

**EAST SEVIER COUNTY UTILITY DISTRICT
BOARD OF COMMISSIONERS MEETING**

July 18, 2019

5:30 P.M.

AGENDA

- 1) Call to Order by President Roy Ivey
- 2) Motion to approve the minutes of the June 13, 2019 meeting
- 3) Motion to approve the Accounts Payable Listing in total as submitted

REPORTS:

- 4) Alliance Water Resources – Financial Report / Operations

PERSONS TO BE HEARD:

****ONE AT A TIME AS RECOGNIZED****

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

Please be considerate of others that may wish to speak by keeping your comments brief.

- 5) Customers' Comments; Questions; and Concerns

OLD BUSINESS:

- 6) None

NEW BUSINESS:

- 7) Audit Discussion
- 8) Computer Discussion
- 9) Adjournment – Next regular meeting to be held on Thursday, August 8, 2019 – 5:30 p.m.

NEW UTILITY VAN

FIRST TENNESSEE COMPUTER BANKING

MINUTES

BOARD OF COMMISSIONERS OF THE EAST SEVIER COUNTY UTILITY DISTRICT

Thursday, June 13, 2019

The Board of Commissioners of the East Sevier County Utility District met at 5:30 p.m. on Thursday, June 13, 2019, 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 5:29 p.m. for any old or new business.

A motion to approve the minutes of the May 16, 2019, meeting was made by Janice; Barbara seconded the motion. Motion carried.

A motion to approve the Accounts Payable listing in total as submitted was made by Barbara; Janice seconded the motion. Motion carried.

Reports

Evan Romo, Alliance Water Resources, Inc. Division Manager, went over key points of the financials with the Commissioners. Barbara motioned to approve the Financials; Janice seconded the motion. Motion carried.

James Ford, Local Manager, submitted his report concerning District operations. The last couple of months have been challenging. We made quite a few repairs, and he appreciates Roy's help.

We mailed out the Consumer Confidence Reports to our water customers and installed a blow-off valve on Hickory Tree. Offsite, we arranged several septic pumping jobs, diagnosed and replaced several floats, and installed two pumps. We replenished stock to prepare for future distribution needs. Staff continues to work well with the contractors on the Alpine Drive project. The Well C and Alpine projects are nearing completion.

Persons to be Heard

Cindy Mitchell of 954 Pawnee Court voiced concern over the pipe near Clingman's View that has rocks piled around it to keep the sand from washing out. Dirt is piling up there as the rain washes it down, and the rocks will probably end up on the road. James said he will speak with the construction manager to see what can be done. It's a temporary situation until the grass grows in.

Terry Wingate of 1136 Eagle Point asked about the Well C purification project. James said that it is going well. The building is done, the filter is in place, and the electric is hooked up. We need to get the dive team in to clean the tank, and after that we will flush the lines. This should all take place within the next month.

Old Business

None

New Business

Evan went over the 2019-2020 budget with the Board members. We have to begin paying back our loans. The payments will be approximately \$2,200 per month. We are under the microscope with the State Comptroller's office. This year's budget covers all projected expenses, which necessitates a rate increase.

Water rates will increase \$5 per month for residential customers and 10 percent per month for commercial customers. Projected revenue for FYE 30JUN20 is \$819,477.

We installed a master meter at the Condos less than a year ago to monitor their water usage. Those who receive a flat rate bill have no incentive to repair leaks. We will look to begin billing all customers on a usage basis over the next two years. Janice motioned to approve the rate restructure; Barbara seconded the motion. Motion carried.

The Board approved the final two draws for Loans 2 and 3 at the last meeting. They have been rewritten to allow for receipt of all of the loan funds. Tonight the closing documents for the two final draws will be present for signature, as well as the grant funds agreement, which will enable us to begin receiving grant funds.

Barbara motioned to approve the release of Loan 2, Draw 4 funds; Janice seconded the motion. Motion carried.

Janice motioned to approve release of Loan 3, Draw 5 funds; Barbara seconded the motion. Motion carried.

When closing loans, we have to pay the interest that has accrued, which has to be approved this meeting. Janice motioned to approve paying \$20,120.43 in interest to the USDA; Barbara seconded the motion. Motion carried.

The CT-0253 forms Report on Debt Obligation for each loan was presented to the Board for review.

