

**Heard County Water Authority  
Board Meeting Minutes  
October 17, 2022**

The Heard County Water Authority Board met in regular session on October 17<sup>th</sup>, 2022, at 5:00 p.m. The following members were present: James Ray Gosdin, Sr., Loy Howard, Tommie McKeever and Shane Cammon.

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

**Recognition of Guests:** Chris Barnett, CPA, & Bill Branan, Tax Specialists of GA

**Approve/Amend Agenda:** On motion and second (McKeever, Cammon) a unanimous vote was made to amend the agenda to include FEMA Grant to UGA for Heard County.

**Approve Minutes:** On motion and second (McKeever, Cammon) a unanimous vote was made to approve the minutes for August 2022.

**New Business:**

**Tax Specialist of GA:** Bill Branan presented a proposal from Tax Specialist of GA to review sales tax that was paid during the Water Treatment Plant Project. If HCWA is due any sales tax return, GA Tax Specialist would file for the return and collect 25% of the amount returned to HCWA. Payment would be due to them once the return was received by HCWA. On motion and second (Cammon, McKeever) a unanimous vote was made to accept the proposal but to try and negotiate with Tax Specialist of GA to accept 20% of the return amount instead of the 25% the firm proposed.

**Proposal by Chris Barnett, CPA:** Director Cook addressed the board about the proposal presented by Chris Barnett, CPA. Barnett has gone out on his own providing CPA services. He presented his proposal, which was less than the current proposal we have with the firm he was working with. There was no conflict with the current firm about him asking us to be his client. On motion and second (Cammon, McKeever) a unanimous vote was made to accept Chris Barnett's proposal.

**GLGPA HR Project:** Beth Cantrell, Lead Operations Specialist, presented her HR project: Improving Employee Morale and Employee Retainage. She proposed making some changes to the current leave policy in the personnel handbook. Items to consider included, adding the Juneteenth holiday, allowing the employee to have a paid day off on their birthday, being able to retain more vacation days before having to forfeit them, and changing the funeral leave policy to give the employee 3 days paid time off for immediate family members. The employees would not have to use their accumulated leave time for funeral leave. Mrs. Cantrell also proposed revising the policy to include grandparents and grandchildren as immediate family members. The board asked for additional information to be included and requested that it be brought back before the board at the next meeting.

**Tap/Meter Payment:** Director Cook addressed the board concerning current tap and meter payments. In the past customers were allowed to put \$250 down and pay \$100 per month until balance paid. Due

to materials and operations cost increasing considerably, Director Cook recommended to the board that HCWA should consider collecting full payment at time of application. She proposed an exception for customers with a well that they can no longer use, needing immediate relief. Office staff researched surrounding county policies and determined it was not unreasonable to require full payment of tap and meters. On motion and second (Cammon, McKeever) a unanimous decision was made to approve this policy change. In addition, the board requested that letters be sent out to customers currently making tap and meter payments informing them they will have 6 months to pay the balance due.

**Hams for Staff:** Director Cook addressed the board concerning a Christmas bonus and hams for staff. On motion and second (Cammon, McKeever) a unanimous vote was made to approve employee bonuses and hams.

**FEMA Grant to UGA for Heard Co.:** Director Cook informed the board of a FEMA grant awarded to Heard County through UGA. In an effort to help with disaster relief, UGA students will be surveying the rock quarries as a potential source of water retention for disasters. If the survey reveals work needing to be done on current quarries or the necessity of a new quarry, an additional grant would most likely be awarded to fund the project. Cook brought this to the board for awareness.

#### Old Business:

**Frolona Booster Pump Station Repair and Upgrade:** Director Cook informed the Board that the contractor selected at the last meeting did not have the required insurance coverage to proceed with this repair. She presented one new bid and brought back two bids from previous meeting for consideration. On motion and second (Cammon, McKeever) a unanimous vote was made to award the bid to Nathan Womack. He has the required insurance coverage to move forward with the project.

**Rate Increase Proposal:** Director Cook presented an updated request for a rate increase proposal. The agricultural customers were taken out of commercial customers and the increase was less (increasing only \$1 on base rate and only a \$.25 increase per 1000 gallon) for agricultural than commercial. The other rates were presented at the previous board meeting and remained the same. On motion and second (Cammon, McKeever) a unanimous vote was made to move forward with rate increase beginning Jan 1, 2023.

**Closing of GEFA Loans:** Director Cook recommended to the board that full payment of the second GEFA loan be made as soon as possible. This would include the SPLOST IV money shared with HCWA by the county for the water treatment plant project. On motion and second (McKeever, Cammon) a unanimous vote was made to pay the GEFA 2 loan in full.

**Summary of WWTP Sludge Removal by Rotary Press:** Darrell Brice, WWTP manager gave the board an update on the new rotary press. He explained how efficiently it was running. He presented a spreadsheet showing projected reduction of waste cost. He also reported using a lot less water during the operation. He is very pleased with this new machine.

#### Reports:

**1.) Administration:** Beth Cantrell, Lead Operations Specialist, presented the financial statement for August 2022 and September 2022.

**AUGUST 2022**

\*Income: \$261,904.24

\*Expenses: \$191,888.85

\*Net Income: \$70,015.39

\*Net Income with Depreciation and other Expenses: \$<41,413.38>

**SEPTEMBER 2022**

\*Income: \$265,946.70

\*Expenses: \$250,962.19

\*Net Income: \$14,984.51

\*Net Income with Depreciation and other Expenses: \$<54,394.88>

**2.) Distribution:** Joe Jones, Distribution Superintendent, presented for Distribution for August 2022 and September 2022

**August 2022**

Services: 9  
Leaks: 19  
Main Breaks: 2  
Valve Maint: 0  
Meter Pump Testing: 0  
Locates: 166  
Work Orders: 95  
Turn Offs: 43  
Data Log: 2  
Meter Chg. Outs: 7  
DOT Permits: 1

**September 2022**

Services: 1  
Leaks: 27  
Main Breaks: 7  
Valve Maint: 0  
Meter Pump Testing: 1  
Locates: 189  
Work Orders: 105  
Turn Offs: 63  
Data Log: 1  
Meter Chg. Outs: 9  
DOT Permits: 0

**3.) WTP:** Bryant Snyder, WTP Manager, presented for the Water Treatment Plant for August 2022 and September 2022.

Normal operations and no violations for these 2 months.

4.) **WWTP:** Darrell Brice, WWTP Manager presented for the WWTP for August 2022 and September 2022. Normal operations and no violations for these 2 months.

**Executive Session:** None

**Adjourn:** On motion and second (Gosdin, Cammon) a unanimous vote was made at 6:52 pm to adjourn the meeting.

  
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Loy Howard, Vice-Chairman

11/21/22  
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Date