

## AGENDA

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

## DATE AND TIME

May 26, 2020 at 5:00 pm

## PLACE OF MEETING

Trousdale County Community Center  
309 East Main Street  
Hartsville, TN

## ORDER OF BUSINESS

1. Roll call and determination of quorum.
2. Approval of April 2020 minutes.
3. Approval of April 2020 Financial reports.
4. Water Loss Report.
5. Zack Swaffer concerning sewer service being added to his bill.
6. Engineering Report Evan White Mid-Tenn. Engineering
  - Approval of Engineering Proposal for the Utility Shop Building.
7. General Manager Report:
  - Discussion on COVID19 and Cutoffs for Non-Payment.
8. Public Comments
9. Board Members Comments
10. Adjournment

April 28, 2020  
Hartsville-Trousdale County  
Water & Sewer Utility District  
Meeting of Board of Commissioners

Due to COVID-19 concerns, the board meeting was held electronically via Zoom.

Board members present were Mark Beeler, Stephen Chambers, Todd Webber, Mark White, and Dwight Jewell. Others present were Evan White, Mid Tenn. Engineering, Tommy McFarland, and Mary Dale Welch.

The meeting was called to order by Chairman Mark Beeler.

The minutes of the February meeting were approved on a motion made by Todd Webber and seconded by Dwight Jewell.

The financial reports for February and March were reviewed and approved on a motion made by Todd Webber and seconded by Mark White.

The Water Loss report was reviewed. Tommy reported that the loss is less than last years.

Evan White Mid-Tenn. Engineering reviewed the bids for the CDBG Water meter zoning project. Due to information being presented too late to update the bid package, Evan advised the Board to reject the bids and re-submit updated specifications. After discussion, a motion was made by Todd Webber to reject the bids and re-submit. The motion was seconded by Stephen Chambers. The motion passed.

Tommy reported the valve project at the water plant is almost complete. After that is completed the hydrants can be tested. Tommy was concerned that flushing and testing the hydrants while work was going on at the water plant might cause a problem keeping the water supply at an acceptable level. Work on Honeysuckle Lane/141 has restarted.

Next on the agenda was a discussion concerning non-payments related to the COVID-19 virus. Stephen Chambers stated per the comptroller's office any change will have to be made as a policy change. After discussion, Stephen made the following motion, the utility will continue to charge penalties and late fees but will not cut off service for 1 month from today. Dwight Jewell seconded the motion. The motion was passed.

Chairman Beeler requested that this be kept on the agenda to review next month.

The meeting was adjourned.

**Hartsville Trousdale Water and Sewer**  
**Budget To Actual: 2019 - 2020**  
**for Accounting Period 04/30/2020**

Account Number	Account Description	Budget	12 Month Ave.	Budget Period	YTD Actual	Variance
204-43190	OTHER GEN SERV- SEWER/CON	\$ 715,028.51	\$ 59,585.71	\$ 595,857.09	\$ 829,126.99	\$ (233,269.90)
204-43191	WATER SALES	\$ 1,979,845.13	\$ 164,987.09	\$ 1,649,870.94	\$ 1,891,231.79	\$ (241,360.85)
204-43193	WATER TAP SALES	\$ 161,472.03	\$ 13,456.00	\$ 134,560.03	\$ 191,850.00	\$ (57,289.98)
204-43194	SERVICE CHARGES	\$ 66,005.50	\$ 5,500.46	\$ 55,004.58	\$ 149,476.57	\$ (94,471.99)
204-44110	INVESTMENT INCOME	\$ 25,659.51	\$ 2,138.29	\$ 21,382.93	\$ 37,538.48	\$ (16,155.56)
204-44120	LEASE/RENTALS - CITY	\$ 7,200.00	\$ 600.00	\$ 6,000.00	\$ 6,000.00	\$ -
204-49700	INSURANCE RECOVERY	\$ -	\$ -	\$ -	\$ 12,056.36	\$ (12,056.36)
204-47590	OTHER FED THRU STATE(GRANT - SEWER	\$ -	\$ -	\$ -	\$ 261,907.02	\$ (261,907.02)
204-44570	CONTRIBUTIONS AND GIFTS	\$ -	\$ -	\$ -	\$ 62,078.00	\$ (62,078.00)
Revenue Total	With Grants	\$ 2,955,210.68	\$ 246,267.56	\$ 2,462,675.57	\$ 3,441,265.21	\$ (978,589.64)
Revenue Total	Without Grants	\$ 2,955,210.68	\$ 246,267.56	\$ 2,462,675.57	\$ 3,117,280.19	\$ (642,548.26)
Expense Total		\$ 2,806,382.39	\$ 233,865.20	\$ 2,338,651.99	\$ 2,442,087.43	\$ (103,435.44)
Total Public Utilities		\$ 148,828.29	\$ 12,402.36	\$ 124,023.58	\$ 999,177.78	\$ (875,154.21)

