

## Agenda Monday, July 8, 2024 ◊ 5:00 PM Sinclair Water Plant

#### **Opening**

- 1. Call to Order
- 2. Public Participation

#### **Minutes**

3. Approval of Minutes - May 13, 2024 Regular Meeting

#### **Agenda**

4. Approval of Agenda

#### Reports I

<u>5.</u> Operations Report presented by ESG, Inc.

#### **New Business**

- 6. GEMA Generator Grant Discussion
- 7. TTHM Follow-up Discussion

#### **Old Business**

None

#### Reports II

- 8. Plant Production Reports
- 9. Financial Reports
- 10. Board Member Reports

#### **Closing**

- 11. Next Meeting September 9, 2024
- 12. Adjournment

# File Attachments for Item:

3. Approval of Minutes - May 13, 2024 Regular Meeting



# SWA Sinclair Water Authority

126 Cay Drive Milledgeville, GA 31061 Clay Stuart Plant Manager Phone (706) 485-8993 Fax (706) 485-8994

### Minutes Monday, May 13, 2024 ◊ 5:00 PM Sinclair Water Plant

The Sinclair Water Authority met on Monday, March 13, 2024 at approximately 5:00 PM at the Sinclair Water Plant, 126 Cay Drive, Milledgeville, GA.

#### **PRESENT**

Chairman Tommy Jefferson Member Sammy Hall Member Joan Minton Member Edward Walker Member Jeff Wooten

#### STAFF PRESENT

Project Manager Brice Doolittle Plant Manager Clerk Sandi Homan (filling in for Lynn Butterworth)

#### **Opening**

1. Call to order

Chairman Jefferson called the meeting to order at approximately 5:00 p.m. (Copy of agenda made a part of the minutes)

2. Public participation

None

3. Approval of minutes

Motion to approve March 11, 2024 meeting minutes. Motion made by Chairman Jefferson, Seconded by Member Walker

Voting Yea: Members Hall, Wooten, Minton and Jefferson

#### 4. Approval of agenda

# Motion to approve agenda. Motion made by Chairman Jefferson, Seconded by member Walker.

#### Voting Yea: Members Hall, Minton, Wooten and Jefferson

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

Project Manager Brice Doolittle gave the operations report:

- Preventative Maintenance
  - Since the last board meeting, SWA staff completed 136 preventative work orders and two corrective maintenance work orders.
- Raw Water communications
  - o Communication has been restored by MR Systems.
- Chlorine Dioxide line
  - New booster pump installed enabling us to manage Iron and Manganese more efficiently.
- New Scada System
  - o The new system has been installed. MR Systems will continue to monitor the system ensuring any issues are resolved.
- Train 3
  - Membrane replacements are complete. They are showing outstanding performance.

#### 6. GEMA Generator Grant

Project Manager Brice Doolittle gave the update. Not much has changed, but he was able to present various pricing for the Board to consider.

#### 7. SWA Retirement Plan Termination

Chairman Jefferson presented the final reconciliation for the SWA Assets showing an additional payment owed of \$2,956.

Motion to approve payment. Made by Chairman Jefferson, Seconded by Member Walker. Voting Yea: Members Hall, Minton, Wooten and Jefferson

#### 8. Plant Production Reports

Project Manager Brice Doolittle reviewed the usage in both counties. No action taken.

#### 9. Financial Reports

Financial reports are in the meeting packet to review. No action was taken.

#### 10. Board Member reports

Chairman Hall's birthday. Everyone wished him a happy birthday.

#### 13. Next meeting – July 8, 2024

The next meeting is scheduled for July 8, 2024

14. Adjournment	
Motion to adjourn the meeting.	
Motion made by Chairman Jefferson, Seconded by Mem	ber Walker.
Voting Yea: Members Hall, Minton, Wooten, and Jeffers	son
Meeting adjourned approximately 6:20 p.m.	
ATTEST:	
Sandi Homan	Tommy Jefferson
Interim Clerk	Chairman

