

AGENDA

Hartsville-Trousdale Water & Sewer Utility District of
Hartsville/Trousdale County, Tennessee

DATE AND TIME

September 28, 2021, at 5:00 pm

PLACE OF MEETING

Trousdale County Courthouse
200 East Main Street
Hartsville, TN. 37074

ORDER OF BUSINESS

1. Roll call and determination of quorum.
2. Nominate and Elect a Vice-Chair.
3. Approval of August 2021, Meeting Minutes and August 2021 Minutes.
4. Approval of August 2021 Financial reports.
5. Water Loss Report.
6. Engineering Report Evan White Mid-Tenn. Engineering
7. General Manager Report:
 - Increase in Withdrawal of Source Water from the Cumberland River.
 - Approval of Resolution#: 092021 Adopt Certain Provisions of Title 18 – Water and Sewers of the Hartsville/Trousdale County Government Code.
 - Approval for The Clean Water Program with Citco Water. Water and Wastewater Chemical provider.
 - Review RFQ for Utility Attorney.
8. Public Comments
9. Board Members Comments
10. Adjournment

August 24, 2021
Hartsville-Trousdale County
Water & Sewer Utility District
Meeting of Board of Commissioners

Board members present were, Stephen Chambers, Heather Bay, Mark White, Todd Webber, and Dwight Jewell. Others attending were Tommy McFarland, Evan White, and Mary Dale Welch.

Vice-Chairman Heather Bay called the meeting to order.

The minutes of the July 27 meeting and the amended minutes of the June 1st meetings were approved on a motion made by Stephen Chambers and second by Dwight Jewell.

The July financial report was approved on a motion made by Todd Webber and second by Mark White.

Tommy presented the year end water loss report to the Board. There is one zone that showing constant usage, indicating a leak. The department is in the process of locating the problem.

Tommy also reported an incident to the Board that occurred at the water plant. A delivery of chemicals was made and mistakenly put in the incorrect tank. Immediate action was taken by the operator and delivery driver. Tommy is working with Evan to install piping on the outside of the building with color coding to keep this from re-occurring.

Tommy also gave the board a list of roads in the county that do not have water service. He estimated 49.8 miles of line that would need to be laid at a cost of \$750, 000.00 per mile. Total cost to do all would be \$37,369,318.18.

Evan White reported we are still waiting to hear from SRF for the loan for the tank project.

Evan also offered to the Board two proposals, one is a 20-year master plan and the other is a feasibility study. After discussion Stephen Chambers made a motion to approve the Master Plan with a cost of \$20,000 and a time frame of 6 months. Todd Webber second the motion. Stephen Chambers made a motion to approve the feasibility study with a cost of \$6,000.00 and a time frame or 3 months. Mark White second the motion. Both motions were passed.

Tommy reported no activity on the Cumberland River withdrawal project.

Tommy also presented to the Board a retainer agreement with Bransetter, Stanch, and Jennings, a law firm that specializes in utility law. After discussion Tommy was asked to get quotes from other law firms and bring back to the next meeting.

Approval was asked for completing loop lines on Halltown Road and Bridle Path. Estimated cost of Halltown is \$210,882.77 and Bridle Path is \$77,957.00. Dwight Jewell made a motion to do the 400ft on Bridle Path. Stephen Chambers second the motion. The motion passed with a vote of 3 yes and 2 no.

Stephen Chambers made a motion to postpone the Halltown project for 3 months. Todd Webber second the motion. It was passed.

Stephen Chambers informed the Board that the contract with Kemp Brothers had lapsed and that this was reported to the State Comptroller.

Heather Bay stated that with the county's 47% growth the board needs to work together to solve any issues that arise. She suggested that work sessions may need to be conducted.

Dwight Jewell made a motion to adjourn.

**Hartsville Trousdale Water and Sewer
Budget To Actual: 2021-2022
for Accounting Period 08/31/2021**

Account Number	Account Description	Budget	12 Month Ave.	Budget Period	YTD Actual	Variance	
204-43190	OTHER GEN SERV- SEWER/CON	\$ 1,021,801.83	\$ 85,150.15	\$ 170,300.31	\$ 171,270.97	\$ (970.67)	
204-43191	WATER SALES	\$ 2,305,495.91	\$ 192,124.66	\$ 384,249.32	\$ 417,625.12	\$ (33,375.80)	
204-43193	WATER TAP SALES	\$ 245,328.75	\$ 20,444.06	\$ 40,888.13	\$ 46,300.00	\$ (5,411.88)	
204-43194	SERVICE CHARGES	\$ 158,664.83	\$ 13,222.07	\$ 26,444.14	\$ 77,501.16	\$ (51,057.02)	
204-44110	INVESTMENT INCOME	\$ 48,172.73	\$ 4,014.39	\$ 8,028.79	\$ 4,015.31	\$ 4,013.48	
204-44120	LEASE/RENTALS - CITY	\$ 7,200.00	\$ 600.00	\$ 1,200.00	\$ 1,200.00	\$ -	
204-44530	SALE OF EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	
204-44560	DAMAGES RECOVERED FROM INDIVIDUALS	\$ -	\$ -	\$ -	\$ -	\$ -	
204-44570	CONTRIBUTIONS AND GIFTS	\$ -	\$ -	\$ -	\$ -	\$ -	
204-44990	OTHER REVENUE(REC OF BAD DEBT)	\$ -	\$ -	\$ -	\$ 3.32	\$ (3.32)	
204-49700	INSURANCE RECOVERY	\$ -	\$ -	\$ -	\$ -	\$ -	
204-47590	OTHER FED THRU STATE(GRANT - SEWER	\$ -	\$ -	\$ -	\$ -	\$ -	
Revenue Total	With Grants	\$ 3,786,664.05	\$ 315,555.34	\$ 631,110.68	\$ 717,915.88	\$ (86,805.21)	8.75%
Revenue Total	Without Grants	\$ 3,786,664.05	\$ 315,555.34	\$ 631,110.68	\$ 717,915.88	\$ (86,801.89)	8.75%
Expense Total		\$ 3,488,071.11	\$ 290,672.59	\$ 581,345.19	\$ 660,144.40	\$ (78,799.22)	
Total Public Utilities		\$ 298,592.94	\$ 24,882.75	\$ 49,765.49	\$ 57,771.48	\$ (8,005.99)	

Year: 2021
 Period: August
 Period Begin: 08/01/21
 Period End: 08/31/21
 Budget Amounts: Original

