

April 27, 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, April 27, 2016, at 10:00 a.m., at the county administration building, 328 Broadway, Hartsville, Tennessee. The following board members were present: Mayor Carroll Carman, Mark Beeler, Toby Woodmore, Sissie Parker Harper and Craig Moreland. Others present were: Jerry Helm, Larry Cato, Ed Walker, Jimmy Highers, Debbie Jenkins, Penny Sutherland, Steve Law, Betty Lou Taylor and Kay Smith.

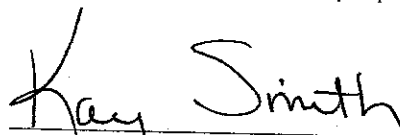
The meeting was called to order by Chairman Mark Beeler. The roll was called and a quorum was declared.

The following items were discussed and/or acted upon:

- Motion made by Mayor Carman to approve the March 2016 minutes as written; second by Sissie Harper. Upon question, motion was approved.
- Financial statements for March 2016 were presented and discussed. Motion made by Sissie Harper; second by Toby Woodmore to approve said financial statements. Upon question, motion approved.
- The budget for fiscal year beginning July 1, 2016 and ending June 30, 2017 was presented. After discussion, Motion was made by Carroll Carman to approve the budget; second by Sissie Harper. Upon question, motion was approved.
- Compliance Officer for the department was tabled
- Tennessee Consolidated Retirement System issue was presented. The mayor asked the County Attorney, Betty Lou Taylor to respond to this issue. Ms. Taylor stated that TCRS would prepare a resolution and the 'Old utility board' would need to reconvene to vote to approve the resolution at a special called meeting. The mayor would contact the 'old board' and set up a meeting to discuss the issue that was not addressed when the water department became a utility district. Protocol would be followed with proper notice of called meeting.
- Personnel issues were discussed. The On Call Policy was tabled until the next regular board meeting. A Motion was made by Carroll Carman to leave the medical insurance the same until the next open enrollment period in October 2016; second by Toby Woodmore. Upon question, motion approved. The leave accrual payout was discussed, but no action was taken at this meeting. The board requested that the employees complete a form stating what they wanted to either be paid for their accrued days up to 42 days maximum or to use as actual vacation days. These forms would be available for review/action at the May 11, 2016 meeting.
- The board directed the manager to advertise for a part time clerical assistant. (The hours would vary and rate of pay would be between \$10 - \$12 per hour)
- Financial and Billing Software was discussed. Motion made by Toby Woodmore to appoint Craig Moreland and Sissie Harper to provide the board with pertinent information relating to hardware and software; second by Carroll Carman. Upon question, motion was approved.
- Operational Policies such as adjustment, cut offs and various fee schedules was presented, but would be a work in progress and discussed and acted upon at future board meetings.
- Sewer Pretreatment was discussed by Jerry Helm and Penny Sutherland. They met with state authorities and state officials informed them that a Local Hearing Authority was needed. Motion made by Toby Woodmore to appoint Mayor Carman as the local hearing; second by Craig Moreland. Upon question, motion approved. Motion was made by Toby Woodmore to form a committee to make changes in the sewer use ordinance to comply with state rules and regulations; second by Sissie Harper. Upon question, motion was approved.
- The department's engineering reports were given from Jimmy Highers and Ed Walker.
- Mayor Carman stated that the water board members' terms were to be staggered. Motion was made by Craig Moreland to stagger member's terms; second by Sissie Harper. Upon question, motion was approved. Terms are as follows: Mayor Carroll (by position); Mark Beeler (by position); Toby Woodmore-three year initial term; Sissie Harper-two year initial term; Craig Moreland-one year initial term.
- Since there are so many policies and procedures and other issues to be addressed and/or acted upon that the board would need to meet two times per month. The second and last Wednesdays of

the month at 10:00 a.m. at the mayor's office. Proper notification for the public would be handled by Kay Smith.

- Chairman Beeler reported that each board member would need to have Continuing Education Credits within a year of their appointment. Several TAUD locations of meetings where this could be obtained--August and November in Gatlinburg and October in Murfreesboro, were discussed.
- As there was no further business, motion was made to adjourn and properly seconded.



Kay Smith, Acting Secretary