# File Attachments for Item:

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



Sinclair Water Authority

# SWA BOARD MEETING July 8, 2024





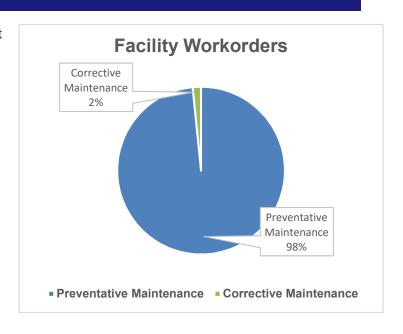
ESG management and staff are pleased to present this update to the Sinclair Water Authority Board of Directors covering operations and maintenance activities for the prior month. It is our privilege to serve our community with high-quality services and support the citizens of Baldwin and Putnam Counties

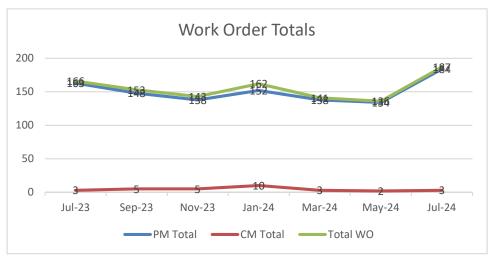
#### EXECUTIVE SUMMARY

During the last reporting period, new chemical lines were installed to inject lime, alum and carbon before the sedimentation basins. A flapper valve was installed on the clear well drain line to prevent and potential cross contamination. Finally, annual pm's were completed on all large motors and pumps.

#### **MAINTENANCE**

ESG-operated projects utilize an asset management software, PSD, for tracking the life cycle costs of clientowned assets. All physical assets managed by ESG at the SWA project are entered into the software and preventative maintenance schedules are created where appropriate. These schedules auto-generate preventative maintenance work orders (PMs) to help us focus our maintenance efforts to extend the life cycle of SWAs' assets. Since the last board meeting, SWA staff completed 184 preventative work orders and completed 3 corrective maintenance work orders.





The graph pictured left represents a summary of all works orders completed since **July 2023.** 



#### **OPERATIONS**

The ESG team has continued to work towards identifying and addressing all issues within the plant, as well as finding ways to optimize each part of the treatment process. Several corrective actions and plant improvements have been completed or are currently in progress.

#### **Raw Water Intake**

- The raw water meter display was hit by lightning, spare display has been installed while the other has been sent in for repair.
- Potassium Permanganate room has been pressure washed and cleaned, on standby if needed.
- Copper Sulfate has been applied to intake cove; this method controls algae and organics entering the intake.



\*Pictured left: Will Spani applies Copper Sulfate to intake cove.

#### **Flocculation / Sedimentation Basins**

- Sedimentation Basins 1 and 2 were both drained and cleaned. This allows for reduced manganese levels.
- Basket Strainers have been pulled and cleaned. This allows for optimal flow to membranes.
- With very low turbidity, Alum doses are at a minimum, this allows for significant chemical savings.







\*Pictured above: left, cleaned basin; right, strainers being pulled and cleaned.

#### **Membrane Filters**

- Membrane repairs have been completed on trains 1 and 4.
- New vacuum pumps have been installed on trains 2 and 4.
- Less Acid cleans are being conducted on the trains due to less inorganics in the summer months. This allows for some chemical savings.
- The new SCADA upgrade is 99% complete. We are waiting on a couple of minor changes before completion.



\*Pictured above: New SCADA, well organized control room.



#### **Chemical Feed / CIP System**

- The injection valve on Bleach line was replaced, due to a broken o-ring.
- Chlorine dosage has remained stable, but could see an increase as temperature, demand or organics increase.
- We will begin to feed powdered activated carbon this month to lower TTHM levels leaving the plant.
- A new post lime chemical feed line has been pulled; the old line has been stopped up for some time.



\*Pictured above; Anthony Shinn and Will Spani pull new lime line to raw water vault.

#### **Clearwell / High Service**

- Clearwell and High Service Chlorine and PH analyzers haven been cleaned and calibrated.
- Clearwell hut lost power, due to a faulty GCFI outlet. Outlet has been replaced.
- High Service pumps have been greased and serviced.
- External level gauge on clearwell has broken cable and will need to be repaired.
- 24" Flapper valve has been installed on clearwell drainpipe. This will prevent any cross contamination.







\*Pictured above left: Will Spani conducts confined space entry. Right: 24" flapper valve installed.

# Lagoons

- Sludge pulled from lagoon 2 is beginning to be rolled-over and piled up for removal.
- Lagoon 1 is offline, will be ready for clean out at the beginning of next year.
- Lagoon area 1 and 2 will be bush hogged in the coming weeks.