Hartsville Trousdale Water and Sewer

Income Statement

Account	August Actual Balance	2021 YTD Actual Balance	YTD Budget Total	YTD Budget Remaining
INCOME				
204-43190-0000-001 OTHER GENERAL SERVICES CONNECTION FEE	(\$1,525.00)	(2,975.00)	(\$13,554.92)	(\$10,579.92)
204-43190-0000-002 OTHER GENERAL SERVICES SEWER SALES	(\$79,718.57)	(164,245.97)	(\$987,914.54)	(\$823,668.57)
204-43190-0000-003 OTHER GENERAL SERVICES CONNECTION FEES	(\$1,875.00)	(4,050.00)	(\$20,332.37)	(\$16,282.37)
Sewer/ connections	(\$83,118.57)	(171,270.97)	(\$1,021,801.83)	(\$850,530.86)
204-43191-0000-001 WATER SALES CITY	(\$81,971.17)	(167,879.75)	(\$922,198.96)	(\$754,319.21)
204-43191-0000-003 WATER SALES RURAL	(\$118,444.42)	(249,745.37)	(\$1,383,296.95)	(\$1,133,551.58)
Water Sales	(\$200,415.59)	(417,625.12)	(\$2,305,495.91)	(\$1,887,870.79)
204-43193-0000-001 TAP SALES CITY	(\$11,250.00)	(11,250.00)	(\$81,776.25)	(\$70,526.25)
204-43193-0000-002 TAP SALES SEWER	(\$6,000.00)	(7,000.00)	(\$81,776.25)	(\$74,776.25)
204-43193-0000-003 TAP SALES RURAL	(\$18,700.00)	(28,050.00)	(\$81,776.25)	(\$53,726.25)
Tap Sales	(\$35,950.00)	(46,300.00)	(\$245,328.75)	(\$199,028.75)
204-43194-0000-001 SERVICE CHARGES CITY	(\$2,528.67)	(36,981.15)	(\$23,994.73)	\$12,986.42
204-43194-0000-002 SERVICE CHARGES SEWER	(\$34,476.72)	(35,126.20)	(\$98,678.00)	(\$63,551.80)
204-43194-0000-003 SERVICE CHARGES RURAL	(\$2,508.31)	(5,393.81)	(\$35,992.10)	(\$30,598.29)
Service Charges	(\$39,513.70)	(77,501.16)	(\$158,664.83)	(\$81,163.67)
204-44110-0000-001 INVESTMENT INCOME CITY	(\$4,119.19)	(4,015.31)	(\$48,172.73)	(\$44,157.42)
Investment Income	(\$4,119.19)	(4,015.31)	(\$48,172.73)	(\$44,157.42)
204-44120-0000-001 LEASE/RENTALS CITY	(\$600.00)	(1,200.00)	(\$7,200.00)	(\$6,000.00)
Lease Rentals	(\$600.00)	(1,200.00)	(\$7,200.00)	(\$6,000.00)
204-44530-0000-001 SALE OF EQUIPMENT	\$0.00	0.00	\$0.00	\$0.00
Sale of Equipment	\$0.00	0.00	\$0.00	\$0.00
204-44560-0000-003 DAMAGES RECOVERED FROM INDIVIDUALS	\$0.00	0.00	\$0.00	\$0.00
Dmages Recovered	\$0.00	0.00	\$0.00	\$0.00
204-44570-0000-003 CONTRIBUTIONS AND GIFTS	\$0.00	0.00	\$0.00	\$0.00
204-44990-0000-001 OTHER REVENUE(BAD DEBT RECOVERY)	(\$3.32)	(3.32)	\$0.00	\$3.32
204-47590-0000-001 OTHER FEDERAL THRU STATE	\$0.00	0.00	\$0.00	\$0.00
Grants/Contributions	(\$3.32)	(3.32)	\$0.00	\$3.32
Total Revenue	(\$363,720.37)	(\$717,915.88)	(\$3,786,664.05)	(\$3,068,748.17)
EXPENSES				
204-55900-0105-001 EMPLOYEE WAGES- SUPERVISOR	\$1,945.68	3,882.72	\$25,338.99	\$21,456.27
204-55900-0105-002 EMPLOYEE WAGES SUPERVISOR SEWER	\$1,945.68	3,882.72	\$25,338.99	\$21,456.27
204-55900-0105-003 EMPLOYEE WAGES SUPERVISOR RURAL	\$2,530.52	5,049.52	\$25,338.95	\$20,289.43
Supervisor	\$6,421.88	12,814.96	\$76,016.93	\$63,201.97
204-55900-0162-001 EMPLOYEE WAGES CLERICAL CITY	\$3,640.05	7,191.86	\$51,633.97	\$44,442.11
204-55900-0162-002 EMPLOYEE WAGES CLERICAL SEWER	\$3,684.06	7,379.33	\$17,602.49	\$10,223.16
204-55900-0162-003 EMPLOYEE WAGES CLERICAL RURAL	\$4,788.00	9,458.37	\$77,450.96	\$67,992.59
Clerical	\$12,112.11	24,029.56	\$146,687.42	\$122,657.86
204-55900-0187-001 EMPLOYEE WAGES OVERTIME CITY	\$2,536.48	5,991.74	\$35,432.12	\$29,440.38
204-55900-0187-003 EMPLOYEE WAGES OVERTIME RURAL	\$4,157.68	9,694.55	\$53,148.19	\$43,453.64
204-55900-0187-002 EMPLOYEE WAGES OVERTIME SEWER	\$349.08	825.82	\$6,667.33	\$5,841.51
Employee Wages	\$7,043.24	16,512.11	\$95,247.64	\$78,735.53
204-55900-0188-003 EMPLOYEE WAGES BONUS RURAL	\$0.00	0.00	\$6,672.90	\$6,672.90
204-55900-0188-001 EMPLOYEE WAGES BONUS CITY	\$0.00	0.00	\$4,448.60	\$4,448.60
204-55900-0188-002 EMPLOYEE WAGES BONUS SEWER	\$0.00	0.00	\$3,328.50	\$3,328.50
Employee Bonus	\$0.00	0.00	\$14,450.00	\$14,450.00
204-55900-0189-001 EMPLOYEE WAGES OTHER SALARY CITY	\$15,332.39	31,175.54	\$172,099.10	\$140,923.56
204-55900-0189-002 EMPLOYEE WAGES OTHER SALARY SEWER	\$11,638.71	23,336.07	\$159,132.73	\$135,796.66
204-55900-0189-003 EMPLOYEE WAGES OTHER SALARY RURAL	\$20,494.50	41,350.37	\$258,148.65	\$216,798.28
Employee Wages	\$47,465.60	95,861.98	\$589,380.48	\$493,518.50
204-55900-0191-001 BOARD MEMBERS SALARY	\$200.00	650.00	\$3,600.00	\$2,950.00
Board Members	\$200.00	650.00	\$3,600.00	\$2,950.00
204-55900-0196-001 IN SERVICE TRAINING CITY	\$457.33	519.33	\$4,019.40	\$3,500.07
204-55900-0196-002 IN-SERVICE TRAINING	\$473.33	473.33	\$1,116.50	\$643.17
204-55900-0196-003 IN SERVICE TRAINING RURAL	\$324.34	399.34	\$6,029.10	\$5,629.76
In service Training	\$1,255.00	1,392.00	\$11,165.00	\$9,773.00
204-55900-0201-001 EMPLOYEE BENEFIT SOCIAL SECURITY CITY	\$1,945.46	4,012.02	\$19,562.08	\$15,550.06
204-55900-0201-002 EMPLOYEE BENEFIT SOCIAL SECURITY SEWER	\$1,067.38	2,148.55	\$14,608.05	\$12,459.50
204-55900-0201-003 EMPLOYEE BENEFIT SOCIAL SECURITY RURAL	\$2,374.97	4,873.14	\$29,343.14	\$24,470.00
Social security	\$5,387.81	11,033.71	\$63,513.27	\$52,479.56
204-55900-0204-001 EMPLOYEE BENEFIT STATE RETIREMENT CITY	\$1,145.90	2,319.77	\$18,373.48	\$16,053.71
204-55900-0204-002 EMPLOYEE BENEFIT STATE RETIREMENT SEWER	\$625.46	1,260.24	\$6,124.50	\$4,864.26
204-55900-0204-003 EMPLOYEE BENEFIT STATE RETIREMENT RURAL	\$1,707.55	3,456.96	\$20,868.64	\$17,411.68
Retirement	\$3,478.91	7,036.97	\$45,366.62	\$38,329.65
204-55900-0207-001 EMPLOYEE BENEFIT MEDICAL CITY	\$2,660.68	5,462.96	\$28,108.08	\$22,645.12
204-55900-0207-002 EMPLOYEE BENEFIT MEDICAL SEWER	\$1,260.56	2,821.12	\$20,989.80	\$18,168.68
204-55900-0207-003 EMPLOYEE BENEFIT MEDICAL RURAL	\$3,990.96	8,194.32	\$42,162.12	\$33,967.80
Medical Insurance	\$7,912.20	16,478.40	\$91,260.00	\$74,781.60

