



Hartsville/Trousdale
Water/Sewer Utility Board

Heather Bay
Chairman

Mark White
Co-Chairman

Todd Webber
Secretary

Stephen Chambers
Member

Dwight Jewell
Member

Kendra Stafford
Member

DATE AND TIME:

November 23, 2021, at 5:00 pm

PLACE OF MEETING:

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

AGENDA

ORDER OF BUSINESS

1. Open Meeting.
2. Invocation.
3. Pledge of Allegiance.
4. Roll call and determination of quorum.
5. Approval of October 2021, Meeting Minutes.
6. Approval of October 2021 Financial reports.
7. Water Loss Report.
8. Engineering Report Evan White Mid-Tenn. Engineering.
9. General Manager Report:
 - Increase in Withdrawal of Source Water from the Cumberland River.
 - Approve CD bids for \$1,038,996.09 that will mature on 12/18/21.
 - Approval of Branstetter, Stranch, & Jennings, PLLC for Utility Attorney Agreement. (Sign Contract)
 - Approval for TNRMT Safety Grant Application.
 - Approval for Employee Bonuses.
10. Public Comments.
11. Board Members Comments.
12. Adjournment.

October 26, 2021
Hartsville-Trousdale County
Water & Sewer Utility District
Meeting of Board of Commissioners

Before the meeting was called to order Chairman Bay presented Craig Moreland with a plaque thanking him for his time and service to the Water Board.

The meeting was opened with the invocation and the pledge of allegiance led by Dwight Jewell.

All Board members were present, including Kendra Stafford, who has been appointed to fill the vacancy left when Craig Moreland resigned. Other present were Evan White, Mid Tenn. Engineering, Tommy McFarland, Freddie Banks, and Mary Dale Welch.

The September minutes were approved with the provision that the letter to the County Commission date 09/27/2021 and the email apology to Mr. Landon Gulley be included. Motion made by Todd Webber and second by Mark White.

The Financials were reviewed. Tommy reported that the department has installed 29 new taps since the beginning of the fiscal year. Also The Department owns a certificate of deposit that will mature on 12/16/2021. After discussion it was decided that the CD should be sent out to bid at various banks in the area. The financials were approved on a motion made by Mark White and second by Todd Webber.

Tommy McFarland reported the water loss for the year is at 29.9% , last year at this time it was 40%. Zone meter testing is scheduled for tomorrow.

Evan White, no announcements from CDBG, SRF still trying to process their funds for the water tank job. Shop building getting ready to do the foundation. Feasibility study has identified 96 customers that the water service could pick up. After much discussion the following is where the study is now. Getting water to the roads in the study would cost 9.5 million dollars, this would be a cost per customer of \$98,200.00 which would be a loss for the department. At this time we want to pursue the county maintained roads. Also look into any type of federal or state funding that may be available. A rate increase would help offset the cost of the lines.

No action has been taken on the increased water withdrawal from the Cumberland River. Mayor Chambers reported the Westmoreland Mayor and Portland Mayor are interested in meeting with Congressman's Rose office to set up a meeting with TDEC.

Tommy reported that Branstetter, Stranch, & Jennings was the only law firm that responded to the RFQ that was sent out. Dwight Jewell made a motion to retain their services, Todd Webber second the motion. It was passed.

Board Comments:

Todd Webber and Mark White both expressed rate increases need to be done on a regular basis to keep from have a large increase at one time. They ask for the last 10 -20 years of rate increases.

Chairman Bay ask for a breakdown of services that are included on our billing.

Dwight Jewell made a motion to adjourn.

**Hartsville Trousdale Water and Sewer
Water and Sewer Taps and Connection Fees
for Accounting Period 09/30/2021**

Tap Sales fye 2022	3/4"	1"	sewer	Totals
1st qtr	23	3	3	29
	2250	2600	3000	
1st Qtr	\$51,750.00	\$7,800.00	\$9,000.00	\$68,550.00

Connection Fees	City	Rural	Hydrants	Totals
1st qtr	52	109	2	163
	75	75	100	
	3900	8175	200	\$12,275.00

Fire Hydrant Replacements	23			2021
	39			2020
75	62		13	Remaining

Sewer Camera Work	30,038.60	feet of main	2021-22
	5.7	miles	

**Hartsville Trousdale Water and Sewer
Budget To Actual: 2021-2022
for Accounting Period 10/31/2021**

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	\$ 340,600.61	\$337,213.79	\$ 3,386.82	
204-43191	WATER SALES	\$ 2,305,495.91	\$ 192,124.66	\$ 768,498.64	\$822,271.61	\$ (53,772.97)	
204-43193	WATER TAP SALES	\$ 245,328.75	\$ 20,444.06	\$ 81,776.25	\$81,550.00	\$ 226.25	
204-43194	SERVICE CHARGES	\$ 158,664.83	\$ 13,222.07	\$ 52,888.28	\$97,748.85	\$ (44,860.57)	
204-44110	INVESTMENT INCOME	\$ 48,172.73	\$ 4,014.39	\$ 16,057.58	\$9,875.83	\$ 6,181.75	
204-44120	LEASE/RENTALS - CITY	\$ 7,200.00	\$ 600.00	\$ 2,400.00	\$2,400.00	\$ -	
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	\$ 1,262,221.35	\$ 1,351,063.40	\$ (88,842.05)	10.11%
Revenue Total	Without Grants	\$ 3,786,664.05	\$ 315,555.34	\$ 1,262,221.35	\$ 1,351,063.40	\$ (88,838.73)	10.11%
Expense Total		\$ 3,488,071.11	\$ 290,672.59	\$ 1,162,690.37	\$1,226,972.75	\$ (64,282.38)	
Total Public Utilities		\$ 298,592.94	\$ 24,882.75	\$ 99,530.98	\$ 124,090.65	\$ (24,559.67)	

Hartsville Trousdale Water and Sewer Balance Sheet

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

Account	2022 Beginning Balance	Previous Period Balance	2022 YTD 09/30/21
204-11120-0000-000 CASH ON HAND	\$ 400.00	\$ 400.00	\$ 400.00
204-11130-0000-000 CASH WBT550167	\$ 124,257.11	\$ 23,699.21	\$ 32,623.88
204-11130-0000-001 CB CD MATURITY 12/18/2021 2.1877%	\$ 1,033,298.27	\$ 1,038,996.09	\$ 1,038,996.09
204-11130-0000-003 CB CD MATURITY 08/06/2023 2.75%	\$ 563,656.29	\$ 567,527.76	\$ 567,527.76
204-11130-0000-004 PAYROLL ACCOUNT	\$ 10,005.06	\$ 22,024.02	\$ 10,003.44
204-11130-0000-005 MONEY MARKET ACCOUNT	\$ 2,688,011.93	\$ 2,688,011.44	\$ 2,786,762.89
Total Cash	\$ 4,419,628.66	\$ 4,341,258.52	\$ 4,438,314.06
204-11140-0000-000 ACCOUNTS RECEIVABLE	\$ 328,548.41	\$ 334,525.61	\$ 318,886.82
204-11170-0000-000 CASH EQUIVALENTS/VOUCHERS	\$ 212.44	\$ 77.12	\$ 77.12
204-11600-0000-000 PREPAID ITEMS	\$ 65,008.04	\$ 63,756.04	\$ 56,672.04
204-12250-0000-000 NET PENSION ASSET	\$ 2,356.00	\$ 2,356.00	\$ 2,356.00
Short Term Assets	\$ 416,124.89	\$ 400,714.77	\$ 377,791.98
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 DEPRECIATION BUILDINGS	\$ (19,524.97)	\$ (19,524.97)	\$ (19,524.97)
204-13400-0000-000 INFRASTRUCTURE	\$ 29,477,033.17	\$ 29,511,499.70	\$ 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 EQUIPMENT	\$ 1,717,857.17	\$ 1,746,409.07	\$ 1,746,409.07
204-13910-0000-000 ALLOWANCE FOR DEPRECIATION	\$ (973,956.66)	\$ (1,173,801.66)	\$ (1,240,418.66)
Long Term Assets	\$ 19,227,627.20	\$ 19,091,000.63	\$ 19,024,385.63
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	\$ 151,423.17	\$ 171,382.00
204-13800-0000-007 PAINTING PIPE GALLERY AT WTP	\$ -	\$ 8,200.00	\$ 8,200.00
204-13800-0000-008 TANK PROJECT	\$ 32,822.50	\$ 56,035.00	\$ 56,035.00
Construction in Progress	\$ 783,408.63	\$ 946,444.30	\$ 966,403.13
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	\$ 24,910,863.22	\$ 24,938,339.80
204-21100-0000-000 ACCOUNTS PAYABLE	\$ (253,957.22)	\$ (81,607.14)	\$ (111,359.46)
204-21200-0000-000 ACCRUED WAGES	\$ (12,564.74)	\$ (47,244.57)	\$ (18,847.13)
204-21310-0000-000 INCOME TAX WITHHELD	\$ -	\$ 1,420.65	\$ -
204-21320-0000-000 SOCIAL SECURITY TAX FICA	\$ -	\$ 1,847.58	\$ -
204-21325-0000-000 EMPLOYEE MEDICARE DEDUCTION	\$ -	\$ 432.12	\$ -
204-21330-0000-000 RETIREMENT CONTRIBUTIONS	\$ -	\$ -	\$ -
204-21342-0000-000 HEALTH INSURANCE	\$ 143.08	\$ 168.64	\$ 179.29
204-21343-0000-000 AMERICAN GENERAL	\$ (35.70)	\$ (0.27)	\$ (177.57)
204-21344-0000-000 DENTAL INSURANCE	\$ 12.85	\$ 219.07	\$ 144.69
204-21345-0000-000 AFLAC	\$ (189.50)	\$ (144.98)	\$ (174.78)
204-21346-0000-000 OTHER PR DED/LIFE OF ALABAMA	\$ (10.66)	\$ (10.66)	\$ (10.66)
204-21347-0000-000 AMERICAN FIDELITY	\$ 48.54	\$ 245.58	\$ 267.90
204-21348-0000-000 VISION	\$ (4.66)	\$ 6.77	\$ (1.47)
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)	\$ (7,161.60)	\$ (9,004.32)
204-21530-0000-000 DUE TO STATE SALES TAX	\$ (16,355.66)	\$ (16,660.96)	\$ (15,315.62)
204-21900-0000-001 LEAK PROTECTION	\$ 346.64	\$ 321.56	\$ 321.56
204-21900-0000-002 LINE PROTECTION	\$ (10.00)	\$ (20.00)	\$ (20.00)
204-21900-0000-003 LEAK PROTECTION SEWER	\$ -	\$ (3,404.20)	\$ (3,374.20)
204-21900-0000-004 LINE PROTECTION SEWER	\$ -	\$ -	\$ -
Short Term Liabilities	\$ (317,227.95)	\$ (179,974.64)	\$ (185,754.00)
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)	\$ (3,302,624.02)	\$ (3,297,077.37)
204-27200-0000-003 REVENUE BONDS PAYABLE RD 48085-1000	\$ (1,748,346.81)	\$ (1,740,570.70)	\$ (1,737,969.27)
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)	\$ (5,101,810.72)	\$ (5,093,662.64)
Total Liabilities	\$ (5,443,401.87)	\$ (5,281,785.36)	\$ (5,279,416.64)
204-39900-0000-000 FUND BALANCE	\$ 19,534,832.51	\$ 19,629,077.86	\$ 19,658,923.16

Year: 2021
 Period: October
 Period Begin: 10/1/2021
 Period End: 10/31/2021
 Budget Amounts: Original

