

**MINUTES  
WORKSESSION OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
OCTOBER 13, 2025**

**The Board of Commissioners held a work session on Monday, October 13, 2025, at 6:00 PM in the City Hall Council Chambers. Mayor Tony L. Paulk presided over the meeting with Mayor Pro Tem Cindy McNeill, Commissioners Edwin Taylor, Brenda Moore, Mike Gowen, and Steve Bailey in attendance. Commissioner Tony Paulk II was absent.**

**REVIEWED SEPTEMBER 22, 2025, MEETING MINUTES**

Mayor Tony Paulk presented the first item, reviewing the Board of Commissioners meeting minutes on September 22, 2025. Mayor Tony Paulk asked the Commissioners to propose any changes to ensure accurate historical record-keeping.

The Commission agreed to move this item forward on the **Consent Agenda**.

**DISCUSSED THE APPROVAL OF THE PURCHASE OF A FORD F-550 RESCUE FIRE TRUCK FOR THE FIRE DEPT.**

Casey Wright, Fire Chief, appeared before the Commission seeking approval for the purchase of a Ford F-550 Rescue Truck for the City of Douglas Fire Department. The vehicle will be purchased from Fouts Fire, located in Milledgeville, Georgia, for a total cost of \$371,386.00.

Chief Wright stated that the City of Douglas Fire Department will acquire a new fire rescue truck to support its emergency response operations. Fire Chief Casey Wright and Purchasing Agent Anthony Folsom have reviewed the proposal and agree to proceed with the purchase. The fire rescue truck will be purchased from Fouts Fire, located in Milledgeville, Georgia, at a total cost of \$371,386.00. **FUNDING: SPLOST VI-321-1000-54.2204**

The Commission agreed to move this item forward on the **Consent Agenda**.

**DISCUSSED THE APPROVAL OF THE AIRPORT CAPITAL IMPROVEMENT PLAN FY27-FY2031 AND FY27 APPLICATIONS**

Georgia Henderson, Assistant City Manager, appeared before the Commission to seek approval of the Airport Capital Improvement Plan for FY27 - FY31 and applications for FY27.

Mrs. Henderson stated that the Airport Capital Improvement Plan (ACIP) is prepared by our airport engineering and consulting firm, Michael Baker International, Inc., and has been approved by the Douglas Airport Commission. The ACIP is a tool that aids GDOT and FFA in determining the funding needs of the Douglas Municipal Airport. Approval is required to enable the consultants to enter these projects into the Black Cat Aviation Data System by November 5, 2025. Once approved by the City Commission, applications for the FY27 projects will be completed and executed by Mayor Tony L. Paulk.

The Commission agreed to move this item forward on the **Consent Agenda**.

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**DISCUSSED ADVERTISING TWO VACANCIES ON THE KDB BOARD**

*This item was removed from the agenda.*

**DISCUSSED ADVERTISING TWO EXPIRING TERMS ON AIRPORT COMMISSION**  
Georgia Henderson, Assistant City Manager, appeared before the Commission to seek approval for the reappointment of Mr. Joey Hand and Mr. Thomas Smith for a three-year term.

Mrs. Henderson stated that the Airport Commission desires to fill two (2) expiring terms, those of Mr. Thomas Smith and Mr. Joey Hand, which expire on September 30, 2025. Both members have expressed an interest in continuing to serve. Staff followed proper protocol and advertised it for two weeks. No applications were received during this time. As both members with expiring terms have expressed an interest in continuing to serve, we seek approval for the reappointment of both Mr. Joey Hand & Mr. Thomas Smith. Their new terms will begin on October 1, 2025, and end on September 30, 2028/

The Commission agreed to move this item forward on the **Consent Agenda**.

**DISCUSSED AWARD OF FY25 HP CLG GRANT FOR WWII FLIGHT TRAINING  
BASE MASTER PLAN**

Georgia Henderson, Assistant City Manager, appeared before the Commission to inform the City Commission of the award and acceptance of the FY2025 Historic Preservation Fund (HPF) - Certified Local Government (CLG) grant agreement between the Georgia Department of Community Affairs (DCA) and the City of Douglas for the WWII Flight Training Base Master Plan project.

Mrs. Henderson stated that the City of Douglas has been awarded a Historic Preservation Fund (HPF) - Certified Local Government (CLG) federal pass-through grant from the Georgia Department of Community Affairs, Historic Preservation Division, under the National Park Service, U.S. Department of the Interior.

Mrs. Henderson also stated that this grant, in the amount of \$6,780.00, will assist in developing a Historic Site Master Plan for the Douglas WWII Flight Training Base, a property listed on the National Register of Historic Places. The total project cost is estimated at \$11,300.00, which includes an estimated local match of \$4,520.00 (40%). **FUNDING:** Georgia Dept. of Community Affairs (DCA)/NPS/HPF - \$6,780.00 City of Douglas (Match Funds - 100-7510-52.1201) - \$4,520.00

The Commission agreed to move this item forward on the **Consent Agenda**.

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**DISCUSSED AND SEEK APPROVAL OF THE FY'25 BUDGET AMENDMENT**

Charles Davis, City Manager, appeared before the Commission seeking approval of the amendment of the FY'18 City of Douglas Budget to reflect changes that have occurred since the adoption of the FY'18 Budget on June 19, 2017.

Mr. Davis stated that, as staff do each fiscal year, we submit to the Mayor and Council changes that reflect the changes that occur throughout the fiscal year.

