

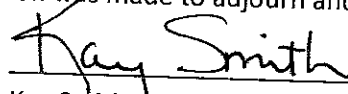
**May 25, 2016 at 10:00 a.m.**  
**HARTSVILLE-TROUSDALE COUNTY**  
**WATER & SEWER UTILITY DISTRICT**  
**MEETING OF BOARD OF COMMISSIONERS**  
**MINUTES**

The Hartsville-Trousdale County Water & Sewer Utility District Board of Commissioners was held on Wednesday, May 25, 2016, at 10:00 a.m., at the county administration building, 328 Broadway, Hartsville, Tennessee. The following board members were present: Mayor Carroll Carman, Toby Woodmore, Sissie Parker Harper and Craig Moreland. Mark Beeler was absent. Others present were: Ed Walker, Buddy Koonce, Chris Gregory, Jerry Helm, Penny Sutherland and Kay Smith.

The meeting was called to order by Vice-Chairman Toby Woodmore. The roll was called and a quorum was declared.

The following items were discussed and/or acted upon:

- Motion made by Craig Moreland to approve the May 11, 2016 minutes as written; second by Sissie Harper. Upon question, motion was approved.
- Motion made by Mayor Carman to name a Compliance Officer for the department, but not until the first board meeting in July 2016; second by Craig Moreland. Upon question, motion was approved.
- Tennessee Consolidated Retirement System issue was resolved at a special called meeting of the former utility district's board on May 18, 2016, when the former board adopted the TCRS resolution which placed the district's employees into participation in TCRS. The resolution was forwarded to TCRS and they will contact the department if further action is necessary.
- The mayor informed the board that all leave accrual payouts had been made and each employee signed a Memorandum of Agreement before their checks were released. Also the mayor informed the board that Manager Jerry Helm chose not to receive compensation for his accrued leave. The mayor stated that Manager Helm had until June 30, 2016 to either use his accrued vacation days, or lose them.
- Financial and Billing Software – Craig and Sissie; to be discussed at the June 2016 regular board meeting.
- Operational policies were discussed. The first policy discussed was the customer contract. Motion was made by Mayor Carman to increase the cut-off fee from \$30.00 to \$45.00, for accounts not paid by the 21<sup>st</sup> day of the month; second by Sissie Harper. Upon question, motion was approved. A motion was made by Craig Moreland to adopt the customer contract policy as revised, with the effective date being July 1, 2016. Mayor Carman made a second to the motion. Upon question, motion approved. Policy Number 15 – Customer Fees, Rates & Charges was discussed and revisions were made. The revised policy would be presented at the June 8, 2016 meeting. Policy Number 19 – Discontinuance of Service Policy was also discussed and revisions made and would be presented for approval at the June 8<sup>th</sup> board meeting.
- The Sewer Pretreatment Plan and Protocol was discussed. The mayor and Penny Sutherland would schedule a meeting with County Attorney, Betty Lou Taylor for the purpose of developing a Sewer Use Ordinance. They are hopeful that the ordinance would be ready for review at the June 8, 2016 board meeting.
- The HTCWSD Depreciation/Asset Policy was put on hold until the next board meeting.
- The department's engineering reports were given from Buddy Koonce and Ed Walker.
- As there was no further business, motion was made to adjourn and properly seconded.

  
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Kay Smith, Acting Secretary