

**RIDGE UTILITIES, INC.
REGULAR MEETING
OF THE BOARD OF DIRECTORS
September 17, 2016**

A regular meeting of the Board of Directors of Ridge Utilities, Inc., (hereinafter "RU") was held in the Conference Room of the Association Office Building on September 17, 2016.

Board members present were Alex MacCormack, Molli Ellis, Al Fortune, Stephen Tompkins, June Smith, and William Haase. Manager of Fiscal Affairs, Amy Evans was also present. Board member, William Munday and General Manager, Denny Kelly were absent.

CALL TO ORDER:

Alex MacCormack, President called the meeting to order at 9:00 a.m.

MEMBERSHIP INPUT:

No membership was present.

ADOPTION OF AGENDA:

MOTION: Molli Ellis made a motion, seconded by Al Fortune to approve the agenda as presented. The motion carried unanimously.

APPROVE MINUTES:

MOTION: Stephen Tompkins made a motion, seconded by June Smith to approve the July 16, 2016 minutes as presented. The motion carried unanimously.

CORRESPONDENCE:

Molli Ellis, Secretary, reviewed the contents of the Correspondence Folder that were sent and received by RU since the last Board meeting. The Correspondence Folder was available at the meeting for the Board members to review its contents.

TREASURER'S REPORT:

Stephen Tompkins, Treasurer, reviewed the July 2016 and August 2016 Treasurer's Reports with the Board at this time. Mr. Tompkins stated that the budget is on target for the year and at this point expenditures are less than were anticipated.

MOTION: William Haase made a motion, seconded by Al Fortune to accept the July 2016 and August 2016 Treasurer's Reports as presented. The motion carried unanimously.

MANAGER'S REPORT:

In the absence of General Manager, Denny Kelly, Alex MacCormack reviewed several items covered in Mr. Kelly's report. A copy of Mr. Kelly's written Manager's Report is attached to the minutes. Mr. MacCormack stated that lead and copper sampling has been completed and that the next testing date will not be until June – September 2019.

Mr. MacCormack informed the Board members that our maintenance crew discovered three additional water leaks while reading meters this week. He added that typically July and August are our most active months for water leaks.

Mr. MacCormack informed the Board members that Liquid Engineering completed the repairs to the Redbud Tank; however, the costs were double the estimate given. Mr. MacCormack stated that Mr. Kelly was able to get them to knock several hundred dollars off of the final price. He further stated that he and Mr. Kelly will be looking for a different company to do future inspections and repairs.

BRPOA LIAISON:

No report was given.

COMMITTEE REPORT:

Personnel: Stephen Tompkins informed the Board that the committee has been researching the pay scale information for each employee position in comparison to other localities. Mr. MacCormack stated that he had read the Personnel Committee meeting minutes and it was noted that the committee would be recommending a 3% increase to the Boards. Mr. Tompkins stated that it was his understanding that Hal Davis, Joint Personnel Chairperson, was to contact the BRPOA Board and Mr. MacCormack for their input before the recommendation process; however, a 3% increase was the direction the committee was heading in.


At this time Molli Ellis inquired about the bullet on Mr. Kelly's General Manager's report regarding the equipment replacements, and if those items were paid in August. Mr. MacCormack stated that the Redbud tank repairs in the amount of \$6,300 were paid in August; however, we have not been billed for the pump replacements yet.

Mr. MacCormack informed the Board that he will send each Board member a copy of the Draft 2017 RU Budget three weeks before the November Board meeting so that each member has time to read and review it thoroughly before the next meeting.

ADJOURN:

MOTION: Molli Ellis a motion, seconded by Al Fortune to adjourn the meeting. The motion carried unanimously.

ADJOURNMENT took place at 9:12 a.m.



President

Nov 19, 2016
Date



Secretary

Nov. 19, 2016
Date

GENERAL MANAGER'S REPORT

Ridge Utilities, Inc.

September 17, 2016

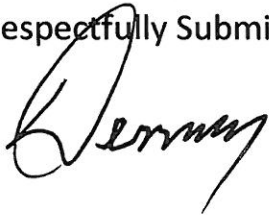
Ladies and Gentlemen, the narrative of Ridge Utilities/BRPOA Staff activities for the period of July 10, 2016 through September 9, 2016 and projected items for the months of September and October, 2016 are included for your review and/or questions.

- All routine testing as required by VDH was completed, submitted and approved.
- The Lead and Copper samples were taken and submitted during August as required by our agreement with VDH for the triennial reduced monitoring program. Those samples were below the established Action Levels and correspondence from VDH indicates we can continue with the triennial reduced monitoring. Our next testing for this will be to collect 10 samples during the 2017-2019 between the months of June and September 2019. Those results and relevant information was transferred to the 10 members that participate with the program.
- Amy continued to work with several members for second quarter readings on partial payment agreements and disconnects.
- Jessica submitted the July & August, 2016 Water Usage Reports to VDH.
- Appropriate forms and required information was submitted to the Clerk of the State Corporation Commission involving RU's change of a Registered Agent.

- Water levels within the wells remain in excellent condition.
- Mr. James A. Hawley was hired in early July as the BRPOA Maintenance Supervisor and is doing fine. The three employees are working very well together and resolving projects/problems/routine items very efficiently.
- The guys had **twenty three leaks** during the months of July-August, 2016, and three this week totaling forty nine for the year. Additionally a leak was discovered on the customer side within the same section. The leaks this week were all between Pine Road and the Dam affecting the North Well System.
- The guys will read meters for Third Quarter, on September 14-15, 2016 and invoices will be mailed by the end of the month.
- George Allen continues to make progress with the 2016 RU Facilities Inspection Report.
- The Workers Comp Policy Audit was conducted on July 5, 2016 and the results were very positive and from all indications there should not be any increases to the premiums. The Inspector was very pleased with BRPOA & RU Facilities.
- Since the previous Board Meeting we have experienced a series of equipment replacement involving the wells and distribution system. The well pump @ Nottingham was replaced including sixteen joints of pipe with a cost of **\$8487.28**. The booster Pump @ the North Well was replaced with a cost of **\$3282.00**. Additionally the transducer in the well was replaced @ a cost of **\$723.73**. The booster pump @ Nottingham was replaced @ a cost of **\$3659.00**. Total expense for the month: **\$16,152.01**.

- A Contract was signed with Liquid Engineering earlier this year to make appropriate repairs discovered during the Redbud Tank Inspection and that project was initiated on August 20, 2016. This involved the application of an epoxy substance on several areas where the tank seams and bolts had rusted. The contact amount was **\$3250.00** for a one day projected service, however they discovered another day would be required to complete the project. That was completed on August 22, 2016 resulting in a cost of **\$6300.00**.
- The Records storage area for BRPOA and RU has not been expanded and will become a "rainy day project".
- Signed the required documents where RU is participating with VDH in their new **Chemical Waiver Reapplication Program** for Synthetic Organic Compounds for 2017-2019. The specifics of that are within the correspondence package.
- I plan to discuss with the Board during the meeting the contingency plans for staffing and managing the office operations during Amy's Family Leave.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Denny", is written below the text "Respectfully Submitted,".