

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

April 19, 2022 @ 6:00 P.M.

The meeting was called to order at Rockwood City Hall 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 March Minutes: Commissioner Clem made a motion to approve the minutes as presented and Commissioner Moore seconded. The motion passed unanimously.

Approval of March financials: Joan Kerley reported that water and sewer revenues for March were \$326,759; expenses were \$269,581. Year to date, water and sewer revenue exceeded expenses by \$103,819. Gas operating revenues totaled \$505,365; operating expenses not including the cost of gas were \$71,565. Year to date, gas revenue exceeded expenses by \$590,937. Commissioner Moore made a motion to accept the financials as presented and Commissioner Clem seconded. The motion passed unanimously.

General Manager's Report: Kim Ramsey Leffew noted that the contract for building construction has been signed. Excavators/equipment are expected onsite on May 16th. Jenny Gooch has left our employment. Kadeem Jackson has given his notice. Wayne Curtis has submitted his retirement date as June 10th. We advertised for Service Worker Tech Apprentice and only received two applications.

OLD BUSINESS:

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

NEW BUSINESS:

- a. **Consider and approve Resolution #22-01 for CDBG grant application:** The resolution is required to allow us to apply for the grant funds to be awarded later in the year in the amount of \$630,000. This will be applied toward sanitary sewer rehab work. Commissioner Moore made a motion to approve and Commissioner Clem seconded. The motion passed unanimously.
- b. **Consider and approve audit contract for FY23 – Richard Hill:** Mitchell Emert and Hill has completed our audit for the past three years with no increase. This year, the cost is \$23,100 which is a 5% increase. Commissioner Moore made a motion to approve the contract and Commissioner Clem seconded. The motion passed unanimously.
- c. **Consider and approve contract for waste services:** Bids were opened prior to the meeting and only one bid was received. Santek/Republic placed a bid with a 20%

increase over the current contract. Commissioner Clem made a motion to approve the Santek/Republic bid and Commissioner Moore seconded. The motion passed unanimously.

- d. Consider and approve update to Employee Compensation and organizational chart:** Two adjustments were made to the salary range – Grade 4 maximum hourly was increased from \$18.24 to \$19.85; Grade 7 was increase from \$27.78 to \$30.01. This will allow room for any future adjustments for employees that are on the upper end of the scale. Commissioner Clem made a motion to approve and Commissioner Moore seconded. The motion passed unanimously.
- e. Consider and approve update to Personnel Policy:** These changes were made:
- Decrease the minimum age of a part time employee to 16 from 18 (Can only drive a utility vehicle if 18 years old)
 - Early retirement option will no longer be available for new employees hired after July 1, 2022.
 - Subscription membership added to the option of gym membership with proof of usage
 - Increase per diem to \$50 per day/\$12 for lunch only

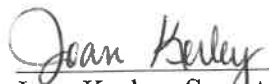
Commissioner Clem made a motion to approve the update and Commissioner Moore seconded. The motion passed unanimously.

- f. Consider and approve selection of engineering firm for professional services related to ARPA (American Rescue Plan Act) project(s):** J.R. Wauford submitted a bid that states it will complete by the end of 2026. Commissioner Moore made a motion to approve and Commissioner Clem seconded. The motion passed unanimously.
- g. Consider and approve update to tap fees effective May 1, 2022:** Adjustment is price is needed due to an increase in our costs incurred. Commissioner Moore made a motion to approve and Commissioner Clem seconded. The motion passed unanimously.
- h. Consider and approve update of Source Water Protection Plan:** The update includes new pictures and contact information. Commissioner Clem made a motion to approve and Commissioner Moore seconded. The motion passed unanimously.
- i. Consider and approve update of Drought Management Plan:** No significant changes were made. Commissioner Clem made a motion to approve and Commissioner Moore seconded. The motion passed unanimously.
- j. Consider and approve Collection list:** The total to be written off and submitted to the collection agency is \$4,441. 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 6:45 PM by motion of Commissioner Clem and second by Commissioner Moore.



Loren Bone, Chairman



Joan Kerley, Secretary