

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

**April 28, 2020 @ 6:00 P.M.**

The meeting was called to order at the Rockwood City Hall at 6:00 P.M. with Chairman Darryl Meadows presiding. Commissioners Loren Bone and Joe Moore were present; Commissioners Bobby Anderson and Jeff Penley were absent. The meeting was videoed and presented online with no public present due to the COVID-19 pandemic.

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

**Approval of February and March financials:** Joan Kerley reported that water and sewer revenues for February were \$325,584; expenses were \$266,581. Year to date, water and sewer revenue exceeded expenses by \$187,074. Gas operating revenues totaled \$464,754; operating expenses not including the cost of gas were \$69,770. Year to date, gas revenue exceeded expenses by \$512,677. Water and sewer revenues for March were \$306,214; expenses were \$2635,265. Year to date, water and sewer revenue exceeded expenses by \$189,594. Gas operating revenues totaled \$400,770; operating expenses not including the cost of gas were \$65,353. Year to date, gas revenue exceeded expenses by \$505,940. Commissioner Moore made a motion to accept the financials as presented and Commissioner Bone seconded. The motion passed unanimously.

**General Manager's Report:** Kim Ramsey reported that the budget process has started and she should have preliminary date ready for a workshop in May. Chairman Meadows suggested that the workshop should be held prior to the May meeting and all agreed. The FY2019 audit is set to be submitted to the State Comptroller by Richard Hill by May 1<sup>st</sup>.

**OLD BUSINESS:**

- a. **I&I report:** A written report was provided to Commissioners.

**NEW BUSINESS:**

- a. **Ratification and approval of Emergency Policy related to COVID-19:** In early March, City Hall was closed to the public and Clerks worked alternating shifts. OMD personnel also worked alternating shifts with some being dispatched from home. WTP and WWTP were also on staggered schedules as decided by Bonnie Fugate. The original plan was scheduled through May 1<sup>st</sup> but there is need to continue through May 31<sup>st</sup>. Ms. Ramsey asked for ratification of the current policy and approval of the continuation. Commissioner Bone made a motion to ratify the current policy and continue the new policy and Commissioner Moore seconded. The motion passed unanimously.

- b. Ratification and approval of Credit Card and Late Fee Policies related to COVID-19:** In order to accommodate customers during the office closure, credit card fees have been credited back to customers' accounts. Also, no late fees have been applied during this time. Ms. Ramsey recommended that these practices continue to discourage in-person payments. Commissioner Moore made a motion to ratify the current policy and continue through the month of May and Commissioner Bone seconded. The motion passed unanimously.
  
- c. Review and approval of Sewer Overflow Response Plan (SORP):** The plan has been updated and revised and is ready to provide to TDEC. It details procedures for handling overflows and backups in the collection system. Commissioners agreed that it should be updated every two years and this requirement be included in the document. Commissioner Bone made a motion to approve and Commissioner Moore seconded. The motion passed unanimously.
  
- d. Review of bids and Award of contract for Raw Water Intake Pumping Station Improvements:** Bids were opened on April 14<sup>th</sup> with W&O Construction providing the low bid of \$440,500. This is higher than the design engineer's estimate and our budget but, since all bids were comparable, seems to be a reasonable bid. The increased cost will be adjusted in the revised Capital Improvements Plan for the upcoming fiscal year. Ms. Ramsey recommended approval. Commissioner Bone made a motion to approve the low bid and Commissioner Moore seconded. The motion passed unanimously.

After a brief communication from board members, the meeting was adjourned at 6:34 PM by motion of Commissioner Bone and seconded by Commissioner Moore.

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Darryl Meadows, Chairman

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Joan Kerley, Secretary