

**MINUTES OF BOARD MEETING: November 14, 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, November 14, 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 8:05 a.m. The following members were present: James C. Carter, Jr., Warren Holder, Carlotta Harrell, Zuwena Poole and Cletonya Stidom (via telephone).

The following Authority staff and consultants were present:

Administration: Lindy Farmer, Tony Carnell, Kim Osborne, Roderick Burch, Claudia Cooper  
Division Managers: Scott Sage, Scott Harrison, Pat Hembree  
Engineering Department: Bill Banks, Lindsey Sanders  
Consultants: Chris Wood, PhD, JWA Public Relations; Darlene Wright, Korn Ferry  
Legal Counsel: Andy Welch, Smith, Welch, Webb & White

**II. VISITORS**

Mr. Carter welcomed the winners, and their guests, of the *Imagine a Day Without Water 2019* Poster Contest. (See below)

**III. ACCEPTANCE OF AGENDA**

Mr. Carter presented the Agenda for approval by the Board. There were no amendments, and the agenda was approved on motion by Mrs. Harrell and seconded by Mr. Holder. The motion carried (5/0).

**IV. SPECIAL PRESENTATION**

Mrs. Sanders, the Authority's Environmental Compliance Coordinator, presented a certificate and \$100.00 cash award, to each winner of the *Imagine a Day Without Water 2019* poster contest, as follows:

Avery Chhom (K-2<sup>nd</sup>) – Hampton Elementary School  
Cayden Williams (3<sup>rd</sup> – 5<sup>th</sup>) – East Lake Elementary School  
Alesia Fitzhugh (6<sup>th</sup> -8<sup>th</sup>) – Locust Grove Middle School  
Stella McClellan (9<sup>th</sup>-12<sup>th</sup>) – Academy for Advanced Studies

Ms. Denise Howard, a teacher at Dutchtown Middle School was selected to receive a \$100.00 cash award to help purchase supplies for her classroom. She also received a certificate for her participation with the contest.

**IV. REPORT OF ATTORNEY**

Mr. Welch discussed a request received by the Authority to abandon a portion of a utility easement located in the Everton Subdivision near Union Grove High School. A memorandum from staff provided additional justification for the request. It was noted that the easement originally acquired was for an access road, force main, gravity line and water service to the Union Grove Lift Station. The easement crosses some lots in the Everton Subdivision. The developer has provided better access and a water connection within the subdivision, and has now requested that the Authority’s original 60’ easement be reduced to a 30’ easement. Staff has verified that all HCWA facilities are included within the new/reduced easement and has no objection to the revision. Therefore, it was Mr. Welch’s recommendation that the Authority’s Board adopt Resolution No. 2019-11 to authorize the abandonment of a 30’ portion of the original easement and to authorize the Chairman to execute a quit claim deed in favor of Builders Professional Group, LLC. Motion was made by Ms. Poole and seconded by Mr. Holder to adopt the resolution as presented, and the motion carried (5/0).

**V. REPORT OF GENERAL MANAGER**

Mr. Hembree reported that Georgia EPD has issued a Level 1 Drought Declaration which includes Henry County. A Level 1 declaration requires public education initiatives providing information on how to conserve water. He advised that the Authority’s water storage is in great shape with enough capacity to support current demand for over one year in the event of prolonged drought.

Mrs. Sanders reported that the Georgia Department of Agriculture has addressed the Authority’s concerns regarding the proposed amendment to the State’s Soil Amendment Regulations. The regulations have been modified to incorporate the changes suggested by the Authority’s staff as well as GAWP. The regulations as revised are now acceptable to staff.

Mr. Burch reviewed a list of proposed assets for surplus. He requested the Board take action to approve the disposal of the items. Motion was made by Ms. Poole and seconded by Mrs. Harrell to authorize the disposition of the assets as recommended by staff. The motion carried unanimously (5-0).

Dr. Chris Wood provided a media relations report concerning recent news coverage on Authority activities and events. A written report and clip file was also provided.

**VI. PROJECTS AND ADJUSTMENTS**

The following projects were reported to be within Authority policy and were recommended for Board approval:

Authority Projects:	EXT3237E	Towaliga WTP Filter Repair & Media Replacement
	EXT3678	Highway 20 West 2” Water Line Extension
Developer Projects:	DEV1753	Emporia at Pembroke
	DEV3662	The Registry
	DEV3670	Helen Estates
Budget Adjustments:	EXT2821A	Cavanaugh Pump Station Upgrade

Mr. Banks explained that the budget adjustment for the Cavanaugh Pump Station Upgrade is to approve funding for the construction of the project. The funds originally designated for the project were for design services only. He advised that project design is now complete and an advertisement for bids for the construction of the project is currently running.

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

**VII. APPROVAL OF MINUTES** – October 10, 2019 Regular Board Meeting

The minutes of the October 10, 2019 regular meeting of the Board were approved on a motion made by Mrs. Harrell and seconded by Ms. Poole. The motion carried (5-0).

**VIII. OTHER BUSINESS**

Mr. Carter reminded that the Board’s meeting originally advertised for December 12<sup>th</sup> has been rescheduled and will now be held on Thursday, December 5, 2019 at 8:00 a.m. The Clerk will make the appropriate notifications.

Mr. Carter also announced that the Authority’s annual Christmas luncheon will be held on Thursday, December 12<sup>th</sup>, 2019 at the Locust Grove Event Center. The Board was invited to attend.

**IX. EXECUTIVE SESSION**

The Board entered into Executive Session at 8:53 a.m. for the discussion of personnel matters on a motion made by Mr. Holder and seconded by Ms. Poole. The motion carried unanimously (5-0) and the Board entered into Executive Session.

The Board returned to Open Session at 11:14 a.m. on motion made by Mr. Holder and seconded by Mrs. Harrell. The motion carried unanimously (5-0).

Following return to open session, motion was made by Ms. Poole and seconded by Mrs. Harrell to authorize a 3% merit increase in the General Manager’s annual salary in accordance with the completed evaluation process. The motion carried unanimously (5-0).

**X. ADJOURNMENT** Motion was made by Mr. Holder and seconded by Ms. Poole to authorize the Chairman to sign the Executive Session affidavit and to adjourn the meeting at 11:15 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