

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

October 27, 2020 @ 6:00 P.M.

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

Public Comment: None.

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

Approval of July, August and September financials: Joan Kerley reported that water and sewer revenues for July were \$299,896; expenses were \$295,525. Year to date, water and sewer expenses exceeded revenue by \$62,035. Gas operating revenues totaled \$109,635; operating expenses not including the cost of gas were \$91,219. Year to date, gas expenses exceeded revenue by \$71,011. Water and sewer revenue for August was \$364,933; expenses were \$265,286. YTD expenses exceeded revenue by \$27,206. Gas operating revenues were \$93,195; expenses not including cost of gas were \$133,499. YTD gas expenses exceeded revenue by \$72,313. Water and sewer revenue for September was \$342,163; expenses were \$214,898. YTP revenue exceeded expenses by \$14,503. Gas operating revenues were \$117,303; expenses not including the cost of gas were \$63,128. YTD expenses exceeded revenue by \$174,382. Commissioner Penley made a motion to accept the financials as presented and Commissioner Anderson seconded. The motion passed unanimously.

General Manager's Report: Kim Ramsey Leffew reported that Rockwood Middle School had sent a note thanking the RWSG for the water fountain. Dennis Hale retired as the Chief Plant Operator at the WWTP after 22 months. TPUC performed its annual inspection of the gas system and there were no findings. Greg Leffew submitted a letter of resignation as RWSG attorney due to a conflict of interest. The resignation is effective with the appointment of new Counsel. Ms. Ramsey Leffew asked for Board suggestions on a successor. Commissioner Clem made a motion for her to call Sharon Reynolds and Commissioner Penley seconded. The motion passed unanimously. Commissioner Clem then made a motion to accept the resignation according to the terms of the letter and Commissioner Penley seconded. The motion passed unanimously.

OLD BUSINESS:

- a. **I&I report:** A written report was provided to Commissioners.
- b. **Consideration and approval of employee adjustments:** After some discussion, the Board decided on 2 extra personal days along with a \$1,000 bonus for full time employees and \$500 for part time employees. The extra days are to be used by the end of fiscal year 2021. Commissioner Clem made the motion to approve and Commissioner Anderson seconded. The motion passed unanimously.

- c. **Consideration and approval of updated COVID employee policy:** Commissioners requested more information on quarantine guidelines and asked for clarification with Roane County Health Department. They will discuss at the next meeting.

NEW BUSINESS:

- a. **Resolution 20-003 – Honoring the Service of Darryl Meadows as Board Chairman:** The resolution was approved as presented. Commissioner Clem made the motion to approve and Commissioner Anderson seconded. The motion passed unanimously.
- b. **Election of Board Vice Chair:** Commissioner Anderson nominated Commissioner Clem. Commissioner Penley made that motion and Commissioner Anderson seconded. The motion passed unanimously.
- c. **Ratification of Enel Agreement extension:** This agreement has been in effect for at least 9 years and has been beneficial to RWSG. The WTP is asked to shut down for a time period of 4 hours or less and, in return, we receive credit on electric costs. Ms. Ramsey Leffew has signed the agreement as there was a deadline and she asked for ratification. Commissioner Penley made a motion to ratify and Commissioner Clem seconded. The motion passed unanimously.
- d. **Ratification of waiver of credit card fees for October and consideration for November and December:** Since there was no quorum for the September meeting, this was carried over into October. The request was for ratification and approval through the end of the year. Commissioner Anderson made that motion and Commissioner Clem seconded. The motion passed unanimously.
- e. **Consideration and approval of resolution for Property Conservation Grant application:** This grant can be used for lighting at any of our properties. Approximately \$7,000 has been spent on repairs, additional lights, etc. at both plants. The grant of \$2,500 - \$3,000 will be spent to reimburse those costs. Commissioner Anderson made a motion to approve the grant and Commissioner Penley seconded. The motion passed unanimously.
- f. **Consideration and approval of check signatory approval – Simply Bank:** This would be to replace Mr. Meadows as check signer. Commissioners Bone and Penley are currently approved and another needs to be added. Commissioner Anderson made a motion to approve Commissioner Clem and Commissioner Penley seconded. The motion passed unanimously.
- g. **Consideration and approval of proposal for collection services:** On the second RFP, one proposal was submitted. Our current agency showed no interest. Commissioner

Penley made a motion to accept the proposal from FAST who will collect for an average of 28-35% of the collection amount and Commissioner Clem seconded. The motion passed unanimously.

h. Consideration and approval of collection list – updated 9/15/20: The quarterly collection total of \$7,762.58 was recommended for write-off. Commissioner Clem 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 Clem and second by Commissioner Penley.

Loren Bone, Chairman

Joan Kerley, Secretary