Hartsville Trousdale Water and Sewer

Income Statement

Account	September Actual Balance	2021 YTD Actual Balance	YTD Budget Total	YTD Budget Remaining
INCOME				
204-43190-0000-001 OTHER GENERAL SERVICES CONNECTION FEE	\$ (675.00)	\$ (4,775.00)	\$ (13,554.92)	\$ (8,779.92)
204-43190-0000-002 OTHER GENERAL SERVICES SEWER SALES	\$(76,684.97)	\$(325,463.79)	\$(987,914.54)	\$(662,450.75)
204-43190-0000-003 OTHER GENERAL SERVICES CONNECTION FEES	\$(1,275.00)	\$(6,975.00)	\$(20,332.37)	\$(13,357.37)
Sewer/ connections	\$(78,634.97)	\$(337,213.79)	\$(1,021,801.83)	\$(684,588.04)
204-43191-0000-001 WATER SALES CITY	\$(78,344.37)	\$(332,835.51)	\$(922,198.96)	\$(589,363.45)
204-43191-0000-003 WATER SALES RURAL	\$(116,033.03)	\$(489,436.10)	\$(1,383,296.95)	\$(893,860.85)
Water Sales	\$(194,377.40)	\$(822,271.61)	\$(2,305,495.91)	\$(1,483,224.30)
204-43193-0000-001 TAP SALES CITY	\$(2,250.00)	\$(13,500.00)	\$(81,776.25)	\$(68,276.25)
204-43193-0000-002 TAP SALES SEWER	\$(3,000.00)	\$(13,000.00)	\$(81,776.25)	\$(68,776.25)
204-43193-0000-003 TAP SALES RURAL	\$(9,000.00)	\$(55,050.00)	\$(81,776.25)	\$(26,726.25)
Tap Sales	\$(14,250.00)	\$(81,550.00)	\$(245,328.75)	\$(163,778.75)
204-43194-0000-001 SERVICE CHARGES CITY	\$(1,899.27)	\$(41,150.98)	\$(23,994.73)	17,156.25
204-43194-0000-002 SERVICE CHARGES SEWER	\$(8,747.75)	\$(44,389.28)	\$(98,678.00)	\$(54,288.72)
204-43194-0000-003 SERVICE CHARGES RURAL	\$(4,055.10)	\$(12,208.59)	\$(35,992.10)	\$(23,783.51)
Service Charges	\$(14,702.12)	\$(97,748.85)	\$(158,664.83)	\$(60,915.98)
204-44110-0000-001 INVESTMENT INCOME CITY	\$(40.91)	\$(9,875.83)	\$(48,172.73)	\$(38,296.90)
Investment Income	\$(40.91)	\$(9,875.83)	\$(48,172.73)	\$(38,296.90)
204-44120-0000-001 LEASE/RENTALS CITY	\$(600.00)	\$(2,400.00)	\$(7,200.00)	\$(4,800.00)
Lease Rentals	\$(600.00)	\$(2,400.00)	\$(7,200.00)	\$(4,800.00)
204-44530-0000-001 SALE OF EQUIPMENT	-	-	-	-
Sale of Equipment	-	-	-	-
204-44560-0000-003 DAMAGES RECOVERED FROM INDIVIDUALS	-	-	-	-
Dmages Recovered	-	-	-	-
204-44570-0000-003 CONTRIBUTIONS AND GIFTS	-	-	-	-
204-44990-0000-001 OTHER REVENUE(BAD DEBT RECOVERY)	-	\$(3.32)	-	3.32
204-47590-0000-001 OTHER FEDERAL THRU STATE	-	-	-	-
Grants/Contributions	-	\$(3.32)	-	3.32
Total Revenue	\$(302,605.40)	\$(1,351,063.40)	\$(3,786,664.05)	\$(2,435,600.65)
EXPENSES				
204-55900-0105-001 EMPLOYEE WAGES- SUPERVISOR	\$ 1,372.44	\$ 7,639.49	\$ 25,338.99	\$ 17,699.50
204-55900-0105-002 EMPLOYEE WAGES SUPERVISOR SEWER	\$ 1,372.44	\$ 7,639.49	\$ 25,338.99	\$ 17,699.50
204-55900-0105-003 EMPLOYEE WAGES SUPERVISOR RURAL	\$ 1,957.28	\$ 10,122.18	\$ 25,338.95	\$ 15,216.77
Supervisor	\$ 4,702.16	\$ 25,401.16	\$ 76,016.93	\$ 50,615.77
204-55900-0162-001 EMPLOYEE WAGES CLERICAL CITY	\$ 2,530.88	\$ 14,126.84	\$ 51,633.97	\$ 37,507.13
204-55900-0162-002 EMPLOYEE WAGES CLERICAL SEWER	\$ 2,799.40	\$ 14,664.45	\$ 17,602.49	\$ 2,938.04
204-55900-0162-003 EMPLOYEE WAGES CLERICAL RURAL	\$ 3,505.27	\$ 18,770.41	\$ 77,450.96	\$ 58,680.55
Clerical	\$ 8,835.55	\$ 47,561.70	\$ 146,687.42	\$ 99,125.72
204-55900-0187-001 EMPLOYEE WAGES OVERTIME CITY	\$ 1,162.02	\$ 9,719.20	\$ 35,432.12	\$ 25,712.92
204-55900-0187-003 EMPLOYEE WAGES OVERTIME RURAL	\$ 2,481.69	\$ 15,292.65	\$ 53,148.19	\$ 37,855.54
204-55900-0187-002 EMPLOYEE WAGES OVERTIME SEWER	\$ 40.27	\$ 1,461.99	\$ 6,667.33	\$ 5,205.34
Employee Wages	\$ 3,683.98	\$ 26,473.84	\$ 95,247.64	\$ 68,773.80
204-55900-0188-003 EMPLOYEE WAGES BONUS RURAL	-	-	\$ 6,672.90	\$ 6,672.90
204-55900-0188-001 EMPLOYEE WAGES BONUS CITY	-	-	\$ 4,448.60	\$ 4,448.60
204-55900-0188-002 EMPLOYEE WAGES BONUS SEWER	-	-	\$ 3,328.50	\$ 3,328.50
Employee Bonus	-	-	\$ 14,450.00	\$ 14,450.00
204-55900-0189-001 EMPLOYEE WAGES OTHER SALARY CITY	\$ 12,773.63	\$ 63,275.53	\$ 172,099.10	\$ 108,823.57
204-55900-0189-002 EMPLOYEE WAGES OTHER SALARY SEWER	\$ 8,500.34	\$ 45,725.26	\$ 159,132.73	\$ 113,407.47
204-55900-0189-003 EMPLOYEE WAGES OTHER SALARY RURAL	\$ 15,055.14	\$ 80,932.54	\$ 258,148.65	\$ 177,216.11
Employee Wages	\$ 36,329.11	\$ 189,933.33	\$ 589,380.48	\$ 399,447.15
204-55900-0191-001 BOARD MEMBERS SALARY	\$ 200.00	\$ 1,050.00	\$ 3,600.00	\$ 2,550.00
Board Members	\$ 200.00	\$ 1,050.00	\$ 3,600.00	\$ 2,550.00
204-55900-0196-001 IN SERVICE TRAINING CITY	-	\$ 519.33	\$ 4,019.40	\$ 3,500.07
204-55900-0196-002 IN-SERVICE TRAINING	-	\$ 473.33	\$ 1,116.50	\$ 643.17
204-55900-0196-003 IN SERVICE TRAINING RURAL	-	\$ 399.34	\$ 6,029.10	\$ 5,629.76
In service Training	-	\$ 1,392.00	\$ 11,165.00	\$ 9,773.00
204-55900-0201-001 EMPLOYEE BENEFIT SOCIAL SECURITY CITY	\$ 1,955.23	\$ 7,899.84	\$ 19,562.08	\$ 11,662.24
204-55900-0201-002 EMPLOYEE BENEFIT SOCIAL SECURITY SEWER	\$ 896.01	\$ 4,099.77	\$ 14,608.05	\$ 10,508.28
204-55900-0201-003 EMPLOYEE BENEFIT SOCIAL SECURITY RURAL	\$ 2,170.75	\$ 9,270.65	\$ 29,343.14	\$ 20,072.49
Social security	\$ 5,021.99	\$ 21,270.26	\$ 63,513.27	\$ 42,243.01
204-55900-0204-001 EMPLOYEE BENEFIT STATE RETIREMENT CITY	\$ 1,107.30	\$ 4,543.58	\$ 18,373.48	\$ 13,829.90
204-55900-0204-002 EMPLOYEE BENEFIT STATE RETIREMENT SEWER	\$ 507.83	\$ 2,385.41	\$ 6,124.50	\$ 3,739.09
204-55900-0204-003 EMPLOYEE BENEFIT STATE RETIREMENT RURAL	\$ 1,683.72	\$ 6,804.07	\$ 20,868.64	\$ 14,064.57
Retirement	\$ 3,298.85	\$ 13,733.06	\$ 45,366.62	\$ 31,633.56
204-55900-0207-001 EMPLOYEE BENEFIT MEDICAL CITY	\$ 2,134.25	\$ 10,137.89	\$ 28,108.08	\$ 17,970.19
204-55900-0207-002 EMPLOYEE BENEFIT MEDICAL SEWER	\$ 1,414.20	\$ 5,795.88	\$ 20,989.80	\$ 15,193.92
204-55900-0207-003 EMPLOYEE BENEFIT MEDICAL RURAL	\$ 3,201.30	\$ 15,206.58	\$ 42,162.12	\$ 26,955.54
Medical Insurance	\$ 6,749.75	\$ 31,140.35	\$ 91,260.00	\$ 60,119.65

Account	September Actual Balance	2021 YTD Actual Balance	YTD Budget Total	YTD Budget Remaining
204-55900-0301-001 ACCOUNTING SERVICES	\$ -	\$ -	\$ 4,171.75	\$ 4,171.75
Accounting	\$ -	\$ -	\$ 4,171.75	\$ 4,171.75
204-55900-0307-001 COMMUNICATION CITY	\$ 444.91	\$ 2,123.44	\$ 10,200.00	\$ 8,076.56
204-55900-0307-002 COMMUNICATION SEWER	\$ 68.20	\$ 910.85	\$ 4,500.00	\$ 3,589.15
204-55900-0307-003 COMMUNICATION RURAL	\$ 737.33	\$ 6,765.01	\$ 15,300.00	\$ 8,534.99
Communication	\$ 1,250.44	\$ 9,799.30	\$ 30,000.00	\$ 20,200.70
204-55900-0317-001 DATA PROCESSING CITY	\$ 3,362.58	\$ 7,427.93	\$ 22,333.34	\$ 14,905.41
204-55900-0317-002 DATA PROCESSING SEWER	\$ 3,362.58	\$ 7,493.93	\$ 22,333.33	\$ 14,839.40
204-55900-0317-003 DATA PROCESSING RURAL	\$ 3,364.58	\$ 8,423.92	\$ 22,333.33	\$ 13,909.41
Data Processing	\$ 10,089.74	\$ 23,345.78	\$ 67,000.00	\$ 43,654.22
204-55900-0320-001 DUES AND MEMBERSHIPS CITY	\$ 612.98	\$ 1,140.98	\$ 1,749.32	\$ 608.34
204-55900-0320-002 DUES AND MEMBERSHIPS SEWER	\$ 612.98	\$ 1,140.98	\$ 583.11	\$ (29.87)
204-55900-0320-003 DUES AND MEMBERSHIPS RURAL	\$ 612.99	\$ 1,635.87	\$ 2,332.43	\$ 696.56
Dues and Memberships	\$ 1,838.95	\$ 3,389.83	\$ 4,664.86	\$ 1,275.03
204-55900-0321-001 ENGINEERING SERVICES	\$ -	\$ -	\$ 3,416.66	\$ 3,416.66
204-55900-0321-002 ENGINEERING SERVICES	\$ -	\$ -	\$ 3,416.66	\$ 3,416.66
204-55900-0321-003 ENGINEERING SERVICES	\$ -	\$ -	\$ 3,416.68	\$ 3,416.68
Engineering Services	\$ -	\$ -	\$ 10,250.00	\$ 10,250.00
204-55900-0332-001 LEGAL NOTICES, RECORDINGS CITY	\$ -	\$ -	\$ 333.33	\$ 333.33
204-55900-0332-002 LEGAL NOTICES, RECORDINGS SEWER	\$ -	\$ -	\$ 333.33	\$ 333.33
204-55900-0332-003 LEGAL NOTICES, RECORDINGS RURAL	\$ -	\$ -	\$ 333.34	\$ 333.34
Legal Notices	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
204-55900-0335-001 MAINTENANCE REPAIRS BUILDING CITY	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
204-55900-0335-002 MAINTENANCE REPAIR BLD SEWER	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
204-55900-0335-003 MAINTENANCE REPAIR BUILDING RURL	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
Maintenance Buildings	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00
204-55900-0336-001 MAINTENANCE REPAIR EQUIPMENT CITY	\$ 1,664.72	\$ 4,249.94	\$ 18,393.33	\$ 14,143.39
204-55900-0336-002 MAINTENANCE REPAIR EQUIPMENT SEWER	\$ -	\$ 1,072.68	\$ 18,393.34	\$ 17,320.66
204-55900-0336-003 MAINTENANCE REPAIR EQUIPMENT RURAL	\$ 2,497.08	\$ 6,709.81	\$ 18,393.33	\$ 11,683.52
Maintenance equipment	\$ 4,161.80	\$ 12,032.43	\$ 55,180.00	\$ 43,147.57
204-55900-0337-001 MAINTENANCE/ REPAIR OFFICE EQUIPMENT	\$ -	\$ 316.15	\$ 929.66	\$ 613.51
204-55900-0337-002 MAINTENACNE/REPAIRS OFFICE EQUIPMENT	\$ -	\$ -	\$ 929.66	\$ 929.66
204-55900-0337-003 MAINTENACNE/REPAIRS OFFICE EQUIPMENT	\$ -	\$ 474.23	\$ 929.68	\$ 455.45
Maintenance Office Equipment	\$ -	\$ 790.38	\$ 2,789.00	\$ 1,998.62
204-55900-0338-001 MAINTENANCE REPAIR VEHICLES CITY	\$ -	\$ 2,403.53	\$ 5,000.00	\$ 2,596.47
204-55900-0338-002 MAINTENANCE REPAIR VEHICLES SEWER	\$ 114.95	\$ 279.91	\$ 5,000.00	\$ 4,720.09
204-55900-0338-003 MAINTENANCE REPAIR VEHICLES RURAL	\$ 951.95	\$ 4,679.03	\$ 5,000.00	\$ 320.97
Maintenance Vehicles	\$ 1,066.90	\$ 7,362.47	\$ 15,000.00	\$ 7,637.53
204-55900-0348-001 POSTAL CHARGES CITY	\$ -	\$ 47.70	\$ 3,970.00	\$ 3,922.30
204-55900-0348-002 POSTAL CHARGES SEWER	\$ -	\$ -	\$ 3,970.00	\$ 3,970.00
204-55900-0348-003 POSTAL CHARGES RURAL	\$ -	\$ 171.56	\$ 3,970.00	\$ 3,798.44
Postal Charges	\$ -	\$ 219.26	\$ 11,910.00	\$ 11,690.74
204-55900-0355-001 TRAVEL	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
204-55900-0355-002 TRAVEL	\$ -	\$ 447.00	\$ 500.00	\$ 53.00
204-55900-0355-003 TRAVEL	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
Travel	\$ -	\$ 447.00	\$ 2,500.00	\$ 2,053.00
204-55900-0359-002 DISPOSAL FEES	\$ 786.99	\$ 2,831.98	\$ 7,343.00	\$ 4,511.02
Disposal Fees	\$ 786.99	\$ 2,831.98	\$ 7,343.00	\$ 4,511.02
204-55900-0361-001 PERMITS CITY	\$ 140.00	\$ 140.00	\$ 4,800.00	\$ 4,660.00
204-55900-0361-002 PERMITS SEWER	\$ -	\$ 100.00	\$ 3,000.00	\$ 2,900.00
204-55900-0361-003 PERMITS RURAL	\$ 210.00	\$ 210.00	\$ 7,200.00	\$ 6,990.00
Permits	\$ 350.00	\$ 450.00	\$ 15,000.00	\$ 14,550.00
204-55900-0399-001 OTHER CONTRACTED SERVICES CITY	\$ 39.16	\$ 1,564.16	\$ 4,800.00	\$ 3,235.84
204-55900-0399-002 OTHER CONTRACTED SERVICES SEWER	\$ 889.18	\$ 6,239.18	\$ 3,000.00	\$ (3,239.18)
204-55900-0399-003 OTHER CONTRACTED SERVICES RURAL	\$ 39.16	\$ 2,396.16	\$ 7,200.00	\$ 4,803.84
Other Contracted services	\$ 967.50	\$ 10,199.50	\$ 15,000.00	\$ 4,800.50
204-55900-0415-001 ELECTRICITY CITY	\$ 2,933.35	\$ 16,496.80	\$ 70,315.04	\$ 53,818.24
204-55900-0415-002 ELECTRICITY SEWER	\$ 10,726.78	\$ 44,827.47	\$ 133,494.16	\$ 88,666.69
204-55900-0415-003 ELECTRICITY RURAL	\$ 8,495.11	\$ 32,602.01	\$ 86,190.80	\$ 53,588.79
Electricity	\$ 22,155.24	\$ 93,926.28	\$ 290,000.00	\$ 196,073.72
204-55900-0425-001 GASOLINE CITY	\$ -	\$ 4,006.53	\$ 12,490.92	\$ 8,484.39
204-55900-0425-002 GASOLINE SEWER	\$ -	\$ 855.96	\$ 3,469.70	\$ 2,613.74
204-55900-0425-003 GASOLINE RURAL	\$ -	\$ 6,029.34	\$ 18,736.38	\$ 12,707.04
Gasoline	\$ -	\$ 10,891.83	\$ 34,697.00	\$ 23,805.17
204-55900-0434-001 NATURAL GAS CITY	\$ -	\$ 575.94	\$ 1,891.38	\$ 1,315.44
204-55900-0434-002 NATURAL GAS SEWER	\$ -	\$ 418.18	\$ 1,396.49	\$ 978.31
204-55900-0434-003 NATURAL GAS RURAL	\$ 100.00	\$ 963.91	\$ 2,837.09	\$ 1,873.18
Natural Gas	\$ 100.00	\$ 1,958.03	\$ 6,124.96	\$ 4,166.93
204-55900-0435-001 OFFICE SUPPLIES CITY	\$ 144.57	\$ 648.85	\$ 2,089.22	\$ 1,440.37
204-55900-0435-002 OFFIC SUPPLIES SEWER	\$ 78.47	\$ 377.03	\$ 1,069.78	\$ 692.75
204-55900-0435-003 OFFICE SUPPLIES RURAL	\$ 328.93	\$ 1,054.97	\$ 3,133.84	\$ 2,078.87
Office Supplies	\$ 551.97	\$ 2,080.85	\$ 6,292.84	\$ 4,211.99
204-55900-0450-001 TIRES AND TUBES CITY	\$ -	\$ 1,511.05	\$ 1,753.20	\$ 242.15
204-55900-0450-002 TIRES AND TUBES SEWER	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
204-55900-0450-003 TIRES AND TUBES RURAL	\$ -	\$ 2,351.23	\$ 2,629.80	\$ 278.57
Tires and Tubes	\$ -	\$ 3,862.28	\$ 6,383.00	\$ 2,520.72

