

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

Agenda

Monday, November 13, 2023 ◊ 5:00 PM

Sinclair Water Plant

Opening

1. Call to Order
2. Public Participation

Minutes

- [3.](#) Approval of Minutes - September 11, 2023 Regular Meeting

Reports I

- [4.](#) Operations Report presented by ESG, Inc.

New Business

- [5.](#) 2024 Fiscal Year Operations Budget - Discussion/Approval
6. Appointment of new SWA Board Chairman - Discussion/Approval
- [7.](#) 2024 SWA Board Meeting Schedule - Discussion/Approval

Old Business

8. SWA Retirement Plan Termination - Discussion/Action

Reports II

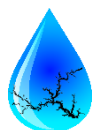
9. Plant Production Reports
10. Financial Reports

Closing

11. Next Meeting - January 8, 2024
12. Adjournment

File Attachments for Item:

3. Approval of Minutes - September 11, 2023 Regular Meeting



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

Minutes
Monday, September 11, 2023 ◊ 5:00 PM
Sinclair Water Plant

The Sinclair Water Authority met on Monday, September 11, 2023 at approximately 5:00 PM at the Sinclair Water Plant, 126 Cay Drive, Milledgeville, Georgia.

PRESENT

- Member Sammy Hall
- Member Tommy Jefferson
- Member Ed Walker
- Member Jeff Wooten

ABSENT

- Chairman Robert Brown

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
Vice Chairman Hall 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 - July 10, 2023
Motion to approve the July 10, 2023 Regular Meeting Minutes.
Motion made by Member Jefferson, Seconded by Member Wooten.
Voting Yea: Member Hall, Member Jefferson, Member Wooten

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Reports I

4. Operations Report presented by ESG, Inc.

Project Manager Brice Doolittle gave the operations report:

- Sedimentation Basin 2 stainless shrouds were replaced over inlet openings
- Membrane filters
 - Repairs have been made on Train 3 – recommended to replace before December 2023
 - Train 1 has a faulty fill valve actuator and needs replacing
- Need to start conversation about running a 5th train
 - Project Manager Doolittle will put together something to show potential revenue from adding a new train
- Chemical Feed / CIP System
 - Leaking CIP discharge valve scheduled to be replaced
 - Cracked CIP tank – waiting on vendor for scheduled repair date
 - Chlorine set points have been slightly increased to ensure demand is met
 - Leaking sodium hydroxide line in chemical room has been repaired
 - Aluminum Sulfate storage tank level sensor needs replacing
- Lagoons
 - In the process of drying lagoon #2
 - All dried alum sludge has been hauled off by Baldwin County
- Projects for the coming months

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

New Business

5. Train #1 Fill Valve Actuator Replacement - Discussion/Action

Project Manager Doolittle advised that a cheaper replacement was found for the Train 1 fill valve. He would like to purchase three tank probes and tank monitoring displays totaling approximately \$8100.00.

Motion to accept quote from Carotek and approve expense.

Motion made by Member Jefferson, Seconded by Member Wooten.

Voting Yea: Member Hall, Member Jefferson, Member Wooten

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

Old Business

6. Sinclair Water Authority Retirement Plan Termination - Discussion/Action

Member Jefferson talked to Greg Gease and it may be next month before we get an update.

Reports II

7. Plant Production Reports

Plant Production reports are in the meeting package to review. No action was taken.

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8. Financial Reports (2024 Budget Planning Discussion)

Project Manager Doolittle advised that ESG will put together the budget in conjunction with the SWA budget committee, consisting of Members Hall and Jefferson, and it will be presented at the November meeting. He also explained that the line item “cash with fiscal agent” is to pay down the bond and SWA is obligated to keep a certain amount in the bank. Member Jefferson requested a more detailed explanation of how that works. He also advised that the “other income” line is last year’s contributions from Putnam and Baldwin counties to SWA and that depreciation has been added.

Closing

9. Next Meeting - November 13, 2023

The next meeting is scheduled for November 13, 2023.

10. Adjournment

Vice Chairman Hall adjourned the meeting at approximately 5:30 p.m.

