

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

**November 28, 2023 @ 6:00 P.M.**

The meeting was called to order at Administrative Building at 6:00 P.M. with Chairman Mark Clem presiding. Commissioners Paul Kamikawa, Joe Moore and Larry Davis were present. Commissioner Ronnie Thompson was absent.

**Public Comment:** None

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

**Approval of October Financials:** Tausha Bruneel reported that water and sewer revenues for October were \$327,239; expenses were \$275,783. Year to date, water and sewer expenses exceeded revenues by \$39,656. Gas operating revenues totaled \$150,832; operating expenses not including the cost of gas were \$100,369. Year to date, gas expenses exceeded revenue by \$170,048. Commissioner Moore made a motion to accept the financials as presented and Commissioner Kamikawa seconded. The motion passed unanimously.

**General Manager's Report:** Update on Victorian Square from last meeting is they are behind only late fees owed.

City Council has considered and approved an interim financing plan for RWSG and the City for \$5M on Nov 27. \$4.5M would be available for RWSG to utilize for cash flow to manage the large grants that have been awarded for several projects. The Capital Outlay will be used to pay the contractors while we wait for the reimbursements. One project is the CDBG grant for sewer rehabilitation that will bid in January. We have been awarded \$630,000 with a match of \$70,000. We can pay the match through our capital budget but the grant funds will have a 60-90 day delay in payment. The other project is the water plant project, which is expected to cost \$5.9-7.0 M and the grant funding, and the State Revolving Fund amounts will have to be paid as the project proceeds. After loan forgiveness and the ARPA funds designated, the utility will only have to pay approximately \$1.0M. This would be a SRF loan. We do not anticipate any of the Capital Outlay note to remain as a long-term debt. It is important that we can cash flow these projects so we can take full advantage of the available grant funding and loan forgiveness available. Cumberland Securities, Scott Gibson, attended the Council Meeting to explain the process.

City Council also approved the selection of administrator and engineer for the Infrastructure Planning Grant that we have recently applied for. City Council is the eligible agency and must approve these to follow the procurement process. This is a \$500,000 grant with a 5% match so if awarded, it would be an excellent opportunity for RWSG.

The Board voted to accept the 2024 Holiday schedule. Commissioner Davis made a motion to accept and Commissioner Kamikawa seconded. The motion passed unanimously.

## OLD BUSINESS:

- a. **Operation Report:** Brian Reed and Bonnie Fugate presented with no questions.

## NEW BUSINESS:


- a. **Discussion and approval of Audit for FY 2022-2023:** Richard Hill from the auditing firm was present to discuss any questions about the audit. We did not have any findings. No questions presented. Commissioner Moore made a motion to accept and Commissioner Kamikawa seconded. The motion passed unanimously.
- b. **Consideration and approval of Employee Classification and Compensation Plan:** This plan is to include changes made from last meeting. Recommend approval of the update. Commissioner Davis made a motion to approve and Commissioner Moore seconded. The motion passed unanimously.
- c. **Consideration and approval of updated Organizational Chart:** Having numerous staff changes due to retirements, resignations, etc., we have updated the current chart to include those updates. Recommend approval of the update. Commissioner Moore made a motion to approve and Commissioner Kamikawa seconded. The motion passed unanimously.
- d. **Consideration and approval of Personnel Policy update:**
  1. If a previous employee that resigned in good standing agrees to return to full-time employee status and was satisfactorily employed by RWSG for a minimum of ten years consecutively they would be eligible for reinstatement of seniority status. Recommend approval. Commissioner Moore made a motion to approve and Commissioner Kamikawa seconded. The motion passed unanimously.
  2. If a former employee returns to employment within one year or less, sick leave bank will be reinstated at 50% of the sick leave bank remaining at time of initial resignation. . Recommend approval. Commissioner Moore made a motion to approve and Commissioner Kamikawa seconded. The motion passed unanimously.
  3. Have a sick leave balance of 160 hours available to be absent without a signed doctor's excuse. . Recommend approval. Commissioner Moore made a motion to approve and Commissioner Davis seconded. The motion passed unanimously.
- e. **Consideration and approval of Cancellation of December 2023 Board Meeting:** Commissioner Moore made a motion to approve and Commissioner Kamikawa seconded. The motion passed unanimously.

- f. Consideration and approval of filling the GIS Position with a part-time as needed employee:** Commissioner Moore made a motion to approve and Commissioner Kamikawa seconded. The motion passed unanimously.

After a brief communication from board members, the meeting was adjourned at 6:48 PM by motion of Commissioner Davis and second by Commissioner Moore.



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Mark Clem, Chairman



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Tausha Bruneel, Secretary