

# **Hart County Water & Sewer Authority**

## **Board of Directors Meeting July 17, 2017**

The Hart County Water and Sewer Authority met on June 19<sup>th</sup>, 2017 in the Hart County Cooperative Extension Service Building. Chairman Wade Carlton called the meeting to order at 6:00 pm. Present were Vice Chairman Hugh Holland; Board Members Jerry Cannady, Larry Haley and Mike MacNabb; Authority Director Pat Goran, Legal Counsel Walter Gordon, and Board Secretary/Treasurer Holly McBrayer. Also present was The Hartwell Sun Reporter Michael Isom.

### **Welcome**

### **Approval of Agenda**

Mr. Holland motioned to approve the agenda. Mr. MacNabb seconded the motion which passed 5 – 0.

### **Public Comments; remarks by invited guests**

None

### **Approval of June 19<sup>th</sup> regular meeting minutes**

Mr. MacNabb motioned to approve the June 19<sup>th</sup> regular meeting minutes. Mr. Holland seconded the motion which passed 5 - 0.

### **Financial report**

Mr. Goran presented the financial report. Mr. Holland suggested adding the monthly loan payments for both GEFA loans to the HCWSA available funds sheet.

### **Old Business**

#### **2013 GEFA loan update (including Bethany Church Area, Rock Springs area, Mouchet Road, Blackmon Road, end of Old Mount Hebron / Oak Mountain Lane / Amber Lane)**

Mr. Goran said that Arrowood General Contracting was currently working on Blackmon Road and then planned to begin installation on Old Mount Hebron / Oak Mountain Lane / Amber Lane.

#### **Reed Creek Phase II (2015 CDBG) and addition of Cokesbury Highway**

Mr. Goran stated that the Cokesbury Highway addition was currently out to bid and the bid opening meeting is scheduled for Tuesday, July 25<sup>th</sup> at 12 p.m. He also said that a bid award meeting would be scheduled in August.

#### **Bowersville Highway line extension**

Mr. Goran stated that Arrowood General Contracting has completed construction on the Bowersville Highway line extension project.

### **Request for water service – Green Meadows Drive**

After reviewing the map and cost estimate, the consensus was that the project did not meet the desired criteria. Mr. Goran will advise the requestor of the decision.

### **Recommendation for new billing / financial software**

Mr. Goran recommended accepting only Visa and Master Card and charging the customers the 2.95% convenience fee attached to using debit and credit cards. The Board agreed.

### **Request for water service – Ray Johnson Road chicken farmer**

Mr. Holland suggested removing all new water service requests from chicken farmers from the agenda until after the SPLOST vote. The Board agreed.

### **Request for water service – Griffin Road / Roper Road chicken farmers**

The consensus was to postpone the request until after the SPLOST vote.

### **Request for water service – Old Highway 29 Road (off Royston Highway) subdivision**

After reviewing the Hart County subdivision ordinance, Mr. Goran determined that the Old Highway 29 Road project would be a subdivision and therefore would have to follow standard County procedures. Mr. Gordon stated that the property owner would be responsible for the cost of the water line installation. Mr. Goran will follow up with the property owner.

### **GEFA loan for radio read retrofit and meter replacement**

Mr. Goran informed the Board that GEFA had granted an extension for the loan document signatures until January 31, 2018. The Board agreed to wait until after the SPLOST vote before bringing this topic to the Board of Commissioners.

### **Status of maintenance / new services installation agreement**

Mr. Gordon stated that he would send Mr. Goran the drafted agreement.

### **New Business**

#### **Discussion of compensatory time off vs. paid overtime; on-call pay**

Mr. Goran recommended giving the employee an option to request payments from compensatory time once per quarter.

After some discussion Mr. Cannady motioned to pay overtime instead of compensatory time going forward to new employees, but to allow existing employees to continue to accrue compensatory time and request a payout no more than once per quarter under a “hardship” at the Director’s discretion. Mr. Holland seconded the motion which passed 4 – 1 with Mr. MacNabb voting against.

Mr. Goran informed the board of the current on-call policy, which the employee on call (other than a salaried employee), would receive one hour per day while on call, and if the employee actually left home in response to a call, would receive a minimum of four hours of pay. He recommended continuing the current policy.

Mr. Cannady questioned the use of the company truck and if policy should be changed.

After some discussion Mr. Carlton motioned that the Field Technician's truck remain at the office unless being used for Authority business within normal business hours or while the Field Technician is on call, and that it not be used for personal business. Mr. Cannady seconded the motion, which passed 5 – 0.

### **Request for water service – Still Waters Road (off Eagle Grove School Road) chicken farmer**

Mr. Goran stated that a commitment letter had not been received from the farmer requesting service and recommended no action be taken until a commitment has been received. The Board agreed.

### **Discussion of draft fiscal year 2018 budget**

After reviewing the budget draft, Mr. Cannady motioned to approve the fiscal year 2018 budget as presented. Mr. MacNabb seconded the motion, which passed 5 – 0.

### **Hydrant usage and payment for water withdrawn**

Mr. Goran informed the Board that the Authority currently has 3 fire hydrant meters. He said since the City of Hartwell has stopped allowing people to fill tanks at their treatment plant, HCWSA has seen an increase in requests for hydrant meters. Mr. Goran noted his concern regarding safety issues for individuals who are not familiar with using hydrants.

Mr. Carlton suggested adding a “hold harmless” clause to the current fire hydrant agreement and Mr. Gordon agreed.

Mr. Goran stated that the Board should consider increasing the deposit amount due to the cost of the meters.

Mr. Cannady suggested that more research be conducted and revisit the topic at the next meeting.

### **Director's Comments**

Mr. Goran informed the Board of a few complaints about taste and order as well as the recent newspaper article about such issues. Mr. Goran said that a few dead end lines have been flushed in response to these customer concerns.

### **Members' Comments**

Mr. Cannady stated he would be available on Monday, August 21<sup>st</sup> for the Board regular meeting date.

Mr. Holland asked for a status update on the Standard Operating Procedures manual. Mr. Carlton asked for a timeline to completion to be presented at the next meeting.

### **Upcoming Meetings – August XX, 2017 and September 18, 2017**

The Board agreed to have the next meeting for Thursday, August 24, 2017 at 6 pm.

## **Executive Session**

Mr. MacNabb motioned to go into Executive Session. Mr. Holland seconded the motion which was approved 5 – 0.

Mr. MacNabb motioned to come out of Executive Session. Mr. Holland seconded the motion which passed 5 – 0.

Mr. Holland motioned to begin the new Field Technician at pay grade 15 FY16 entry level and increase to pay grade 15 FY17 with 4 years of service after the 90 day probationary period. Mr. Carlton seconded the motion which passed 5 – 0.

Mr. Haley motioned to compensate Ms. McBrayer at pay grade 16 FY17 entry level. Mr. Holland seconded the motioned which passed 5 – 0.

## **Adjournment**

Mr. Cannady motioned to adjourn and Mr. Holland seconded it. The motion passed 5 – 0.

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Wade Carlton, Chairman

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Holly McBrayer, Secretary