

**RIDGE UTILITIES, INC.
REGULAR MEETING
OF THE BOARD OF DIRECTORS
February 16, 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 February 16, 2019.

Board members present were Alex MacCormack, Molli Ellis, Al Fortune, William Haase, William Munday, and Steve Burrill. Board member, Stephen Tompkins was absent. General Manager, Denny Kelly was also present.

CALL TO ORDER:

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

MEMBERSHIP INPUT:

No membership present.

ADOPTION OF AGENDA:

Alex MacCormack informed the Board members that he was removing Item 4, Siding/Roofing Project, Redbud Wellhouse/Storage Area from the agenda.

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

APPROVE MINUTES:

MOTION: Molli Ellis made a motion, seconded by Steve Burrill, to approve the November 17, 2018 minutes as presented. The motion carried unanimously.

CORRESPONDENCE:

Molli Ellis, Secretary, 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, Alex MacCormack reviewed the November 2018, December 2018, and January 2019 Treasurer Reports with the Board members.

MOTION: Steve Burrill made a motion, seconded by William Haase, to accept the November 2018, December 2018, and January 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 reviewed the 2019 Facilities Condition Report attached to his written Manager's Report. Mr. Kelly answered several questions from Board members regarding the report.

BRPOA LIAISON

No report was given.

PERSONNEL COMMITTEE

No report was given.

NEW BUSINESS:

1. **Chief Inspector of 2019 Elections:** Alex MacCormack informed the Board that Ed Wright has agreed to serve as the Chief Inspector of the 2019 Election Committee.

MOTION: Molli Ellis made a motion, seconded by William Munday to approve Ed Wright as the Chief Inspector of the 2019 Election Committee. The motion carried unanimously.

2. **2019 Proxy Committee:** Alex MacCormack informed the Board that Judy Brown has agreed to chair the 2019 Proxy Committee and has selected Sandy Sierk and Mary Ann Belair to assist her on the Proxy Committee.

MOTION: William Munday made a motion, seconded by Molli Ellis to appoint Judy Brown as Chairperson of the 2019 Proxy Committee and Sandy Sierk and Mary Ann Belair as members of the 2019 Proxy Committee. The motion carried unanimously.

3. **Renewal of Extended Coverage for Redbud Generator:** Alex MacCormack directed the Board's attention to the renewal of extended coverage for the Redbud generator. General Manager Denny Kelly informed the Board that due to the age of the unit this would be the last year we can purchase coverage without having a specific warranty performed. He stated the cost of that inspection is approximately \$1,000.00. Steve Burill asked how long the reinspection is good for, for example, five years, one year, etc., and if the fee would run annually or with the reinspection period. Mr. Kelly stated that he would research that and get back to the Board with an answer to Mr. Burill's question.

MOTION: Steve Burrill made a motion, seconded by Al Fortune to approve the renewal of the extended coverage for the Redbud generator. The motion carried unanimously.


ADJOURN:

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

ADJOURNMENT took place at 9:17 a.m.



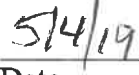
President



Date



Secretary



Date

GENERAL MANAGER'S REPORT

Ridge Utilities, Inc.

February 16, 2019

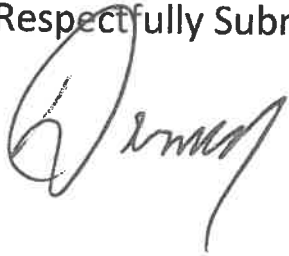
Ladies and Gentlemen, the narrative of Ridge Utilities/BRPOA Staff activities for the period of November 20, 2018 through February 11, 2019 and projected items for the months of February through May, 2019 are included for your review and/or questions.

- All routine testing as required by VDH for the months of November & December, 2018 and January, 2019 was completed, submitted and received approval.
- Noted within the April 10, 2018 Sanitary Survey by the Virginia Office of Drinking Water was the finished water ph at the entry point samples with their field test kit, measured 6.5 and should be 7.2-7.5. WE have asked in writing on two occasions for their guidance without a response to date.
- Jessica submitted the November & December, 2018 and January, 2019 Water Usage Reports to VDH.
- The 2018 Annual Water Withdrawal Report was submitted to VDH, Office of Drinking Water.
- The Pitless Adaptor Project was completed.

- On August 20, 2018 we experienced an electrical storm that created havoc within the RU Systems. The final result was \$14,110.45 in damages. That has been paid and transferred to the Insurance Company and we should collect all of that excluding the deductible of a \$1000.00.
- Correspondence sent to VDH relevant to the completion of all noted items on their Bi-Annual Inspection Report! We have requested their assistance with the note on ph levels in the system. To date no response received.
- Our 2019 Insurance Policies were renewed within busget projections.
- VDH completed a Source Water Assessment for RU informational and usable purposes.
- The guys had **1 leak** during the months of November-December, 2018 with a total of **72** for the year. (Report is attached.)
- No leaks in January-February 11, 2019.
- The guys read meters for fourth quarter, on December 13 & 14, 2018 and invoices mailed. Cutoffs are scheduled for February 18, 2019. Amy has worked with several members to assist with payment hardships. Several notifications sent to members for high water usage.
- George Allen normally takes well readings every day and that report is distributed for review monthly. RU continues to be strong in well depths and water availability.