Repayment of the loans will be made by monthly automatic withdrawals from the District Operations and Maintenance fund account. Janice motioned to approve automatic withdrawals for repayment of the \$291,000 water storage Loan 2; Barbara seconded the motion. Motion carried. Barbara motioned to approve automatic withdrawals for repayment of the \$266,000 water improvements Loan 3; Janice seconded the motion. Motion carried.

Loan 2 payments will be \$1,115 per month for 456 months at a rate of 3.25 percent. Loan 3 payments will be \$961 per month for 456 months at a rate of 2.785 percent.

Barbara motioned to approve the Grant Agreement; Janice seconded the motion. Motion carried. This will enable the District to begin received grant funds.

Evan presented a new Alliance contract with a 5-year extension. The repair limit for Alliance has been changed to \$1,500 per occurrence. This will take the contract to June 2026. Janice motioned to approve the new 5-year contract between East Sevier County Utility District and Alliance Water Resources, Inc. Barbara seconded the motion. Motion carried.

James said that the Well C booster is older and uses old technology. It is not shutting down when it should so it is under a constant stream of pressure. It needs an upgrade, which will cost around \$5,000. Erich Webber of TDEC said that he prefers we install a 2-motor system with variable frequency drives. James talked it over with Roy Ivy. Wayne Key of Big Orange Electric can install the wiring. We can place it where the existing treatment building is after we tear it down. We will install a valve cluster as well to isolate the various areas and lessen service interruptions. It will also place the intake point closer to the tank and prevent air lock. Jan asked how much a motor costs. James said they cost between \$1500 and \$1800 and the pump is separate. The total cost will be \$10,000 to \$12,000, but most likely closer to \$10,000 based on quotes from Wayne. Janice motioned to approve installing the 2-motor system and the valve cluster at Well C at a price not to exceed \$12,000. Barbara seconded the motion. Motion carried.

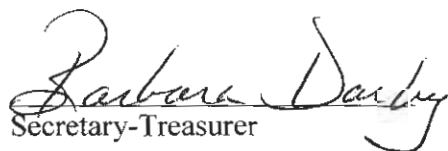
James informed the Board that he has been talking with employees at First Tennessee Bank about offering our customers convenient payments. Many customers have expressed an interest in this for many reasons. He will be putting together specific packets for the next Board meeting.

Janice asked about the staff. James said our new employee, Jeff Bragonier, has high energy and will most likely be a good worker.

The next regular meeting will be held on, Thursday, July 11, 2019, at 5:30 p.m.

Adjournment

Roy Ivey motioned, and Barbara Darby seconded the motion, to adjourn at 6:28 p.m. Motion carried.


