



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

Minutes
Monday, March 14, 2022 ◊ 5:00 PM
Sinclair Water Plant

The Sinclair Water Authority met on Monday, March 14, 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
 Christina Corn
 Danny Lyndall
 Don North
 Brice Doolittle

Opening

1. Call to Order
 Chairman Brown called the meeting to order at approximately 5:04 p.m.
 (Copy of agenda made a part of the minutes.)

2. Public Participation
 None

Minutes

3. Approval of Minutes - January 10, 2022 Regular Meeting
Motion to approve the January 10, 2022 Regular Meeting Minutes.
Motion made by Member Hall, Seconded by Member Webster.
Voting Yea: Chairman Brown, Member Hall, Member Jefferson, Member Walker,
Member Webster

Reports I

4. Introduction of Assistant Project Manager James Cupo
 ESG Operations Regional Manager Danny Lyndall introduced the new Assistant Project Manager, Mr. James Cupo. Mr. Cupo has been with ESG Operations for seven years and has his water and wastewater certifications. No action was taken.

Minutes	Page 1 of 3	Approved
March 14, 2022		May 9, 2022

5. Operations Report

Danny Lyndall reported the following:

- ESG is implementing process changes for more efficient use of chemicals
- ESG has hired a full-time plant manager, James Cupo
- The membrane maintenance team from ESG's Forsyth County Project came in to assist SWA personnel with inspection, maintenance, and repair of the four membrane trains
- The Baldwin County Chamber of Commerce Leadership class visited for a plant tour
- Members of the EST Startup Team have been on site for the past two months inventorying all SWA assets and developing preventative maintenance schedules for each asset
- SWA management has developed a capital forecast to better plan for large capital projects should funding become available
- SWA staff have attended several more safety and operational training classes
- Plant staff are continuing efforts to declutter, organize, and clean up the facility
- SWA staff completed 2 preventative work orders and completed 24 corrective maintenance work orders
- Raw Water Intake
- Flocculation / Sedimentation Basins
- Membrane Filters
- Chemical Feed / CIP System
- Clearwell/High Service Pumps
- Miscellaneous Operational
- Projects for the coming months

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

Mr. Brice Doolittle reported that staff has been trained on the use of ESG's CMMS software for asset tracking and management.

Mr. Lyndall also gave a financial update and went over the 10 year Capital Improvement Plan.

New Business

6. Approval of Financial and Personnel Records Retention Policy

Motion to approve the Financial and Personnel Records Retention Policy.

Motion made by Member Walker, Seconded by Member Jefferson.

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

(Copy of policy made a part of the minutes.)

7. Approval of Operations Records Retention Policy

Motion to approve Operations Records Retention Policy.

Motion made by Member Webster, Seconded by Member Hall.

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

(Copy of policy made a part of the minutes.)

Minutes	Page 2 of 3	Approved
March 14, 2022		May 9, 2022

8. Approval of Discard/Surplus of in-operable or replaced Lab Equipment
Motion to approve Discard/Surplus of in-operable or replaced Lab Equipment.
Motion made by Member Hall, Seconded by Member Webster.
Voting Yea: Chairman Brown, Member Hall, Member Jefferson, Member Walker, Member Webster
(Copy of list made a part of the minutes.)

9. Bank Signatures
An updated bank signature card was signed by the members after the meeting.

Old Business
None

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.

Closing
12. Next Meeting - May 9, 2022
The next meeting is scheduled for May 9, 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 6:13 p.m.

ATTEST:

Lynn Butterworth
Clerk

Robert Brown
Chairman

Minutes	Page 3 of 3	Approved
March 14, 2022		May 9, 2022