

**RIDGE UTILITIES, INC.
REGULAR MEETING
OF THE BOARD OF DIRECTORS
July 20, 2019**

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 July 20, 2019.

Board members present were Alex MacCormack, Al Fortune, William Haase, William Munday and Steve Burrill. Board Members, Molli Ellis and Stephen Tompkins were absent. Also present was Denny Kelly, General Manager and Amy Evans-Kail, Manager of Fiscal Affairs.

CALL TO ORDER:

Alex MacCormack, President, called the meeting to order at 9:05 a.m.

MEMBERSHIP INPUT:

No membership present.

ADOPTION OF AGENDA:

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

APPROVE MINUTES:

MOTION: Steve Burrill made a motion, seconded by William Haase, to approve the May 4, 2019 minutes as presented. The motion carried unanimously.

MOTION: Steve Burrill made a motion, seconded by William Munday, to approve the May 18, 2019 minutes as presented. The motion carried unanimously.

CORRESPONDENCE:

Alex MacCormack, President, reviewed the contents of the Correspondence Folder that were sent and/or 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:

In the absence of Treasurer, Stephen Tompkins, President, Alex MacCormack reviewed the May 2019 and June 2019 Treasurer's Reports with the Board members.

MOTION: William Munday made a motion, seconded by Al Fortune, to accept the May 2019 and June 2019 Treasurer's Reports as presented. The motion carried unanimously.

MANAGER'S REPORT:

Denny Kelly, General Manager, reviewed his written Manager's Report with the Board members. A copy of Mr. Kelly's report is attached to the minutes. Mr. Kelly informed the Board members that lead and copper testing would take place in the upcoming weeks. He also reported that the problems with the Well 9 pump have been corrected, and a new transducer installed as a result of storm damage. Additional items replaced since the last Board meeting consisted of a check valve in Well 1, electrical relay in Well 2, and a replacement transfer pump at the North Well was installed.

Mr. Kelly reported that Maintenance has repaired twenty-two water leaks since January. He stated that they have also exercised valves in the water system. Mr. Kelly further stated that Maintenance continues to have trouble with three newer valves on Redbud. If this continues the valves will need to be replaced. Steve Burrill asked if those three valves are under any warranty. Alex MacCormack stated that they are not under warranty.

Mr. Kelly informed the Board that he will be out of the office for two weeks starting on Monday of the upcoming week. He stated that the employees are well-versed in their jobs and know what they need to do in his absence.

BRPOA LIAISON

No report was given.

PERSONNEL COMMITTEE

No report was given.

NEW BUSINESS:

1. Records Retention Policy Revisions:

Mr. MacCormack reviewed with the Board members a request from the General Manager to revise the Records Retention Policy to allow election materials to be maintained for a period of one year and then destroyed.

MOTION: William Munday made a motion, seconded by Steve Burrill to approve the revised Records Retention Policy dated 7/20/2019. The motion carried unanimously.

2. Redbud Tank Refurbishment Program:

Mr. MacCormack next directed the Board's attention to the Redbud Tank Refurbishment Program on the agenda. Mr. MacCormack asked that the Board take five minutes to read over and review the handout. After the five-minute review, Mr. MacCormack opened the matter up for discussion.

Mr. Kelly reported that two proposals were submitted for the temporary water supply. Royall Pump submitted a proposal of \$66,682.48 and Atlantic Pump submitted a proposal of \$34,500.00. The proposal submitted by Atlantic Pump also provided double the amount of storage capabilities as Royall Pump's proposal. Mr. MacCormack stated that based on the price difference we could eliminate Royall Pump's proposal.

Mr. Burrill asked if there was any follow-up to his question at the previous Board meeting about contacting the Louisa County Water Authority and finding out what their contingency plan is when a tank is taken off-line for repairs. Mr. Kelly stated that the two systems are completely different and asking Louisa their procedure would not be a good comparison. Mr. MacCormack stated in Ridge's situation, if need be, the Northside tank can supply water to the entire lake at a lower pressure while the Redbud tank is off-line.