Secretary-Treasurer

**East Sevier County Utility District
18-Jul-19**

| Regular Checking for Consideration | | Total |
|---|---|----------------------|
| Barbara Darby | Meeting fee | \$ 266.05 |
| Janice Brooks-Headrick | Meeting fee | \$ 277.05 |
| Roy Ivey | Meeting fee | \$ 266.05 |
| Barbara Darby | Insurance payment | \$ 350.00 |
| Janice Brooks-Headrick | Insurance payment | \$ 350.00 |
| Roy Ivey | Insurance payment | \$ 350.00 |
| Alliance Water Resources, Inc | July 2018 Services | \$ 38,640.00 |
| First Tennessee Bank | Alpine Fund Drive | \$ 2,000.00 |
| The Mountain Press | Meeting Announcement Ad# 30868872 | \$ 25.88 |
| Power Pumping | Inv# 7635 dated 05/24/19 & 7640 dated 06/05/19, \$800 each | \$ 1,600.00 |
| Seymour Septic Services, Inc. | Septic pumping dated 06/03/19 for \$500 & 06/05/19 \$800 | \$ 1,300.00 |
| Dale Parton | Gravel Inv# 559645 dated 5/24, 5/29, 5/31, 6/3, 6/6, 1 load per day, \$600/day | \$ 3,000.00 |
| Baker's Wrecker Service | Inv# 30235 dated 06/10/19 for towing | \$ 100.00 |
| Big Orange Electric | Inv# 2013, dated 4/1, 5/8, & 5/13; sewer pump install | \$ 1,500.00 |
| Orenco Systems Inc | Inv#354634 dtd 6/10, 355216 dtd 6/21, 355318 dtd 6/25, 355215 dtd 6/21 | \$ 26,593.43 |
| Brann & Whittemore, Inc | Inv# 196104306 dated 06/15/19 | \$ 1,188.00 |
| Smokey Mountain Electric, Inc. | Inv# SME4252 dated 06/11/19, \$11.95 S&H | \$ 199.85 |
| Suez | Inv# 478808 dated 06/01/19, Annual Well C maintenance | \$ 9,834.00 |
| Mark Jendrek, P.C. | Legal fees, Inv# 15456 dtd 6/3; Inv# 15461 dtd 5/28; Inv# 15463 dtd 4/16, 5/13, 5/14. and 5/17; Inv# 15462 dtd 2/18 | \$ 7,644.00 |
| G&C Supply Co., Inc. | Inv# 6738952 dated 04/23/19 | \$ 818.23 |
| Darrell Larson, 1-5700-1 | Refund overpayment | \$ 18.00 |
| Tonny Travis, 2-12250-1 | Refund deposit and overpayment | \$ 167.00 |
| Terry Savage, 1-9550-1 | Refund deposit minus balance due | \$ 51.00 |
| Timothy Reecht | Refund overpayment | \$ 316.08 |
| Total Regular Checking for Consideration | | \$ 96,854.62 |
| | | |
| Charges and Bills Paid from Regular Checking Since June 13, 2019 | | |
| Selective Insurance Company of America | Prepaid Insurance, partial payment for 2019 | \$ 11,375.00 |
| Sevier County Electric | Utility | \$ 3,177.58 |
| Sevier County Water | Utility | \$ 41.16 |
| Appalachian Electric | Utility | \$ 101.95 |
| City of Pigeon Forge Water & Sewer | Utility | \$ - |
| State of Tennessee | Sales tax-Jun18 | \$ 1,585.00 |
| IRS | Payroll tax-2018 2nd Qtr. | \$ 382.64 |
| Total Regular Checking Charges and Bills Paid | | \$ 16,663.33 |
| | | |
| Grand Total Regular Checking | | \$ 113,517.95 |

East Sevier County Utility District
Balance Sheet
May 31, 2019

05/31/2019

ASSETS

CURRENT ASSETS

| | |
|--------------------------------------|--------------|
| Checking Account - Operations | \$295,165.16 |
| Checking Account - Alpine Rd Funding | 66,734.82 |
| Cash on Hand | 60.00 |

| | |
|-------------------|-------------------|
| Total Cash | 361,959.98 |
|-------------------|-------------------|

| | |
|------------------------------|-------------|
| Accounts Receivable | 241,026.31 |
| Allowance for Doubtful Accts | (53,833.37) |
| Unbilled Accounts Receivable | 4,709.00 |
| Inventory | 36,785.01 |
| Prepaid Expenses | 9,634.35 |

| | |
|-----------------------------|-------------------|
| Total Current Assets | 600,281.28 |
|-----------------------------|-------------------|

PROPERTY, PLANT & EQUIPMENT

| | |
|----------------------------------|--------------|
| Land | 31,657.80 |
| Distribution & Collection System | 1,303,040.08 |
| Buildings | 69,235.68 |
| Machinery & Equipment | 125,345.68 |
| Vehicles & Trailer(s) | 49,747.58 |
| Construction Work in Progress | 279,356.76 |
| Less: Accumulated Depreciation | (693,960.00) |

| | |
|--|---------------------|
| Net Property, Plant & Equipment | 1,164,423.58 |
|--|---------------------|

RESTRICTED CASH

| | |
|--|--------|
| Checking Account - Waste Water Project | 833.37 |
|--|--------|

| | |
|------------------------------|---------------|
| Total Restricted Cash | 833.37 |
|------------------------------|---------------|

OTHER ASSETS

| | |
|----------|-----------|
| Deposits | 14,370.00 |
|----------|-----------|

| | |
|---------------------------|------------------|
| Total Other Assets | 14,370.00 |
|---------------------------|------------------|

| | |
|---------------------|-----------------------|
| Total Assets | \$1,779,908.23 |
|---------------------|-----------------------|

