



## Annual Board of Directors Meeting Minutes

*March 9, 2021*

### **Board Members Present:**

Jim King -Chairman  
Deborah Stowers - Director  
Doug Schuster - Secretary  
Linda Townley – Vice Chair  
Tony Kellar - Director

### **Others Present:**

Brooke Anderson - EWSA General Manager  
Tim Collins – EWSA Assistant General Manager  
Sophia Dearwent - EWSA Recording Secretary  
Linda Dunlavy - Legal Counsel  
Rosalind Chambers – Finance Manager  
Chris Hollifield- Rushton & Company, Accountant

The March 9, 2021, Etowah Water & Sewer Authority Annual Board meeting was called to order by Chairman Jim King at 4:04 p.m. in the Don D. Gordon Conference Room of Etowah Water & Sewer Authority’s Administration Office. Mr. King thanked all of the employees for attending. **(Sign-in Form – Attachment)**

**Invocation & Pledge of Allegiance:** Deborah Stowers led the invocation followed by the pledge of allegiance.

**Approval of Agenda:** A motion was made by Tony Kellar; seconded by Linda Townley, to approve the agenda as presented. Motion passed. (4-0) **(Attachment 2)**

**Proof of Legal Notice:** Sophia Dearwent provided the Board Members proof of legal notice that the Annual Board had been advertised properly. **(Attachment 3)**

**Approval of Minutes:** Chairman King stated that the 2020 annual meeting minutes had been provided to the board for review and he asked for a motion. A motion was made by Doug Schuster; seconded by Deborah Stowers, to approve the March 10, 2020 annual meeting minutes as presented. Motion passed. (4-0) **(Attachment 4)**

### **New Business:**

**Year End Audit:** Mr. Hollifield stated that the audit went very smooth. Mr. Hollifield thanked the staff for a very clean audit and said the staff did an excellent job. He presented the following items to the Board: **(Attachment 5)**

- Etowah Water & Sewer Authorities Responsibilities
  - Financial Statements are the responsibility of Etowah Water & Sewer Authority’s management
- Rushton & Company’s Responsibilities
  - As Etowah Water & Sewer Authority’s auditors it is Ruston & Associates responsibility to express opinions on the fair presentation of the financial statements

- Unmodified Opinion
  - In Rushton & Associates opinion, the financial statements present fairly, in all material respects, the financial position of Etowah Water & Sewer Authority as of December 31, 2020, and the respective changes in financial position where applicable, cash flows for the year then ended.
- Report on Internal Control
  - No material weakness or significant deficiencies were found
  - No instances of material noncompliance or other matters that are required to be reported were noted

The Board thanked Mr. Hollifield for his report. Chris Hollifield exited the Annual Meeting.

**A Year in Review:** Brooke Anderson presented a PowerPoint presentation briefly describing the Authority's accomplishments, awards, professional organizations, and community outreach for 2020. (Attachment 6)

**2020 Annual Report:** Mr. Anderson presented the board with the 2020 Annual Report.

**Board Member Election:** Chairman, Jim King stated that his term expires this year. No other nominations were received. Mr. King completed the appropriate paperwork to be nominated. Mr. King stated that Mr. King was a qualified applicant and therefore re-elected for another 5 years.

**Election of Officers:** Jim King stated that at this time he was opening the floor for nominations for Chairman, Vice-Chairman and Secretary.

A motion was made by Linda Townley; seconded by Tony Kellar to elect Doug Schuster as the Secretary of the Board of Directors. Motion passed (4-0)

A motion was made by Tony Kellar; seconded by Deborah Stowers to elect Linda Townley as the Vice-Chairman of the Board of Directors. Motion passed (4-0)

A motion was made by Doug Schuster; seconded by Tony Kellar to elect Jim King as the Chairman of the Board of Directors. Motion passed (4-0)

**Other Business:** None.

**Board Comments:**

**Adjourn:**

With no further business, Linda Townley made a motion; seconded by Doug Schuster to adjourn at 4:49 p.m. Motion passed. (4-0)

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**Date Approved**

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**Jim King - Chairman**

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**Doug Schuster – Secretary**

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**Sophia Dearwent – EWSA Recording Secretary**

**Attachments/Exhibits/for March 9, 2021 annual meeting:**

1. Sign-in Form
2. Agenda
3. Proof of Legal Notice
4. 2020 Annual Meeting Minutes
5. Year End Audit Presentation
6. A Year In Review Presentation
7. 2020 Annual Report