Decentralized		TWELVE PARKS
	Daily Average		Daily Average		Daily Average
	15,538		7,582		58,600
Discharge Limits:	26,000		REPORT ONLY		80,750











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WATER & SEWERAGE
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Human Resources
Mandy Sledd





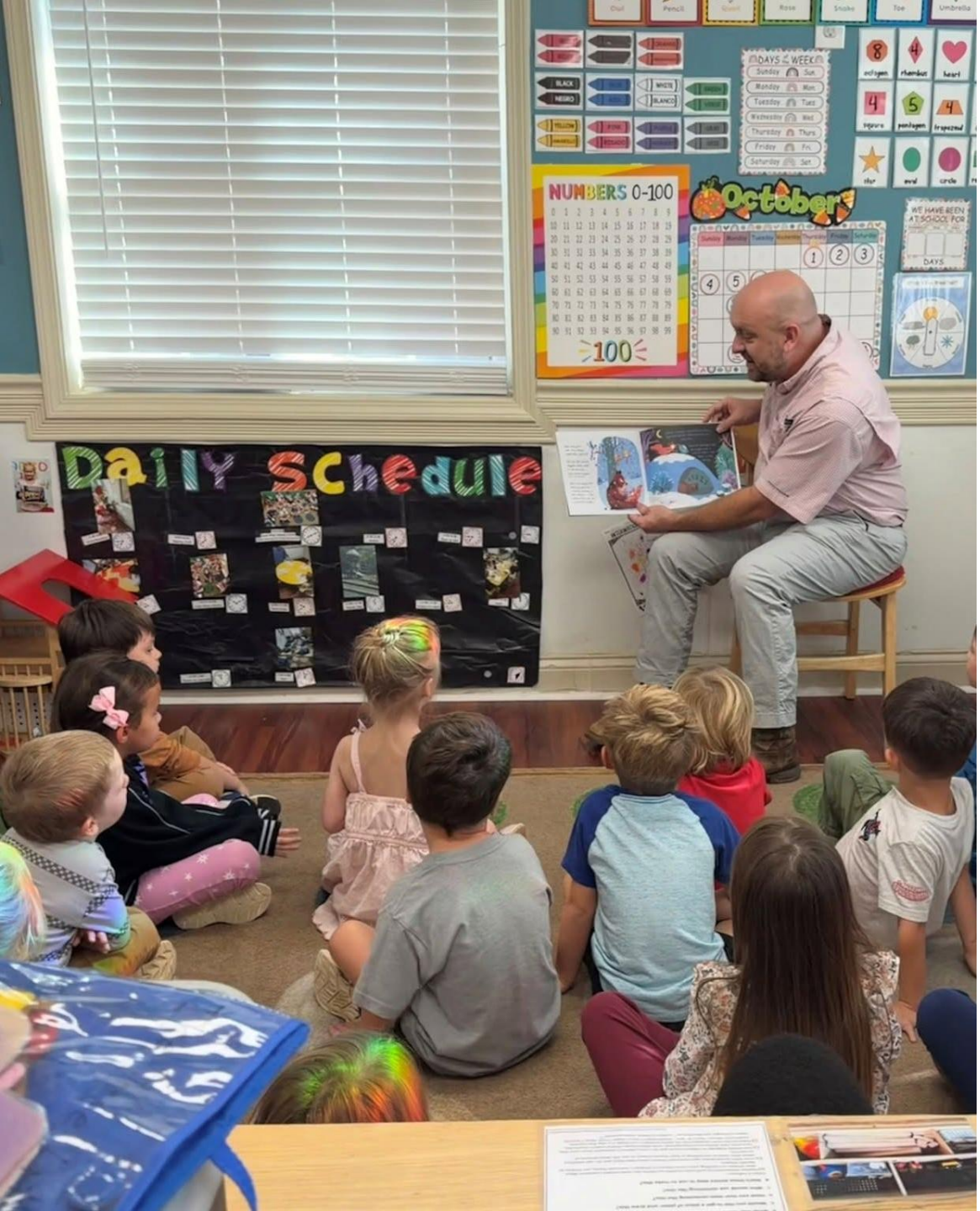


Safety Update




In the Community…..


