

MINUTES BOARD MEETING

September 12, 2024 – 8:30 a.m.

A meeting of the Henry County Water Authority Board, duly advertised, was held on Thursday, September 12, 2024, at the Authority's Administrative offices (Engineering Building) located at 100 Westridge Industrial Blvd., McDonough, GA. The following Board members were present: Warren Holder, Chair; Sandra Rozier, Vice Chair; Myra Lott, Secretary/Treasurer; Fred Mays, Member-At-Large; Lindsey McGarity, Member; and Richard J. Sylvia, Jr., Member

HCWA: Tony V. Carnell, General Manager; Dave Peterson, CFO; Karen Lake-Thompson, Clerk.
Directors: Dan Newcombe, IT; Tamara Woodie, HR; Tara Brown, Strategic Planning. Division Managers: Scott Sage, Engineering; Pat Hembree, Water Production & Reclamation; Allen Rape, Customer Support Services. Staff: Randy Crumbley, Engineering Manager; Lindsey Sanders, Communications & Regulatory Coordinator; Travis Jackson, Strategic Coordinator. Tabby Lee, Water Quality & Compliance Supervisor; Todd Brackin, Conservation Enforcement Specialist; Al Gardner, Electrical/Control Systems Technician; Matt Hunt, Walnut Creek Water Reclamation Facility Belt Press Operator; Chad Turner, Constructions and Inspections; Brandon Keller, GIS Developer.

Counsel: Brian Strickland (Smith, Welch, Webb & White, LLC)
HRKS (HR Knowledge Source): Ardie Harrison, Sr. Vice-President; Ruby Swann & Ersula May, Consultants.
Visitors: Don Veum

CALL TO ORDER/WELCOME VISITORS

Mr. Holder called the meeting to order at 8:30AM.

INVOCATION Mr. Hembree (Division Manager, Water Production & Reclamation) gave the invocation.

ACCEPTANCE OF AGENDA

Motion to accept the amended agenda to include an Executive Session for the purpose of personnel matters was made by Mrs. Rozier and seconded by Mr. Sylvia. The motion carried 6/0.

PUBLIC COMMENT None

REPORT OF ATTORNEY None

REPORT OF GENERAL MANAGER

Recommendation for Award of Gardner Raw Water Pump Station Rehabilitation

Mr. Hembree addressed the Board concerning the Gardner Raw Water Pump Station being one of the oldest in HCWA's system. This project also includes a budget adjustment of \$2.5M, which would bring the new project total to \$3.6M. There were two (2) bidders, Parrish Construction Group and Lakeshore Engineering. Mr. Hembree is recommending the bid award to Parrish Construction Group (Perry, GA), the lowest bidder.

Motion was made by Mr. McGarity and seconded by Mr. Mays to accept the budget adjustment and recommendation for the bid award to Parrish Construction Group. The motion carried 6/0.

Lead Service Line Inventory

Mrs. Brown explained the purpose and process of the Lead Service Lines inventory being conducted by HCWA. The lead service line inventory was mandated by the Environmental Protection Agency (EPA) nationally with a reporting deadline of October 16, 2024.

HCWA has over 70,000 locations to review, with staff having completed 80-85% of the work. Lead plumbing was banned in 1986. The majority of homes in Henry County were built after 1990, which has aided in determining most locations without lead.

Mrs. Brown highlighted the challenges of identifying lead service lines, because it requires inspecting beyond the meter, on the customer's side; between the meter and house foundation. As the deadline approaches, HCWA's GIS department will continue developing an interactive map to pinpoint each location, and a news release will be issued to the public. This interactive map will be made available on HCWA's website to help customers identify the type of service line to their home/business.

If a lead service line is identified, HCWA will notify the customer immediately (via mail or customer service representative). It was also noted the lead service line identification does not include plumbing inside the home/business.

