


**May 11, 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 11, 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: Ed Walker, Jimmy Highers, Chris Gregory, Penny Sutherland, Mindi Lancaster 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 Craig Moreland to approve the April 2016 minutes as written; second by Toby Woodmore. Upon question, motion was approved.
- Financial statements for April 2016 were presented and discussed. Motion made by Sissie Harper; second by Carroll Carman to approve said financial statements. Upon question, motion approved.
- Compliance Officer for the department was tabled
- Tennessee Consolidated Retirement System issue was presented. 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 resolution is needed because the formation of the utility district effective October 3, 2012, did not include participation into the TCRS. The mayor would contact the 'old board' and set up a meeting. Protocol would be followed with proper notice of called meeting. (Note: the meeting of the former utility district's board was held on May 18, 2016, and resolution was adopted)
- Financial and Billing Software – Craig and Sissie; to be discussed in the June 2016 regular board meeting.
- Operational policies were discussed, including sending cut-off notices to customers. Jerry Helm, Kay Smith and Mindi Lancaster would schedule a meeting with the Mayor to discuss and work on the department's policies.
- Sewer Pretreatment was discussed. The mayor stated that he met with George Garden with BWSC, and was informed by Mr. Garden that our sewer system was 'dead'. They looked at CCA physically and it was determined that it was not CCA's fault, but that we needed about 5,000 gallons of 'good bugs'. Motion made by Toby Woodmore to repair and fix sewer plant in order to be in compliance with the state and for the mayor and Mark Beeler to oversee the repairs. Also Penny Sutherland was to stay in touch with the state on a daily basis and to notify the mayor and Mr. Beeler via email or telephone to keep them abreast of the status of the sewer plant. Second by Craig Moreland. Upon question, motion approved.
- The department's engineering reports were given from Jimmy Highers and Ed Walker.
- Motion was made by Toby Woodmore to pay the department's employees their accrued leave on May 20, 2016; second by Sissie Harper. Upon question, motion approved.
- Compensation/Administrative time to be discussed at a future meeting.
- As there was no further business, motion was made to adjourn and properly seconded.

  
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Kay Smith, Acting Secretary