ONLY
COLD
Coca-Cola
DELICIOUS
enjoy
ice cold
Newnan High Football





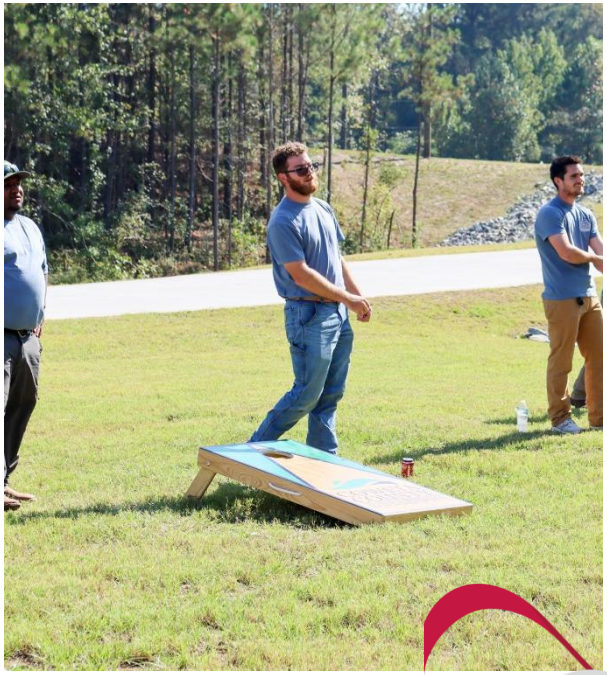
Georgia Pre-K Week


Pickle Fest
PICKLEBALL TOURNAMENT
THE CHAMBER
Newnan-Coweta




COWETA
COUNTY















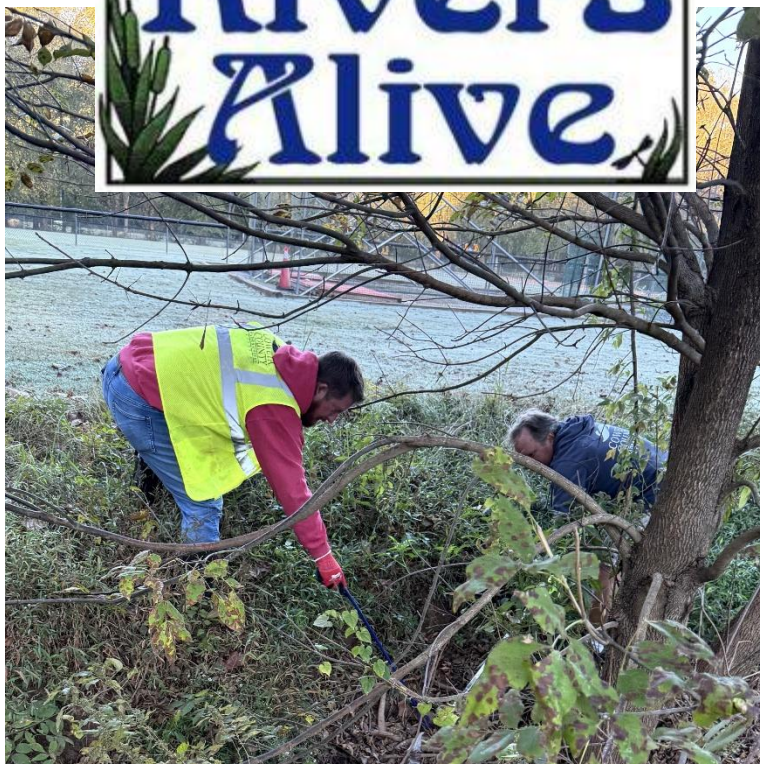

WARNING:
CCWSA PRIVATE PROPERTY
NO TRESPASSING
CCWSA IS NOT RESPONSIBLE
FOR INJURY





Rivers Alive



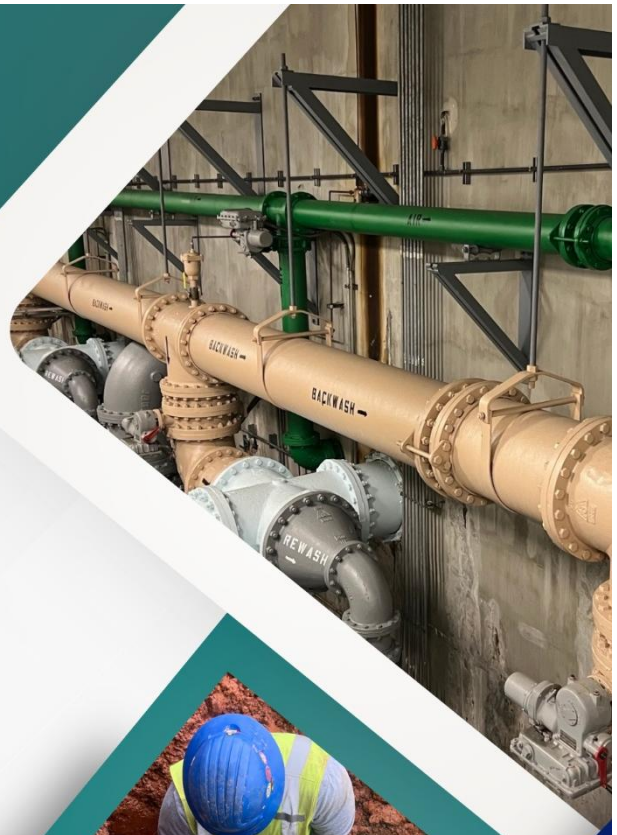


