

AGENDA

Hartsville-Trousdale Water & Sewer Utility District of
Hartsville/Trousdale County, Tennessee

DATE AND TIME

April 25, 2021 at 5:00 pm

PLACE OF MEETING

County Administration Building
Mayor's Office
328 Broadway
Hartsville, TN. 37074

ORDER OF BUSINESS

1. Roll call and determination of quorum.
2. Approval of March 2021 minutes.
3. Approval of March 2021 Financial reports.
4. Water Loss Report.
5. Engineering Report Evan White Mid-Tenn. Engineering
6. General Manager Report:
 - Update on Mrs. Harper sewer claim.
 - Report on an Infrastructure Planning Grant \$50,000.00 with 5% Match.
7. Public Comments
8. Board Members Comments
9. Adjournment

March 23, 2021
Hartsville-Trousdale County
Water & Sewer Utility District
Meeting of Board of Commissioners

Board members present were, Stephen Chambers, Todd Webber, Dwight Jewell, Craig Moreland, Heather Bay and Mark White. Others attending were Tommy McFarland, Evan White, Kevin Byrd, and Mary Dale Welch.

Chairman Moreland called the meeting to order.

The minutes of the February meeting were approved on a motion made by Todd Webber and seconded by Stephen chambers.

The motion to approve the January financials was made by Todd Webber and seconded by Mark White. The motion was approved.

Kevin Byrd with TAUD attended to explain the apprenticeship program they are offering. The program is to fill the void as water and wastewater operators retire. The course will be 4000 on the job training hours with 21 courses and 318 course hours. This will be a 2year program with a cost of \$2500.00 per employee per year. Mr. Byrd also stated some grant money might be available, thru workforce development, that he will apply for. The Board was very receptive to the program and ask that Tommy work with Mr. Byrd to screen applicants for it.

Evan White with Mid Tenn Engineering reported the zone meter project is closing out. Application for the 2021CDBG is in the works. The shop building will go out for bid next week with the bids due April 22. SRF has all the documents that have been requested. All the primer has been applied on the piping at the water plant.

Tommy presented the budget for 2022 to the Board. After discussion Dwight Jewell made a motion to approve the budget after the grant funds and expenses are removed. Mark White seconded the motion. The motion was approved.

Tommy informed the Board of a \$50,000.00 EDC grant with a 5% match. GNRC is working on the application. The money is to be used for infrastructure planning such as mapping.

The Professional Services committee for the county will be meeting to evaluate Engineering firms that have responded to an RFI. Stephen Chambers made a motion to allow Tommy to engage the firm that the committee selects. Mark White seconded the motion. The motion passed.

Lenora Harper residing at 200 Hayes Street came to the meeting last month to discuss an issue she had with sewer backing up into her house in November. She was requesting the board reimburse her for the expenses she had incurred. After discussion, the Board requested that she submit all invoices and pictures to Tommy, and they would review at the next meeting. Mrs. Harper contacted Chairman

Moreland to ask about the progress. As of the meeting Mrs. Harper had not provided any additional billing or photos. Chairman Moreland was to reach out to her one more time for this. A discussion followed concerning payment of damage claims.

Stephen Chambers told the board he has been talking with the Greater Nashville Regional Council concerning strategic planning for the county. This is from the American Recovery Plan. The funds available will be for capital improvements. The county is scheduled to receive 1.9 million and the city of Hartsville 3 million. He asks if the Water Board would approve some money for the planning process. USDA has agreed to fund \$15,000.00 leaving a balance of \$26,420.00. Heather Bay made a motion that the Water Department contribute \$6420.00 to the project. Dwight Jewell seconded the motion. It was passed.

Dwight Jewell made a motion to adjourn the meeting.

