

**FALL CREEK FALLS UTILITY DISTRICT
BOARD OF COMMISSIONERS
WORKSHOP MEETING AGENDA**

MEETING TYPE	Workshop Meeting	DATE	October 7, 2026
TIME	4:00 PM	LOCATION	27364 SR 30, Pikeville, TN 37367

1. CALL TO ORDER

Actual time called to order: _____

- Roll Call
- Establishment of Quorum

2. REVIEW OF AGENDA

- Additions / Changes

3. PUBLIC COMMENTS

- Customer / Public Comments

4. WORKSHOP / DISCUSSION ITEMS

Resolution numbering for workshop drafts

The numbers shown below are proposed for identification only. Final resolution numbers will be confirmed when presented for formal Board action at a regular or special-called meeting. Workshop review does not constitute adoption or approval.

• **Item 1 — Review of September Regular Meeting Minutes**

- Review the draft minutes of the September regular meeting for accuracy, corrections, or clarification before presentation for approval at the October regular meeting.

• **Item 2 — Board Officer Transition and Current Vacancy**

Review the current officer vacancy, the new Commissioner, and the proposed October 12 regular-meeting opening script, including roll call, quorum, temporary presiding officer, and officer elections. No officer election will occur at this workshop.

• **Item 3 — Tennessee Statutory Requirements for Annual Election of Board Officers**

- Review of Tenn. Code Ann. § 7-82-308(b) concerning election of a President and Secretary at the first meeting of each calendar year and comparison with the current FCFUD By-Law officer-term provision.

Item 4 — Proposed Resolution No. 2026-10-01 — Annual Election and Terms of Board Officers

DRAFT RESOLUTION – FOR WORKSHOP DISCUSSION ONLY

Review the proposed Article III amendment establishing annual election of President, Vice President, and Secretary/Treasurer; retaining the formal titles and combined office; addressing mid-year vacancies; and providing the transition to 2027.

Item 5 — Proposed Resolution No. 2026-10-02 — Workshop and General Meeting Guidelines

DRAFT RESOLUTION – FOR WORKSHOP DISCUSSION ONLY

Review the revised meeting guidelines, including agenda submissions and publication, unfinished and new business, public comment, referrals for preparation, and the distinction between workshop discussion and formal Board action.

Item 6 — Proposed Resolution No. 2026-10-03 — Article III Chain of Command Amendment

DRAFT RESOLUTION – FOR WORKSHOP DISCUSSION ONLY

Review the proposed Board, Commissioner, and employee chain-of-command amendment and the accompanying Board/Commissioner–Employee Communication Procedure. Discuss administration consistent with the amendment.

Item 7 — Proposed Resolution No. 2026-10-04 — Public Records Request Policy

DRAFT RESOLUTION – FOR WORKSHOP DISCUSSION ONLY

Review the proposed adopting resolution and Exhibit A concerning request coordination, fees, protected records, redaction, legal review, and implementation.

Item 8 — Proposed Rules for Public Attendees

Review the proposed October 1 revisions for open workshops and regular meetings, including attendance and speaker registration, decorum, public comment, employee participation, recording, and referrals.

Item 9 — Board Guideline on Motions and Resolutions

Review the attached governance reference and examples of matters handled by motion or resolution. Discuss preparation for possible consideration at the October 12 regular meeting.

Item 10 — American Tank Maintenance — Water Tank Asset Management Program

Review the company's September 30, 2026 material and discuss its request to present at the November 4 workshop. Consider whether to schedule that presentation and identify questions concerning covered tanks, services, fees, agreement terms, warranties, and supporting cost information. Any scheduling follow-up is procedural and nonbinding; no program, contract, expenditure, or other Board action is approved at the October 7 workshop.

WORKSHOP STATUS: Discussion, review, and nonbinding follow-up only. No vote or other official Board action will be taken at this workshop.

5. MANAGERS' REPORTS — VERBAL

5.1 DISTRIBUTION MANAGER'S REPORT

- Distribution System Operations
- Water Main / Line Repairs
- Leak Repairs
- Service Connections / Meter Issues
- Work Orders
- Equipment / Vehicles
- Maintenance Projects
- Safety Issues
- Other Distribution Matters

Discussion / Follow-Up: _____

5.2 TREATMENT PLANT MANAGER'S REPORT

- Plant Operations
- Water Production
- Water Quality / Testing
- Chemical Usage
- Equipment / Maintenance
- Compliance / Regulatory Matters
- Plant Projects
- Safety Issues
- Other Treatment Plant Matters

Discussion / Follow-Up: _____

5.3 OFFICE MANAGER'S REPORT

- Customer Accounts
- Billing / Collections
- Delinquent Accounts
- Customer Service
- Payment Plans / Adjustments
- Financial / Accounting Items
- Personnel / Office Matters
- Records / Administrative Matters
- Other Office Matters

Discussion / Follow-Up: _____

5.4 GENERAL MANAGER'S REPORT

- Overall Utility Operations
- Personnel
- Financial Matters
- Capital Projects
- Board / Administrative Matters — Officer transition and preparation for October regular meeting
- Regulatory / Legal Matters
- Contracts / Vendors
- Policies / Procedures
- Upcoming Projects
- Other General Manager Matters

Discussion / Follow-Up: _____

6. UNFINISHED BUSINESS

Item 1: _____

Item 2: _____

Discussion / Follow-Up: _____

7. NEW BUSINESS

Item 1: _____

Item 2: _____

Discussion / Follow-Up: _____

8. ADJOURNMENT

Time: _____