



Sinclair Water Authority
 126 Cay Drive Milledgeville, GA 31061
 Phone (706) 485-8993 Fax (706) 485-8994

Minutes
Monday, July 11, 2022 ◊ 5:00 PM
Sinclair Water Plant

The Sinclair Water Authority met on Monday, July 11, 2022 at approximately 5:00 PM at the Sinclair Water Plant, 126 Cay Drive, Milledgeville, Georgia.

PRESENT

- Chairman Robert Brown
- Member Sammy Hall
- Member Tommy Jefferson
- Member Ed Walker
- Member Billy Webster

STAFF PRESENT

- Plant Manager James Cupo
- Clerk Lynn Butterworth

OTHERS PRESENT

- ESG Regional Vice President Neil Counts
- ESG Operations Project Manager Brice Doolittle
- Baldwin County Water Distribution Superintendent Jason Kidd
- Jason Wright, Baldwin County Water & Sewer

Opening

1. Call to Order
 Chairman Brown called the meeting to order at approximately 5:00 p.m.
 (Copy of agenda made a part of the minutes.)

2. Public Participation
 None

Minutes

3. Approval of Minutes - May 9, 2022 Regular Meeting
Motion to approve the May 9, 2022 Regular Meeting Minutes.
Motion made by Member Walker, Seconded by Member Jefferson.
Voting Yea: Chairman Brown, Member Hall, Member Jefferson, Member Walker, Member Webster

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Reports I

4. Operations Report presented by ESG, Inc.

Plant Manager James Cupo reported the following:

- ESG Operations will begin handling the day-to-day financial and accounting requirements of the project
- Maintenance
- Safety
- Raw Water Intake
- Flocculation / Sedimentation Basins
- Membrane Filters
- Chemical Feed / CIP System
- Training
- Projects for the coming months

(Copy of detailed report made a part of the minutes.)

New Business

5. Discussion on Timeline Budget Dates

The budget process last year started at the September meeting and came back with a final budget at the November meeting.

Mr. Brice Doolittle advised that ESG Accounting will handle the day to day financials.

Chairman Brown appointed Member Jefferson and Member Hall to the Budget Committee.

No action was taken.

6. Accounting Plan

Mr. Brice Doolittle reviewed the accounting plan for SWA to include the following:

- Establish roles in QuickBooks: ESG will hold the Admin role, while Lorraine will be given a general user role. By establishing individual roles, information security will be at a higher level.
- ESG Accounting, along with Brice Doolittle, will take over billing. We will work to understand any intricacies that may occur from time to time.
- ESG Accounting will take over any banking related functions. Any transactions involving moving of funds will be reported to the board for their review and understanding.
- ESG Accounting will take over any board related financial reporting, including daily bookkeeping.

No action was taken.

7. Discussion of Effects of Inflation on 2023 Rates

Member Jefferson asked if the chemicals budget was still over by \$60K. Mr. Doolittle advised, that it is.

Member Webster asked if there were any difficulties with deliveries. Mr. Doolittle advised, yes and no.

Chairman Brown commented that increases to customers are more than likely coming.

No action taken.

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8. Discussion on Baldwin Water Discoloration

Member Hall advised that the discoloration has improved and that there is good communication between Baldwin County and SWA now.

Mr. Doolittle advised he has no idea why discoloration complaints are only coming from Baldwin.

No action taken.

Old Business

9. Discussion on Chemical Costs

This was discussed in previous items.

Reports II

10. Plant Production Reports

Plant Production reports are in the meeting package to review. No action was taken.

11. Financial Reports

Financial Reports are in the meeting package to review. No action was taken.

Member Jefferson did note that the \$250K payment came in from Baldwin County.

Mr. Doolittle gave a Capital items update:

- ceiling has been painted
- overall spending level is on target
- had a lightning strike at raw water intake and will make insurance claim

Closing

12. Next Meeting - September 12, 2022

The next meeting is scheduled for September 12, 2022.

13. Adjournment

Motion to adjourn the meeting.

Motion made by Member Jefferson, Seconded by Member Hall.

Voting Yea: Chairman Brown, Member Hall, Member Jefferson, Member Walker, Member Webster

Meeting adjourned at approximately 5:31 p.m.

ATTEST:

Lynn Butterworth
Clerk

Robert Brown
Chairman

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