

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

May 26, 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, Joe Moore, and Jeff Penley were present; Commissioner Bobby Anderson was absent. The meeting was preceded by a budget workshop at 5:00 PM.

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

Approval of April financials: Daniel Peterson reported that water and sewer revenues for April were \$305,431; expenses were \$225,935. Year to date, water and sewer revenue exceeded expenses by \$246,566. Gas operating revenues totaled \$223,334; operating expenses not including the cost of gas were \$63,989. Year to date, gas revenue exceeded expenses by \$560,492. Commissioner Penley 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 Michael Trew, 807 White Oak Drive, has requested an adjustment to the sewer portion of his bill. He previously requested relief from the Board and it was decided that he needed to repair his water lines before any further action could be taken. Those lines have not yet been repaired. Commissioners agreed that he needs to be willing to help us help him and that no action should be taken at this time. The pre-construction meeting for the Raw Water Intake Project is scheduled for May 28th. The H&H study for the building project is ongoing. Richard Hill has submitted a proposal for the 2020-2021 audit in the amount of \$22,000. Commissioner Bone made a motion to approve the proposal and Commissioner Moore seconded. The motion passed unanimously.

OLD BUSINESS:

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

NEW BUSINESS:

- a. **Approval of Emergency Policy procedure related to COVID-19:** The office has been open since May 4th with Clerks staggering weeks. Employees at the Shop are staggering starting hours at 7:00, 7:30, and 8:00 to avoid excessive contact. Commissioner Moore made a motion to continue the current schedule and re-visit monthly and Commissioner Penley seconded. The motion passed unanimously.
- b. **Approval of Credit Card and Late Fee Policies related to COVID-19:** Ms. Ramsey recommended continuing to credit back card fees until June 30th in order to discourage in-person payments at City Hall. She also recommended giving customers notice that late fees will be charged after July 1st. Commissioner Bone made a motion

to approve the recommendation and Commissioner Moore seconded. The motion passed unanimously.

- c. Consideration and approval of Sewer Rate Adjustment for Car Wash facilities:** This issue, which has been discussed in a previous meeting and an opinion provided by Greg Leffew, is a request for sewer to be adjusted on water used at car washes. Commissioners recommended no action since the water used does drain into the sewer system.
- d. Consideration and approval of payment plan options for customers due to COVID-19 policies:** Delinquencies are sure to result from the pandemic. The proposal to set up payments on a 3, 6, or 12 month plan that would be in addition to the current bill was presented. This was approved with Item b above.
- e. Consideration and approval of new website proposal:** Rural Water Association has provided a proposal of \$748.45 to design a new website for RWSG. There would be an annual fee of \$545. They will give a 30-day no risk trial of the site. The Board will be given an approval option prior to going live. Commissioner Bone made a motion to approve and Commissioner Penley seconded. The motion passed unanimously.

After a brief communication from board members, the meeting was adjourned at 7:00 PM by motion of Commissioner Bone and seconded by Commissioner Penley.

Darryl Meadows, Chairman

Joan Kerley, Secretary