

June 8, 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, June 8, 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 and Sissie Parker Harper. Craig Moreland was absent. Others present were: Ed Walker, Jimmy Highers, Jerry Helm, 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 Sissie Harper to approve May 25, 2016 minutes with corrected date. Second by Toby Woodmore. 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.
- Financial and Billing Software – Craig and Sissie; to be discussed at the June 29, 2016 or the first board meeting in July 2016.
- **Operational policies** were discussed. The **Customer Contract** which was adopted at the May 28, 2016, board meeting was revised to add a line for the customer's email address upon a motion made by Toby Woodmore. Second by Sissie Harper. Upon question, motion was approved. The **Discontinuance of Service Policy** was also discussed and revisions to be made. Motion made by Toby Woodmore to adopt said policy with revisions. Second by Sissie Harper. Upon question, motion was approved. The **Customer Fees, Rates, and Charges Policy** was discussed and revisions made to include a **\$30 cleaning fee**, plus a charge for water used for landlords not to exceed two weeks; a tapping privilege fee run from the main line to the customer's property line or a maximum **of 50 feet** and the ownership of the tap is conveyed along with the property. Any exceptions to this will be the responsibility of the customer, and charged for labor and materials; a residential or commercial/industrial tap shall entitle a customer to utility service to one and only one dwelling or business. If a second residential dwelling or business is to receive service on the same or neighboring tract, they must have written approval from the Hartsville/Trousdale Water and Sewer Utility on a case by case basis; any customer questioning the accuracy of his or her meter may pay the utility bill in question plus a meter testing deposit of **\$75** for residential meters and **\$150** for commercial and industrial meters; the fee for a returned check is **\$30** and the district must mail the customer certified return receipt letter giving notice of their returned check. Motion was made by Sissie Harper to adopt the Customer Fees, Rates, and Charges Policy as discussed. Second by Toby Woodmore. Upon question, motion approved. The **Fixed Assets Policy** was discussed a threshold of **\$10,000** was agreed upon by the board. Motion was made by Carroll Carman to adopt the fixed asset policy. Second by Toby Woodmore. Upon question, motion approved.
- The Sewer Pretreatment Plan and Protocol was discussed. Penny Sutherland met with Betty Lou and she approved the Sewer Use Ordinance as written, contingent upon the addition of wastewater surcharges and septage rates. The mayor requested that Ed Walker prepare the surcharges and septage rates and present at the next board meeting.
- Mark Beeler asked Kay Smith to print off the TAUD training schedule for the board members and distribute at the next board meeting.
- Jimmy Highers and Ed Walker, the department's engineers gave updates on their projects.
- As there was no further business, motion was made to adjourn and properly seconded.


Kay Smith, Acting Secretary