Account		August Actual	2021 YTD	YTD Budget	YTD Budget
		Balance	Actual Balance	Total	Remaining
204-55900-0301-001	ACCOUNTING SERVICES	\$0.00	0.00	\$4,171.75	\$4,171.75
Accounting		\$0.00	0.00	\$4,171.75	\$4,171.75
204-55900-0307-001	COMMUNCIATION CITY	\$575.52	1,098.79	\$10,200.00	\$9,101.21
204-55900-0307-002	COMMUNICATION SEWER	\$457.20	660.85	\$4,500.00	\$3,839.15
204-55900-0307-003	COMMUNICATION RURAL	\$2,853.25	3,708.12	\$15,300.00	\$11,591.88
Communication		\$3,885.97	5,467.76	\$30,000.00	\$24,532.24
204-55900-0317-001	DATA PROCESSING CITY	\$1,582.96	2,654.95	\$22,333.34	\$19,678.39
204-55900-0317-002	DATA PROCESSING SEWER	\$1,648.96	2,720.95	\$22,333.33	\$19,612.38
204-55900-0317-003	DATA PROCESSING RURAL	\$1,604.96	3,648.94	\$22,333.33	\$18,684.39
Data Processing		\$4,836.88	9,024.84	\$67,000.00	\$57,975.16
204-55900-0320-001	DUES AND MEMBERSHIPS CITY	\$0.00	528.00	\$1,749.32	\$1,221.32
204-55900-0320-002	DUES AND MEMBERSHIPS SEWER	\$0.00	0.00	\$583.11	\$583.11
204-55900-0320-003	DUES AND MEMBERSHIPS RURAL	\$0.00	1,022.88	\$2,332.43	\$1,309.55
Dues and Memberships		\$0.00	1,550.88	\$4,664.86	\$3,113.98
204-55900-0321-001	ENGINEERING SERVICES	\$0.00	0.00	\$3,416.66	\$3,416.66
204-55900-0321-002	ENGINEERING SERVICES	\$0.00	0.00	\$3,416.66	\$3,416.66
204-55900-0321-003	ENGINEERING SERVICES	\$0.00	0.00	\$3,416.68	\$3,416.68
Engineering Services		\$0.00	0.00	\$10,250.00	\$10,250.00
204-55900-0332-001	LEGAL NOTICES, RECORDINGS CITY	\$0.00	0.00	\$333.33	\$333.33
204-55900-0332-002	LEGAL NOTICES, RECORDINGS SEWER	\$0.00	0.00	\$333.33	\$333.33
204-55900-0332-003	LEGAL NOTICES, RECORDINGS RURAL	\$0.00	0.00	\$333.34	\$333.34
Legal Notices		\$0.00	0.00	\$1,000.00	\$1,000.00
204-55900-0335-001	MAINTENANCE REPAIRS BUILDING CITY	\$0.00	0.00	\$1,000.00	\$1,000.00
204-55900-0335-002	MAINTENANCE REPAIR BLD SEWER	\$0.00	0.00	\$1,000.00	\$1,000.00
204-55900-0335-003	MAINTENANCE REPAIR BUILDING RURL	\$0.00	0.00	\$1,000.00	\$1,000.00
Maintenance Buildings		\$0.00	0.00	\$3,000.00	\$3,000.00
204-55900-0336-001	MAINTENANCE REPAIR EQUIPMENT CITY	\$1,829.11	2,585.22	\$18,393.33	\$15,808.11
204-55900-0336-002	MAINTENANCE REPAIR EQUIPMENT SEWER	\$0.00	0.00	\$18,393.34	\$18,393.34
204-55900-0336-003	MAINTENANCE REPAIR EQUIPMENT RURAL	\$3,078.50	4,212.73	\$18,393.33	\$14,180.60
Maintenance equipment		\$4,907.61	6,797.95	\$55,180.00	\$48,382.05
204-55900-0337-001	MAINTENANCE/ REPAIR OFFICE EQUIPMENT	\$0.00	0.00	\$929.66	\$929.66
204-55900-0337-002	MAINTENACNE/REPAIRS OFFICE EQUIPMENT	\$0.00	0.00	\$929.66	\$929.66
204-55900-0337-003	MAINTENACNE/REPAIRS OFFICE EQUIPMENT	\$0.00	0.00	\$929.68	\$929.68
Maintenance Office Equipment		\$0.00	0.00	\$2,789.00	\$2,789.00
204-55900-0338-001	MAINTENANCE REPAIR VEHICLES CITY	\$324.98	2,403.53	\$5,000.00	\$2,596.47
204-55900-0338-002	MAINTENANCE REPAIR VEHICLES SEWER	\$0.00	64.98	\$5,000.00	\$4,935.02
204-55900-0338-003	MAINTENANCE REPAIR VEHICLES RURAL	\$677.74	3,611.18	\$5,000.00	\$1,388.82
Maintenance Vehicles		\$1,002.72	6,079.69	\$15,000.00	\$8,920.31
204-55900-0348-001	POSTAL CHARGES CITY	\$0.00	0.00	\$3,970.00	\$3,970.00
204-55900-0348-002	POSTAL CHARGES SEWER	\$0.00	0.00	\$3,970.00	\$3,970.00
204-55900-0348-003	POSTAL CHARGES RURAL	\$0.00	100.00	\$3,970.00	\$3,870.00
Postal Charges		\$0.00	100.00	\$11,910.00	\$11,810.00
204-55900-0355-001	TRAVEL	\$0.00	0.00	\$1,000.00	\$1,000.00
204-55900-0355-002	TRAVEL	\$447.00	447.00	\$500.00	\$53.00
204-55900-0355-003	TRAVEL	\$0.00	0.00	\$1,000.00	\$1,000.00
Travel		\$447.00	447.00	\$2,500.00	\$2,053.00
204-55900-0359-002	DISPOSAL FEES	\$422.91	1,201.39	\$7,343.00	\$6,141.61
Disposal Fees		\$422.91	1,201.39	\$7,343.00	\$6,141.61
204-55900-0361-001	PERMITS CITY	\$0.00	0.00	\$4,800.00	\$4,800.00
204-55900-0361-002	PERMITS SEWER	\$0.00	0.00	\$3,000.00	\$3,000.00
204-55900-0361-003	PERMITS RURAL	\$0.00	0.00	\$7,200.00	\$7,200.00
Permits		\$0.00	0.00	\$15,000.00	\$15,000.00
204-55900-0399-001	OTHER CONTRACTED SERVICES CITY	\$0.00	1,400.00	\$4,800.00	\$3,400.00
204-55900-0399-002	OTHER CONTRACTED SERVICES SEWER	\$0.00	5,000.00	\$3,000.00	(\$2,000.00)
204-55900-0399-003	OTHER CONTRACTED SERVICES RURAL	\$0.00	2,175.00	\$7,200.00	\$5,025.00
Other Contracted services		\$0.00	8,575.00	\$15,000.00	\$6,425.00
204-55900-0415-001	ELECTRICITY CITY	\$4,568.69	9,000.07	\$70,315.04	\$61,314.97
204-55900-0415-002	ELECTRICITY SEWER	\$11,109.45	23,177.54	\$133,494.16	\$110,316.62
204-55900-0415-003	ELECTRICITY RURAL	\$8,141.30	16,105.35	\$86,190.80	\$70,085.45
Electricity		\$23,819.44	48,282.96	\$290,000.00	\$241,717.04
204-55900-0425-001	GASOLINE CITY	\$1,428.98	2,709.36	\$12,490.92	\$9,781.56
204-55900-0425-002	GASOLINE SEWER	\$257.63	553.53	\$3,469.70	\$2,916.17
204-55900-0425-003	GASOLINE RURAL	\$2,143.49	4,083.57	\$18,736.38	\$14,652.81
Gasoline		\$3,830.10	7,346.46	\$34,697.00	\$27,350.54
204-55900-0434-001	NATURAL GAS CITY	\$0.00	575.94	\$1,891.38	\$1,315.44
204-55900-0434-002	NATURAL GAS SEWER	\$0.00	418.18	\$1,396.49	\$978.31
204-55900-0434-003	NATURAL GAS RURAL	\$0.00	863.91	\$2,837.09	\$1,973.18
Natural Gas		\$0.00	1,858.03	\$6,124.96	\$4,266.93
204-55900-0435-001	OFFICE SUPPLIES CITY	\$39.16	253.71	\$2,089.22	\$1,835.51
204-55900-0435-002	OFFIC SUPPLIES SEWER	\$39.16	239.89	\$1,069.78	\$829.89
204-55900-0435-003	OFFICE SUPPLIES RURAL	\$190.33	411.76	\$3,133.84	\$2,722.08
Office Supplies		\$268.65	905.36	\$6,292.84	\$5,387.48
204-55900-0450-001	TIRES AND TUBES CITY	\$303.55	303.55	\$1,753.20	\$1,449.65
204-55900-0450-002	TIRES AND TUBES SEWER	\$0.00	0.00	\$2,000.00	\$2,000.00
204-55900-0450-003	TIRES AND TUBES RURAL	\$455.33	455.33	\$2,629.80	\$2,174.47
Tires and Tubes		\$758.88	758.88	\$6,383.00	\$5,624.12