Account	September Actual Balance	2021 YTD Actual Balance	YTD Budget Total	YTD Budget Remaining
204-55900-0463-001 TESTING (WATER SAMPLES, ETC) CITY	\$ 118.00	\$ 1,562.69	\$ 13,828.62	\$ 12,265.93
204-55900-0463-002 TESTING (WATER SAMPLES, ETC) SEWER	\$ 669.00	\$ 2,450.14	\$ 4,609.55	\$ 2,159.41
204-55900-0463-003 TESTING (WATER SAMPLES, ETC) RURAL	\$ 164.00	\$ 2,027.80	\$ 16,350.83	\$ 14,323.03
Testing	\$ 951.00	\$ 6,040.63	\$ 34,789.00	\$ 28,748.37
204-55900-0468-001 CHEMICALS CITY	\$ 3,511.04	\$ 12,148.57	\$ 46,200.00	\$ 34,051.43
204-55900-0468-002 CHEMICALS SEWER	\$ 1,714.70	\$ 11,282.03	\$ 59,500.00	\$ 48,217.97
204-55900-0468-003 CHEMICALS RURAL	\$ 5,266.60	\$ 18,215.47	\$ 69,300.00	\$ 51,084.53
Chemicals	\$ 10,492.34	\$ 41,646.07	\$ 175,000.00	\$ 133,353.93
204-55900-0499-001 OTHER SUPPLIES AND MATERIALS CITY	\$ 18,642.55	\$ 86,908.91	\$ 117,403.81	\$ 30,494.90
204-55900-0499-002 OTHER SUPPLIES AND MATERIALS SEWER	\$ 571.52	\$ 2,528.52	\$ 55,906.57	\$ 53,378.05
204-55900-0499-003 OTHER SUPPLIES AND MATERIALS RURAL	\$ 28,177.28	\$ 142,930.41	\$ 176,105.72	\$ 33,175.31
Other Supplies	\$ 47,391.33	\$ 232,367.84	\$ 349,416.10	\$ 117,048.26
204-55900-0506-001 LIABILITY INSURANCE CITY	\$ 2,361.33	\$ 9,445.32	\$ 28,333.33	\$ 18,888.01
204-55900-0506-002 LIABILITY INSURANCE SEWER	\$ 2,361.33	\$ 9,445.32	\$ 28,333.33	\$ 18,888.01
204-55900-0506-003 LIABILITY INSURANCE RURAL	\$ 2,361.34	\$ 9,445.36	\$ 28,333.34	\$ 18,887.98
Liability Ins	\$ 7,084.00	\$ 28,336.00	\$ 85,000.00	\$ 56,664.00
204-55900-0514-001 DEPRECIATION CITY	\$ 22,205.00	\$ 88,820.00	\$ 228,007.64	\$ 139,187.64
204-55900-0514-002 DEPRECIATION SEWER	\$ 22,205.00	\$ 88,820.00	\$ 334,773.12	\$ 245,953.12
204-55900-0514-003 DEPRECIATION RURAL	\$ 22,205.00	\$ 88,820.00	\$ 342,011.48	\$ 253,191.48
Depreciation	\$ 66,615.00	\$ 266,460.00	\$ 904,792.24	\$ 638,332.24
204-55900-0599-001 OTHER CHARGES CITY	\$ 380.76	\$ 21,302.51	\$ 25,000.00	\$ 3,697.49
204-55900-0599-002 OTHER CHARGES SEWER	\$ 18,860.78	\$ 35,351.55	\$ 25,000.00	\$ (10,351.55)
204-55900-0599-003 OTHER CHARGES RURAL	\$ 420.05	\$ 20,148.53	\$ 25,000.00	\$ 4,851.47
Other Charges	\$ 19,661.59	\$ 76,802.59	\$ 75,000.00	\$ (1,802.59)
204-55900-0603-001 INTEREST ON LOAN	\$ -	\$ -	\$ 10,493.98	\$ 10,493.98
204-55900-0603-002 INTEREST ON LOAN SEWER	\$ 8,423.92	\$ 30,503.42	\$ 104,845.06	\$ 74,341.64
204-55900-0603-003 INTEREST ON LOAN	\$ -	\$ 3,273.30	\$ 15,740.96	\$ 12,467.66
Int on Loans	\$ 8,423.92	\$ 33,776.72	\$ 131,080.00	\$ 97,303.28
204-55900-0719-001 OFFICE EQUIPMENT	\$ -	\$ -	\$ 2,800.00	\$ 2,800.00
204-55900-0719-002 OFFICE EQUIPMENT	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
204-55900-0719-003 OFFICE EQUIPMENT	\$ -	\$ -	\$ 4,200.00	\$ 4,200.00
Office Equipment	\$ -	\$ -	\$ 8,000.00	\$ 8,000.00
Total Expenses	\$ 272,760.10	\$ 1,226,972.75	\$ 3,488,071.11	\$ 2,261,098.36
Net Profit/Loss	\$ (29,845.30)	\$ (124,090.65)	\$ (298,592.94)	\$ (174,502.29)

Hartsville Trousdale County Code Summary Report

Cycle(s)
Customer Type(s)
Service Type(s)
Print Code Summary Report For

All
All
All
Historical Billing

Break Report Down
Break Down AddOns By Service Type
Use Reading Factor
Print Add On Usage
Include Inactive Services
Inactive Services To Include
Transaction Date Range

Account Number Range
Filter By Reporting Groups

All

Service	Rate	Number Active	Number Inactive	Charges	Arrears	Total	Usage
GA Garbage	099 Invalid Code	3	0	\$0.00	\$0.00	\$0.00	
	200 Garbage Residential	862	32	\$16,492.00	\$1,557.03	\$18,049.03	66
	201 Business 1 Per Week	107	2	\$3,074.50	\$55.23	\$3,129.73	
	202 Business 2 Per Week	3	0	\$106.00	\$0.00	\$106.00	
	204 Business 4 Per Week	1	0	\$30.50	\$0.00	\$30.50	
	205 Business 5 Per Week	6	0	\$192.00	\$0.00	\$192.00	
			34	\$19,895.00	\$1,612.26	\$21,507.26	66
SW Sewer	012 Rural	3	0	\$109.44	\$0.00	\$109.44	18,959
	021 City Inside City	1,110	33	\$40,951.41	\$3,209.13	\$44,160.54	5,552,976
	022 City Inside Rural	1	0	\$16.63	\$0.00	\$16.63	
	282 TTCC Rural	1	0	\$36,692.16	\$0.00	\$36,692.16	4,144,170
			33	\$77,769.64	\$3,209.13	\$80,978.77	9,716,105
SP Sprinklers	300 Sprinklers	1	0	\$1.00	\$0.00	\$1.00	
			0	\$1.00	\$0.00	\$1.00	
WT Water	011 City Rural Hartsvill	1	0	\$16.63	\$0.00	\$16.63	0
	012 Rural Hartsville	1,933	35	\$91,269.18	\$5,491.00	\$96,760.18	7,430,910
	013 Rural Macon Co	154	1	\$7,708.85	\$111.18	\$7,820.03	628,006
	014 Rural Smith Co	10	0	\$358.84	\$0.00	\$358.84	26,980
	015 Rural Sumner Co	6	0	\$240.56	\$0.00	\$240.56	18,309
	016 Rural Wilson Co	16	0	\$1,196.49	\$0.00	\$1,196.49	112,277
	021 City Hartsville	1,123	35	\$40,812.64	\$4,185.21	\$44,997.85	5,466,918
	202 Rural Dry Tap H Rura	4	0	\$36.00	\$0.00	\$36.00	0
	242 CastalianSpringsFlat	3	0	\$10,652.65	\$0.00	\$10,652.65	2,932,773
	252 Rural SouthSide UD	1	0	\$3,899.83	\$0.00	\$3,899.83	1,073,560
	264 CordellHull UD Smith	1	0	\$654.00	\$0.00	\$654.00	180,869
	272 Rural Lafayette	1	0	\$0.00	\$0.00	\$0.00	0
	282 Rural TTCC Hartsvill	1	0	\$36,692.14	\$0.00	\$36,692.14	4,144,170
	521 City Commercial Hart	4	0	\$885.75	\$0.00	\$885.75	157,185
	993 Rural Track Usage	2	0	\$0.00	\$0.00	\$0.00	331,330
			71	\$194,423.56	\$9,787.39	\$204,210.95	22,503,287
LK Leak Protec	001 Residential	2,747	56	\$8,790.40	\$427.53	\$9,217.93	
	002 Commercial	169	2	\$1,690.00	\$20.00	\$1,710.00	
	003 Commercial Multi	17	0	\$340.00	\$0.00	\$340.00	
	004 Opt Out	268	0	\$0.00	\$0.00	\$0.00	
			58	\$10,820.40	\$447.53	\$11,267.93	
LP Line Protect	001 Residential	471	11	\$2,365.00	\$116.19	\$2,481.19	

Service	Rate	Number Active	Number Inactive	Charges	Arrears	Total	Usage
	002 Commercial	13	0	\$175.50	\$0.00	\$175.50	
	003 Opt Out	2,715	8	\$0.00	\$0.00	\$0.00	
			19	\$2,540.50	\$116.19	\$2,656.69	
SV Service Chg	004 Bore Fee	0	1	\$0.00	\$1,848.00	\$1,848.00	
	017 Return Check Fee	0	4	\$0.00	\$71.88	\$71.88	
	254 Past Due City	0	52	\$0.00	\$2,063.87	\$2,063.87	
	255 Past Due Rural	1	27	\$0.00	\$1,014.57	\$1,014.57	
			84	\$0.00	\$4,998.32	\$4,998.32	
SL Sewer Leak	001 Residential	929	0	\$2,183.15	\$27.52	\$2,210.67	
	002 Sewer Commercial	161	0	\$1,046.50	\$6.84	\$1,053.34	

	003 SewerCommercial Mult	16	0	\$208.00	\$0.00	\$208.00
	004 Sewer Leak OPT OUT	5	0	\$0.00	\$0.00	\$0.00
				0	\$3,437.65	\$34.36
						\$3,472.01
LS Sewer Line	001 Sewer Line Residenti	2	0	\$13.00	\$0.00	\$13.00
	004 Sewer Line Opt Out	183	0	\$0.00	\$0.00	\$0.00
				0	\$13.00	\$0.00
						\$13.00
State Tax	11 Hartsville Rural	12	0	\$3,415.40	\$0.00	\$3,415.40
	12 Hartsville City	2,967	48	\$11,694.45	\$0.00	\$11,694.45
	13 Macon County	151	1	\$676.62	\$0.00	\$676.62
	14 Smith County	10	0	\$33.18	\$0.00	\$33.18
	15 Summer County	6	0	\$0.00	\$0.00	\$0.00
	16 Wilson County	16	0	\$110.64	\$0.00	\$110.64
				49	\$15,930.29	\$0.00
						\$15,930.29
	Total Taxes	49	49	\$15,930.29	\$0.00	\$15,930.29
Penalty	01 Penalty - Water City	169	28	\$510.91	\$0.00	\$510.91
	02 Penalty - Water Rural	245	20	\$1,324.04	\$0.00	\$1,324.04
	03 Penalty - Sewer	157	32	\$479.75	\$0.00	\$479.75
				80	\$2,314.70	\$0.00
						\$2,314.70
	Total Penalties	80	80	\$2,314.70	\$0.00	\$2,314.70
Credit		182	10	\$0.00	(\$20,600.10)	(\$20,600.10)
	Report Totals			\$327,145.74	(\$394.92)	\$326,750.82
						32,219,458



223 Rosa L. Parks Avenue, Suite 200, Nashville, TN 37203 | Phone: (615) 254-8801 | Fax: (615) 255-5419

RETAINER AGREEMENT

The Hartsville/Trousdale County Water Utility Board ("the client") hereby retains and employs the law firm of Branstetter, Stranch & Jennings, PLLC ("the law firm"), to advise and provide general legal services to the client and to represent the client in litigation or administrative proceedings, as needed.

