**Hart County Water & Sewer Authority**

**Board of Directors Meeting October 22, 2015**

The Hart County Water and Sewer Authority met October 22, 2015, in the Hart County Cooperative Extension Service Building. Chairman Hugh Holland called the meeting to order at 6:00 pm with Vice Chairman Wade Carlton, members Larry Haley, Jerry Cannady, Mike MacNabb, Secretary/Treasurer Kathy Breffle, Director Pat Goran, and Legal Counsel Walter Gordon present. Also present was Vivian Morgan of The Hartwell Sun and Hart County residents Gordon Stutts and Greg Stutts.

Approval of agenda

Mr. Cannady asked to add (1) Sewer Agreements with Hartwell and Royston and (2) Employee Policy update on changes to Old Business. He also asked to reorder the two items in New Business. Mr. MacNabb made a motion to approve the amended agenda and Mr. Haley seconded it. The motion passed 5-0.

Approval of September 21st regular meeting minutes and October 7th bid award meeting minutes

Mr. MacNabb made a motion to approve the September 21st meeting minutes and Mr. Cannady seconded it. The motion passed 5-0. Mr. Haley made a motion to accept the October 7th meeting minutes and Mr. Carlton seconded it. The motion passed 3-0; Mr. MacNabb and Mr. Cannady abstained.

Financial report

Mr. Goran presented the reports. Mr. Gordon arrived during this part of the meeting.

Old business

Airline area water tank / connector project

Mr. Goran stated that the booster pumps are generally working with SyncroFlo coming back in the next several weeks to fix the current issues.

Bethany Church area project

Mr. Goran stated that the project was almost completed and that contractor planned to start filling lines with water soon and that all new customers would be connected by the November meeting.

Rock Springs area project

HCWSA is waiting on paperwork from the contractor then work should begin by the November meeting. Mr. Goran informed the Board that based on the low bid received this project will not take the entire remaining amount of the GEFA loan and that the Board needs to decide soon if it does not want to borrow the full $2 million dollars. The Board agreed to decide on the exact scope of this project once commitment letters were received.

Reed Creek Phase II (2015 Community Development Block Grant) project

The kick off meeting for this project was held on October 15th. Mr. Goran informed the Board that this project would be out to bid in the next few weeks with construction to begin in January 2016.

Sewer Agreements with Hartwell and Royston

Mr. Cannady made a motion for Mr. Gordon to prepare and submit the revised contract to Hartwell and for Mr. Cannady and Mr. Goran to present the contract to the city of Royston. Mr. Holland seconded the motion. The motion passed 4-0 with Mr. MacNabb abstaining.

Employee Policy Update on Changes

Mr. Cannady and Mr. Holland asked Mr. Goran’s status on updated handbook. Mr. Goran agreed to have the employee policy handbook changes, which were approved at the September meeting, updated and sent to the Board before the next meeting. Mr. Goran also agreed to complete the employee yearly review by the next Board meeting.

New business

Proposed staff reorganization and revisions to job descriptions

Mr. Cannady instructed Mr. Goran to begin getting the open work orders completed. Mr. Cannady informed the Board that not all waterlines were included in EMI’s records. He stated that Mr. Goran needed to work on getting this information to them so they could update our records.

Mr. Cannady made a motion that effective immediately, Kathy Breffle be promoted to a management position of System Operations and Financial Director with a salary to be negotiated and brought to the Board at the next meeting for approval with the written job description proposed as a guide and modified as experience is gained. Secondarily, the hiring of the part time person be assigned to Kathy for completion in an expeditious manner and brought before the Board for any needed approval. Mr. Cannady expressed his concern with not having an operations manual and not having any written procedures for the duties the Director performs. Mr. Holland asked the Board to consider this item and not make any motions or votes on such large items but to review the information and make a decision at the next Board meeting. Mr. Holland commented that he wanted to proceed with just the part time person allowing Mr. Goran to complete his job duties. After discussion, the motion died for a lack of a second.

Mr. Cannady made a motion to resolve the Director’s situation as he is not an employee and is currently on indefinite probation status and that the Board of Directors make a determination on his long term status by the February 2016 Board meeting as an employee, with a contract, or termination of services. The Board agreed they needed definite job descriptions for all employees before continuing. Mr. Holland asked for a second to Mr. Cannady’s motion and the motion died for a lack of a second. The Board agreed to have a called meeting on November 12, 2015, to finalize all job descriptions and salaries.

Update on hiring part-time employee

Mr. Goran informed the Board that he had four resumes and asked the Board to comment to him privately about them.

Public comments

Mr. Stutts asked the Board regarding a timeframe for water in the Rock Springs area.

Director’s comments

On behalf of a customer, Mr. Goran asked the Board to waive the conservation rates for his residence because he has 13 people in his home. The Board agreed to not change HCWSA’s current policies.

Members’ comments

Mr. Cannady asked about the status of the GEFA application for converting all meters to radio read. Mr. Goran informed the Board that he still needed to get a total cost estimate to EMI for the project.

Adjournment

Mr. MacNabb made a motion to adjourn and Mr. Carlton seconded it. The motion passed 5-0.

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Hugh Holland, Chairman Kathy Breffle, Secretary/Treasurer

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