40.91%

27.65%

**Hartsville Trousdale Water and Sewer**  
**Balance Sheet: 2019 - 2020**  
**For the Period Ending 4/30/2020**

PUBLIC UTILITIES				
Account Number	Account Description	Debit	Credit	
<b>Assets</b>				
204-11120-000-0	CASH ON HAND	\$400.00	\$0.00	
204-11130-000-0	CASH WBT550167	\$127,925.46	\$0.00	
204-11130-000-1	CB CD MATURITY 12/18/2021 2.1877%	\$1,005,454.27	\$0.00	
204-11130-000-3	CB CD MATURITY 08/06/2023 INT 2.725%	\$544,893.51	\$0.00	
204-11130-000-4	PAYROLL ACCT	\$10,000.00	\$0.00	
204-11130-000-5	MONEY MARKET ACCOUNT	\$2,458,464.84	\$0.00	
204-11170-000-0	VOUCHERS	\$181.80	\$0.00	
204-11410-000-0	ACCOUNT RECEIVABLE CUSTOMER	\$336,237.43	\$0.00	
204-11600-000-0	PREPAID ITEMS	\$13,283.00	\$0.00	
204-12250-000-0	NET PENSION ASSET	\$28,370.00	\$0.00	
204-13200-000-0	LAND	\$408,043.39	\$0.00	
204-13300-000-0	BUILDINGS & IMPROVEMENTS	\$26,000.00	\$0.00	
204-13310-000-0	ACCUMULATED DEPR - BLDGS &	\$0.00	\$10,081.25	
204-13400-000-0	INFRASTRUCTURE	\$28,399,314.79	\$0.00	
204-13410-000-0	ACCUMULATED DEPR - INFRASTR	\$0.00	\$10,270,990.86	
204-13700-000-0	MACHINERY AND EQUIPMENT	\$1,476,451.86	\$0.00	
204-13800-000-0	CONSTRUCTION IN PROGRESS	\$139,153.14	\$0.00	
204-13800-000-1	CIP HONEYSUCKLE &141	\$125,807.72	\$0.00	
204-13800-000-2	CDBG 2019- FLEX NET SYSTEM	\$19,802.00	\$0.00	
204-13800-000-3	PLANTERS STREET SEWER PROJECT	\$39,035.00	\$0.00	
204-13800-000-4	WATER TREATMENT PLANT PROJECT	\$52,686.73	\$0.00	
204-13910-000-0	ALLOWANCE FOR DEPRECIATION	\$0.00	\$1,241,079.88	
204-15400-000-0	PENSION CHANGES IN EXPERIENC	\$56,420.00	\$0.00	
204-15401-000-0	PENSION CHANGES IN ASSUMPTIN	\$20,646.00	\$0.00	
204-15404-000-0	PENSION CHANGES AFTER MEAS	\$32,843.00	\$0.00	
<b>Total Assets</b>		<b>\$35,321,413.94</b>	<b>\$11,522,151.99</b>	<b>\$23,799,261.95</b>
<b>Liabilities</b>				
204-21100-000-0	ACCOUNTS PAYABLE	\$0.00	\$171,900.51	
204-21200-000-0	ACCRUED WAGES	\$0.00	\$15,951.05	
204-21310-000-0	INCOME TAX WITHHELD	\$0.00	\$46.28	
204-21320-000-0	SOCIAL SECURITY TAX	\$0.00	\$58.76	
204-21325-000-0	EMPLOYEE MEDICARE DED	\$0.00	\$13.74	
204-21330-000-0	RETIREMENT CONTRIBUTIONS	\$0.00	\$1,461.64	
204-21343-000-0	AMERICAN GENERAL	\$0.00	\$273.30	
204-21344-000-0	DENTAL INS	\$0.00	\$34.89	
204-21345-000-0	AFLAC	\$0.00	\$38.76	
204-21346-000-0	OTHER PR DED	\$0.00	\$75.34	
204-21347-000-0	AMERICAN FIDELITY	\$72.42	\$0.00	
204-21348-000-0	VISION	\$0.00	\$2.60	
204-21395-000-0	ACCRUED LEAVE - CURRENT	\$0.00	\$27,822.12	
204-21500-000-0	DUE TO SOLID WASTE	\$0.00	\$1,580.39	
204-21530-000-0	DUE TO STATE OF TN SALES T	\$0.00	\$15,283.67	
204-21900-000-1	LEAK PROTECTION	\$56.00	\$0.00	
204-21900-000-2	LINE PROTECTION	\$18.50	\$0.00	
204-21951-000-0	CUSTOMER DEPOSIT	\$0.00	\$4,000.00	
204-27200-000-2	REVENUE BNONDS PAYABLE LONG-2	\$0.00	\$3,395,438.09	
204-27200-000-3	REVENUE BNONDS PAYABLE LONG-3	\$0.00	\$1,781,121.54	
204-29980-000-0	PENSION CHANGES IN EXPERIE	\$0.00	\$47,689.00	
204-29982-000-0	PENSION CHANGES IN EXPERIENC	\$0.00	\$6,464.00	
<b>Total Liabilities</b>		<b>\$146.92</b>	<b>\$5,469,255.68</b>	<b>\$5,469,108.76</b>
<b>Equities</b>				
204-39900-000-0	FUND BALANCE		\$17,330,975.41	\$17,330,975.41
<b>Total Equity</b>				
<b>Revenues Less Expenditures</b>			<b>\$999,177.78</b>	<b>\$999,177.78</b>
<b>Total Equity</b>				<b>\$18,330,153.19</b>
<b>Total Liabilities and Equity</b>				<b>\$23,799,261.95</b>
<b>Total</b>	<b>PUBLIC UTILITIES</b>	<b>\$35,321,560.86</b>	<b>\$35,321,560.86</b>	