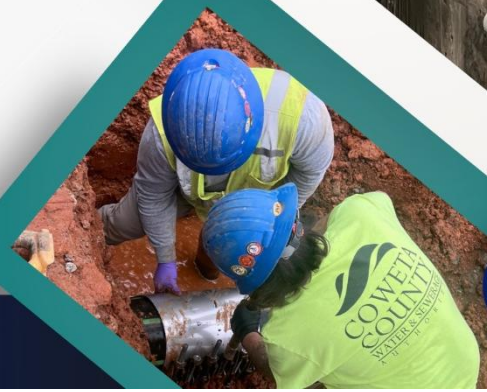



GO WEST
UWG
A DAY
GIVE WEST

COWETA COUNTY
WATER & SEWERAGE AUTHORITY

Marketing Update

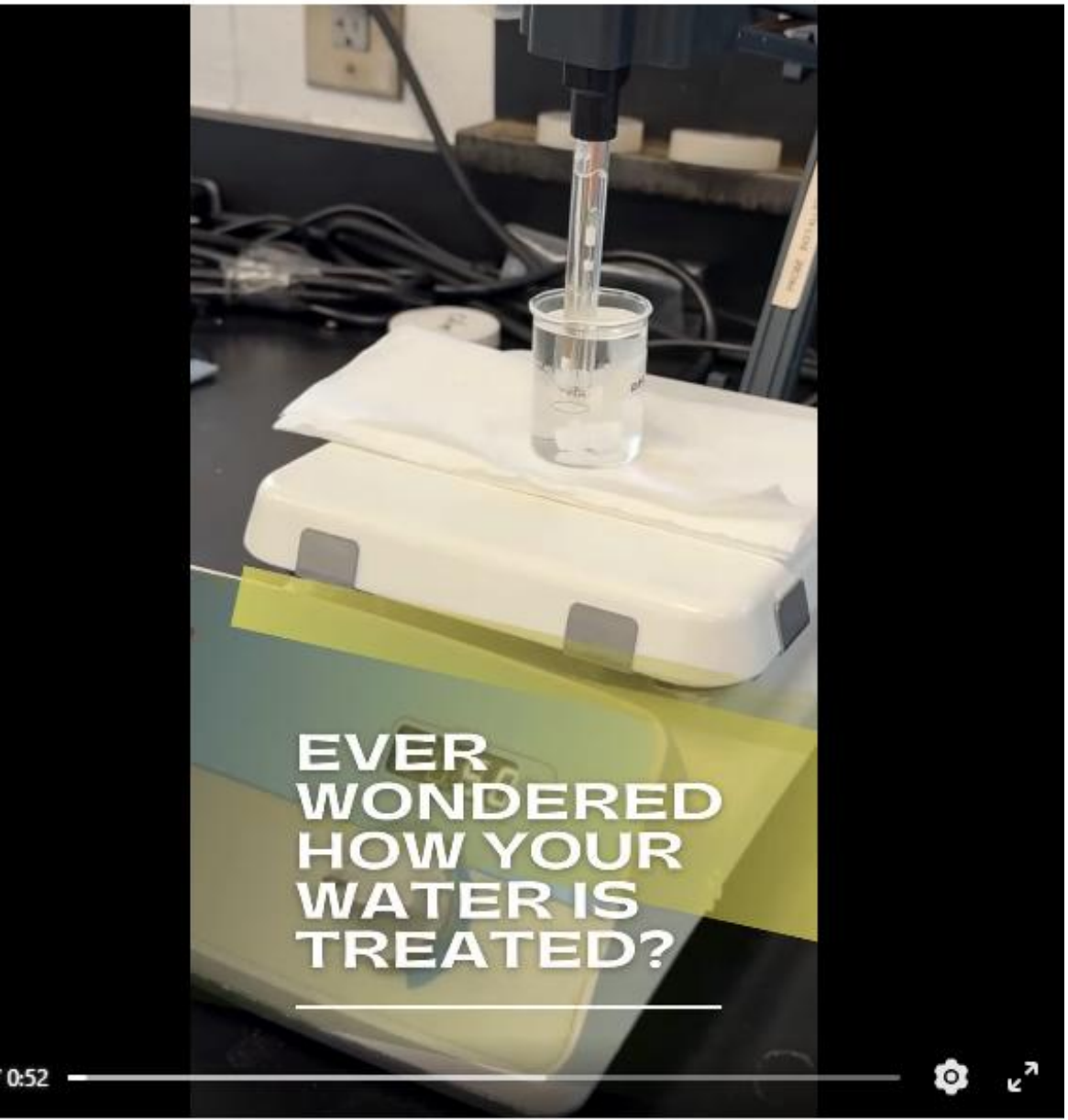




oweta County Water & Sewerage Authority

ctober 19 at 8:30 AM ·

dered how your water is treated? Follow along as we take you through the process, al
raw water to clean, drinking water! 💧 ... See more