Account	August Actual Balance	2021 YTD Actual Balance	YTD Budget Total	YTD Budget Remaining	
204-55900-0463-001	TESTING (WATER SAMPLES, ETC) CITY	\$5,634.19	5,756.69	\$13,828.62	\$8,071.93
204-55900-0463-002	TESTING (WATER SAMPLES, ETC) SEWER	\$1,181.14	1,781.14	\$4,609.55	\$2,828.41
204-55900-0463-003	TESTING (WATER SAMPLES, ETC) RURAL	\$8,383.80	8,448.80	\$16,350.83	\$7,902.03
Testing		\$15,199.13	15,986.63	\$34,789.00	\$18,802.37
204-55900-0468-001	CHEMICALS CITY	\$5,087.37	8,637.53	\$46,200.00	\$37,562.47
204-55900-0468-002	CHEMICALS SEWER	\$3,914.08	7,316.94	\$59,500.00	\$52,183.06
204-55900-0468-003	CHEMICALS RURAL	\$7,631.09	12,948.87	\$69,300.00	\$56,351.13
Chemicals		\$16,632.54	28,903.34	\$175,000.00	\$146,096.66
204-55900-0499-001	OTHER SUPPLIES AND MATERIALS CITY	\$34,894.21	49,527.15	\$117,403.81	\$67,876.66
204-55900-0499-002	OTHER SUPPLIES AND MATERIALS SEWER	\$1,550.72	1,883.38	\$55,906.57	\$54,023.19
204-55900-0499-003	OTHER SUPPLIES AND MATERIALS RURAL	\$59,755.59	85,134.08	\$176,105.72	\$90,971.64
Other Supplies		\$96,200.52	136,544.61	\$349,416.10	\$212,871.49
204-55900-0506-001	LIABILITY INSURANCE CITY	\$2,361.33	4,722.66	\$28,333.33	\$23,610.67
204-55900-0506-002	LIABILITY INSURANCE SEWER	\$2,361.33	4,722.66	\$28,333.33	\$23,610.67
204-55900-0506-003	LIABILITY INSURANCE RURAL	\$2,361.34	4,722.68	\$28,333.34	\$23,610.66
Liability Ins		\$7,084.00	14,168.00	\$85,000.00	\$70,832.00
204-55900-0514-001	DEPRECIATION CITY	\$22,205.00	44,410.00	\$228,007.64	\$183,597.64
204-55900-0514-002	DEPRECIATION SEWER	\$22,205.00	44,410.00	\$334,773.12	\$290,363.12
204-55900-0514-003	DEPRECIATION RURAL	\$22,205.00	44,410.00	\$342,011.48	\$297,601.48
Depreciation		\$66,615.00	133,230.00	\$904,792.24	\$771,562.24
204-55900-0599-001	OTHER CHARGES CITY	\$10,664.27	12,578.83	\$25,000.00	\$12,421.17
204-55900-0599-002	OTHER CHARGES SEWER	\$633.10	10,383.52	\$25,000.00	\$14,616.48
204-55900-0599-003	OTHER CHARGES RURAL	\$4,207.98	7,228.22	\$25,000.00	\$17,771.78
Other Charges		\$15,505.35	30,190.57	\$75,000.00	\$44,809.43
204-55900-0603-001	INTEREST ON LOAN	\$0.00	0.00	\$10,493.98	\$10,493.98
204-55900-0603-002	INTEREST ON LOAN SEWER	\$5,177.64	13,642.06	\$104,845.06	\$91,203.00
204-55900-0603-003	INTEREST ON LOAN	\$3,273.30	3,273.30	\$15,740.96	\$12,467.66
Int on Loans		\$8,450.94	16,915.36	\$131,080.00	\$114,164.64
204-55900-0719-001	OFFICE EQUIPMENT	\$0.00	0.00	\$2,800.00	\$2,800.00
204-55900-0719-002	OFFICE EQUIPMENT	\$0.00	0.00	\$1,000.00	\$1,000.00
204-55900-0719-003	OFFICE EQUIPMENT	\$0.00	0.00	\$4,200.00	\$4,200.00
Office Equipment		\$0.00	0.00	\$8,000.00	\$8,000.00
Total Expenses		\$361,144.39	\$660,144.40	\$3,488,071.11	\$2,827,926.71
Net Profit/Loss		(\$2,575.98)	(\$57,771.48)	(\$298,592.94)	(\$240,821.46)

