

MINUTES OF BOARD MEETING: December 7, 2017
HENRY COUNTY WATER AUTHORITY

I. CALL TO ORDER/ATTENDANCE

The Board of Directors of the Henry County Water Authority held its regular meeting on Thursday, December 7, 2017. The meeting was duly advertised and was held at the Authority's Administration offices located at 1695 Highway 20 West, McDonough, Georgia. James C. Carter, Jr., Chairman, called the meeting to order at 8:00 a.m. The following members were present: James C. Carter, Jr., Harold Jenkins, Carlotta Harrell (via teleconference), Roslyn Williams and Warren Holder.

The following Authority staff and consultants were present:

Lindy D. Farmer, Jr., General Manager
Tony Carnell, Deputy Manager
Kim Osborne, Clerk
Roderick Burch, CFO, Division Manager
Scott Harrison, Division Manager, Operations
Scott Sage, Division Manager, Engineering
Pat Hembree, Division Manager, Water & Wastewater
Lesa Walker, Manager of Operations
Karen Lake-Thompson, Sr. Administrative Assistant
Claudia Cooper, Employee Development Coordinator
Bill Banks, CIP Coordinator
Dan Newcomb, IT Manager
A.J. Welch, Jr., Smith, Welch, Webb & White

II. ACCEPTANCE OF AGENDA

Mr. Carter presented the Agenda for approval by the Board. There were no amendments and a motion was made by Mr. Jenkins and seconded by Mrs. Williams to accept the Agenda as presented. The motion carried (5-0).

III. VISITORS Mr. Harold Thibodeaux, Ms. Cathy Stokes (Roslyn Williams' guest)

IV. REPORT OF ATTORNEY (A.J. Welch, Jr., Smith, Welch, Webb & White)

Mr. Welch advised that he would discuss property acquisition in Executive Session.

V. REPORT OF GENERAL MANAGER

Request to Surplus Authority Assets

Mr. Harrison presented a list of Authority assets including vehicles and equipment which were recommended for surplus due to age and condition. Motion was made by Mr. Holder and seconded by Mrs. Harrell to designate the assets as surplus and to authorize disposal by sale on Govdeals.com. The motion carried (5-0).

Jonesboro Road (West) Relocation Project

Mr. Carnell discussed the GDOT project for the widening of Jonesboro Road west of Interstate 75 to the county line which is expected to begin in 2020. He advised that this project will require the relocation of all utilities along Jonesboro Road. Mr. Carnell stated that based upon the conceptual plans for the project, it is estimated that the Authority will incur costs of \$3.5 million dollars to relocate water lines in the project area. Mr. Carnell advised that the Authority can request reimbursement from GDOT for the relocation expenses, but a financial hardship must be proved. He advised that the Authority might have a 50/50 chance to receive reimbursement. He also noted future GDOT projects that will require the Authority to relocate its utilities and advised these projects will also be costly to the Authority. Mr. Carnell recommended the Board take action to adopt a resolution to formally request reimbursement assistance from GDOT. Mr. Carter opened the floor for further discussion. Mr. Holder noted that it is important to include funds in the Authority's future CIP for easement acquisition and feels strongly that the Authority should acquire its own utility easements for the installation of its water and sewer lines. After discussion, a Motion was made by Mr. Holder and seconded by Mrs. Williams to adopt Resolution No. 2017-12 to petition GDOT for reimbursement assistance for the relocation of the Authority's utilities in connection with GDOT's Jonesboro Road (west) road improvement project. The motion carried (5-0).

HCWA Website Upgrade

Ms. Karen Lake-Thompson gave a presentation concerning the development of the Authority's new website which is expected to launch January, 2018. She advised that a committee had been formed to review the Authority's existing website and to develop ideas for a new website. She reviewed the proposed format of the new site and noted that the new site will provide improved functionality for the user. The Board expressed appreciation to the committee and was pleased with the improvements suggested for the website.

Operations Department Overview

Scott Harrison, Division Manager of Operations, introduced Lesa Walker, Operations Manager, who gave an overview of the functions of the Authority's Operations Department. She advised that this department has 28 employees who respond to a variety of tasks including line extensions, valve maintenance, leak repair, and meter sets. She also pointed out that her

department is very active in community service activities. The Board expressed its appreciation to the Operations staff for the outstanding service they provide to the citizens of Henry County.

Special Presentation

Mr. Carter presented to Mr. Farmer the American Water Works Association's 30 year Life Member award. He noted that this achievement is awarded by AWWA to recognize individuals who have made significant contributions within the water industry. Mr. Carter noted that Mr. Farmer was hired as the Authority's General Manager in 1982, and he expressed appreciation to Mr. Farmer for his service to the Authority. Mr. Farmer expressed appreciation to the Board and stated that he has been blessed to work with this Board, previous Boards and the Authority's employees. He further stated that working in the public sector is challenging, but that anything worth obtaining is worth enduring.

VI. PROJECTS The following projects were presented for approval by the Board:

New Projects: SPLSOT3479 Elliott Road Water Line Relocation
EXT3218 Cotton Indian Creek Rd PVC Abandonment
MTRUPG3486B Route 307 Iperl Meter Replacement
MTRUPG3486C Route 305 Iperl Meter Replacement
WATDIST3129D Southeastern BPS Design (Colvin & Harris)
EXT3605A N. Ola, Industrial, Monarch Village, Sewer Line Rehab

Developer Projects:

DEV1757 Racetrac Petroleum
DEV2785 Dutchtown Road
DEV3458 Chambers Road SS Extension
DEV1058 Heritage at Crystal Lake Unit 2
DEV1058 Heritage at Crystal Lake Unit 3

Budget Adjustments: NONE

Mr. Farmer advised that the projects are in compliance with Authority policy. Mrs. Williams made a motion to approve the projects as presented. There was no further discussion, and Mr. Jenkins seconded the motion which carried (5-0).

VII. APPROVAL OF MINUTES – November 9, 2017 Regular Board Meeting

Mr. Carter opened the floor for discussion and approval of the minutes from the Authority's regular Board meeting conducted on November 9, 2017. There were no revisions and a motion was made by Mrs. Harrell and seconded by Mrs. Williams to approve the minutes as submitted. The motion carried (5-0).

VIII. OTHER BUSINESS

Mr. Carter opened discussion concerning the Authority's meeting schedule for 2018. He advised that the Board will take action at its January, 2018 meeting to establish a meeting schedule for the coming year. After discussion, the Board agreed that the January meeting will be held on January 9, 2018 at 8:00 a.m. at the Authority's Administrative Offices.

Mr. Carter announced that the Henry County Chamber of Commerce annual banquet is scheduled for February 10, 2018. Board members were encouraged to notify the Clerk concerning attendance.

IX. EXECUTIVE SESSION

The Board adjourned for a brief recess at 9:12 a.m. Upon return, motion was made by Mrs. Harrell and seconded by Mr. Holder to enter into Executive Session at 9:24 a.m. for the purpose of discussing land acquisition and personnel matters. The motion carried (5-0).

The Board returned to Regular Session at 10:55 a.m. on motion made by Mrs. Harrell and seconded by Mrs. Williams. The motion carried (5-0).

The Board took no action on matters discussed in Executive Session.

X. ADJOURNMENT

Motion was made by Mr. Jenkins and seconded by Mrs. Harrell to adjourn the meeting at 10:56 a.m. The motion carried (5-0) and the meeting was adjourned.

James C. Carter, Jr., Chairman

Kimberly Turner Osborne, Clerk