

Sinclair Water Authority
Monday, February 24, 2014
5:00 p.m.

A meeting of the Sinclair Water Authority was held Monday, February 24, 2014 at 5:00 p.m., at the Sinclair Water Plant, 126 Cay Drive, Milledgeville, with Chairperson Joan Minton presiding.

Board Members Present

Joan Minton
Sammy Hall
Stephen Hersey
Tommy Jefferson
David Waddell

Staff Present

Joey Witcher
Terry Jackson

Others Present

Marty Boyd, Carter & Sloope
Donna VanHaute, EPWSA

Call to Order

Chairperson Joan Minton called the February 24, 2014 meeting of the Sinclair Water Authority to order at 5:00 p.m.

Minton introduced SWA new board member, David Waddell.

Approval of Minutes

Member, Tommy Jefferson moved to approve the January 13, 2014 meeting minutes. Member, Sammy Hall seconded the motion and it passed unanimously.

Report from Plant Manager

Joey Witcher, the Plant Manager, made a presentation on the following plant activities:

- 1) Update on monthly plant activities
- 2) Update on Train Performances since addition of new filter modules
- 3) Provided Filter Tank Improve Project Schedule
- 4) Provided considerations list for next Module purchase
- 5) Provided Plant Redundancy Options

The board appointed a Filter Life Extension Committee to do a plant review. The committee will include Joan Minton, Tommy Jefferson. Don North from ESG, Inc. will act as a consultant to the committee and Putnam County will pay for Don North's time.

Production Report:

The Board was provided with January 2014 Monthly Billable Gallons and Monthly Flow Rate graphs, Plant Flows Report and Meter Readings.

Old Business

The Chairperson presented a "Thank You" letter to Ed Walker for board members to sign.

Minton introduced the subject of the Meter Project for board discussion.

The board appointed a Meter Committee to determine if the original motion in November 2013 should still move forward. The committee will be coordinated by Joan Minton and include Tommy Jefferson, David Waddell. The engineers for Baldwin, Putnam and SWA, Donna Van Haute from EPWSA, and Jason Kidd from Baldwin County Water will act as assistants to the committee.

New Business

Witcher presented a proposal from GRWA for Alum Sludge Dredging.

Member, Tommy Jefferson moved to accept the proposal from GRWA for Alum Sludge Dredging.

Member, Stephen Hersey seconded the motion and it passed unanimously.

Discussion was held on the Election of the Board Secretary and Board Treasurer for 2014.

Member, Sammy Hall moved to elect Terry Jackson as Board Secretary and Linda Zarkowsky as Board Treasurer for 2014. Member, Tommy Jefferson seconded the motion and it passed unanimously.

Minton suggested that Linda Zarkowsky develop some Internal Controls Policies for the board that would provide a better gage of the work the auditing firm is performing.

Financial Reports

The Board received the January 2014 unaudited P & L, Balance Sheet, Cash Flow, invoices for Baldwin and Putnam counties and Billable Gallons Report. The 2014 Approved Budget was included with "actuals" being reflected for January 2014.

Next Meeting

The next Authority meeting is scheduled for Monday April 21, 2014 at 5:00 p.m. at the plant site, 126 Cay Drive.

Adjournment

Member, Tommy Jefferson moved to adjourn the meeting. Member, Sammy Hall seconded the motion and it passed unanimously.

The meeting was adjourned at 6:15 p.m.

Respectfully submitted,

Joan Minton Date
Chairperson

Terry Jackson Date
Board Secretary