- Preparation is underway for the 2019 Joint Annual Meeting scheduled for May 18, 2019. RU will be electing two Board of Directors members this year.
- The 2019 Facilities Condition Report is included for your review and information.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Dennis", written in a cursive style.

2018 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	2			1		5	6	14
February						1		1
March	1	1				1		3
April	1							1
May	8				1	2		11
June	6	2				1	1	10
July	6	1		1		1		9
August	6							6
September	6	1					1	8
October	5			1			2	8
November								
December	1							1
Y-T-D Totals	42	5		3	1	11	10	72

RIDGE UTILITIES, INC.

2019 FACILITIES CONDITION REPORT

February 5, 2019

Redbud Site:

The pre cast transfer pump building is clean, in good condition, and maintained routinely. There is an area where one of the walls attached to the floor and another joint in the precast roof where seepage occurs. These places have been repaired on several occasions but continue to permit water entry. We will attempt to repair this with a more permanent solution by attaching a small wall about 6-8 inches off the base and seal that joint with a water sealer this year. The Hydro-Pneumatic tank will be cleaned and painted in 2019. The Hydro Tank certification/inspection is required this year. Presently all functioning components are in excellent working order. We have a re-built transfer pump for a spare. There is a need to replace the set of steps that lead down to the entrance of this building with a more permanent type.

The well house interior & exterior will require basic maintenance during 2019. There is a need to replace the floor grating system in the bottom section of the building. The 107,000 gallon storage tank will be pressure washed, and inspected by our personnel. We need to complete the interior covering of the bolt areas where the tank sections are attached. Approximately one half of this was completed in 2017 by Liquid Engineering. The Interior Inspection was completed in 2016 and will be due during 2021. The pump and seven joints of pipe were replaced in January of 2018. (Well # 1)

The exterior of the framed building is in fair condition, was cleaned in 2019. It is being recommended that the old cedar trees be removed, and new siding and roofing be installed in this highly visible area. Should the decision be made to replace the old cedar trees; it should be with another type of tree and moved away from the building. The RU storage area for pipe and fittings is routinely well maintained.

During 2018, Well 1 A's old structure was incorporated into a Pit Less Adaptor Housing and a transducer installed during that phase.

There are two maple trees that should be cut and removed on the property line in order for that area to dry out and possibly prevent those roots from growing to the base of the elevated storage tank. Each year we have problems with the neighbor and leaf maintenance.

The entrance driveway area should receive a coat of chip and tar to assist in maintenance and snow removal.

Generator

The 80 KW Generator that was installed @ the Redbud Site in 2009 continues to perform its function on demand. The Extended Warranty Contract requires renewal in February, 2019 with Carter Machinery.

Shop Site

The pre cast building is very clean and well maintained and presently in excellent condition. An inspection of the interior finds everything neat and clean. Well 7 and 8 sites are in good condition. The grounds are neat, the fences are locked and in good repair. Well 7's pump and piping was replaced/installed in 2018.

Nottingham Road

The facility is very clean and well maintained. The precast building is in excellent condition with no deficiencies. Emergency/first aid supplies are on site including eye wash stations. The Hydro-Pneumatic Tank will require annual cleaning and painting and the certification is valid through 2019. The concrete supports for the tank are in excellent condition with no cracks or breaks.

The well pump and sixteen joints of pipe and the booster pump were replaced during 2016.

North Site

The pre cast building is in excellent condition and well maintained. The original well house will require exterior and roof painting this year. The Hydro-Pneumatic Tank will require the annual cleaning and painting, however the concrete supports are in good condition. The storage tank will require pressure washing and inspection by our employees this year and the required Interior Inspection was

completed in 2018. The booster pump and the transducer were replaced in 2016. The access road was surfaced during 2016 with the chip & tar treatment and remains in good condition. The presence of the 50KW generator has eased the workload for the Redbud Generator and does not require the employees to open and close valves during outages. The generator was placed on the 2018 contract extension with Carter Machinery for annual Maintenance and oil sampling.

Note: All precast building doors were cleaned and repainted in 2018.

Transducers: Recommend consideration is given to placing these items in Wells @ 2, & 3.

Service Truck

The 2009 truck remains in good condition and currently the odometer registers 72,066 miles. The tires were replaced in 2018 and all routine maintenance is performed by BRS Employees. During 2018 the truck was taken out for repairs on the fuel/electrical systems.

Back Hoe

The 580 Case Back-Hoe is clean, in excellent condition and has been used a total of **102.0 hours** during 2018. Usage involved **33.0 hours for RU & 50.00 for BRPOA** with **19.00 hours not accounted for**. The machine has a total of **1,412.50** hours on the meter. The machine is serviced per the manual requirements by George Allen instead of paying the dealer and Staff does all regular servicing in house.

The Bi-annual inspection was conducted by VDH during 2018 and all items noted were corrected including the Pitless Adaptor replacement for the old shelter of Well 1 A.

The RU Facilities are always well groomed & maintained and George Allen deserves special thanks for a job well done!

Respectfully Submitted,


Denny W. Kelly, GM