- Changes in revenue and expenditure have occurred since the adoption of the FY'25 budget on June 10, 2024, necessitating a budget amendment.
- The proposed FY'25 amended budget:
- The General Fund is adjusted by \$0.00 to reflect a total increase in revenue and expenditure, resulting in a total General Fund Budget of \$21,713,793.
- Utility Funds are adjusted to reflect a total increase in revenue and expenses of \$964,894, resulting in a revised Total Utility Funds Budget of \$73,130,209.
- Special Revenue Funds are adjusted to reflect a total decrease in revenue and expenditures of \$(3,353,781), changing the Total Special Revenue Funds Budget from \$52,005,996 to \$48,652,215.
- The Employee Benefit Fund (Health) is adjusted to reflect a total decrease of \$(52,606 to reflect the anticipated revenue and expenditures, changing the budget from \$2,691,000 to \$2,638,394.
- The Worker's Comp Insurance Trust is adjusted to reflect a total decrease of \$(467,198) to reflect the anticipated revenue and expenditures, changing the budget from \$467,198 to \$467,198.

The total annual budget will be reduced from \$149,043,302 to \$146,134,611. **FUNDING:** As noted in the item description

The Commission agreed to move this item forward on the **Consent Agenda**.

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**DISCUSSED EPA LEAD & COPPER RULE IMPROVEMENTS- CUSTOMER'S SIDE**

Charles Davis, City Manager, appeared before the Commission to seek approval of the ESG Task Order for Phase 1, which involves inventorying one-third of the identified water services for the customer-side lead service inventory, not to exceed \$120,000.00.

Mr. Davis stated that the Lead and Copper Rules require an inventory of water service line materials to be submitted to the EPD by October 2024. From 2022 through 2024, ESG helped the City of Douglas obtain grant funding for the inventory and provided inventory management services, including the following:

- Provided ESRI software to build a user interface showing the locations of meters throughout the city and the service line material type on both the customer and the utility sides.
- Populated the software interfaces with utility-side data collected by ESG Operations through meter box inspections.
- Reduced the number of customer-side physical inspections required using the GIS Query of building age - services/buildings constructed after 1990 are considered non-lead according to EPD/EPA Guidance.
- Further reduced the number of potential customer-side inspections required by the review of as-built plans and historical records held by the city water department and others
- Provided social media graphics and mailers with a web-based survey QR code to get citizens' help in providing customer service type. Built a digital interface for obtaining survey returns to integrate seamlessly into the city's GIS database Inventory.
- Submitted the city's Lead Service Line Inventory (LSLI) to EPD through the portal prior to the deadline of October 16, 2024.
- Provided letters and mailing services to all customers with a service material type marked "unknown" within 1 month of the LSL Inventory submittal per EPA requirements
- Assisted the city with a letter to EPD, making a case for all galvanized services within the city to be classified as "Galvanized Not Requiring Replacement".
- Filed GEFA draw requests for reimbursement of city dollars spent on the Lead Service Line Inventory (LSLI).

While the inventory was submitted by the 2024 deadline, over 4,300 customer-side services were marked unknown as they have not yet been inspected. The revised Lead and Copper Rule has provided utility systems with three (3) years after the initial LSLI submittal to improve the inventory and eliminate unknowns. ESG Engineering proposes to inspect the remaining unknown services to determine the material over the next three years, with all services inspected by October 2027. According to the information provided by ESG Operations staff, backflow preventers are located on the downstream side of the meter box at meters throughout the city. Therefore, inspections should not take place inside the meter box. Inspections will require pot-holing the service line downstream of the backflow preventer, where the original water service material should still be present and can be identified.

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**DISCUSSED EPA LEAD & COPPER RULE IMPROVEMENTS- CUSTOMER'S SIDE-CONTINUE**

The 2025 work includes, but is not limited to, the following tasks:

**Task 1- Perform Physical Inspections**

- Pothole 1/3 of the 4,355 remaining unknown addresses yearly, for identification of all unknowns by October 2027. Our understanding at this time is that all potholing shall be completed behind the backflow preventer.
- Provide information mailers and/or social media graphics to let citizens know when and why inspections will be taking place.

**Task 2- Professional Management Services**

- Prepare the previously built ESRI-based inventory software to interface with field crew cell devices, showing them where inspections are needed and recording the results.
- Upload the updated inventory to the state portal before the October 2025 deadline per the requirements of the Lead and Copper rule.
- Provided letters and mailing services to all customers with a service material type still marked “unknown” within 30 days of the 2025 LSLI submission.
- Keep abreast of changes and updates to the Lead and Copper Rule and modify the program/work accordingly.
- Identify funding sources to assist the city with the implementation of the Lead and Copper Program, including loans/grants for future service line replacement work

Additional work to inspect the remaining service lines in 2026 and 2027 will require a separate task to be completed at a later date. **FUNDING:** Not to exceed \$120,000 - 505 Fund

The Commission agreed to move this item forward on the **Consent Agenda**.

**GENERAL COMMENTS (3 MINUTES)**

No comments

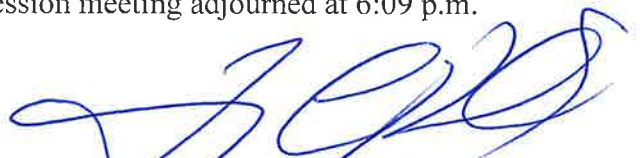
**CITY MANAGER'S UPDATE**

No comments

**ADJOURNMENT**

Without further discussion, the work session meeting adjourned at 6:09 p.m.

  
Wynetta J. Bolder, CMC

  
Mayor Tony L. Paulk

