

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

May 25, 2021 @ 6:00 P.M.

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

Public Comment: None.

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

Approval of April financials: Daniel Peterson reported that water and sewer revenues for April were \$332,667; expenses were \$231,362. Year to date, water and sewer revenue exceeded expenses by \$179,991. Gas operating revenues totaled \$250,482; operating expenses not including the cost of gas were \$61,611. Year to date, gas revenue exceeded expenses by \$396,603. Commissioner Moore made a motion to accept the March financials as presented and Commissioner Clem seconded. The motion passed unanimously.

General Manager's Report: Kim Ramsey Leffew reported that, since COVID seems to be subsiding, we will now be asking for two signatures on checks again. City Council approved our bond issue that will save \$500k on old debt. Water will be borrowing \$250k from Gas, as previously approved, with the transfer of funds made tomorrow.

OLD BUSINESS:

- a. **I&I update – CDBG project:** A written report was provided. The CDBG project is completed; however, payment will be withheld until cleanup is finished.

NEW BUSINESS:

- a. **Consideration and Approval of Audit:** Richard Hill reported an unmodified opinion with no findings. Commissioner Moore made a motion to accept the audit and Commissioner Clem seconded. The motion passed unanimously.
- b. **Consideration and approval of Collection List - quarterly:** Total amount to be written off and submitted for collection is \$15,652.90. Of that total, one in the amount of \$8,534.41 will be submitted to Sharon Reynolds with the remained going to the collection agency. Commissioner Moore made a motion to approve and Commissioner Clem seconded. The motion passed unanimously.
- c. **Consideration and Approval of Fiscal Year Budget 21-22:** This item was moved to the end of the agenda. After brief discussion, including discussion of a 4% raise and \$1,000 Christmas bonus for employees to match the City and REU, Commissioner

Moore made a motion to approve and Commissioner Clem seconded. The motion passed unanimously.

- d. Consideration and approval of Tap Fee Schedule update:** Due to the cost of materials for taps, an updated fee schedule was provided. Commissioner Moore made a motion to approve with the increase beginning July 1st and Commissioner Clem seconded. The motion passed unanimously.
- e. Change Order for Raw Water Project:** The change order for installation of a flow switch and some programming changes in the amount of \$7,772 was presented. This will protect the new pumps from overheating in case of an interruption of water supply. Commissioner Moore made a motion to approve and Commissioner Clem seconded. The motion passed unanimously.
- f. Change Order for CDBG Project:** This was incomplete at the time of the meeting and deferral was requested. Commissioner Moore made a motion to defer and Commissioner Clem seconded. The motion passed unanimously.
- g. Approval of Emergency Plan (EOP) and Risk Resiliency Plan for water system:** These plans, required by TDEC and EPA, have been updated and were provided to Commissioners. Commissioner Moore made a motion to approve and Commissioner Clem seconded. The motion passed unanimously.
- h. Approval of Emergency Manual for Natural Gas Distribution System:** This manual was updated as required by the Tennessee Public Utility Commission and hard copies were provided. Commissioner Moore made a motion to approve and Commissioner Clem seconded. The motion passed unanimously.

After a brief communication from board members, the meeting was adjourned at 7:23 PM by motion of Commissioner Clem and second by Commissioner Moore.

Loren Bone, Chairman

Joan Kerley, Secretary