

**July 13, 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, July 13<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, Ed Walker, Chris Gregory, and Mark Slater.

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 Toby Woodmore to approve the June 29th minutes as written; second by Craig Moreland.
- Financial reports for June were not available due to month, quarter and year end closing. Target date for updates on financials is the August, 2016, meeting.
- Compliance Officer will be the decision of the General Manager. General Manager recommended the chief operator of each facility/plant. After group discussion, responsibility ultimately falls on the General Manager to ensure compliance and item will be removed from agenda.
- Sewer Pre Treatment Protocol and Plan has been submitted to state for approval.
- Brief discussion regarding staffing and needs of the department personnel.
- Financial and Billing Software briefly discussed. Item will be placed on hold for a couple of months until department members work load allows further review with committee members.
- Policies of county will be reviewed in future to ensure no overlap with HTUD Policies. Discussion on raising rates and a policy to ensure compliance with requirements to do so. General Manager will research and prepare information for the next meeting.
- Engineering Reports:
  - No report from Jimmy Highers with Goodwyn, Mills & Cawood, Inc.
  - Ed Walker from BWSC updated on multiple projects currently underway:
    - Generators arrived at booster station. Will be up and running within two weeks. Final closeout of this project on track for August.
    - Awaiting survey of Force Main.
    - Distribution System upgrades on track and schedule for completion.
    - WWTP on schedule for completion by March, 2017.
- Mark Slater with ServLine presented materials and a presentation to Board Members. If approved by Board, this would help with lost revenue from our adjustment policy. Additional coverage would also be available to assist customers with repairs to their personal water and sewer lines. This service is available to only residential customers, no industrial or commercial. Board requested to review materials and table for future discussion.
- General Manager Update:
  - Report on Kelley Lane and the current leaks and problem with booster station. Department is receiving customer complaints. A grant has been applied for, however, General Manager requested consideration for replacement now.
  - Board members requested General Manager gather cost analysis by next board meeting for further review.
  - GM reminded board members that CCA minimum billing period begins with August billing cycle.

- Board Member Comments/Updates:
  - CEU / Training Information discussed.
  - Upcoming commissioner training available in Fall in Gatlinburg. Requested board members contact Mindi to make any reservations and travel needs.
  - Another training option is offered by TAUD in Murfreesboro if preferred.
  - Board members discussed meeting schedule. It was determined that monthly meetings would resume in August, 2016.
- As there was no further business, motion was made to adjourn and properly seconded.

A handwritten signature in cursive script, appearing to read "Mindi Lancaster", written over a horizontal line.

Mindi Lancaster, Acting Secretary