



DADE COUNTY
WATER & SEWER
AUTHORITY
BOARD OF DIRECTORS

REGULAR MEETING

MARCH 28, 2023

DADE COUNTY WATER AND SEWER AUTHORITY

REGULAR BOARD MEETING AGENDA

MARCH 28, 2023 6:30 P.M.

**MEETING LOCATION: DADE COUNTY COMMISSION MEETING
ROOM**

1. Call to Order
 - a. Prayer and Pledge of Allegiance
 - b. Roll call
2. Approve minutes from previous meeting
3. Fiscal Matters
 - a. Monthly Financial Report
4. Appearances
5. Legal Matters
6. Old Business
 - a. USDA Project Update
 - b. Grant Application Update
7. New Business
8. Executive Session (if any)
9. Citizen Participation
10. Adjournment

MINUTES OF
DADE COUNTY WATER AND SEWER AUTHORITY
February 28, 2023

Members Present

Eddie Cantrell, Chairperson
Daniel Glecier, II, Vice Chairperson
Timothy Fowler
Allen Townsend

Members Absent

Darrell Pardue

Others Present

Sherri Walker
Elizabeth Zeller

The regularly-scheduled monthly meeting of the Dade County Water and Sewer Authority (“Water Authority”) was held at the Dade County Water & Sewer Authority at 6:30 p.m., on February 28, 2023. Chairperson Cantrell called the meeting to order and announced that the meeting was officially posted and legally advertised as required by the open meeting laws of the State of Georgia, and that a quorum of the members was present. Mr. Cantrell opened the meeting with prayer and the pledge of allegiance.

A roll call of board members was taken with attendance as noted in the table above.

Mr. Townsend made a motion to approve the minutes of the January 2023 meeting. Mr. Fowler seconded the motion and all approved.

Financial Report

Mrs. Zeller presented the financial report. She reported that the January 2023 revenue was \$350,997.89 and expenses were \$290,439.74 for a profit of \$60,558.15. There were 7 new taps during the month. Mrs. Zeller gave the operational report, listing the work for all three departments for January. Mr. Glecier made a motion to approve the Financial Report, and the motion was seconded by Mr. Townsend and all approved.

Legal Matters

There were no legal matters.

Appearances

There were no appearances.

Old Business

A brief update on USDA Projects was provided by Sherri Walker, General Manager. Water Main Upgrades Contract #1, Rehabilitation of Water Storage Tanks Hooker, and Lookout Tanks Contract #4, and ECWAG have been completed. The Meter Replacement Program under Contract #2 is still in progress. Of the 4,200 meters, 2,774 have been installed by the contractor. The pumps were removed by Tencarva, spacer plates were installed, and the pumps were reinstalled for Sand Mountain. Once the transducer has been replaced, startup can begin for Contract #3-Pump Station Upgrades.

New Business

Sherri Walker, General Manager, presented the Dade County Water & Sewer Authority's water audit report for 2022. According to Mrs. Walker, the 2022 water audit has been submitted to the State of Georgia. In 2022, 821 million gallons of water were pumped. A total of 547 million gallons of water were authorized for consumption. The authority has received data validity tier IV (71-90) and 74 data validity score.

Eddie Cantrell, Chairperson, stated that the authority is responsible for selecting a committee of 3-5 members to review RFQs (Requests for Qualifications) for engineers. To receive ARC funding (Appalachian Regional Commission) from Northwest Georgia Regional Commission and Georgia Department of Community, this requirement must be met. The RFQ approval committee will consist of Eddie Cantrell, Sherri Walker, Tim Fowler, Frank Hawkins, and Elizabeth Zeller. The motion was moved by Mr. Glecier and seconded by Mr. Townsend, with all members approved.

Executive Session

There was no executive session.

There being no further business before the Water Authority Board, the Chair called for a motion to dismiss. Mr. Glecier made a motion to dismiss, and the motion was seconded by Mr. Fowler. The motion was passed unanimously, and the meeting was adjourned. The next regularly-scheduled meeting is set for March 28, 2023 at 6:30 p.m., in the Dade County Commission Building.

