

**MINUTES OF BOARD MEETING: March 8, 2016 – 8:00 a.m.
HENRY COUNTY WATER AUTHORITY**

I. CALL TO ORDER/ATTENDANCE

A regular meeting of the Henry County Water Authority Board, duly advertised, was held on Tuesday, March 8, 2016, 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 8:05 a.m. The following members were present: James C. Carter, Jr., Carlotta Harrell, Mike Barr, Rick Jeffares and Harold Jenkins.

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 Sage, Division Manager, Engineering
Pat Hembree, Division Manager, Water & Wastewater
Scott Harrison, Division Manager, Operations
Bill Banks, CIP Coordinator
A.J. Welch, Jr., Smith, Welch, Webb & White
Chris Wood, PhD, JWA Public Relations

II. ACCEPTANCE OF AGENDA

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

III. VISITORS None

IV. REPORT OF ATTORNEY

Mr. Welch advised that he had no matters on which to report.

V. REPORT OF GENERAL MANAGER

- Recommendation to Surplus Assets (Roderick Burch)

Mr. Roderick Burch, CFO, presented a list of vehicles and equipment and requested the Board's approval to surplus the items utilizing the Gov.deals website. Mr. Burch explained that the vehicles recommended for surplus are either worn out with high miles and/or have mechanical issues. He explained that the computer equipment is obsolete and no longer of use to the Authority. Mr. Carter opened the floor for further discussion. A motion was

then made by Mr. Jeffares and seconded by Mr. Jenkins to authorize the disposal of the vehicles and equipment as recommended by Mr. Burch. The motion carried unanimously (5-0).

- Contract Change Order – Administration Building Renovations

Mr. Burch presented Change Order No. 1 to contract with KR Witwer in the amount of \$4,500.00 which provides for the use of air scrubbers during the renovation of the Customer Service Department in the Administration Building. Mr. Burch reminded the Board that an alternate bid for this line item was submitted during the bid process in the event it was determined that the equipment would be needed. During the preconstruction meeting, the decision was made to utilize the scrubbers in order to prevent dust and debris from circulating through the HVAC system into other areas of the building. Mr. Carter opened the floor for further discussion. Motion was made by Mr. Jeffares and seconded by Mr. Jenkins to approve Changer Order No. 1 to contract with KR Witwer in the amount of \$4,500.00. The motion carried unanimously (5-0).

- Public Relations Report - Chris Wood, PhD

Dr. Wood addressed the Board concerning recent media coverage and upcoming events. A written report was also provided.

Unfinished Business:

Mr. Farmer reported to the Board concerning the County's invoice to the Authority for the payment of stormwater fees. He reminded the Board that he had sent a letter to Chairman Smith, dated November 2, 2015, requesting a perpetual credit from stormwater fees assessed on properties owned by the Authority. He also noted that Authority Board members had discussed the matter with their respective Commissioners. Mr. Farmer advised that the Authority continues to receive invoices marked "past due" for the collection of stormwater fees, and he would like to reach a resolution of this matter. He pointed out that the Board of Education is exempt from the payment of stormwater fees. He also noted that the Authority had actually initiated stormwater/watershed activities in 1994. Mr. Welch advised that under the statute, the County has the authority to give the Water Authority full and complete credit for all activities undertaken by the Authority for stormwater purposes, if the County chooses to do so. Mr. Carnell also noted that following the recent EPD audit conducted in 2015, both the County and the Authority were in compliance with all MNGWPD requirements. The Authority received passing scores on the water and wastewater portions of the audit and the County received a passing score on the stormwater portion of the audit. This is important because EPD views the County/Authority as one entity, failure to receive a passing score on any of these components places the County out of compliance which can jeopardize the Authority's operating permits.

VI. PROJECTS AND ADJUSTMENTS

The following projects were presented for approval by the Board:

EXT1327	170 Pullin Road Waterline Extension
HCDOT3518	80 Kittyhawk Drive
HCDOT3523	180 Highland Blvd.
SPLOST3409A	Frog Road Sewer Line Relocation

Mr. Farmer advised that the projects are in compliance with Authority policy. Mr. Carter opened the floor for further discussion. A motion was then made by Mr. Jeffares and seconded by Mr. Barr to approve the projects as presented. The motion carried unanimously (5-0).

Budget Adjustments

EXT2687A	BCIC FM Replacement
EXT3362A	Upper Camp Creek Sewer Replacement Design

Mr. Farmer presented budget adjustments for the BCIC FM Replacement and the Upper Camp Creek Sewer Replacement Design projects. Mr. Carter opened the floor for further discussion, after which Mr. Jeffares made a motion to approve budget adjustments for the referenced projects as presented. Mr. Barr seconded the motion and it carried unanimously (5-0).

VII. APPROVAL OF MINUTES – February 5, 2016 Regular Board Meeting

Mr. Carter opened the floor for discussion and approval of the minutes of the Authority’s regular meeting conducted on February 5, 2016. There were no revisions and a Motion was made by Mr. Barr and seconded by Mr. Jenkins to approve the minutes as submitted. The motion carried unanimously (5-0).

VIII. OTHER BUSINESS

Mr. Carter opened the floor for further discussion of the Board’s annual work session meeting which is scheduled for May 16th at the Walnut Creek facility on North Ola Road. The Board will hold its regular monthly meeting which will be followed by its annual strategic planning session. Several topics were proposed by members of the Board for discussion including: succession planning, budget, board self-assessment, stormwater issues, and code of conduct/code of ethics. A tour of the Walnut Creek facility was also suggested. Mr. Carter proposed that a final agenda for the strategic planning session be approved at the next meeting.

IX. EXECUTIVE SESSION NONE

X. ADJOURNMENT

Motion was made by Mr. Jeffares and seconded by Mr. Jenkins to adjourn the meeting at 8:45 a.m. The motion carried unanimously (5-0) and the meeting was adjourned.

James C. Carter, Jr., Chairman

Kimberly Turner Osborne, Clerk