**Hartsville Trousdale Water and Sewer**  
**Income Statement: 2019 - 2020**  
**For the Period Ending 04/30/2020**

**PUBLIC UTILITIES**

**Revenues**

Account Number	Account Descriptionr	Estimated Revenue	Activity this Period	Revenue YTD
204-43190-000-1	OTHER GEN SERV- SEWER/CON	\$ 715,028.51	\$ 94,073.25	\$ 829,126.99
204-43191-000-1	WATER SALES	\$ 1,979,845.13	\$ 186,923.20	\$ 1,891,231.79
204-43193-000-1	TAP SALES	\$ 161,472.03	\$ 30,050.00	\$ 191,850.00
204-43194-000-1	SERVICE CHARGES	\$ 66,005.50	\$ 6,699.64	\$ 149,476.57
204-44110-000-1	INVESTMENT INCOME	\$ 25,659.51	\$ 1,409.58	\$ 37,538.48
204-44120-000-1	LEASE/RENTALS	\$ 7,200.00	\$ 1,200.00	\$ 6,000.00
204-44560-000-1	DAMAGES RECOVERED FROM INDIVIDUALS	\$ -	\$ 12,056.36	\$ 12,056.36
204-44570-000-3	CONTRIBUTIONS AND GIFTS	\$ -	\$ -	\$ 62,078.00
204-47590-000-2	OTHER FED THRU STATE(GRANT - SEWER)	\$ -	\$ 17,514.90	\$ 261,907.02

<b>Total Fund</b>	<b>PUBLIC UTILITIES</b>	<b>\$ 2,955,210.68</b>	<b>\$ 349,926.93</b>	<b>\$ 3,441,265.21</b>
-------------------	-------------------------	------------------------	----------------------	------------------------

**Expenditures**

Account Number	Account Descriptionr	Approp Amount	Activity this Period	Expenditure YTD
204-55900-105-1	EMPLOYEE WAGES-SUPERVISOR/ - CITY	\$ 72,713.06	\$ 6,152.93	\$ 61,267.25
204-55900-162-1	EMPLOYEE WAGES-CLERICAL PE - CITY	\$ 130,247.21	\$ 18,497.62	\$ 111,111.82
204-55900-187-1	EMPLOYEE WAGES-OVERTIME PA - CITY	\$ 43,762.88	\$ 9,210.09	\$ 74,285.57
204-55900-188-1	EMPLOYEE WAGES-BONUS PAYME - CITY	\$ 12,650.01	\$ -	\$ 13,100.00
204-55900-189-1	EMPLOYEE WAGES-OTHER SALAR - CITY	\$ 472,378.81	\$ 31,850.75	\$ 365,387.40
204-55900-191-1	BOARD AND COMMITTEE MEMBER - CITY	\$ 1,425.00	\$ 200.00	\$ 2,000.00
204-55900-196-1	IN-SERVICE TRAINING - CITY	\$ 5,000.00	\$ -	\$ 5,845.00
204-55900-201-1	EMPLOYEE BENEFIT SOCIAL SE - CITY	\$ 55,500.00	\$ 4,610.97	\$ 47,766.82
204-55900-204-1	EMPLOYEE BENEFIT STATE RET - CITY	\$ 36,500.00	\$ 3,050.29	\$ 29,607.26
204-55900-207-1	EMPLOYEE BENEFIT MEDICAL I - CITY	\$ 69,480.00	\$ 5,716.95	\$ 55,990.73
204-55900-301-1	ACCOUNTING SERVICES	\$ 4,070.00	\$ -	\$ -
204-55900-307-1	COMMUNICATION - CITY	\$ 45,729.00	\$ 2,166.88	\$ 20,247.90
204-55900-317-1	DATA PROCESSING - CITY	\$ 23,727.52	\$ 2,003.00	\$ 10,684.50
204-55900-320-1	DUES AND MEMBERSHIPS - CITY	\$ 3,830.99	\$ -	\$ 3,053.80
204-55900-321-1	ENGINEERING SERVICES	\$ 10,000.00	\$ -	\$ 232.90
204-55900-332-1	LEGAL NOTICES, RECORDING A - CITY	\$ 6,000.00	\$ 24.50	\$ 706.31
204-55900-335-1	MAINTENANCE REPAIR BUILDIN - CITY	\$ 2,900.00	\$ -	\$ -
204-55900-336-1	MAINTENANCE REPAIR EQUIPME - CITY	\$ 159,890.00	\$ 15,005.02	\$ 40,317.14
204-55900-337-1	MAINTENACERPAIR OFFICE EQ - CITY	\$ 717.00	\$ 2,400.38	\$ 5,613.33
204-55900-338-1	MAINTENANCE REPAIR VEHICL - CITY	\$ 30,000.00	\$ 96.99	\$ 6,569.39
204-55900-348-1	POSTAL CHARGES - CITY	\$ 18,000.00	\$ -	\$ 11,850.88
204-55900-355-1	TRAVEL - CITY	\$ 1,603.00	\$ -	\$ 237.00
204-55900-359-2	DISPOSAL FEES	\$ 6,500.00	\$ 911.31	\$ 4,616.65
204-55900-361-1	PERMITS - CITY	\$ 10,789.91	\$ (29.75)	\$ 12,576.55
204-55900-399-1	OTHER CONTRACTED SERVICES - CITY	\$ 13,596.75	\$ 2,654.95	\$ 10,886.97
204-55900-415-1	ELECTRICITY - CITY	\$ 287,921.67	\$ 22,052.22	\$ 233,366.60
204-55900-425-1	GASOLINE - CITY	\$ 27,178.83	\$ 4,170.89	\$ 24,670.06
204-55900-434-1	NATURAL GAS - CITY	\$ 7,332.00	\$ -	\$ 5,240.84
204-55900-435-1	OFFICE SUPPLIES - CITY	\$ 5,752.49	\$ 140.42	\$ 4,245.22
204-55900-450-1	TIRES AND TUBES - CITY	\$ 5,562.25	\$ 1,394.80	\$ 6,383.49
204-55900-463-1	TESTING (WATER SAMPLES ETC - CITY	\$ 30,000.00	\$ 1,342.96	\$ 23,362.75
204-55900-468-1	CHEMICALS - CITY	\$ 145,337.00	\$ 13,205.01	\$ 141,309.82
204-55900-499-1	OTHER SUPPLIES AND MATERIA - CITY	\$ 215,000.00	\$ 31,414.88	\$ 268,112.82
204-55900-506-1	LIABILITY INSURANCE - CITY	\$ 95,991.00	\$ 6,642.00	\$ 64,825.00
204-55900-514-1	DEPRECIATION - CITY	\$ 585,232.01	\$ 40,177.52	\$ 606,331.59
204-55900-599-1	OTHER CHARGES - CITY	\$ 50,000.00	\$ 13,794.97	\$ 81,651.23
204-55900-603-1	INTEREST ON LOAN - CITY	\$ 106,081.00	\$ 8,658.69	\$ 87,175.04
204-55900-719-1	OFFICE EQUIPMENT - CITY	\$ 7,983.00	\$ 1,457.80	\$ 1,457.80