As recorded by:

Eddie Cantrell, Chairperson

Attested by:

Allen Townsend, Board Member

MINUTES OF
DADE COUNTY WATER AND SEWER AUTHORITY
SPECIAL CALLED MEETING

March 06, 2023

Members Present

Eddie Cantrell, Chairperson
Daniel Glecier, II, Vice-Chairperson
Tim Fowler
Allen Townsend

Members Absent

Darrell Pardue

Others Present

Sherri Walker
Elizabeth Zeller

The Special Called meeting of the Dade County Water and Sewer Authority (“Water Authority”) was held at the Dade County Water & Sewer Authority building at 12:00 p.m., on March 06, 2023. Chairperson Cantrell called the meeting to order and announced that the meeting was officially posted and legally advertised as required by the open meeting laws of the State of Georgia, and that a quorum of the members was present.

A roll call of board members was taken with attendance as noted in the table above.

A meeting of the RFQ Committee was held on Monday, March 06, 2023, for the purpose of selecting an engineering firm, according to Eddie Cantrell, Chairman of the Board. The members of the RFQ Approval Committee were Sherri Walker, Tim Fowler, Eddie Cantrell, Frank Hawkins, and Elizabeth Zeller. After reviewing the evaluation criteria, the RFQ Approval Committee recommended that Ladd Environmental be retained as the engineering firm for the Dade County Water & Sewer Authority water line upgrades for Vanguard & Hwy299. A motion was made by Mr. Glecier to accept the recommendation of the RFQ Committee to retain Ladd Environmental. The motion was seconded by Mr. Townsend and all approved.

There being no further business before the board, Chairman Cantrell asked for a motion to adjourn. Mr. Fowler made a motion to adjourn. The motion was seconded by Mr. Glecier and all approved.

As recorded by:

Attested by:

Eddie Cantrell, Vice-Chairperson

Daniel Glecier, II, Vice-Chairperson

DADE COUNTY WATER & SEWER AUTHORITY
Profit & Loss
 February 2023

	Feb 23
Income	
402 · INCOME WATER RENTS	295,757.47
403 · INCOME-SEWER COLLECTION FEES	2,950.52
404 · INCOME/MISCELLANEOUS	12,501.65
405 · INTEREST INCOME	65.92
406 · TAP FEE INCOME	12,320.00
408 · SEWER SURCHARGE INCOME	88.37
416 · INTER-GOVERNMENTAL INCOME	0.00
Total Income	323,683.93
Gross Profit	323,683.93
Expense	
501 · CREDIT CARD PROCESSING FEES	4,620.47
501.1 · CHECK PROCESSING FEES	118.00
506 · BAD DEBTS	-429.83
507 · ELECTRICITY EXPENSE	40,365.00
508 · EMPLOYEE BENEFITS	27,895.12
509 · INSURANCE	1,120.12
511 · INTEREST EXPENSE GEFA LOAN	2,067.55
513 · MATERIALS AND SUPPLIES	22,178.35
514 · CHEMICALS	4,160.40
515 · MISCELLANEOUS	3,611.85
516 · OFFICE EXPENSE AND POSTAGE	6,544.37
517 · INTEREST EXPENSE ON NRWA LOAN	87.41
519 · PROFESSIONAL FEES	95.00
522 · REPAIRS AND MAINTENANCE	26,277.47
524 · SALARIES AND WAGES	77,600.42
525 · PAYROLL TAXES	5,936.46
526 · TELEPHONE	1,045.86
530 · EMPLOYEE UNIFORMS	567.78
535 · TRUCK EXPENSE	5,466.45
542 · TRAVEL EXPENSES	-525.00
545 · JANITORIAL EXPENSE	300.00
546 · DUES AND SUBSCRIPTIONS	19.99
549 · WATER UTILITY EXPENSE	571.00
554 · WHEELAGE & TREATMENT CHARGES	2,306.68
REVENUE BOND SINKING FUND	37,159.38
Total Expense	269,160.30
Net Income	54,523.63

