

# **Hart County Water & Sewer Authority**

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

The Hart County Water and Sewer Authority met on January 17, 2017 in the Hart County Cooperative Extension Service Building. Chairman Hugh Holland called the meeting to order at 6:00 pm. Present were Vice Chairman Wade Carlton; Board Members Jerry Cannady, Larry Haley and Mike MacNabb; Director Pat Goran, Legal Counsel Walter Gordon, and Board Secretary/Treasurer Holly McBrayer. Also present were The Hartwell Sun reporter Vivian Morgan and Hart County residents Crystal Arnold, Bobby Blackwell, Kendra Blackwell, Terry Brock, Trudy Brock, Mary Hughes, Kenneth Johnson, Tara Jones, Carolyn Morris, Carrie Morrison, and Greg Parker.

### **Welcome**

### **Approval of Agenda**

Mr. MacNabb motioned to approve the agenda and Mr. Haley seconded it. The motion passed 4 - 0.

### **Introduction of, and remarks by, invited guests**

Mr. Parker informed the Board of his plans to develop a subdivision on Swan Sanders Road. He currently plans to install about 1500 feet of water lines at his own expense. Mr. Parker requested HCWSA to sell water to him and waive all tap fees. Mr. Cannady questioned the applicability of the county subdivision ordinance since according to property records a subdivision had not been recorded. After much discussion, Mr. Holland asked Mr. Goran to research past projects involving new subdivisions. Mr. Holland also stated that the request would be considered at the next meeting. Mr. MacNabb suggested creating a policy relating specifically to subdivisions.

Mr. Blackwell requested water service for Reese Lane and Park Lane located off Hanley Road citing poor water quality and problematic wells.

Mr. Goran stated that HCWSA had previously applied for an Immediate Threat and Danger Grant for the Hanley Road area but the grant had been denied. Mr. Holland asked Mr. Goran to provide a cost estimate at the next meeting and send out commitment letters with the results to be reviewed at the next meeting.

Mr. Carlton arrived during this part of the meeting.

### **Approval of December 19<sup>th</sup> regular meeting minutes, January 9<sup>th</sup> called meeting minutes and January 12<sup>th</sup> called meeting minutes**

Mr. MacNabb motioned to approve the December 19<sup>th</sup> regular meeting minutes. Mr. Haley seconded the motion which passed 5 – 0.

Mr. Gordon stated that he would have both called meeting minutes available at the next meeting.

### **Financial report**

Mr. Goran presented the financial report.

## **Old Business**

### **2013 GEFA loan update and required modifications; requests for water service (including Bethany Church Area, Rock Springs area, Mouchet Road, Blackmon Road and requests for water service on end of Old Mount Hebron / Oak Mountain Lane / Amber Lane, Wolf Creek Trail, Adamstown Road, Union Hill Church Road / Carrie Craft Road / Martin Dairy Road)**

Mr. Goran reviewed the GEFA loan recap. Mr. Goran recommended modifying the current loan to include an extension to the end of the year and adopt the required GEFA resolution. Mr. Holland so motioned, adding that the Chairman, Director, and Secretary/Treasurer be authorized to sign the required documents. Mr. MacNabb seconded it. The motion passed 5 – 0. Mr. Goran also recommended proceeding with the Old Mount Hebron Road / Oak Mountain Lane / Amber Lane, and Blackmon Road projects using GEFA funds as well as using Arrowood General Contracting based on their Rock Springs contract pricing. After some discussion, Mr. MacNabb so motioned. Mr. Cannady seconded the motion which passed 5 – 0.

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

Mr. Cannady reported that surveys were complete and that 74% received were low to moderate income, which exceeds the CDBG requirement. He also stated that EMI had begun their field work. Mr. Goran recommended a formal Board vote to proceed with the engineering drawings, permits, etc. for the Cokesbury Highway addition, submit an amendment to the Department of Community Affairs, and decide to bid the project or prepare a change order for the current contractor. Mr. Cannady so motioned and added negotiating with the current contractor, Cedar Farms and Construction, if the pricing was reasonable. Mr. Haley seconded the motion which passed 5 – 0.

### **2017 CDBG application**

Mr. Cannady informed the Board that the 2017 income surveys would now be mailed due to survey-gathering issues. A letter and a stamped return envelope would be included with the survey mail out. Both he and Mr. Goran had attended a meeting earlier that day with Allen Smith Consulting who said they would be willing to provide limited help with obtaining surveys.

Mr. Goran stated that according to Allen Smith Consulting, mailed surveys typically received a low response and when responses are received the information is sometimes incomplete and therefore unusable. He also stated that a 90% response of homes in the target area was required in order to submit the grant application. Because of time limits, less grants available, the uncertainty of SPLOST dollars, and other factors, Mr. Goran suggested waiting to apply in 2018.

