



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

Minutes
Monday, May 8, 2023 ♦ 5:00 PM
Sinclair Water Plant

The Sinclair Water Authority met on Monday, May 8, 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 Manager Brice Doolittle
- Anthony Shinn, SWA

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 – March 13, 2023 Regular Meeting
Motion to approve the March 13, 2023 Regular Meeting Minutes.
Motion made by Member Jefferson, Seconded by Member Walker.
Voting Yea: Chairman Brown, Member Hall, Member Jefferson, Member Walker,
Member Wooten

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Old Business

Member Jefferson requested to add a Pension Plan report to Old Business and to move it up in the agenda. Mr. Greg Gease of ACCG Retirement joined the meeting via telephone. The SWA pension plan was originally set up with Putnam County. Due to some cost sharing differences of opinion, SWA set up a plan on its own. There are no new employees in the plan and SWA is still making payments on old employees. SWA is responsible for all liability and cost is becoming a problem and the liability is increasing. Mr. Gease advised that there are three employees still in the plan, two are in payoff and one is an active employee with the benefits frozen. He also advised that the trust went down 15% last year and the funding level is currently at 56% but needs to be around 120%. He would need to get real numbers from an actuary but estimates that that \$100K needs to be put in.

Motion to instruct ACCG to develop a proposal to end the Defined Benefit plan.

Motion made by Member Jefferson, Seconded by Member Hall.

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

Reports I

4. Operations Report presented by ESG, Inc.

Project Manager Brice Doolittle gave the operations report:

- Unbelievable amount of rain recently
- Raw Water Intake
- Flocculation / Sedimentation Basins
- Membrane Filters
- Lagoons

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

New Business

5. Discussion/Approval of new chlorine analyzers

6. Capital Program Update

Items 5 and 6 were discussed together.

Project Manager Doolittle advised that two quotes were received for new chlorine analyzers. One from Hydrocal for \$18,720.00 and one from CL2 Solutions for \$20,763.00. He recommended Hydrocal but advised that only two analyzers were needed, not three and that these items were not in the current capital program.

Other items on the capital program were discussed. A new quote from MR Systems has been received for the SCADA upgrade of \$63,721.00 instead of \$65,000.00 to do a full rehab. No action is needed for this since it is already in the capital program. There is \$25,000.00 in the capital budget for a security system upgrade. The current system has 18 cameras and the quote received for a new system was around \$65,000.00. Project Manager Doolittle advised that the current system is still usable, and he recommended substituting the security system money for chlorine analyzers.

Motion to substitute the instrumentation purchase for the security system.

Motion made by Member Walker, Seconded by Member Jefferson.

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

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Motion to purchase two HA2-Chlorine Analyzer HydroAct Chlorine Analyzers from Hydrocal for cost not to exceed \$13,000.00.

Motion made by Member Hall, Seconded by Member Walker.

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

(Copy of capital program chart and Hydrocal quote made a part of the minutes.)

7. Discussion regarding SWA legal representation

Project Manager Doolittle advised that he spoke to SWA's current legal representative, Christian Henry. He will start including him in contracts and other documents that might need his review. He also spoke to about 8-10 other attorneys in the area with government experience and they all have potential conflicts. He advised he also expanded his search out to include the Atlanta area, but that increased costs significantly. Project Manager Doolittle recommended that the board stay with Mr. Henry for legal representation on an as needed basis. Since no change was taking place for current practices, no action was needed or taken.

8. Discussion/Approval for a vendor to complete the 2022 financial audit

Project Manager Doolittle advised that he reached out to several local accountants for the FY22 fiscal audit. They were not able to provide official quotes, but he did receive verbal quotes. The current auditor, Giddens, went up by about 10% to \$22,000; Mauldin and Jenkins quoted \$22,500; and McNair, McLemore, and Middlebrooks quoted \$15,000. Last year's audit was just over \$19,000.

Motion to sign the agreement with McNair, McLemore, and Middlebrooks for the 2022 audit at an amount not to exceed \$16,000.

Motion made by Member Jefferson, Seconded by Member Walker.

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

Reports II

9. Plant Production Reports

Plant Production reports are in the meeting package to review. Project Manager Doolittle advised that Baldwin County is averaging 1.6 to 1.9 gallons per day and Putnam County is averaging 1.1 to 1.3 gallons per day. No action was taken.

10. Financial Reports

Financial Reports are in the meeting package to review. Member Jefferson mentioned that the cash flow looks okay for right now, but the board needs to plan for a big expenditure with the pension plan and look at whether or not that will affect the capital plan. Member Jefferson also had questions regarding the line item on the Balance Sheet for Cash with Fiscal Agent and the big difference between 2023 and 2022. ESG Director of Accounting, Heather Harris, joined the meeting by phone. She advised that she would get more details on that to the board. She also answered questions about cash flow. No action was taken.

Closing

11. Next Meeting – July 10, 2023

The next meeting is scheduled for July 10, 2023.

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12. 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 6:14 p.m.

ATTEST:

Lynn Butterworth
Clerk

Robert Brown
Chairman

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