

Newnan Water, Sewerage & Light Commission  
**Commission Meeting**  
 August 19, 2025

The Newnan Water, Sewerage and Light Commission met August 19, 2025 in regular session with Commission Chairman Robert Lee presiding. Commissioner Parnell Odom, and Commissioner Dianne Parker, and Commission Legal Counsel Bill Stemberger were present.

Also present were Jeff Phillips, General Manager, Alexis Brooks, Director of Electrical Operations & Human Resources and Commission Secretary, Brandon Lovett, Director of Water & Wastewater Operations, Joni Scarbrough, Director of Administrative Services, and Mary Bajalcaliev, Executive Assistant and Recorder.

The Newnan Times-Herald was absent.

Chairman Robert Lee called the meeting to order.

**Acceptance of Minutes – June 20, 2025 Regular Meeting:** Chairman Lee asked if all were in favor of accepting the minutes of the June 20, 2025 regular meeting. Commissioner Odom made a motion to accept the minutes. Commissioner Parker seconded the motion.

Chairman Lee turned the floor over to Jeff Phillips for the General Manager's and Directors' reports.

## General Operations & Finance Report

**Jeff Phillips**

### Financials

The financials for the previous month were favorable for both revenue and expenses. We have completed 60% of our budgeted capital expenses for the year. Jeff noted that the cost of electricity has been up this year, mostly due to the Wansley combined cycle plant being out of service for about two months.

### Donation of Land

Jeff Phillips was approached by the owner of a 0.74 acre parcel of land on Millard Farmer Industrial Boulevard that surrounds Newnan Utilities' Crossbrook Lift Station. The owner asked if they could donate that land to us since it surrounds our lift station. Jeff asked the Commissioners for their approval for Commission Legal Counsel to proceed with communications about the transaction with the owner.

**Motion for Approval: To Allow Legal Counsel to Enter into Discussions with a Landowner about Receipt of Donated Land:** Jeff Phillips requested a motion to allow Commission Legal Counsel to proceed with communications with the owner of the land parcel on Millard Farmer Industrial Boulevard that surrounds the Crossbrook Lift Station. The discussions would be related to the donation of the land for Newnan Utilities' use. Chairman Lee asked for a motion to approve Legal Counsel to proceed with those communications. Commissioner Parker made a motion to approve it. Commissioner Odom seconded the motion.

Jeff Phillips turned the floor over to the Directors for their reports.

## Electric, Human Resources, Billing, Metering & Locates

**Alexis Brooks**

### Billing, Metering & Locates

#### Locates

Crews processed 1,399 locate tickets in July.

#### Meter Testing

We have completed meter testing on 100 of 270 large power accounts.

### Electric

#### System Improvement Project

The system improvement project in the Sherwood neighborhood is almost complete. The contractors have finished their portion, and we have a few items to finalize, including working on a couple of underground lines in the Phillips Street area, removing one tree that is encroaching on a line, installing cell modems for SCADA monitoring of the gang operated switches, and working with the telecom companies to expedite removal/transfer of their lines so we can remove duplicate poles.

Pole Audit/Change Outs

We have 5 poles remaining to change out. We plan to complete these by the end of the year.

Maintenance

- Generators: We have completed the annual maintenance of the generators in our system. We have 13 at our facilities and three at lift stations in the field. A third-party vendor completes the maintenance, including changing oil, etc.
- Right of Way Clearing: We will begin clearing the right of way in the rural areas of our electric system. This is in addition to our annual tree trimming and herbicide applications. This method uses equipment to clear tougher brush, etc.

Testing

- Reclosers: We have completed the annual testing of 16 of the 22 reclosers in the system.

Training

- PPE: The Electric crew recently participated in Personal Protective Equipment (PPE) training, hosted by Electric Cities of Georgia.

**Human Resources**Benefits Fair

The annual Benefits Fair will be held on August 26.

Training

Training with University of West Georgia Newnan will resume tomorrow with Customer Service training, which will be focused on internal customer service.

**Shop**Boom Inspections

Altec completed 11 inspections of the booms on our bucket and line trucks. No major issues found.

Work Orders

Staff completed 107 work orders last month. 49 were for maintenance.

Surplus Sale

We recently sold 11 surplus vehicles and pieces of equipment that were recently replaced.

