

**REGULAR MEETING OF THE  
ROCKWOOD WATER, WASTEWATER & NATURAL GAS BOARD**

**April 25, 2017 @ 5:00 P.M.**

The meeting was called to order at 5:00 p.m. with Chairman Darryl Meadows presiding. Roll call found Commissioner Loren Bone, Commissioner Tim Couch, and Commissioner Joe Moore present; Commissioner Dudley Evans was absent.

**Public Comment:** None.

**Approval of the March Minutes:** Commissioner Bone made a motion to approve the minutes as presented and Commissioner Couch seconded. The motion passed unanimously.

**Approval of financials for March 2017:** W/S revenue for the month of March was \$290,144; expenses were \$264,763; and revenue exceeds expenses YTD of \$233,748. Gas revenue for the month was \$308,544; Gas expenses excluding gas cost was \$71,549; and revenue exceeds expenses YTD of \$195,840. Commissioner Bone made a motion to accept the financial report and Commissioner Moore seconded. The motion passed unanimously.

**General Manager's Report:** Kim Ramsey reported that sewer overflows occurred from Sunday at 3:00 through the current time due to the heavy rain event and more rain is expected on Thursday. The overflows have been reported to TDEC. Commissioner Bone asked if the correction on Front Street prevented overflow in that area and Ms. Ramsey answered that it did correct it. Some positions within RWSG have opened up for various reasons. Wayne Curtis has accepted the Water Quality Control Technician position that was vacated by Jimmie Hampton when he accepted the WTP/WWTP Operator Trainee position. Fonna Cofer will be retiring May 5<sup>th</sup>. There are currently two positions open in-house – Plant Maintenance Technician and Billing Office Supervisor. Also, there is a WTP Operator Trainee currently open to the public. Sanitary Survey is scheduled for May 4<sup>th</sup> and 5<sup>th</sup>. TDEC will survey both the WTP and distribution system at that time. TRA will conduct the survey of the gas system during the 3<sup>rd</sup> week of May. Ms. Ramsey and Daniel Peterson are currently working on the budget and hope to have it ready by the May meeting. She asked if Commissioners would like to schedule a workshop and it was agreed that it would be best to have it immediately prior to the May meeting.

**OLD BUSINESS:**

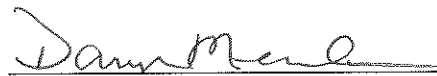
- a. **Report on I/I:** A written report was provided to all Commissioners.

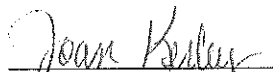
**NEW BUSINESS:**

- a. **Consideration and approval of fees for optional installation of excess flow valves – gas system:** TRA has required the excess flow valve on all new gas lines in the past several years but now are requiring all gas systems to notify customers of their right to request installation of the valves on existing service lines. PHMSA allows the utility to charge for these installations. The notices would be mailed with the next two billings and be posted on our website. Ms. Ramsey asked for approval to mail notices to our customers and to charge \$500 to cover the cost of installation of the valves. Commissioner Bone made a motion to approve the GM's recommendation and Commissioner Couch seconded. The motion passed unanimously.
- b. **Consideration and approval of copier contract:** City Council approved the contract on Monday night. There is a savings of \$1,396.80 over the term of the contract. Commissioner Couch made a motion to approve the contract for one year and Commissioner Moore seconded. The motion passed unanimously.
- c. **Discussion of notification of delinquent customers:** Two delinquency notifications were presented to Commissioners. One will be sent to delinquent customers and another that will be posted at City Hall and/or sent to delinquent customers. Because of increased monitoring and enforcement, delinquent account receivable has declined in recent months.

**Communications from Board members:** Chairman Meadows noted that it is time for renewal Ms. Ramsey's contract. Three years ago, the terms were negotiated by Chairman Meadows and Commissioner Bone and asked if that is agreeable with them again and they all gave their approval for that. Commissioner Bone thanked all employees for the hard work during the recent heavy rain event and noted that sewer was probably the hardest hit during those events. Chairman Meadows asked all Commissioners that have not visited the maintenance shop on Church Street recently to go by and view the condition of the building. The roof is leaky, the building needs to be painted, and various other expense/maintenance/repairs that are needed. He added that he is not sure if the building should or can be repaired. There was some discussion of searching in the downtown area for a site for a new location.

Commissioner Bone made a motion to adjourn and Commissioner Couch seconded. The meeting adjourned at 5:34 p.m.

  
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Darryl Meadows, Chairman

  
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Joan Kerley, Secretary