

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

**January 26, 2016 @ 6:00 P.M.**

The meeting was called to order at 6:00 p.m. with Chairman Darryl Meadows presiding. Roll call found Commissioner Tim Couch, Commissioner Dudley Evans, and Commissioner Joe Moore present; Commissioner Loren Bone was absent.

**Public Comment:** None.

**Approval of the November 24, 2015 Minutes:** Commissioner Moore made a motion to approve as presented and Commissioner Evans seconded. The motion passed unanimously.

**Discussion of November 2015 Financial Reports:** Daniel Peterson reported that Water revenue for November was \$194,512.35; Water expenses for the month were \$163,428.08; Sewer revenue for the month was \$100,322.31; Sewer expenses for the month were \$111,052.58; and net profit YTD was \$138,953.07. Gas revenue was \$162,159.31; expenses for the month were \$154,178.81, and net loss YTD was \$210,007.01. He added that the debt reduction plan is on schedule with the next to possibly be paid off being SRF-0139 with an outstanding balance of \$620,545 as of 6/30/15. Commissioner Evans made a motion to accept the report as presented and Commissioner Couch seconded. The motion passed unanimously.

**General Manager's Report:** Kim Ramsey noted that there was a sewer collection system overflow during the month that was reported to TDEC. The software upgrade is going as smoothly as can be expected. The accounting software (CYMA) is up and running with the billing software expected to be online by the end of this quarter. The CMOM report has been submitted. New information has been provided by Regions Bank regarding the issuance of credit cards. They can provide us with cards without tying any individual's name to the card. Ms. Ramsey asked for Board approval to proceed with obtaining credit cards to replace the current debit card as more protection and chargeback rights are provided. Chairman Meadows asked for a motion to waive the five day rule. Commissioner Evans made that motion and Commissioner Couch seconded. He then asked for a motion to change from debit to credit cards and Commissioner Evans made that motion and Commissioner Couch seconded. The motion passed unanimously. The last item mentioned was that the two new trucks that were approved for purchase by the Board several months prior have arrived and one was there if they were interested in seeing it.

**OLD BUSINESS:**

- a. **Report on I/I:** A written report was provided.

**NEW BUSINESS:**

- a. **Consideration and approval of uniform policy and contract:** OSHA now requires fire resistant clothing for anyone working with gas and that clothing cannot be washed at home. CINTAS can provide that service and uniform rental with an approximate annual budget increase of \$2,500 - \$3,000 when the clothing allowance is eliminated. Commissioner Moore made a motion to accept the new policy and contract and Commissioner Couch seconded. The motion passed unanimously.
- b. **Consideration and approval of audit for FY 2015:** Josh Stone from Parsons & Wright presented the audit and noted the stable condition of the Utility. There were no Management Points or findings on the audit and all from the previous year had been addressed and no longer an issue. Commissioner Evans made a motion to accept the audit and Commissioner Couch seconded. The motion passed unanimously.
- c. **Consideration and approval of resolution for Property Conservation Matching Grant Program – TML:** Cameras are needed at the WWTP and this grant would provide half of the required cost of \$2,500. The Utility would match with \$1,250. Commissioner Couch made a motion to approve the resolution and Commissioner Moore seconded. The motion passed unanimously.
- d. **Consideration and approval of 2016 Holiday schedule:** The Utility normally follows the schedule of the City and Ms. Ramsey asked for approval to follow that schedule again in 2016. Commissioner Evans made a motion to approve the schedule and Commissioner Couch seconded. The motion passed unanimously.
- e. **Consideration and approval of revised Sewer Overflow Response Plan (SORP):** The 2006 Director's Order required that this plan receive periodic updates. It has been updated and is ready to be submitted to TDEC. Commissioner Evans made a motion to approve the disposal and Commissioner Couch seconded. The motion passed unanimously.

**Communications from Board members:** All Commissioners expressed thanks to all the employees for enduring the cold weather and wanted all to realize the weather extremes that our employees are sometimes face.

Commissioner Evans made a motion to adjourn and Commissioner Couch seconded. The meeting adjourned at 6:45 p.m.

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Darryl Meadows, Chairman

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Joan Kerley, Secretary