**Handy Sanitary District**

**Regular Meeting of the Board**

**December 1, 2015**

**Minutes**

**Board Attendees:** Chairman Tim Loflin, Secretary Debbi Yarbrough, Charles Hobson, Norman Hunt

**Staff Attendees:** Clerk Angela Jennings, Finance/Office Manager Lisa Hedrick, Attorney Frank Wells

**Guest Attendees:** see attached list

 Tim Loflin called the meeting to order and a moment of silence was observed.

**Approval of Minutes:** The Board reviewed the November 12, 2015 Minutes and Charles Hobson made a motion to approve the Minutes as written, seconded by Norman Hunt, passed by the Board 4-0.

 **Public Comment:** Dan Caudle addressed the Board and inquired whether Frank Wells representing Hobbs, Upchurch, & Associates against the Piedmont Triad Water Authority and being the Board’s attorney at the same time was a conflict of interest.

 **Adoption of the Agenda:**The Board reviewed the agenda and Debbi Yarbrough made a motion to adopt the agenda, seconded by Norman Hunt, passed by the Board 4-0.

**Department Update/Reports:**

**Financial:** Due to the meeting being held earlier, the Financials will be mailed when available.

**Water Loss:** Due to the meeting being held earlier, the Water Loss Report will be mailed when available.

**Regular Business**

**Annual Employee Dinner:** Angela Jennings discussed that the dinner is scheduled for Wednesday, December 23, 2015 at the Classic Family Restaurant from 11:30-12:30, during which time the office will be closed.

**Dixie Shores/Shamrock Connection Letter:** Angela Jennings informed the Board that 176 connection letters for Dixie Shores and Shamrock developments would mail out the following day, Wednesday, December 2nd.

Debbi Yarbrough made a motion to enter into Closed Session to discuss the Litigation Update, Legal Services Invoice, Old Camp Road Easement, Engineering Contract and Personnel, seconded by Charles Hobson, passed by the Board 4-0. No action taken.

Norman Hunt made a motion to move back into Open Session, seconded by Charles Hobson, passed by the Board 4-0.

Norman Hunt made a motion to pay the invoice from Leann Martin & Associates for legal services in the month of November, seconded by Charles Hobson, passed by the Board 4-0.

Tim Loflin acknowledged that as of November 12, 2015, Darcus Bisher resigned the Handy Sanitary District Board. He discussed that the District would be petitioning the Davidson County Commissioners to appoint a replacement.

Lisa Hedrick informed the Board that there was a $200 Employee Christmas Bonus in the approved budget that would be paid out.

Tim Loflin declared the meeting recessed until Tuesday, December 8, 2015 at 5:00pm.

**Handy Sanitary District**

**Regular Meeting of the Board**

**December 8, 2015**

**Minutes**

**Board Attendees:** Chairman Tim Loflin, Secretary Debbi Yarbrough, Norman Hunt, Charles Hobson

**Staff Attendees:** Clerk Angela Jennings, Finance/Office Manager Lisa Hedrick, Attorney Frank Wells

Tim Loflin reconvened the meeting from Tuesday, December 1, 2015.

Norman Hunt made a motion to amend the Agenda to add the Resolution needed to amend the loan through the State Revolving Fund lowering the interest rate to 0% and to discuss the Blaine Road Connections, seconded by Charles Hobson, passed by the Board 4-0.

**Water Loan:** Lisa Hedrick discussed that amending the loan to take it to 0% interest requires a Resolution from the Board to accept the offer. After discussion, Debbi Yarbrough made a motion to adopt the Resolution, seconded by Charles Hobson, passed by the Board 4-0.

**Blaine Road Connections:** The Board reviewed the Flow Tracking Acceptance Form submitted by Charlie McGougan and Frank Wells explained that the state requires certification from the District and the Town of Troy certifying that the pump stations will handle the additional flow from the added connections. He informed the Board that the Town of Troy had already signed their document. After discussion, Chairman Tim Loflin executed the document.

**Billing Issue:** Angela Jennings informed the Board that when Camp Walter Johnson had received their December bill, they had reached out to Field Manager Jay Thomas because it was low and they were concerned. Jay went out to meet with their representative and noticed that instead of 1 stationary zero at the end of the reading, there were two. She explained that when the meter was changed out in May, instead of changing the number of zeroes in the billing system to two, the number was left at one; therefore the usage was being measured and billed incorrectly. Angela said when she contacted Lisa Simms at the Camp, she said she needed something in writing detailing what had happened so she could show it to her supervisor. Angela informed the Board that the amount to be added to their January 1st bill was in excess of $15,000.00. The Board reviewed the letter to be sent to Camp Walter Johnson.

**Water Loss:** The Board reviewed the water loss report that showed the District’s water loss at 35%.

Norman Hunt made a motion to enter into Closed Session, seconded by Debbi Yarbrough, passed by the Board 4-0. No action taken.

Norman Hunt made a motion to move back into Open Session, seconded by Debbi Yarbrough, passed by the Board 4-0.

Debbi Yarbrough made a motion to adjourn, seconded by Charles Hobson, passed by the Board 4-0.