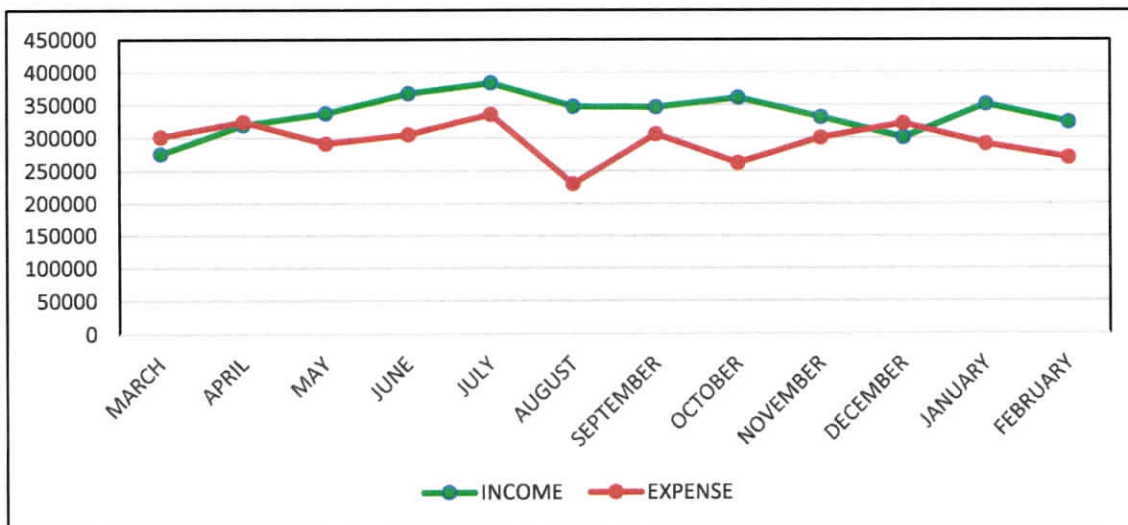


#New Taps= 9

February 2023		Current Month	Previous Month
Total accts 60 days and over		\$4,874.60	\$30,355.34
Total accts 90 days and over		\$7,027.30	\$15,100.57
Total Active Accounts		7,406	7,410
Total Water Services		8,599	8,590
Total gallons water billed		36.5	43.6
Total water pumped		55.1	64.8
Percentage of water loss		34%	33%

12 MONTH INCOME/EXPENSE

BILLING MONTH	PRIOR YEAR			CURRENT YEAR		
	PRIOR YEAR INCOME	PRIOR YEAR EXPENSE	PRIOR YEAR NET INCOME	INCOME	EXPENSE	NET INCOME
MARCH	\$283,758.09	\$274,217.60	\$9,540.49	\$275,664.73	\$301,637.46	(\$25,972.73)
APRIL	\$308,287.90	\$297,535.43	\$10,752.47	\$319,740.25	\$324,570.76	(\$4,830.51)
MAY	\$313,715.01	\$267,167.37	\$46,547.64	\$337,379.08	\$291,330.74	\$46,048.34
JUNE	\$372,731.13	\$223,712.56	\$149,018.57	\$367,557.28	\$304,815.73	\$62,741.55
JULY	\$342,993.69	\$304,911.47	\$38,082.22	\$383,630.94	\$336,007.10	\$47,623.84
AUGUST	\$364,167.87	\$263,479.34	\$100,688.53	\$347,442.59	\$229,682.80	\$117,759.79
SEPTEMBER	\$367,515.71	\$266,073.76	\$101,441.95	\$346,836.82	\$305,392.47	\$41,444.35
OCTOBER	\$305,934.16	\$369,819.05	(\$63,884.89)	\$360,878.52	\$261,604.16	\$99,274.36
NOVEMBER	\$297,773.14	\$265,564.61	\$32,208.53	\$331,019.59	\$299,696.82	\$31,322.77
DECEMBER	\$311,470.60	\$78,073.82	\$233,396.78	\$300,330.49	\$321,665.84	(\$21,335.35)
JANUARY	\$304,613.45	\$275,664.82	\$28,948.63	\$350,997.89	\$290,439.74	\$60,558.15
FEBRUARY	\$324,797.73	\$247,030.76	\$77,766.97	\$323,683.93	\$269,160.30	\$54,523.63
TOTALS	\$3,897,758.48	\$3,133,250.59	\$764,507.89	\$4,045,162.11	\$3,536,003.92	\$509,158.19



