

Newnan Water, Sewerage & Light Commission
Commission Meeting
 November 21, 2025

The Newnan Water, Sewerage and Light Commission met November 21, 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.

Laura Camper from The Newnan Times-Herald was present.

Chairman Robert Lee called the meeting to order.

Acceptance of Minutes – October 17, 2025 Regular Meeting: Chairman Lee asked if all were in favor of accepting the minutes of the October 17, 2025 regular meeting. Commissioner Parker made a motion to accept the minutes. Commissioner Odom 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 the year. We have completed 77% of our budgeted capital expenses for the year. Jeff noted that some projects may roll over into the next year.

Intergovernmental Agreement Relating to the Provision of Water and Sanitary Sewer Services to a New Facility on Belk Road

The Commission was asked to consider an Intergovernmental Agreement between the City of Newnan, Coweta County, and the Newnan Water, Sewerage, and Light Commission to provide water and sewer services to the Coweta County Fire Station being built on Belk Road in Coweta County, on the edge of our service territory, just inside the county. Jeff noted that all three parties were in agreement, and that the document passed legal review by all parties.

Motion for Approval: Intergovernmental Agreement Between the City of Newnan, Georgia, Coweta County, Georgia and The Newnan Water, Sewerage, and Light Commission D/B/A Newnan Utilities, Relating to the Provision of Water and Sanitary Sewer Services to a New Facility on Belk Road: Jeff Phillips requested a motion to approve the Intergovernmental Agreement Between the City of Newnan, Georgia, Coweta County, Georgia and The Newnan Water, Sewerage, and Light Commission D/B/A Newnan Utilities, Relating to the Provision of Water and Sanitary Sewer Services to a New Facility on Belk Road. Chairman Lee asked for a motion to approve the Agreement. Commissioner Odom made a motion to approve it. Commissioner Parker 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 1,200 locate tickets in October.

Meter Testing

We have completed meter testing of the top 10% of large power accounts. A few minor issues were found and resolved. Most of the issues were related to corrosion from the weather and normal wear and tear.

ElectricDowntown Christmas Decorations

Crews have been assisting the City with hanging Christmas decorations downtown. They have hung the snowflakes on the light poles and will put the tree up next week. The lights on the buildings were converted to LED a few years ago, so that has decreased maintenance/bulb changes on those.

Equipment Testing

Twice a year, a third-party vendor conducts dielectric testing on equipment that the electric crews use, including hot sticks and cover ups, to check that all equipment is in good shape, that insulation is intact, etc. That testing was completed this week.

Reconducting

Crews will be reconducting (replacing) about 1,600 feet of underground lines at Pinewood Villas off of Greison Trail near the Coweta County Sheriff's Office after Thanksgiving.

Tree Trimming

Tree trimming began in November with contractors working out of the VC Street substation. Work west of the substation is complete and crews should be completely finished with the rest by the end of February.

Human ResourcesReporting

Staff are working on regular year-end reporting, including Affordable Care Act (ACA) and W-2s.

Training

Our next training with University of West Georgia (UWG) Newnan will focus on Navigating Difficult Conversations.

Wellness

The "Maintain Don't Gain" challenge will start soon.

ShopLift Inspections

The annual inspections of our hydraulic lifts were completed a few weeks ago.

Work Orders

Staff completed 54 work orders last month. 32 were for maintenance. 22 were for repairs.

Administrative Services**Joni Scarbrough**

Community RelationsEvents

Employees have been involved in several elementary career days and water plant tours recently.

Customer ServiceCall Volume

CSRs answered 4,800 calls in October, with an average hold time of 29 seconds.

Walk-In Payments

Staff processed 2,800 walk-in payments in October. We also assisted 24 customers who were impacted by the government shutdown with extensions, etc.

Facilities & GroundsSewell Road Office

The landscaping project is complete at the Sewell Road office.

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. Recent conversations have revolved around utility poles and infrastructure. There are a couple of poles that we will need to move, and we may move the infrastructure underground. There is also a sewer line that cannot be moved, but will need to be lined to protect it. We are calculating costs to move the infrastructure.

Technology Services

Customer Text Messaging

We have updated our payment reminder texts to have a link to the bill that would automatically authenticate you based on the phone number that the message was sent to, without having to enter additional information.

Water/Wastewater Operations & Purchasing

Brandon Lovett

Collection & Distribution

Poplar Road Lift Station

We continue to work on the liquid lime project at the Poplar Road Lift Station to help reduce corrosion of the pipes and decrease odors.

Pump Stations

Crews have been working on replacing screens and cranes at the White Oak Creek pump station.

Engineering

Developer-Contributed Capital Infrastructure

When a new development is being built in our service territory, water and sewer lines are installed by the developer. Upon completion of the project, we inspect this infrastructure, and once they pass our inspection, we accept ownership of it. Per our auditors' recommendation, each year, we ask our Commission for approval for Newnan Utilities to accept ownership of this infrastructure. This step is a requirement in the Governmental Accounting Standards Board (GASB) reporting requirements. This year, there was 260 feet of water line and 1,100 feet of sewer line.

Motion for Approval: Developer-Contributed Capital Infrastructure (GASB-34): Brandon Lovett requested a motion to approve the 2025 Developer-Contributed Infrastructure, GASB-34. Chairman Lee asked for a motion to approve the 2025 Developer-Contributed Capital Infrastructure. Commissioner Parker made a motion to approve it. Commissioner Odom seconded the motion.

Purchasing

Inventory

The annual inventory process will take place December 9-12.

Safety

Safety Programs

- We hosted a session on chainsaw safety last month.
- There will be a session on emergency preparedness next month.

Wastewater Treatment

Maintenance Projects

Crews are working on smaller projects at the Wahoo Wastewater Treatment Plant, including the Variable Frequency Drive (VFD) and the blowers.

Water Treatment

Dam Inspections

We recently underwent the quarterly dam inspections with Schnable.

Electric Audit

We recently audited the electric systems at the Water Treatment Plant. They found a few items, including a switchgear that operates a smaller generator that will need to be replaced.

High Service Pump

The second high service pump has been installed. Wiring for it is being installed now. They are replacing pumps from the 1980s.

Reservoirs

The reservoirs are currently at 84% and are holding steady.

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.

Secretary

Chair

Commissioner

Commissioner