

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

February 23, 2021 @ 6:00 P.M.

The meeting was called to order via Zoom at 6:00 P.M. with Chairman Loren Bone presiding. Commissioners Mark Clem, Joe Moore, and Jeff Penley were present; Commissioner Bobby Anderson was absent.

Public Comment: None.

Approval of November and January Minutes and ratification of January meeting: Commissioner Clem made a motion to approve the minutes as presented and ratify the January meeting since it was not broadcast as expected and Commissioner Penley seconded. The motion passed unanimously.

Approval of November (ratify), December (ratify) and January financials: Joan Kerley reported that water and sewer revenues for January were \$365,785; expenses were \$223,734. Year to date, water and sewer revenue exceeded expenses by \$77,295. Gas operating revenues totaled \$512,894; operating expenses not including the cost of gas were \$81,077. Year to date, gas revenue exceeded expenses by \$169,818. Commissioner Penley made a motion to accept the January financials as presented and ratify November and December; Commissioner Clem seconded. The motion passed unanimously.

General Manager's Report: Kim Ramsey Leffew advised that the audit is in its final stages. The Raw Water Intake project is ongoing and we are waiting on the two week delivery of the pumps. PEP has sent a check for \$27k for water damages at the WTP. Mediation continues with TGP on potential gas price increase and may be settled in 30 days. Governor Lee has approved Zoom meetings for another month and Commissioners agreed that the March meeting will be held via Zoom.

OLD BUSINESS:

Note: January meeting was not broadcast as advertised so approved items from that agenda required ratification at this meeting.

- a. **I&I update:** A written report was provided.
- b. **Ratify – Approval of updated COVID employee policy:** Commissioner Moore made the motion to ratify and Commissioner Penley seconded. The motion passed unanimously.
- c. **Ratify – Approval of credit card refund policy extension through February:** Commissioner Clem made a motion to ratify and Commissioner Moore seconded. The motion passed unanimously.

- d. **Ratify – Approval of Attorney/Client Engagement agreement – Sharon Reynolds Clark:** Commissioner Moore made a motion to ratify and Commissioner Penley seconded. The motion passed unanimously.

NEW BUSINESS:

- a. **Request for leak adjustment from Rockwood Housing:** This request was prior to the new Servline commercial adjustment policy but it was the second request in a year which is outside our policy. Commissioner Clem made a motion not to adjust since it is outside our policy and Commissioner Penley seconded. The motion passed unanimously.
- b. **Request for leak adjustment from Victorian Square:** This adjustment would be for a total of \$2,646.96 and no adjustment has been done since 2018. Commissioner Penley made a motion to approve the adjustment and Commissioner Moore seconded. The motion passed unanimously.
- c. **Consideration and approval of credit card refund policy after February 2021:** Commissioner Clem asked if a notice could be given that refunds will end after March 31st and Ms. Ramsey Leffew responded that a notice can be included in bills. Commissioner Clem made a motion to end refunds at the end of March and Commissioner Penley seconded. The motion passed unanimously.
- d. **Consideration and approval to apply for State Revolving Fund program priority list for water modeling and water loss project:** Leak repairs will cost \$350k-\$450k. This application does not commit to the funding, only gets us on the priority list. Commissioner Moore made a motion to apply and Commissioner Penley seconded. The motion passed unanimously.
- e. **Consideration and approval for professional services from Rye Engineering for acoustical leak detection in water system:** Total of the service is \$10,900 and they would be here for a couple of weeks beginning March 8th. Commissioner Moore made a motion to approve and Commissioner Clem seconded. The motion passed unanimously.
- f. **Consideration and approval of Collection List updated January 2021:** Commissioner Clem made a motion to approve and Commissioner Moore seconded. The motion passed unanimously.

After a brief communication from board members, the meeting was adjourned at 6:30 PM by motion of Commissioner Clem and second by Commissioner Penley.

Loren Bone, Chairman

Joan Kerley, Secretary