Human Resources Update



Health Insurance Renewal

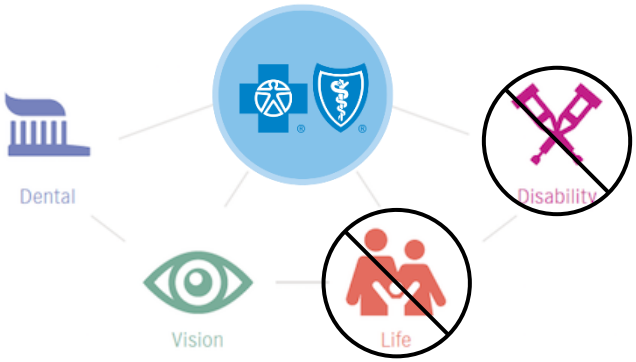
Medical Renewal



cigna healthcare℠

Anthem

TheStandard



MUTUAL of OMAHA



Ancillary Plan Renewal



Renewal Recommendation

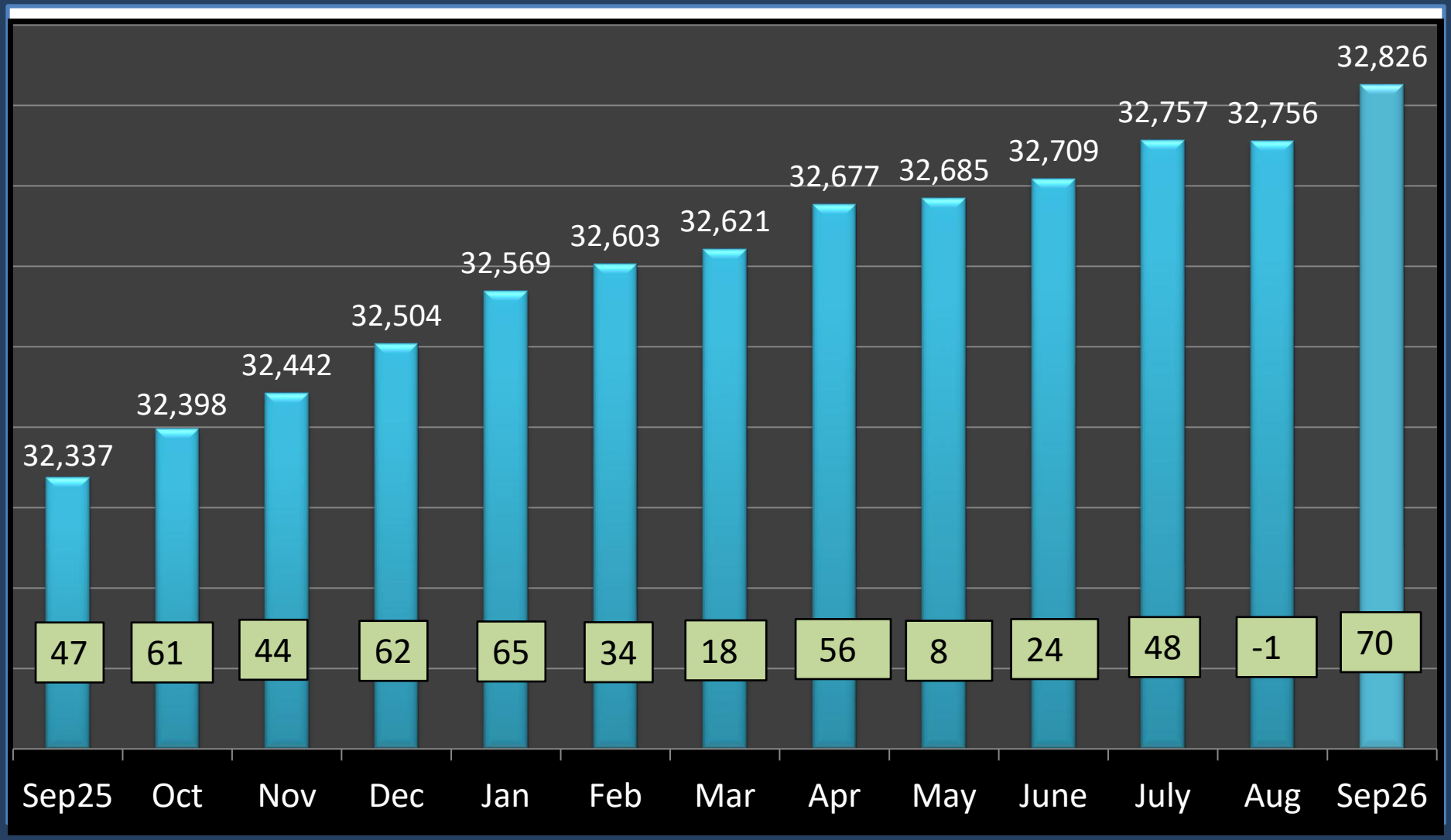
COWETA COUNTY
WATER & SEWERAGE
AUTHORITY

Customer Care Update
Alan Sibley



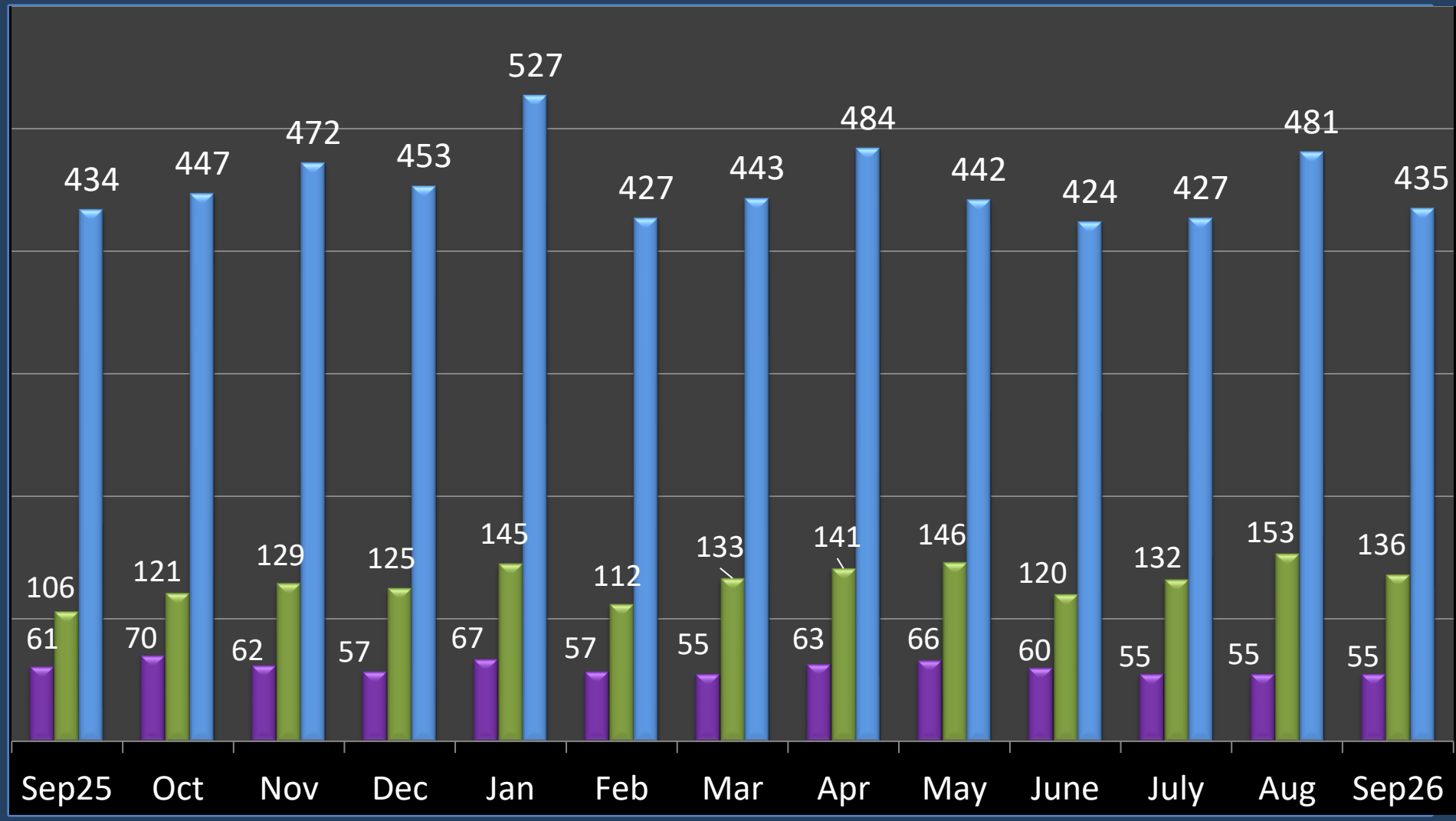
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Customer Bill Count



