



COLUMBUS WATER WORKS BOARD OF COMMISSIONERS

MEETING MINUTES

Chattahoochee Room, First Floor
Columbus Water Works
1421 Veterans Parkway, Columbus, GA 31901

September 14, 2026
1:30 pm
Regular Meeting

PRESENT: Chairman Nick Smith, Vice Chair Jennifer Upshaw, and Oz Roberts. Brittany Brossett, Interim President, was present as the Secretary of the Board.

ABSENT: Mayor B.H. "Skip" Henderson, III and Brooks Yancey, excused.

CALL TO ORDER: Chairman Nick Smith, Presiding

- Condolences offered to the family of Mayor Henderson.

AGENDA ITEM:

- Approval of Minutes for August 10th Board Meeting: Board Member, Oz Roberts made a motion to approve the minutes, seconded by Vice Chair, Jennifer Upshaw. ***Motion carried***
- Approval of Minutes for September 8th Special Board Meeting: Vice Chair, Jennifer Upshaw made a motion to approve the minutes, seconded by Board Member, Oz Roberts. ***Motion carried***
- Financial Report for August: Vickie Clark presented the Financial Report for August 2026, including Ft. Benning, to the Board. Vice Chair, Jennifer Upshaw made a motion to approve the Financial Report, seconded by Oz Roberts. ***Motion carried.***
- Beallwood Property MOU: Interim President, Brittany Brossett provided an update on the Beallwood Property MOU. CWW is requesting approval to enter into an agreement with Columbus Consolidated Government (CCG) for Alexander Street property to support CWW's future operational and administrative needs. CCG will transfer the property at 1125 Alexander Street to CWW and provide necessary access and easements on the adjoining properties. In exchange, CWW will make improvements to the adjoining City property and recreation center, with \$1 million currently budgeted for those improvements. Staff recommended that the Board approve CWW to enter into the agreement with Columbus Consolidated Government and authorize the Interim President to execute the agreement on behalf of CWW. Vice Chair, Jennifer Upshaw made a motion to approve this request, seconded by Oz Roberts. ***Motion carried.***
- Updated Customer Deposit Policy: Victoria Barrett updated and standardized the Deposit Policies: one standard deposit policy for non-apartments (commercial/non-residential) and a specific policy for apartment complexes (5+ units). The policy identifies several circumstances that may trigger a deposit requirement, including two or more unauthorized usage charges, a finalized nonpaid disconnect with a written-off balance, bankruptcy on record, a missing Social Security Number or EIN, fire-hydrant meters, and transfers between immediate family members intended to avoid outstanding balances. For residential and single-family customers, the deposit has

been established at a flat fee of \$175, an increase from the previous \$100 deposit. For apartment complexes, the required deposit will be greater of 2.5 times the customer's average bill over the previous 12 months or a meter-size-based amount. The meter-size amounts were developed using current CIS data and average usage by meter size. Examples include \$175 for a ¾-inch meter, approximately \$55,000 for an 8-inch meter, approximately \$22,500 for a 10-inch meter. The differences in amounts by meter size reflect the customer distribution and usage data within the CIS system. Deposits are generally due upfront unless management authorizes the deposit to be billed. Deposits will be applied to the customer's final bill and are non-transferable. Staff requested Board approval for the Standard Deposit Policy and Apartment Complex Deposit Policy. Vice Chair, Jennifer Upshaw made a motion to approve, seconded by Oz Roberts. ***Motion carried.***

- Recognition of August Promotions: Victoria Barrett recognized the following promotions for the month of August: Jarrett Bryan promoted to Field Services Data Tech II, Forjze Anthony promoted to Field Services Technician I, and James Williams promoted to Field Services Technician I. ***NO ACTION TAKEN***
- American Water Works Association Gala: Harold Woods provided the board an update on the attendance at the Georgia Section of American Water Works Association Gala. Field Services leadership attended this event. Columbus Water Works won multiple statewide awards, including Distribution System of Excellence, Plant of the Year Ground Water Ft. Benning, Plant of the Year Surface Water Ft. Benning, Plant of the Year Ground Water Camp Darby. Field Services Supervisor, Bobby Hernandez was inducted into the Golden Hydrant Society. Each year there are only 5 water professionals selected by a committee made up of past winners. This award recognizes exceptional water professionals for their contributions to our industry. ***NO ACTION TAKEN***
- Executive Team Leadership Training: Harold Woods provided the board with an update on the Executive Team Leadership Development that began in July. The team has been working with Lori Auten in a series of The Five Dysfunctions of a Team. The workshops consisted of 6 working sessions focused on the following five primary behaviors: Trust, Conflict, Commitment, Accountability, and Results. During these sessions the leadership team gained a stronger understanding of how we exhibit these five behaviors as individuals and as a team. The outcome is resulting in a more aligned team built on trust and focused on working together within the values of CWW. ***NO ACTION TAKEN***
- CWW Community-Wide Tabletop Exercise: Tom Barnes provided the board with an update on the CWW Community Wide Tabletop Exercise (TTX). Columbus Water Works conducted a tabletop exercise on August 14th. Participants included public safety and emergency management personnel from Columbus-Muscogee County, Fort Benning, and the State of Georgia, along with representatives from the Muscogee County School District, Piedmont Healthcare, and St. Francis-Emory Healthcare. The scenario centered around a chlorine gas leak from the CWW Wastewater Treatment Plant. The key objective of the TTX was to evaluate communication, information sharing and response coordination amongst all participating agencies. ***NO ACTION TAKEN***
- Departmental Reports: The following Departmental Reports were provided to the Board as information only. Customer Service, Meter Maintenance/Water Accountability, Engineering, Field Services, Information Services, Environmental Services, Strategic Planning, Communications, Community Outreach, Employee Services, Water Resource Operations and Managed Maintenance. ***NO ACTION TAKEN***

With no further business to discuss, Chairman Nick Smith entertained a motion to adjourn. Motion to adjourn was made by Oz Roberts and seconded by Vice Chair, Jennifer Upshaw. The motion was carried unanimously with the time being 1:55 p.m.

Brittany Brossett
Brittany Brossett, Secretary
Columbus Water Works Board of Commissioners