ATTEST:

Lynn Butterworth
Clerk

Sammy Hall
Vice-Chairman

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File Attachments for Item:

4. Operations Report presented by ESG, Inc.



Sinclair Water Authority

SWA BOARD MEETING

November 13, 2023



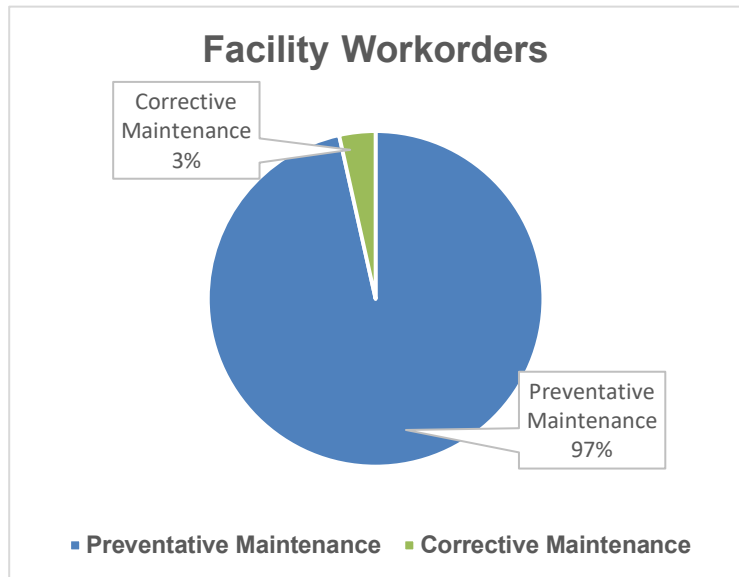
ESG management and staff are pleased to present this update to the Sinclair Water Authority Board of Directors covering operations and maintenance activities for the prior month. It is our privilege to serve our community with high-quality services and support the citizens of Baldwin and Putnam Counties

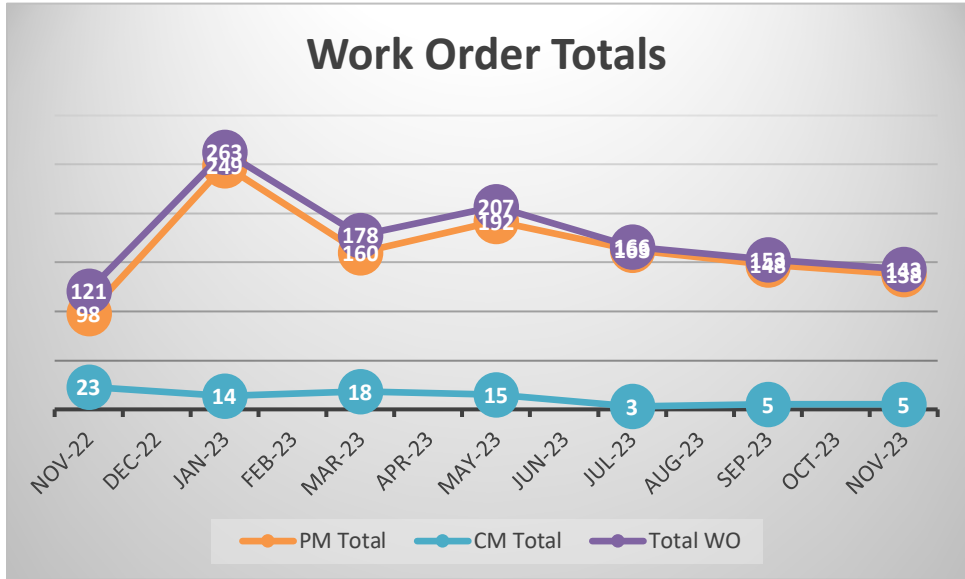
EXECUTIVE SUMMARY

During the last reporting period, a major failure occurred on the feed waterside of the chlorine dioxide generator. A new solenoid valve was installed as well as several new pipefittings. The level indicator was lost on the Baldwin County ground storage tank. The problem occurred due to the loss of radio signal. MR Systems is providing a quote to swap over to a cell-enabled transmitter. Finally, annual preventative maintenance was completed on all county high-service pumps.