COWETA COUNTY WATER & SEWERAGE AUTHORITY

Non-Pay Disconnects



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WATER & SEWERAGE
AUTHORITY

Information Technology Update
Alan Sibley



INFORMATION TECHNOLOGY

BT BROWN VTSCADA

VTScada by Trihedral

SECURITY CAMERAS



BACKUP & RECOVERY



COWETA COUNTY WATER & SEWERAGE AUTHORITY

MONTHLY REPORT- September FY27

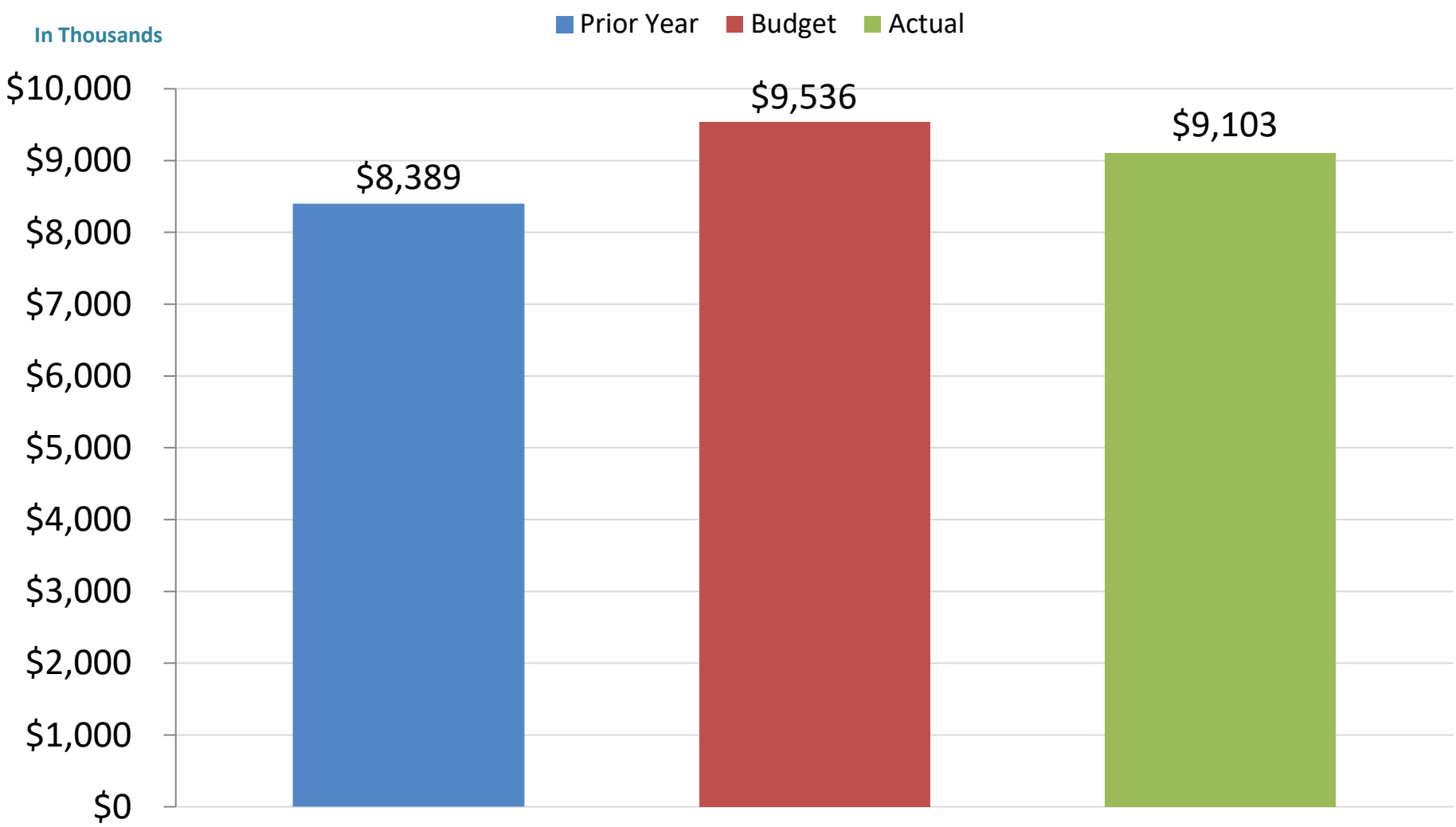
Roger Dawson



COWETA COUNTY WATER & SEWERAGE AUTHORITY

