

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

July 23, 2024 @ 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, Larry Davis, Harold Holloway and Ronnie Thompson were present.

Public Comment: None

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

Approval of June Financials: Due to year-end June financials are not ready yet. We will have them available at the August meeting.

General Manager's Report: Since State Revolving Fund (SRF) approved our ordinance we are able to keep things progressing to bid with our Water Plant Renovation. After discussion from the Board, it was determined to include the fee with the minimum charge and include it on the website. With this new customer charge and the increase of more new meters in the ground, we are updating our rate structure to calculate for both cubic foot and gallon rates. A reminder to the board members about their required training. You have to get 12 hours in the first year of being appointed. Then the requirement is 12 additional hours in 3 years. We have a new billing specialist, Julie Halk, joining our team this week and are looking forward to her training.

OLD BUSINESS:

- a. **Operation Report:** Presented June reports with no questions.

NEW BUSINESS:

- a. **Consideration and approval of Resolution 24-02 for application to Safety Grant-Public Entity Partners:** This is a Safety Grant with our insurance company to receive work zone safety equipment. Recommend approval. Commissioner Kamikawa made a motion to approve and Commissioner Davis seconded. The motion passed unanimously.
- b. **Consideration and approval of HVAC Maintenance Contract:** This is a service agreement for both new buildings since we are at the end of the original contract. This will allow maintenance that will be paid quarterly with the quote being for the full year. Commissioner Holloway made a motion to approve and Commissioner Kamikawa seconded. The motion passed unanimously.
- c. **Consideration and approval of incentive plan for water and gas taps:** This incentive plan will be for existing locations that can be served with existing infrastructure, not new construction. The discount would be \$300 discount on water taps and \$200 on gas taps. For both water and gas taps it would be for the standard residential size meters only. Recommend 6 months' time frame limit and then evaluate when to extend the incentive. Commissioner Davis made a motion to approve and Commissioner Kamikawa seconded. The motion carries.

- d. Consideration and approval of update of Disconnection Policy and Procedure:**
This update will increase the day of grace period to 5 days and increase the tamper fee to \$500.00 Recommend approval. Commissioner Holloway made a motion to approve and Commissioner Kamikawa seconded. The motion passed unanimously.

After a brief communication from Board members, the meeting adjourned at 6:36 PM by motion of Commissioner Holloway and seconded by Commissioner Kamikawa.



Mark Clem, Chairman



Tausha Bruneel, Secretary