Dade County Water and Sewer Authority
 Fixed Charges Coverage Ratio
 as of 02/28/2023

Change in net position	265,769.84	X	
Plus: Interest expense	75,258.97	X	
Plus: Depreciation	<u>452,484.18</u>	X	
Net Revenues to date			793,512.99
Number of months in current fiscal year	8.00		
Net Revenues annualized for the year		\$	1,190,269.00
Fixed Charges			
Plus: Scheduled interest payments for FY	171,164.75	#	
Plus: Scheduled principal payment for FY	<u>613,484.44</u>	#	
Total Scheduled Fixed Charges			<u>784,649.19</u>
Calculated ratio			<u>1.52</u>
Required ratio for revenue bonds			<u>1.10</u>
Required ratio for GEFA loan			<u>1.05</u>

**OPERATIONS SUMMARY REPORT
FEBRUARY 2023**

OFFICE SUMMARY	
<p align="center">PAYMENT PROCESSING</p>	52% IN OFFICE PAYMENTS/DROP BOX
	27% AUTOMATIC DRAFT PAYMENTS
	21% ONLINE WEB PAYMENTS
	6625 PAYMENTS PROCESSED
	234 WORK ORDERS PROCESSED

MAINTENANCE SUMMARY			
WORK ORDER CODE	TOTALS	WORK ORDER CODE	
METER CHANGE OUT	14	REREAD METER	13
CHECK METER	30	REPAIR METER	0
CHECK PRESSURE	7	CUT OFF FOR RETURN CHECK	0
FLUSH LINES	6	STOP REPAIR	2
LEAK REPORTED IN AREA	2	TAP	8
CUT OFF	21	TRANSMITTER INSTALL	12
CUT ON	21	TRANSMITTER CHANGE OUT	0
PULL METER DATA	17	NON PAYMENT DISCONNECT	59
READ AND LEAVE ON	22	IPERL MAINTENANCE	0
TOTAL WORKORDERS			234

NOTES	
153	811 LINE LOCATES
4	WATER MAIN LEAKS REPAIRED
8	TAPS INSTALLED

TREATMENT PLANT SUMMARY	
MONTHLY SAMPLING	QUARTERLY DBP SAMPLING
1 TOC SAMPLE - 02/07/2023	TTHM-TRIHALOMETHANES - 02/06/2023
20 COLIFORM SAMPLES - 02/21/2023	HAA-HALOACETIC ACIDS - 02/06/2023

RECEIVED 13 EMERGENCY CALLS

HELD OPEN HOUSE AT PLANT
REPAIRED SURFACE WASH #2
INSTALLED PARTICLE COUNTER
INSTALLED NEW GAE CONTROLLER
CLEARED FLOCCULATORS #2 AND #3

