

**MINUTES OF BOARD MEETING: May 20, 2021
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 20, 2021, at the Tussahaw Water Treatment Facility located at 199 Preservation Drive, Jackson, Georgia (Henry County). Chair Cletonya Stidom called the meeting to order at 8:32 a.m. The following members were present: Cletonya Stidom, Jimmy Carter, Sandra Rozier, Warren Holder and Siddiqa Gibson.

The following Authority staff and consultants were present:

Lindy D. Farmer, Jr., General Manager	Andy Welch, Smith, Welch Webb & White
Tony Carnell, Deputy Manager	Chris Wood, JWA Public Relations
Kim Osborne, Clerk	John Raiford/Tim Blades-Goodwyn Mills and Cawood Inc.
Roderick Burch, CFO	Phyllis Douglas/Joy Walker-Phyllis Douglas LLC
Scott Sage, Division Mgr., Eng.	
Pat Hembree, Div. Mgr., Water/Wastewater	
Scott Harrison, Div. Mgr. Operations	
Allen Rape, Div. Mgr., Customer Support Svcs.	
Jeff Allen, Purchasing Mgr.	

II. VISITORS Carlotta Harrell, Chair, Henry County BOC and Mr. Fred Mays
Chair Stidom recognized all visitors, and Henry County BOC Chair, Carlotta Harrell.

III. ACCEPTANCE OF AGENDA

Mrs. Stidom presented the Agenda for approval by the Board. There were no amendments, and motion was made by Mrs. Gibson and seconded by Mrs. Rozier to accept the Agenda as presented. The motion carried (5-0).

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

V. REPORT OF GENERAL MANAGER

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

Dr. Wood provided a brief media relations report highlighting media coverage received for recent Authority events (GAWP Spring Conference/Awards, Fix-a-Leak Week, Metro Water District Essay Contest Winner, Youth Leadership Henry, Fishing Season). He noted that upcoming releases will feature Wise Water Use and the Authority's Charitable Assistance Program. The quarterly newsletter has also

been released. A written report and news clip file was provided to the Board. Dr. Wood departed the meeting at 8:40 a.m.

➤ **Administration of Charitable Assistance Program** (Roderick Burch, CFO)

Mr. Burch reported concerning the Request for Proposals (RFP) which was advertised for the administration of the Authority's Charitable Assistance Program. He noted that the RFP was advertised during the month of March with responses being due on March 31, 2021. *(deadline for questions was March 24; RFP responses were due March 31)*

He stated that the RFP was posted to the Authority's website and Facebook page, and that it was sent to the Henry County Chamber of Commerce, United Way and Henry County Communications Department. Finance Department Staff also followed up by telephone. He advised that only two responses were received; Connecting Henry and Dream Center of Henry County. It was decided to extend the RFP for an additional 17 days with responses being due April 23, 2021. No additional responses were received from this extended posting. A committee composed of Authority staff reviewed the two responses received and the unanimous choice was Connecting Henry. Mr. Burch noted that Dream Center is a smaller, less known organization and they are not yet fully staffed. Mrs. Gibson advised that she also researched the Dream Center and concurs that staff is low at this time, and suggested we look at this organization again in the future. Mr. Farmer stated that Connecting Henry can provide us with detailed reports containing valuable data on how the funds are being utilized to assist the Authority's customers. Mrs. Rozier encouraged building relationships with other non-profits. She stated that Connecting Henry has been around a long time and can provide us with the reports that we need. Chair Stidom also expressed her support and encouraged continued efforts to grow the program. She suggested revisiting the administration of the program again in two years.

Mr. Farmer recognized and welcomed Mr. Mays. He noted that Mr. Mays will be joining the Board effective July 1, 2021, as Henry County BOC Chair Harrell's appointee.