\*Pictured above: Dried sludge being piled up for removal.



#### **Fleet**

- Quarterly PM's have been completed.
- Full service and oil change has been completed on John boat.
- Polaris ranger is due for service in the coming weeks.

# **Projects for the coming months:**

- Dewatering sludge lagoon #1
- Repair of external level gauge on clear well.
- Replace leaking back pulse fill valve.
- New employee training and certifications.
- Cell service for Baldwin tank.

### File Attachments for Item:

9. Financial Reports

# Sinclair Water Authority Profit & Loss

May through June 2024

	May 24	Jun 24	TOTAL
Ordinary Income/Expense			
Income			
34.4200 · Water sales			
34.4210 · Water sales - Baldwin	112,647.02	112,647.02	225,294.04
34.4220 · Water sales - Putnam	92,165.74	92,165.74	184,331.48
Total 34.4200 · Water sales	204,812.76	204,812.76	409,625.52
36.1000 · Interest Earned	1,966.11	287.56	2,253.67
Total Income	206,778.87	205,100.32	411,879.19
Gross Profit	206,778.87	205,100.32	411,879.19
Expense			
51 · Pers Serv & Benefits			
51.2000 · Employee Benefits			
51.2460 · Pension Plan	0.00	6,408.00	6,408.00
Total 51.2000 · Employee Benefits	0.00	6,408.00	6,408.00
Total 51 · Pers Serv & Benefits	0.00	6,408.00	6,408.00
52 · Services			
52.1000 · Professional & technical			
52.1200 · Professional services			
52.1230 · Operations Management	57,346.00	59,639.67	116,985.67
Total 52.1200 · Professional services	57,346.00	59,639.67	116,985.67
52.1300 · Technical services			
52.1320 · Computer Services	60.00	60.00	120.00
Total 52.1300 · Technical services	60.00	60.00	120.00
Total 52.1000 · Professional & technical	57,406.00	59,699.67	117,105.67
52.2000 · Property services			
52.2150 · Alum Sludge Disposal	3,916.67	2,500.00	6,416.67
52.2210 · Building Maintenance	8,933.33	6,250.00	15,183.33
52.2220 · Equipment Maintenance	113.33	113.33	226.66
52.2700 · Membrane Maintenance Services	19,278.00	0.00	19,278.00
Total 52.2000 · Property services	32,241.33	8,863.33	41,104.66
52.3000 · Other services			
52.3100 · Insurance Expense	1,985.92	1,985.92	3,971.84
52.3200 · Telephone (communications)	380.38	373.20	753.58
52.3600 · Dues and fees	51.11	28.11	79.22
52.3850 · Contract Labor	525.00	0.00	525.00
Total 52.3000 · Other services	2,942.41	2,387.23	5,329.64
Total 52 · Services	92,589.74	70,950.23	163,539.97
53 · Supplies	,	.,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
53.1135 · Chemicals	26,333.33	33,333.33	59,666.66
53.1200 · Utilities / Energy	13,681.42	15,659.25	29,340.67
53.1220 · Raw Water Withdrawal	5,470.12	5,470.12	10,940.24
53.1270 · Gasoline	211.84	0.00	211.84
Total 53 · Supplies	45,696.71	54,462.70	100,159.41
Total Expense	138,286.45	131,820.93	270,107.38
Net Ordinary Income	68,492.42	73,279.39	141,771.81
Other Income/Expense	00,492.42	13,219.39	141,771.01
Other Expense			
56 · Depreciation & amortization	E6 227 E6	E6 227 E6	110 475 10
56.1000 · Depreciation Expense	56,237.56	56,237.56	112,475.12
Total 56 · Depreciation & amortization	56,237.56	56,237.56	112,475.12
58 · Debt service	454.05	454.05	200 70
58.2310 · GEFA Loan #1 Interest Expense	154.85	154.85	309.70
58.2320 · GEFA Loan #2 Interest Expense	1,555.63	1,555.63	3,111.26
58.2350 · Series 2019 Interest	111,737.50	0.00	111,737.50
58.3000 · Fiscal Agent Fees	179.17	179.17	358.34
Total 58 · Debt service	113,627.15	1,889.65	115,516.80
Total Other Expense	169,864.71	58,127.21	227,991.92
Net Other Income et Income	-169,864.71	-58,127.21	-227,991.92
	-101,372.29	15,152.18	-86,220.11

