



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

**Minutes**  
**Monday, July 10, 2023 ◊ 5:00 PM**  
Sinclair Water Plant

The Sinclair Water Authority met on Monday, July 10, 2023 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 Jeff Wooten

*STAFF PRESENT*

- Plant Manager Clay Stuart
- Clerk Lynn Butterworth

*OTHERS PRESENT*

- ESG Regional Vice President Neil Counts
- ESG Operations Project Manage Brice Doolittle
- Anthony Shinn, SWA

**Opening**

1. Call to Order  
 Chairman Brown called the meeting to order at approximately 5:00 p.m.
2. Public Participation  
 None

**Minutes**

3. Approval of Minutes - May 8, 2023 Regular Meeting  
**Motion to approve the May 8, 2023 Regular Meeting Minutes.**  
**Motion made by Member Hall, Seconded by Member Wooten.**  
**Voting Yea: Chairman Brown, Member Hall, Member Jefferson, Member Wooten**

- Motion to move agenda item #5 “Sinclair Water Authority Retirement Plan Termination” to agenda item #4 (in front of Operations Report).**  
**Motion made by Member Jefferson, Seconded by Member Hall.**  
**Voting Yea: Chairman Brown, Member Hall, Member Jefferson, Member Wooten**

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**New Business**

4. Sinclair Water Authority Retirement Plan Termination - Discussion/Action  
Mr. Greg Gease of ACCG Retirement joined the meeting via telephone. A handout was distributed for ACCG Retirement Services – 401(a) & 457(b) Retirement Programs – Program Funds and Returns As of: March 31, 2023. Mr. Gease and the board reviewed the estimated plan termination liability. If all of the plan members elect Annuity, the estimate is \$230,000. If all of the plan members elect Lump Sum, the estimate is \$161,000. The board needs to terminate the current plan due to the expense of it because only three employees are on it. The administrative costs of the plan are the same for a few employees or hundreds of employees. ACCG requires 90 days notification to terminate the plan. The board wants to find out from participants what they want to do, however, their consent to terminate is not required. The current cost to administer the plan is \$23,000 per year.

**Motion to terminate the current ACCG Retirement Plan with a 90 day notice.**

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

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

**Reports I**

5. Operations Report presented by ESG, Inc.  
Project Manager Brice Doolittle gave the operations report:

- The Sinclair Water Plant is fully staffed
- High service and pre-clearwell Chlorine analyzers were installed

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

**New Business continued**

6. Turbidimeter Replacement - Discussion/Action  
Project Manager Doolittle reviewed a quote from Hydrocal for two SWAN Turbidity Meters. The quote was \$9,450.00 for two units. Mr. Doolittle advised that this is outside of the capital plan and funds will come from the repair budget.

**Motion to purchase two turbidity meters from Hydrocal for \$9,450.**

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

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

**Old Business**

None

**Reports II**

7. Plant Production Reports  
Project Manager Doolittle reviewed the plant production reports. He advised that Baldwin County has purchased 69,447,839 gallons and Putnam County has purchased 39,712,482 gallons. No action was taken.

8. Financial Reports

Financial reports are in the meeting package to review. Member Jefferson commented that the “Cash with Fiscal Agent” line (11.1200) seemed high. He requested to have Heather Harris, ESG Director of Accounting, to check the figures. Vice President Counts and Project Manager Doolittle advised that they have already asked her to look into this issue. Mr. Doolittle also advised that the Georgia Power bill comes once a year, but the cost is going to be spread out over

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the entire year instead of showing all at once. He also advised that depreciation is included every month instead of just once per year. The GEFA loan balance is currently \$851,580.00 and cash in the bank is \$1.7 million. Member Jefferson also requested to have Ms. Harris shop around for CDs. Mr. Doolittle also advised that the net pension liability is included in the financials. No action was taken.

**Closing**

9. Next Meeting - September 11, 2023

The next meeting is scheduled for September 11, 2023. Chairman Brown advised that he will be absent at the September meeting and that his term is up at the end of the year and he will not be reapplying.

10. Adjournment

**Motion to adjourn the meeting.**

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

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

Meeting adjourned at approximately 5:38 p.m.

ATTEST:

Lynn Butterworth  
Clerk

Robert Brown  
Chairman

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