

**Minutes**  
**Webb Creek Utility District**  
**Friday, February 6, 2015**

**Commissioners Present**

Robert Vick, President  
Bill Larkin, Secretary

**In Attendance**

Johnny Ogle, District Manager  
Karen Huffaker, Office Manager

**Meeting Minutes**

**Item 1 - Determination of a Quorum and Call to Order**

With a quorum present, Commissioner Vick called the February 6, 2015, WCUD Board of Commissioners meeting, held at the district office located at 3625 Lindsey Mill Rd, Gatlinburg, TN 37738, to order at 10:00 a.m.

**Item 2 - Approval of Agenda**

Commissioner Larkin made a motion to approve the agenda. The motion was seconded by Commissioner Vick, with all voting in favor of the motion.

**Item 3 – Approval of the January 9, 2015 Meeting Minutes**

Commissioner Larkin made a motion to approve the minutes from last month's meeting held on January 9, 2015. The motion was seconded by Commissioner Vick, with all voting in favor of the motion.

**Item 4 – Approval of Financial Statements**

Commissioner Vick suggested this item be handled during Office Manager's Report. All agreed.

**Item 5 - District Manager's Report – Johnny Ogle**

Mr. Ogle reported usage for Outdoor Resort and informed the Commissioners the report for this usage was in their folders. Mr. Ogle along with Commission Vick went over this detailed usage report with Commissioner Larkin.

Mr. Ogle reported a 29% water loss for the month of January, stating this higher percentage has to do with a leak found and repaired on Deer Path Lane and another on Golf Creek around a fire hydrant. This hydrant will be inspected on Monday. Mr. Ogle discussed with the Board that it is highly probable that there are leaks within the hydrant itself or around hydrant, due to the age of the hydrants. Because of the difficulty to repair, the Board suggest replacement of the hydrant. The estimated cost for the new hydrant would be \$3000 to \$3500.

Mr. Ogle reported that all new radio read meters have been installed and paid for. The District also has twelve new meters in stock that will be used for those accounts that are off now and will be installed as the accounts are turned back on. The old meters were scrapped resulting in the Utility receiving \$978.00.

Mr. Ogle reported on the Fire Department. They had a fire and wanted to fill trucks up at Brandywine. Mr. Ogle told them that was fine but asked them to let us know how much water they used. To-date Mr. Ogle has not heard from the fire department. Any amount of water used is added to the water loss.

### **Item 6 - Karen Huffaker- Office Manager**

The Financial Statements for Dec.14- Jan. 2015 were presented to the Board for approval by Ms. Huffaker.

The statements included today's account balance for each account, the complete bank statements for the month of January, the adjustments made to customer accounts during the month of January and the finalized income statement, cash flow report and balance sheet for December and the Visa credit card bill that was paid in the month of January. After some discussion, Commissioner Larkin made a motion to approve financial statements. The motion was seconded by Commissioner Vick, with all voting in favor of the motion.

Commissioner Vick also made a motion to formally approve the 2014 financial statements for the purposes of the independent audit. This motion was approved by Commissioner Larkin with all in favor of the motion.

After discussion of cash flow operating needs, a motion was made by Commissioner Vick to transfer \$50,000 from the "Operating Account" to the "Money Market Account". This motion was seconded by Commissioner Larkin with all in favor of the motion.

Ms. Huffaker reported on a proposed change to the "customer contract". This change would add a line about the non-refundable "turn on" or "transfer fee" to clarify that it is not a deposit. Commissioners agreed to add this language.

Ms. Huffaker presented the Board with HRA information and how it works. Ms. Huffaker will report back at next meeting with fees involved and amounts from previous HRA amount/per employee.

Ms. Huffaker presented the Resolution received from Jim Gass' office to add Commissioner Larkin as an authorized signatory on the Utility bank accounts. Commissioner Vick made a motion to approve Resolution No.2015-01. The motion was seconded by Commissioner Larkin with all voting in favor of the motion

**Item 7 - Robert Vick- President**

Commissioner Vick reported on the status of the CARS audit contract for the State. This was being taking care of and the independent auditors could begin any time after that.

Commissioner Vick also reported that at the UMRB Meeting yesterday he along with Commissioner Larkin and Jim Gass were told the Utility needed to seek reimbursement for the IPad from previous Commissioner Delmer Ball. Since the State has these records, Commissioner Vick asked Ms. Huffaker to contact the Comptroller's Office and ask for a copy of the receipt for the IPad. Then we need to send a certified letter to Mr. Ball to ask him to return the item or reimburse the District for the amount on the receipt.

**Item 8 – Bill Larkin – Secretary**

Commissioner Larkin stated at next meeting he would like to review "Policy Manual" and make possible changes to current policies to add to the protection of the Utility.

**Item 9 - Unfinished/New Business**

None

**Item 10 - Adjournment**

Commissioner Larkin made a motion to adjourn. Motion was seconded by Commissioner Vick, with all voting in favor of the motion.

Prepared By:

Karen Huffaker  
Office Manager

Attested By:

Bill Larkin  
Secretary