Collaborative Meeting with HCBOC, HCDA and HCWA

Mr. Carnell stated he was contacted by Henry County Board of Commissioners (HCBOC), Chair Harrell, inviting HCWA for a collaborative meeting with HCBOC and the Henry County Development Authority (HCDA) to discuss County development. HCWA looks forward to the opportunity to meet with HCBOC and HCDA on October 24th.

HCWA Leadership Academy Introductions

Mr. Carnell shared the importance of succession planning and that the Leadership Academy was created to develop future leaders of the Authority. The Leadership Academy helps employees learn from within through peer collaboration, cross training with other departments, and professional development.

Ms. Sanders introduced the graduates of the Leadership Academy now in its 3rd year, as follows:

- Tabby Lee, Water Quality & Compliance Supervisor
- Todd Braekin, Conservation Enforcement Specialist
- Al Gardner, Electrical/Control Systems Technician I
- Matt Hunt, Walnut Creek Water Reclamation Facility Belt Press Operator
- Chad Turner, Constructions and Inspections, Inspector I
- Brandon Keller, GIS Developer

The Leadership Academy graduates shared their length of service and the highlights of participating in the program. Mr. Holder expressed the importance of team work, a true marker of HCWA's success. Mr. Holder also commended Ms. Sanders for her leadership and hard work.

Mr. Carnell stated that due to the success of the program, he was invited by Water Environment Federation to present on HCWA's Leadership Program at an upcoming national conference.

HCWA Education/Community/Partnerships

HCWA staff highlighted the following programs and shared video highlights for each:

- Internship Program with Southern Crescent Technical College

Mrs. Woodie stated, 27 students from grades 11-12 participated. The students represent a mix of public, private, and home-schooled high schools from the local area. The program serves as a potential talent pool for HCWA by introducing students to career opportunities within the organization. Looking ahead, the program plans to expand by engaging other HCWA departments to boost participation. As a direct result, one intern has already been hired, and another has been interviewed for a full-time position.

Mrs. Rozier thanked staff for making a difference in the lives of students.

- Water Works Experience
Ms. Sanders shared that 8 students (rising 9th graders) participated in this year's class, The Water Works experience provides students with career pathways through hands-on experience with various HCWA departments, interviewing skills as well as lessons in personal finances.
- Kids Fishing Day
The 3rd Annual Kids Fishing Day on June 10th was a huge success. Mr. Rape shared that \$50K (\$25K monetary and \$25K in-kind) in donations was received from local businesses/the community which help to fund this 501c3* and other events. **The Henry County Outdoor Education Partnership, Inc is a 501c3 non-profit corporation that provides education to the public regarding wetlands, wildlife, conservation, and natural resources.*

Announcements

Mr. Carnell shared the following upcoming HCWA events: Cubihatcha Kids (Henry County 3rd Graders): September 9th -13th, & 23rd – 27th; Rivers Alive Clean-up: October 4th; HCWA Fall Supplier Conference: October 24th; Youth Deer Hunts: October 19th & November 2nd; Model Water Tower Competition: November 8th and the Veterans Deer Hunt on November 16th.

Comprehensive Plan Agreements

Mr. Carnell stated the Comprehensive Plan Agreements are ongoing as HCWA continues to collaborate with local cities, including Locust Grove, McDonough, and an upcoming meeting with Stockbridge. It was also noted that the City of Hampton's Council approved its own version of the Comprehensive Plan Agreement without any input, feedback or acknowledgment from HCWA. The City of Hampton is considering taking control of their water supply for all new developments within the City limits. In addition, the City of Griffin has entered into an agreement with the City Hampton outsourcing water at a higher rate than HCWA's proposed rates. Currently, there is no existing distribution system for the City of Hampton to access this supply.

PROJECTS and ADJUSTMENTS

Mr. Sage addressed the Board concerning the new projects and showed the map location for each project and explained the purpose for each. Mr. Rape showed the location for the Walnut Creek basin smoke testing and explained the project.

