

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

**February 28, 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.

**Public Comment:** None.

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

**Approval of January financials:** Joan Kerley reported that water and sewer revenues for January were \$414,302; expenses were \$279,468. Year to date, water and sewer revenue exceeded expenses by \$413,956. Gas operating revenues totaled \$760,786; operating expenses not including the cost of gas were \$86,868. Year to date, gas expenses exceeded revenue by \$257,350. Commissioner Davis made a motion to accept the financials as presented and Commissioner Thompson seconded. The motion passed unanimously.

**General Manager's Report:** Kim Leffew reported that the TPUC inspection was completed with no violations. Several employees were scheduled for and/or completed training in the past couple of months. This has been done during the winter months to increase availability during the warmer months. Michael Huling, Water Treatment Operator, has resigned and moved back to Ohio.

**OLD BUSINESS:**

- a. **I&I/CMOM report:** A written report was provided for January. The Annual Report is completed and has been submitted to TDEC.
- b. **Update on Long Range Planning with Roane County:** The City has reached out to the County Executive's Office to indicate that we believe it is a good idea but we do not have the funds to participate at this time.

**NEW BUSINESS:**

- a. **Consider and approve Furniture bid for new facilities:** Because the bids have just been received, Ms. Leffew asked that this be deferred. All bids are within budget and delivery to be in 8-10 weeks. Commissioner Clem made a motion to defer and Commissioner Davis seconded. The motion passed unanimously.
- b. **Consider and approve IT Voice contract amendment for services:** This is our current provider of IT services. The existing plus additional services required in the new buildings will increase our monthly payment to \$3,730.93 per month from \$2,992.58 per month. We are pleased with the services provided and they are a sole

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

- c. **Consider and approve Fleenor contract amendment for security equipment for new facilities:** Our security services and monitoring are currently handled by Fleenor. The new contract includes access security, cameras inside and outside of both facilities, and a panic alarm to call 911 at the administration building. The total amount for both sites is \$74,963.18. Commissioner Moore made a motion to approve and Commissioner Davis seconded. The motion passed unanimously.
- d. **Consider and approve Change order #11 – Jenkins and Stiles – new facilities:** This is due to a structural issue recommended by the contractor and structural engineer. To support correctly, CMU block should be added on the front of the administration building. The cost of the change order is \$7,236. Commissioner Moore made a motion to ratify and Commissioner Thompson seconded. The motion passed unanimously.
- e. **Consider and approve updated job description for Finance Director position:** The two notable changes are that the position will no longer be supervisory and the CMFO certification is required. Joan Kerley will be retiring in June and the position will be posted internally first. A panel of Ms. Leffew, Loren Bone, Daniel Peterson, and Richard Hill will do the interviews and make a decision on hiring for the position. Commissioner Davis made a motion to approve the updated job description and Commissioner Moore seconded. The motion passed unanimously.

After a brief communication from board members, the meeting was adjourned at 6:32 PM by motion of Commissioner Clem and second by Commissioner Thompson.

  
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Loren Bone, Chairman

  
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Joan Kerley, Secretary