

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

January 24, 2023 @ 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, Joe Moore, Larry Davis, and Ronnie Thompson were present. Chairman Bone welcomed Commissioner Davis to the Board.

Public Comment: None.

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

Approval of November and December financials: Joan Kerley reported that water and sewer revenues for November were \$319,018; expenses were \$365,697. Year to date, water and sewer revenue exceeded expenses by \$545,550. Gas operating revenues totaled \$334,732; operating expenses not including the cost of gas were \$117,982. Year to date, gas expenses exceeded revenue by \$281,011. Water and sewer revenues for December were \$372,727; expenses were \$234,624. Year to date, water and sewer revenue exceeded expenses by \$623,408. Gas operating revenues were \$530,298; operating expenses not including the cost of gas \$86,840. Year to date, gas expenses exceeded revenues by \$110,241. Commissioner Moore made a motion to accept the financials as presented and Commissioner Davis seconded. The motion passed unanimously.

General Manager's Report: Kim Leffew reported that a letter was received from the Water & Wastewater Financing Board concerning water loss. The County Executive sent a letter regarding their Long-Range Planning Committee. They asked RWSG to adopt a strategic planning process to be included in their plan. Commissioners asked Ms. Leffew to request more information before responding. Post Oak Springs Christian Church has requested a sponsorship at a fundraiser to restore their historic building. Commissioners agreed that this is not within the legal realm of RWSG. Darrell Turner has not yet returned to work from the dog bite in August but could possibly return in a month or so. Thanks were given to Christie Carr and Natausha Bruneel for representing RWSG in the Rockwood Christmas parade.

OLD BUSINESS:

- a. **I&I report:** A written report was provided for November and December. The Annual Report is currently being completed and will be submitted to TDEC by the end of the month.

NEW BUSINESS:

- a. **Consider and approve increase in Servline admin fee - \$0.15 to \$0.35:** To cover handling costs, it was asked that this fee increase. Commissioner Clem made a motion to approve and Commissioner Thompson seconded. The motion passed unanimously.

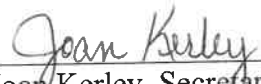
- b. **Consider and approve change in Servline policy for rental units:** With the change in policy, renters will no longer be allowed to opt out of this program - only the landlord can. Commissioner Davis made a motion to approve and Commissioner Moore seconded. The motion passed unanimously.
- c. **Consider and approve letter to Comptroller's office concerning water loss:** RWSG fell within the acceptable range using the AWWA software. The Annual Report from June 2022 that only measures produced against metered indicated excessive loss. Ms. Leffew drafted a letter indicating steps that will be taken to decrease the loss. Commissioner Moore made a motion to approve the letter and Commissioner Clem seconded. The motion passed unanimously.
- d. **Ratify approval of contract for professional services for Furniture, Fixtures and Equipment for new facilities – McCarty Hosaple McCarty:** The total of \$16,500 was in our budget but was not included in the original MHM contract. After discussion with the Chairman, Ms. Leffew signed to keep the work on track. Commissioner Moore made a motion to ratify and Commissioner Clem seconded. The motion passed unanimously.
- e. **Consider and approve additional services for construction administration – McCarty Hosaple McCarty:** An increase in the construction work of \$67,500 that was included in financing discussions with the Board needs approval for MHM files. Commissioner Moore made a motion to approve and Commissioner Clem seconded. The motion passed unanimously.
- f. **Consider and approve engineering services for CDBG Sanitary Sewer Rehabilitation Project – Ardurra:** The CDBG award has been made and we are ready to move ahead with engineering design and contract services. The proposal amount is \$84,700. Commissioner Moore made a motion to approve and Commissioner Thompson seconded. The motion passed unanimously.
- g. **Consider and approve Resolution 23-01 to update Purchasing Policy:** The State Legislature approved last year the increase in bidding requirements from \$10,000 to \$25,000. That change is included in the revised Purchasing Policy. Commissioner Thompson made a motion to approve and Commissioner Moore seconded. The motion passed unanimously.
- h. **Consider and approve Resolution 23-02 to update Purchasing Policy:** This change allows flexibility due to supply chain issues. Commissioner Davis made a motion to approve and Commissioner Thompson seconded. The motion passed unanimously.
- i. **Consider and approve Change order #7 Administration Building (sidewalk) and change Order #8 Administration Building (ramp):** Portions of the sidewalk were removed and the ramp elevation changed. Commissioner Moore made a motion to approve and Commissioner Clem seconded. The motion passed unanimously.

- j. Consider and approve RWSG Water System Standards:** There are currently no set standards approved for RWSG by TDEC for construction in developments. This will be sent to them for approval. Commissioner Moore made a motion to approve and Commissioner Clem seconded. The motion passed unanimously.
- k. Consider and approve RWSG Sewer System Standards:** Commissioner Moore made a motion to approve and Commissioner Clem seconded. The motion passed unanimously.
- l. Consider and approve collection list dated 12-13-22:** The total to be written off and turned over to the collection agency is \$6,409.95. Commissioner Clem made a motion to approve and Commissioner Davis seconded. The motion passed unanimously.

After a brief communication from board members, the meeting was adjourned at 6:54 PM by motion of Commissioner Clem and second by Commissioner Davis.



Loren Bone, Chairman



Joan Kerley, Secretary