

**MINUTES OF BOARD MEETING: May 16, 2019**  
**HENRY COUNTY WATER AUTHORITY**

**I. CALL TO ORDER/ATTENDANCE**

A regular meeting and annual strategic planning session of the Henry County Water Authority Board was held on Thursday, May 16, 2019, at the Tussahaw Water Treatment Facility located at 199 Preservation Drive, Jackson, Georgia (Henry County). 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., Carlotta Harrell, Warren Holder and Zuwena Poole. Cletonya Stidom was unable to attend.

The following Authority staff and consultants were present:

Lindy D. Farmer, Jr., General Manager	Pat Hembree, Div. Mgr., Water & Wastewater
Tony Carnell, Deputy Manager	Scott Harrison, Div. Mgr., Operations
Kim Osborne, Clerk	Claudia Cooper, HR
Roderick Burch, CFO, Division Manager	Chris Wood, JWA
Scott Sage, Division Manager, Engineering	Andy Welch, Smith, Welch, Webb & White
	Kimberly Rooks, CEO, RBCGI Solutions

**II. VISITORS None**

**III. ACCEPTANCE OF AGENDA**

Mr. Carter presented the Agenda for approval by the Board. There were no amendments, and motion was made by Mr. Holder and seconded by Mrs. Harrell to accept the Agenda as presented. The motion carried (4-0).

**IV. REPORT OF ATTORNEY**

Mr. Welch presented for discussion a resolution to abandon easement rights for a sewer line across property owned by Avalon Hospitality, LLC. He advised that the sewer line has been relocated and that Avalon Hospitality has executed a new easement for the relocated line. It was Mr. Welch's recommendation that the Board adopt Resolution No. 2019-04 authorizing the abandonment of the line and further authorizing the Chairman to execute a quitclaim deed to convey the abandoned easement to the current property owner. Motion was made by Mrs. Harrell and seconded by Ms. Poole to adopt said resolution as presented by Mr. Welch. The motion carried (4-0).

**V. REPORT OF GENERAL MANAGER**

- **Media Relations Report – Dr. Chris Wood (JWA)**

Dr. Wood provided a brief media relations report noting recent media coverage received for recent Authority events. A written report was also provided to the Board.

**VI. PROJECTS AND ADJUSTMENTS**

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

New Projects:           EXT1169A    1392 Luella Road  
                              EXT3646     Chapez Trail  
                              SPLOST3102A Simpson Mill@Hampton LG W/L Relocation  
                              SPLOST3102B Simpson Mill @ Hampton LG S/L Relocation  
                              SPLOST3498A Lake Dow Rd @Milton W/L Relocation  
                              MTRUPG3486H Route 301 Iperl Meter Replacement  
                              MTRUPG3486J Route 302 Iperl Meter Replacement  
                              MTRUPG3486K Route 303 Iperl Meter Replacement  
                              ADMIN3647 Water Operations Parking Expansion  
                              ADMIN3644 Admin Building Fountain Repair

Developer Projects:   None  
Budget Adjustments:  None

Mr. Sage gave a brief explanation of each project. A motion was then made by Mr. Holder and seconded by Mrs. Harrell to approve the projects as presented. The motion carried (4-0).

**VII. APPROVAL OF MINUTES – April 11, 2019 Regular Board Meeting**

The minutes of the April 11, 2019 regular meeting of the Board were approved on motion made by Mrs. Harrell and seconded by Ms. Poole. The motion carried (4-0).

**VIII. OTHER BUSINESS**

Mr. Farmer discussed recent communications with DeKalb County concerning the rate structure applied to the Authority for sewerage flow accepted by DeKalb from portions of northern Henry County. He advised that, at the Authority’s request, DeKalb County engaged a consultant to review the rate structure and a report prepared. The preliminary results of the report were discussed at a recent meeting with DeKalb which was attended by Mr. Farmer and Mr. Carnell. Following the meeting, DeKalb officials indicated additional follow-up with their consultant was needed. Mr. Farmer advised that he is awaiting further response from DeKalb representatives.