In general, the client will pay the law firm at rates of \$400 per hour for members, \$250 per hour for associates and staff attorneys, and \$150 per hour for paralegals. The client will reimburse the law firm for any out-of-pocket costs and expenses incurred by the law firm on behalf of the client, including postage, courier fees, court fees, court reporter fees, and expert fees.

For work on utility service to a new development, including the preparation of a water or sewer service contract and related documents but excluding any litigation or administrative proceedings, the client will pay the law firm two per cent (2%) of the estimated construction costs of the water or sewer system improvements for the development.

The client agrees to cooperate fully with the law firm in preparing, prosecuting, or defending, as applicable, any litigation or administrative proceeding. Specifically, the client agrees to cooperate in the discovery process by providing documents and information to the law firm and making the client's officers and employees available to testify at depositions, hearings, and trial. The client hereby assigns to the law firm the right to collect and keep any award of attorney's fees, costs, and expenses under 42 U.S.C. § 1988(b) or other applicable law. The law firm will retain any award in excess of the hourly fees owed or paid by the client.

The law firm makes no guarantees or promises regarding the outcome of any proceeding. The law firm reserves the right to withdraw from this representation.

**THE HARTSVILLE/TROUSDALE
COUNTY WATER UTILITY BOARD**

**BRANSTETTER, STRANCH &
JENNINGS, PLLC**

By: _____

By: Michael Wall

Name: _____

Name: Michael J. Wall

Its: _____

Its: member

Date: _____

Date: 11/3/21



TNRMT Safety Grant Program

TNRMT recognizes that safety awareness and training are vital components of an effective safety program. Our loss control staff is dedicated to working with you in any way possible to make your workplaces and workdays safer and more productive.

To continue enhancing our TNRMT Members' safety efforts, we are proud to once again be offering our Safety Grant Program.

Your request may be for any amount up to \$20,000.

Requirements to qualify for a safety grant:

1. Complete a Safety Grant Application
2. Member must have a designated Safety Coordinator
3. Member of TNRMT in good standing for a minimum of 4 years

Every application received by TNRMT will be reviewed and maintained for one fiscal year. A new application must be submitted each year. Applications may only include one project. Applicants may complete and submit multiple applications.

Grants may be submitted for the purchase of a safety-related item, physical improvements to your building or grounds, or safety training of employees. Other safety ideas will be considered as well if submitted.

Applications may be submitted: Through December 31, 2021
Applications will be reviewed: First Quarter 2022
You will be notified of approval: April 2022

Determination of Approval

Following are the decision-making criteria to receive a grant or scholarship for your entity.

1. Grant requests must have a *direct impact* on employee safety or reduction of liability exposures.
2. Sustainable – Must further a risk management objective.
3. Limited Time Use items are exempt from grant funds ie... safety glasses, ear plugs, cooling bands, dust masks

Applications may be submitted to:
The Tennessee Risk Management Trust | Grant Application
101 Tamaras Way | Hendersonville, TN 37075
email: grants@tnrmt.com



TNRMT Safety Grant Application Form 2021-2022

Please answer the following questions.

1. Named Safety Coordinator: Tommy McFarland
2. How many people will be impacted by the improvement? 16
3. Is this request based on a safety committee recommendation? No.
4. What in the past 5 years has been your most effective safety improvement?

The water board has since 2018 provided \$150.00 allowance paid toward the purchase of a pair of OSHA approved work boots annually. We also supply each employee with road safety vest, coats, and general safety equipment for working on project and repair work in the field.

Member Contact Information

Date of application: 11/11/2021 Application Fiscal Year: 2021-22

Organization Information

<u>Hartsville Trousdale Water & Sewer Utility District</u>			
<i>Name of organization</i>		<i>Legal name, if different</i>	
<u>328 Broadway P.O. Box 66 Hartsville, TN. 37074</u>			<u>46-1218811</u>
<i>Address</i>		<i>City, State, Zip</i>	<i>Employer Identification Number (EIN)</i>
<u>615-374-3484</u>	<u>615-374-0558</u>	<u>Hartsville/Trousdale County Water and Sewer Utility District</u>	
<i>Phone</i>	<i>Fax</i>	<i>Web site</i>	
<u>Tommy McFarland</u>	<u>General Manager</u>	<u>615-374-8252</u>	<u>tommy.mcfarland@trousdalecountytn.gov</u>
<i>Name of Lead official within organization</i>		<i>Title</i>	<i>Phone</i> <i>E-mail</i>
<u>Tommy McFarland</u>	<u>General Manager</u>	<u>615-374-8252</u>	<u>tommy.mcfarland@trousdalecountytn.gov</u>
<i>Name of contact person regarding this application</i>		<i>Title</i>	<i>Phone</i> <i>E-mail</i>

Applications may be submitted to:
 The Tennessee Risk Management Trust | Grant Application
 101 Tamaras Way | Hendersonville, TN 37075
 email: grants@tnrmt.com



Proposal Information

-Please feel free to attach additional pages with information-

Please give a summary of request *(Please include purpose of item(s), supplier ID, item ID, item price, and or training, scope, timeline once funds are received, and pictures if applicable):*

Qty.	Supplier	Item ID	Item Description	Unit Price	Extended Price
1	USA Blue Book	65176	Modular Davit Arm	\$ 2,481.95	\$ 2,481.95
1	USA Blue Book	65177	Lower Mast	\$ 951.95	\$ 951.95
1	USA Blue Book	65159	Carry Bag for 65176 - 65177	\$ 254.10	\$ 254.10
1	USA Blue Book	65183	Personnel Winch /120 cable	\$ 2,150.45	\$ 2,150.45
1	USA Blue Book	65809	SRL/Rescue Winch / 85 ft cable	\$ 5,298.05	\$ 5,298.05
1	USA Blue Book	65129	Ultra Lok Self Retracting 85 ft cable	\$ 1,657.45	\$ 1,657.45

How will the grant or scholarship benefit safety?

Applications may be submitted to:
 The Tennessee Risk Management Trust | Grant Application
 101 Tamaras Way | Hendersonville, TN 37075
 email: grants@tnrmt.com



Proposal Information
 -Please feel free to attach additional pages with information-

Please give a summary of request (Please include purpose of item(s), supplier ID, item ID, item price, and or training, scope, timeline once funds are received, and pictures if applicable):

Qty.	Supplier	Item ID	Item Description	Unit Price	Extended Price
1	USA Blue Book	65132	Rope Grab Kit 100'	\$ 552.45	\$ 552.45
2	USA Blue Book	330052	Altair 4XR Multigas Detector	\$ 934.95	\$ 1,869.90
3	USA Blue Book	44925	Life Ring Cabinet w/T Handle	\$ 458.95	\$ 1,376.85
2	USA Blue Book	78111	Men Working Barricade Legend	\$ 11.64	\$ 23.28
10	USA Blue Book	97049	Plastic A Frame	\$ 23.70	\$ 237.00
1	USA Blue Book	64001	24" Super Ripcord Ventilator	\$ 2,056.45	\$ 2,056.45

How will the grant or scholarship benefit safety?

Applications may be submitted to:
 The Tennessee Risk Management Trust | Grant Application
 101 Tamaras Way | Hendersonville, TN 37075
 email: grants@tnrmt.com



Proposal Information
 -Please feel free to attach additional pages with information-

Please give a summary of request (Please include purpose of item(s), supplier ID, item ID, item price, and or training, scope, timeline once funds are received, and pictures if applicable):

Qty.	Supplier	Item ID	Item Description	Unit Price	Extended Price
1	USA Blue Book	64003	Super Vent Kit & Stand, Diverter Shutoff and 20' of 12" Vent Hose	\$ 910.75	\$ 910.75
1	USA Blue Book	55816	Calgas 58L, 60 ppm CO, 20 ppm H2S 1.45% Meth 15% O2	\$ 179.06	\$ 179.06

How will the grant or scholarship benefit safety?

The following items will allow our personnel to perform their work safely while rehabilitating our sewer collection system. We will be repairing/replacing damaged areas of our aging sewer collection system due to Inflow and infiltration (I&I). Personnel will be entering confined space areas such as sanitary sewer manholes and sewer lift stations, that may contain hazardous materials and hazardous gases. The traffic signs will allow for our personnels work safety while providing traffic control measures at construction sites. The trench box will allow personnel to work safely in excavated areas where repair/replacement of the damaged sewer collection systems are performed.

Applications may be submitted to:
 The Tennessee Risk Management Trust | Grant Application
 101 Tamaras Way | Hendersonville, TN 37075
 email: grants@tnrmt.com



Budget

Dollar amount requested: \$ 19,999.69 _____

Authorization

Name and Title of Head Official or Board Chair: _____

Signature: _____ Date: _____

Official Use Only

Date Received: _____ Date Reviewed: _____

Reviewed by: _____

Approved: Yes () No () Amount Approved: _____

Approval Signature: _____ Date: _____

Applications may be submitted to:
The Tennessee Risk Management Trust | Grant Application
101 Tamaras Way | Hendersonville, TN 37075
email: grants@tnrmt.com



COMPENSATION STUDY

HARTSVILLE/TROUSDALE
COUNTY GOVERNMENT

BURRIS, THOMPSON & ASSOCIATES | 615.500.7931



SUMMARY OF FINDINGS & RECOMMENDATIONS

Burris, Thompson & Associates was engaged by the Hartsville/Trousdale County Metropolitan Government to complete a pay and classification study. This summary provides an overview of the process and methodology, findings of the study, and recommendations for the creation of a pay plan with salary grades and steps.

JULY 2021



INTRODUCTION

STUDY OBJECTIVES



- Ensure that the County’s pay practices are competitive in order to attract and retain the required talent to provide quality services to citizens.
- Ensure that employees are assigned to the appropriate job title and that their pay reflects the complexity and scope of their job responsibilities.
- Ensure that the County’s ability to pay is considered in compensation practices.
- Ensure pay is administered in a fair and equitable manner that is not unduly complicated.
- Provide a systematic basis for County Commissioners to evaluate and address pay funding or other pay related requests from elected officials and department heads.

SALARY MARKET DATA



- **Job Analysis** – Reviewed job questionnaires completed by employees; interviewed elected officials/department heads; held employee focus group meeting.
- **Public Sector Data** – Burris, Thompson & Associates Salary Survey: collected data from 11 counties and cities.

Bedford County	Lafayette	Smith County
Cumberland County	Lebanon	Sumner County
Dickson	Macon County	Wilson County
Jackson County	Putnam County	

- **General Business/Industry Data** – for the Cookeville area as a comparable dataset, compiled from a nationally published database.

All salary data was projected to July 1, 2021.

DESIRED MARKET POSITION

Burris, Thompson & Associates recommends that the County targets the **market median**, particularly in light of the lower-than-average benefit offerings provided to employees.

The **Market Rate** for each job is the average of the median **public sector** and the median **private sector** rates for the job. For department heads, population was taken into consideration to determine the **market rate**.

Note: The Market Rate typically represents 5 to 7 years’ time in the job.



