

# Maury Service Authority

## Minutes of the Board Meeting

Tuesday December 5, 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. JD Goad. Also in attendance was Jerry Higgins, MSA Ex. Director; Mr. Jeff Martone, Acting Director of Public Works, City of Lexington; Mr. Noah Simon, Lexington City Manager; Mr. Jordan Combs, Engineer; Mrs. Christina Shea, MSA Administrative Secretary; and Mrs. Sandra Stewart, Rockbridge Area Conservation Council.

### Regular Monthly Board Meeting

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

1. Approval of Minutes: Mr. Goad made the motion to approve the minutes of the October 24 Board Meeting. Mr. Graves 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. He stated that for the first time he was unable to provide a budget breakdown based on Octobers expenses and incomes. The Accountant informed him this morning that he was not made aware (by his staff) that tonight was the board meeting date. He was out of town for several days for some training and would not be able to do the Financials until the end of the week. All in attendance were provided with a copy of the list of expenses for water and wastewater by vendor from 1 July to 5 December as one example of what Quickbooks can do once we have finished putting in all of the data. Cindy Mullens (Bookkeeper) has been very helpful in assisting us with the Quickbooks startup.
3. Water Plant Production and Operation: the Board package includes a water plant report from Roger DeBerry, Water Plant Supt.. Jerry added that the DEQ representatives are scheduled to meet here on December 7. They want to see the dechlorination tablet system we have set-up to kill all the chlorine in the filter backwash water going to the

lagoons. They also have expressed concern about the unusual discharge to a sinkhole here on the water plant property. If we cannot satisfy them that our system works the way it is supposed to, they could push us into applying for an individual permit from them which would be a bureaucratic nightmare. Right now we are covered under a general permit issued for most of the water plants in Virginia.

4. Wastewater Plant Operation: Rick Allen, Wastewater Plant Supt. submitted his monthly report which was included in the Board Packet.
  - A. Jerry noted that the work on the controls at the wastewater pump station is ongoing. This project seems to be on track toward finishing the pump control modifications in January.
  - B. A portion of the wet well ventilation duct work has collapsed. A contractor will have to be called in to make the repair. In order for the scaffolding to be constructed to make that repair, one side of the wet well will have to be emptied and cleaned out.
  - C. Our wastewater operator who has been out on sick leave for seven months is now back to work.
  - D. The Sodium Hydroxide feed system (a separate room at the WWTP) has not been used for at least a decade. It is now under repair for possible use to feed Potassium Hydroxide which we are experimenting with to help the Ferric Chloride we presently use. It appears that we may be able to get better results when it is used in conjunction with the Ferric Chloride, cut the dosage, and save some money. Additionally, the polymer feed system that has been used is being modified. Instead of feeding across the road that goes through the center of the plant from the gravity belt thickener building, the feed line that was intended for this polymer feed from the chemical feed building has been repaired and we hope to be able to begin using the existing polymer feeder from that location. That will open up the road for future use.
5. Rockbridge County PSA Issues: None
6. City of Lexington Issues: None
7. Unfinished Business:
  - A. Houston St. Water line project- as was requested by the Board at the last meeting our lawyer has drafted a schedule for public announcements and public hearings needed in order to revise the Articles of Incorporation and proceed with the project funding. A copy was provided to each attendee. Jerry was asked to proceed with the schedule for amending the Articles and securing the necessary funding. One suggestion was made to do the Reimbursement Resolution soon so that money we have spent and will spend shortly can be reimbursed to the MSA when the funding is finally approved. After this meeting, with a little research, it was verified that that resolution was approved by the MSA Board in February 2015.
  - B. Jerry indicated that each Board member has a copy of the draft MSA FOIA Policy since the last Board meeting. Essentially, the City of Lexington Policy was changed to

refer to MSA. The Board had no particular comments on the draft Policy. Mr. Graves made the motion to adopt the proposed FOIA Policy. Mr. Goad seconded the motion. The motion passed.

- C. The FY 2017 Audit is nearing completion and the Auditor has complimented MSA on our timely payment of invoices. All of the trial balances “balance” as the Auditor put it. There remains an accounting discrepancy that the Accountant and the Auditor have to work out. Otherwise the auditor is pleased with the audit at this point.
- D. New Business: Jerry announced that he is preparing to retire. He estimates that he will leave his present position in the spring or early summer of 2018. The actual date will be at the convenience of MSA. It will depend on how long it takes to hire a replacement and how much overlap the Board will allow.

8. Other Business: Public Comment Session : None

9. Closed Session: N/A

10. Next MSA Board meeting: January 23, 2018

11. Meeting adjourned 5:46 pm.

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Chairman

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Executive Director