	May 24	May 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
34.4200 · Water sales				
34.4210 · Water sales - Baldwin	112,647.02	0.00	112,647.02	100.0%
34.4220 · Water sales - Putnam	92,165.74	0.00	92,165.74	100.0%
Total 34.4200 · Water sales	204,812.76	0.00	204,812.76	100.0%
36.1000 · Interest Earned	1,966.11	294.51	1,671.60	567.59%
Total Income	206,778.87	294.51	206,484.36	70,111.15%
Gross Profit	206,778.87	294.51	206,484.36	70,111.15%
Expense				
51 · Pers Serv & Benefits				
51.2000 · Employee Benefits				
51.2460 · Pension Plan	0.00	0.00	0.00	0.0%
Total 51.2000 · Employee Benefits	0.00	0.00	0.00	0.0%
Total 51 · Pers Serv & Benefits	0.00	0.00	0.00	0.0%
52 · Services				
52.1000 · Professional & technical				
52.1200 · Professional services				
52.1230 · Operations Management	57,346.00	54,346.00	3,000.00	5.52%
Total 52.1200 · Professional services	57,346.00	54,346.00	3,000.00	5.52%
52.1300 · Technical services				
52.1320 · Computer Services	60.00	259.00	-199.00	-76.83%
Total 52.1300 · Technical services	60.00	259.00	-199.00	-76.83%
Total 52.1000 · Professional & technical	57,406.00	54,605.00	2,801.00	5.13%
52.2000 · Property services				
52.2150 · Alum Sludge Disposal	3,916.67	3,916.67	0.00	0.0%
52.2210 · Building Maintenance	8,933.33	8,705.33	228.00	2.62%
52.2220 · Equipment Maintenance	113.33	0.00	113.33	100.0%
52.2700 · Membrane Maintenance Services	19,278.00	0.00	19,278.00	100.0%
Total 52.2000 · Property services	32,241.33	12,622.00	19,619.33	155.44%
52.3000 · Other services				
52.3100 · Insurance Expense	1,985.92	1,420.33	565.59	39.82%
52.3200 · Telephone (communications)	380.38	238.27	142.11	59.64%
52.3600 · Dues and fees	51.11	28.11	23.00	81.82%
52.3850 · Contract Labor	525.00	525.00	0.00	0.0%
Total 52.3000 · Other services	2,942.41	2,211.71	730.70	33.04%
Total 52 · Services	92,589.74	69,438.71	23,151.03	33.34%
53 · Supplies				
53.1100 · Office Supplies	0.00	103.50	-103.50	-100.0%
53.1135 Chemicals	26,333.33	26,333.33	0.00	0.0%
53.1140 · Laboratory Supplies	0.00	426.39	-426.39	-100.0%
53.1200 · Utilities / Energy	13,681.42	12,151.48	1,529.94	12.59%
53.1220 · Raw Water Withdrawal	5,470.12	3,708.00	1,762.12	47.52%
53.1270 · Gasoline	211.84	0.00	211.84	100.0%

Total 53 · Supplies	45,696.71	42,722.70	2,974.01	6.96%
67200 · Repairs and Maintenance	0.00	968.66	-968.66	-100.0%
Total Expense	138,286.45	113,130.07	25,156.38	22.24%
Net Ordinary Income	68,492.42	-112,835.56	181,327.98	160.7%
Other Income/Expense				
Other Expense				
56 · Depreciation & amortization				
56.1000 · Depreciation Expense	56,237.56	56,237.56	0.00	0.0%
Total 56 · Depreciation & amortization	56,237.56	56,237.56	0.00	0.0%
58 · Debt service				
58.2310 · GEFA Loan #1 Interest Expense	154.85	154.85	0.00	0.0%
58.2320 · GEFA Loan #2 Interest Expense	1,555.63	1,555.63	0.00	0.0%
58.2350 · Series 2019 Interest	111,737.50	0.00	111,737.50	100.0%
58.3000 · Fiscal Agent Fees	179.17	0.00	179.17	100.0%
Total 58 · Debt service	113,627.15	1,710.48	111,916.67	6,543.0%
Total Other Expense	169,864.71	57,948.04	111,916.67	193.13%
Net Other Income	-169,864.71	-57,948.04	-111,916.67	-193.13%
	-101,372.29	-170,783.60	69,411.31	40.64%

