

February 25, 2015 at 11:30 a.m.
HARTSVILLE-TROUSDALE COUNTY
WATER & SEWER UTILITY DISTRICT
MEETING OF BOARD OF COMMISSIONERS

MINUTES

The meeting of the Hartsville-Trousdale County Water & Sewer Utility District Board of Commissioners was held on Wednesday, February 25, 2015 at 11:30 a.m. at Halltown Road Fellowship Hall, Hartsville, Tennessee.

The following board members were present: Hattie McDonald, Phyllis Shoulders and Toby Woodmore. Others present were: Jerry Helm, George Garden, Jimmy Highers, Carroll Carman, Debbie Jenkins, Monica Dodd, Tiwana McClain, Laura Malone, Mindi Lancaster and Kay Smith.

The meeting was called to order by Chairperson Hattie McDonald. Phyllis Shoulders made the motion to approve the January 2015 minutes as read, seconded by Toby Woodmore, motion passed.

Tiwana McClain asked the water board to research her extremely high water bills and determine if there could be a resolution to the problem. The district presented a chart showing her water usage and how it had been rising over the past few months and that they had not found a leak at the meter. After discussion, motion was made by Commissioner Woodmore, seconded by Commissioner Shoulders to change the meter and see if this would resolve the high meter usage readings and report back to the board the findings.

Monica Dobbs, with NexGen (an online bill pay service company) discussed her company's bill pay product. With a downsized office staff, the board discussed the need for a product to handle credit/debit card payments online. The current method of taking payments over the telephone has potential risks and is time consuming. After the presentation from Ms. Dobbs, the board asked Manager Helm to evaluate the product/company and obtain references and report back to the board.

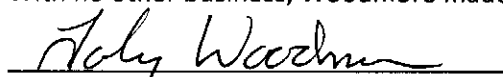
Financial reports for January 2015 were reviewed and discussed. The new format was approved. The ability to determine profitability at a given time and date will allow decisions based on both revenue and profits. The board urged Manager Helm to continue to tweak financials as opportunities arise.

Bobbie Sue Scruggs' retirement was reported to the board and that she had sick days to carry her through making her retirement date April 30, 2015. The board asked Manager Helm to plan a retirement party to be incorporated into the appropriate board meeting.

Jimmy Highers reported on his latest projects in the Rolling Acres area. He stated that they were a short time away from installing new meters. The next area will be a section of Melrose Drive that will tie into the line to CCA. Mayor Carman made us aware that in order to receive one of the block grants slated for the CCA project; we must close out one of our ongoing projects this year. The board discussed that the failure to meet this deadline would be a \$500,000.00 loss.

George Garden reported on the different phases of the CCA project. Easements are in hand and ready to record. The EDA allocation will be filed on March 13, 2015 and a project bid in April. Plans are to begin the moving of dirt in June 2015. Approvals are in the works to begin building Wastewater Treatment Plant in June 2015. FIDP is on track as well as other applications. A motion was made by Commissioner Shoulders to allow Jerry Helm to sign a contract with BWSC for \$15,000 design fee for work on the project, seconded by Commissioner Woodmore, motion passed. Commissioner Woodmore made a motion to give Chairwoman Hattie McDonald the authority to sign for the district for funds from Tennessee Municipal Bond Fund, seconded by Commissioner Shoulders, motion passed.

With no other business, Woodmore made a motion to adjourn second by Shoulders, motion passed.


Secretary