East Sevier County Utility District
Balance Sheet
May 31, 2019

05/31/2019

LIABILITIES AND DISTRICT'S EQUITY

CURRENT LIABILITIES

| | |
|---|--------------------------|
| Accounts Payable | \$47,213.24 |
| Sales Tax Payable | 1,227.76 |
| Payroll Taxes Payable | 382.31 |
| Unearned Revenue | 22,709.00 |
| Accrued Interest Payable | 22,564.51 |
| Customer Deposits | 34,130.00 |
| <i>Total Current Liabilities</i> | <u>128,226.82</u> |

LONG-TERM DEBT

| | |
|------------------------------------|--------------------------|
| USDA 2018 Loan #1 | 148,340.00 |
| USDA 2017 Loan #2 | 238,190.39 |
| USDA 2017 Loan #3 | 216,083.23 |
| <i>Total Long-Term Debt</i> | <u>602,613.62</u> |

Total Liabilities

730,840.44

DISTRICT'S EQUITY

| | |
|---------------------------------------|----------------------------|
| Retained Earnings | 827,620.12 |
| YTD Net Income | 221,447.67 |
| <i>Total District's Equity</i> | <u>1,049,067.79</u> |

Total Liabilities and District's Equity

\$1,779,908.23

East Sevier County Utility District
Statements of Revenues and Expenses
For the Eleven Months Ending May 31, 2019
Actual vs Budget

| <u>May</u> | | | <u>YTD</u> | | <u>Annual Budget</u> |
|-----------------|------------------|---|------------------|-------------------|----------------------|
| <u>Actual</u> | <u>Budget</u> | | <u>Actual</u> | <u>Budget</u> | |
| | | Operating Revenues | | | |
| \$17,625 | \$17,960 | Water Sales | \$187,304 | \$232,978 | \$251,290 |
| 44,074 | 39,236 | Sewer Charges | 552,480 | 386,387 | 444,900 |
| 1,250 | 0 | Connection Fees - Water | 4,250 | 2,500 | 2,500 |
| 5,750 | 1,146 | Connection Fees - Sewer | 19,750 | 12,604 | 13,750 |
| 930 | 1,543 | Late Charge Fees | 8,709 | 16,974 | 18,517 |
| 20,941 | 923 | Reconnect/Meter Sets/Other Fees | 120,114 | 10,149 | 11,072 |
| (172) | 200 | Miscellaneous Income | 564 | 2,200 | 2,400 |
| 90,398 | 61,008 | Total Operating Revenues | 893,171 | 663,792 | 744,429 |
| | | Operating Expenses | | | |
| 0 | 0 | Unemployment Benefits | 550 | 0 | 0 |
| 0 | 0 | Training | 975 | 0 | 0 |
| 159 | 583 | Payroll Taxes | 1,752 | 6,417 | 7,000 |
| 38,640 | 38,640 | Management & Operations Contract | 425,040 | 425,040 | 463,680 |
| 3,352 | 3,994 | Utilities | 43,593 | 43,939 | 47,933 |
| 4,681 | 1,667 | Insurance | 23,415 | 18,333 | 20,000 |
| 6,434 | 5,215 | Repairs & Maintenance | 37,445 | 57,369 | 62,584 |
| 0 | 417 | Professional Outside Services | 0 | 4,583 | 5,000 |
| 2,082 | 1,800 | Directors' Fees | 22,907 | 19,800 | 21,600 |
| 7,120 | 1,333 | Legal Expenses | 19,340 | 14,667 | 16,000 |
| 0 | 0 | Accounting | 7,900 | 7,300 | 7,300 |
| 1,167 | 1,167 | Bad Debts | 12,833 | 12,833 | 14,000 |
| 0 | 0 | Dues | 450 | 825 | 825 |
| 0 | 0 | Office Expense | 209 | 0 | 0 |
| 26 | 0 | Advertising Expense | 217 | 0 | 0 |
| 0 | 433 | Permits | 4,974 | 4,767 | 5,200 |
| 0 | 2,083 | Miscellaneous Expense | 32 | 22,917 | 25,000 |
| 63,661 | 57,332 | Total Operating Expenses | 601,632 | 638,790 | 696,122 |
| 26,737 | 3,676 | Net Income B/4 Other (Inc) & Exp | 291,539 | 25,002 | 48,307 |
| | | Other Income (Expenses) | | | |
| (1,595) | 0 | Interest Expense | (15,021) | 0 | 0 |
| (4,384) | (4,384) | Depreciation | (48,224) | (48,224) | (52,608) |
| 0 | (833) | Bond Issue Costs | (6,845) | (9,167) | (10,000) |
| (5,979) | (5,217) | Total Other Income (Expenses) | (70,090) | (57,391) | (62,608) |
| \$20,758 | (\$1,541) | Net Income(Loss) | \$221,449 | (\$32,389) | (\$14,301) |