Water Revenue
YTD September FY27

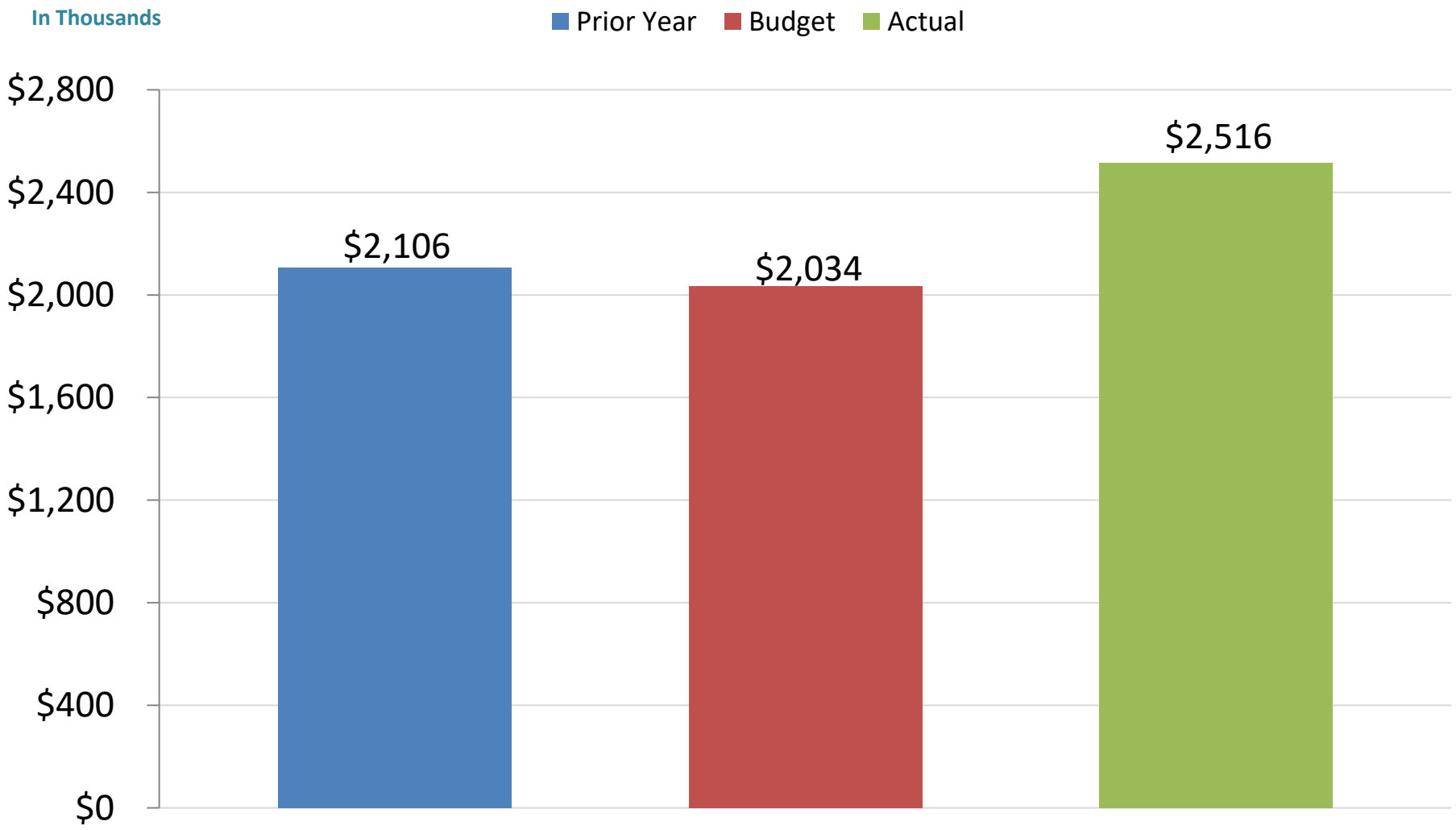
Board Meeting Slide



COWETA COUNTY WATER & SEWERAGE AUTHORITY

Sewer Revenue
YTD September FY27

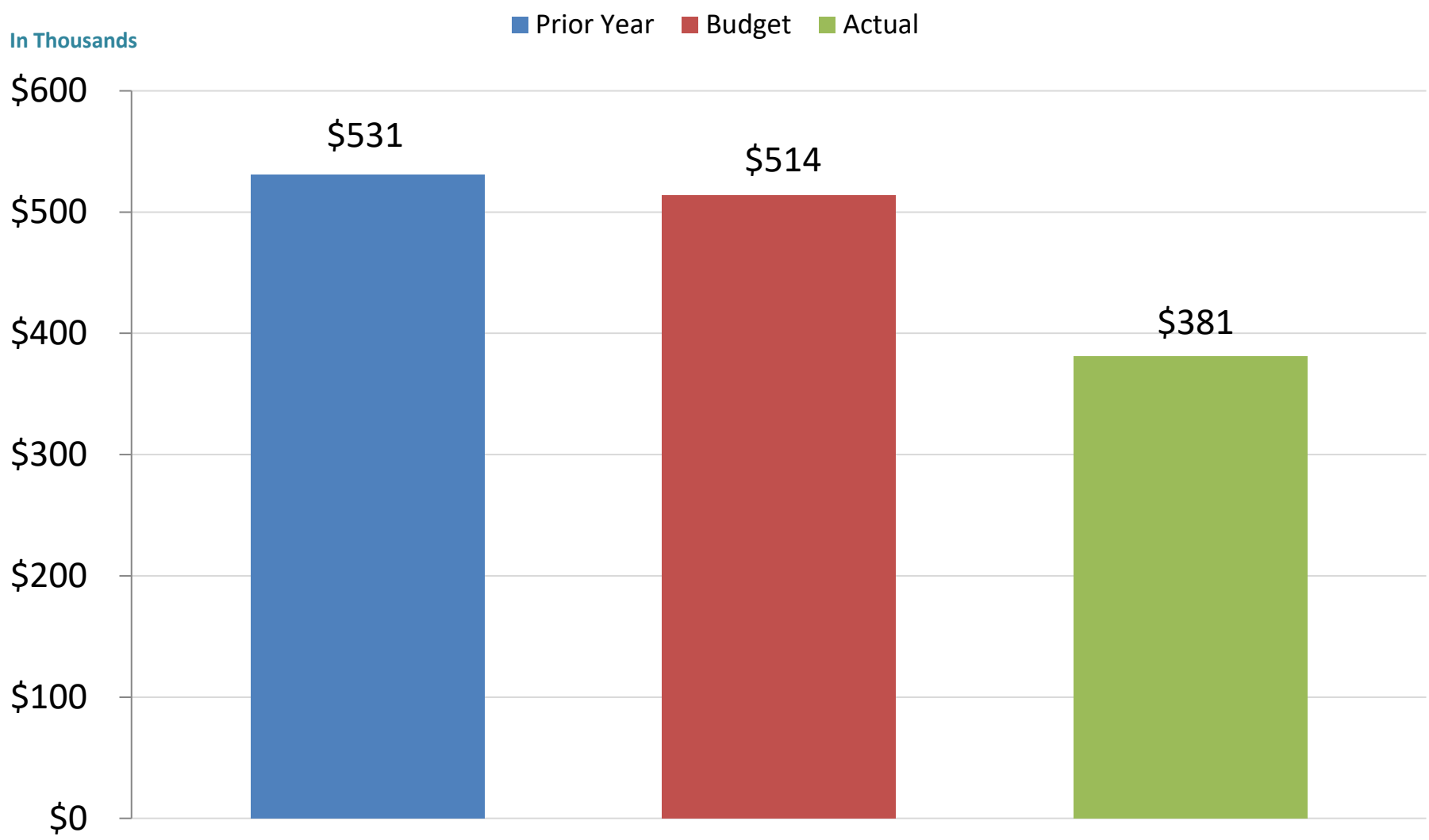
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Connection Fees
YTD September FY27

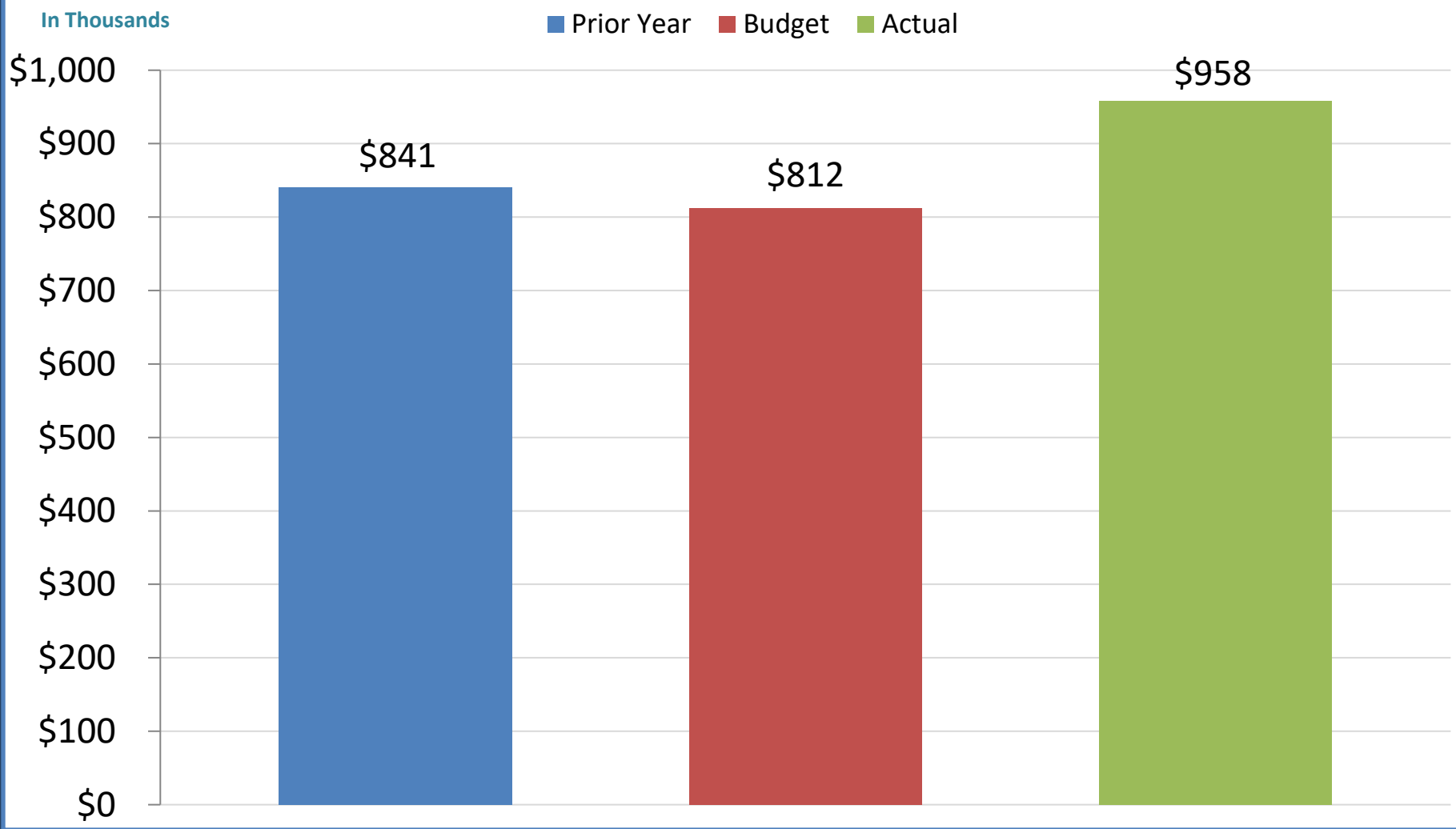
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COWETA COUNTY WATER & SEWERAGE AUTHORITY