A brief discussion was held on the options and pricing provided by Mid-Atlantic Storage Systems, Inc. Mr. MacCormack requested a proposal from Mid-Atlantic showing the exact price of the project. Mr. Burrill agreed that the proposal should include a total price.

Mr. Kelly stated that the Board needs to decide if this project will be completed in 2020. It was the consensus of the Board to go forward with the project in 2020. Mr. Burrill asked if April was still the intended timeframe. Mr. Kelly stated that April is the intended timeframe and he would be coordinating with the companies to ensure completion of the refurbishment.

MOTION: Al Fortune made a motion, seconded by Steve Burrill to accept the Mid-Atlantic proposal for refurbishment of the Redbud Storage Tank dated 4/22/2019, options 1, 2, 3, 4, 5, and 7. Total \$19,532.00 to be paid for out of replacement reserves. The motion carried unanimously.

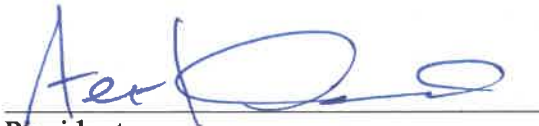
MOTION: William Munday made a motion, seconded by Al Fortune to accept Atlantic Pumps proposal for temporary water supply tank for the storage tank

refurbishment including necessary piping and valves for a total of \$34,500. The motion carried unanimously.

ADJOURN:

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

ADJOURNMENT took place at 9:35 a.m.



President

Nov 16 2019
Date



Secretary

11-16-2019
Date

GENERAL MANAGER'S REPORT
Ridge Utilities, Inc.
July 18, 2019

Ladies and Gentlemen, the narrative of Ridge Utilities/BRPOA Staff activities for the period of April 27, through July 12, 2019 and projected items for the months of July- November, 2019 are included for your review and/or questions.

- All routine testing as required by VDH for the months of May, and June, 2019 was completed, submitted and received approval. We will soon conduct the Lead and Copper samples testing.
- Jessica submitted the May and June 2019 Water Usage Reports to VDH.
- Thank you correspondence mailed to those members that assisted with the Joint Annual Meeting: Staff attended and coordinated activities as required for the Joint Annual Meeting on May 18, 2019.
- Problems with the pump in Well 9 were corrected and a new transducer was installed as the result of storm damage.

- The check valve in Well 1 was replaced.
- An electrical relay for Well 2 was replaced.
- A new transfer pump @ the North Site was ordered and once installed; the old one will be re-built for a spare.
- Had issues with the sending-receiving units from Redbud to Nottingham. George Allen made appropriate repairs and re-ordered replacement components.
- Valves in the system were exercised. We are experiencing problems with three valves on Redbud and may eventually have to replace them.
- The guys have repaired **20 leaks** since January, 2019. Since the previous meeting they have repaired **8** and replaced three meter setters. (Report attached.)
- The guys read meters for second quarter, on June 17-19, 2019 and invoices were mailed on June 28. Cutoffs are scheduled for August 19, 2019. Notifications sent to members for high water usage.
- George Allen takes well readings every day and RU continues to be strong in well depths and water availability.

- Coordinated relevant issues with the Redbud Tank Repairs proposal and that item appears today on the agenda.
- **Note: A member approached me recently to inquire if RU was also taking water samples from the lake to ensure their drinking water was safe!**

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "D. J. [unclear]", written in a cursive style.

2019 RIDGE UTILITIES, INC. ANNUAL LEAK REPORT

Month	Service Line	Water Main	Truck Damage Main Line	Couplings, Adapters, Ells, Tees, Gaskets	Cut Off Valve	Meter	Homeowner's Line	Total Y-T-D
January								0
February	2	1			1			4
March	1				1	1	1	4
April	3			2			2	7
May	2						1	3
June	6							6
July								
August								
September								
October								
November								
December								
Y-T-D Totals	14	1		2	2	1	4	24