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

| Billing Charges For the Month of: | May-19 | |
|--|---------------|------------------|
| Water Revenue | | 17,625.04 |
| Sewer Revenue | | 45,141.98 |
| Installment Billing -Offsite Sewer Arrears | | 1,067.60 |
| Sales Taxes | | 1,584.89 |
| Late Charges | | 929.90 |
| Installation Fees-Water | | 1,250.00 |
| Installation Fees-Sewer | | 5,750.00 |
| Other Miscellaneous Fees | | 20,940.75 |
| Returned Checks | | - |
| Deposits Applied/Adjustments | | (840.00) |
| Customer Refunds Paid | | 604.13 |
| Total Billing Charges | | 94,054.29 |
| Water Gallons Billed | | 783,472 |
| Water Customers Billed | | 250 |
| Sewer Gallons Billed | | 603,640 |
| Sewer Customers Billed | | 757 |

| Accounts Receivable | May-19 | |
|---|---------------|------------------|
| Beginning Balance | | 60,764.60 |
| Billing Charges | | 94,054.29 |
| Bad Debt Recoveries (Write Offs) | | - |
| Accounts Receivable Collections | | (65,172.93) |
| End of Month Accounts Receivable | | 89,645.96 |

| Water Revenue Checking | May-19 | |
|-------------------------------------|---------------|-------------------|
| Beginning Balance | | 299,050.93 |
| Deposits: | | |
| Accounts Receivable Collections | | 65,172.93 |
| Customer Deposits | | 1,575.00 |
| | | 66,747.93 |
| Disbursements: | | |
| Accounts Payable Checks | | (62,173.21) |
| Auto Debit Charges-Utilities | | (3,952.22) |
| Transfer to Alpine Road Funding | | (2,000.00) |
| TN TAP - Sales Tax | | (1,538.00) |
| Payroll Taxes | | (382.64) |
| Refund Checks | | (587.63) |
| End of Month Balance | | 295,165.16 |
| Cash Receipts Collected To Date in: | Jun-19 | 100,942.02 |
| Auto Debited Utilities in: | Jun-19 | (3,320.69) |
| Bills Submitted for Payment in: | Jun-19 | (74,551.27) |
| Available Balance | | 318,235.22 |

East Sevier County Utility District, TN
Treasury Report
Summary of Cash and Investments
May 31, 2019

| Bank Account / Security | Maturity Date | Beginning Balance | Deposits | Interest Earned | Payments | Ending Balance |
|--|---------------|-------------------|------------------|-----------------|--------------------|-------------------|
| Checking Acct-Operations | | 299,050.93 | 66,747.93 | - | (70,633.70) | 295,165.16 |
| Checking Acct-Alpine Road Funding | | 89,984.82 | 2,000.00 | - | (25,250.00) | 66,734.82 |
| Checking Acct-Waste Water Plant | | 833.37 | - | - | - | 833.37 |
| Cash on Hand | | 60.00 | - | - | - | 60.00 |
| Total Cash and Investments | | 389,929.12 | 68,747.93 | - | (95,883.70) | 362,793.35 |

