**Hart County Water & Sewer Authority**

**Board of Directors Meeting June 16, 2014**

The Hart County Water and Sewer Authority met June 16, 2014, in the Hart County Cooperative Extension Service Building. Chairman Hugh Holland called the meeting to order at 6:00 pm with Member Wade Carlton, Member Larry Haley, Member Mike MacNabb, and Member Jerry Cannady, Director Pat Goran, Legal Counsel Walter Gordon, and Secretary/Treasurer Kathy Breffle present. Also present were Mark Hynds of *The Hartwell Sun*, Russ Brink of EMI, and Hart County resident Patti Brown.

Remarks by invited guests

Ms. Brown asked the Board to consider extending the waterline on Mt. Hebron Road beyond Parham Road an additional 2800 feet to her home and chicken farm. The Board agreed to send out letters to the area to see about additional potential interest before proceeding.

Approval of agenda

Mr. Carlton made a motion to approve the agenda, and Mr. MacNabb seconded it. The motion passed 5-0.

Approval of May 19 regular, May 27 called, and May 29 called meeting minutes

Mr. Carlton made a motion to approve the May 19meeting minutes and Mr. MacNabb seconded it. The motion passed 4-0 with Mr. Cannady abstaining. Mr. Carlton made a motion to approve the May 27 meeting minutes and Mr. MacNabb seconded it. The motion passed 4-0 with Mr. Cannady abstaining. Mr. Cannady made a motion to approve the May 29 meeting minutes and Mr. MacNabb seconded it. The motion passed 5-0.

Financial report

Mr. Goran presented the financial report.

Old business

Reed Creek Highway sinkhole bypass project

Mr. Goran updated the Board on the construction progress and said that it is expected to be completed by July 4th.

Nancy Hart School Road Area 2013 CDBG project

Mr. Goran updated the Board on the construction progress.

Lightwood Road project

Mr. Goran updated the Board that there was only approximately 2000’ left on Lightwood Rd to install and that the project should be complete by the end of the summer.

Airline area water tank / connector project

Mr. Brink updated the Board that the tank is structurally complete and that he would present some possible artwork for the tank at the next meeting. Mr. Goran informed the Board that Cedar Farms has begun the installation of the waterlines for this project and that the line work should be complete by December 31, 2014.

Additional connection to City of Hartwell's water system near trestle bridge

Mr. Brink presented the line design and bidding options for this project. Mr. Cannady made a motion to proceed with bidding the master meter, waterline extension from the City of Hartwell on Bowersville Highway to Beacon Light Road, and relocation of the PRV immediately. Mr. MacNabb seconded it. The motion passed 5-0. After further discussion, the Board agreed that once land was acquired for the booster pump station, that EMI would immediately solicit bids for the additional waterline required for the booster pump and the booster pump station itself.

Authority Director job description

Mr. Cannady asked to remove “Georgia-licensed Professional Engineer” from the minimum requirements since that is not a requirement for the job. Mr. Holland asked to remove “award contracts” as that is an action of the Board and not of the Director. Mr. Carlton asked Mr. Goran to email an updated copy of the job description as soon as it is completed.

New business

Election of Authority officers

Mr. MacNabb made a motion to re-appoint Kathy Breffle as Secretary/Treasurer and Mr. Holland seconded it. The motion passed 5-0. Mr. MacNabb made a motion to re-appoint Mr. Holland as Chairman and Mr. Carlton seconded it. The motion passed 5-0. Mr. Haley made a motion to appoint Mr. Carlton as Vice-Chairman and Mr. MacNabb seconded it. The motion passed 4-1 with Mr. Carlton opposed.

Annual report on Identity Theft Prevention Program

Mr. Goran presented the annual report with no incidents to report. Mr. Cannady made a motion to accept the Identity Theft Prevention annual report and Mr. Haley seconded it. The motion passed 5-0.

Public comments

None

Director’s comments

Mr. Goran requested the Board approve new signature cards for HCWSA’s checking accounts to remove Michael Partlow and add Jerry Cannady. Mr. Haley made said motion and Mr. MacNabb seconded it. The motion passed 5-0.

Mr. Goran explained about the need for specific wording in the employee policies about mandatory seat belt use for the driver and any passengers. Mr. Haley made a motion to ensure such wording is in the employee policies and Mr. MacNabb seconded it. The motion passed 5-0.

Mr. Goran explained the need for an annual review of the entire employee policy handbook. Mr. MacNabb made a motion to review the employee handbook for the July meeting and at each July meeting in the future. Mr. Carlton seconded it. The motion passed 5-0.

Mr. Goran informed the Board that the 2” master meter on Anderson Highway where HCWSA purchases water from the City of Hartwell was not reading correctly and that HCWSA had replaced it.

Members’ comments

Mr. Cannady expressed an interest attending the water distribution operator’s training course and asked the Board to pay for the course in Gainesville at a cost of $350. Mr. MacNabb made said motion and Mr. Haley seconded it. The motion passed 3-1 with Mr. Carlton opposed and Mr. Cannady abstaining.

Adjournment

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hugh Holland, Chairman Kathy Breffle, Secretary/Treasurer

Kathy’sdocuments/minutes/FY14/minutes061614DraftPDG