FINDINGS



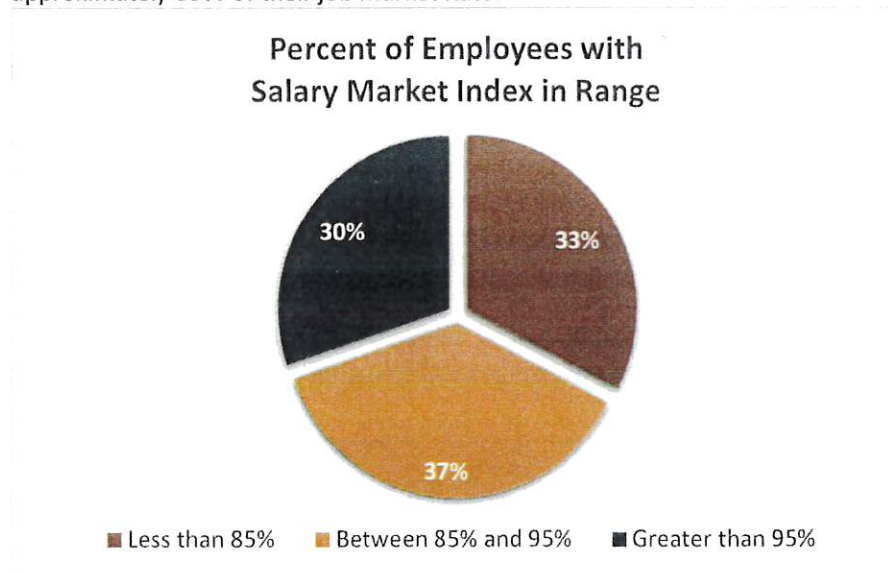
JOB TITLES

The majority of employees are in appropriate job titles. A few departments appear to use job titles generically rather than to acknowledge the distinction between differing job responsibilities. Improper classification of employees results in compensating too much for some positions or too little for others. While paying too little may seem like a cost savings, the result is often losing competent and talented individuals who choose to find appropriate compensation elsewhere.



SALARY MARKET INDEX

Overall, actual current Hartsville/Trousdale County employee salaries were at approximately **89%** of their job Market Rate.



Employees with salaries below 85% of the job Market Rate are generally considered underpaid.



RECOMMENDATIONS

JOB CLASSIFICATIONS

Create separate job classifications in the following departments to differentiate between job and, in some instances, supervisory responsibilities:



AMBULANCE / EMS

Current Job: Paramedic
New Classifications: Paramedic
Shift Supervisor/Battalion Chief

JAIL

Current Job: Jailer / Guard
New Classifications: Corrections Officer 1
Corrections Officer 1

WATER & SEWER

Current Job: Field Tech
New Classifications: Field Tech 1
Field Tech 2
Field Tech 3
Crew Chief 1
Crew Chief 2
Water Plant Operator
Wastewater Plant Operator

Current Job: Operator
New Classifications: Chief Water Plant Operator
Wastewater Plant Superintendent

Current Job: Sewer Plant
New Classification: Wastewater Plant Operator

Current Job: Superintendent
New Classifications: Water & Sewer Director

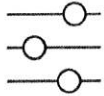
CREATE PAY PLAN

Create pay plan with 15 pay grades, each with 16 pay steps (see Exhibit I)

- Step 1 to Step 16 “spread” = 41%
- 11.65% difference between pay grades
- 2.35% difference between pay steps
- Jobs assigned to pay grade for which Step 8 most closely matches **Job Market Rate** (see Exhibit II)
- Add temporary *Phase-in Step*



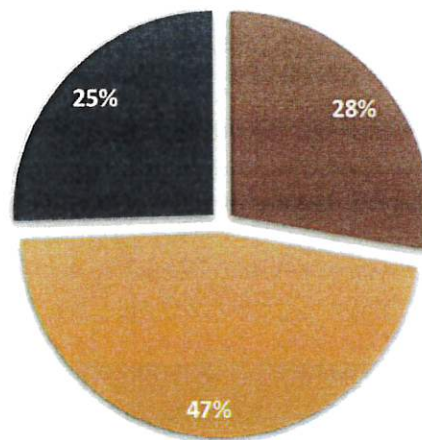
RECOMMENDATIONS



EMPLOYEE SALARY ADJUSTMENTS

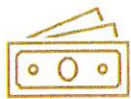
- To Phase-in Step, *or*
- To Step closest to current pay rate but not less.
- General Increase – All employees move one step
- Average total increase is **\$1,869**

Percent of Employees with Salary Adjustment in Range



■ Less than \$1,100 ■ Between \$1,100 and \$1,900 ■ Greater than \$1,900

COST



- Total 12-month cost = approximately \$236,000 (see Table on next page).
- Could phase in over 12 to 24 months.
- Going forward, all employees meeting performance expectations move one pay step each year.

RESULTS

Overall average employee **Salary Market Index** will be **94%** of Market Rate

- 14% of employees < 85%
- 35% of employees > 95%

Department	Avg. Tenure in Job* (years)	Salary Market Index	To Phase-in Step Increase Amount	To Closest Step Increase Amount	General Increase Amount	Total Increase	New Salary Index
AMBULANCE/EMA	2.8	83%	\$ 17,274	\$ 6,997	\$ 12,882	\$ 37,153	89%
ANIMAL SHELTER	2.8	82%	842	100	891	1,833	86%
CIRCUIT COURT CLERK	4.2	94%	0	410	1,552	1,962	97%
CLERK AND MASTER	2.4	86%	0	700	676	1,376	90%
COUNTY CLERK	2.8	93%	0	697	725	1,422	98%
COUNTY MAYOR	6.3	96%	810	607	3,124	4,541	99%
DRUG TASK FORCE	17.3	103%	0	1,434	2,192	3,627	107%
JAIL	2.0	81%	25,060	3,055	14,416	42,531	87%
JUVENILE SERVICES	7.5	112%	0	169	798	967	115%
LIBRARY	7.9	83%	1,755	1,441	1,876	5,071	89%
PLANNING & ZONING	1.6	73%	8,066	0	1,665	9,731	84%
PUBLIC WORKS	3.8	91%	14,192	5,010	9,864	29,066	96%
REGISTER OF DEEDS	2.5	88%	0	264	415	680	92%
SENIOR CENTER/ LITTER GRANT	7.8	94%	0	805	1,986	2,791	97%
SHERIFF	3.5	96%	0	14,329	23,797	38,126	100%
TAX ASSESSOR	6.6	83%	1,348	0	706	2,054	89%
TRUSTEE	4.6	79%	1,348	0	706	2,054	85%
URBAN SERVICES LAW	7.3	97%	0	2,498	4,777	7,276	100%
VETERAN SERVICES	4.9	61%	3,730	0	394	4,124	81%
WATER & SEWER	12.2	91%	10,895	9,877	18,400	39,171	95%
TOTAL	5.3	88%	\$ 85,320	\$ 48,393	\$ 101,842	\$ 235,556	94%

* Date in Job not available for Water & Sewer Department employees, average tenure shown based on date of Hire.

EXHIBIT I

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT
PROPOSED PAY GRADE and STEP SCHEDULE

Step Increase: 2.35%

Proposed Phase-in Grade	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	
15	\$ 38.85	\$ 39.76	\$ 40.69	\$ 41.65	\$ 42.63	\$ 43.63	\$ 44.66	\$ 45.71	\$ 46.78	\$ 47.88	\$ 49.00	\$ 50.16	\$ 51.33	\$ 52.54	\$ 53.78	\$ 55.04	\$ 56.13
14	\$ 34.79	\$ 35.61	\$ 36.45	\$ 37.30	\$ 38.18	\$ 39.08	\$ 40.00	\$ 40.94	\$ 41.90	\$ 42.88	\$ 43.89	\$ 44.92	\$ 45.98	\$ 47.06	\$ 48.16	\$ 49.30	\$ 50.27
							\$ 44.34	\$ 39.71									
13	\$ 31.16	\$ 31.90	\$ 32.64	\$ 33.41	\$ 34.20	\$ 35.00	\$ 35.82	\$ 36.66	\$ 37.53	\$ 38.41	\$ 39.31	\$ 40.23	\$ 41.18	\$ 42.15	\$ 43.14	\$ 44.15	\$ 45.03
							\$ 35.37	\$ 31.85									
12	\$ 27.91	\$ 28.57	\$ 29.24	\$ 29.93	\$ 30.63	\$ 31.35	\$ 32.09	\$ 32.84	\$ 33.61	\$ 34.40	\$ 35.21	\$ 36.04	\$ 36.88	\$ 37.75	\$ 38.64	\$ 39.55	\$ 40.33
							\$ 28.53	\$ 25.55									
11	\$ 25.00	\$ 25.59	\$ 26.19	\$ 26.80	\$ 27.43	\$ 28.08	\$ 28.74	\$ 29.41	\$ 30.10	\$ 30.81	\$ 31.54	\$ 32.28	\$ 33.03	\$ 33.81	\$ 34.61	\$ 35.42	\$ 36.12
							\$ 22.89	\$ 20.50									
10	\$ 22.39	\$ 22.92	\$ 23.45	\$ 24.01	\$ 24.57	\$ 25.15	\$ 25.74	\$ 26.34	\$ 26.96	\$ 27.60	\$ 28.24	\$ 28.91	\$ 29.59	\$ 30.28	\$ 30.99	\$ 31.72	\$ 32.35
							\$ 18.36	\$ 16.44									
9	\$ 20.05	\$ 20.53	\$ 21.01	\$ 21.50	\$ 22.01	\$ 22.52	\$ 23.05	\$ 23.59	\$ 24.15	\$ 24.72	\$ 25.30	\$ 25.89	\$ 26.50	\$ 27.12	\$ 27.76	\$ 28.41	\$ 28.98
							\$ 14.73	\$ 13.19									
8	\$ 17.96	\$ 18.38	\$ 18.82	\$ 19.26	\$ 19.71	\$ 20.17	\$ 20.65	\$ 21.13	\$ 21.63	\$ 22.14	\$ 22.66	\$ 23.19	\$ 23.74	\$ 24.29	\$ 24.86	\$ 25.45	\$ 25.95
							\$ 11.82	\$ 10.58									
7	\$ 16.09	\$ 16.47	\$ 16.85	\$ 17.25	\$ 17.65	\$ 18.07	\$ 18.49	\$ 18.93	\$ 19.37	\$ 19.83	\$ 20.29	\$ 20.77	\$ 21.26	\$ 21.76	\$ 22.27	\$ 22.79	\$ 23.25
							\$ 16.44	\$ 14.73									
6	\$ 14.41	\$ 14.75	\$ 15.09	\$ 15.45	\$ 15.81	\$ 16.18	\$ 16.56	\$ 16.95	\$ 17.35	\$ 17.76	\$ 18.18	\$ 18.60	\$ 19.04	\$ 19.49	\$ 19.95	\$ 20.41	\$ 20.82
							\$ 13.19	\$ 11.82									
5	\$ 12.90	\$ 13.21	\$ 13.52	\$ 13.84	\$ 14.16	\$ 14.49	\$ 14.84	\$ 15.18	\$ 15.54	\$ 15.91	\$ 16.28	\$ 16.66	\$ 17.05	\$ 17.45	\$ 17.86	\$ 18.28	\$ 18.65
							\$ 10.58	\$ 9.33									
4	\$ 11.56	\$ 11.83	\$ 12.11	\$ 12.39	\$ 12.68	\$ 12.98	\$ 13.29	\$ 13.60	\$ 13.92	\$ 14.25	\$ 14.58	\$ 14.92	\$ 15.27	\$ 15.63	\$ 16.00	\$ 16.38	\$ 16.70
							\$ 9.33	\$ 8.11									
3	\$ 10.35	\$ 10.60	\$ 10.84	\$ 11.10	\$ 11.36	\$ 11.63	\$ 11.90	\$ 12.18	\$ 12.47	\$ 12.76	\$ 13.06	\$ 13.37	\$ 13.68	\$ 14.00	\$ 14.33	\$ 14.67	\$ 14.96
							\$ 8.11	\$ 7.00									
2	\$ 9.27	\$ 9.49	\$ 9.71	\$ 9.94	\$ 10.18	\$ 10.41	\$ 10.66	\$ 10.91	\$ 11.17	\$ 11.43	\$ 11.70	\$ 11.97	\$ 12.25	\$ 12.54	\$ 12.84	\$ 13.14	\$ 13.40
							\$ 7.00	\$ 6.00									
1	\$ 8.30	\$ 8.50	\$ 8.70	\$ 8.90	\$ 9.11	\$ 9.33	\$ 9.55	\$ 9.77	\$ 10.00	\$ 10.24	\$ 10.48	\$ 10.72	\$ 10.97	\$ 11.23	\$ 11.50	\$ 11.77	\$ 12.00

EXHIBIT II

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT
PROPOSED JOB GRADE SCHEDULE - WITH JOBS

