

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

October 24, 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 Ronnie Thompson were present. Commissioner Larry Davis was absent.

Public Comment: None

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

Approval of September financials: Tausha Bruneel reported that water and sewer revenues for September were \$368,556; expenses were \$286,205. Year to date, water and sewer revenue exceeded expenses by \$8,434. Gas operating revenues totaled \$173,404; operating expenses not including the cost of gas were \$90,337. Year to date, gas revenue exceeded expenses by \$36,387. Commissioner Moore made a motion to accept the financials as presented and Commissioner Kamikawa seconded. The motion passed unanimously.

General Manager's Report: Kim reported we would be having our ribbon cutting for both buildings at the Administrative Building November 2nd at 10:00 am. Both buildings will be open to the public to tour with refreshments available.

Update on Victorian Square from last meeting as they are still behind with another bill coming in a week putting them at over \$8K owed. Commissioner Clem stated they have not received their expected grant funds yet.

Need to vote to add Amendment #2 from JR Wauford and Company to new business and to waive the 5-day rule. Commissioner More made a motion to add Amendment #2 to new business agenda and waive the 5-day rule and Commissioner Thompson 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 reimbursement funds from JAT Oil – Earl Burton:** Earl stated there was an error in the billing worksheet on JAT Oil's side that dated back to Aug 2019 totaling a refund to RWSG in the amount of \$55,921.24. Commissioner

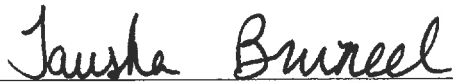
Moore made a motion to approve and Commissioner Thompson seconded. The motion passed unanimously.

- b. **Consideration and approval of Job Classification Chart:** The chart has been updated to show 28 employees plus the General Manager. We currently have 27 plus the GM but we have advertised for a licensed water plant operator and it is included in the updated chart. Recommend the approval of this update. Commissioner Moore made a motion to approve and Commissioner Kamikawa seconded. The motion passed unanimously.
- c. **Consideration and approval of Compensation Schedule update:** This update includes the 5% pay increase that was Board approved in July and to keep everyone within the pay ranges. Recommend approval of the update. Commissioner Thompson made a motion to approve and Commissioner Kamikawa seconded. The motion passed unanimously.
- d. **Consideration and approval of Benefit Policy revision to Personnel Policy:** Our health care provider UHC has added a new CARE CREDIT card option that adds up to \$500 on a card for employees and family to use on healthcare expenses. We have several employees that have declined insurance due to other available insurance. This is a cost savings to the utility. For these employees I request that we add \$500 to their current FSA giving them a total of \$1000. Commissioner Moore made a motion to approve and Commissioner Kamikawa seconded. The motion passed unanimously.
- e. **Consideration and approval of Amendment #2 from JR Wauford & Company for Water Treatment Plant improvements:** 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 6:45 PM by motion of Commissioner Moore and second by Commissioner Kamikawa.



Mark Clem, Chairman



Tausha Bruneel, Secretary