DADE COUNTY WATER & SEWER AUTHORITY

Balance Sheet

03/24/23

As of February 28, 2023

Accrual Basis

	Feb 28, 23
ASSETS	
Current Assets	
Checking/Savings	
100 · PETTY CASH	
100.1 · VAULT	250.00
100.2 · CASH DRAWER #1	200.00
100.3 · CASH DRAWER #2	200.00
100.4 · PETTY CASH	300.00
Total 100 · PETTY CASH	950.00
101 · CASH IN BANK REVENUE WF	661,670.60
103.2 · PROPERTY LEASE	1,000.00
103.4 · GEFA REVENUE ACCT	8,675.86
103.5 · USDA REVENUE	385.00
103.6 · USDA SINKING FUND	300.00
104 · CASH IN BANK O&M ACCOUNT	147,077.59
105 · CASH IN BANK PAYROLL	39,487.14
108 · METER DEPOSIT ACCOUNT	295,601.93
109 · METER DEPOSIT SAVINGS	98,000.00
110 · SINKING FUND	625,386.35
110.1 · REVENUE BOND SINKING FUND	246,818.79
111 · TAP FEE REVENUE	403,723.45
112 · TAP FEE SAVINGS	137,597.37
193 · CASH IN BANK - MONEY MARKET	26,886.92
193.1 · MONEY MARKET-RET. DOUG ANDERTON	196,394.54
Total Checking/Savings	2,889,955.54
Other Current Assets	
113 · CUSTOMER A/R - WATER	428,130.06
114 · ALLOWANCE FOR DOUBTFUL ACCT	-12,100.00
116 · ACCRUED INTEREST RECEIVABLE	4,058.26
117 · CUSTOMER A/R - SEWER SURCHARGE	-637.37
1170 · A/R MISC. CHARGES	36,757.97
118 · INVENTORY	289,029.89
119 · PREPAID EXPENSES	79,101.37
131.1 · Unbilled Revenue	70,700.00
Total Other Current Assets	895,040.18
Total Current Assets	3,784,995.72
Fixed Assets	
120 · COMPUTER EQUIPMENT	149,411.22
122 · ACCUMULATED DEPRECIATION	-21,315,210.27
124 · TOOLS AND EQUIPMENT	531,818.12
127 · VEHICLES	528,872.74
129 · BUILDINGS AND IMPROVEMENTS	259,231.80
137 · INVESTMENTS IN WATER SYSTEM	21,951,358.37
143 · SEWER SYSTEM	59,788.34
162 · LAND	504,173.52
195.2 · CONSTRUCTION IN PROGRESS	3,003,515.78
196 · TREATMENT PLANT IMPROVEMENTS	3,400,784.89
199 · WATER TANK IMPROVEMENTS	1,803,224.10
Total Fixed Assets	10,876,968.61
TOTAL ASSETS	14,661,964.33
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	55,723.85
Total Accounts Payable	55,723.85

DADE COUNTY WATER & SEWER AUTHORITY

Balance Sheet

As of February 28, 2023

03/24/23

Accrual Basis

	Feb 28, 23
Other Current Liabilities	
202 · DUE TO SEWER SYSTEM	60,620.14
205 · ACCRUED INTEREST PAYABLE	4,580.26
207 · ACCRUED SALARIES AND WAGES	32,793.00
208 · GEORGIA WITHHOLDING TAX	3,262.74
209 · FEDERAL WITHHOLDING TAX	-0.30
2100 · Payroll Liabilities	-217.44
217 · 457 RETIREMETN BENEFIT PLAN	-243.36
218 · EMP. UNIFORMS-EMPLOYEE PORTION	-546.29
235 · ACCRUED RETIREMENT BENEFIT	194,234.24
240 · NRWA LOAN	34,082.24
Total Other Current Liabilities	328,565.23
Total Current Liabilities	384,289.08
Long Term Liabilities	
171.3 · BOND PREMIUM - 2011	371,165.35
171.4 · ACC AMORT-BOND PREMIUM 2011	-227,908.78
182 · DEF. LOSS ISSUE EXPIRING 07-28	-284,979.25
182.1 · 2003 DEF. LOSS ISSUE EXP 07-28	-343,775.64
183 · ACCUM AMORT-ISSUE EXP. 07-28	241,362.81
184.1 · ACCUM AMORT ISSUE EXP 07-28	235,900.00
206 · DEF. METER DEPOSITS DUE - WF	195,893.10
211 · ACCRUED VACATION	37,358.11
214 · BONDS PAYABLE - 2011 REFUNDING	2,665,000.00
223 · GEFA LOAN DW2020035	3,796,437.84
230 · GEFA LOAN # 2010L08WS	656,922.38
231 · GEFA LOAN RESERVOIR #RF2018001	327,863.31
Total Long Term Liabilities	7,671,239.23
Total Liabilities	8,055,528.31
Equity	
305 · RETAINED EARNINGS TFF	625,386.35
308 · INVESTED IN CAPITAL ASSETS, NET	4,153,011.00
3900 · Retained Earnings	1,562,268.83
Net Income	265,769.84
Total Equity	6,606,436.02
TOTAL LIABILITIES & EQUITY	14,661,964.33

