

Sinclair Water Authority  
Monday, October 19, 2015  
5:00 p.m.

A meeting of the Sinclair Water Authority was held Monday, October 19, 2015 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, Tommy Jefferson, Steve Hersey & David Waddell

**Others Present:** Joey Witcher, Alex Wiseman of Cater & Sloope

**Call to Order**

Chairperson Joan Minton called the October 19, 2015 meeting of the Sinclair Water Authority to order at 5:03 p.m.

**Approval of Minutes**

Member, Steve Hersey moved to approve the August 31st, 2015 meeting minutes. Member, Tommy Jefferson seconded the motion and it passed unanimously.

**Old Business**

The Board discussed Section D; items 4 & 5 of the proposed purchasing policy. The Board agreed to set the maximum of both items at \$350,000. Member David Waddell moved to adopt the Purchasing Policy hereto attached and made an official part of the minutes. Steve Hersey seconded and it passed unanimously.

**New Business**

Tommy Jefferson moved to adopt the 2016 Budget attached. Sammy Hall seconded and it passed unanimously. The Budget will be forwarded to Baldwin & Putnam counties.

**Report from Plant Manager**

Joey Witcher, the Plant Manager, discussed the following plant activities:

- 1) A facility report was provided covering the following topics:
  - Switch to ALUM update
  - Sanitary Survey results
- 2) South Metering:
  - 18" Baldwin line at Ga. Power
  - Billing calculations

**Production Report:**

The Board was provided with Monthly Billable Gallons and Monthly Flow Rate graphs, Plant Flows Report and Meter Readings for August and September 2015.

**Financial Reports**

The Board received the 2015 Billing Budget & copies of the August & September 2015 invoices for Baldwin & Putnam counties.

**Next Meeting**

The next Authority meeting is scheduled for Monday December 14, 2015 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 5:35 p.m.

Respectfully submitted,

Christina Patterson  
Administrative Assistant  
Sinclair Water Authority