

**Heard County Water Authority
Board Meeting Minutes
February 26, 2018**

The Heard County Water Authority Board met in regular session on Monday February 26, 2018 at 5:00p.m. The following members were present: James Ray Gosdin, Sr., Tommie McKeever, Loy Howard and Patty Jiles.

Chairman Gosdin called the meeting to order. Director Laurie Cook gave the invocation and led the Pledge of Allegiance.

Recognition of guests: Mr. Lawrence Lipford, and Mr. Chad Sipe of Carter & Sloope, Inc.

Approve Agenda – On motion and second (Howard, McKeever) a unanimous vote was made to approve the agenda.

Approve Minutes: On motion and second (McKeever, Howard) a unanimous vote was made to approve the minutes for January 2018.

New Business:

Chairman Gosdin and the Board recognized and welcomed newly appointed HCWA Board Member, Patty Jiles.

Election of Officers was postponed until next Board Meeting.

Director Laurie Cook presented the Board with a Record Retention Schedule for the HCWA. It is the Record Retention Schedule for the State of Georgia and she presented an excerpt of how it would be applied to the Water Authority's needs and requirements. She stated it is also the same schedule that is used by Heard County government.

Adopt Record Retention Schedule-On motion and second (Howard, McKeever) a unanimous vote was made to approve adopting the Record Retention Schedule for the Heard County Water Authority.

Director Laurie Cook presented a list of Online Training Classes offered at no charge to the Water Authority through the Insurance Company, J. Smith Lanier. These classes are for managers and employees and include subjects such as Defensive Driving, Time Management and Sexual Harassment.

Old Business:

Engineer Chad Sipe with Carter & Sloope gave an update on the Water Treatment Plant upgrade. Director Laurie Cook and Carter & Sloope reapplied for the 2018 GEFA Grant. We were approved and the grant is \$500,000.00 compared to previous 2017 grant of \$300,000.00. The Water Authority will waive the option of 2017 grant funds to receive the 2018 grant funds.

Chad explained we cannot start construction until after the August 2018 GEFA Board Meeting but we can bid it out before that date.

Loy Howard requested a calendar with steps laid out on construction for the Water Treatment Plant.

Director Laurie Cook presented an updated Equipment and Labor Rates Schedule to the Board.

Approve Updated Equipment and Labor Rates Schedule- On motion and second (McKeever, Howard) a unanimous vote was made to approve the new rate schedule.

Reports:

1.) Administration- Michelle reviewed the financial statement.

*2017-2018 Comparison

*Group Health Insurance rates increased in January

* Higher spending in Chemical Supplies is due to necessary chemicals ordered for WWTP.

2.) Distribution- Michael McClain reported for Distribution:

Services: 3

Leaks: 48, plus 2 Main breaks and 3 Main leaks

Locates: 41

Work Orders: 112

Turn Offs: 48

DOT Permits: 0

Two Safety Meetings were held for Distribution Department in the month of January.

Michael included a spreadsheet of leaks fixed in the County and asked for feedback from the Board if they would like to see this information included with Monthly Board reports. The Board indicated they would like to see these reports in future Meetings.

3.) WTP- Bryant Snyder reported normal operations and no violations for January. Water production has improved with large amount of leaks fixed in January by Distribution Dept. Safety meeting held for WTP. Creek levels are fine. WTP has the Hillabahatchee Pump up and running for six days straight to help supply water. An incident occurred at the Centralhatchee Pump with a breaker blowing out and taking out some electrical wires. With Hillabahatchee in use again, we now have two sources of water for WTP. Unaccounted for water is down to 37% from previous 50%.

4.) WWTP- Darrell Brice reported normal operations for January. He reported there was a violation after a grease clog was removed from sewer line by Distribution Dept. along with high flow due to rain runoff in sewer system. This violation was caught immediately and resolved. After reporting to EPD, the HCWA will not be fined and there will be no need for EPD inspections. WWTP held a several safety meetings for training of new employee.

Executive Session: On motion and second (Howard, Jiles) a unanimous vote was made to enter Executive Session to discuss Personnel and Real Estate.

Return to Open Session: On motion and second (McKeever, Jiles) a unanimous vote was made to return to Open Session at 5:54pm. On motion and second (Howard, McKeever) a unanimous vote was made by the Board that they may at their sole discretion vote to pay an employee who has fifteen years (15) or more of service for their unused Annual leave when they terminate employment, regardless of the reason for leaving.

Executive Session: On motion and second (Jiles, McKeever) a unanimous vote was made to enter Executive Session to discuss Real Estate.

Return to Open Session: On motion and second (Jiles, McKeever) a unanimous vote was made to return to Open Session at 6:09 pm. No decisions were made in Executive Session.

Adjourn: On motion and second (McKeever, Jiles) a unanimous vote was made to adjourn at 6:10 pm.

James R. Gosdin Sr.
James Ray Gosdin, Sr., Chairman

3-26-18
Date

**EXECUTIVE SESSION MINUTES
OF THE WATER AUTHORITY OF
HEARD COUNTY, GEORGIA
February 26, 2018**

An Executive Session of the Heard County Water Authority was held February 26, 2018 in which the following members were present: James Ray Gosdin, Patty Jiles, Loy Howard, and Tommie McKeever.

Also present was: Jerry Ann Conner and Laurie Cook

The following matters were discussed in executive session:

- _____ Consultation with legal counsel pertaining to pending or potential litigation pursuant to O.C.G.A. § 50-14-2(1).
- _____ Authorize the settlement of any matter which may be properly discussed in executive session in accordance with Paragraph (1) of Code Section 50-14-2 (attorney/client privilege) (O.C.G.A. § 50-14-3(b)(1)(A))
- _____ Authorize negotiations to purchase, dispose of, or lease property (O.C.G.A. § 50-14-3(b)(1)(B)).
- _____ Authorize the ordering of an appraisal related to the acquisition or disposal of real estate (O.C.G.A. § 50-14-3(b)(1)(C))
- _____ Enter into a contract to purchase, dispose of, or lease property subject to approval in a subsequent public vote (O.C.G.A. § 50-14-3(b)(1)(D))
- X Enter into an option to purchase, dispose of, or lease real estate subject to approval in subsequent vote (O.C.G.A. § 50-14-3(b)(1)(E)).
- _____ Discussions or deliberations upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee (O.C.G.A. § 50-14-3(b)(2)).

Upon motion of Jiles, seconded by McKeever and unanimously passed, the Heard County Water Authority closed the Executive Session and returned to an open meeting.

AFFIDAVIT

Personally before the undersigned officer, duly authorized to administer oaths, appeared James Ray Gosdin, Chairman of the Heard County Water Authority, who, having been duly sworn, states that the subject matter of the closed portion of the meeting of February 26, 2018, was devoted to matters within the exceptions to the Open and Public Meetings law.

James R. Gosdin Sr.
Chair, Heard County Water Authority

Signed, sealed and delivered on the
26th day of March, 2018,
in the presence of:

Shelly H. Sockwell
Notary Public

