**Hart County Water & Sewer Authority**

**Board of Directors Meeting September 21, 2015**

The Hart County Water and Sewer Authority met September 21, 2015, 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, Secretary/Treasurer Kathy Breffle, Director Pat Goran, and Legal Counsel Walter Gordon present. Also present were Vivian Morgan of The Hartwell Sun and Russ Brink of EMI.

Approval of agenda

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

Approval of August 17th regular meeting minutes

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

Financial report

Mr. Goran presented the financial report.

Old business

Airline area water tank / connector project

Mr. Goran updated the Board that the start up for the booster pumps is scheduled for September 29, 2015.

Bethany Church area project

Mr. Goran updated the Board on Arrowood General Contracting’s progress on this project.

Rock Springs area project

Mr. Goran informed the Board that the bid opening for this phase is scheduled for Thursday, September 24 at noon and that he would not be attending as he was attending a water council meeting out of town.

Proposed fiscal year 2016 operating budget

Mr. Cannady made a motion to approve the budget and Mr. Haley seconded it. The motion passed 5-0.

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

Mr. Cannady made a motion to approve the contract with Allen Smith Consulting for grant management. Mr. Cartlon seconded it. The motion passed 5-0.

Review and discussion of Authority rates and policies

Mr. Carlton suggested the terminology “after hours fee” for the additional charge of $35.00 if a customer wants their water reconnected after 4 pm. Mr. Cannady made a motion to accept all suggested changes to the policies and Mr. MacNabb seconded it. The motion passed 5-0.

Mr. Cannady suggested HCWSA complete a rate study to see about a rate increase or not.

Annual review of “Employee Handbook and Personnel Policies and Procedures”

Mr. Cannady presented some suggestions to the Employee Handbook and Personnel Policies and Procedures. Mr Holland made a motion to accept the addition of “No alcoholic beverages of any kind are allowed in company vehicles under any circumstances”. Mr. Haley seconded it. The motion passed 5-0. Mr. Holland made a motion to accept the addition of “No monies shall be collected by driver or passenger of a company vehicle for water service(s), all payments must be made at company office, by cash, check/money order, or on internet credit/debit charging process. Some form of receipt must be available for proof of payment.” Mr. MacNabb seconded it. The motion passed 5-0. Mr. Haley made a motion to add “Use of company vehicle for travel outside Hart county must be for water authority business only.” Mr. MacNabb seconded it. The motion passed 5-0. Mr. Holland made a motion to add the stated office hours be included in the handbook. Mr. Cannady seconded it. The motion passed 5-0.

New business

Request for water service – Landfill Road chicken farmer

The farmer has agreed to purchase a minimum of 525,000 gallons per year for 5 years. Mr. Goran presented a cost estimate of $35,400. Mr. MacNabb made a motion for Arrowood General Contracting to extend the waterline on Valley Hart Rd and Landfill Rd at the cost estimate provided by Mr. Goran. Mr. Haley seconded it. The motion passed 5-0.

Consideration of GEFA loan for Automatic Meter Reading

Mr. Cannady made a motion to approve EMI’s proposal for their services to complete a GEFA loan application Part 1 and the environmental review for a cost not to exceed $1750. Mr. MacNabb seconded it. The motion passed 5-0.

Public comments

None

Director’s comments

Mr. Goran informed the Board he had reviewed the resumes submitted and would start interview in the next couple of weeks. Mr. Goran stated that Hart County and the City of Lavonia had not been able to secure a CDBG-EIP grant for the Northern Sewer Trunk Line Project, but were now pursuing an ARC grant for $300,000 which would cause Hart County’s match to increase to $395,000 from Economic Development’s portion of SPLOST.

Members’ comments

Mr. Cannady reported that the Service Delivery Strategy document had been signed by the Cities of Royston and Hartwell was on the agenda for the next Hart County Board of Commissioner’s meeting. He then requested proceeding with proposing a sewer agreement with the City of Royston and return to negotiations with the City of Hartwell regarding a document with them. Mr. Cannady made a motion to proceed with sending the proposed sewer agreement to the City of Royston and Mr. Holland seconded it. The motion passed 5-0. Mr. Cannady agreed to have the Sewer Agreement with the City of Hartwell on the agenda for the October meeting. Mr. Holland commented that Mr. Goran needed to move forward with hiring a part time person for the office so it is not unmanned. Mr. Holland asked about employees being bonded and requested that legal counsel review coverage with the current liability policy to ensure coverage. Mr. Holland asked the Board for their availability for a called meeting to complete the corrections of the findings from the FY14 audit.

Adjournment

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

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Hugh Holland, Chairman Kathy Breffle, Secretary/Treasurer

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