MAINTENANCE

ESG-operated projects utilize an asset management software, PSD, for tracking the life cycle costs of client-owned 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 **138** preventative work orders and completed **5** corrective maintenance work orders.





The graph to the left represents a summary of all works orders completed since **November 2022**.

ANNUAL REBATE ACCOUNTS

TOTAL RESALE INVOICE SUMMARY		ESG-SWA PROJECT		2023 CONTRACT YEAR		
ITEM	ANNUAL BUDGET	12 Month Budget	% Complete	BUDGETED TO DATE	ACTUAL TOTAL PROJECT YTD	YTD VARIANCE
CHEMICALS	\$ 316,000.00	\$ 316,000.00	91.7%	\$ 289,666.67	\$ 322,463.00	(32,796.33)
REPAIRS	\$ 103,000.00	\$ 103,000.00	91.7%	\$ 94,416.67	\$ 32,718.00	61,698.67
SLUDGE	\$ 47,000.00	\$ 47,000.00	91.7%	\$ 43,083.33	\$ 4,054.50	39,028.83
TOTAL	\$ 466,000.00	\$ 466,000.00	91.7%	\$ 427,166.67	\$ 359,235.50	67,931.17

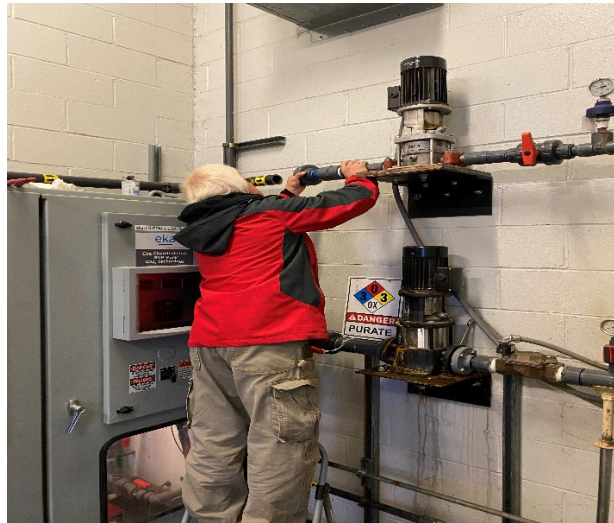
Represented in the chart above, the overall rebate accounts are \$67,931.17 under the allocated budget. However, chemicals are over budget by \$32,796.33. This is mainly due to price changes throughout the year.

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

- Blowbacks were performed on intake screens; this method dislodges any trash or debris accumulated on intake screens.
- PM’s were performed on raw water pumps.
- Intake building has been cleaned and organized.
- Chlorine Dioxide electric solenoid valve malfunctioned and has been replaced.
- The water feed line for Chlorine Dioxide cracked and has been repaired.



**Pictured above, Will Spani replaces cracked CLO2 feed line.*

Flocculation / Sedimentation Basins

- Sedimentation Basins 1 and 2 were both drained and cleaned. This allows for reduced manganese levels.
- Alum doses have been decreased significantly due to a less “turbid” water source in the colder months; this has allowed for less chemical usage.

Membrane Filters

- New membranes for train 3 are on site and scheduled to be replaced in the spring of 2024.
- A couple of leaking couplings on trains 3 and 4 have been replaced. This allows for better membrane integrity test (MIT) results.
- Train 1 fill valve and actuator were replaced by outside contractor.



**Pictured above, CC&A installs new 16” fill valve on train 1.*

Chemical Feed / CIP System

- Leaking CIP discharge valve scheduled to be replaced with outside contractor.
- Aluminum Sulfate level sensor has been replaced.
- Potassium permanganate has been used in the place of chlorine dioxide while out of service. This chemical oxidizes many organic and inorganic substances.
- Cracked CIP tank has been plastic welded. Crack was around CIP heater flange.
- Chlorine injection line corroded and started leaking at the tap and been repaired with 24” pipe saddle.



