

**Heard County Water Authority
Board Meeting Minutes
September 25, 2017**

The Heard County Water Authority Board met in regular session on Monday September 25, 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 – None

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

Approve Minutes - On motion and second (Ginn, Rutledge) a unanimous vote was made to approve the minutes for August, 2017.

Public Comments - None

New Business -

Director Laurie Cook presented new options for online credit card payments with the QS/1 data system. She advised that at this time GovtPortal is unable to integrate with QS/1, and that another company known as Elavon is allowed to integrate. QS/1 controls the programing and choses what company is allowed to integrate with their software. Cook stated that Elavon will allow credit card payments to be seen in "real time" and avoid the previous 24 to 72 hour delays that the current credit card service has required. The new process requires the purchase of a Signature Pad from QS/1. HCWA staff met last week with QS/1 staff and we are working on ways to make paying bills more convenient for customers. There will be a 2.95% fee that QS/1 will absorb. New fees will be less than the current fee in place now. The cost for the Signature pad will be \$735.00 as a one-time fee, along with \$21.00 monthly maintenance fee for QS/1 support. There will also be new email billing coming soon. Cook would like to move forward with the signature pad. **On motion and second** (Ginn, Rutledge) a unanimous decision was made to purchase the Signature pad. Loy Howard mentions we need to review the South Carolina contract. Jerry Ann Conner will review the contract and advise Director Cook if acceptable to move forward.

Cook informed Board QS1 refunded HCWA \$918.53 for an over payment from years ago from an audit they performed.

Engagement Letter with Geer & Associates - On motion and second (Howard, Rutledge) a unanimous vote was made to approve Geer & Associates doing our audit this year. There is a \$450.00 increase from last year and the total will be \$8950.00.

Old Business-

Cook discussed that Carter & Slope was still working on the Withdrawal Permit renewal and the Water Treatment Plant upgrade design proposal, and they will present it next month.

Director Cook updated Board that she and two other Board members had met with Chairman Boone on September 7th to request funding for SPLOST V projects.

Cook also updated Board on the lack of response from the City of LaGrange regarding the Water Contract.

Reports:

1.) Administration- Michelle reviewed the financial statement.

*total revenue for August is \$203,303.77.

*Expenses were \$162,611.44

*Comparison to budget \$26,000.00 under budget

*The audit is scheduled for October.

2.) Distribution- Edward Ponder reported for Distribution:

Services: 3

Leaks: 27

Locates: 46

Work Orders: 97

Turn Offs: 39

DOT Permits: 0


A general safety meeting was held for Distribution Department on skid steer.

3.) WTP- Bryant Snyder reported normal operations and no violations for June. We are still under a Level I drought but should be released soon. A general safety meeting was held for his department. Bryant presented a quote in regards to the SCADA computer upgrade from J.K. Duren Company, The systems need to be upgraded are old and out dated for both the Water Treatment Plant and the Waste Water Treatment Plant. The SCADA upgrades are listed in the budget.

4.) WWTP- Darrell Brice reported normal operations and no violations for August.

Executive Session- no session held

Adjourn – On motion and second (Rutledge, Howard) a unanimous vote was made to adjourn at 5:37 pm.


James Ray Gosdin, Sr., Chairman

10-23-17
Date