<b>Total Fund</b>	<b>PUBLIC UTILITIES</b>	<b>\$ 2,806,382.39</b>	<b>\$ 248,975.04</b>	<b>\$ 2,442,087.43</b>
-------------------	-------------------------	------------------------	----------------------	------------------------

Fund Balance		\$ 17,330,975.41
Total Revenues	\$ 349,926.93	\$ 3,441,265.21
Less Total Expenditures	\$ 248,975.04	\$ 2,442,087.43
Net Income	\$ 100,951.89	\$ 999,177.78
New Fund Balance		\$ 18,330,153.19



**Hartsville Trousdale Water and Sewer**  
**Income Statement: 2019 - 2020**  
**For the Period Ending 04/30/2020**

**Expenditures**

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
204-55900-105-1	EMPLOYEE WAGES-SUPERVISOR/ - CITY	\$72,713.06	\$6,152.93	\$61,267.25	\$0.00	\$11,445.81	84.26%
204-55900-162-1	EMPLOYEE WAGES-CLERICAL PE - CITY	\$130,247.21	\$18,497.62	\$111,111.82	\$0.00	\$19,135.39	85.31%
204-55900-187-1	EMPLOYEE WAGES-OVERTIME PA - CITY	\$43,762.88	\$9,210.09	\$74,285.57	\$0.00	(\$30,522.69)	169.75%
204-55900-188-1	EMPLOYEE WAGES-BONUS PAYME - CITY	\$12,650.01	\$0.00	\$13,100.00	\$0.00	(\$449.99)	103.56
204-55900-189-1	EMPLOYEE WAGES-OTHER SALAR - CITY	\$472,378.81	\$31,850.75	\$365,387.40	\$0.00	\$106,991.41	77.35%
204-55900-191-1	BOARD AND COMMITTEE MEMBER - CITY	\$1,425.00	\$200.00	\$2,000.00	\$0.00	(\$575.00)	140.35%
204-55900-196-1	IN-SERVICE TRAINING - CITY	\$5,000.00	\$0.00	\$5,845.00	\$0.00	(\$845.00)	116.90%
204-55900-201-1	EMPLOYEE BENEFIT SOCIAL SE - CITY	\$55,500.00	\$4,610.97	\$47,766.82	\$0.00	\$7,733.18	86.07%
204-55900-204-1	EMPLOYEE BENEFIT STATE RET - CITY	\$36,500.00	\$3,050.29	\$29,607.26	\$0.00	\$6,892.74	81.12%
204-55900-207-1	EMPLOYEE BENEFIT MEDICAL I - CITY	\$69,480.00	\$5,716.95	\$55,990.73	\$0.00	\$13,489.27	80.59%
204-55900-301-1	ACCOUNTING SERVICES	\$4,070.00	\$0.00	\$0.00	\$0.00	\$4,070.00	0.00%
204-55900-307-1	COMMUNICATION - CITY	\$45,729.00	\$2,166.88	\$20,247.90	\$2,098.24	\$23,382.86	44.28%
204-55900-317-1	DATA PROCESSING - CITY	\$23,727.52	\$2,003.00	\$10,684.50	\$2,000.00	\$11,043.02	45.03%
204-55900-320-1	DUES AND MEMBERSHIPS - CITY	\$3,830.99	\$0.00	\$3,053.80	\$0.00	\$777.19	79.71%
204-55900-321-1	ENGINEERING SERVICES	\$10,000.00	\$0.00	\$232.90	\$0.00	\$9,767.10	2.33%
204-55900-332-1	LEGAL NOTICES, RECORDING A - CITY	\$6,000.00	\$24.50	\$706.31	\$0.00	\$5,293.69	11.77%