TOTAL

					TOTA	L	
Jun 24	Jun 23	\$ Change	% Change	May - Jun 24	May - Jun 23	\$ Change	% Change
112,647.02	212,541.54	-99,894.52	-47.0%	225,294.04	212,541.54	12,752.50	6.0%
92,165.74	173,897.62	-81,731.88	-47.0%	184,331.48	173,897.62	10,433.86	6.0%
204,812.76	386,439.16	-181,626.40	-47.0%	409,625.52	386,439.16	23,186.36	6.0%
287.56	501.48	-213.92	-42.66%	2,253.67	795.99	1,457.68	183.13%
205,100.32	386,940.64	-181,840.32	-46.99%	411,879.19	387,235.15	24,644.04	6.36%
205,100.32	386,940.64	-181,840.32	-46.99%	411,879.19	387,235.15	24,644.04	6.36%
0.400.00	0.00	C 400 00	400.00/	C 400 00	0.00	0.400.00	400.00/
6,408.00	0.00	6,408.00	100.0%	6,408.00	0.00	6,408.00	100.0%
6,408.00	0.00	6,408.00	100.0%	6,408.00	0.00	6,408.00	100.0%
6,408.00	0.00	6,408.00	100.0%	6,408.00	0.00	6,408.00	100.0%
59,639.67	57,346.00	2,293.67	4.0%	116,985.67	111,692.00	5,293.67	4.74%
59,639.67	57,346.00	2,293.67	4.0%	116,985.67	111,692.00	5,293.67	4.74%
60.00	259.00	-199.00	-76.83%	120.00	518.00	-398.00	-76.83%
60.00	259.00	-199.00	-76.83%	120.00	518.00	-398.00	-76.83%
59,699.67	57,605.00	2,094.67	3.64%	117,105.67	112,210.00	4,895.67	4.36%
2,500.00	3,916.67	-1,416.67	-36.17%	6,416.67	7,833.34	-1,416.67	-18.09%
6,250.00	8,583.33	-2,333.33	-27.18%	15,183.33	17,288.66	-2,105.33	-12.18%
113.33	0.00	113.33	100.0%	226.66	0.00	226.66	100.0%
0.00	0.00	0.00	0.0%	19,278.00	0.00	19,278.00	100.0%
8,863.33	12,500.00	-3,636.67	-29.09%	41,104.66	25,122.00	15,982.66	63.62%
1,985.92	1,420.33	565.59	39.82%	3,971.84	2,840.66	1,131.18	39.82%
373.20	339.52	33.68	9.92%	753.58	577.79	175.79	30.43%
28.11	28.11	0.00	0.0%	79.22	56.22	23.00	40.91%
0.00	0.00	0.00	0.0%	525.00	525.00	0.00	0.0%
2,387.23	1,787.96	599.27	33.52%	5,329.64	3,999.67	1,329.97	33.25%
70,950.23	71,892.96	-942.73	-1.31%	163,539.97	141,331.67	22,208.30	15.71%
0.00	0.00	0.00	0.0%	0.00	103.50	-103.50	-100.0%
33,333.33	26,333.33	7,000.00	26.58%	59,666.66	52,666.66	7,000.00	13.29%
0.00	0.00	0.00	0.0%	0.00	426.39	-426.39	-100.0%
15,659.25	12,647.02	3,012.23	23.82%	29,340.67	24,798.50	4,542.17	18.32%
5,470.12	3,708.00	1,762.12	47.52%	10,940.24	7,416.00	3,524.24	47.52%
0.00	183.45	-183.45	-100.0%	211.84	183.45	28.39	15.48%