**EAST SEVIER COUNTY UTILITY DISTRICT
BILLING SUMMARY**

| DATE | WATER REVENUE | | WATER GALLONS (000s) | | NO. OF CUSTMRS |
|--------|---------------|-----------|----------------------|-----------|-------------------|
| | TOTAL | YTD TOTAL | TOTAL | YTD TOTAL | |
| May-19 | 17,763 | 202,618 | 783 | 8,084 | 250 |
| Apr-19 | 17,463 | 184,855 | 668 | 7,301 | 250 |
| Mar-19 | 17,535 | 167,392 | 627 | 6,633 | 250 |
| Feb-19 | 19,679 | 149,857 | 723 | 6,006 | 243 |
| Jan-19 | 22,743 | 130,178 | 748 | 5,283 | 241 |
| Dec-18 | 17,023 | 107,435 | 606 | 4,535 | 246 |
| Nov-18 | 16,729 | 90,411 | 560 | 3,929 | 244 |
| Oct-18 | 18,202 | 73,683 | 813 | 3,369 | 245 |
| Sep-18 | 18,540 | 55,481 | 824 | 2,556 | 242 |
| Aug-18 | 17,728 | 36,941 | 725 | 1,732 | 241 |
| Jul-18 | 19,213 | 19,213 | 1,007 | 1,007 | 239 |
| Jun-18 | 17,497 | 240,128 | 656 | 7,639 | 240 |
| May-18 | 17,161 | 222,630 | 666 | 6,983 | 240 |

**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 | | |
| May-19 | 44,839 | 507,053 | 604 | 6,135 | 757 | 65,173 |
| Apr-19 | 43,934 | 462,214 | 491 | 5,531 | 751 | 73,177 |
| Mar-19 | 44,021 | 418,279 | 499 | 5,040 | 750 | 72,003 |
| Feb-19 | 42,340 | 374,258 | 443 | 4,541 | 741 | 84,087 |
| Jan-19 | 52,706 | 331,918 | 553 | 4,098 | 735 | 82,323 |
| Dec-18 | 43,711 | 279,212 | 475 | 3,545 | 734 | 84,499 |
| Nov-18 | 43,187 | 235,501 | 423 | 3,070 | 732 | 85,252 |
| Oct-18 | 44,670 | 192,314 | 617 | 2,647 | 741 | 94,066 |
| Sep-18 | 48,090 | 147,644 | 644 | 2,030 | 722 | 78,157 |
| Aug-18 | 47,707 | 99,554 | 582 | 1,386 | 722 | 84,746 |
| Jul-18 | 51,847 | 51,847 | 804 | 804 | 711 | 91,069 |
| Jun-18 | 53,337 | 405,532 | 455 | 6,017 | 716 | 79,251 |
| May-18 | 35,762 | 352,195 | 514 | 5,562 | 615 | 63,370 |

**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

JUNE 2019

Administrative

Updates were installed on staff computers to better serve our customers.

Treatment

Treatment at the wells is monitored daily.

Treatment at the wastewater plant is effective.

Collection/Distribution

Installed two pump kits at offsite communities

Completed the Alpine Drive phase of our improvement project

Repaired a service line on Alpine Drive

Replaced a meter yoke on yellow pine.

Took utility truck to transmission shop for repair

Repaired a sewer leak at Sherwood Forest

Customer Service

Staff assisted customer to determine leak was the blow off valve on her hot water heater.

Project Updates

Including the WWTP area in our scope of work has had a tremendous benefit to water quality.



OPERATIONS REPORT – East Sevier County Utility District

Safety

Our June safety meeting was on trenching and excavating.

Regulatory

Monthly Water and Wastewater reports were successfully submitted to the Tennessee Department of Environment and Conservation.

Training

Our newest employee is being trained on how to run our daily ops.

Concerns for the Month

Making sure employees are properly hydrated.

Positives for the Month

Our newest employee has provided a much needed energy boost.

Leak Repairs

Numerous on and offsite repairs were made.

**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: July 17, 2019

Re: 2018-2019 Fiscal Year Audit

It is time to have the financial audit performed for the fiscal year 2018-2019. The District has historically used Mitchell Emert & Hill, P.C. to perform the audit. They have proposed a fee of \$8,400 to complete the audit with the understanding that there may be additional "per hour" fees if excessive time is needed to complete the Capital Assets portion. This is regarding the offsite wastewater facilities and the property transfers that TDEC is requiring of us.

Staff recommends the approval and engagement of Mitchell Emert & Hill, P.C. to perform the District's audit for the above mentioned fees.

