



SWA

Sinclair Water Authority

126 Cay Drive Milledgeville, GA 31061

Andrew Paracca Plant Manager

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

Minutes

Monday, September 13, 2021 ♦ 5:00 PM

Sinclair Water Plant

The Sinclair Water Authority met on Monday, September 13, 2021 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 David Waddell

Member Billy Webster

STAFF PRESENT

Plant Manager Andrew Paracca

Clerk Lynn Butterworth

Opening

1. Call to Order

Chairman Brown called the meeting to order at approximately 4:55 p.m.

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

2. Public Participation

None

Minutes

3. Approval of Minutes - July 12, 2021 Regular Meeting

Motion to approve the July 12, 2021 Regular Meeting Minutes.

Motion made by Member Webster, Seconded by Member Hall.

Voting Yea: Chairman Brown, Member Hall, Member Jefferson, Member Waddell, Member Webster

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Reports I

4. Manager's Report

Plant Manager Paracca took the board on a quick tour of the water plant to point out some of the maintenance issues, such as: ceiling paint, oxidant ceiling vents, gutters, chemical containments and the CIP room.

Plant Manager Paracca reported the following:

- Membrane performance remains stable
- Sludge removal process plan till end of year
- Update on NPDES permit and testing procedures
- Job hierarchy and pay scale changes
- Update on cyber security
- Maintenance program
- GovDeals
- Credit card limit

Chairman Brown noted that the credit card bills should be reconciled by people not using the card.

Motion to expand the credit card limit to \$7500.

Motion made by Member Hall, Seconded by Member Jefferson.

Voting Yea: Chairman Brown, Member Hall, Member Jefferson, Member Waddell, Member Webster

- SCI-62 algaecide
- Power extension to external buildings
- CFO position
- Depreciation

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

New Business

5. FY20 Audit Report

The FY20 audit report was emailed to members before the meeting. No action was taken.

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

6. Depreciation Discussion

Discussed during the Manager's Report.

7. Discussion on Long Term Repairs and Upgrades

Plant Manager Paracca reviewed the list of long term repairs and upgrades and advised that the list is as he sees as necessary over the next five years.

Motion to authorize the purchase a trail wagon up to \$8000 with final approval by Chairman Brown and Member Webster.

Motion made by Member Waddell, Seconded by Member Jefferson.

Voting Yea: Chairman Brown, Member Hall, Member Jefferson, Member Waddell, Member Webster

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

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8. Approval of Quote for Clearwell and Intake Screen Inspection/Cleaning
Plant Manager Paracca reviewed quotes from SE Diving Services to clean the tank for \$4850 and to inspect the intake and screens and clean them for \$4800.

Motion to approve the quotes from SE Diving Services.

Motion made by Member Jefferson, Seconded by Member Webster.

Voting Yea: Chairman Brown, Member Hall, Member Jefferson, Member Waddell, Member Webster

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

9. Approval of FY22 Proposed Budget

Motion to approve the FY22 Budget as presented.

Motion made by Member Jefferson, Seconded by Member Webster.

Voting Yea: Chairman Brown, Member Hall, Member Jefferson, Member Waddell, Member Webster

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

Old Business

10. Approval of Proposal from Carter & Sloope for Sludge Management

Chairman Brown reminded the board that they did an email approval for Carter & Sloope to do preliminary engineering for sludge management at a cost of \$8400.

Motion to ratify the approval for Carter & Sloope to do preliminary engineering for sludge management at a cost of \$8400.

Motion made by Member Jefferson, Seconded by Member Webster.

Voting Yea: Chairman Brown, Member Hall, Member Jefferson, Member Waddell, Member Webster

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

11. Approval of Clean in Place Chemical Room Upgrades from \$5000 to \$7500

Motion to approve an additional \$2000 for Clean in Place Chemical Room upgrades.

Motion made by Member Jefferson, Seconded by Member Waddell.

Voting Yea: Chairman Brown, Member Hall, Member Jefferson, Member Waddell, Member Webster

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. Member Jefferson recommended that the auditor's comments be taken seriously and requested that the monthly financials show the net before and after depreciation. No action was taken.

Closing

14. Next Meeting - November 8, 2021

The next meeting is scheduled for November 8, 2021 at 5:00 p.m.

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15. Adjournment

Motion to adjourn the meeting.

Motion made by Member Jefferson, Seconded by Member Webster.

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

Meeting adjourned at approximately 6:40 p.m.

ATTEST:

Lynn Butterworth
Clerk

Robert Brown
Chairman

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