

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

November 20, 2017 @ 6:00 P.M.

The meeting was called to order in the Rockwood City Hall Council Room at 6:00 P.M. with Chairman Darryl Meadows presiding. Commissioners Loren Bone, Dudley Evans and Joe Moore were present. Commissioner Tim Couch was absent.

Public Comment: None.

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

Approval of financials for October, 2017: Joan Kerley reported that water and sewer revenues for the month were \$340,465, expenses were \$219,045. Year to date, water and sewer revenue exceeded expenses by \$177,705. Gas operating revenues totaled \$143,995; operating expenses not including the cost of gas were \$65,590. Year to date, gas expenses exceeded revenues by \$146,891. Commissioner Bone made a motion to accept the financials as presented and Commissioner Moore seconded. The motion passed unanimously.

General Manager's Report: Kim Ramsey reported that the Front Street sewer project is nearing completion and 6,984' of new sewer line has been installed. Customers were delivered notices of gas safety and a notice required by TDEC regarding drinking water testing. Copies of those were provided to Commissioners.

OLD BUSINESS:

- a. **Report on I & I:** A written report was provided to all Commissioners.
- b. **Consider meeting schedule for December 2017:** Commissioner Evans made a motion to cancel the meeting and have a called meeting if necessary and Commissioner Moore seconded. The motion passed unanimously.

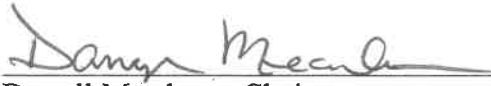
NEW BUSINESS:

- a. **Consider and accept bid for tank repair and painting – Furnace Avenue storage tank:** A seam in the side of the tank is leaking and has been spot repaired several times. A more permanent repair is needed as this has been written up by TDEC in our leak survey. Bids were accepted but only one bidder submitted a bid on time. Two others were received late and left unopened. Brown Painting Company placed a lump sum bid of \$57,500. This is not in the capital improvement plan but has become necessary. Commissioner Bone made a motion to accept the bid and Commissioner Moore seconded. The motion passed unanimously.

- b. Consider and approve motion for Property Conservation Grant application:** The approved motion would authorize us to seek reimbursement for security system expenses at the WWTP. The maximum available has been requested and the Board needs to pass the motion to complete the application. Commissioner Evans made a motion to approve and Commissioner Moore seconded. The motion passed unanimously.
- c. Consideration and approve Resolution 18-01 for ARC grant pre-application:** The Appalachian Regional Commission grant (ARC) requires a resolution to submit a pre-application. The match is 50% with a maximum grant of \$500,000. The funds are available for economic development and could possibly be used for the Tom Fuller Park area. Commissioner Bone made a motion to approve the resolution and Commissioner Evans seconded. The motion passed unanimously.
- d. Consider proposal for engineering services for CCI- Tom Fuller Park sewer service:** Cannon and Cannon, Inc. has offered to complete the Preliminary Engineering Report (PER) study at the cost of \$13,995. Ms. Ramsey recommended approval of the contract once it is reviewed by Greg Leffew. Commissioner Bone made a motion to approve the GM's recommendation and Commissioner Evans seconded. The motion passed unanimously.
- e. Consideration and approval of Christmas bonuses for permanent employees:** Ms. Ramsey recommended a bonus of \$300 to permanent full time and \$150 to permanent part time employees. Commissioner Evans made a motion to accept her recommendation and Commissioner Moore seconded. The motion passed unanimously.
- f. Consideration and approval for Personnel Policy Handbook revision:** This handbook has not been updated since 2002. Several policies have been revised causing the entire handbook to be outdated. Any changes made were highlighted in the copies provided to Commissioners. These are as follows:
- Prorated holiday pay for permanent part time employees.
 - Payment of 5 days annual leave can be requested by November 30th each year if the employee has taken at least ten days of actual leave.
 - The death benefit is eliminated but may be reviewed on a per employee basis.
 - Long-term disability paid by RWSG is added per motion of Commissioner Bone and second of Commissioner Moore and approved unanimously.
 - 401K & 457 are added. There is no cost to RWSG since 5% retirement is already being paid. Commissioner Bone made a motion to approve and Commissioner Evans seconded. The motion was approved unanimously.
 - Tuition reimbursement is added. 100% paid for an A or B, 50% for a C, and nothing reimbursed for lower than a C. If the employee chooses to leave employment within 1-6 months after class completion, 100% will be deducted for the final paycheck; 6-12 months 75%; 12-18 months 50%; 18-24 months 25%. Commissioner Evans made a motion to approve and Commissioner Moore seconded. The motion passed unanimously.

- Certifications and licensure would be deducted from paychecks with the same increments as above. Commissioner Evans made a motion to approve and Commissioner Moore seconded. The motion passed unanimously.
- Dress code was added to specify work attire. Commissioner Bone made a motion to approve and Commissioner Moore seconded. The motion passed unanimously.
- ADA rules were observed throughout the handbook and were approved by motion from Commissioner Evans and seconded by Commissioner Bone. The motion was approved unanimously.

After a brief communication from board members, the meeting was adjourned at 7:24 PM by motion of Commissioner Evans and seconded by Commissioner Bone.



Darrell Meadows, Chairman



Joan Kerley, Secretary