**THE MINUTES OF THE MONTHLY MEETING OF THE POLK COUNTY WATER, SEWAGE, AND SOLID WASTE AUTHORITY BOARD OF DIRECTORS HELD ON MONDAY, AUGUST 28, 2023, IN THE BOARD ROOM OF THE AUTHORITY.**

**THOSE PRESENT WERE:**

Grady McCrickard, Chairman

Dr. Neeve Owen, Vice Chair

Chuck Thaxton

Mike Lester

Mary Miller

James Gladden

**ALSO, PRESENT WERE:**

Vickey Atkins, Attorney

**AND:**

Ryan Prince, General Manager

Ashley Guthrie, Secretary

**CALL TO ORDER:**

The meeting was called to order by the Chairman at 5:03pm.

**INVOCATION & PLEDGE OF ALLEGIANCE**

Mr. Mike Lester led the Invocation and Pledge of Allegiance.

**APPROVAL OF AGENDA**

A motion was made by Mr. Mike Lester to approve the agenda without executive session to be held. Seconded by Mr. Chuck Thaxton; the motion was approved unanimously.

**APPROVAL OF MINUTES**

A motion was made by Ms. Mary Miller to approve the Minutes from July, seconded by Mr. Chuck Thaxton; the motion was approved unanimously.

**PRESENTATION OF THE FINANCIAL STATEMENTS**

Mr. Lee Jennings gave a positive review of the financial statements. He addressed the board with a response to customer refunds. Mr. Jennings recommends that Mr. Prince and the Finance Committee open an account at Colony Bank to be solely used for customer refunds. The funds in this account will be used to pay the customers who are due refunded deposits. After 180 days if the customer has not cashed or deposited the check, RL Jennings will be able to reconcile the account. After five years of unclaimed monies, those records and funds will be sent to the Georgia Department of Revenue where they will stay until they are claimed.

**APPROVAL OF OPENING CUSTOMER REFUND ACCOUNT**

A motion was made by Mr. Chuck Thaxton to approve opening a customer refund checking account, seconded by Mr. Mike Lester; the motion was approved unanimously.

**APPROVAL OF CUSTOMER REFUND ACCOUNT AND RECONCILLIATION POLICY REQUIREMENTS TO BE SUBMITTED TO THE PCWA POLICY HANDBOOK**

A motion was made by Mr. Chuck Thaxton to approve the customer refund account and reconciliation policy and submit the policy into the PCWA Policy Handbook, seconded by Mr. Mike Lester; the motion was approved unanimously.

**APPROVAL OF THE FINANCIAL STATEMENTS**

A motion was made by Mr. Mike Lester to approve the financial statements, seconded by Mr. Chuck Thaxton; the motion was approved unanimously.

**OLD BUSINESS**

There was no old business to discuss.

**NEW BUSINESS**

Mr. Ryan Prince spoke to the board about the meeting that he had with Andrew Tritt from Stiffel. Mr. Tritt recommended that the Authority move $3,500,000.00 from the O&M account at Colony Bank to the GF1 account so that the funds would collect interest. Mr. Prince explained that the funds can easily be moved from one account to the other at any time in the case that the O&M is low. Currently, there are two GF1 accounts for the Authority; Mr. Mike Lester recommends that the account with the least money is closed and those funds of $2,991.44 be moved to start up the new customer refund account. The board agreed with that recommendation.

**APPROVAL OF GF1 HOLDINGS**

A motion was made by Mr. Chuck Thaxton to move $3,5000,000.00 from the Colony Bank O&M account to the GF1 account, seconded by Ms. Mary Miller; the motion was approved unanimously.

**APPROVAL OF CLOSING GF1 AND MOVING FUNDS**

A motion was made by Mr. Mike Lester to close the GF1 Account ending in 5250 and the funds of $2,991.44 be moved to start up the new customer refund account, seconded by Mr. Chuck Thaxton; the motion was approved unanimously.

**MANAGER’S UPDATE**

Mr. Ryan Prince asked the board for approval to renovate and update the front office, lobby, and hallway. Currently, the furniture is falling apart, ceiling tiles need replaced, walls need patched and painted, and new flooring. Not only for the comfort of the employees but to be pleasing to the eye when customers walk in, as it is the first thing that they see. The board agreed to move forward with renovations by obtaining three quotes from contractors to do the job and not to exceed spending $25,000.00. If the cost of renovations exceeds $25,000.00, it will require board approval. In addition to the Manager’s Update, Mr. Ryan Prince informed the board that he and Mr. Ronnie Woods will be meeting with the Development Authority about the Industrial Park business plans. Ronnie Woods will be speaking to explain the upgrades that would be required.

**APPROVAL OF OFFICE RENOVATION**

A motion was made by Mr. Chuck Thaxton to move forward with renovations not to exceed $25,000.00, seconded by Dr. Neeve Owen; the motion was approved unanimously.

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**PERSONELL COMMITTEE REPORTS**

None

**FINANCE COMMITTEE REPORTS**

None

**FACILITIES COMMITTEE**

None

**BOARD OF DIRECTOR’S COMMENTS**

Dr. Neeve Owen asked if there had been any negative comments made about the rate increase that is set to go into effect on September 1st. Ms. Ashley Guthrie said that there had not been very much negativity concerning the rate increase.

Being no further business to discuss, a motion was made by Mr. Mike Lester to adjourn, seconded by Mr. Mary Miller. The motion was approved unanimously.

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Grady McCrickard, Chairman

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Ashley Guthrie, Secretary