

**EAST SEVIER COUNTY UTILITY DISTRICT
BOARD OF COMMISSIONERS MEETING
JANUARY 11, 2018
5:30 P.M.**

AGENDA

- 1) Call to Order by Roy Ivey
- 2) Motion to nominate the President
- 3) Motion to nominate the Secretary / Treasurer
- 4) Motion to approve the minutes of the December 12, 2017 meeting
- 5) Motion to Approve the Accounts Payable Listing in total as submitted

REPORTS:

- 6) Alliance Water Resources – Operations / Financial Report

PERSONS TO BE HEARD:

ONE AT A TIME AS RECOGNIZED

When it is your turn to speak, please stand and state your name.

- 7) Customers' Comments; Questions; and Concerns

OLD BUSINESS:

- 8) None

NEW BUSINESS:

- 9) Memo regarding Well "C" booster pump
- 10) Audit Discussion
- 11) McGill & Associates Discussion
- 12) Adjournment – Next regular meeting to be held on Thursday, February 8, 2018.

MINUTES

BOARD OF COMMISSIONERS OF THE EAST SEVIER COUNTY UTILITY DISTRICT

Tuesday, December 12, 2017

The Board of Commissioners of the East Sevier County Utility District met at 5:30 p.m. on Tuesday, December 12, 2017, in the Office of The East Sevier County Utility District, 1529 Alpine Drive, Sevierville, TN 37876. Commissioners present were Roy Ivey, President; Barbara Darby, Secretary/Treasurer; and Janice Brooks-Headrick.

President Roy Ivey called the meeting to order at 5:44 p.m. for any old or new business.

Barbara Darby motioned to approve the November 14, 2017, minutes; Janice Brooks-Headrick seconded the motion.

Reports

Local Manager James Ford reported that three new tanks were installed at Sherwood Forest. Winterization of the onsite and offsite stations is underway. New employee Nick Jarrett is being cross-trained in all aspects of operations and will be a well-rounded asset to the District. Sunday morning, December 10, Well C pump stopped working. We called Suez, and they are currently pulling the bad motor. A new pump and motor arrived today. Tomorrow we plan to sanitize the well, and Thursday we will take samples. If the results of testing are good, we will be back on line. We plan to begin Phase 2 of the project in 2018.

A discussion ensued about what to do with the old pump that is being stored in the closet at the office, and a suggestion to sell it on *ebay* was made.

Evan Romo, District Manager, discussed financials. A list of Accounts Payable disbursements was presented to the Board. Barbara motioned to approve the Accounts Payable list; Janice seconded the motion.

Persons to be Heard

Ron Cooley asked if the new filtration system at Well C will have a calcium filter. He reported that calcium buildup is ruining his appliances. Evan said that the filter system will be similar to the Well D system, which has been proven to reduce hardness.

Old Business

There was no old business to discuss.

New Business

A discussion ensued concerning our contract with McGill Engineering. Both Barbara and Janice are concerned about McGill's lack of timeliness when working for the District and believe that future contracts with them should include a penalty for this breach.

Janice submitted a signed memo dated December 12, 2017, stating, "McGill Associates has presented ESCUD with another contract to complete the work they were to do per previous Contract. There is no scheduled completion date. I will not sign nor agree to this new contract unless it has a completion date. If the work is not done to ESCUD expectations by that date, McGill is to be fined \$50,000 per day until their work is complete."

A resolution was made to approve the USDA Loan/Grant regarding the Wastewater Project.

Evan requested that the monthly Board meeting be changed to the second Thursday of the month in order to accommodate the schedules of Alliance Water Resources managers. The meeting time will remain at 5:30 p.m. Barbara motioned to approve the change; Janice seconded the motion.

The next regular meeting will be held on, Thursday, January 11, 2018, at 5:30 p.m.

Adjournment

Roy Ivey moved, and Barbara Darby seconded, a motion to adjourn at 6:38 p.m. Motion carried.

Secretary-Treasurer

**East Sevier County Utility District, TN
Treasury Report**

Billing Charges For the Month of:

Dec-17

Water Revenue		31,082.08
Sewer Revenue		18,626.12
Sales Taxes		2,584.37
Late Charges		706.65
Installation Fees-Water		-
Installation Fees-Sewer		-
Other Miscellaneous Fees		565.40
Returned Checks		-
Deposits Applied		-
Customer Refunds Paid		-
Total Billing Charges		53,564.62
		594,153
Water Gallons Billed		242
Water Customers Billed		486,830
Sewer Gallons Billed		567
Sewer Customers Billed		567

Accounts Receivable

Dec-17

Beginning Balance		
Billing Charges		43,495.87
Bad Debt Recoveries (Write Offs)		53,564.62
Accounts Receivable Collections		(52,522.38)
End of Month Accounts Receivable		44,538.11

