

**Heard County Water Authority  
Board Meeting Minutes  
November 27, 2017**

The Heard County Water Authority Board met in regular session on Monday November 27, 2017 at 5:00p.m. The following members were present: James Ray Gosdin, Sr., Carrie Rutledge, Alvin Ginn, Loy Howard and Tommie McKeever.

Chairman Gosdin called the meeting to order. Alvin Ginn gave the invocation and led the Pledge of Allegiance.

**Recognition of Guests** – Jim Mitchell with QS/1 and Lawrence Lipford

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

**Approve Minutes:** On motion and second (McKeever,Ginn) a unanimous vote was made to approve the minutes for October 23, 2017.

**New Business:**

Jim Mitchel with QS/1 updated the Board on the cause of the delay in credit card payment setup integrating with QS/1. The convenience fee can be either a flat fee (\$2.50) or a percentage (2.75% or 2.95%), depending on whether we choose to accept AMEX cards or not. One can only charge one percentage fee to all customers, regardless of card brand. The Board Members, Director Laurie Cook and Mr. Mitchell discussed the pros and cons of both methods.

**Approval to Proceed with Integration and Flat Fee**-On motion and second (Howard, Rutledge) a unanimous vote was made to approve moving forward with integrating online credit card payments, setup email billing and charging \$2.50 flat fee convenience fee.

**Approval of Holiday Supplements for Employees:** On motion and second (Ginn, Rutledge) a unanimous vote was made to approve distribution of holiday supplements to employees.

**Old Business:**

Director Laurie Cook discussed with the Board on how the Water Authority should proceed with obtaining SPLOST IV funds from the County.

**Request SPLOST IV Funds:** On motion and second (Howard, McKeever) a unanimous vote was made for Director Laurie Cook to request \$3,000,000.00 in SPLOST IV funds from the County.

Director Laurie Cook updated the Board Members on the current situation with the City of LaGrange. As of November 6, 2017, the bill for the City of LaGrange has been paid and is up-to-date. The Authority will not pursue a contract with the City unless they request one.

**Reports:**

**1.) Administration-** Michelle reviewed the financial statement.

\*Revenue \$192,296.00

\*Expenses were \$160,719.66

\*Net Income of \$31,576.72

\*Michelle passed out preliminary Audit Report to Board Members and went over results of audit. Will Geer will be coming in December to discuss it further when report is final.

**Accept Audit:** On motion and second ( McKeever, Rutledge) a unanimous vote was made to accept the audit as presented and send it to the County.

**2.) Distribution-** Laurie Cook reported for Distribution:

Services: 5

Leaks: 28

Locates: 51

Work Orders: 119

Turn Offs: 51

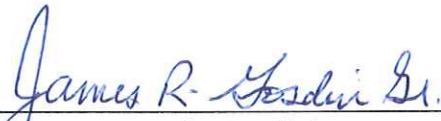
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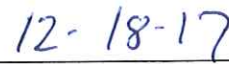
**3.) WTP-** Bryant Snyder reported normal operations and no violations for October. A safety meeting was held for his department.

**4.) WWTP-** Darrell Brice reported normal operations and no violations in October. He reported a visit from Sarah with EPD. She suggests an Emergency Response Plan and Darrell has that in the works now. Darrell informed the Board of the new employee in WWTP, Chase Tibbitts.

**Executive Session - None**

**Adjourn** – On motion and second (Rutledge, McKeever) a unanimous vote was made to adjourn at 5:52 pm.

  
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James Ray Gosdin, Sr., Chairman

  
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Date