**Hartsville Trousdale Water and Sewer
Budget To Actual: 2020 - 2021
for Accounting Period 03/31/2021**

Account Number	Account Description	Budget	12 Month Ave.	Budget Period	YTD Actual	Variance	
204-43190	OTHER GEN SERV- SEWER/CON	\$ 980,978.81	\$ 81,748.23	\$ 735,734.11	\$ 750,960.56	\$ (15,226.45)	
204-43191	WATER SALES	\$ 2,320,780.82	\$ 193,398.40	\$ 1,740,585.62	\$ 1,756,002.82	\$ (15,417.21)	
204-43193	WATER TAP SALES	\$ 152,829.64	\$ 12,735.80	\$ 114,622.23	\$ 92,986.00	\$ 21,636.23	
204-43194	SERVICE CHARGES	\$ 169,176.06	\$ 14,098.01	\$ 126,882.05	\$ 135,139.02	\$ (8,256.97)	
204-44110	INVESTMENT INCOME	\$ 35,416.23	\$ 2,951.35	\$ 26,562.17	\$ 24,180.71	\$ 2,381.46	
204-44120	LEASE/RENTALS - CITY	\$ 7,200.00	\$ 600.00	\$ 5,400.00	\$ 5,400.00	\$ -	
204-44530	SALE OF EQUIPMENT	\$ -	\$ -	\$ -	\$ 17,432.00	\$ (17,432.00)	
204-44560	DAMAGES RECOVERED FROM INDIVIDUALS	\$ -	\$ -	\$ -	\$ 1,087.27	\$ (1,087.27)	
204-44570	CONTRIBUTIONS AND GIFTS	\$ -	\$ -	\$ -	\$ 3,965.00	\$ (3,965.00)	
204-49700	INSURANCE RECOVERY	\$ -	\$ -	\$ -	\$ -	\$ -	
204-47590	OTHER FED THRU STATE(GRANT - SEWER	\$ -	\$ -	\$ -	\$ 197,305.24	\$ (197,305.24)	
Revenue Total	With Grants	\$ 3,666,381.56	\$ 305,531.80	\$ 2,749,786.17	\$ 2,984,458.62	\$ (234,672.45)	19.84%
Revenue Total	Without Grants	\$ 3,666,381.56	\$ 305,531.80	\$ 2,749,786.17	\$ 2,787,153.38	\$ (37,367.21)	11.92%
Expense Total		\$ 3,342,730.00	\$ 278,560.83	\$ 2,507,047.50	\$ 2,490,285.90	\$ 16,761.60	
Total Public Utilities		\$ 323,651.56	\$ 26,970.96	\$ 242,738.67	\$ 494,172.72	\$ (251,434.05)	