VI. PROJECTS AND ADJUSTMENTS

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

New Projects:	EXT2108B	1794 & 1805 River Road WL Extension
	EXT3237F	Towaliga WTP Improvements 2021
	EXT3605C	Henry Towne Center & Henry Marketplace CIPP (Cured-In-Place Pipelining)
	EXT3736	4794 Scarborough Rd WL Extension
	EXT3741	Western Parallel Connector Sanitary Sewer Ext.
	HCSTORM3716	130 Reeves Road Waterline Relocation

MTRUPG3486R	Route 318 Iperl meter Replacement
MTRUPG3486S	Route 316-A Iperl Meter Replacement
SPLOST3737	S Ola Rd Waterline Relocation
SPLOST3739	Atlanta Speedway Airport Fire Line Service

Developer Projects: None

Budget Adjustments:

EXT3678A	Hwy 20 West Water Main Loop
EXT3687	Hwy 81 West Water Main Extension
EXT3708	Emson Village Sewerline Acquisition
HCSTORM3701A	Speer Rd Storm Drain Replacement Sewer

Mr. Sage gave a brief explanation of each project, as well as budget adjustments, took questions from the Board. A motion was then made by Mr. Carter and seconded by Mrs. Rozier to approve the projects as presented. The motion carried (5-0).

VII. APPROVAL OF MINUTES – March 11, 2021 Regular Board Meeting

The minutes of the March 11, 2021 regular meeting of the Board were approved on motion made by Mr. Carter and seconded by Mr. Holder. The motion carried (5-0).

The Board took a recess at 9:22 a.m.

VIII. STRATEGIC PLANNING SESSION

9:28 a.m. Opening remarks by Chair Stidom and Mr. Farmer, General Manager

Chair Stidom expressed appreciation to all for traveling to the Tussahaw Water Treatment Facility for today’s meeting. Mr. Farmer also welcomed all in attendance and stated that he is very proud of this award winning facility. He pointed out that due to the adjustment of the Henry/Butts County line, the entire Tussahaw facility now lies in Henry County. Mr. Holder mentioned some highlights of the county line adjustment and he also gave a brief history about the county’s water resources. Mr. Farmer noted that the Authority has always had a vision for serving the needs of the county, and he acknowledged the contributions of previous individuals and board members over the last 60 years that led us to where we are today, noting in Mr. Carter’s words, “we have a story to tell.” This story will continue with the leadership of present and future members of the Board.

- Review of Enabling Legislation/Senate Bills/Policies/Procedures:

Mr. Carnell utilized a power point presentation to review the following:

- Highlights of Authority’s enabling legislation and recent amendments
- Organizational chart
- Two mil tax

- Personnel Policy
 - Water Use Ordinance
 - Cross Connection Control Program
 - Engineering Standards & Specs (updated 2018)
 - Sewer Use Ordinance
 - Watershed Protection & Buffer Ordinances
 - Impact Fee Ordinance - He noted that impact fees were reduced in 2014 at the request of the Industrial Development Authority to help recruit business/industry in Henry County. A review of impact fees will be completed this year.
 - Comprehensive Plan Agreements (HB 489) – These will need to be reviewed again in 2024.
- Mr. Andy Welch gave a power point presentation concerning Code of Ethics. Chair Stidom requested that he review the Board of Commissioner’s Code of Ethics because it applies to the Authority. Mr. Welch explained Senate Bill 22 and stated this bill does apply to the Authority. It also creates an Ethics Board which will be established by the end of this year. An Ethics Administrator/Officer will also be appointed. Mr. Welch also discussed conflicts of interest and required disclosures. Chair Stidom opened the floor for questions from the Board, and there were none.
 - Mr. Scott Sage and Mr. John Raiford of GMC addressed the Board concerning the Authority’s 2020-2050 Water and Wastewater Master Plan. Mr. Raiford discussed the tasks associated with the plan, the purpose of the plan including an assessment of the Authority’s systems. Mr. Raiford then reviewed a summary of findings which was distributed to the Board. A full copy of the plan was also sent electronically to each Board member.
 - Funding Projects – American Rescue Plan Act

Mr. Carnell addressed the Board concerning funds that may be available to the Authority under the American Rescue Plan Act. He advised that the County will be receiving approximately \$41 million in funding which must be spent within a four-year period. He stated that water and sewer projects are an approved use for spending these funds. Mr. Farmer recommended the Board adopt a resolution to be sent to the Henry County Board of Commissioners requesting a portion of the funds for designated water and sewer projects. Mr. Carnell reviewed a list of (8) projects which are in some phase of design and/or construction. This list will be included with the resolution being sent to the BOC. Motion was made by Mrs. Rozier and seconded by Mr. Carter to approve and adopt Resolution No. 2021-08. The motion carried (5-0). Chair Stidom encouraged members of the Board to speak to their commissioners concerning the Authority’s request for a portion of these funds and the projects which could benefit from such funds.

