

**Heard County Water Authority
Board Meeting Minutes
July 31, 2017**

The Heard County Water Authority Board met in regular session on Monday July 31, 2017 at 5:00p.m. The following members were present: James Ray Gosdin, Sr., Carrie Rutledge, Alvin Ginn and Tommie McKeever.

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

Recognition of Guests – Jay Holcey with GovtPortal

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

Approve Minutes: On motion and second (Rutledge, McKeever) a unanimous vote was made to approve the minutes for June 26, 2017.

New Business:

Jay Holcey with GovtPortal spoke to the Board about their credit card processing software. He explained how the Portal works and the fees associated with processing credit card payments are now charged to the customer at \$2.50 flat fee for payments of \$114.00 or less. There is a 2.2% fee for payments of more than \$114.00. This software will save the Water Authority money, as the former credit card processing system charged those fees to the Water Authority.

Cancel Contract with Global Payments and use GovtPortal: On motion and second (Ginn, McKeever) a unanimous vote was made to approve Director Laurie Cook making the change from Global Payments to GovtPortal.

Ms. Cook discussed Capital Needs Planning and presented a Capital Needs/Expenses Spreadsheet, which was requested at a previous Board Meeting. The list included items such as Upgrade of the Water Treatment Plant, SCADA systems, and change outs of the large commercial meters. She also updated the Board on discussions with Development Authority Executive Director, Kathy Knowles, and the estimated cost to run water and sewer to a site on Highway 27 North of the river.

Ms. Cook presented the Board with a spreadsheet of maintenance needed on Fire Hydrants throughout the county. The Heard County Fire Department did the testing and presented the Heard County Water Authority with their findings. After some discussion, the Board suggested Director Cook meet with the County Commission Chair because it is a public safety matter.

She discussed replacing one Ford 250 for Maintenance, one Ford Ranger for Distribution, and a skid steer to replace the backhoe for Distribution out of current budget.

Old Business:

Amend Agenda: On motion and second (Ginn, Rutledge) a unanimous vote was made to discuss replacing equipment under Old Business.

She discussed replacing the 2004 Ford 250 for Maintenance, the 2005 Ford Ranger for Distribution, and a skid steer to replace the backhoe for Distribution out of the Reserve for Capital Projects Fund in the current budget. She would also like to sell old equipment on GovDeals.

Approve Replacement of Old Equipment: On motion and second (Rutledge, McKeever) a unanimous vote was made to allow Ms. Cook to sell two trucks and the backhoe on GovDeals and purchase a Ford 250, Ford 150 and a New Holland skid steer out of current budget.

2018 Budget Proposal: On motion and second (Rutledge, Ginn) a unanimous vote was made to approve the 2018 Budget as presented.

Amend Agenda: On motion and second (Ginn, McKeever) a unanimous vote was made to amend the agenda to discuss damaged fire hydrant on Welcome Road.

Ms. Cook spoke with the Board about a fire hydrant damaged on Welcome Road by Craig Gay while bush hogging for the property owner, Mr. Holland. The Water Authority treated this situation as all other situations, such as when vehicles run off the road and damage a fire hydrant, the responsible party (vehicle owner or insurance company) is billed for repair or replacement of the fire hydrant. In this case, the Distribution Crew was able to repair the fire hydrant with old parts. The Water Authority billed Craig Gay for 3.5 hours of the crew's work time for a total of \$120.67.

Reports:

1.) Administration- Michelle reviewed the financial statement.

*As of now, total revenue for the year is \$2,251,000.00.

*Expenses were \$1,873,000.00

*Net Income of \$378,000.00

*As of May 31, 2017, all departments are under budget for the year of \$144,624.00.

*Audit will be scheduled soon.

2.) Distribution- Edward Ponder reported for Distribution:

Services: 4

Leaks: 30

Locates: 40

Work Orders: 126

Turn Offs: 45

DOT Permits: 0

A general safety meeting was held for Distribution Department.


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.

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

Executive Session- On motion and second (Ginn, Rutledge) a unanimous vote was made to enter Executive Session to discuss possible litigation.

On motion and second (Ginn, Rutledge) a unanimous vote was made to come out of Executive Session. No actions were taken by the Board.

Adjourn – On motion and second (McKeever, Rutledge) a unanimous vote was made to adjourn at 7:14 pm.


James Ray Gosdin, Sr., Chairman

8-28-17
Date