Hartsville Trousdale Water and Sewer Balance Sheet

Fiscal Year: 2021
 Comparative Year: 0
 Include Thru: August

Account	2022 Beginning Balance	Previous Period Balance	2022 YTD 07/31/21
204-11120-0000-000 CASH ON HAND	\$ 400.00	\$ 400.00	\$ 400.00
204-11130-0000-000 CASH WBT550167	\$ 124,257.11	\$ 47,526.59	\$ 86,731.64
204-11130-0000-001 CB CD MATURITY 12/18/2021 2.1877%	\$ 1,033,298.27	\$ 1,033,298.27	\$ 1,033,298.27
204-11130-0000-003 CB CD MATURITY 08/06/2023 2.75%	\$ 563,656.29	\$ 563,656.29	\$ 567,527.76
204-11130-0000-004 PAYROLL ACCOUNT	\$ 10,005.06	\$ 10,004.44	\$ 10,003.44
204-11130-0000-005 MONEY MARKET ACCOUNT	\$ 2,688,011.93	\$ 2,688,011.93	\$ 2,688,436.14
Total Cash	\$ 4,419,628.66	\$ 4,342,897.52	\$ 4,386,397.25
204-11140-0000-000 ACCOUNTS RECEIVABLE	\$ 328,548.41	\$ 338,540.52	\$ 314,262.50
204-11170-0000-000 CASH EQUIVALENTS/VOUCHERS	\$ 212.44	\$ 212.44	\$ 77.12
204-11600-0000-000 PREPAID ITEMS	\$ 85,008.04	\$ 77,924.04	\$ 70,840.04
204-12250-0000-000 NET PENSION ASSET	\$ 2,356.00	\$ 2,356.00	\$ 2,356.00
Short Term Assets	\$ 416,124.89	\$ 419,033.00	\$ 387,535.66
204-13200-0000-000 LAND	\$ 408,043.39	\$ 408,043.39	\$ 408,043.39
204-13300-0000-000 BUILDINGS AND IMPROVEMENTS	\$ 26,000.00	\$ 26,000.00	\$ 26,000.00
204-13310-0000-000 ACCUMULATED DEPCIATION BUILDINGS	\$ (19,524.97)	\$ (19,524.97)	\$ (19,524.97)
204-13400-0000-000 INFRASTRURE	\$ 29,477,033.17	\$ 29,509,299.70	\$ 29,511,499.70
204-13410-0000-000 ACCUMULATED DEPRECIATION INFRASTRUCTURE	\$ (11,407,624.90)	\$ (11,407,624.90)	\$ (11,407,624.90)
204-13700-0000-000 MACHINERY AND EQUIOMENT	\$ 1,717,657.17	\$ 1,746,409.07	\$ 1,746,409.07
204-13910-0000-000 ALLOWANCE FOR DEPRECIATION	\$ (973,956.66)	\$ (1,040,571.66)	\$ (1,107,186.66)
Long Term Assets	\$ 19,227,627.20	\$ 19,222,030.63	\$ 19,157,615.63
204-13800-0000-000 CONSTRUCTION IN PROGRESS	\$ -	\$ -	\$ -
204-13800-0000-002 CDBG 2019 FLEX NET SYSTEM	\$ 576,484.15	\$ 576,484.15	\$ 576,484.15
204-13800-0000-001 CIP HONEYSUCKLE AND 141 EXTENSION	\$ -	\$ -	\$ -
204-13800-0000-003 POLE BARN	\$ -	\$ -	\$ -
204-13800-0000-004 WATER TREATMENT PLANT PROJECT	\$ -	\$ -	\$ -
204-13800-0000-005 FIRE HYDRANT PROJECT	\$ 154,301.98	\$ 154,301.98	\$ 154,301.98
204-13800-0000-006 SHOP BUILDING	\$ 19,800.00	\$ 19,800.00	\$ 73,932.43
204-13800-0000-007 PAINTING PIPE GALLERY AT WTP	\$ -	\$ -	\$ 8,200.00
204-13800-0000-008 TANK PROJECT	\$ 32,822.50	\$ 56,035.00	\$ 56,035.00
Construction in Progress	\$ 783,408.63	\$ 806,621.13	\$ 868,953.56
204-15400-0000-000 PENSION CHANGES IN EXPERIENCE	\$ 79,853.00	\$ 79,853.00	\$ 79,853.00
204-15401-0000-000 PENSION CHANGES IN ASSUMPTION	\$ 15,584.00	\$ 15,584.00	\$ 15,584.00
204-15404-0000-000 PENSION CHANGES AFTER MEASUREMENT DATE	\$ 36,008.00	\$ 36,008.00	\$ 36,008.00
Changes in Pension	\$ 131,445.00	\$ 131,445.00	\$ 131,445.00
Total Assets	\$ 24,978,234.38	\$ 24,922,027.28	\$ 24,931,947.10
204-21100-0000-000 ACCOUNTS PAYABLE	\$ (253,957.22)	\$ (144,107.30)	\$ (153,462.16)
204-21200-0000-000 ACCRUED WAGES	\$ (12,564.74)	\$ (18,847.13)	\$ (25,129.51)
204-21310-0000-000 INCOME TAX WITHHELD	\$ -	\$ -	\$ -
204-21320-0000-000 SOCIAL SECURITY TAX FICA	\$ -	\$ -	\$ -
204-21325-0000-000 EMPLOYEE MEDICARE DEDUCTION	\$ -	\$ -	\$ -
204-21330-0000-000 RETIREMENT CONTRIBUTIONS	\$ -	\$ -	\$ -
204-21342-0000-000 HEALTH INSURANCE	\$ 143.08	\$ 151.60	\$ 160.12
204-21343-0000-000 AMERICAN GENERAL	\$ (35.70)	\$ (23.89)	\$ (12.08)
204-21344-0000-000 DENTAL INSURANCE	\$ 12.85	\$ 97.35	\$ 158.21
204-21345-0000-000 AFLAC	\$ (189.50)	\$ (174.66)	\$ (159.82)
204-21346-0000-000 OTHER PR DED/LIFE OF ALABAMA	\$ (10.66)	\$ (10.66)	\$ (10.66)
204-21347-0000-000 AMERICAN FIEDLITY	\$ 48.54	\$ 114.22	\$ 179.90
204-21348-0000-000 VISION	\$ (4.66)	\$ (0.85)	\$ 2.96
204-21395-0000-000 ACCRUED LEAVE CURRENT	\$ (28,382.23)	\$ (28,382.23)	\$ (28,382.23)
204-21500-0000-000 DUE TO SOLID WASTE	\$ (6,268.69)	\$ (5,713.97)	\$ (6,992.45)
204-21530-0000-000 DUE TO STATE SALES TAX	\$ (16,355.66)	\$ (17,368.85)	\$ (16,042.07)
204-21900-0000-001 LEAK PROTECTION	\$ 346.64	\$ 343.44	\$ 311.96
204-21900-0000-002 LINE PROTECTION	\$ (10.00)	\$ (10.00)	\$ (20.00)
204-21900-0000-003 LEAK PROTECTION SEWER	\$ -	\$ -	\$ -
204-21900-0000-004 LINE PROTECTION SEWER	\$ -	\$ -	\$ -
Short Term Liabilities	\$ (317,227.95)	\$ (213,932.93)	\$ (229,397.83)
204-21951-0000-000 CUSTOMER DEPOSIT	\$ (4,000.00)	\$ (4,000.00)	\$ (4,000.00)
204-27200-0000-002 REVENUE BONDS PAYABLE RD 48085-24	\$ (3,319,212.11)	\$ (3,313,691.38)	\$ (3,308,162.02)
204-27200-0000-003 REVENUE BONDS PAYABLE RD 48085-1000	\$ (1,748,345.81)	\$ (1,745,758.96)	\$ (1,743,167.26)
204-29980-0000-000 PENSION CHANGES IN EXPERIENCE	\$ (33,929.00)	\$ (33,929.00)	\$ (33,929.00)
204-29982-0000-000 CHANGES IN INVESTMENT EARNINGS	\$ (20,687.00)	\$ (20,687.00)	\$ (20,687.00)
Long Term Liabilities	\$ (5,126,173.92)	\$ (5,118,066.34)	\$ (5,109,945.28)
Total Liabilities	\$ (5,443,401.87)	\$ (5,331,999.27)	\$ (5,339,343.11)
204-39900-0000-000 FUND BALANCE	\$ 19,534,832.51	\$ 19,590,028.01	\$ 19,592,603.99

