**Hart County Water & Sewer Authority**

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

The Hart County Water and Sewer Authority met November 16, 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 Larry Haley, Jerry Cannady, Mike MacNabb, Secretary/Treasurer Kathy Breffle, Director Pat Goran, and Legal Counsel Kim Higginbotham present. Also present was Jerry Hood, Russ Brink and Kim Kyst of EMI.

Approval of agenda

Mr. Cannady asked to add “Open Work Orders Report” to New Business. Mr. MacNabb made a motion to approve the amended agenda and Mr. Haley seconded it. The motion passed 3-0.

Approval of October 22nd regular meeting minutes

Mr. Cannady asked to add information regarding the open work orders and Mr. Goran being directed to proceed with getting these completed as soon as possible to the October meeting minutes. He also asked to add that the Board agreed to determine the scope of the Rock Springs Project once commitment letters had been received. The amended minutes will be presented at the next Board meeting for approval.

Mr. Carlton and Mr. Haley arrived during this part of the meeting.

Financial report

Mr. Goran presented the financial report.

Old business

Airline area water tank / connector project

Mr. Goran reported that the booster pump stations were running but still needed to finalize a few issues with SyncroFlo.

Bethany Church area project

Mr. Goran reported that the majority of this project is complete including customers’ taps. Mr. Goran still needs to complete a final change order, final invoice, and punch list for Arrowood to complete before final payment. Mr. Goran informed the Board that there are 14 active new accounts from this project.

Rock Springs area project

The next step in this project is to arrange a pre-construction meeting with GEFA, HCWSA, and Arrowood which should be scheduled soon. Then the construction will begin. Commitment letters should be mailed out before the end of the year to all the side roads.

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

Mr. Goran reported that this project is out to bid and the bid opening is scheduled for Tuesday, December 15, 2015 at noon at the office.

Status of proposed Hartwell, Royston sewage treatment agreements

Mr. Goran presented the revised agreements. The Board agreed for Mrs. Higginbotham to send Hartwell’s to David Aldrich, City Manager. The Board also agreed for Mr. Goran and Mr. Cannady to proceed with meeting with Royston regarding this.

GEFA loan application for Automatic Meter Reading

Mr. Goran informed the Board that HCWSA had submitted the loan application to GEFA for $275,000.

New business

Open Work Orders Report

Mr. Cannady asked about his request for a copy of the maintenance contract with Arrowood General Contracting, Inc. Mr. Goran informed the Board that there was not one. The Board directed him to correct this omission immediately. Also the Board asked about the status of completed the open work orders. Mr. Goran stated that he had spoken with Arrowood General Contracting, Inc. and that he could complete the 30 +/- work orders about raising meter boxes to grade for $3000-$4000 based on an hourly rate. Mr. MacNabb and Mr. Holland suggested Mr. Goran review the actual costs with Arrowood and a possible landscaper’s cost. Mr. Cannady asked to have a monthly report of the status of open work orders.

Request for water service – Eastern Road

Mr. Goran explained that three people had requested HCWSA to extend the waterline on Eastern Rd by 1300’ at a cost of $16,700. He further stated that he had three signed commitments from the residents. Mr. Cannady made a motion to approve the Eastern Rd waterline extension at a cost of $16,700 once the three committed customers had paid the entire tap fee and deposit in full. Mr. Holland seconded it. The motion passed 5-0.

Public comments

None

Director’s comments

Mr. Goran informed the Board that copies of the revised pages from the Employee Handbook were included in their folders. He also informed the Board that a couple of days prior to the meeting, he had completed the employee performance review.

Members’ comments

Mr. Haley confirmed with Mr. Goran that he was ensuring the contractors were burying the pipe to the correct depth on all projects. Mr. Haley discussed the details of the tap payment plan and the continuation of the “$5000 per committed customer policy”. Mr. Holland asked for the Board to reconsider the job descriptions and salaries after January 1, 2016.

Adjournment

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

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

Hugh Holland, Chairman Kathy Breffle, Secretary/Treasurer

Kathy’sdocuments/Agenda/FY16/minutes111615draft