54,462.70	42,871.80	11,590.90	27.04%	100,159.41	85,594.50	14,564.91	17.02%
0.00	0.00	0.00	0.0%	0.00	968.66	-968.66	-100.0%
131,820.93	114,764.76	17,056.17	14.86%	270,107.38	227,894.83	42,212.55	18.52%
73,279.39	272,175.88	-198,896.49	-73.08%	141,771.81	159,340.32	-17,568.51	-11.03%
56,237.56	56,237.56	0.00	0.0%	112,475.12	112,475.12	0.00	0.0%
56,237.56	56,237.56	0.00	0.0%	112,475.12	112,475.12	0.00	0.0%
154.85	154.85	0.00	0.0%	309.70	309.70	0.00	0.0%
1,555.63	1,555.63	0.00	0.0%	3,111.26	3,111.26	0.00	0.0%
0.00	0.00	0.00	0.0%	111,737.50	0.00	111,737.50	100.0%
179.17	0.00	179.17	100.0%	358.34	0.00	358.34	100.0%
1,889.65	1,710.48	179.17	10.48%	115,516.80	3,420.96	112,095.84	3,276.74%
58,127.21	57,948.04	179.17	0.31%	227,991.92	115,896.08	112,095.84	96.72%
-58,127.21	-57,948.04	-179.17	-0.31%	-227,991.92	-115,896.08	-112,095.84	-96.72%
15,152.18	214,227.84	-199,075.66	-92.93%	-86,220.11	43,444.24	-129,664.35	-298.46%

		Jun 30, 24
ASSETS	Current Assets	
	Checking/Savings	
	58.2000 · Cash	
	11.1111 · Exchange Bank Operating	164,078.90
	11.1120 · Exchange - Reserve	458,955.03
	11.1200 · Cash With Fiscal Agent	181,851.46
	Total 58.2000 · Cash	804,885.39
	Total Checking/Savings	804,885.39
	Other Current Assets	•
	11.2100 · Accrued Receivables	204,812.76
	11.3800 · Prepaid Assets	138,446.53
	Total Other Current Assets	343,259.29
	Total Current Assets	1,148,144.68
	Fixed Assets	
	11.7100 · Land & Row	76,763.35
	11.7400 · Water Treatment Plant	18,657,216.98
	11.7410 · Accum Depr-Buildings	-9,024,382.50
	11.7500 · Machinery and Equipment	157,612.11
	11.7510 · Accum Depr-Machinery & Equip	-99,184.93
	11.7620 · CIP - Membrane Replacement	-140,747.00
	Total Fixed Assets	9,627,278.01
	Other Assets	
	11.9000 · Deferred Outflows of Resources	
	11.9300 · Defrred Outflw of Resrc-Pension	18,363.00
	Total 11.9000 · Deferred Outflows of Resources	18,363.00
	11.9500 · Def Outflows - Membrane Replace	121,469.00
	Total Other Assets	139,832.00
TOTAL ASS	SETS	10,915,254.69
LIABILITIE	S & EQUITY	
	Liabilities	
	Current Liabilities	
	Accounts Payable	
	12.1110 · Accounts Payable	1,020.81
	Total Accounts Payable	1,020.81
	Other Current Liabilities	
	12.1190 · Accrued Payables	92,559.08
	Total Other Current Liabilities	92,559.08
	Total Current Liabilities	93,579.89
	Long Term Liabilities	
	12.5265 · Net Pension Liability	80,748.00
	12.5300 · Notes Payable non-current	
	12.5320 · GEFA Loan Payable 2013	75,319.89
	12.5330 · GEFA Loan Payable 2014	722,828.92
	Total 12.5300 · Notes Payable non-current	798,148.81

12.5660 · Series 2019 Bonds Payable	10,110,000.00
12.9000 · Deferred Inflows of Resources	
12.9300 · Deferd Inflows of Resrs-Pension	-2,584.00
Total 12.9000 · Deferred Inflows of Resources	-2,584.00
12.9310 · Def Inflows of Res-S19 Bd Prem	1,484,516.46
12.9320 · Def Inflows/Res-Membranes	-121,469.00
Total Long Term Liabilities	12,349,360.27
Total Liabilities	12,442,940.16
Equity	
13.2400 · Contributed Capital-USDA	1,907,000.00
13.3700 · Retained Earnings	-3,118,600.75
13.3790 · Prior Period Adjustment	13,956.25
13.3791 · PPA-Change in Accounting Method	-46,757.57
13.3792 · PPA-Change in Acctg Principle	-114,216.00
13.3793 · PPA - Correction to Deferred Re	-5,771.51
Net Income	-163,295.89
Total Equity	-1,527,685.47
TOTAL LIABILITIES & EQUITY	10,915,254.69