DEPARTMENT	Job Title	FT / PT / TEMP	AVG Market Median	Proposed Grade	Structure Market Index	Phase-in Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16
WATER & SEWER	Water & Sewer Director	FT	40.72	14	1.03	34.79	35.61	36.45	37.30	38.18	39.08	40.00	40.94	41.90	42.88	43.89	44.92	45.98	47.06	48.16	49.30	50.27
EMA	EMS Director	FT	36.09	13	1.04	31.16	31.90	32.64	33.41	34.20	35.00	35.82	36.66	37.53	38.41	39.31	40.23	41.18	42.15	43.14	44.15	45.03
SEWER	Wastewater Plant Superintendent	FT	34.48	12	0.97	27.91	28.57	29.24	29.93	30.63	31.35	32.09	32.84	33.61	34.40	35.21	36.04	36.88	37.75	38.64	39.55	40.33
URBAN SERVICES LAW	Chief Deputy	FT	32.49	12	1.03	27.91	28.57	29.24	29.93	30.63	31.35	32.09	32.84	33.61	34.40	35.21	36.04	36.88	37.75	38.64	39.55	40.33
PLANNING AND ZONING	Bldg. Inspector	FT	30.28	11	0.99	25.00	25.59	26.19	26.80	27.43	28.08	28.74	29.41	30.10	30.81	31.54	32.28	33.03	33.81	34.61	35.42	36.12
CONVENIENCE CENTER	Public Works Director	FT - SHRD	30.01	11	1.00	25.00	25.59	26.19	26.80	27.43	28.08	28.74	29.41	30.10	30.81	31.54	32.28	33.03	33.81	34.61	35.42	36.12
WATER	Crew Chief 2	FT	29.56	11	1.02	25.00	25.59	26.19	26.80	27.43	28.08	28.74	29.41	30.10	30.81	31.54	32.28	33.03	33.81	34.61	35.42	36.12
SHERIFF	Lieutenant	FT	28.03	10	0.96	22.39	22.92	23.45	24.01	24.57	25.15	25.74	26.34	26.96	27.60	28.24	28.91	29.59	30.28	30.99	31.72	32.35
JAIL	Jail Administrator	FT	27.95	10	0.96	22.39	22.92	23.45	24.01	24.57	25.15	25.74	26.34	26.96	27.60	28.24	28.91	29.59	30.28	30.99	31.72	32.35
WATER	Office Manager	FT	27.36	10	0.99	22.39	22.92	23.45	24.01	24.57	25.15	25.74	26.34	26.96	27.60	28.24	28.91	29.59	30.28	30.99	31.72	32.35
WATER	Crew Chief 1	FT	26.39	10	1.02	22.39	22.92	23.45	24.01	24.57	25.15	25.74	26.34	26.96	27.60	28.24	28.91	29.59	30.28	30.99	31.72	32.35
COUNTY MAYOR	Executive Assistant / Budget Officer	FT	25.95	10	1.04	22.39	22.92	23.45	24.01	24.57	25.15	25.74	26.34	26.96	27.60	28.24	28.91	29.59	30.28	30.99	31.72	32.35
JAIL	Lieutenant - Jail	FT	24.67	9	0.98	20.05	20.53	21.01	21.50	22.01	22.52	23.05	23.59	24.15	24.72	25.30	25.89	26.50	27.12	27.76	28.41	28.98
EMA	Deputy Director	PT	24.47	9	0.99	20.05	20.53	21.01	21.50	22.01	22.52	23.05	23.59	24.15	24.72	25.30	25.89	26.50	27.12	27.76	28.41	28.98
DRUG TASK FORCE	Sergeant/Drug Enforcement Agent	FT	24.38	9	0.99	20.05	20.53	21.01	21.50	22.01	22.52	23.05	23.59	24.15	24.72	25.30	25.89	26.50	27.12	27.76	28.41	28.98
SHERIFF	Patrol Sergeant	FT	24.38	9	0.99	20.05	20.53	21.01	21.50	22.01	22.52	23.05	23.59	24.15	24.72	25.30	25.89	26.50	27.12	27.76	28.41	28.98
SHERIFF	Courtroom Security - Sergeant	FT	24.38	9	0.99	20.05	20.53	21.01	21.50	22.01	22.52	23.05	23.59	24.15	24.72	25.30	25.89	26.50	27.12	27.76	28.41	28.98
WATER	Chief Water Plant Operator	FT	24.01	9	1.01	20.05	20.53	21.01	21.50	22.01	22.52	23.05	23.59	24.15	24.72	25.30	25.89	26.50	27.12	27.76	28.41	28.98
JAIL	Sergeant - Jail	FT	22.62	8	0.96	17.96	18.38	18.82	19.26	19.71	20.17	20.65	21.13	21.63	22.14	22.66	23.19	23.74	24.29	24.86	25.45	25.95
URBAN SERVICES SANITATION	Diesel Mechanic	FT	22.13	8	0.98	17.96	18.38	18.82	19.26	19.71	20.17	20.65	21.13	21.63	22.14	22.66	23.19	23.74	24.29	24.86	25.45	25.95
AMBULANCE	Shift Supervisor (Battalion Chief)	FT	21.85	8	0.99	17.96	18.38	18.82	19.26	19.71	20.17	20.65	21.13	21.63	22.14	22.66	23.19	23.74	24.29	24.86	25.45	25.95
SEWER	Wastewater Plant Operator	FT	21.79	8	0.99	17.96	18.38	18.82	19.26	19.71	20.17	20.65	21.13	21.63	22.14	22.66	23.19	23.74	24.29	24.86	25.45	25.95
WATER	Water Plant Operator	FT	21.44	8	1.01	17.96	18.38	18.82	19.26	19.71	20.17	20.65	21.13	21.63	22.14	22.66	23.19	23.74	24.29	24.86	25.45	25.95
SENIOR CENTER	Senior Center Director	FT - SHRD	21.30	8	1.02	17.96	18.38	18.82	19.26	19.71	20.17	20.65	21.13	21.63	22.14	22.66	23.19	23.74	24.29	24.86	25.45	25.95
VETERAN SERVICES	Veteran Services Officer	PT	20.43	7	0.95	16.09	16.47	16.85	17.25	17.65	18.07	18.49	18.93	19.37	19.83	20.29	20.77	21.26	21.76	22.27	22.79	23.25
RURAL RECYCLING	Driver - Inmate Crew	FT	19.56	7	0.99	16.09	16.47	16.85	17.25	17.65	18.07	18.49	18.93	19.37	19.83	20.29	20.77	21.26	21.76	22.27	22.79	23.25
JUVENILE SERVICES	Youth Services Officer	FT	19.32	7	1.00	16.09	16.47	16.85	17.25	17.65	18.07	18.49	18.93	19.37	19.83	20.29	20.77	21.26	21.76	22.27	22.79	23.25
WATER	Field Tech 3	FT	19.80	7	0.98	16.09	16.47	16.85	17.25	17.65	18.07	18.49	18.93	19.37	19.83	20.29	20.77	21.26	21.76	22.27	22.79	23.25
WATER	Admin. Asst/Bookkeeper	FT	19.09	7	1.01	16.09	16.47	16.85	17.25	17.65	18.07	18.49	18.93	19.37	19.83	20.29	20.77	21.26	21.76	22.27	22.79	23.25
JAIL	Corrections Officer 2	FT	19.00	7	1.02	16.09	16.47	16.85	17.25	17.65	18.07	18.49	18.93	19.37	19.83	20.29	20.77	21.26	21.76	22.27	22.79	23.25
LIBRARY	Library Director	FT	18.97	7	1.02	16.09	16.47	16.85	17.25	17.65	18.07	18.49	18.93	19.37	19.83	20.29	20.77	21.26	21.76	22.27	22.79	23.25
URBAN SERVICES LAW	K9 Deputy	FT	18.67	7	1.04	16.09	16.47	16.85	17.25	17.65	18.07	18.49	18.93	19.37	19.83	20.29	20.77	21.26	21.76	22.27	22.79	23.25
SHERIFF	Patrol Deputy	FT	18.67	7	1.04	16.09	16.47	16.85	17.25	17.65	18.07	18.49	18.93	19.37	19.83	20.29	20.77	21.26	21.76	22.27	22.79	23.25
SHERIFF	Deputy/School Resource Officer	FT	18.67	7	1.04	16.09	16.47	16.85	17.25	17.65	18.07	18.49	18.93	19.37	19.83	20.29	20.77	21.26	21.76	22.27	22.79	23.25
PLANNING AND ZONING	Administrative Assistant - P&Z	PT	17.74	6	0.98	14.41	14.75	15.09	15.45	15.81	16.18	16.56	16.95	17.35	17.76	18.18	18.60	19.04	19.49	19.95	20.41	20.82
CIRCUIT COURT CLERK	Deputy Circuit Court Clerk / Bookkeeper	FT	17.70	6	0.98	14.41	14.75	15.09	15.45	15.81	16.18	16.56	16.95	17.35	17.76	18.18	18.60	19.04	19.49	19.95	20.41	20.82
WATER	Field Tech 2	FT	17.61	6	0.99	14.41	14.75	15.09	15.45	15.81	16.18	16.56	16.95	17.35	17.76	18.18	18.60	19.04	19.49	19.95	20.41	20.82
COUNTY MAYOR	HR Coordinator / Admin. Asst.	FT	17.60	6	0.99	14.41	14.75	15.09	15.45	15.81	16.18	16.56	16.95	17.35	17.76	18.18	18.60	19.04	19.49	19.95	20.41	20.82

EXHIBIT II

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT
PROPOSED JOB GRADE SCHEDULE - WITH JOBS

DEPARTMENT	Job Title	FT / PT / TEMP	Avg Market Median	Proposed Grade	Structure Market Index	Phase-in Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	
CONVENIENCE CENTER	Driver	FT/PT	17.46	6	0.99	14.41	14.75	15.09	15.45	15.81	16.18	16.56	16.95	17.35	17.76	18.18	18.60	19.04	19.49	19.95	20.41	20.82	
AMBULANCE	EMS Billing Clerk	FT	17.45	6	0.99	14.41	14.75	15.09	15.45	15.81	16.18	16.56	16.95	17.35	17.76	18.18	18.60	19.04	19.49	19.95	20.41	20.82	
DRUG TASK FORCE	Administrative Assistant - DTF	FT	17.43	6	1.00	14.41	14.75	15.09	15.45	15.81	16.18	16.56	16.95	17.35	17.76	18.18	18.60	19.04	19.49	19.95	20.41	20.82	
SHERIFF	Dispatcher	FT	17.42	6	1.00	14.41	14.75	15.09	15.45	15.81	16.18	16.56	16.95	17.35	17.76	18.18	18.60	19.04	19.49	19.95	20.41	20.82	
SWIMMING POOL	Swimming Pool Manager	SEAS	17.40	6	1.00	14.41	14.75	15.09	15.45	15.81	16.18	16.56	16.95	17.35	17.76	18.18	18.60	19.04	19.49	19.95	20.41	20.82	
TRUSTEE	Deputy Clerk - Trustee's Office	FT	17.32	6	1.00	14.41	14.75	15.09	15.45	15.81	16.18	16.56	16.95	17.35	17.76	18.18	18.60	19.04	19.49	19.95	20.41	20.82	
COUNTY MAYOR	Accts. Payable / Payroll	FT	17.24	6	1.01	14.41	14.75	15.09	15.45	15.81	16.18	16.56	16.95	17.35	17.76	18.18	18.60	19.04	19.49	19.95	20.41	20.82	
WATER	Billing Clerk	FT/PT	17.12	6	1.01	14.41	14.75	15.09	15.45	15.81	16.18	16.56	16.95	17.35	17.76	18.18	18.60	19.04	19.49	19.95	20.41	20.82	
SHERIFF	Records Clerk	FT	17.04	6	1.02	14.41	14.75	15.09	15.45	15.81	16.18	16.56	16.95	17.35	17.76	18.18	18.60	19.04	19.49	19.95	20.41	20.82	
JAIL	Corrections Officer 1	FT	16.96	6	1.02	14.41	14.75	15.09	15.45	15.81	16.18	16.56	16.95	17.35	17.76	18.18	18.60	19.04	19.49	19.95	20.41	20.82	
CONVENIENCE CENTER	Maintenance	FT	17.34	6	1.00	14.41	14.75	15.09	15.45	15.81	16.18	16.56	16.95	17.35	17.76	18.18	18.60	19.04	19.49	19.95	20.41	20.82	
JAIL	Workhouse	FT	16.96	6	1.02	14.41	14.75	15.09	15.45	15.81	16.18	16.56	16.95	17.35	17.76	18.18	18.60	19.04	19.49	19.95	20.41	20.82	
SHERIFF	Courtroom Security - Part-time	PT	16.96	6	1.02	14.41	14.75	15.09	15.45	15.81	16.18	16.56	16.95	17.35	17.76	18.18	18.60	19.04	19.49	19.95	20.41	20.82	
AMBULANCE	Paramedic	FT/PRN	16.77	6	1.03	14.41	14.75	15.09	15.45	15.81	16.18	16.56	16.95	17.35	17.76	18.18	18.60	19.04	19.49	19.95	20.41	20.82	
TAX ASSESSOR	Deputy Clerk - Tax Assessor's Office	FT	16.58	6	1.05	14.41	14.75	15.09	15.45	15.81	16.18	16.56	16.95	17.35	17.76	18.18	18.60	19.04	19.49	19.95	20.41	20.82	
ANIMAL SHELTER	Dept. Head	FT	15.98	5	0.97	12.90	13.21	13.52	13.84	14.16	14.49	14.84	15.18	15.54	15.91	16.28	16.66	17.05	17.45	17.86	18.28	18.65	
REGISTER OF DEEDS	Deputy Clerk - Register of Deeds	PT	15.84	5	0.98	12.90	13.21	13.52	13.84	14.16	14.49	14.84	15.18	15.54	15.91	16.28	16.66	17.05	17.45	17.86	18.28	18.65	
WATER	Field Tech 1	FT/PT	15.81	5	0.98	12.90	13.21	13.52	13.84	14.16	14.49	14.84	15.18	15.54	15.91	16.28	16.66	17.05	17.45	17.86	18.28	18.65	
CIRCUIT COURT CLERK	Deputy Circuit Court Clerk	FT	15.74	5	0.99	12.90	13.21	13.52	13.84	14.16	14.49	14.84	15.18	15.54	15.91	16.28	16.66	17.05	17.45	17.86	18.28	18.65	
CLERK AND MASTER	Deputy Clerk and Master	FT	15.74	5	0.99	12.90	13.21	13.52	13.84	14.16	14.49	14.84	15.18	15.54	15.91	16.28	16.66	17.05	17.45	17.86	18.28	18.65	
AMBULANCE	AEMT	FT	15.63	5	0.99	12.90	13.21	13.52	13.84	14.16	14.49	14.84	15.18	15.54	15.91	16.28	16.66	17.05	17.45	17.86	18.28	18.65	
CONVENIENCE CENTER	Administrative Assistant - PW	FT	15.56	5	1.00	12.90	13.21	13.52	13.84	14.16	14.49	14.84	15.18	15.54	15.91	16.28	16.66	17.05	17.45	17.86	18.28	18.65	
COUNTY CLERK	Deputy County Clerk	FT	15.52	5	1.00	12.90	13.21	13.52	13.84	14.16	14.49	14.84	15.18	15.54	15.91	16.28	16.66	17.05	17.45	17.86	18.28	18.65	
COUNTY MAYOR	File Clerk	PT	15.41	5	1.01	12.90	13.21	13.52	13.84	14.16	14.49	14.84	15.18	15.54	15.91	16.28	16.66	17.05	17.45	17.86	18.28	18.65	
SWIMMING POOL	Swimming Pool Assistant Manager	SEAS	15.36	5	1.01	12.90	13.21	13.52	13.84	14.16	14.49	14.84	15.18	15.54	15.91	16.28	16.66	17.05	17.45	17.86	18.28	18.65	
SENIOR CENTER/LITTER GRANT	Senior Center Activities & Litter Education Coordinator	FT - SHRD	15.31	5	1.01	12.90	13.21	13.52	13.84	14.16	14.49	14.84	15.18	15.54	15.91	16.28	16.66	17.05	17.45	17.86	18.28	18.65	
LIBRARY	Outreach Librarian	FT	14.95	5	1.04	12.90	13.21	13.52	13.84	14.16	14.49	14.84	15.18	15.54	15.91	16.28	16.66	17.05	17.45	17.86	18.28	18.65	
JUDICIAL COMMISSIONERS	Judicial Commissioner	FT	14.75	5	1.05	12.90	13.21	13.52	13.84	14.16	14.49	14.84	15.18	15.54	15.91	16.28	16.66	17.05	17.45	17.86	18.28	18.65	
AMBULANCE	Basic EMT	FT	14.21	4	0.98	11.56	11.83	12.11	12.39	12.68	12.98	13.29	13.60	13.92	14.25	14.58	14.92	15.27	15.63	16.00	16.38	16.70	
LIBRARY	Library Assistant	FT	13.87	4	1.00	11.56	11.83	12.11	12.39	12.68	12.98	13.29	13.60	13.92	14.25	14.58	14.92	15.27	15.63	16.00	16.38	16.70	
PARKS AND REC	Groundskeeper	FT	13.14	3	0.95	10.35	10.60	10.84	11.10	11.36	11.63	11.90	12.18	12.47	12.76	13.06	13.37	13.68	14.00	14.33	14.67	14.96	
CONVENIENCE CENTER	Laborer	FT	12.74	3	0.98	10.35	10.60	10.84	11.10	11.36	11.63	11.90	12.18	12.47	12.76	13.06	13.37	13.68	14.00	14.33	14.67	14.96	
COUNTY BUILDINGS	Custodian	PT	12.78	3	0.98	10.35	10.60	10.84	11.10	11.36	11.63	11.90	12.18	12.47	12.76	13.06	13.37	13.68	14.00	14.33	14.67	14.96	
ANIMAL SHELTER	Assistant	PT	12.24	3	1.02	10.35	10.60	10.84	11.10	11.36	11.63	11.90	12.18	12.47	12.76	13.06	13.37	13.68	14.00	14.33	14.67	14.96	
SWIMMING POOL	Lifeguard	SEAS	10.99	2	1.02	9.27	9.49	9.71	9.94	10.18	10.41	10.66	10.91	11.17	11.43	11.70	11.97	12.25	12.54	12.84	13.14	13.40	
CONVENIENCE CENTER	Attendant	FT/PT	11.07	2	1.01	9.27	9.49	9.71	9.94	10.18	10.41	10.66	10.91	11.17	11.43	11.70	11.97	12.25	12.54	12.84	13.14	13.40	
Average Structure Market Index					1.00																		
Median Structure Market Index					1.00																		



