



## Sinclair Water Authority

126 Cay Drive Milledgeville, GA 31061

Clay Stuart, Plant Manager

Phone (706) 485-8993 Fax (706) 485-8994

### Minutes

**Monday, January 8, 2024 ♦ 5:00 PM**

*Sinclair Water Plant*

The Sinclair Water Authority met on Monday, January 8, 2024 at approximately 5:00 PM at the Sinclair Water Plant, 126 Cay Drive, Milledgeville, Georgia.

#### *PRESENT*

Chairman Tommy Jefferson

Member Sammy Hall

Member Joan Minton

Member Ed Walker

Member Jeff Wooten

#### *STAFF PRESENT*

ESG Regional Vice President Neil Counts

Project Manager Brice Doolittle

Plant Manager Clay Stuart

Lead Operator Anthony Shinn

Clerk Lynn Butterworth

#### **Opening**

##### 1. Call to Order

Chairman Jefferson called the meeting to order at approximately 5:04 p.m.

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

Member Wooten was a few minutes late.

##### 2. Public Participation

None

Chairman Jefferson welcomed new member Joan Minton to the board. She was appointed by the Putnam County Board of Commissioners. He also announced that Member Wooten had been appointed as Vice Chairman of the Putnam County Board of Commissioners.

#### **Minutes**

##### 3. Approval of Minutes - November 13, 2023 Regular Meeting approve

**Motion to approve the November 13, 2023 Regular Meeting Minutes.**

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

**Voting Yea: Member Hall, Chairman Jefferson, Member Minton, Member Walker**

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#### 4. Approval of Agenda

##### **Motion to approve the Agenda.**

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

**Voting Yea: Member Hall, Chairman Jefferson, Member Minton, Member Walker**

#### **Reports I**

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

Project Manager Brice Doolittle gave the operations report:

- Maintenance
  - Facility Workorders are 94% preventative maintenance and 6% corrective maintenance
  - A new fulltime maintenance technician was hired – Will Spani – he is a great addition to the team
- Raw Water Intake
  - Screens were installed around pumps to keep debris out.
  - Chlorine Dioxide feed line has been fully replaced.
- Flocculation / Sedimentation Basins
  - Sedimentation Basins are being cleaned every 6 weeks.
  - Basket Strainers have been pulled and cleaned.
- Membrane Filters
  - Data recorders have been installed in all Swan turbidimeters.
- Chemical Feed / CIP System
  - Leaking CIP valve has been replaced with new valve and actuator.
  - The Lime storage tank overflowed due to a valve getting knocked open accidentally; the lime fill valve and meter has been moved to the outside of the lime building to prevent future issues.
- Clearwell / High Service
  - Exhaust fans all work.
- Lagoons
  - Lagoon #2 has been cleaned out by contractor and is ready for the new year.
- Projects for the coming months:
  - Replacement of cracked 6-inch pipe on CIP skid
  - Dewatering sludge lagoon #1
  - Equipment repairs – installation of VFD on train 4
  - New employee training and certifications
  - Installation of drain valves in sedimentation basins
  - New SCADA upgrade/Cell service for Baldwin tank
  - Clearwell external level indicator repair

#### **New Business**

##### 6. GEMA Generator Grant - Discussion/Approval

Chairman Jefferson and Member Wooten talked to the Putnam County Board of Commissioners. They are interested but waiting to see what happens with the grant.

Project Manager Doolittle explained that four years ago Carter & Sloope applied for the GEMA generator grant. Quotes were received for \$625,000, however the grant was around \$458,000. He asked if there is potential to raise the grant amount and they said maybe. We are still waiting on official word. Worst case scenario, if both counties don't want to contribute, SWA can cover

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the difference. Member Hall proposed we be ready by the next meeting to pull the trigger on this project.

**Motion to authorize the Chairman to sign the grant acceptance and authorize the staff to prepare and send out a Request for Proposals.**

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

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

7. 2022 Audit Status Update

Chairman Jefferson advised that he is not overly concerned but is somewhat concerned about the lateness of getting the 2022 audit out.

Vice President Counts advised that the intent was to make finances smoother and easier when taken in house. Heather's work load was greatly increased unfairly. This is going to be taken off Heather's plate and a dedicated team will be put in place. The audit will be presented at the next meeting and immediately transferred to the auditors. The 2023 audit will be timely.

8. ESG Operations an Inframark Company Amendment #2 - Discussion/Approval

Project Manager Doolittle handed out copies of Amendment #2 Agreement between Sinclair Water Authority and Inframark, LLC dba/ESG Operations for Operations, Maintenance and Management Services.

**Motion to authorize the Chairman to sign Amendment #2.**

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

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

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

**Old Business**

None

**Reports II**

9. Plant Production Reports

Plant Production reports were in the meeting packet to review. Project Manager Doolittle advised that there is nothing much to report, except that the billing will be evaluated. Putnam County is using more water than estimated and it has been six consecutive months. No action was taken.

10. Financial Reports

Chairman Jefferson commented that the cash flow looks good. Project Manager Doolittle reviewed the Profit & Loss sheets and advised that the \$47,296.55 overage was expected. No action was taken.

11. Board Member Reports

Member Wooten commented that he is glad to see things moving along, especially with the generators. We need to be prepared because emergencies will happen.

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**Closing**

12. Next Meeting - March 11, 2024

The next meeting is scheduled for March 11, 2024.

13. Adjournment

**Motion to adjourn the meeting.**

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

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

Meeting adjourned at approximating 6:02 p.m.

ATTEST:

Lynn Butterworth  
Clerk

Tommy Jefferson  
Chairman

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