

Minutes
Webb Creek Utility District
Friday, January 8, 2016

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 January 8, 2016, WCUD Board of Commissioners meeting, held at the District office located at 3625 Lindsey Mill Rd, Gatlinburg, TN 37738, to order at 1:00 p.m.

Item 2 - Approval of Agenda

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

Item 3 – Election of Officers

Commissioner Vick explained at the first of every year, the Board needed to elect officers. Commissioner McCarter made the motion to leave commissioner positions as they presently are. Commissioner Vick seconded the motion. After some discussion all voted in favor of the motion.

Item 4 – Approval of the December 4, 2015 Meeting Minutes

After some discussion, Commissioner Larkin made a motion to approve the minutes from last month's meeting held on December 4, 2015, the motion was seconded by Commissioner McCarter, with all voting in favor of the motion.

Item 5 - Financial Statements

The Financial Statements for Nov. 2015 – Dec. 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 December, the adjustments made to customer accounts during the month of December and the finalized income statement, cash flow report and balance sheet for November. Also included was the Visa credit card bill that was paid in the month of December.

Ms. Huffaker reported, she along with bookkeeper Donna McCabe from Pugh and Co would be going through all accounts and getting 2015 ready to close out. Ms. McCabe will be coming to the office on January 13, 2016.

After some discussion regarding the financial statement reports, Commissioner McCarter made a motion to approve the financial statements. The motion was seconded by Commissioner Larkin, with all voting in favor of the motion.

Item 6 - District Manager's Report – Johnny Ogle

First, Mr. Ogle reported on the water purchased and sold in the month of December, resulting with an 11% water loss. Along with the monthly report he presented a yearly comparison of water purchased verses water loss. The yearly report showed the average water loss for the year as 12%. He also reported the month's usage for Outdoor Resort.

Next, Mr. Ogle stated Bent Creek Golf Course had once again approached the District concerning doing a two inch tap that would allow them to tap into our water system. He stated we would set the tap close to their old well house and since they have their own private systems, they would take it from there and be responsible for their own existing lines. Mr. Ogle also stated they would be required to have backflows put in. The entire process would be overseen by the District. After some further discussion, it was decided Mr. Ogle would check expense pricing and report back to the Board.

Lastly, Mr. Ogle reported on District phone updates.

Item 7 - Karen Huffaker- Office Manager

Ms. Huffaker presented information she received at the administrative meeting she attended last month. First, was documentation on any changes made to the Commissioner Handbook for 2016. She also presented information she received from a legal session she attended.

Next, Ms. Huffaker presented the letter from the State approving the Utility's 2016 Budget. Ms. Huffaker stated she would be running this along with other State required publishing's in the local paper.

She also gave Commissioners a TAUD form to fill out concerning 2015 Commissioner training hours and asked them to return to her to keep on file in the District office.

Item 8- Robert Vick-President

Commissioner Vick asked if the office had received anything from the UMRB's December meeting regarding the response letter requested by them asking for an update on the status of the recovery of lost funds. He also asked for an update on the insurance claim filed for this employee theft restitution. Ms. Huffaker stated she had no new information on either, but would find out what she could and report back at next meeting.

Next, Commissioner Vick inquired about the electrical box replacement discussed at last month's meeting. After some discussion it was decided to get two different bids on the project and report back next month.

The Board also approved the funds needed to have engineer, Gary McGill, to do drawing of existing sewer system in the Holiday Hills area, along with a plan and recommendation for future growth.

Item 9 – Steve McCarter – Vice President

Commissioner McCarter stated all his concerns were already discussed.

Item 10 –Bill Larkin-Secretary

Commissioner Larkin inquired about the progress made on the repair or replacement of gas sensors. Mr. Ogle explained the Distributor was in the process of testing them to see if they can find the problem. Mr. Ogle will report back to the Board with progress or solution reached at next meeting.

Item 11 - Unfinished/New Business

None

Item 12 – Adjournment

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

Prepared By:

Karen Huffaker
Office Manager

Attested By:

Bill Larkin
Secretary