Mr. Holland suggested reaching out to the Hart County Property Owners Association for assistance with obtaining surveys. Mr. Cannady stated he would contact them. The Board agreed to have Mr. Holland, Mr. Cannady and Mr. Goran meet to discuss the survey results and determine whether to apply for the grant in 2017 or 2018.

### **Bowersville Highway line extension**

Mr. Goran updated the Board on the progress of the Bowersville Highway project. Mr. Goran stated that EMI will submit drawings to EPD and GDOT within the next week. He suggested formally soliciting bids through public advertising. Mr. Holland asked Mr. Goran to begin the bid process. “Here we come” letters will be mailed out to potential customers closer to the beginning of construction.

## **System Mapping Update**

Mr. Cannady informed the Board that EMI needed one more set of drawings from a contractor before they could complete their part of the system mapping update with the exception of current projects. Mr. Cannady suggested adopting a policy to require contractors to include digital “as built” drawings as part of their bid package. Mr. Goran suggested requiring red line drawings instead citing contractor software availability.

Mr. Holland asked Mr. Goran to ask of HCWSA current contractors if they have the software capabilities. Mr. Carlton stated that if the Board decided to require digital drawings, it could be added to the bid package as a “mandatory alternate.”

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

Mr. Cannady updated the Board on the radio read retrofit project. Mr. Cannady received several questions from Russ Brink with EMI, and will meet with Mr. Goran to reply accordingly. Mr. Cannady stated he did not think that the prices for larger meters had been included in the current cost estimate. Mr. Goran said that most likely HCWSA would purchase the larger meters separately. Mr. Cannady stated that the project was close to beginning the bid process. Mr. Goran informed the Board that HCWSA had originally applied for a \$275,000 loan from GEFA. The loan’s principal forgiveness would be 40% of that amount which totaled \$110,000. Mr. Goran noted cost estimates continue to increase. Mr. Goran recommended having our Field Technician and/or the maintenance contractor install the larger meters, utilizing the principal forgiveness to purchase equipment. Mr. Goran also noted that parts for some the older meters are no longer available.

## **Status of proposed Hartwell, Royston sewage treatment agreements**

Mr. Holland asked that this item be removed from the agenda until new information is received.

## **New Business**

### **Discussion of commitment, interest letters and timing of committed customer tap payments**

The Board discussed the process of commitment letters, interest letters and tap payments. Several suggestions were made regarding deposits, non-refundable deposits and other options. Mr. Goran stated that he had queried other similar entities’ new project procedures and no two were alike. He reminded the Board of the extended time between receiving a commitment and actually installing the water line on larger projects, and that the number of people who commit but do not pay is very small. Mr. Goran suggested using legal counsel to pursue people who do not honor their commitments. Mr. Gordon cited potential legal issues when dealing with tenants as opposed to property owners. After much discussion, the Board decided to revisit this topic at the next meeting.

## **Public Comments**

None

## **Director's Comments**

Mr. Goran informed the Board that the first draft of HCWSA's Standard Operating Procedures had been placed on their meeting folders for review. He welcomed any comments. Mr. Goran informed the Board of a request made by a resident on Cabin Lane regarding relocating a fire hydrant from his property. Mr. Gordon cautioned against setting this kind of precedent and that the hydrant was clearly visible at the time of purchase. The Board agreed to adhere to Mr. Gordon's counsel and no further action was taken. Mr. Goran informed the Board that there were issues with the Hartwell Business Center fire pump. Mr. Goran had advised the Fire Department of the situation. Mr. Goran had reached out to vendors for available parts and costs. Mr. Haley suggested calling Hart County Maintenance Shop Foreman Ed Cleveland for assistance.

## **Members' Comments**

Mr. Cannady asked to add "overtime versus compensatory time" to the agenda. Mr. Holland agreed to add it to the next agenda.

Mr. Haley suggested changing the tap fee policy and conducting a water rate study.

## **Upcoming Meetings – February 20, 2017 and March 20, 2017**

The next regular Board meetings will be held on Monday, February 20<sup>th</sup>, 2017 and Monday, March 20<sup>th</sup>, 2017.

## **Executive Session - Personnel**

Mr. Cannady motioned to go into executive session. Mr. MacNabb seconded the motion which passed 5 - 0.

Mr. MacNabb motioned to come out of executive session. Mr. Carlton seconded the motion which passed 5 -0.

Mr. Carlton motioned to authorize Mr. Holland and Mr. Cannady to develop further information on one or more candidates and review the results at the next meeting. Mr. Haley seconded the motion which passed 5 – 0.

## **Adjournment**

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Hugh Holland, Chairman

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Holly McBrayer, Secretary