204-55900-335-1	MAINTENANCE REPAIR BUILDIN - CITY	\$2,900.00	\$0.00	\$0.00	\$0.00	\$2,900.00	0.00%
204-55900-336-1	MAINTENANCE REPAIR EQUIPME - CITY	\$159,890.00	\$15,005.02	\$40,317.14	\$11,985.36	\$107,587.50	25.22%
204-55900-337-1	MAINTENACERPAIR OFFICE EQ - CITY	\$717.00	\$2,400.38	\$5,613.33	\$0.00	(\$4,896.33)	782.89%
204-55900-338-1	MAINTENANCE REPAIR VEHICL - CITY	\$30,000.00	\$96.99	\$6,569.39	\$522.96	\$22,907.65	21.90%
204-55900-348-1	POSTAL CHARGES - CITY	\$18,000.00	\$0.00	\$11,850.88	\$0.00	\$6,149.12	65.84%
204-55900-355-1	TRAVEL - CITY	\$1,603.00	\$0.00	\$237.00	\$0.00	\$1,366.00	14.78%
204-55900-359-2	DISPOSAL FEES	\$6,500.00	\$911.31	\$4,616.65	\$0.00	\$1,883.35	71.03%
204-55900-361-1	PERMITS - CITY	\$10,789.91	(\$29.75)	\$12,576.55	\$0.00	(\$1,786.64)	116.56%
204-55900-399-1	OTHER CONTRACTED SERVICES - CITY	\$13,596.75	\$2,654.95	\$10,886.97	\$1,500.00	\$1,209.78	80.07%
204-55900-415-1	ELECTRICITY - CITY	\$287,921.67	\$22,052.22	\$233,366.60	\$0.00	\$54,555.07	81.05%
204-55900-425-1	GASOLINE - CITY	\$27,178.83	\$4,170.89	\$24,670.06	\$0.00	\$2,508.77	90.77%
204-55900-434-1	NATURAL GAS - CITY	\$7,332.00	\$0.00	\$5,240.84	\$0.00	\$2,091.16	71.48%
204-55900-435-1	OFFICE SUPPLIES - CITY	\$5,752.49	\$140.42	\$4,245.22	\$560.24	\$947.03	73.80%
204-55900-450-1	TIRES AND TUBES - CITY	\$5,562.25	\$1,394.80	\$6,383.49	\$0.00	(\$821.24)	114.76%
204-55900-463-1	TESTING (WATER SAMPLES ETC - CITY	\$30,000.00	\$1,342.96	\$23,362.75	\$692.04	\$5,945.21	77.88%
204-55900-468-1	CHEMICALS - CITY	\$145,337.00	\$13,205.01	\$141,309.82	\$975.00	\$3,052.18	97.23%
204-55900-499-1	OTHER SUPPLIES AND MATERIA - CITY	\$215,000.00	\$31,414.88	\$268,112.82	\$11,335.16	(\$64,447.98)	124.70%
204-55900-506-1	LIABILITY INSURANCE - CITY	\$95,991.00	\$6,642.00	\$64,825.00	\$0.00	\$31,166.00	67.53%
204-55900-514-1	DEPRECIATION - CITY	\$585,232.01	\$40,177.52	\$606,331.59	\$0.00	(\$21,099.58)	103.61%
204-55900-599-1	OTHER CHARGES - CITY	\$50,000.00	\$13,794.97	\$81,651.23	\$2,098.80	(\$33,750.03)	163.30%
204-55900-603-1	INTEREST ON LOAN - CITY	\$106,081.00	\$8,658.69	\$87,175.04	\$0.00	\$18,905.96	82.18%
204-55900-719-1	OFFICE EQUIPMENT - CITY	\$7,983.00	\$1,457.80	\$1,457.80	\$0.00	\$6,525.20	18.26%
<b>Total Fund</b>	<b>PUBLIC UTILITIES</b>	<b>\$2,806,382.39</b>	<b>\$248,975.04</b>	<b>\$2,442,087.43</b>	<b>\$33,767.80</b>	<b>\$330,527.16</b>	<b>87.02%</b>

