

Newnan Water, Sewerage & Light Commission  
**Commission Meeting**  
 October 17, 2025

The Newnan Water, Sewerage and Light Commission met October 17, 2025 in regular session with Commission Chairman Robert Lee presiding. Commissioner Parnell Odom, 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 – September 18, 2025 Regular Meeting:** Chairman Lee asked if all were in favor of accepting the minutes of the September 18, 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.

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## **General Operations & Finance Report**

**Jeff Phillips**

### **Financials**

The financials for the previous month were favorable for both revenue and expenses. We have completed 73% of our budgeted capital expenses for the year.

### **Audit**

The Accounting Department has been working with a new auditing firm and have been answering their requests for data and reports so they may build their models.

### **Budget 2026**

The Accounting Department and Department Managers and staff have been working on capital budget items for next year. Accounting is beginning to work on the Capital Expenditures and Operating Expenditures for the budget.

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

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

**Alexis Brooks**

### **Billing, Metering & Locates**

#### Locates

Crews processed 1,263 locate tickets in September.

#### Meter Testing

We have completed meter testing on 210 of 270 large power accounts.

#### Rates

Winter rates go into effect on November 1. This will reduce the average electric bill by about \$10 per month during the winter months.

### **Electric**

#### Brown & Sandy Reservoirs Electric Service

The project to transfer the electricity service from ours to Coweta-Fayette EMC at Brown & Sandy reservoirs is complete. The existing equipment was over 40 years old and needed to be replaced. Transferring the service to EMC is a more efficient and cost-effective way to provide electricity to those reservoirs.

#### Construction/Developments

- Central Educational Center (CEC): Work will begin in mid-November on a major project at CEC. They will be adding classrooms, renovating some classrooms and renovating the kitchen. We will have to upgrade the transformer. They expect the project will be complete in August of 2027.

- Firefly Townhomes (Bullsboro Drive across from Kroger): Contractors are installing conduit for this 84-unit townhome development.
- Newnan City Church (Highway 29/Jackson Street): Project contractors continue to work on site prep for Newnan City Church. We should be able to install our lines soon once they're finished.
- Sprouts (Millard Farmer Bypass behind Walgreen's): We will be installing the transformer and site lights soon. Phase 1 ("left side") of the project is almost complete.
- Spring Street Townhomes: Developers have begun site prep for this project.

#### Maintenance

Tree Trimming: Tree trimming will begin in November along the 5 VC Substation circuits. Most of the areas to be trimmed are around the Downtown/Fetherston Heights/Hollis Heights areas.

#### Reconducting

We will be reconducting the underground electric infrastructure to the Pinewood Villas area off Greison Trail. There are about 1,600 feet of direct bury underground lines that will be converted to lines in conduit. This is aging infrastructure that was beginning to have some failure points. Having them in conduit will add another layer of protection from accidental cuts when digging.

#### Training

- Electric Cities of Georgia (ECG) will be conducting a site audit as part of their Jeff Cook award. All ECG cities go through this process, but the site audit is a new component. They will look at our documentation and conduct field inspections.
- Apprentice Linemen: Our 2 Apprentice Linemen will begin Lab 2 next week as they go into their second year. There are 3 years of labs they must complete, plus 6,000 hours of hands-on training.

### **Human Resources**

#### Open Enrollment

Open enrollment is complete for the year, except for Flexible Spending, which runs on a calendar year.

#### Staffing

We are working through applications and the interview process to hire a Water Plant & Control Room Operator to replace a retiring employee.

#### Training

Our next training with University of West Georgia (UWG) Newnan will focus on Delivering Constructive Criticism.

### **Shop**

#### Work Orders

Staff completed 80 work orders last month. 51 were for maintenance. 29 were for repairs.

## **Administrative Services**

**Joni Scarbrough**

### **Community Relations**

#### Customer Newsletter

The current edition of our customer newsletter highlights our most recent Caring Customers grant cycle. Recipients of this quarter's grants are: Backstreet Arts, Meals on Wheels, and Frayed Edges.

#### Events

- Retiree Luncheon: We invite Newnan Utilities retirees to lunch a couple of times a year so they can visit with each other and find out about the happenings at NU. About 15 attended this week's lunch at Sprayberry's BBQ.
- Fall Festival: Our employee Fall Festival will be held next Friday, October 24.

## Customer Service

### Call Volume

CSRs answered 4,800 calls in September, with an average hold time of 30 seconds.

## Facilities & Grounds

### Sewell Road Office

Crews replaced the main galvanized water line at the Sewell Road office. We are also replacing irrigations systems and landscaping.

## 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. Their most recent proposal has not changed since the last time, but they have honored all of our requests. We continue to have monthly meetings with them, and they continue to survey the affected properties.

### Reservations

The park had 108 pavilion reservations in September.

### Splash Pad

The splash pad closed for the season after Labor Day weekend.

## Technology Services

### Cogsdale Experience Session

We recently hosted the Cogsdale Experience Session. Cogsdale is our billing system. This was a regional meeting where other cities and users of the software can come together locally and learn about new features and network with each other to find out about best practices, etc.

### Cyber Security

The annual cyber security training is concluding. All employees are required to take online cyber security training to understand what to look for in suspicious emails and best practices when online.

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## Water/Wastewater Operations & Purchasing

**Brandon Lovett**

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## Collection & Distribution

### Poplar Road Lift Station

We are working on a liquid lime project at the Poplar Road Lift Station to help reduce corrosion of the pipes and decrease odors. The lime helps to raise the pH levels so gases can't release as easily, causing the odors.

### Pump Stations

Crews continue to work on the systems at the Line Creek and White Oak Creek pump stations.

### Valve Exercising

Valve exercising is complete for the year. 800 of the 3,000 were exercised. We are 5 years into the program.

## Compost

### Green Tree Waste

We received 300 loads of green tree waste last month.

## Developments

Greentop Road: We continue to work with the developers of the neighborhood on Greentop Road about the pump station. The Calumet station will serve the neighborhood, but will need significant upgrades to do so.

## Safety

### Safety Programs

- Employees have been participating in CPR training this month. The goal is to have 100% of employees certified in CPR.
- Our next safety session will be on chainsaw safety.

**Wastewater Treatment**

Potential Expansion Planning

We are budgeting next year for an engineering study to determine the needs of a future upgrade of our wastewater treatment plants. We are currently at 3.2mgd of our 4.5mgd permit. Typically, engineering should be done when we are at 80% of our state permitted usage. We are currently at 71%, but we want to be prepared ahead of time, as processes tend to take longer now.

**Water Treatment**

Lead/Copper

The 3-year lead and copper sampling process came back with no findings of lead/copper.

Reservoirs

- Brown & Sandy: We continue to treat the hydrilla algae that has formed at Brown & Sandy. We've completed the second treatment and will now wait until the spring to determine if additional treatments are needed.
- Levels: Reservoirs are currently at 85%. October and November are typically the driest times of the year.

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