BENEFITS REVIEW

HARTSVILLE/TROUSDALE
COUNTY GOVERNMENT



SUMMARY

Hartsville/Trousdale County in the northern part of middle Tennessee is one of only three counties in Tennessee with a consolidated city-county government in the state. It is Tennessee's smallest county by size and is located within an hour's drive of the state's capital, Nashville.

The estimated population of Trousdale County as of July 2019 was 11,012,^[1] a 40% increase from the population in 2010.

Larger communities nearby (within about 25 miles) with which Hartsville/Trousdale County may have to compete to attract and retain its employees include Gallatin, Hendersonville, Mount Juliet, and Lebanon.

FINDINGS



HEALTH INSURANCE OPTIONS

- Networks:
 1. Blue Cross Blue Shield
 2. Cigna Local +
 3. Cigna Open Access
- Plan choices:
 1. Premier PPO
 2. Standard PPO
 3. Limited PPO
 4. Local CDHP/HSA

HEALTH INSURANCE

According to a recent SHRM survey, the majority of employers identify healthcare as the most important benefit to the workforce, followed closely by retirement benefits. Costs of health insurance coverage for both employers and employees has increased considerably, twice as fast as workers' earnings and three times as fast as inflation since 2008.^[2]

Per that same survey, 85% of organizations offer a Preferred Provider Organization (PPO) insurance plan, but High Deductible Health plans (HDHPs) linked with health savings accounts (HSAs) and health reimbursement arrangements (HRAs) continue to grow, with more than half (59%) of organizations reporting at least one HDHP offering. Healthcare spending accounts remain popular and are offered by approximately 68% of employers.^[2]

Hartsville/Trousdale County (HTC) participates in the Tennessee State Group Insurance Program which provides employees with three different insurance carrier networks and four different health insurance plan options. For purposes of this report, we have limited our observations to the most popularly selected health plan for HTC employees, the Limited PPO, and the HDHP. Data for health insurance coverage comparing HTC to typical coverage provided by other employers is summarized in the Appendix.

HTC employees contribute **less** than the typical employee toward **employee only** coverage compared to the surveys. However, employee premiums for **family coverage** are 39% to 54% **higher** than the average.

Office visit co-pays and deductibles are slightly **higher** than the average. The 70%/30% coinsurance of these two plans falls short of the typical practice of 80%/20% coinsurance. Although it is noted HTC does offer another plan which provides the 80%/20% coinsurance coverage.

Over half (58%) of BTA's surveyed employers offering HDHP plans also contributed to employees' HSA or HRA accounts – an average of \$1,794 for individual coverage. HTC makes no contributions to an HSA account on behalf of its employees.

Overall, HTC's most popular (the Limited PPO) and HDHP plans are **less generous than** market practice. While employees contribute less toward premiums for individual coverage than is typical, out-of-pocket costs toward care are higher than the average.

The continuing trend in rising healthcare costs resulting in an approximately 40% increase in health insurance premiums over the past decade has left little



choice for employers but to pass on at least some of the cost increase to employees in the form of larger employee contributions. This movement is expected to continue for the foreseeable future. A more recent trend is the increasing prevalence of High Deductible Health Plans (HDHPs) paired with either a Health Savings Account (HSA) or Health Reimbursement Account (HRA). In 2020, 62% of companies offering health benefits offered one or more HDHP plans.^[3]



DENTAL INSURANCE OPTIONS

- Cigna Prepaid
- MetLife DPPO

DENTAL INSURANCE

Dental coverage is provided by most employers – 97% of employers who provide health benefits provide dental insurance.^[2] Four key types of dental benefit products are available in today’s market: dental Health Maintenance Organizations (DHMOs), dental Preferred Provider Organizations (DPPOs), dental indemnity plans, and discount dental plans. Today, 87% of all commercial dental policies are DPPOs.^[4]

As a participant in the Tennessee State Group Insurance Program, HTC provides two options for its employees: Cigna Prepaid, a DHMO plan, and MetLife DPPO. Both provide routine cleanings and examinations at no charge with either copays (Cigna) or coinsurance (MetLife) for other services dependent upon the service required.

HTC’s plans compare favorably to plans offered by other employers.



VISION INSURANCE OPTIONS

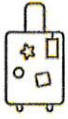
- Davis Vision Basic
- Davis Vision Extended

VISION INSURANCE

Coverage for eye care typically is basic and limited to one eye exam per year, a pair of frames every other year, and lenses each year. Generally, the insured can opt for contact lenses instead of glasses. Participants may be eligible for a discount on Lasik/refractive surgery and even on hearing aids.

HTC, under the Tennessee State Group Insurance Program, provides both a basic and extended coverage plan for its employees. Under the extended plan, employees have an expanded selection of frames from which to choose and lower out of pocket costs for certain lens treatments and/or selections.

HTC’s plans compare favorably to plans offered by other employers.



VACATION

HTC's vacation leave policy would be viewed by most to be slightly less generous than typical practice (see table below).

YEARS SERVICE	DAYS EARNED		
	BENCHMARK	STATE/LOC GOV	HTC
1 Year	10	11	10
5 Years	10	14	10
7 Years	15	14	10
10 Years	15	17	15
12 Years	20	17	15
20 Years	25	21	15

HTC's vacation accrual maximizes at 10 years with a total of 15 days per year. The majority of public sector employers (83%) have more generous policies providing 20 days per year, and 38% grant as many as 25 days.

Among public sector employers surveyed by BTA, the maximum number of unused vacation days that can be carried forward varies – 240 or 360 days probably the most typical. HTC does not allow employees to carry over unused vacation days. **Any unused vacation days are lost.** This provision is less generous than typical practice among public sector employers.



SICK/PERSONAL LEAVE

Public sector employees typically accrue 12 days of sick leave per year – private sector employers generally offer considerably fewer days, on average 5 days per year. Most employers allow employees to accumulate unused sick days and carry them forward. There may be some limit to the number of unused sick days that can be accumulated. In the public sector, sixty, ninety or 180-day limits are not unusual – most have no limit. Private sector employers again are not so generous, on average allowing only a maximum of 30 days of sick leave to be accumulated.

Some Tennessee municipalities take advantage of the option of allowing unused sick days to be rolled into the TCRS retirement plan upon retirement.

A growing trend in the private sector, and with a number of public sector employers, is to combine vacation leave, sick leave, and personal days into a single policy called a "Paid Time Off" or PTO policy. The combined plan rarely provides an equivalent number of paid days off as its predecessor plans would have separately (if all vacation, sick, and personal days were used each year). However, recordkeeping is considered much simpler for the PTO plan as only one "bank" of days is necessary. Most employers, nearly 70%, allow employees to carry over unused days to the following year, and, unlike sick days, any earned, but unused days must be paid to the employee at termination.



HTC provides for accrual of one day of sick leave every month beginning with the first full month of employment as a full-time employee. Unused sick time can be carried over each year with no limit on the number of days accumulated. Unused sick days are rolled into the TCRS retirement plan upon retirement.

HTC's sick leave policy matches market practice of the public sector and is more generous than typical practice among private sector employers.



DISABILITY INSURANCE

Many municipalities rely on accumulated sick leave to provide short- and long-term disability income protection (i.e., they do not provide any other STD or LTD coverage). Thus, high limits on the number of days allowed to be rolled over are common (sixty, ninety, and 180 days as mentioned above). However, employees who regularly use all or most of their sick days each year end up with no disability income protection if the employer does not provide STD or LTD coverage. We identify this as a benefit package shortcoming.

HTC offers separate short- and long-term disability insurance as an employee paid option, but does not contribute to this benefit on behalf of employees. For those employees who are vested, TCRS provides disability benefits under the retirement plan based on the benefit calculation of the plan.



RETIREMENT PROGRAM

TCRS added a 401(k) defined contribution option to the retirement plan available to political subdivisions of the state. With the implementation of this feature, TCRS becomes a robust hybrid plan as it maintains the existing defined benefit plan while adding a flexible 401(k) plan option.

In the private sector, defined benefit plans have become very rare, only 15% of workers have access to this type of plan. Defined benefit plans are complex and costs to maintain and fund them have increased significantly due to legislation and the economic climate. Private sector employers find it easier and less costly to move to defined contribution 401(k) plans and, in 2020, 64% of private industry workers had access to a defined contribution plan through their employer⁶.

One advantage to the defined contribution plan is that the employer contribution is just that: defined. A defined benefit plan's contribution is an actuarially determined annual contribution that is affected by interest rates and the fluctuation of investments in the plan's trust account. In a defined contribution plan, the employer generally has a set matching contribution that is determined based on a maximum percentage of each employee's pay that the employee contributes to the plan. In those plans that do offer a match, the contributions typically range from 3% to 6% of pay, with the average match in 2019 at 4.7% of pay⁷.

The retirement picture for public sector employees is somewhat opposite than their private sector counterparts. In the public sector, the defined benefit plan remains the plan of choice, with 86% of state and government workers having access to defined benefit plans in 2020. Only 37% have access to defined contribution plans. Among surveyed cities and counties in Tennessee, 68% participate in the TCRS 5% contributory plan and 29% participate in the non-contributory option. Only two of those surveyed have adopted the 401(k) option.

HTC participates in the Tennessee Consolidated Retirement System (TCRS) defined benefit plan. Employees contribute 5% of salary toward funding the plan. HTC's contribution is actuarially determined and varies each year.



BENEFITS EVALUATION

The competitiveness of HTC's benefits package is summarized in the table below. Overall, HTC's benefits package is less generous than the typical Tennessee municipality. The dental and vision insurance, sick leave, short-term disability, and retirement benefit policies are programs are equivalent with the average offerings. However, health care is more costly (other than the individual employee premium), the vacation policy is less generous, and there is no long-term disability available to employees.

BENEFITS PROGRAM RATING	
BENEFIT	RATING
Health Insurance	3
Dental Insurance	5
Vision Insurance	5
Vacation	3
Sick/Personal Leave	5
Short-Term Disability	4
Long-Term Disability	3
Retirement	5
Overall	4.5

Benefits rated on 1 to 9 scale with 5 indicating comparable to typical employer, 1 = one of the least generous employers, and 9 = one of the most generous employers.



METHODOLOGY

Hartsville/Trousdale County health insurance, dental, vision, vacation, sick leave, disability, and retirement benefits were compared to market data for all U.S. employers (KFF) and to BTA's 2020 Public Sector Benefits Practices survey. The BTA Benefits Practices survey includes data from 41 municipalities from Tennessee, southern Kentucky, and northern Alabama. Where appropriate, data from the survey was segregated to exclude all non-Tennessee participants. Statistical data regarding typical participation, plan types and coverages was pulled from a number of sources as referenced below.