**Hartsville Trousdale Water and Sewer  
Revenue Statement: 2019 - 2020  
for Accounting Period 4/30/2020  
PUBLIC UTILITIES**

Account #	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	Uncollected YTD	% Coll
204-43190	OTHER GEN SERV- SEWER/CON	\$715,028.51	\$94,073.25	\$829,126.99	(\$114,098.48)	115.96%
204-43191	WATER SALES	\$1,979,845.13	\$186,923.20	\$1,891,231.79	\$88,613.34	95.52%
204-43193	TAP SALES	\$161,472.03	\$30,050.00	\$191,850.00	(\$30,377.97)	118.81%
204-43194	SERVICE CHARGES	\$66,005.50	\$6,699.64	\$149,476.57	(\$83,471.07)	226.46%
204-44110	INVESTMENT INCOME	\$25,659.51	\$1,409.58	\$37,538.48	(\$11,878.97)	146.29%
204-44120	LEASE/RENTALS	\$7,200.00	\$1,200.00	\$6,000.00	\$1,200.00	83.33%
204-44560	DAMAGES RECOVERED FROM INDIVIDU	\$0.00	\$12,056.36	\$12,056.36	(\$12,056.36)	-100.00%
204-44570	CONTRIBUTIONS AND GIFTS	\$0.00	\$0.00	\$62,078.00	(\$62,078.00)	0.00%
204-47590	OTHER FED THRU STATE(GRANT)	\$0.00	\$17,514.90	\$261,907.02	(\$261,907.02)	0.00%
<hr/>						
Total Revenues	PUBLIC UTILITIES	\$2,955,210.68	\$349,926.93	\$3,441,265.21	(\$486,054.53)	116.45%



# WATER LOSS WORKSHEET

	2019						2020						
	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
WATER PUMPED	38.915	36.321	36.876	36.708	36.882	35.658	35.548	35.959	34.545	33.058			360.5
WATER SOLD	17.131	19.685	23.289	17.158	19.025	16.235	18.483	18.028	16.669	17.701			183.4
WHOLESALE	2.952	3.211	3.866	3.979	3.966	3.415	3.963	4.420	4.260	4.657			38.7
TOTAL WATER SOLD	20.083	22.896	27.156	21.138	22.991	19.651	22.447	22.448	20.930	22.358			222.1
METER IN HOUSE	0.387	0.318	0.317	0.358	0.488	0.564	0.370	0.362	0.397	0.320			3.9
FIRE DEPART	0.006	0.010	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.000			1.0
FLUSHING	0.159	0.169	0.185	0.181	0.430	1.124	0.284	0.138	0.072	0.000			2.7
BILL ADJ	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000			0.0
TOTAL ACCOUNTED FOR WATER	20.635	23.393	27.658	21.677	23.910	21.339	23.101	22.949	21.399	23.678			229.7
TOTAL UNACCOUNTED FOR WATER	18.280	12.928	9.218	15.031	12.972	14.319	12.447	13.010	13.146	9.380			130.7
% UNACCOUNTED FOR WATER LOSS 2019-20	47.0%	35.6%	25.0%	40.9%	35.2%	40.2%	35.0%	36.2%	38.1%	28.4%			36.1%
% UNACCOUNTED FOR WATER LOSS 2018-19	23.5%	26.5%	26.7%	40.6%	28.9%	29.3%	29.0%	43.5%	47.8%	32.7%	45.8%	23.9%	33.2%

WATER PUMPED VS TOTAL WATER SOLD	48.4%	37.0%	26.4%	42.4%	37.7%	44.9%	36.9%	37.6%	39.4%	32.4%	#DIV/0!	#DIV/0!	25.4%
----------------------------------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	---------	---------	-------

ELECTRICITY	\$ 14,311.71	\$ 13,762.45	\$ 12,084.94	\$ 12,568.45	\$11,578.07	\$ 11,755.97	\$ 13,038.61	\$ 11,663.37	\$ 16,560.76	\$11,246.16			\$ 128,570.49
CHEMICALS	\$ 10,854.05	\$ 11,835.90	\$ 7,585.20	\$ 11,262.46	\$4,922.70	\$ 12,924.86	\$ 8,889.36	\$ 3,013.06	\$ 3,438.60	\$8,520.85			\$ 83,247.04

WATER SALES	\$ 194,262.66	\$ 211,415.68	\$ 234,101.87	\$ 188,872.02	\$ 194,822.11	\$ 174,373.39	\$ 188,781.25	\$ 188,534.46	\$194,050.49	\$187,824.16			\$ 1,957,038.09
SEWER SALES	\$ 74,263.99	\$ 81,837.04	\$ 93,654.63	\$ 69,787.06	\$ 80,288.49	\$ 75,113.64	\$ 81,119.72	\$ 79,996.12	\$79,573.66	\$79,802.18			\$ 795,436.53
TOTAL SALES	\$ 268,526.65	\$ 293,252.72	\$ 327,756.50	\$ 258,659.08	\$ 275,110.60	\$ 249,487.03	\$ 269,900.97	\$ 268,530.58	\$ 273,624.15	\$ 267,626.34	\$ -	\$ -	\$ 2,752,474.62

