

November 26, 2013, 11:30 A.M.
HARTSVILLE-TROUSDALE COUNTY
WATER & SEWER UTILITY DISTRICT
MEETING OF BOARD OF COMMISSIONERS

MINUTES

The meeting of Hartsville-Trousdale County Water & Sewer Utility District Board of Commissioners was held on Tuesday, November 26, 2013 at 11:30 a.m. at Halltown Road Fellowship Hall, Hartsville, Tennessee.

The following members were present: Hattie McDonald, Phyllis Shoulders and Toby Woodmore.

Others present were: Jerry Helm, George Garden, Buddy Koonce, Larry Cato, Mark Beeler, Penny Sutherland, Mathew Johnson, Mindi Lancaster and Kay Smith.

Meeting was called to order by President, Hattie McDonald.

The first order of business was the approval of the prior month's minutes. Motion made by Phyllis Shoulders, seconded by Toby Woodmore. Upon question, motion approved.

Old Business:

- Bank building purchase discussed. Mark Beeler spoke to the board and discussed his meeting with Rick Moody, a People's State Bank representative. He stated that the bank would be willing to sell and/or possible lease purchase the bank building to the utility district. The board members discussed making a formal offer, but no action was taken at this time.
- Purchase of automatic meter readers - tabled.
- Office Hours. President McDonald reported that the utility district's office hours would remain the same.

New Business:

- Financial Reports for September 2013 and October 2013 were reviewed and discussed.
- Castalian Springs Water Contract was presented by the president. Motion was made by Phyllis Shoulders, seconded by Toby Woodmore, to approve said contract for two years at the wholesale rate of \$3.64 per one thousand gallons. After two years, board will decide whether to extend the water purchase contract for an additional three years. Upon question, motion unanimously approved.
- George Garden with BWSC Engineering gave the board a status update with their current projects. Bids were presented and reviewed for the 2012 Disaster Recovery CDBG Grant for the Howell Street, Highway 25 and Rogers Street Project. Kemp Brothers Construction was low bidder in the amount of \$232,700.00. Motion was made by Toby Woodmore, seconded by Phyllis Shoulders to award the bid to Kemp Brothers Construction and allow Jerry Helm, Superintendent to sign the necessary documents. Upon question, motion unanimously approved.
- George Garden gave an update on CCA's plans to locate to Trousdale County. George stated that he had asked CCA for funding in the amount of \$450,000. After discussion, motion made by Toby Woodmore to allow these funds, if CCA agrees to allocate, to be set up in a restricted account and to give Superintendent Helm permission to sign documents and approve invoices for payment, but must have a purchase order. Motion seconded by Phyllis Shoulders. Upon question, motion unanimously approved.
- Buddy Koonce with Goodwyn, Mills and Cawood Engineering gave the board a status update with the current CDBG projects.

- The board voted to give the utility district employees a onetime two and one half percent lump sum bonus, to be effective November 27, 2013, and effective July 1, 2014, a general wage increase of two percent; upon motion made by Toby Woodmore, seconded by Phyllis Shoulders. Upon question, motion unanimously approved.

Since there was no further business, the meeting was adjourned upon motion duly made and seconded.

Secretary