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**Administrative Services****Joni Scarbrough**

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**Community Relations**Newsletter

Joni shared the latest bimonthly customer newsletter. This is the first one designed by our new marketing vendor, Country Fried Creative. We send the newsletters in approximately 8,000 paper statements and 15,000 emails.

Website

We are almost finished with the redesign of our website.

**Customer Service**Call Volume & Statistics

- Calls Taken: 4,800 calls in July
- Hold Time: 27 seconds, on average
- Non-Pay Disconnects: 740 (there were a few days we couldn't disconnect due to heat advisories)
- Move In/Move Out: 635 in June; 647 in July (typically our busiest months)

**Facilities & Grounds**Sewell Road Office

In the coming months, we will be replacing galvanized water pipes and irrigations systems at the Sewell Road office. We will also replace much of the aging/dying landscape close to the building.

**Park**LINC

We continue to meet with project managers for the PATH Foundation, the city, and other parties about the portion of the LINC path that will run along Sewell Road in front of our park. We have provided information on utilities in the area and other insights about our park, etc. The organizers hope to have the design work finished by the end of this year and to begin construction once school is out in May.

Pavilion Reservations

- We had 115 pavilion reservations in July.
- Kids Castle was closed temporarily for surfacing repairs.

**Technology Services**Compost

- We have been testing the Square point of sale system for our compost products. This allows compost staff to take credit card payments for tree trash and compost products on-site instead of completing a ticket and being billed later. We will continue testing to ensure that it works for all departments involved.
- We also plan to have an online “storefront” on our new website where customers can purchase compost products online.

Cyber Security

- We received our annual BitSight score for cyber security. This score is similar to a credit score for an individual. This year, our score was 780, 10 points higher than last year, and 60 points higher than the national average.
- We will begin the annual cyber security training for all employees in the next few weeks.

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**Water/Wastewater Operations & Purchasing****Brandon Lovett**

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**Collection & Distribution**2<sup>nd</sup> Avenue Line Replacement

Crews have finished replacing lines on 2<sup>nd</sup> Avenue.

Downtown Alley (LaGrange/Spring)

Crews have been replacing 2” galvanized lines in an alley behind Murphey’s Florist as part of a construction project on that block.

Hydrant Flushing

We are almost finished flushing fire hydrants for the year. There are a few key areas that will have to be flushed during nighttime hours.

Valve Exercising

The regular valve exercising will begin in the next few weeks. This is the fifth year of the program and it takes a few weeks to complete. Almost all of our valves are operable now.

**Compost**Biosolids Reporting

The annual biosolids reports have been submitted to the state.

Intake

We received 400 loads of green tree waste last month.

**Engineering**Greystone: Millard Farmer Industrial Boulevard/Roscoe Road

The developer of Greystone near the cabin has added language to the emergency access easement related to buffers, including language about fencing and trees. They have agreed to all of our requests. We are awaiting the final documents for approval.

**Safety**

Fire Department Inspections

The Newnan Fire Department recently toured all of our buildings to better understand layouts, exits, etc. We will be following up with fire drills for employees at each building.

Safety Programs

- We recently hosted a safety training session on identity theft.
- We will have active shooter training this week at Sewell Road, which will be followed up by drills later.

**Wastewater Treatment**

Maintenance

Crews continue to work on maintenance items with pumps, etc.

Pretreatment

The annual industrial pretreatment reports have been submitted to the state.

**Water Treatment**

Lab

As a State Certified Lab, we are allowed by the state to test in-house. As part of this designation, we undergo regular inspections by the state. In the most recent inspection, they asked that we update our standard operating procedures documentation, which staff are currently working on.

Reservoirs

- Reservoirs are currently at 100%.
- The Brown reservoir has had a small issue with hydrilla, an invasive species of aquatic plant. We are looking at ways to isolate it and may drop the levels of that lake in the fall/winter to help kill off the plants.

Following the Directors' reports, and with no need for an Executive Session, the meeting was adjourned.

**Adjourn:** With no further business to conduct, Chairman Lee asked for a motion to adjourn the meeting. Commissioner Odom made a motion to adjourn. Commissioner Parker seconded the motion.

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Secretary

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Chair

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Commissioner

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Commissioner