REFERENCES

- 1 United States Census Bureau, *Quick Facts*. [census.gov](https://www.census.gov) Retrieved March 15, 2021.
- 2 SHRM Employee Benefits 2019. Society of Human Resource Management. June 2019.
- 3 Employer Health Benefits 2020 Annual Survey. KFF. [kff.org](https://www.kff.org) October 2020.
- 4 Industry Overview. [whydental.org](https://www.whydental.org) Retrieved March 16, 2021.
- 5 United States Bureau of Labor Statistics, National Compensation Survey: Employee Benefits in the United States, March 2017. [bls.gov](https://www.bls.gov) Retrieved March 16, 2021.
- 6 United States Bureau of Labor Statistics, National Compensation Survey. [bls.gov](https://www.bls.gov) Retrieved March 23, 2021.
- 7 Adamczyk, Alicia (2019-06-10) "*The average employer 401(k) match is at an all-time high – see how yours compares.*" *CNBC* Retrieved March 23, 2021.

APPENDIX

HEALTH INSURANCE MARKET COMPARISON

PLAN FEATURE	MOST POPULAR PLAN			HDHP with HSA/HRA		
	Trousdale	Benchmark	KFF	Trousdale	Benchmark	KFF
EMPLOYEE PREMIUMS:						
Bi-weekly amounts:						
Employee Only Coverage ¹	\$0.00 - \$20.00	\$31.35	\$54.58	\$0.00	\$18.90	\$40.81
Family Coverage (Employee + Spouse + Children)	\$433.00 – \$473.00	\$223.55	\$231.42	\$363.50 - \$403.50	\$220.57	\$186.62
HEALTH PLAN PROVISIONS:						
Office Visit Co-Pay ² Primary Care Physician	\$35	\$28	\$26	30% coinsurance subject to deductible	\$30 ³	\$28
Deductible						
Individual	\$1,800	\$1,641	\$1,204	\$2,000	\$2,775	\$2,303
Family	\$3,600	\$3,534	\$2,716	\$4,000	\$5,783	\$4,552
Coinsurance (Hospitalization)	70%/30%	82.4%/17.6%	80%/20%	70%/30%	80%/20%	80%/20%
HSA/HRA Plan Employer Contribution?	N/A	35% of non HDHP plans	8% ⁴	None	58% that offer HDHP	20% ⁵
Employer Avg. Annual Contribution to HSA/HRA (Employee Only)	N/A	\$1,006	HRA: \$1,276	\$0.00	\$1,794	HSA: \$550

1 Twenty-nine percent of respondents provide employee coverage at no cost to the employee.

2 Nearly a third of our respondents (32%) do not implement cost sharing with the employee until after the deductible is met.

3 It is more common for participants in HDHP plans to have coinsurance (62%) than copayments for office visits once the deductible is met.

4 Among companies offering health benefits, 8% offer a plan with an HRA option. In the KFF study, these plans had a minimum deductible of \$1,000 single/\$2,000 family.

5 Among companies offering health benefits, 20% offer an HSA-qualified HDHP.

HARTSVILLE TROUSDALE WATER AND SEWER UTILITY DISTRICT ONLY DATA

EMPLOYEE	GROUP	Current Job Title	Hourly Rate June 2021	Market Rate	Salary Market Index	Proposed Job Grade	Proposed Step	Proposed Step Rate	PROPOSED IMMEDIATE ADJUSTMENT					Total Immediate Adjustment	General Increase Step #	GENERAL INCREASE			Total Combined Increase	Total Increase Pct.	NEW Salary Index
									Amount to Reach step rate	% Increase	Increase to Min	Other Increase to Step	General Increase Step Rate			Amount of Increase	General Increase Amount				
MCFARLAND, TOMMY E.	WATER & SEWER	Superintendent	\$35.83	\$40.72	88.0%	14	3	\$37.30	\$1.47	4.10%	\$0	\$3,058	\$3,058	4	\$38.18	\$0.88	\$1,823	\$4,882	6.55%	93.8%	
SUTHERLAND, JESSIE H.	WATER & SEWER	Operator	\$25.98	\$34.48	75.3%	12	Phase-in Step	\$27.91	\$1.93	7.43%	\$4,014	\$0	\$4,014	1	\$28.57	\$0.66	\$1,367	\$5,381	9.96%	82.9%	
CLARIDY, SCOTTY D.	WATER & SEWER	Field Tech	\$23.48	\$29.56	79.4%	11	Phase-in Step	\$25.00	\$1.52	6.46%	\$3,157	\$0	\$3,157	1	\$25.59	\$0.59	\$1,224	\$4,381	8.97%	86.6%	
CROOK, TONY E.	WATER & SEWER	Field Tech	\$23.10	\$26.39	87.5%	10	2	\$23.45	\$0.35	1.54%	\$0	\$738	\$738	3	\$24.01	\$0.55	\$1,146	\$1,885	3.92%	91.0%	
MALONE-WILLIAMS, LAURA A.	WATER & SEWER	Office Manager	\$21.75	\$27.36	79.5%	10	Phase-in Step	\$22.39	\$0.64	2.94%	\$1,330	\$0	\$1,330	1	\$22.92	\$0.53	\$1,096	\$2,426	5.36%	83.8%	
GREGORY, KENNETH A.	WATER & SEWER	Operator	\$20.31	\$24.01	84.6%	9	1	\$20.53	\$0.22	1.06%	\$0	\$448	\$448	2	\$21.01	\$0.48	\$1,003	\$1,451	3.43%	87.5%	
CALHOUN, SAMMY R.	WATER & SEWER	Sewer Plant	\$20.30	\$21.79	93.2%	8	6	\$20.65	\$0.35	1.71%	\$0	\$723	\$723	7	\$21.13	\$0.49	\$1,009	\$1,732	4.10%	97.0%	
LAW, STEPHEN W.	WATER & SEWER	Field Tech	\$18.38	\$21.79	84.4%	8	2	\$18.82	\$0.44	2.37%	\$0	\$906	\$906	3	\$19.26	\$0.44	\$920	\$1,826	4.78%	88.4%	
WILLIAMS, WILL H.	WATER & SEWER	Field Tech	\$16.81	\$21.44	78.4%	8	Phase-in Step	\$17.96	\$1.15	6.85%	\$2,394	\$0	\$2,394	1	\$18.38	\$0.42	\$879	\$3,273	9.36%	85.7%	
HALEY, JASON	WATER & SEWER	Field Tech	\$20.58	\$19.80	103.9%	7	11	\$20.77	\$0.19	0.93%	\$0	\$397	\$397	12	\$21.26	\$0.49	\$1,015	\$1,412	3.30%	107.4%	
WELCH, MARY DALE	WATER & SEWER	Admin. Asst/Bookkeeper	\$20.63	\$19.09	108.1%	7	11	\$20.77	\$0.14	0.68%	\$0	\$234	\$234	12	\$21.26	\$0.49	\$812	\$1,046	3.05%	111.4%	
CORNWELL, FREIDA H.	WATER & SEWER	Billing Clerk	\$18.92	\$17.12	110.5%	6	12	\$19.04	\$0.12	0.64%	\$0	\$251	\$251	13	\$19.49	\$0.45	\$931	\$1,181	3.00%	113.8%	
GREGORY, SAMMY A	WATER & SEWER	Field Tech	\$17.89	\$17.61	101.6%	6	10	\$18.18	\$0.29	1.60%	\$0	\$595	\$595	11	\$18.60	\$0.43	\$888	\$1,484	3.99%	105.7%	
PROCTOR, JESSE R.	WATER & SEWER	Field Tech	\$17.50	\$17.61	99.4%	6	9	\$17.76	\$0.26	1.48%	\$0	\$538	\$538	10	\$18.18	\$0.42	\$868	\$1,407	3.86%	103.2%	
SCRUGGS, BARBARA S.	WATER & SEWER	Billing Clerk	\$15.68	\$17.12	91.6%	6	4	\$15.81	\$0.13	0.84%	\$0	\$109	\$109	5	\$16.18	\$0.37	\$309	\$419	3.21%	94.5%	
BROWN, JONATHAN	WATER & SEWER	Field Tech	\$14.02	\$15.81	88.7%	5	4	\$14.16	\$0.14	1.01%	\$0	\$295	\$295	5	\$14.49	\$0.33	\$692	\$987	3.38%	91.7%	
LANKFORD, MICHAEL DILLON	WATER & SEWER	Field Tech	\$13.25	\$15.81	83.8%	5	2	\$13.52	\$0.27	2.03%	\$0	\$559	\$559	3	\$13.84	\$0.32	\$661	\$1,220	4.43%	87.5%	
RAMSEY, CALVIN JOE	WATER & SEWER	Field Tech	\$15.38	\$15.81	97.3%	5	8	\$15.54	\$0.16	1.04%	\$0	\$134	\$134	9	\$15.91	\$0.37	\$304	\$437	3.42%	100.6%	
REECE, CARLTON GREGORY	WATER & SEWER	Field Tech	\$14.25	\$15.81	90.2%	5	5	\$14.49	\$0.24	1.72%	\$0	\$509	\$509	6	\$14.84	\$0.34	\$708	\$1,217	4.11%	93.9%	
WEBB, JARAD	WATER & SEWER	Field Tech	\$15.00	\$15.81	94.9%	5	7	\$15.18	\$0.18	1.23%	\$0	\$382	\$382	8	\$15.54	\$0.36	\$742	\$1,125	3.60%	98.3%	
													\$20,771				\$18,400	\$39,171			

	Field Tech 1	Field Tech 2	Field Tech 3
JOB GRADE	5	6	7
MIDPOINT	\$15.54	\$17.35	\$19.37
Experience	0-6 mos	1-2 yrs	2-4 years
Certifications	Obtain Backflow Testing Certification within 6 month of hire	Backflow Testing Certification CDL, Class B Distribution System Grade 2	Backflow Testing Certification CDL, Class B Distribution System Grade 2 Collections Systems Grade 2
Equipment Operated	lawnmower, weedeater, chainsaw, jackhammer, generator, shovel, etc.	lawnmower, weedeater, chainsaw, jackhammer, generator, shovel, etc. backhoe, mini-excavator, bobcat, dump truck, skid steer	lawnmower, weedeater, chainsaw, jackhammer, generator, shovel, etc. backhoe, mini-excavator, bobcat, dump truck, skid steer
Job Duties	<p>Construction, maintenance, repair operations of water system Installs taps, locates & repairs leaks, lays new lines, replaces displaced landscape</p> <p>Flushes fire hydrants, checks for damage & repairs or replaces Marks existing water lines as needed</p> <p>Operates minor construction & maintenance equipment Sets up traffic control & flags</p> <p>Cleans & maintains facilities, vehicles & equipment Responds effectively & courteously with customers & co-workers Works after hours as necessary / emergencies</p>	<p>Construction, maintenance, repair operations of water system Installs taps, locates & repairs leaks, lays new lines, replaces displaced landscape</p> <p>Flushes fire hydrants, checks for damage & repairs or replaces Marks existing water lines as needed</p> <p>Operates minor construction & maintenance equipment Sets up traffic control & flags</p> <p>Cleans & maintains facilities, vehicles & equipment Responds effectively & courteously with customers & co-workers Works after hours as necessary / emergencies Reads water meters & records readings Installs, repairs, maintains, replaces water meters Construction, maintenance, repair operations of sewage system Operates backhoes, skid steers, dump trucks, mini-excavators, etc.</p>	<p>Construction, maintenance, repair operations of water system Installs taps, locates & repairs leaks, lays new lines, replaces displaced landscape</p> <p>Flushes fire hydrants, checks for damage & repairs or replaces Marks existing water lines as needed</p> <p>Operates minor construction & maintenance equipment Sets up traffic control & flags</p> <p>Cleans & maintains facilities, vehicles & equipment Responds effectively & courteously with customers & co-workers Works after hours as necessary / emergencies Reads water meters & records readings Installs, repairs, maintains, replaces water meters Construction, maintenance, repair operations of sewage system Operates backhoes, skid steers, dump trucks, mini-excavators, etc. Performs complex repairs and upgrades Performs inspections of equipment & remote facilities and reports on failures or operating Responds to customer complaints and inquiries May prioritize and assign work to lower level technicians and train technicians on work</p>

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
7	16.47	16.85	17.25	17.65	18.07	18.49	18.93	19.37	19.83	20.29	20.77	21.26	21.76	22.27	22.79	23.25
6	14.75	15.09	15.45	15.81	16.18	16.56	16.95	17.35	17.76	18.18	18.60	19.04	19.49	19.95	20.41	20.82
5	13.21	13.52	13.84	14.16	14.49	14.84	15.18	15.54	15.91	16.28	16.66	17.05	17.45	17.86	18.28	18.65

	Step in Grade	GRADE 5	GRADE 6	GRADE 7	Inc Amt	Inc Pct	ACTION
Starting Rate	1	\$13.21					Hire as Field Tech 1
Backflow Cert	4	\$14.16			\$0.95	7.2%	
CDL	7	\$15.18			\$1.02	7.2%	
Dist Sys 2	6		\$16.56		\$1.38	9.1%	Promotion to Field Tech 2
Coll Sys 2	5			\$18.07	\$1.51	9.1%	Promotion to Field Tech 3

Presumably, in between achievement of certifications, the incumbent would potentially receive general increases with everyone else, so this example does not take those into account. However, the same number of steps would be recognized upon achievement of certificates or promotions (2 or 3 steps upon achievement of certification and grade increase - one step lower than current grade - with promotion)