



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

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

The Sinclair Water Authority met on Monday, November 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

*OTHERS PRESENT*

- ESG Regional Vice President Neil Counts
- ESG Operations Project Manager Brice Doolittle

**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 - September 12, 2022 Regular Meeting  
**Motion to approve the September 12, 2022 Regular Meeting Minutes.**  
**Motion made by Member Webster, Seconded by Member Walker.**  
**Voting Yea: Chairman Brown, Member Hall, Member Jefferson, Member Walker, Member Webster**

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## Reports I

### 4. SWA Audit Discussion - Sandy Gregory

Auditor Sandy Gregory explained that net position is equity and it was mentioned in the audit, not to alarm, but just to note and that the board has already taken steps to mitigate by refinancing the debt. She further advised that net position and cash position are not the same and the cash position is good and steady. She answered questions about capitalizing items and depreciation of assets and explained that the net position will be improved because of the two donations by the two counties. No action was taken.

### 5. Operations Report presented by ESG, Inc.

Project Manager Brice Doolittle reviewed the administrative portion of the report:

- SWA is fully staffed
  - There are seven operators to run the facility
  - Last two are getting licensed
- Work orders are going as they should and are current now

Plant Manager James Cupo gave the operations report:

- Raw water intake
- Flocculation/Sedimentation Basins
- Membrane Filters
- Chemical Feed/CIP System
  - Membranes can only be stored one year (new info received, not indefinitely as previously stated)
- Lagoons
- Fleet
- Clearwell/High Service
  - Approximately \$15,000 to replace all three probes, which was not in the original budget. Project Manager Doolittle recommended to go ahead and replace.
  - Member Jefferson would like the capital list updated and presented to the board for approval. Member Walker countered to leave the original list as is and just do amendments as necessary.
- Projects for the coming months

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

## New Business

### 6. 2023 SWA Production Estimate Report Baldwin/Putnam Counties

Project Manager Doolittle advised that Putnam went up 6/10 of a percentage and Baldwin went down 1/2 a percentage point, making the current split 67/33. SWA is projected to make one billion gallons next year.

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

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7. County Water Rate Discussion

A SWA Revenue Schedule was handed out. The chart is based on a 55/45 split between the two counties. Project Manager Doolittle reviewed the chart and advised that no rate increase at all leaves a \$79,000 shortage. The chart presents range increases of 2-13%. The board discussed the pros and cons of various rates.

**Motion to increase the current cost to Baldwin and Putnam by 6% each, effective January 1, 2023.**

**Motion made by Member Jefferson, Seconded by Member Walker.**

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

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

8. Presentation/Approval of 2023 Meeting Schedule

**Motion to approve the 2023 SWA Meeting Schedule.**

**Motion made by Member Jefferson, Seconded by Member Hall.**

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

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

9. Presentation/Approval of 2023 Holiday Schedule

For information purposes only. No action taken.

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

10. Presentation/Approval of Amendments to ESG Operations' Management Contract

Project Manager Doolittle reviewed the amendment.

**Motion to approve Amendment No. 1 to the Agreement between Sinclair Water Authority and ESG Operations, LLC for Operations, Maintenance, and Management Services.**

**Motion made by Member Jefferson, Seconded by Member Webster.**

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

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

**Old Business**

11. Retirement Plan Termination Discussion

Member Jefferson reported that SWA has been working towards switching from a defined benefit plan to a defined contribution plan and there are three employees left on the old plan. Mr. Greg Gease of ACCG Retirement prepared the chart. Member Jefferson will watch annuity rates and may bring back for action later. No action taken.

**Reports II**

12. Plant Production Reports

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

13. Financial Reports

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

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**Closing**

14. Next Meeting - January 9, 2023

The next meeting is scheduled for January 9, 2023. Member Webster's term is ending December 31, 2022 and Chairman Brown and the other members thanked him for his service and expressed well wishes.

15. Adjournment

**Motion to adjourn the meeting.**

**Motion made by Member Hall, Seconded by Member Walker.**

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

Meeting adjourned at approximately 6:37 p.m.

ATTEST:

Lynn Butterworth  
Clerk

Robert Brown  
Chairman

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