Other Services
YTD September FY27

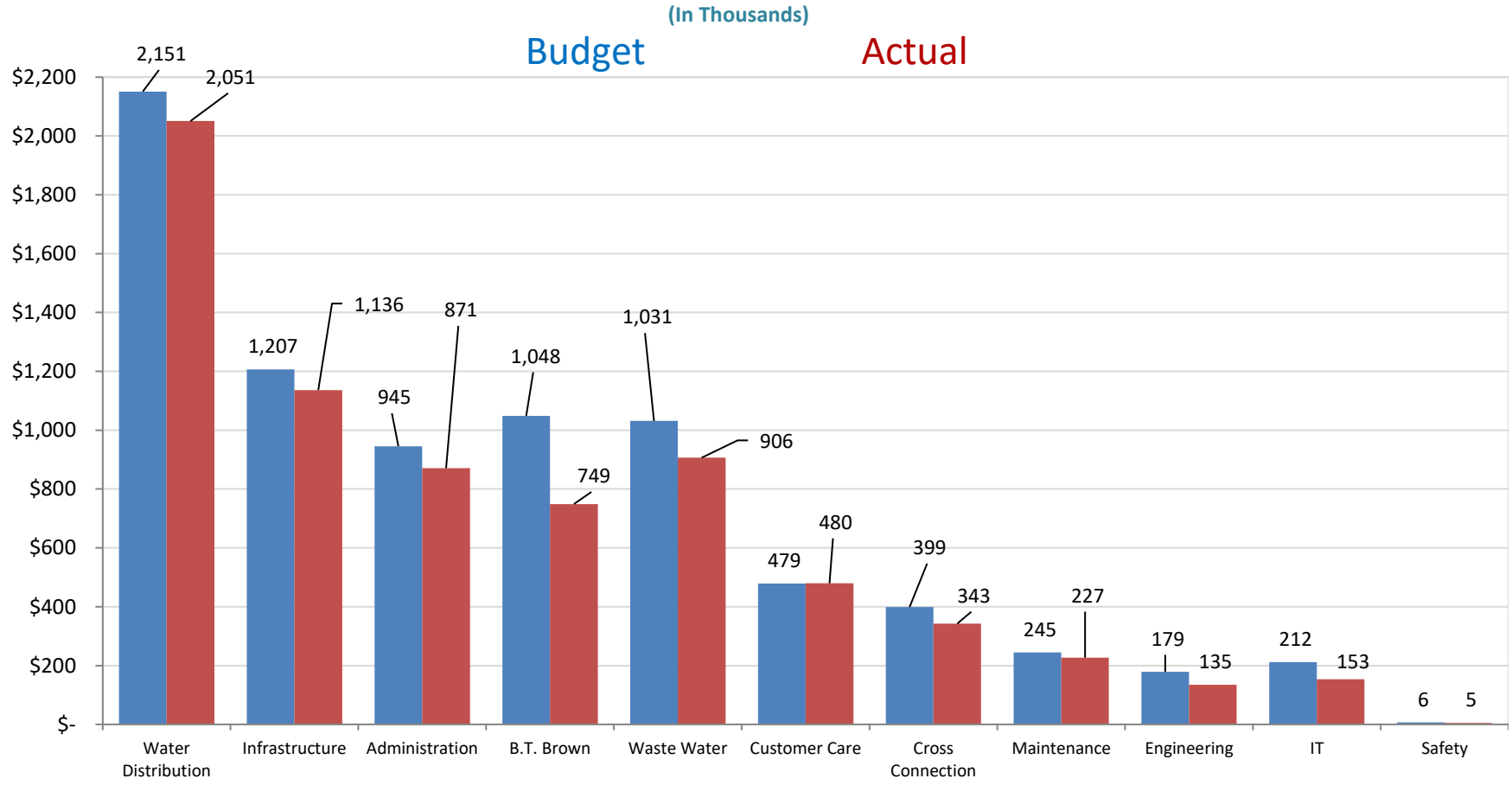
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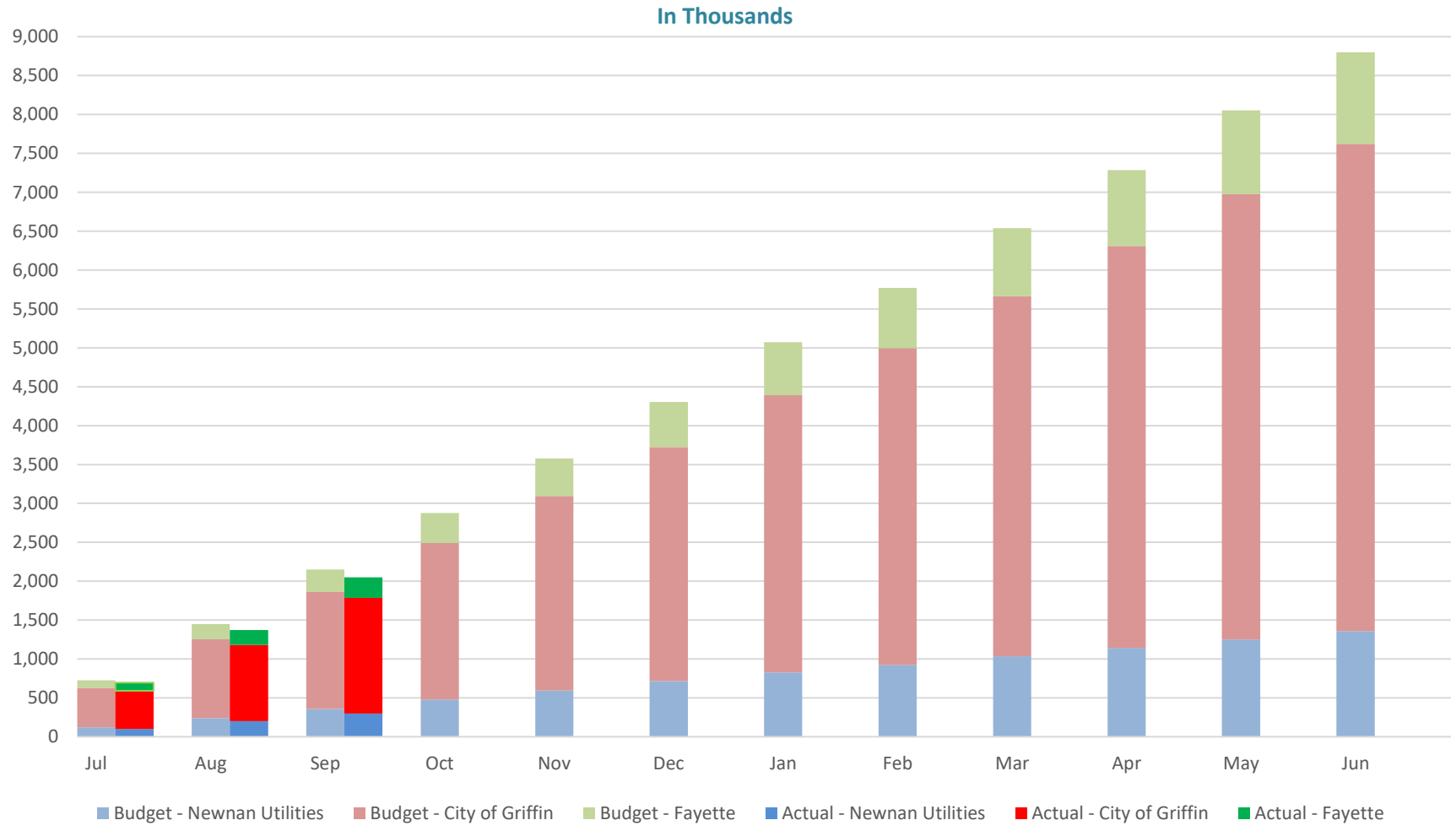
Budget Versus Actual
YTD September FY27