HARTSVILLE/ TROUSDALE COUNTY UTILITY BOARD

RESOLUTION NO. 092021

Resolution to Adopt Certain Provisions of Title 18 – Water and Sewers of the Hartsville/Trousdale County Government Code

Whereas, on January 30, 2019, the Hartsville/Trousdale County Utility Board (the Utility Board) adopted rules and regulations governing the provision of water and sewer services by the Water and Sewer Department of the Hartsville/Trousdale County Government (the Department);

Whereas, Title 18 – Water and Sewers of the Hartsville/Trousdale County Government Code sets forth the ordinances adopted by the City of Hartsville which governed the furnishing of water and sewer services which were adopted before the Hartsville/Trousdale County Government was created on January 1, 2001;

Whereas, Title 18 has not been revised or updated since January 1, 2001;

Whereas, certain provisions in Title 18 cover the same subjects as the rules and regulations adopted by the Utility Board and some of these provisions are in conflict; and

Whereas, the Utility Board has reviewed the provisions of Title 18 and desires to incorporate some of these provisions in its rules and regulations governing water and sewer service.

Now Therefore Be It Resolved by the **Hartsville/Trousdale County Utility Board** to incorporate the following provisions of Title 18 into its rules and regulations.

- (1) Chapters 2, 4, and 5 of Title 18 are hereby incorporated in the Utility Board's rules and regulations.
- (2) Rule 1 of the Utility Board is amended by adding the following as a third sentence: "The Utility Board's rules and regulations are incorporated in the Utility Department's Water and/or Sewer Service Contract."
- (3) Section 18-112 of Title 18 is incorporated as a new rule and regulation.
- (4) Section 18-124 of Title 18 is incorporated as a new rule and regulation.
- (5) Section 18-129 of Title 18 is incorporated as a new rule and regulation.

BE IT FURTHER RESOLVED that these provisions of Title 18 incorporated into the Utility Board's rules and regulations are effective immediately. The Utility Manager will incorporate these provisions of Title 18 into the Utility Board's rules and regulations by appropriate numbering changes at a later date and submit the revised rules and regulations with these numbering changes to the Utility Board for approval.

Adopted this 28 day of September 2021.

Heather Bay, Chair

Attest:

Todd Webber, Secretary



3333 Hydes Ferry Rd,
Nashville, TN
(615) 254 - 3484

To Hartsville Water and Wastewater,

CITCO as an industry pioneer and pacesetter is driven to serve our customers by creating clean water in a safe, efficient, and cost effective manner. To achieve these goals, we are willing to employ our vast resources for our premium accounts.

As a CLEAN Water account your only commitment is to use CITCO as your primary supplier of chemical products for your production operations. The BENEFITS YOU WILL RECEIVE are:

- o Controlled pricing on ALL your chemicals
- o Lower overall water production cost
- o Efficient, safe feed system installation and maintenance with CITCO Mini-Bulk
- o Annual chemical optimization
- o Never run out with SMARTank level monitoring and 24/365 Emergency Deliveries controlled by CITCO Delivery Trucks and no 3rd Party Shipping

o **And, clean water filters donated in your system name in Bolivia**

An Example:



The CITCO Mini-Bulk system is the safest and most efficient way to deliver chemicals to the CUSTOMER.

Some of the benefits of using our system are:

- The price per pound is a turn-key solution with no added cost or capital investment in the tanks used for containment.
- Improvement of employee productivity and reduced labor costs.
- Our system provides a direct connection to the tank to allow for the safest, most effective pumping method.
- Improvement of employee safety and health.

Solutions driven. Commitment given.

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www.citcowater.com



Based on your needs at this time, CITCO Water is proposing the following for your consideration.

CITCO will provide Hartsville Water Department the following:

- (1) Grundfos 16' dosing pump control cable
- (2) Grundfos 97722370 DDA 7.5-16-AR-PVC/V/C-F-31I003BG 2 GPH AT 150 PSI
- (2) Grundfos 97722673 DDA 30-4 AR-PVC-E/C/F-31I004B6 8 GPH AT 60 PSI
- (2) Grundfos 97722673 DDA 30-4 AR-PVC-E/C/F-31I004B6 8 GPH AT 60 PSI
- (2) Grundfos 97722366 DDA 7.5-16 AR-PVC-E/C-F-31I003BG 2 GPH DOSING PUMP (150 PSI)
- (5) Grundfos 95730747 BACKPRESSURE VALVE
- (2) Stenner 45MJL3A3STAA 45M3 22 GPD 25PSI
- (5) SkyBitz Tank Monitors at the WTP and (1) at the WWTP for Sodium Hypochlorite tank
- Tank Monitoring and Automatic Ordering with 24/365 Emergency Delivery Capabilities and NO 3rd Party Shipping
- 10% discount on flow-meter calibrations
- Participate in up to 12 hours per year of CITCO offered education at ZERO charge.
- Proper Labeling of All Tanks

- Installation of all pumps to assure safest environment

Hartsville Water and Wastewater Department will be responsible for:

- Purchasing of all applicable chemicals from CITCO for the term of this agreement.

Payment Terms

- Terms are Net 30 Days.

Please see attached CITCO CLEAN Water Agreement and Supplemental Equipment Agreement with terms and conditions.

Thank you,

Caleb Burden

Municipal Sales Representative

Solutions driven. Commitment given.

