

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

June 27, 2017 @ 6:00 P.M.

The meeting was called to order at 6:00 p.m. with Chairman Darryl Meadows presiding. Roll call found Commissioner Loren Bone, Commissioner Dudley Evans, and Commissioner Joe Moore present; Commissioner Tim Couch was absent.

Public Comment: None.

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

Approval of financials for May 2017: Joan Kerley asked for these to be deferred since an automated process for balancing is underway but not yet completed. Commissioner Evans made the motion to defer until next meeting and Commissioner Moore seconded. The motion passed unanimously.

General Manager's Report: Kim Ramsey reported that Tim Couch has been reappointed to the Board for a second term. The annual gas inspection by TRA was a success with no violations found. The Comptroller's office has instituted educational requirements for all Board members of municipalities, counties, and authorities both elected and appointed. Twelve training hours are required within the first year of election or appointment and twelve hours every three years. An extension of six months may be requested. If the extension is not granted, RWSG will be referred to the Water and Wastewater Financing Board and the Board member will be ineligible for reappointment. The ServLine brochure has gone out in all water bills that were mailed on the 15th and will go out in all water bills on the 30th. Casey's Frontier has requested special Board consideration of a water bill adjustment. The adjustment does not fit into our policy as no leak has been found and there is no explanation of the high usage. Commissioner Bone made a motion to not give an adjustment without more information and Commissioner Evans seconded. The motion passed unanimously.

OLD BUSINESS:

- a. **Report on I/I:** A written report was provided to all Commissioners.
- b. **Consideration and approval of budget for FY2018:** Chairman Meadows noted that the budget was discussed in the workshop held during the month. Commissioner Evans made a motion to approve the budget and Commissioner Bone seconded. Commissioner Evans asked if this budget includes a rate increase and Ms. Ramsey responded, "No". The budget was then approved unanimously.

NEW BUSINESS:

- a. **Consideration and approval of Public Records Policy:** City Attorney, Greg Leffew, stated that all government entities are required to pass a policy before January 1, 2018. The policy presents the procedures that are followed now that are based on State law. Commissioner Moore made a motion to approve the policy and Commissioner Bone seconded. The motion then passed unanimously.
- b. **Consideration and approval of resolution for Cross Connection:** This resolution updates the outdated policy currently used. It follows the procedures required by TDEC. Ms. Ramsey recommended approval and for it to be forwarded to City Council. Commissioner Moore made that motion and Commissioner Bone seconded. The motion passed unanimously.
- c. **Consideration and approval of policy for Cross Connections:** This policy gives guidance for compliance with enforcing the new ordinance. Commissioner Moore made a motion to approve the policy and Commissioner Bone seconded. The motion passed unanimously.
- d. **Consideration and approval of Tap Fee Schedule:** The proposal is for a 5% increase of water and sewer taps but no increase to gas taps. The new work order system enables a more precise account of costs associated with making taps. It has been found that the total costs are not being reimbursed to RWSG. Commissioner Bone made a motion to approve the increases and Commissioner Moore seconded. The motion passed unanimously.
- e. **Consideration and approval of budget billing program:** Letters will be sent to our current budget billing customers to explain the new leveled billing process. Customers will be required to sign up for automated draft payment when signing up for budget billing. Commissioner Evans made a motion to approve and Commissioner Moore seconded. The motion passed unanimously.
- f. **Consideration and approval of safety program through Tennessee Job Training and Safety:** Training is currently handled in-house, on site, and online. This one time per month training would replace most of current training - except for Leak City and certification training. Ms. Ramsey asked for approval and Commissioner Evans made a motion to approve and Commissioner Bone seconded. The motion passed unanimously.
- g. **Consideration of additional holiday – July 3rd – one time only:** The City has already approved the additional holiday and Ms. Ramsey recommended the same. Commissioner Moore made a motion to approve and Commissioner Bone seconded. The motion passed unanimously.

Commissioner Evans then made a motion to amend the agenda and go to an Executive Session and Commissioner Moore seconded. Upon return, the agenda was then continued.

Communications from Board members: Commissioners thanked all – especially for efforts during recent rain event.

Commissioner Bone made a motion to adjourn and Commissioner Evans seconded. The meeting adjourned at 6:56 p.m.



Darryl Meadows, Chairman



Joan Kerley, Secretary