**Pictured above left, Plastek Werks prepares for welding CIP tank.*

**Pictured above right, Will Spani and Clay Stuart install 24” pipe saddle.*

Clearwell / High Service

- PM’s were performed on all high service pumps.
- Communication loss with Baldwin County tank sensor occurred this month. It is recommended to change from radio signal to cell signal.
- Permeate Temperature Probe is bad and needs replacing.
- Quarterly chlorine analyzer calibrations were completed on clearwell and high service analyzers.

Lagoons

- In the process of drying lagoon # 2.
- Cleaned up and bush hogged around lagoon 1 and 2.

Fleet

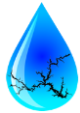
- Quarterly PM's have been completed.
- Ignition switch has been replaced on Toyota forklift.
- Exmark has been serviced, cleaned and put up for the year.

Projects for the coming months:

- Replacement of CIP discharge valve
- Digging out lagoon #2
- Equipment repairs- Permeate temperature probe.
- Employee training and certifications
- Installation of drain valves in sedimentation basins.
- New SCADA upgrade / Cell service for Baldwin tank.

File Attachments for Item:

5. 2024 Fiscal Year Operations Budget - Discussion/Approval



Sinclair Water Authority

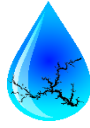
2024 PROPOSED OPERATING BUDGET



GL #	Description	2022 Budget	2023 Budget	2024 Estimated Expenses	VARIANCE (\$)	VARIANCE (%)
PERSONNEL EXPENSES						
51.1100	WAGES	-	-	-	-	-
51.1110	PER DIEM - BOARD MEMBERS	3,150	3,150	3,150	-	0.0%
51.1300	OVERTIME WAGES	-	-	-	-	-
51.2100	MEDICAL INSURANCE	-	-	-	-	-
51.2200	SOCIAL SECURITY	-	-	-	-	-
51.2300	MEDICARE	-	-	-	-	-
51.2400	RETIREMENT CONTRIBUTIONS	6,000	6,000	6,500	500	8.3%
51.2450	401A CONTRIBUTION	-	-	-	-	-
51.2500	UNEMPLOYMENT	-	-	-	-	-
51.2700	WORKER'S COMP	-	-	-	-	-
51.2920	UNIFORMS	-	-	-	-	-
TOTAL PERSONNEL EXPENSES		9,150	9,150	9,650	500	5.5%
OPERATING EXPENSES						
52.1100	MANAGEMENT FEE	652,277	688,152	715,678	27,526	4.0%
52.1210	LEGAL FEES	1,000	1,000	1,000	-	0.0%
52.1220	ACCOUNTING FEES	22,500	22,500	23,500	1,000	4.4%
52.1230	ENGINEERING FEES	-	3,000	3,000	-	0.0%
52.1240	OTHER PROFESSIONAL FEES	-	-	-	-	-
52.1300	TECH SVS ALARM SYS	-	-	-	-	-
52.1305	TECH SVS GARBAGE DISPOSAL	-	1,425	1,425	-	0.0%
53.1320	COMPUTER SERVICES	-	-	2,500	2,500	-
52.1330	WATER/WASTEWATER TESTING	-	-	-	-	-
52.2210	REPAIRS & MAINT. INFRASTR./SYSTEM	103,000	103,000	75,000	(28,000)	-27.2%
52.2221	REP/MAINT. TO VEHICLES*	-	1,000	1,000	-	0.0%
52.2222	REP/MAINT FURN EQUIP*	-	-	-	-	-
52.2225	REP/MAINT MEMBRANES	19,278	20,000	20,000	-	0.0%
52.2227	REP/MAINT COMPUTER/SOFTWARE*	6,378	6,378	7,250	872	13.7%
52.2230	REP/MAINT BUILDINGS	-	-	-	-	-
52.2235	FACILITY MAINT.*	-	-	-	-	-