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CITCO CLEAN WATER AGREEMENT

Agreement made by and between Hartsville Water and Wastewater Department an entity of the State of Tennessee (hereafter referred to as "Customer") and CITCO Water a Tennessee Corporation (hereafter referred to as "CITCO")

1. CITCO will provide the following equipment to the Customer subject to the terms and conditions outlined below.

- (1) Grundfos 16' dosing pump control cable
- (2) Grundfos 97722370 DDA 7.5-16-AR-PVC/V/C-F-31I003BG 2 GPH AT 150 PSI
- (2) Grundfos 97722673 DDA 30-4 AR-PVC-E/C/F-31I004B6 8 GPH AT 60 PSI
- (2) Grundfos 97722673 DDA 30-4 AR-PVC-E/C/F-31I004B6 8 GPH AT 60 PSI
- (2) Grundfos 97722366 DDA 7.5-16 AR-PVC-E/C-F-31I003BG 2 GPH DOSING PUMP (150 PSI)
- (5) Grundfos 95730747 BACKPRESSURE VALVE
- (2) Stenner 45MJL3A3STAA 45M3 22 GPD 25PSI
- (5) SkyBitz Tank Monitors at the WTP and (1) at the WWTP for Sodium Hypochlorite tank
- Tank Monitoring and Automatic Ordering with 24/365 Emergency Delivery Capabilities and NO 3rd Party Shipping
- 10% discount on flow-meter calibrations
- Participate in up to 12 hours per year of CITCO offered education at ZERO charge.
- Proper Labeling of All Tanks
- Installation of all tanks, pumps, piping to assure safest environment
-

2. Customer agrees to purchase the following chemicals from CITCO:

- 12.5% Sodium Hypochlorite WTP \$2.31/gal**
- 12.5% Sodium Hypochlorite WWTP \$2.31/gal**
- Delta - Flocc 801 \$0.43/lb**
- Fluorosilicic Acid \$0.41/lb**
- Sodium Permanganate \$1.17/lb**
- Thornsorb Carbon Slurry \$0.37/lb**

3. If Customer should become dissatisfied with the program for any reason, including competitive programs or pricing, Customer shall provide CITCO with their concerns and give CITCO thirty (30) days to rectify the issue.

4. Product prices are fixed through the term of this Agreement. However, CITCO may request a price increase in the event of market increases from the manufacturers and suppliers during the term of the Agreement.

Solutions driven. Commitment given.

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CONDITIONS TO CITCO CLEAN WATER AGREEMENT

1. Customer shall be entitled to rely on the manufacturer's warranty for the Equipment. Customer agrees to assert any warranty claims again the manufacturer of the Equipment and agrees not to assert any such claims against CITCO. CITCO will always stand behind its products and will always satisfy any such warranty.

2. Customer shall purchase all chemicals as listed on attached agreement from CITCO through the term of the Agreement.

3. Services for Additional Charge: If CITCO agrees to provide maintenance services the following repairs and services are not included and are otherwise responsibility of the customer:

A. Repair of Equipment damage caused by failure to continually provide a sustainable environment for the Equipment including adequate space, electrical power, air conditioning, and humidity control. Neglect, misuse, including water, wind and lightning, transportation, and vandalism. Alterations, including any deviation from equipment design.

B. Rearrangement or relocation of the equipment.

C. Repair of equipment caused by non-CITCO representatives performing maintenance or repair of such equipment

4. This agreement is valid for 4 years and can be renewed by mutual agreement annually. CITCO will provide renewal notification in advance of the expiration date of the agreement.

Accepted (for Customer)

Accepted (for CITCO)

By (Print): _____

By (Print): _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

Solutions driven. Commitment given.

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**HARTSVILLE TROUSDALE WATER AND SEWER UTILITY DISTRICT
CHEMICAL COMPARISON COST**

CHEMICAL NAME	2020-2021			Chemical Pricing		Clean Water Program		Cost Difference		
	TOTAL LBS.	CIT Cost/Lbs.	Total Cost per Year	CIT Cost/Lbs.	Total Cost per Year	CIT Cost/Lbs.	Total Cost per Year	CIT Cost/Lbs.	Total Cost per Year	
12.5% Bleach	142,565	\$ 0.17	\$ 24,236.03	\$ 0.220	\$ 31,364.28	\$ 0.231	\$ 32,932.49	\$ 0.011	\$ 1,568.21	
Carusol-20	4,012	\$ 1.00	\$ 4,011.50	\$ 1.170	\$ 4,693.46	\$ 1.170	\$ 4,693.46	\$ -	\$ -	
HFS	13,011	\$ 0.32	\$ 4,163.52	\$ 0.390	\$ 5,074.29	\$ 0.410	\$ 5,334.51	\$ 0.020	\$ 260.22	
Liquid Carbon	8,502	\$ 0.35	\$ 2,975.84	\$ 0.370	\$ 3,145.89	\$ 0.370	\$ 3,145.89	\$ -	\$ -	
Delta Floc 801	163,087	\$ 0.40	\$ 65,234.80	\$ 0.425	\$ 69,311.98	\$ 0.430	\$ 70,127.41	\$ 0.005	\$ 815.44	
ADC-23	1,000	\$ 2.14	\$ 2,140.00	\$ 2.140	\$ 2,140.00	\$ 2.140	\$ 2,140.00	\$ -	\$ -	
12.5% Bleach	3000	\$ 0.17	\$ 510.00	\$ 0.220	\$ 660.00	\$ 0.231	\$ 693.00	\$ 0.011	\$ 33.00	
Total 2020-21			\$ 4.55	\$ 103,271.69	\$ 4.935	\$ 116,389.89	\$ 4.982	\$ 119,066.75	\$ 0.047	\$ 2,676.87
					\$ 103,271.69		\$ 103,271.69		\$ 119,066.75	
					\$ 13,118.19		\$ 15,795.06		\$ 116,389.89	
					11.27%		13.27%		2.25%	

**HARTSVILLE TROUSDALE WATER AND SEWER UTILITY DISTRICT
CHEMICAL BID TABULATION FOR 2020-21**

		2018-2019	2019-2020	2020-2021	2021-2022	
CHEMICAL NAME	TOTAL LBS.	CIT Cost/Lbs.	CIT Cost/Lbs.	CIT Cost/Lbs.	CIT Cost/Lbs.	
12.5% Bleach	142,565	\$ 0.19	\$ 0.20	\$ 0.17	\$ 0.231	26.41%
Carusol-20	4,012	\$ -	\$ 1.77	\$ 1.00	\$ 1.170	14.53%
HFS	13,011	\$ -	\$ 0.50	\$ 0.32	\$ 0.410	21.95%
Liquid Carbon	8,502	\$ 0.35	\$ 0.35	\$ 0.35	\$ 0.370	5.41%
Delta Floc 801	163,087	\$ 0.40	\$ 0.40	\$ 0.40	\$ 0.430	6.98%
ADC-23	1,000	\$ -	\$ -	\$ -	\$ -	
12.5% Bleach	3000	\$ 0.19	\$ 0.20	\$ 0.17	\$ 0.231	26.41%
						16.95%

Current	Clean Water	hawkins
CIT Cost/Lbs.	CIT Cost/Lbs.	Cost/Lbs.
\$ 0.220	\$ 0.231	\$ 0.270
\$ 1.170	\$ 1.170	\$ 1.050
\$ 0.390	\$ 0.410	\$ 0.420
\$ 0.370	\$ 0.370	
\$ 0.425	\$ 0.430	
\$ 2.140	\$ 2.140	\$ -
\$ 0.220	\$ 0.231	\$ 0.270