DADE COUNTY WATER & SEWER AUTHORITY

Profit & Loss

03/24/23

December 2022 through February 2023

Accrual Basis

	Dec 22	Jan 23	Feb 23	TOTAL
Income				
402 · INCOME WATER RENTS	276,516.86	322,135.76	295,757.47	894,410.09
403 · INCOME-SEWER COLLECTION FEES	3,384.72	3,433.68	2,950.52	9,768.92
404 · INCOME/MISCELLANEOUS	629.37	11,942.42	12,501.65	25,073.44
405 · INTEREST INCOME	51.17	59.60	65.92	176.69
406 · TAP FEE INCOME	7,920.00	13,350.00	12,320.00	33,590.00
408 · SEWER SURCHARGE INCOME	69.92	76.43	88.37	234.72
416 · INTER-GOVERNMENTAL INCOME	0.00	0.00	0.00	0.00
Total Income	288,572.04	350,997.89	323,683.93	963,253.86
Gross Profit	288,572.04	350,997.89	323,683.93	963,253.86
Expense				
501 · CREDIT CARD PROCESSING FEES	4,491.65	4,198.41	4,620.47	13,310.53
501.1 · CHECK PROCESSING FEES	121.90	121.15	118.00	361.05
502 · DEPRECIATION	56,560.56	56,560.56	56,560.56	169,681.68
506 · BAD DEBTS	0.00	0.00	-429.83	-429.83
507 · ELECTRICITY EXPENSE	39,302.52	41,137.70	350.22	80,790.44
508 · EMPLOYEE BENEFITS	25,081.18	29,866.75	27,895.12	82,843.05
509 · INSURANCE	43,169.12	1,095.12	1,120.12	45,384.36
510 · INTEREST ON BONDS PAYABLE	51,196.33	740.08	740.08	52,676.49
511 · INTEREST EXPENSE GEFA LOAN	2,096.74	2,082.17	2,067.55	6,246.46
512 · INTEREST PAYING CHARGE	0.00	73.96	0.00	73.96
513 · MATERIALS AND SUPPLIES	8,071.53	10,962.03	22,178.35	41,211.91
514 · CHEMICALS	4,053.82	19,781.70	4,160.40	27,995.92
515 · MISCELLANEOUS	283.57	418.97	3,611.85	4,314.39
516 · OFFICE EXPENSE AND POSTAGE	5,184.48	7,150.23	6,544.37	18,879.08
517 · INTEREST EXPENSE ON NRWA LOAN	91.78	89.60	87.41	268.79
518 · BOARD MEMBER FEES	2,850.00	0.00	0.00	2,850.00
519 · PROFESSIONAL FEES	417.50	85.00	95.00	597.50
520 · COMPUTER MAINTENANCE	0.00	10,750.00	0.00	10,750.00
522 · REPAIRS AND MAINTENANCE	37,354.41	28,448.48	26,277.47	92,080.36
523 · REPAIRS & MAINTENANCE - OFFICE	0.00	248.92	0.00	248.92
524 · SALARIES AND WAGES	93,547.67	82,733.47	77,600.42	253,881.56
525 · PAYROLL TAXES	7,156.42	6,329.09	5,936.46	19,421.97
526 · TELEPHONE	1,532.16	1,033.08	1,045.86	3,611.10
530 · EMPLOYEE UNIFORMS	494.28	968.45	567.78	2,030.51
535 · TRUCK EXPENSE	5,231.19	4,592.28	5,466.45	15,289.92
542 · TRAVEL EXPENSES	60.62	0.00	-525.00	-464.38
545 · JANITORIAL EXPENSE	300.00	300.00	300.00	900.00
546 · DUES AND SUBSCRIPTIONS	197.59	468.99	19.99	686.57
548 · MEALS AND ENTERTAINMENT	1,033.51	0.00	0.00	1,033.51
549 · WATER UTILITY EXPENSE	539.62	558.92	571.00	1,669.54
553 · EDUCATIONAL EXPENSE	0.00	525.00	0.00	525.00
554 · WHEELAGE & TREATMENT CHARGES	2,170.91	2,141.07	2,306.68	6,618.66
Total Expense	392,591.06	313,461.18	249,286.78	955,339.02
Net Income	-104,019.02	37,536.71	74,397.15	7,914.84