52.2300	RENTAL - LAND & BUILDINGS	4,000	4,000	4,000	-	0.0%
52.2320	EQUIPMENT RENTALS	-	1,884	2,000	116	6.2%
52.3100	INSURANCE-CASUALTY/LIAB	28,000	28,000	22,900	(5,100)	-18.2%
52.3200	COMMUNICATIONS-PHONE	4,000	4,000	4,000	-	0.0%
52.3300	ADVERTISING	720	720	720	-	0.0%
52.3500	TRAVEL	-	-	-	-	-
52.3600	DUES & FEES	-	2,180	2,200	21	0.9%
52.3700	EDUCATION & TRAINING	-	-	-	-	-
52.3800	LICENSING	-	-	-	-	-
52.3850	CONTRACT LABOR	-	-	-	-	-
53.1110	GENERAL SUPPLIES	-	-	-	-	-
53.1115	EMPLOYEE APPRECIATION	-	-	-	-	-
53.1135	CHEMICALS	241,200	316,000	400,000	84,000	26.6%
53.1140	SUPPLIES-VEHICLE*	-	-	-	-	-
53.1145	SUPPLIES-EQUIPMENT*	-	-	-	-	-
53.1150	SUPPLIES-OFFICE*	-	-	-	-	-
53.1152	SUPPLIES-JANITORIAL*	-	-	-	-	-
53.1155	GRAVEL	-	-	-	-	-
53.1165	LAB SUPPLIES/LAB TESTING	-	-	-	-	-
53.1170	SAFETY SUPPLIES	-	-	-	-	-
53.1210	UTILITIES-ELECT/NAT GAS	165,000	175,000	175,000	-	0.0%
53.1270	UTILITIES-GASOLINE	-	-	-	-	-
53.1280	UTILITIES-WASTE REMOVAL - SLUDGE	47,000	47,000	30,000	(17,000)	-36.2%
53.1500	RAW WATER WITHDRAWAL	-	48,850	85,000	36,150	74.0%
53.1601	SMALL TOOLS, HARDWARE	-	-	-	-	-
53.1610	SMALL EQUIPMENT UNDER 5,000*	-	-	-	-	-
53.1620	COMP. SOFTWARE UNDER 5,000*	-	-	-	-	-
53.1630	LAB EQUIPMENT	-	-	-	-	-
53.1700	POSTAGE	-	-	-	-	-
56.1500	MEMBRANE REPLACEMENT CONTRACT	121,500	121,500	121,500	-	0.0%
TOTAL OPERATING EXPENSES		1,415,853	1,474,089	1,697,673	223,585	15.2%
OPERATING EXPENSES						
58.1330	GEFA LOAN #1 PRINCIPAL	6,400	6,500	6,500	-	0.0%
58.1340	GEFA LOAN #2 PRINCIPAL	45,300	46,350	46,350	-	0.0%
58.1350	SERIES 2019 PRINCIPAL	225,000	225,000	225,000	-	0.0%
58.2310	GEFA LOAN #1 INTEREST	2,000	1,810	1,810	-	0.0%
58.2320	GEFA LOAN #2 INTEREST	19,500	18,400	18,400	-	0.0%
58.2350	SERIES 2019 INTEREST	462,900	462,900	462,900	-	0.0%
58.3000	FISCAL AGENT FEES	2,150	2,150	2,150	-	0.0%
TOTAL INTEREST EXPENSES		763,250	710,260	710,260	-	0.0%
TOTAL PAYROLL, OPERATING, DEBT EXPENSES		2,188,253	2,193,499	2,417,583	224,085	10.2%

File Attachments for Item:

7. 2024 SWA Board Meeting Schedule - Discussion/Approval



2024 SWA Board Meeting Schedule

January 8, 2024 – 5:00 P.M.

March 11, 2024 – 5:00 P.M.

May 13, 2024 – 5:00 P.M.

July 8, 2024 – 5:00 P.M.

September 9, 2024 – 5:00 P.M.

November 11, 2024 – 5:00 P.M.

** The SWA Board reserves the right to continue the meeting to another time and place in the event the number of people in attendance at the meeting, including the SWA Board, staff, and members of the public exceeds the legal limits. The meeting cannot be closed to the public except by a majority vote of a quorum present for the meeting. The board can vote to go into an executive session on a legally exempt matter during a public meeting even if not advertised or listed on the agenda.*