		2018-2019	2019-2020	2020-2021	2021-2022
CHEMICAL NAME	TOTAL LBS.	ADC Cost/Lbs.	ADC Cost/Lbs.	ADC Cost/Lbs.	ADC Cost/Lbs.
12.5% Bleach	142,565	\$ 0.24	\$ 0.19	\$ 0.19	
Carusol-20	4,012	\$ 1.00	\$ 1.02	\$ 1.02	
HFS	13,011	\$ 0.40	\$ 0.38	\$ 0.38	
ADC-23	1,000	\$ 1.99	\$ 2.14	\$ 2.14	
12.5% Bleach	3000	\$ 0.24	\$ 0.19	\$ 0.19	



HARTSVILLE/TROUSDALE COUNTY WATER AND SEWER UTILITY BOARD
REQUEST FOR QUALIFICATIONS – LEGAL SERVICES - UTILITIES

The Hartsville/Trousdale County Water Utility Board (hereinafter “The Board”) is soliciting proposals from attorneys/law firms to provide legal services specifically related to operation of the public waterworks and sewerage system. The Utility Board has annualized revenues of over \$ **3,660,411** million and provides service to approximately **1045** of sewer and **3125** of water customers.

The selected applicant will provide legal services on utility matters that remain the direct authority of THE UTILITY BOARD. The selected applicant will work closely with the Utility Board’s General Manager to provide such services directly to the Hartsville/Trousdale County Water Utility Board.

The selected applicant is expected to provide legal services on Utility Board matters including, but not limited to, the following:

- drafting and amending Utility Board tariffs, resolutions, and policy statements;
- assisting with rate design and implementation;
- providing related guidance on public meeting, notice, and other administrative matters;
- assist with Capital Improvement Project borrowings;
- negotiating and drafting contracts; and
- advising on other related utility matters as needed.

The selected applicant is expected to attend Water Utility Board meetings, relevant County Commission meetings and other meetings as needed.

Attorneys/law firms with utility expertise are invited to submit proposals containing their qualifications to provide such services. To be considered, proposals must include a response to each item listed in this document and a complete rate and fee schedule for each category of services. Applicants must also demonstrate through their answers and documentation that they have sufficient capacity to provide a high level of service and expertise on utility-related legal matters.

Applicants are asked to submit an hourly rate for general services. Proposed rates will only be considered after an applicant has first been determined to be qualified.

THE UTILITY BOARD reserves the right to not select any of the submitted proposals. THE UTILITY BOARD also reserves the right to hire other, outside counsel for special purposes.

Any questions regarding this Request for Qualifications (RFQ) should be addressed to Tommy McFarland, Utility General Manager, at tommy.mcfarland@trousdalecountyttn.gov. To be considered, proposals must be received no later than: **Deadline: 4:00 pm on October 18, 2021.**

Submission of a hard copy must be received prior to the deadline in a sealed envelope addressed to:

Tommy McFarland
Utility General Manager
328 Broadway
PO Box 66
Hartsville, TN 37074

An electronic version of the proposal will also be accepted by the same deadline at the following e-mail address:

tommy.mcfarland@trousdalecountyttn.gov.

Please note on the cover of the envelope or in the subject line of the email: LEGAL SERVICES RFQ – WATER UTILITY - (Attorney/Firm Name)

Upon selection, it is anticipated that THE UTILITY BOARD and the selected attorney/law firm will enter into a contract subject to the information contained in the RFQ and the proposal.

STATEMENT OF QUALIFICATIONS - PROPOSAL

Each applicant should provide a proposal, no more than 15 pages long including attachments, that addresses each of the following items:

1. name of firm, year organized, brief history of the firm, and any utility-related specialties;
2. address and telephone number of the applicant;
3. provide the name of the principal attorney, and any other attorneys, who will provide services to THE UTILITY BOARD;
4. include a description of each attorney's education, years of legal experience, years of municipal government experience, and information on any utility-related specialties;
5. provide a list of up to three current municipal or other governmental clients, a contact person for each, and a telephone number for the contact person;
6. for each municipal or other governmental client, please summarize the type of services provided;

7. summarize your legal philosophy and how you can help THE UTILITY BOARD achieve their goal of developing an efficient, effective, and transparent waterworks and sewerage system;
8. please note if the firm has represented or sued THE UTILITY BOARD during the last five years and if so the outcome;
9. summarize the three largest utility projects and/or cases in the past five years led by the principal attorney assigned to this contract and the outcome;
10. please list any clients that you currently represent that may cause a conflict of interest with your responsibilities with THE UTILITY BOARD. Describe how you plan to resolve these or any future conflicts of interest;
11. please provide proof of a malpractice policy in an amount of \$1 million aggregate and an agreement to keep in effect while representing THE UTILITY BOARD;
12. please provide proof that the firm and its attorneys are in good standing with the TN State Bar;
13. please provide a list of grievances filed with the TN State Bar against the attorneys' providing services to THE UTILITY BOARD;
14. please provide a list of any lawsuits filed against the attorneys that will be providing services to THE UTILITY BOARD or against the law firm;

FEES

The scope of services for which fees and rates are requested is divided into two categories: general legal advice and representation and other expenses. These categories are more fully described below for your clarification. The firm will be required to provide a monthly, detailed, and itemized billing for each category (including general legal advice and representation).

General Legal Advice and Representation

- consultation with THE UTILITY BOARD staff and/or Board of Directors via telephone and/or email on a variety of utility-related legal matters;
- preparation and/or review of tariff documents, resolutions, ordinances, and other policy-related documents prior to THE UTILITY BOARD or city action;
- preparation and review of utility-related contracts and other transactional documents prior to city action;
- research local, state, and national laws, as needed, and provide legal advice on matters concerning THE UTILITY BOARD business;
- attend THE UTILITY BOARD, city council and ordinance committee meetings as requested (generally no more frequent than bi-weekly);
- attend other special meetings as requested; and
- other general utility legal service needs as requested.

Other Fees and Expenses

. any other fees associated with providing legal services including travel, copies, carrier service, etc.

SELECTION OF LEGAL SERVICES PROVIDER FOR UTILITY PROJECTS

The following factors will be considered when selecting a qualified applicant to provide utility-related legal services for THE UTILITY BOARD:

- a complete proposal that includes responses to all the items listed in this RFQ (must be complete to be considered);
- experience working on utility-related legal matters for a combined regional waterworks and sewerage system of comparable size and complexity; and
- demonstrated success working on utility-related projects and/or cases for a combined regional waterworks and sewerage system of comparable size and complexity.

Applicants that are determined to be qualified will be further evaluated based on the proposed cost of service.

HARTSVILLE/TROUSDALE COUNTY WATER UTILITY BOARD

Proposed Fee Schedule for Legal Services - Utilities

The following rates are proposed for Legal Services - Utilities to THE UTILITY BOARD by the individual or firm listed below:

General Legal Advice and Representation: (per hour rate) \$ _____

Other Fees and Expenses (please explain):

I, _____, acting on behalf of the firm of _____ certify that I have reviewed and fully understand THE UTILITY BOARD Request for Qualifications for Legal Services. I further certify and swear that the information submitted in response to the Request for Qualifications is a true, correct, and complete representation of our firm's ability to provide such services.

Signature

Date