

**June 29, 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 meeting was held on Wednesday, June 29<sup>th</sup> 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, Mark Beeler and Craig Moreland. Others present were: Jerry Helm, Mindi Lancaster, Jimmy Highers, Larry Cato, Ed Walker, Chris Gregory, Penny Sutherland 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 Carroll Carman to approve the June 8, 2016 minutes as written; second by Toby Woodmore.
- Chairman Mark Beeler requested Mindi Lancaster be named/appointed as acting secretary for Board of Commissioners.
- Financial reports for May 2016 were reviewed and motion made to approve as written by Sissie Harper Parker; second by Craig Moreland.
- Discussion on purchases of equipment or needs of department prior to end of fiscal year. Motion made by Toby Woodmore to purchase two trucks for department; second by Craig Moreland, to purchase within FY 2015/2016. Board members requested General Manager seek approval from Mayor Carroll Carman or Chairman Mark Beeler when selection is made of trucks by General Manager.
- Compliance Officer discussion tabled until next meeting.
- No changes made to on-call policy at this time.
- Conflict of Interest Policy was reviewed and adopted as written, motion made by Craig Moreland, second by Toby Woodmore. The Advertising Policy was removed for consideration. Anti-Nepotism policy was tabled due to County's Policy being under review.
- Sewer Pre Treatment Protocol and Plan placed on hold until next meeting. Brief discussion was had regarding operators at sewer plant being placed on call. Mayor Carman will contact Gary Jaeckel to review on-call pay, and overtime pay guidelines.
- Engineering Reports:
  - No report from Jimmy Highers with Goodwyn, Mills & Cawood, Inc.
  - Ed Walker provided a brief update on sewer plan rehab and water system improvements.
- General Manager Update:
  - Provided update regarding insurance for customers to protect in the event of a leak.
  - Updated board on late notices to customers.
- Board Member Comments/Updates:
  - CEU / Training Information discussed.
  - Upcoming commissioner training available in Fall.
- As there was no further business, motion was made to adjourn and properly seconded.

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Mindi Lancaster, Acting Secretary