COWETA COUNTY WATER & SEWERAGE AUTHORITY

Board Meeting Slide

Purchased Water Budget/Actual FY27



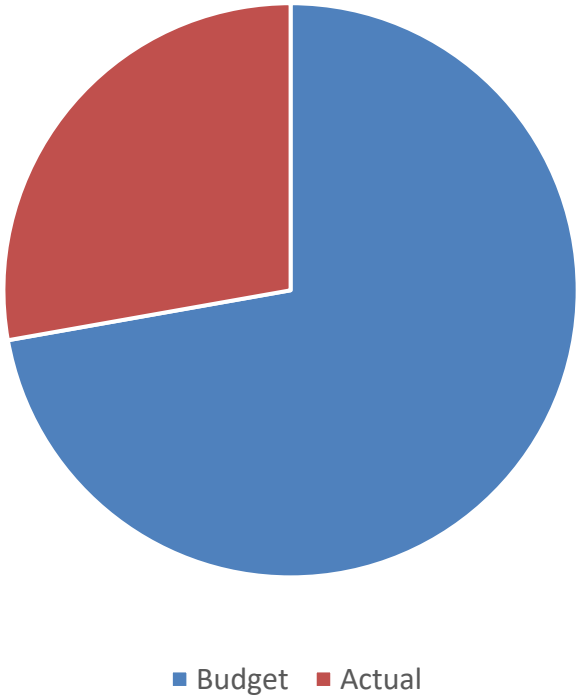
COWETA COUNTY WATER & SEWERAGE AUTHORITY

Board Meeting Slide

Actual Activity in Relation to Total Budget
YTD September FY27

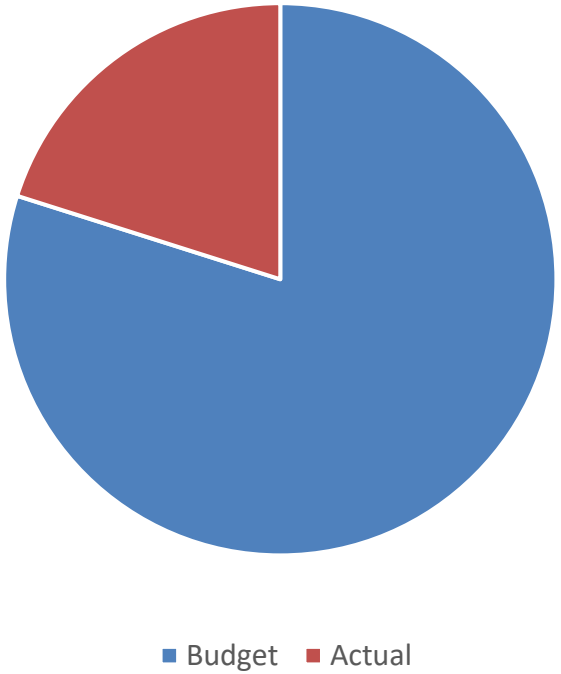
Revenue

27.79%



Expenses

20.11%



Portion of FYTD Expired
3 Months = 3/12 = 25.00%

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