

METROPOLITAN LYNCHBURG MOORE
UTILITY DEPARTMENT
BOARD MEETING
December 14, 2021

The Metro Utility Board meeting scheduled for December 14, 2021, at 6:00 P.M. was called to order by Keith Moses, Chairperson. Member's present: Keith Moses, Barry Posluszny, Will Shavers, Shane Taylor, Mayor Bonnie Lewis, Brooke Fanning and Russell Sells.

Motion was made by Shane Taylor and seconded by Will Shavers to approve the minutes of the November 9, 2021, meeting. Motion carried 5-0.

Visitors: Tabitha Moore, *The Lynchburg Times*, Travis Wilson, *LJA Engineering*

Engineers' Reports – Travis Wilson updated the board on the progress of several projects:

1. SSES Rehab project documents have been submitted to SRF for presentation at the TLDA meeting on December 20th.
2. The \$1.3 million municipal bond was approved by Metro Council at their November meeting. MUD will proceed with scheduling of surveyors to line up task orders which will be presented at the January utility board meeting.
3. TDOT road widening has encountered a conflict with Atmos Gas Company. The county, state and Atmos Gas are working to resolve this conflict over the right of way.

Write-Offs: Brooke Fanning presented the board with the Accounts Receivable accounts that she feels need to be written off the books. They total \$4,410.37 for the total amount: Water \$ 3, 275.57; Sewer \$101.22; Servline \$38.20; Tax \$373.65; Penalty \$224.14 and Garbage \$443.20. A motion was made by Keith Moses to accept the amount of write-off accounts and seconded by Shane Taylor. Motion passed 5-0. These amounts will be recorded as bad debt on December 31, 2021. A second motion was made regarding bad debt accounts; any customer with receivables amount older than 60 days who has another service with Metro Utility will have their 60-day balance transferred to their other active account before moving to bad debt. A motion was made by Will Shavers and seconded by Shane Taylor to accept this new policy. Motion passed 5-0.

Software issues: Brooke Fanning presented the board with an update on the credit card collection issues through PubliQ software. Currently, Mrs. Fanning and Mary Beard, CPA are working through the daily credit card collection amounts from July 2020 through November 2021 to reconcile the correct total of credit card payments that are owed to Metro Utility from PubliQ Software. The actual amount will be formally presented to the board at the January 2022 meeting for their review.

As a result of all the conflicts with PubliQ Software Mrs. Fanning has been shopping for a better Utility Billing solution. The office staff have vetted several software systems and decided to present Continental Utility Solutions Software as their choice for software billing at Metro Utility at a cost of \$34, 852.00. Mrs. Fanning explained that this will only cover Utility Billing. For a general ledger solution QuickBooks Professional Gold Edition will be implemented with the board's approval at a cost of \$3,015.44. After a discussion, the motion was made by Will Shavers and seconded by Barry Posluszny to accept CUSI for billing software and QuickBooks for General Ledger reporting. A roll call vote was taken, Shane Taylor – Yes, Bonnie Lewis – Yes, Barry Posluszny – Yes, Keith Moses – Yes, Will Shavers – Yes. Motion passed 5-0.

Budget Amendments: Brooke fanning presented the board with the budget amendments. Mrs. Fanning explained that funds need to be redistributed between accounts. A detailed listing follows:

GL #		Amendment +/-	New final estimated \$ amt
100-51220 Overtime	6,000.00	-4,000.00	2,000.00
100-52100 Office Phones	4,500.00	3,400.00	7,900.00
100-52116 Bad Debt	3,000.00	5,000.00	8,000.00
100-52150 Credit Card Expense	8,000.00	-8,000.00	0.00
100-52200 General Services	11,000.00	-8,200.00	2,800.00
100-53110 Tech Services	20,000.00	5,000.00	25,000.00
100-53117 Professional Services	5,000.00	8,800.00	13,800.00
100-53160 Education	4,000.00	-4,000.0	0.00
100-53400 Vehicle Maintenance	2,500.00	-1,000.00	1,500.00
100-53640 Engineering	2,000.00	1,000.00	3,000.00
100-53760 Subscriptions	2,000.00	-500.00	1,500.00
100-53740 Tools	500.00	-500.00	0.00
200-52100 Telephone	3,300.00	3,550.00	6,850.00
200-53160 Education	3,000.00	-2,000.00	1,000.00
200-53280 Advertising	400.00	-200.00	200.00
200-53700 State Permit Fees	5,000.00	-4,000.00	1,000.00
200-53760 Subscription	800.00	-400.00	400.00
310-53640 Engineering	4,275.00	-4,000.00	275.00
400-52100 Telephone	1,500.00	-1,500.00	0.00
400-53160 Education	1,000.00	-500.00	500.00

A motion was made to accept the amendments as presented by Shane Taylor and seconded by Will Shavers. Motion carried 5-0.

Sales tax Underbilling: Mrs. Fanning explained to the board that approximately \$4,000 had been paid to TN State Sales Tax and underbilled to the customers through PubliQ Software. She asked if they would like to seek back charges from the customers who were not charged the sales tax amount. A motion was made by Keith Moses and seconded by Shane Taylor to leave the overpayment as an expense on the utility's books. Motion carried 5-0.

Manager's Report: Mr. Russell Sells updated the board on several items:

- a) Water loss is still hovering around 46-47 %
- b) i/I is at 39% due to less rain water moving in the system
- c) Four employees sat for their certifications last week; 3 passed their exams
- d) Clearwell inspection at the water treatment plant went well
- e) The Raw Water Intake Motor #2 is broken. The main shaft broke and is being sent off for repair/replacement

Motion was made by Bonnie Lewis, and seconded by Shane Taylor, to adjourn. Meeting adjourned at 7:05 PM. Motion passed 5-0.

Keith Moses, Chairperson