**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: July 17, 2019

Re: Billing/Office Computer

At the June meeting, \$10,000 in funds were approved for a new office/billing computer. The cost of the new computer, server, and installation comes to \$6,186. Staff recommends approval of this purchase.



| | |
|------------------|--------------|
| Quote #: | USSQ1283 |
| Date: | Jan 28, 2019 |
| Expiration Date: | Feb 27, 2019 |

Prepared For:
 East Sevier County Utility District
 Anthony Hays
 573-874-8080
 1529 ALPINE DR
 Sevierville, TN 378645437
 United States

Salesperson:
 Dana Fennell
 danaf@united-systems.com
 Direct Number: 2702052033
 Fax Number:
 205 Ash Street
 Benton, Ky 42025

| Qty | Description | Unit Price | Ext. Price |
|--|--|------------|------------|
| GOVT SQL Server 2017 | | | |
| 1 | Microsoft SQL Server 2017 Standard - License - 1 Server - Volume, Local Government - Microsoft Open License for Government - English - PC | \$716.00 | \$716.00 |
| 1 | Microsoft SQL Server 2017 - License - 1 User CAL - Local Government, Volume - Microsoft Open License for Government - English - PC | \$167.00 | \$167.00 |
| 4 | Alliance Technical Services | \$175.00 | \$700.00 |
| 1 | | \$0.00 | \$0.00 |
| Dell 7060 Small Form Factor Workstation 16GB Ram with Monitor | | | |
| 1 | Dell OptiPlex 7000 7060 Desktop Computer - Intel Core i7 (8th Gen) i7-8700 3.20 GHz - 8 GB DDR4 SDRAM - 1 TB HDD - Windows 10 Pro 64-bit (English/French/Spanish) - Small Form Factor - DVD-Writer DVD±R/±RW - Intel UHD Graphics 630 Graphics - Intel Optane Memory Ready - English Keyboard - 10 x Total USB Port(s) - USB Type-C | \$1,260.00 | \$1,260.00 |
| 1 | Kingston 8GB DDR4 SDRAM Memory Module - 8 GB (1 x 8 GB) - DDR4 SDRAM - 2666 MHz DDR4-2666/PC4-21300 - 1.20 V - Non-ECC - Unbuffered - 288-pin - DIMM | \$81.00 | \$81.00 |
| 1 | Dell ProSupport - 5 Year - Service - 24 x 7 Next Business Day - On-site - Maintenance - Labor - Physical, Electronic ServiceNext Business Day - Repair <i>Protect your hardware investments with ProSupport for PCs and tablets Whether you have a small business or you are a global enterprise, your employees need to feel secure in your selection of end-user hardware. Your end users need access to expert support to keep up with business momentum and stay productive. Get proactive support for your business. Only ProSupport with SupportAssist technology provides proactive responses to critical issues. With in-region engineers, 24x7 support and proactive alerts, ProSupport helps you stay focused on business innovation with: Proactive automated detection and alerts on critical issues with Dell SupportAssist technology24x7 direct access to highly trained engineersSame or next business day onsite repair after remote diagnosisIncident-based third-party software assistance</i> | \$196.00 | \$196.00 |
| 1 | Dell DisplayPort/VGA Video Cable - DisplayPort/VGA for Video Device, Projector, Monitor, Workstation, Notebook, HDTV - 7" - 1 x DisplayPort Male Digital Audio/Video - 1 x HD-15 Female VGA - Black | \$32.00 | \$32.00 |

| Qty | Description | Unit Price | Ext. Price |
|-----|---|------------|------------|
| 1 | Dell E2216H 21.5" LED LCD Monitor - 16:9 - 5 ms - Adjustable Display Angle - 1920 x 1080 - 16.7 Million Colors - 250 Nit - 1,000:1 - Full HD - VGA - DisplayPort - 18.20 W - Black - CECP, TCO Certified Displays, EPEAT Gold | \$149.00 | \$149.00 |

Labor (ESTIMATED 8 - 20)

| | | | |
|----|---|----------|------------|
| 4 | Alliance Technical Services | \$175.00 | \$700.00 |
| 12 | Technical Services for Setup/Installation | \$175.00 | \$2,100.00 |
| 1 | Travel | \$85.00 | \$85.00 |

Notes:

Here is the quote you requested.

TOTAL

\$6,186.00

Please sign here and fax back for authorization to proceed:

Date:



TECHNOLOGY PROCESS MANAGEMENT
PERFORMANCE DRIVEN I.T.

BY UNITED SYSTEMS

July 18, 2019

CUSTOMER NAME

ADDRESS

| CUSTOMER NAME | ADDRESS |
|-----------------|-----------------------|
| Christopher Fox | 1551 Wilhite Creek Rd |
| Brook Hendrick | |
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