WATER SOLD	20.0830	22.8960	27.1556	21.1375	22.9909	19.6508	22.4466	22.4481	20.9296	22.3582			222.0964
WATER SOLD TOTAL	20.0830	22.8960	27.1556	21.1375	22.9909	19.6508	22.4466	22.4481	20.9296	22.3582	0.0000	0.0000	222.0964

WATER PUMPED	38.915	36.321	36.876	36.708	36.882	35.658	35.548	35.959	34.545	33.058	35.763	33.601	429.834
	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	38.915	36.321	36.876	36.708	36.882	35.658	35.548	35.959	34.545	33.058	35.763	33.601	429.834



any sanitary sewage, industrial waste or other polluted water, except where suitable treatment has been provided in accordance with subsequent provisions of this Ordinance.

2.3 Except as hereinafter provided, it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool or other facility intended or used for disposal of sewage, where sewer service is available.

2.4 The owner of all houses, buildings or properties used for human occupancy, employment, recreation, or other purposes, situated within the City of Hartsville and abutting on any street, alley or sewer right-of-way in which there is located a public sanitary or combined sewer of the City, is hereby required at his own expense to install suitable toilet facilities therein and to connect such facilities directly with the proper public sewer in accordance with the provisions of this Ordinance within ninety (90) days of official notice to do so.

### ARTICLE 3 - PRIVATE SEWAGE DISPOSAL.

3.1 Where a public sanitary sewer is not available under the provisions of Section 2.4, the building sewer shall be connected to a private sewage disposal system complying with the provisions of this Article.

3.2 Before commencement of construction of a private sewage disposal system the owner shall first obtain written permit signed by the Superintendent after approval by the City of Hartsville and Trousdale County Health Department. The application for such permit shall be made on a form furnished by the City which the applicant shall supplement by any plans,

**SHORT FORM OF AGREEMENT  
BETWEEN OWNER AND ENGINEER  
FOR  
PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of \_\_\_\_\_ ("Effective Date") between

\_\_\_\_\_ Hartsville-Trousdale Water & Sewer Utility District ("Owner")

and \_\_\_\_\_ **MID-TENN ENGINEERING COMPANY** ("Engineer")

Engineer agrees to provide the services described below to the Owner for

\_\_\_\_\_ Maintenance Garage Building / Warehouse ("Project")

**Description of Engineer's Services:**

Mid-Tenn Engineering Company (MTE) will provide engineering services including, but not limited to, Architectural Plans, Site / Topographical Plans, Exterior Elevations, Foundation / Reinforcement Details, Structural Framing Plan, Architectural Floor Plan, Wall Sections, and MPE Plans per Metro Hartsville/Trousdale County requirements for a 60' x 100' PEMB. MTE will also provide construction management services.

Owner and Engineer further agree as follows:

**1.01 Basic Agreement**

A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement, and Owner shall pay Engineer for such Services as set forth in Paragraph 9.01.

**2.01 Payment Procedures**

A. *Preparation of Invoices.* Engineer will prepare a monthly invoice in accordance with Engineer's standard invoicing practices and submit the invoice to Owner.

B. *Payment of Invoices.* Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Engineer may, without liability, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related

charges. Payments will be credited first to interest and then to principal.

**3.01 Additional Services**

A. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above.

B. Owner shall pay Engineer for such additional services as follows: For additional services of Engineer's employees engaged directly on the Project an amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Engineer's consultants' charges, if any.

C. Whenever Engineer is entitled to compensation for the charges of Engineer's Consultants, those charges shall be the amounts billed by Engineer's Consultants to Engineer times a Factor of **1.10**.

**4.01 Termination**



**A. The obligation to provide further services under this Agreement may be terminated:**

**1. For cause,**

a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party.

**b. By Engineer:**

1) upon seven days written notice if Engineer believes that Engineer is being requested by Owner to furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or

2) upon seven days written notice if the Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control.

3) Engineer shall have no liability to Owner on account of such termination.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under paragraph 4.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon the receipt of notice by Engineer.

B. The terminating party under paragraphs 4.01.A.1 or 4.01.A.2 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment from the Project site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

**5.01 Controlling Law**

A. This Agreement is to be governed by the law of the state in which the Project is located.

**6.1 Successors, Assigns, and Beneficiaries**

A. Owner and Engineer each is hereby bound and the partners, successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by paragraph 6.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

**7.01 General Considerations**

A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Engineer and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers.

B. Engineer shall not at any time supervise, direct, or have control over any contractor's work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

C. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.



D. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Engineer's own employees) at the Project site or otherwise furnishing or performing any of construction work; or for any decision made on interpretations or clarifications of the construction contract given by Owner without consultation and advice of Engineer.

E. The general conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract" as prepared by the Engineers Joint Contract Documents Committee (No. C-700, 2002 Edition).

F. All design documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed.

G. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by Engineer, whichever is greater.

H. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

## 8.01 Total Agreement

A. This Agreement (consisting of pages 1 to 4 inclusive together with any expressly incorporated appendix), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

**ACEC**

AMERICAN COUNCIL OF ENGINEERING COMPANIES



**National Society of  
Professional Engineers®**

**ASCE** American Society  
of Civil Engineers

### 9.01 Payment (Hourly Rates Plus Reimbursable Expenses)

A. Using the procedures set forth in paragraph 2.01, Owner shall pay Engineer as follows:

1. An amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class for all services performed on the Project, plus reimbursable expenses and Engineer's consultants' charges, if any.

2. Engineer's Standard Hourly Rates are attached.

3. The total compensation for services and reimbursable expenses is estimated to be \$ 16,000.00

B. The Engineer's compensation is conditioned on the time to complete construction not exceeding 2 months. Should the time to complete construction be extended beyond this period, total compensation to Engineer shall be appropriately adjusted.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER: Hartsville-Trousdale Water & Sewer  
Utility District

ENGINEER: Mid-Tenn Engineering Company

By: \_\_\_\_\_

By: Em J White

Title: General Manager

Title: President

Date Signed: \_\_\_\_\_

Date Signed: 5-18-20

License or Certificate No. and State 115751 TN

Address for giving notices:

328 Broadway

Hartsville, TN 37074

Address for giving notices:

648 Highway 52 Bypass W.

Lafayette, TN 37083

## **MID-TENN ENGINEERING COMPANY**

### **2020 RATE SCHEDULE**

---

Mid-Tenn Engineering Company will provide the services as outlined in the Request for Proposal for engineering at the following hourly rates:

<b><u>Services</u></b>	<b><u>HOURLY RATES</u></b>
Structural Engineer (P.E.) .....	\$125.00
Project-Level Engineer (P.E.).....	\$100.00
Staff-Level Engineer .....	\$ 90.00
CADD Operator .....	\$ 60.00
G.I.S. Data Services .....	\$ 65.00
Inspector .....	\$ 65.00
1-Man Survey .....	\$110.00
2-Man Survey Crew.....	\$140.00
Clerical .....	\$ 44.00

---

#### **Remarks:**

Standard Hourly Rates shall be adjusted annually on January 1 of each year at the current Consumer Price Index rate to adjust for inflation. Services and fees not listed above will be quoted upon request. A transportation charge of \$0.59 per mile and per Diem charge of \$65.00 per man, per day will be added, if applicable.

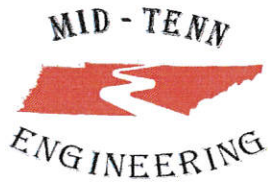
Consulting services such as certified appraisers, certified geologists, etc. will be provided at the amount billed to the Engineer times a factor of 1.15.

The prices listed above include up to four copies of the Engineering Report and/or set of plans distributed and mailed (regular U. S. Mail) in accordance with your instructions. Additional 8½" x 11" copies will be billed at the rate of \$0.25 per sheet, and 24" x 36" copies at the rate of \$3.00 per sheet. Copies of our Reports can be provided via facsimile machine for an additional charge of \$10.00 plus \$0.35 per page. Overnight UPS/FEDEX will be provided at cost times a factor of 1.15.

\*Overtime - Time over 40 hours per standard work week will be billed at 1.5 times the standard hourly rate.

---





### OPINION OF PROBABLE COST

Garage / Office Building  
Hartsville / Trousdale Water & Sewer Utility District  
Hartsville, Tennessee  
Job #: TBD

Construction	Quantity	Rate	Total
60' x 100' x 20' Eave PEM Building	6000	\$ 65.00	\$ 390,000.00
Earthwork	1	\$ 50,000.00	\$ 50,000.00
Pavement	2178	\$ 33.00	\$ 71,874.00
<b>Total Construction</b>			<b>\$ 511,874.00</b>
<b>Engineering</b>			
Architectural Design Fees - 2% of Building Construction		\$	7,800.00
Engineering Design Fees- 1% of Total Construction		\$	5,118.74
Other Engineering Fees (Bidding and Bid Documents )		\$	3,000.00
<b>Total Design Fees</b>		<b>\$</b>	<b>15,918.74</b>
<b>TOTAL OPINION COSTS</b>		<b>\$</b>	<b>527,792.74</b>

HARTSVILLE TROUSDALE WATER AND SEWER  
MONTHLY COLLECTIONS

Begin Date	Thru Date	Monthly Collections	Monthly Billings
4/25/20	5/11/20	\$316,616.00	\$313,913.76
3/25/20	4/14/20	\$288,388.91	\$304,381.72
2/25/20	3/11/20	\$385,137.76	\$314,738.21
1/25/20	2/11/20	\$304,315.27	\$316,202.06
12/26/19	1/13/19	\$285,111.76	\$295,705.63
11/25/19	12/11/19	\$298,667.34	\$322,029.91
10/25/19	11/13/19	\$298,170.77	\$304,779.98
9/25/19	10/11/19	\$343,086.14	\$357,896.10
8/25/19	9/11/19	\$214,148.12	\$323,492.82
7/25/19	8/13/19	\$286,181.46	\$298,806.05