

Maury Service Authority

Minutes of the Board Meeting

Tuesday August 22, 2017

The regular monthly meeting of the Maury Service Authority Board of Directors was held in the board room of the Water Treatment Plant. In attendance were Chairman Capt. Ned Riester, Board members Mr. John Higgins; Mr. George Graves and Mr. Jimmy Carter. Also in attendance was Jerry Higgins, MSA Ex. Director; Mrs. Melissa Alexander, Rockbridge Co. PSA Ex. Director; Mr. Noah Simon, Lexington City Manager; Mr. William Johnson, Engineer; Mrs. Sandra Stewart, Rockbridge Area Conservation Council; Mr. Jordan Combs, Engineer; Mrs. Christina Shea, MSA Administrative Secretary.

Regular Monthly Board Meeting

Chairman Capt. Ned Riester called the regular meeting to order at 5:00pm.

1. Approval of Minutes: Mr. Higgins made the motion to approve the minutes of the July 25 Board Meeting with one correction recommended by Mr. Graves. Mr. Carter seconded the motion. The motion passed.
2. Financial Report: Jerry Higgins pointed out that the Agenda Package includes the Bank Accounts Balance Sheet and the I&I Revenue Sharing Program balance. All in attendance were provided with a copy of the monthly water and wastewater budget evaluations. He noted that on the water side, with one month into the budget year so far, no changes to the estimated year end revenues or expenses are noted. One question was raised regarding the \$39,737 expenditure for lab supplies. Jerry noted that this expenditure was for the new turbidimeters and pH meters. This expense will be reimbursed through the Asset Repair and Replacement Fund. For wastewater the budget evaluation shows that with one month into the budget year the revenues and expenses appear to be as expected and no changes to the estimated year end numbers are necessary at this time.

Melissa indicated that the PSA includes a line item in the budget for Asset R&R to avoid showing temporary over expenditures in certain line items. Jerry found that to be a helpful suggestion and indicated he would discuss how to do that with the MSA accountant.

3. Water Plant Production and Operation: the Board package includes a water plant report from Roger DeBerry, Water Plant Supt.. Jerry did not have anything significant to add to Mr. DeBerry's report except to say that the water plant continues to operate smoothly and the water demand remains low.
4. Wastewater Plant Operation: Rick Allen, Wastewater Plant Supt. has been keeping Jerry up-to-date on plant operations and maintenance. His monthly report was included in the Board Packet. The plant continues to struggle with the absence of operators due to serious illnesses.
 - A. Jerry noted that the work at the wastewater pump station is going very slowly. It is now estimated that the work will take 6 to 12 more months to complete. There was then a lengthy discussion with Mr. Johnson (engineer) about the complexities and reasons for the PLC programming problems.
 - B. Jerry reminded the Board of previous discussion regarding the SCADA system being in need of an extensive upgrade. This is both a software and a hardware issue since the existing system is using Microsoft XP which is no longer supported by the IT industry. MSA is presently in the process of developing an RFP for replacing the SCADA system.
5. Rockbridge County PSA Issues: None
6. City of Lexington Issues: None
7. Unfinished Business:

Action Items: Jerry reviewed the action items list and said that there has been no significant progress on the participation agreement. There has been further discussion lately but the signs are that there may not be an approval forthcoming from the owners and we would then have to proceed with the Houston Street Waterline Project under the old rules. There has been no decision yet but Jerry is of the opinion that the matter will be settled soon one way or the other.

Jerry indicated that the switchover to Quickbooks for our bookkeeping is about 50% complete.
8. New Business:
 - A. Jerry informed the Board that a new "prop" is being constructed in the water plant for use during tours of the water plant. It should be ready next month.

B. The Board was informed that MSA has received a FOIA request from “American Transparency”. The request is for a copy of records showing “any and all employees for the year of 2016... Each employee record should contain the employer name, employer zip code, year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title. This data should be broken down by employer, employee and year.” Considerable discussion ensued regarding how much information should be provided and the need for a FOIA Policy for MSA. It was concluded that Jerry should obtain a copy of the City of Lexington FOIA Policy and use that to answer the request. He is to also develop a FOIA Policy for MSA based on what is used for the City. He is also to look into what FOIA training is available.

9. Other Business: Public Comment Session : None

10. Closed Session: N/A

11. Next MSA Board meeting: **September 26, 2017**

12. Meeting adjourned 6:04 pm.

Chairman

Executive Director