

**Heard County Water Authority  
Board Meeting Minutes  
December 28, 2020**

The Heard County Water Authority Board met in regular session on December 28th at 5:00p.m. The following members were present: James Ray Gosdin, Sr., Loy Howard, Alvin Ginn, and Tommie McKeever and Shane Cammon

Chairman Gosdin called the meeting to order. Tommie McKeever gave the invocation and led the Pledge of Allegiance.

**Recognition of New Board Member:** The board welcomed Shane Cammon, the City of Franklin's newly appointed board member to HCWA.

**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 November 30, 2020.

**Public Comments:** None

**New Business:**

**HCWA Board Meeting Dates for 2021:** Director Cook presented the proposed 2021 board meeting dates. On motion and second (Ginn, McKeever) a unanimous vote was made to approve the 2021 board meeting dates.

**Manhole Repairs:** Director Cook presented two quotes for the repair of manholes. On motion and second (Ginn, Cammon) a unanimous vote was made to award the manhole repairs to LCS & Associates, LLC.

**USPS and Late Payments:** Beth Cantrell, Lead Op. Specialist addressed the board about the delay in mail payments. Beth advised there has been many customer's complaining about the time it takes their payment to get to HCWA, and it causes the customer to accrue late charges. Example: Mail payments postmarked on Dec. 1 not making it to the office until Dec. 13<sup>th</sup>. Late fees have been removed upon request if customer has consistently been current with their payments. She just wanted to inform the board because of all the customer complaints.

**Safety Policy for HCWA and Covid-19 Mask Policy:** On motion and second (Howard, Ginn) a unanimous vote was made to amend the agenda to discuss Safety Policy for HCWA due to Covid-19. The board expressed the desire to put two policies in place to aid in the safety of HCWA Employees and Customers. The first policy includes a mandatory sign in policy for visitors at each plant and the office. It would require all visitors to check in with Executive Director Cook before visiting and would require signing in before entering building. On motion and second (Howard, McKeever) a unanimous vote was made to put this policy in place. The second policy, due to the current state of the pandemic, all staff and visitors must now wear a mask. Distribution staff in a water "hole" are not expected to wear a mask but are

expected to wear one if near each other otherwise. On motion and second (Howard, McKeever) a unanimous vote was made to put this policy in place.

**Old Business:**

**WTP Generator Update-** Director Cook gave an update on the status of the new generator needed for the WTP, and advised she sent a letter to Chairman Lee Boone and all Commissioners on December 8<sup>th</sup>. The generator has not arrived and there has been no response from the County regarding the generator. The Board wants HCWA's Engineers to oversee the installation of the generator once it arrives. This will insure it is done to fit the specs of the Engineer's plans on the new WTP. The Board asked Director Cook to request an update from Chairman Boone on the status of the generator.

**Reports:**

**1.) Administration:** Michelle Robinson presented the financial statement for November 2020.

**November**

\*Income: \$210,674.18

\*Expenses: \$133,874.19

\*Net Income: \$76,799.99

\*Net Income with Depreciation and other Expenses: (\$4,090.49)

**2.) Distribution:** Director Cook presented for Distribution for November 2020:

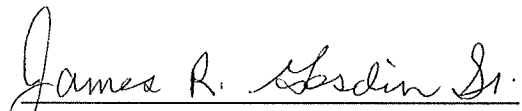
**November**

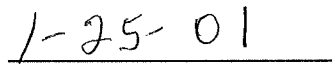
Services: 3  
Leaks: 45  
Main Breaks:1  
Valve Maint: 33  
Meter Pump Testing: 0  
Locates: 116  
Work Orders: 97  
Turn Offs: 68  
Data Log: 1  
Meter Chg. Outs: 11  
DOT Permits: 0

3.) **WTP-** Director Cook presented for the Water Treatment Plant. She reported normal operations and no violations for November 2020. Safety meeting was held on 12/15/2020 on general safety and awareness.

4.) **WWTP-** Director Cook presented for the Wastewater Treatment Plant. She reported normal operations and no violations for November 2020. Safety meeting held was on avoiding slips and trips.

**Adjourn:** On motion and second (Ginn, McKeever) a unanimous vote was made at 6:28pm to adjourn the meeting.

  
James Ray Gosdin, Sr., Chairman

  
Date