PROJECT UPDATES

AS OF 3/24/2023

CONTRACT #1 - WATER MAIN UPGRADES
COMPLETE

CONTRACT #2 - METER REPLACEMENT PROGRAM

IN PROGRESS

CONTRACTORS HAVE INSTALLED 3,178 OF 4,200 METERS

CONTRACT #3 - PUMP STATION UPGRADES
SAND MOUNTAIN PUMPSTATION

IN PROGRESS

TRANSDUCER HAS BEEN INSTALLED
AWAITING START-UP DATE FROM TENCARVA

CONTRACT #4 - REHABILITATION OF WATER STORAGE TANKS
HOOKER & LOOKOUT TANKS COMPLETE
COMPLETE

ECWAG - (EMERGENCY COMMUNITY WATER ASSISTANCE GRANT)
COMPLETE



GRANT APPLICATIONS

PROJECT	SUMMARY	GRANT FUNDS REQUESTED FROM
NEW SALEM WATER MAIN REPLACEMENT	THE SCOPE OF THIS PROJECT IS TO UPGRADE THE NEW SALEM PUMP STATION FROM A 150 GPM PUMP STATION TO A 700 GPM PUMP AND REPLACE 25,000 LF OF UNDERSIZED PIPING THAT WAS INSTALLED IN 1964.	SENATOR RAFAEL WARNOCK SENATOR JON OSSOFF
LOOKOUT MOUNTAIN WATER MAIN REPLACEMENT	THE SCOPE OF THIS PROJECT IS TO REPLACE 38,800 LF OF UNDERSIZED PIPING THAT WAS INSTALLED IN 1964 AND IS SUBJECT TO FREQUENT BREAKS.	SENATOR JON OSSOFF SENATOR RAFAEL WARNOCK
VANGUARD DRIVE AND HWY 299 WATER MAIN REPLACEMENT	THE SCOPE OF THIS PROJECT IS TO INSTALL A REDUNDANT FEED TO THE DADE COUNTY INDUSTRIAL PARK WHICH WILL ALSO SECURE CONSTANT FLOW TO CUSTOMERS NORTH OF THE CITY OF TRENTON. PROJECT CONSISTS OF 3,400 LF OF DUCTILE IRON PIPE FROM N. INDUSTRIAL BLVD TO VANGUARD DRIVE AND 3,600 LF OF DUCTILE IRON PIPE ON HWY 299.	APPLICHIAN REGIONAL COMMISSION
RAW WATER INTAKE SCREEN	THE GOAL OF THIS PROJECT IS TO ELIMINATE THE DAMAGE OCCURRING TO THE RAW WATER PUMPS DUE TO DEBRIS CLOGGING THE INTAKE	CONGRESSWOMAN MARJORIE TAYLOR GREENE GEFA