

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

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

Absent - Bert Mayer

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

Jim Burk led the opening prayer.

Richard Gray made a motion to approve the minutes from October 22, 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 – crews started relocating water main this week.

Wastewater Projects:

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.

Manhole coating contractors completed coating all manholes.

FINANCIAL REPORT:

Bruce presented the October Financial Report. Richard Gray made a motion to approve the Financial Report, 2nd by Jon Steelman, Motion Carried Unanimously.

BUSINESS ITEMS:

Engineering Services Agreement was reviewed. A motion made by Jim Burk to approve the Engineering Services Agreement, 2nd by Richard Gray. Motion Carried Unanimously.

The revised credit card policy was reviewed. A motion made by Richard Gray to approve new credit limits on credit cards, 2nd by Jon Steelman. Motion Carried Unanimously.

John Steelman made a motion to extend the *Temporary Policy for Billing Office and Bill Due date during COVID-19 Emergency* through December 31, 2020, 2nd by Richard Gray. Motion Carried Unanimously.

2021 Preliminary Budget was reviewed. The Budget is tabled until December meeting for revisions.

NON-AGENDA ITEMS:

Tim Joyner was presented a 15-year service award.

PUBLIC INPUT: NONE

Gary Walker adjourned the meeting at 7:10pm

Minutes prepared by Karen Ballard



JIM BURK, COMMISSION SECRETARY