The Board took a lunch break from 11:45 a.m. – 1:00 p.m.

- FY22 Budget Review

Mr. Burch utilized a power point presentation to explain the Authority's proposed FY22 budget. He reviewed projected revenues from water sales, sewer fees, 2 mil tax, impact fees and connection fees. He then reviewed Personnel costs, Operating/Capital expenditures and debt (GEFA-SRF Loans and Revenue Bonds). Mr. Burch advised that he will present the final FY22 budget in the amount of \$71,781,808 for the Board's approval at the June meeting. He invited members of the Board to contact him with any questions.

Mr. Burch also reported concerning the Authority's Charitable Assistance Program. He noted that we now have 2,436 customers participating and we are collecting about \$1,000.00 per month. Mr. Burch reviewed a report from Connecting Henry concerning assistance provided for the month of April, 2021.

- Review Draft Local Sheltered Market Plan (LSMP)

Jeff Allen, Purchasing Manager and Phyllis Douglas, addressed the Board concerning the proposed draft of the Authority's Local Sheltered Market Plan. Mr. Allen advised that a meeting was held with Andy Welch last week to discuss the LSMP. Mrs. Douglas advised that prior to developing the policy that she and Mrs. Walker had completed a review of the Authority's data including the 5% local business preference policy that the Authority has already implemented. Mr. Welch noted that the policy must be gender and race neutral unless a disparity study is completed. In addition, discussions have also been held concerning implementing a Supplier Inclusion Program and tracking data on how the Authority is spending funds. Mrs. Rozier questioned what the policy would be based upon. Mrs. Douglas advised that the policy would target Women, Minority and Veteran owned businesses.

The Board was asked to consider adopting Resolution 2021-09 reaffirming the Authority's 5% Local Business Preference Policy which was implemented in December, 2019. Motion was made by Mrs. Rozier and seconded by Mr. Holder to adopt said resolution. The motion carried unanimously (5-0).

Resolution No. 2021-10 was presented for the Board's discussion. Mrs. Gibson made a motion to adopt the LSMP which was seconded by Mr. Holder. Chair Stidom open the floor for further discussion. Mrs. Rozier advised that she was not comfortable taking action on this resolution until such time as a draft of the policy could be reviewed by the Board. Therefore, Mrs. Gibson rescinded her motion to

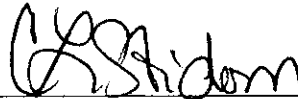
adopt Resolution No. 2021-10 establishing the LSMP, and Mr. Holder rescinded his second of the motion, therefore, the motion died. Mrs. Gibson made a motion to table both resolutions 2021-10 (establishing the LSMP) and 2021-11 (establishing a Supplier Inclusion Program) for further discussion at the June meeting. The motion was seconded by Mrs. Rozier. All members voted in favor of the motion and it passed unanimously (5-0). The resolutions will be placed on the agenda for the June Board meeting for further discussion.

IX. CLOSING REMARKS:

Mrs. Gibson expressed appreciation to staff for organizing the work session. Mrs. Stidom advised that another retreat is being considered in the fall with possibility of discussing training for the Board members through the Carl Vinson Institute.

X. ADJOURNMENT

Motion was made by Mrs. Rozier and seconded by Mr. Carter to adjourn the meeting at 2:08 p.m. The motion carried (5-0) and the meeting was adjourned. Members were invited to tour the Tussahaw Water Treatment Facility.



Cletonya Stidom, Chair

Kimberly Turner Osborne, Clerk