Hartsville Trousdale Water and Sewer
Balance Sheet

Fiscal Year: 2021
Comparative Year: None
InclueThru: March

Account	Account Description	2021 Balance
204-11120-0000-000	CASH ON HAND	\$ 400.00
204-11130-0000-000	CASH WBT550167	\$ 152,427.87
204-11130-0000-001	CB CD MATURITY 12/18/2021 2.1877%	\$ 1,022,118.06
204-11130-0000-003	CB CD MATURITY 08/06/2023 2.75%	\$ 559,935.79
204-11130-0000-004	PAYROLL ACCOUNT	\$ 10,001.89
204-11130-0000-005	MONEY MARKET ACCOUNT	\$ 2,487,184.50
	Total Cash	\$ 4,232,068.11
204-11140-0000-000	ACCOUNTS RECEIVABLE	\$ 339,403.93
204-11170-0000-000	CASH EQUIVALENTS/VOUCHERS	\$ -
204-11600-0000-000	PREPAID ITEMS	\$ 20,778.28
204-12250-0000-000	NET PENSION ASSET	\$ 2,356.00
	Short Term Assets	\$ 362,538.21
204-13200-0000-000	LAND	\$ 408,043.39
204-13300-0000-000	BUILDINGS AND IMPROVEMENTS	\$ 26,000.00
204-13310-0000-000	ACCUMULATED DEPRECIATION BUILDINGS	\$ (15,899.97)
204-13400-0000-000	INFRASTRUCTURE	\$ 28,660,542.05
204-13410-0000-000	ACCUMULATED DEPRECIATION INFRASTRUCTURE	\$ (10,799,342.88)
204-13700-0000-000	MACHINERY AND EQUIPMENT	\$ 1,708,812.95
204-13910-0000-000	ALLOWANCE FOR DEPRECIATION	\$ (1,380,482.12)
	Long Term Assets	\$ 18,607,673.42
204-13800-0000-000	CONSTRUCTION IN PROGRESS	\$ 62,359.91
204-13800-0000-002	CDBG 2019 FLEX NET SYSTEM	\$ 268,698.73
204-13800-0000-001	CIP HONEYSUCKLE AND 141 EXTENSION	\$ 473,020.93
204-13800-0000-003	POLE BARN	\$ 30,912.70
204-13800-0000-004	WATER TREATMENT PLANT PROJECT	\$ 148,901.79
204-13800-0000-005	FIRE HYDRANT PROJECT	\$ 154,301.98
204-13800-0000-006	SHOP BUILDING	\$ 11,800.00
204-13800-0000-007	PAINTING PIPE GALLERY AT WTP	\$ 100,190.82
204-13800-0000-008	TANK PROJECT	\$ 32,822.50
	Construction in Progress	\$ 1,283,009.36
204-15400-0000-000	PENSION CHANGES IN EXPERIENCE	\$ 79,853.00
204-15401-0000-000	PENSION CHANGES IN ASSUMPTION	\$ 15,584.00
204-15404-0000-000	PENSION CHANGES AFTER MEASUREMENT DATA	\$ 36,008.00
	Changes in Pension	\$ 131,445.00
	Total Assets	\$ 24,616,734.10
204-21100-0000-000	ACCOUNTS PAYABLE	\$ (105,878.84)
204-21200-0000-000	ACCRUED WAGES	\$ (28,270.71)
204-21310-0000-000	INCOME TAX WITHHELD	\$ -
204-21320-0000-000	SOCIAL SECURITY TAX FICA	\$ (11,986.76)
204-21325-0000-000	EMPLOYEE MEDICARE DEDUCTION	\$ (2,803.50)
204-21330-0000-000	RETIREMENT CONTRIBUTIONS	\$ (15,458.44)
204-21342-0000-000	HEALTH INSURANCE	\$ (54.00)
204-21343-0000-000	AMERICAN GENERAL	\$ (0.21)
204-21344-0000-000	DENTAL INSURANCE	\$ 126.16
204-21345-0000-000	AFLAC	\$ (144.74)
204-21346-0000-000	OTHER PR DED/LIFE OF ALABAMA	\$ 9.42
204-21347-0000-000	AMERICAN FIDELITY	\$ (673.78)
204-21348-0000-000	VISION	\$ 8.41
204-21395-0000-000	ACCRUED LEAVE CURRENT	\$ (30,410.33)
204-21500-0000-000	DUE TO SOLID WASTE	\$ (23,171.79)
204-21530-0000-000	DUE TO STATE SALES TAX	\$ (15,859.53)
204-21900-0000-001	LEAK PROTECTION	\$ 275.10
204-21900-0000-002	LINE PROTECTION	\$ -
	Short Term Liabilities	\$ (234,293.54)
204-21951-0000-000	CUSTOMER DEPOSIT	\$ (4,000.00)
204-27200-0000-002	REVENUE BONDS PAYABLE RD 48085-24	\$ (3,330,055.92)
204-27200-0000-003	REVENUE BONDS PAYABLE RD 48085-1000	\$ (1,753,080.49)
204-29980-0000-000	PENSION CHANGES IN EXPERIENCE	\$ (33,929.00)
204-29982-0000-000	CHANGES IN INVESTMENT EARNINGS	\$ (20,687.00)
	Long Term Liabilities	\$ (5,141,752.41)
	Total Liabilities	\$ (5,376,045.95)
204-39900-0000-000	FUND BALANCE	\$ 18,745,924.19
Revenues Less Expenditures		\$ 494,172.72
		\$ 19,240,096.91
Total Liabilities and Equity	PUBLIC UTILITIES	\$ 38,480,785.06

RELEASE OF ALL CLAIMS

In consideration of the sum of _____ Dollars (\$ _____), the receipt of which is hereby acknowledged, the undersigned, _____ (the _____) hereby release and forever discharge Hartsville Trousdale Water and Sewer Utility District of Trousdale County, Tennessee (the District), its Commissioners, employees, legal representatives, successors, and assigns, from any and all claims they may have related to damage to their property, real or personal, arising out of or in connection with _____ furnished by the District to their residence at _____, Trousdale, Tennessee on or before ("**date**").

The _____ acknowledge that the consideration above constitutes payment in compromise of disputed claims, and that payment is not to be construed as an admission of liability on the part of the District.

The _____ acknowledge that they have read this Release of All Claims, that they have had the advice of an attorney of their own selection, to the extent desired, regarding their executing this document, and that this document is executed voluntarily and with full knowledge of its significance and consequences.

The contract made by virtue of the execution of this document shall be deemed made in Trousdale, Tennessee.

WITNESS our hands below on this the _____ day of _____, 2021.

(Complaint's Name)

(Complaint's Name)

State of Tennessee)
)
County of Trousdale)

Personally, appeared before me, a Notary Public in and for said County and State aforesaid, _____, the within named bargainors, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that they executed the foregoing instrument for the purpose therein contained.

Witness my hand, at Office, this _____ day of _____, 2021.

Notary Public

My commission expires: _____