

Cabot Water & Wastewater Commission Meeting
October 22, 2020 AT 6:30 P.M.
Conference via Zoom due to COVID-19

Attendees: Gary Walker, Jim Burk, Richard Gray, Bert Mayer, Jon Steelman, Baxter Drennon, Karen Ballard, Bruce Brown, and Tim Joyner

Gary Walker called the meeting to order at 6:30 P.M.

Jim Burk led the opening prayer.

Bert Mayer made a motion to approve the minutes from September 24, 2020, 2nd by Jim Burk. Motion Carried unanimously.

GENERAL MANAGER'S REPORT:

Water Projects:

Crews continue leak repairs, meter installations and meter changeouts.

Hwy 321 Project – preparing to start on this project next week

Wastewater Projects:

Clarifier drives are installed and running smoothly

Crews continue identifying I&I problems and correcting as they go.

Wastewater crews assisted with water leaks, mowing easements and maintenance at Wastewater Treatment plant.

FINANCIAL REPORT:

Bruce presented the September Financial Report. Jon Steelman made a motion to approve the Financial Report, 2nd by Bert Mayer, Motion Carried Unanimously.

BUSINESS ITEMS:

Personnel Policy Manual update was reviewed. Bert Mayer made a motion to adopt the amended Personnel Policy Manual, 2nd by Jim Burk. Motion Carried Unanimously.

Engineering Services Agreement was reviewed. The agreement is tabled until November meeting for revisions.

Bert Mayer made a motion to extend the *Temporary Policy for Billing Office and Bill Due date during COVID-19 Emergency* through November 30, 2020, 2nd by Richard Gray. Motion Carried Unanimously.

2021 Preliminary Budget was reviewed.

NON-AGENDA ITEMS: NONE

November meeting is scheduled on November 19, 2020

December meeting is scheduled on December 17, 2020

PUBLIC INPUT: NONE

Gary Walker adjourned the meeting at 7:20pm

Minutes prepared by Karen Ballard



JIM BURK, COMMISSION SECRETARY