

February 24, 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, February 24, 2016, at 10:00 a.m., at the county administration building, 328 Broadway, Hartsville, Tennessee. This was the first meeting since the Hartsville/Trousdale County Metropolitan Government re-acquired the district.

The following new board members were present: Mayor Carroll Carman, Mark Beeler, Sissie Parker Harper, Toby Woodmore and Craig Moreland. Others present were: Jerry Helm, Larry Cato, Ed Walker, Jimmy Highers, Chris Gregory, Hattie McDonald, Buddy Koonce, Wayne Brown, Debbie Jenkins, Mindi Lancaster, Penny Sutherland and Kay Smith.

The meeting was called to order by Mayor Carroll Carman. A quorum was declared.

Toby Woodmore made a motion to elect Mark Beeler Chairman of the Board, seconded by Sissie Parker Harper. Upon question, motion was unanimous.

Chairman Mark Beeler made a motion to elect Toby Woodmore as Vice-Chairman of the Board, seconded by Sissie Parker Harper. Upon question, motion was unanimous.

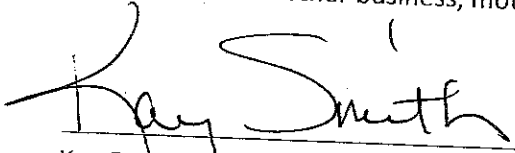
Toby Woodmore made a motion to elect Sissie Parker Harper as Secretary of the Board, seconded by Mark Beeler. Upon question, motion was unanimous.

Mayor Carman had several items for the board to discuss and/or act on as follows:

- Motion made by Mayor Carman to transfer all of the water assets and liabilities to the metropolitan government. The motion was seconded by Toby Woodmore. Upon question, motion was unanimous.
- Motion made by Mayor Carman to retain Betty Lou Taylor as legal counsel for the water department. The motion was seconded by Craig Moreland. Upon question, motion was unanimous.
- Motion made by Mayor Carman to retain Mr. John Poole, CPA, for the fiscal year audit beginning July 1, 2015, ending June 30, 2016. The motion was seconded by Sissie Parker Harper. Upon question, motion was unanimous.
- Motion made by Mayor Carman for check signing and other department's documents to be signed by Mayor Carman; and in his absence, Mark Beeler would be authorized to sign, effective March 1, 2016. The motion was seconded by Toby Woodmore. Upon question, motion was unanimous.
- Motion made by Mayor Carman to appoint Kay Smith as Acting Secretary of the Board. The motion was seconded by Sissie Parker Harper. Upon question, motion was unanimous.
- The mayor discussed the water and sewer department's employee's benefits, specifically, their health insurance, state pension plan, and vacation and sick leave accrual. A motion was made by Mayor Carman for those benefits to be the same as stated in the Hartsville/Trousdale County Metropolitan Government's Personnel Policy and to become effective April 1, 2016. The motion was seconded by Craig Moreland. Upon question, motion was unanimous.
- Motion made by Mayor Carman to schedule a work session for March 7, 2016 at 10:00 a.m. at the same venue to discuss several policies and procedures. The motion was seconded by Craig Moreland. Upon question, motion was unanimous.
- Motion made by Mayor Carman to retain Jerry Helm as the department's superintendent until the completion of the CCA projects or unless situations arise that would require further board review of superintendent's work performance. The motion was seconded by Sissie Parker Harper. Upon question, motion was unanimous.
- Motion made by Toby Woodmore to retain BWSC Engineering to contract the CCA Project with contract executed by and between BWSC and Mayor Carman and Mark Beeler. The motion was seconded by Sissie Parker Harper. Upon question, motion was unanimous.
- The water department would use the same purchasing policy as the county's. Purchase Orders would be issued and Jerry Helm and the mayor would sign upon approval. No changes would be made in FEIN or sales tax account numbers. The board members would get compensated \$50.00

per board meeting and work sessions. The water department would be moving to the newly renovated county administration building possibly before June 30, 2016.

As there was no further business, motion was made to adjourn.



Kay Smith, Acting Secretary