Mr. Carter requested that Mrs. Harrell provide an update concerning the recent resolution adopted by the Authority requesting reimbursement from SPLOST funds for relocation of water and sewer lines affecting SPLOST projects. Mrs. Harrell advised that she presented the resolution to the Board of Commissioners however they are not ready to take a position. She advised that they

had some questions concerning whether SPLOST had paid for relocations associated with previous SPLOST projects. Mrs. Harrell advised that the Authority should research its records to determine reimbursements that have been received, as well as those costs that have been absorbed by the Authority. It was noted that the Authority has requested a joint meeting with the Board of Commissioners by letter from Mr. Carter addressed to Chair Wood dated April 17<sup>th</sup>. Mr. Farmer advised that Chair Wood had contacted him concerning the letter and that he had provided contact information to her with the suggestion that she contact Mr. Carter.

Mr. Welch gave a brief report concerning the Brockman case. He advised that Judge Veal had granted the Authority's Motion for Summary Judgment and the matter is closed as it relates to the Authority, unless an appeal is filed.

*The Board took a brief recess at 9:00 a.m.*

## **IX. STRATEGIC PLANNING SESSION**

The Board reconvened at 9:10 a.m. Mr. Carter gave opening remarks and expressed appreciation to everyone in attendance. He gave a brief over-view of the topics to be presented and he emphasized the importance of attending the annual planning session meetings.

- Mr. Carnell gave a visual presentation to highlight major sections of the Authority's enabling legislation concerning the Authority's responsibilities, duties and powers. He also explained the Authority's organizational chart, and provided information concerning the Authority's water, sewer and impact fee ordinances. Ms. Tamara Smith distributed a proposed update to the Authority's Personnel Policy. She reviewed pertinent changes to the policy and advised that the final document will be prepared for the Board's approval at the June meeting. She stated that after the Board has adopted the revised policy the employee handbook will be updated to reflect the approved changes.
- Mr. Andy Welch gave an overview of legislation that passed in 2019.
- Mr. Scott Sage provided a presentation concerning the Authority's water and sewer capital improvement plan highlighting goals and strategies for providing these services in accordance with the 30 year plan. He reviewed variables that affect growth in the county and how population growth triggers infrastructure expansion.

*The Board took a recess for lunch at 11:50 a.m. The meeting resumed at 12:20 p.m.*

- Mr. Burch gave a presentation concerning the proposed FY20 budget. He reviewed projected revenues and expenses as well as revenue sources. He also explained a budget to budget comparison for the years 2015 – 2018. The importance of the two-mil tax collections was also discussed. Mr. Burch advised that he will present the final FY20 budget in the approximate amount of \$69,146,000 for the Board's approval at the June meeting.

- Mr. Burch discussed a proposed amendment to the Authority's retirement plan to include provisions for a cost of living increase. He advised that the plan was implemented in 2004 with the goal of providing adequate retirement funds for the Authority's employees, and to encourage longevity of employment. Mr. Burch advised that he had requested that GMEBS review the Authority's plan, and that based on a study prepared by their actuary, a recommendation was made to amend the Authority's Defined Benefit Plan to provide for a cost of living adjustment in order to keep pace with the rate of inflation. Mr. Burch noted that if the Board is in agreement with the recommendation, a resolution will need to be adopted at the June meeting to approve an amendment to the Defined Benefit Retirement Plan Adoption Agreement to change the fixed annual cost of living adjustment from 1% to 2.75%. Mr. Burch will communicate with GMEBS to obtain the required resolution.
- Ms. Claudia Cooper and Kimberly Rooks addressed the Board concerning the Authority's succession plan.
- Ms. Cooper addressed the Board concerning the Board self-assessment process and reviewed results from previous years of assessment.

**X. EXECUTIVE SESSION NONE**

**XI. ADJOURNMENT**

Motion was made by Mr. Holder and seconded by Ms. Poole to adjourn the meeting at 3:26 p.m. The motion carried (4-0) and the meeting was adjourned.

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James C. Carter, Jr., Chairman

Kimberly Turner Osborne, Clerk