

Maury Service Authority

Minutes of the Board Meeting

Tuesday January 23, 2018

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; Mr. Jeff Martone, Director of Public Works, City of Lexington; Mrs. Melissa Alexander, EX. Director, Rockbridge Co. Public Service Authority; Mr. Jordan Combs, Engineer; Mr. William Johnson 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 4:00pm.

1. Approval of Minutes: Mr. Graves made the motion to approve the minutes of the December 5 Board Meeting. Mr. Carter seconded the motion. The motion passed.
2. Process for hiring a new Executive Director:
 - A. Jerry Higgins reviewed the recently drafted Job Description and Job Advertisement for his position of Executive Director. With one change, stating that resumes will be accepted until the position is filled, the drafts were accepted by the Board.
 - B. After some discussion it was agreed that the advertising for the position should be widespread to include Roanoke, Richmond, Lynchburg, Lexington, Staunton, Charlottesville, and Waynesboro. Jerry added that it would be on the websites for MSA, VA AWWA, VRWA and he will look into advertising with VML and VACO.
 - C. A review of the applications will begin on Feb. 23. Jerry asked the Board to allow for a considerable overlap of the two Executive Directors. That decision will be made later. He also reviewed a list of projects he hopes to complete before he leaves.

3. Financial Report: Jerry Higgins pointed out that the Agenda Package includes the Bank Accounts Balance Sheet and the I&I Revenue Sharing Program balance as well as two reports each for water and wastewater that were gleaned from the Quickbooks software now that most of the data has been inputted by Christina. That includes the general Profit & Loss report and the Expenses by Vendor Detail report. He provided attendees with the usual budget evaluations that originate from the Accountant's Financial Statements. The water budget evaluation shows that at the end of the fiscal year it appears that we will be down on our sales by about \$65,500 and we will be under spent by about \$50,000 compared to what we budgeted.

On the wastewater side the evaluation shows we have received less flow that we budgeted for and our revenue is going to be lower by about \$97,600. It also shows that we will be under spent by about \$73,500.

4. Water Plant Production and Operation: the Board package includes a water plant report from Roger DeBerry, Water Plant Supt. Jerry reviewed the circumstances of the waterline break that occurred several days earlier. It turned out that an air release valve had frozen and cracked open. The PSA offered to do the work and the City provided a spare air release valve to replace the broken one. The repair was made in about 2 ½ hours and no one was out of water since the break was on the loop line.
5. 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. At this point all four pumps are operational and are running as they are supposed to, probably for the first time since the station was built. The contractor is working on the signals that go back to the operations room such as warnings and alarms.
 - B. As reported previously, a portion of the wet well ventilation duct work has collapsed. Only one contractor has submitted a bid to do the work at a cost of approximately \$70,000.
 - C. One of our wastewater operators is due to have surgery shortly and will be out of work for several months.
 - D. Cows: Jerry reported that during the fall one farmer lost 5 cows on a field where we spread wastewater sludge (from the digesters). That farmer wants us to reimburse her for the loss. There is no indication that the cows died due to our sludge. After some discussion the Board decided that we should turn the matter over to our insurance company and let them deal with the matter.

6. Rockbridge County PSA Issues: None

7. City of Lexington Issues: None

8. Unfinished Business:

- A. Jerry showed the Board a pile of paper that is a copy of the updated VRA application for a Bond to finance the Houston St. Water line project. It was completed and mailed to VRA last Friday.
- B. Jerry has begun the budgeting process and reviewed some of the major numbers that are of concern. For instance, with the Houston St. Project financing it appears that the cost of water will go from the projected \$2.64 per thousand gallons to \$2.75. Last year the Board indicated that the members want to be more involved in the budgeting process. Before any of these numbers are solidified he asked how the Board might want to get involved. It was decided that the Board would have at least one work session to review the budget. It was left to the Chairman and the ED to set up the work session.
- C. Mr. Graves indicated that during the hiring process for the new ED we need to consider how to keep the City and the PSA involved. Everyone was in general agreement with that idea.
- D. Jerry informed the Board that the DEQ is trying to adopt a “guidance” from EPA as a new ammonia standard that wastewater treatment plants would have to meet. No other State has adopted that guidance so far. A bill has been introduced into the General Assembly that would prevent the DEQ from adopting that as a standard until the other States in our EPA Region have done so.

9. Other Business: Public Comment Session: None

10. Closed Session: N/A

11. Next MSA Board meeting: February 27, 2018

12. Meeting adjourned 5:30 pm.

Chairman

Executive Director