

Minutes
Webb Creek Utility District
Friday, March 6, 2015

Commissioners Present

Robert Vick, President
Steve McCarter, Vice-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 March 6, 2015, WCUD Board of Commissioners meeting, held at the district office located at 3625 Lindsey Mill Rd, Gatlinburg, TN 37738, to order at 11:00 a.m. The hour delay is due to icy roads.

Item 2 - Approval of Agenda

Commissioner McCarter 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 February 6, 2015 Meeting Minutes

Commissioner Larkin made a motion to approve the minutes from last month's meeting held on February 6, 2015. The motion was seconded by Commissioner McCarter, with all voting in favor of the motion.

Item 4 - District Manager's Report – Johnny Ogle

Mr. Ogle reported usage for Outdoor Resort. The usage was higher this month due to the 1 and 1/2 inches of rain. Mr. Ogle also reported a 21% water loss for the month of February. This was down 8% from last month but would be even lower if the District had received the water usage from the Fire Department.

Mr. Ogle followed up on the issue with the fire hydrant leak discussed last month. The problem was the line was pulled out and a valve was needed to be placed in order to repair the hydrant. This repair was completed but issues involved in the repair also added to this month's water loss.

Mr. Ogle also reported former Commissioner Ball had returned the iPad that the District had requested him to return or provide financial restitution. Once returned, Ms. Huffaker contacted attorney Jim Gass about the return of the item. Mr. Gass stated no further action was needed concerning this issue.

Concerning what to do with the returned iPad, Mr. Ogle stated that employees would like to use the iPad here at the District and on the road. Commissioners agreed this was a good idea along with any of the other returned items from former employees that could be of use in the office. Commissioner Larkin suggested the District list the items and where they are being used.

Ms. Huffaker stated that in regards to restitution, the auditor's needed a letter that stated where the District was in seeking restitution due to the State's finding in their investigation. Commissioner Vick stated that the UMRB has requested an update on restitution from Jim Gass and we may be able to use this letter for the auditor's needs. Commissioner Vick also suggested Mr. Gass include in this letter all returned items by former employees and how these items will be used by the District. Ms. Huffaker will call and give Ms. Gass this information.

Mr. Ogle also reported that insurance inspector came through and suggested we put in fire extinguishers in the maintenance building and the chemical feed building. He also said we needed to get a flammable cabinet to hold gas. We also need an acid storage cabinet in the sewer plant lab to store acid products in.

Lastly, Mr. Ogle brought up the idea of adding heat and air to the District office. As of present the office has wall units which are expensive to operate and not very efficient. Commissioners agreed to have Mr. Ogle get some pricing and report back to the Board.

Item 5 - Karen Huffaker- Office Manager

The Financial Statements for Jan.15- Feb. 2015 were presented to the Board for approval by Ms. Huffaker.

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

Ms. Huffaker informed Commissioners she had placed a copy of the UMRB letter that was discussed earlier in their folders so they would have for their records.

Ms. Huffaker also reported on changes made to "customer contract". This change added a line about the non-refundable "turn on" or "transfer fee" to clarify the fact it is not a deposit. This is located in the second one sentence paragraph of the contract.

Ms. Huffaker also brought to Commissioner's attention that the wording added before to deal with owner/rental liability was located in the first paragraph in the second sentence. Commissioners were presented with new contract and agreed on changes made.

Ms. Huffaker reported that when the auditors were here, Richard Hill was going through the minutes for 2014 and found the February 7, 2014 minutes stated "a deposit would be collected from renters." I explained this had to be a typo, because it was discussed, but decided that no deposit would be taken from renters and, furthermore, the owners of the property would be liable for any unpaid balances left by the renters. This was the point in which Jim Gass added the renter/owner clause to the contract. Mr. Hill asked that this be addressed at next Board meeting and a motion be made to clarify and to make the correction to the February 2014 minutes. A motion was made by Commissioner McCarter to make this correction and put the word "no" in the minutes. This motion was seconded by Commissioner Vick with all in favor of the motion.

Ms. Huffaker lastly went over all the DirectPay HRA costs that were discussed at last month's meeting and the information on how it works to the Board. Commissioner Larkin had also checked on plan and how it works. All agreed this was a good benefit and brought our insurance back to what the previous "Starmark" coverage was. Commissioner Vick noted that this was well within budget. After some further discussion Commissioner Larkin made a motion that we add the DirectPay as a part of our Insurance Package. The motion was seconded by Commissioner Vick, with all in favor of the motion.

Item 6 - Robert Vick- President

Commissioner Vick went over the auditor's "fraud" questionnaire with Commissioners to get any input. On the question of "Audit Finance Committee" was agreed that the Commissioners would be listed as this committee because they meet on a monthly basis and go over and approve the financial statements. Commissioner Vick then asked if any known or suspected fraud. Both Commissions present stated "no".

Item 7 – Steve McCarter – Vice President

Commissioner McCarter left before his time due to previous scheduled meeting. This due to our meeting running one hour late due to weather which caused an issue with a previous scheduled meeting.

Item 8 - Bill Larkin – Secretary

Commissioner Larkin reported on modifying and adding some new policies to our Policy Manual. First dealing with "drug testing if injured on the job." To have posted in office and have policy state that the District not be responsible for medical bills and the employee will also not receive workers comp if they test positive from a drug test. Secondly, "Report it Now" and lastly having a "sexual harassment" policy posted in the office. This protects the District if there were to be a complaint filed. Having a posting would allow the District to do its own investigation.

The plan is to go through the “Policy Manual” and make changes to current policies and possibly add new policies to add to the protection of the Utility.

Commissioner Larkin also reported on checking on “direct deposit” for employees. He spoke to Jennifer Huskey at CNB about all charges and procedures involved with this process. This would allow payroll to be deposited 12:01 am on payday. Also, it takes off the pressure of having to have checks signed day of payroll and for employees to make a special trip to the office to pick up their paycheck if it is their day off. Ms. Huffaker will contact Ms. Huskey about setup.

Item 9 - Unfinished/New Business

No unfinished or new business

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