- New Projects:
 - ADMIN3456A Pullin Road Operations Campus Design
 - EXT3363B Walnut Creek Basin Smoke Testing
 - EXT3631A Corn Creek SS Ext D
 - EXT3784A Upper Reeves Creek SS Extension Under I-75 Design
 - MTRUPG3485C Route 212 Iperl Meter Replacement
 - MTRUPG3485D Route 225 Iperl Meter Replacement
 - SPLOST3800 Rock Quarry Rd Water Line Relocation
 - SPLOST3800B Rock Quarry Rd Sewer Line Relocation

There being no further discussion, motion was made by Mrs. Rozier and seconded by Mr. Sylvia to approve the new projects as presented. The motion carried 6/0.

- Developer Projects:
 - DEV3443 PNK Park Building D
 - DEV3769 Reserve at Hickory Hills

Mr. Sage addressed the Board concerning the developer projects. There being no further discussion, motion was made by Mr. Sylvia and seconded by Mr. Mays to approve the developer projects as presented. The motion carried 6/0.

- Budget Adjustments:
 - EXT2837 Gardner Pump Station Rehabilitation
 - WATDIST3172A East Lake Ground Tank Site Improvement

Mr. Hembree addressed the Board concerning the budget adjustment of \$2.5M for the EXT2837 project, which is to cover construction and engineering services. In addition, the East Lake Ground Tank site improvement budget adjustment of \$71K will be to redo the asphalt trail.

There being no further discussion, motion was made by Mr. McGarity and seconded by Mrs. Rozier to approve the budget adjustments as presented. The motion carried 6/0.

APPROVAL OF MINUTES

Motion to approve the August 8, 2024 Regular Meeting minutes was made by Mrs. Lott and seconded by Mr. McGarity. The motion carried (6/0).

Motion to approve the August 8, 2024 Executive Session Meeting minutes was made by Mrs. Rozier and seconded by Mr. Mays. The motion carried (6/0).

The Board took a 5-minute recess.

EXECUTIVE SESSION

Motion was made by Mrs. Rozier and seconded by Mr. Mays to enter into Executive Session at 9:58AM in order to discuss personnel matters. The motion carried 6/0.

Motion to end Executive Session was made by Mrs. Lott and seconded by Mr. Mays at 10:12AM. The motion carried 6/0.

OTHER BUSINESS

Classification & Compensation Study

Mrs. Woodie addressed the Board concerning the Classification and Compensation Study, stating one of the major motivating factors for the study is to make sure HCWA remains competitive for critical positions such as plant operators. After thorough research, Evergreen Solutions, LLC., was selected to conduct the study. It was also noted that CCWA, HCBOC, Douglasville and the City of Atlanta, provided positive feedback on this company. This will be a transparent process with 100% participation/feedback from all employees using a job analysis tool, including focus groups and an organizational wide job-description update.

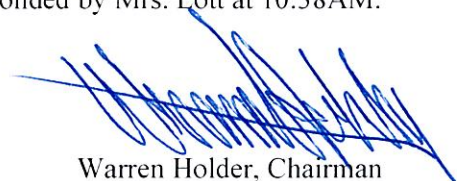
General Manager Evaluation Overview

HRKS provided an overview and timeline of the General Manager evaluation process based on their Leadership Performance Excellence Program (L-PEP). The L-PEP, includes compiling a report from 1:1 interviews with each Board member, General Manager self-assessment, review of 2024 goals, objectives, and achievements.

The 1:1 interviews with each Board member are scheduled to take place September 16th through October 9th. The General Manager will complete a self-assessment by October 16th and HRKS will compile, review, and categorize responses by November 4th and complete the final report to the Board on/before November 26th.

ADJOURNMENT

Motion to adjourn the meeting was made by Mr. McGarity and seconded by Mrs. Lott at 10:38AM. The motion carried (6/0).



Warren Holder, Chairman