**Hart County Water & Sewer Authority**

**Board of Directors Meeting March 16, 2015**

The Hart County Water and Sewer Authority met March 16, 205, in the Hart County Cooperative Extension Service Building. Chairman Hugh Holland called the meeting to order at 6:00 pm with Vice Chairman Wade Carlton, Members Mike MacNabb, Jerry Cannady, Larry Haley, Director Pat Goran, Legal Counsel Walter Gordon, and Secretary/Treasurer Kathy Breffle present. Also present were Mark Hynds of The Hartwell Sun and Gordon Stutts a resident in the Rock Springs area.

Approval of agenda

Mr. MacNabb made a motion to accept the agenda and Mr. Haley seconded it. The motion passed 5-0.

Approval of January 12th and February 16th regular meeting minutes,and March 4th called meeting minutes

Mr. Haley made a motion to approve the January 12th meeting minutes and Mr. Carlton seconded it. The motion passed 5-0. Mr. Carlton made a motion to approve the February 16th meeting minutes and Mr. MacNabb seconded it. The motion passed 5-0. Mr. MacNabb made a motion to approve the March 4th called meeting minutes and Mr. Haley seconded it. The motion passed 4-0 with Mr. Carlton abstaining.

Financial report

Mr. Goran presented the financial report. Mr. Goran explained why HCWSA purchases the quantity of water currently from Royston. Mr. Goran also explained the expenses for new brakes on one truck and new tires for the other truck. Mr. Gordon agreed to investigate the ability to use GEFA funds for engineering services where the services are over $100,000 and not bid and to report his findings at the next meeting.

Old business

Airline area water tank / connector project

Mr. Goran informed the Board that the work for the sites for the location of the booster pumps will go out to bid during the week of March 23rd and that the pumps are scheduled to be delivered no later than June 1, 2015.

Bethany Church Area, Rock Springs area projects (2014 GEFA loan)

Mr. Cannady made a motion to establish a separate checking account at Pinnacle Bank with Pat Goran, Kathy Breffle, and Hugh Holland as approved signors for the account. Mr. MacNabb seconded it. The motion passed 5-0.

Mr. Goran updated the Board that the construction work for the Bethany Church area will go out to bid in the next two weeks and that the contract will be for 150 days. The Board discussed the timing of the commitment letter for the Rock Springs area and decided to finalize the letter and date for sending them at the April meeting.

Reed Creek Phase II (2015 Community Development Block Grant) project

Mr. Goran reminded the Board that Allen Smith Consulting would be submitting this grant by the April 1st deadline.

Mt. Hebron Road water line extension

Mr. Goran stated that he had reviewed the drawings for this project and that it will be out to bid by Friday, March 20th.

New business

Georgia Rural Water Association Annual Conference, Jekyll Island, May 12-14

Mr. Cannady asked the Board to approve spending $360 (the registration fee) to attend the conference. Mr. Holland made a motion to approve the expenditure and Mr. MacNabb seconded it. The motion passed 4-0 with Mr. Cannady abstaining.

Customer request for bill adjustment due to another leak

After some discussion regarding the current leak adjustment policy, Mr. MacNabb made a motion to follow the current policy and not allow an additional leak adjustment. Mr. Holland seconded it. After further legal discussion about the policy, Mr. Holland removed his second. Mr. Cannady made a motion to adjust the customer’s bill to HCWSA’s current average cost of water. This motion died for a lack of a second. Mr. Cannady made a motion to remove the conservation rates from this customer’s February bill, thus changing the rate on this bill from $4.95 per 1000 gallons for usage over 10,000 gallons to $3.30 per 1000 gallons for all usage. Mr. Haley seconded it. The motion passed 4-1 with Mr. MacNabb opposed.

Landlord request for modified tap payment plan

Mr. Goran asked the Board to consider changing the tap payment plan for people who are installing meters at rental homes. No action was taken by the Board.

Proposed additional staff member and discussion of job descriptions

Mr. Cannady presented his possible job descriptions and structure for employees/management for HCWSA. After some discussion regarding the need for a full time person and the different possible positions, the Board requested Mr. Goran and Mrs. Breffle each present time studies of what job duties are completed each day and time required to complete them at the April board meeting.

Standing committees

Mr. Cannady requested the Board consider establishing a permanent committee to oversee the operations of HCWSA. After discussion, the Board requested Mr. Cannady outline the committee’s responsibilities.

Public comments

Mr. Stutts expressed his appreciation to send out commitment letters to his area to see which roads have the most desire for water. He also asked the Board to consider removing the monthly minimum requirement from the commitment letters.

Director’s comments

None

Members’ comments

Mr. Haley checked on a customer’s concern regarding driveway repair after construction.

Mr. Holland asked Mr. Goran about his knowledge of HCWSA’s policies and procedures. Mr. Goran stated that he knew all policies and procedures for HCWSA and he knew what actions the Board expects from him in his job performance.

Mr. Cannady presented pictures of both the interior and exterior of the HCWSA office. He added to Mr. Goran’s responsibility to clean up the area in the next 30 days and to maintain a professional office environment.

Adjournment

Mr. Carlton made a motion to adjourn and Mr. Haley seconded it. The motion passed 5-0.

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Hugh Holland, Chairman Kathy Breffle, Secretary/Treasurer

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