

**MINUTES OF BOARD MEETING: June 13, 2019**  
**HENRY COUNTY WATER AUTHORITY**

**I. CALL TO ORDER/ATTENDANCE**

A regular meeting of the Henry County Water Authority Board, duly advertised, was held on Thursday, June 13, 2019, at the Authority's Administrative offices located at 1695 Highway 20 West, McDonough, GA. Mr. James C. Carter, Jr., Chairman, called the meeting to order at 8:00 a.m. The following members were present: James C. Carter, Jr., Warren Holder, Zuwena Poole, Cletonya Stidom and Carlotta Harrell (via teleconference).

The following Authority staff and consultants were present:

Lindy D. Farmer, Jr., General Manager	Pat Hembree, Div. Mgr., Water & Wastewater
Tony Carnell, Deputy Manager	Randy Crumbley, Manager - Engineering
Kim Osborne, Clerk	Ryan Hughes, Student Intern – Engineering Dept.
Roderick Burch, CFO	Claudia Cooper, HR
Allen Rape, Division Manager	Andy Welch, Smith, Welch, Webb & White
Bill Banks, Construction Coordinator	

**II. VISITORS None**

**III. ACCEPTANCE OF AGENDA**

Mr. Carter presented the Agenda for approval by the Board. There being no amendments, motion was made by Mrs. Stidom and seconded by Ms. Poole to accept the Agenda as presented. The motion carried (5-0).

**IV. REPORT OF ATTORNEY Mr. Welch advised he had no matters on which to report.**

**V. REPORT OF GENERAL MANAGER**

➤ **FY20 Operating Budget**

Mr. Burch addressed the Board concerning approval of the Authority's FY20 operating budget which was discussed during the Board's May strategic planning meeting. He advised that there have been no changes to the dollar amount of the budget since that time. Mr. Carter opened the floor for further discussion or additional questions that may have arisen since the May meeting. There being no further comment, Mr. Burch advised that the Board should take action to approve Resolution No. 2019-05 adopting the FY 20 operating budget in the amount of \$69,145,824; and further establishing the Board's compensation for FY20 at \$875.00 per month which remains unchanged. Motion was made by Mrs. Harrell and seconded by Mrs. Poole to adopt Resolution No. 2019-05 as presented and the motion carried unanimously (5/0).

➤ **Amendment to Authority's GMEBS Plan**

Mr. Burch addressed the Board concerning a resolution to amend the Authority's GMEBS plan. He advised that this amendment was also presented to the Board for discussion during the May strategic planning meeting. He explained that the amendment provides for a two-step cost of living increase. In the year 2020 the cost of living increase will move from 1% to 2% and in 2021 going forward the cost of living increase will move from 2% to 2.75%. Mr. Burch advised that the figure of 2.75% was the number the GMEBS actuaries calculated based on their independent analysis in order to keep up with the inflation index.

Mr. Burch advised that the resolution also contains changes in accordance with recommendations made by GMEBS attorneys as follows: 1) Change the Authority's name from Henry County Water and Sewerage Authority to Henry County Water Authority throughout the documents; 2) GMEBS has adopted default death beneficiary provisions to provide that if a participant fails to name a beneficiary, the death benefit will be paid to either the participant's surviving spouse, or to the participant's estate if there is no surviving spouse; 3) The plan has been amended to incorporate required IRS regulations which, according to Mr. Burch, do not affect the Authority, but are required to be adopted in order for the Authority to keep a tax exempt plan. Mr. Carter opened the floor for additional questions. Mr. Holder inquired about the effect this increase will have on the Authority annually.

Mr. Burch advised that an increase of \$400,000 annually would be realized, but says this amount will decrease over time and will still put the expenditure at less than 10% of the covered payroll. Mr. Farmer reminded the Board that there was a five year black out period when the plan was funded. Mr. Carter opened the floor for further questions and there were none. Motion was made by Mrs. Poole and seconded by Mrs. Stidom to approve Resolution No. 2019-06 authorizing the amendment of the Authority's GMEBS plan to increase the annual cost-of-living adjustment to 2% for 2020 and to 2.75% for 2021 and subsequent years; to change the Authority's name from Henry County Water & Sewerage Authority to Henry County Water Authority throughout the plan documents; designating default beneficiaries in conformance with the GMEBS Master Plan; and incorporating required IRS provisions in order to maintain a tax exempt plan. The motion carried 4/1 with Mr. Holder voting against.

➤ **Adoption of HCWA Personnel Policy**

Mr. Carnell and Ms. Cooper addressed the Board concerning recommended revisions to the Authority's Personnel Policy. Mr. Carnell advised that the revised policy was presented to the Board for review at the May strategic planning meeting. He stated that the final revised policy along with a summary of changes was provided for the Board to review prior to today's meeting. He reviewed the history of previous revisions to the policy as well as the employee handbook and noted that the policy will be reviewed on 3 year cycles and at the same time the Authority's CIP is reviewed. Mr. Carnell advised that in the meantime any necessary minor changes will be made to the handbook, but any significant changes will be referred to the Board for action. Mr. Carter opened the floor for discussion. It was suggested that the Personnel Policy include additional language referencing the Employee Handbook for information about filing of grievances; as well as the ten-day period of time for the General Manager to respond to appeals. There being no further

discussion, Mr. Carter opened the floor for a motion to adopt the Personnel Policy for the Authority, to include additional language concerning the grievance process and time period for the General Manager to respond to appeals as above-stated. A motion to that effect was made by Mrs. Harrell and seconded by Mr. Holder and it carried unanimously (5/0).

**Henry County Chamber of Commerce Annual Retreat**

Mr. Farmer announced that the Chamber’s annual retreat has been scheduled for August 22-23, 2019, and additional information will be forthcoming.

**VI. PROJECTS AND ADJUSTMENTS**

The following projects were reported to be within Authority policy by Mr. Farmer, and recommended for Board approval:

New Projects:	None	
Developer Projects:	DEV1110	Liberty Square Phase 5
	DEV3641	High Grove Subdivision
Budget Adjustments:	None	

Motion was made by Mr. Holder and seconded by Mrs. Harrell to approve the projects as presented. The motion carried unanimously (5-0).

**VII. APPROVAL OF MINUTES – May 16, 2019 Regular Board Meeting**

The minutes of the May 16, 2019 regular meeting of the Board were approved on motion made by Ms. Poole and seconded by Mrs. Stidom. The motion carried unanimously (5-0).

**VIII. OTHER BUSINESS**

Mr. Carter advised that he has communicated with Chair Wood concerning a joint meeting with the Board of Commissioners; and that possibly a meeting could be scheduled sometime in the fall. He emphasized the importance of having a joint meeting in order to discuss ongoing matters and to answer any questions that may arise.

**IX. EXECUTIVE SESSION NONE**

**X. ADJOURNMENT**

Motion was made by Mrs. Stidom and seconded by Ms. Poole to adjourn the meeting at 8:33 a.m. The motion carried (5-0) and the meeting was adjourned.

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James C. Carter, Jr., Chairman

Kimberly Turner Osborne, Clerk