Water Revenue Checking

Dec-17

Beginning Balance		
Deposits:		5,838.01
Accounts Receivable Collections		52,522.38
Transfer fr Alpine Rd Funding Checking Account		139,119.58
Various Refunds/Reimbursements		435.49
Interest		-
		192,077.45
Disbursements:		
Accounts Payable Checks		(70,792.32)
TN TAP - Sales Tax		(1,493.00)
Payroll Taxes		(382.61)
Transfer to Alpine Road Funding		(2,000.00)
Auto Debit Charges-City of Pigeon Forge & Appalachian Utility		(283.58)
Refund Checks		(3,332.87)
Due from AWR - Medlin Software Upgrade W-2s		(69.00)
Returned Checks		-
End of Month Balance		119,562.08
Cash Receipts Collected To Date in:	Jan-18	1,597.10
Bills Submitted for Payment in:	Jan-18	(82,845.30)
Available Balance		38,313.88

East Sevier County Utility District, TN
Treasury Report
Summary of Cash and Investments
December 31, 2017

Bank Account / Security	Maturity Date	Beginning Balance	Deposits	Interest Earned	Payments	Ending Balance
Checking Acct-Operations		5,838.01	192,077.45	-	(78,353.38)	119,562.08
Checking Acct-Alpine Road Funding		414,736.99	26,000.00	-	(404,736.99)	36,000.00
Total Cash and Investments		420,575.00	218,077.45	-	(483,090.37)	155,562.08

**EAST SEVIER COUNTY UTILITY DISTRICT
BILLING SUMMARY**

DATE	SEWER REVENUE		SEWER GALLONS (000s)		NO. OF CUSTMRS	W&S CUSTMR RECEIPTS
	TOTAL	YTD TOTAL	TOTAL	YTD TOTAL		
Dec-17	18,626	184,692	487	3,192	567	52,522
Nov-17	34,617	166,066	440	2,705	564	57,755
Oct-17	43,559	131,450	878	2,265	560	50,904
Sep-17	30,999	87,890	447	1,387	560	29,500
Aug-17	31,299	56,891	477	940	564	30,470
Jul-17	25,592	25,592	463	463	567	31,486

**EAST SEVIER COUNTY UTILITY DISTRICT
BILLING SUMMARY**

DATE	WATER REVENUE		WATER GALLONS (000s)		NO. OF CUSTMRS
	TOTAL	YTD TOTAL	TOTAL	YTD TOTAL	
Dec-17	31,082	131,331	594	4,062	242
Nov-17	16,327	100,249	569	3,468	241
Oct-17	33,469	83,922	1,120	2,899	241
Sep-17	16,798	50,453	572	1,779	239
Aug-17	16,944	33,655	614	1,207	241
Jul-17	16,711	16,711	593	593	241

OUR
MISSION

We partner with communities to deliver the finest water and wastewater services available at a competitive price. We are committed to keeping water safe and clean while serving people and taking care of communities with improved technical operations, careful management and financial oversight, and ensured regulatory compliance.

Alliance Water Resources, Inc.

**206 S. Keene St.
Columbia, MO
65201**

(573)874-8080

**OPERATIONS REPORT – East Sevier County Utility District
December 2017**

Administrative

Supplied office manager with a new filing cabinet and 12GB memory stick to aid in record keeping and computer use.

Treatment

Treatment at the wells is monitored daily.

Our new employee is able to run water ops effectively, and without supervision.

Treatment at the wastewater plant is effective.

Collection/Distribution

Fixed broken line at Sherwood Forrest.

Backwashed filters at Bear Creek Crossing.

Serviced three pump kits at Smoky Mountain Ridge

Installed new float at Sherwood Forrest

Roto-Rooter jetted sewer at Lin Creek near sewer plant

Replaced well pump at Well “C”

Made repairs to Well “C” booster pump motor on two occasions

Installed new pressure gauges at A/B booster station

Customer Service

Worked with new resident on getting water service for their home.

Met with customer regarding sewer blockage

Project Updates

Sent 2015 thru 2017 waste water monthly operation reports to McGill & Associates.



OPERATIONS REPORT – East Sevier County Utility District

Safety

Alliance holds monthly safety meetings with all staff. The December training covered the proper use of hand tools, and appropriate personal protective equipment while using them.

Regulatory

To be completed when analysis is received from laboratory.

Training

Personnel are being trained on Alliance policies and procedures. Cross training is ongoing, and covering both on-site and off-site duties.

Concerns for the Month

Improving the Well "C" booster station.

Positives for the Month

Well "C" was off line for over 11 days without loss of service to customers.

Progress being made on automatic bill pay.

Leak Repairs

Repaired four leaks at Smoky Mountain Ridge.

**East Sevier County Utility District
1529 Alpine Drive
Sevierville, TN 37876
(865) 453-6704**

Memorandum

Discussion/Action

To: East Sevier County Utility District Board of Directors

From: Staff

Date: December 2017

Re: Well "C" booster station

After identifying a shortcoming in our Well "C" booster station, we have asked Big Orange Electric to supply a bid for the installation of a new pump and motor. They have provided pricing of \$1,577.00 for a Gould pump and motor. It is our intention to obtain a second pump and motor of identical make and model. We would like create a duplex system which will provide continuous and reliable service to the residents of English Mountain.