

# High Knob Utilities, Inc.

## Meeting Minutes for April 12, 2004

Call to Order: Keith Arnett called the monthly meeting of the High Knob Utilities, Inc (HKUI) Board to order at 7:05 pm. HKUI Board members in attendance were Keith Arnett, Jem Anderson, Bob Brown, Scott Cooper, and Josh Douglas.

Previous Minutes: The Board accepted the minutes of the March meeting.

Treasurer's Report: Mr. Brown presented a status update, reflecting receipt of three tap fees and significant expenditures in Purchased Power (for the Ridge System booster pump and reservoir heating), Materials and Supplies, and labor expenses (Property Manger and others). In addition, Sareen & Associates indicated they were expecting a consolidated statement from HKOAI; however, because HKUI must present its records to the State Corporation Commission, the HKOAI and HKUI records are not fully compatible.

Also, the Board will consider the Sareen & Associates audit report at the May 2004 meeting.

Operations Committee Report: The Joint Operations Committee met on March 23, 2004 to discuss allocation of High Knob labor and other resource coordination issues.

Water Manager's Report: Dan Althouse reported that the Ridge System continues to be troublesome—the crew fixed two leaks, but a third has emerged, and there were air lock problems as well. There were also leaks on Massanutten Mountain Road. Nonetheless, Mr. Althouse reported that at one point, water production dropped to its lowest level in the four years he's been running the system—and averaged 59,600 gallons per day for the month. In addition, connection and plumbing for the Alpine reservoir is now complete—it now needs to be lined, three new taps were installed, the Butler excavation and Playground Valve Station work has begun, and the Mountain Top booster system project is underway. The Mountain Top and Salt Lick reservoirs continue to overflow occasionally.

At the end of Shenandoah Valley View, the road collapsed into two Jason Construction lots. When they shored up the road to re-establish its width, they severed the water lines, which had been in the middle of the road. Jason fixed the problem, and HKUI was able to install the requested tap. Further, Mr. Venable damaged part of the water system while installing a sewer line (which has been fixed, at his expense).

Customer meters were read during the month, and seven defective meters will require replacement. In addition, a few other meters may require replacement soon. Also, Mr. Southerland, who helped with reading meters, tendered his resignation. Kim Renz knows someone who might be able to take over the role.

E.C. Pace started its work on Alpine Road. While they are not working quickly, they are using first-rate materials and will likely speed up as they become more familiar with High Knob. They will probably remain busy through June, and then proceed more slowly, finishing at Paved Road reservoir. Their contract is for 120 days (plus rain days). In response to a report that E.C. Pace had used a tracked machine on High Knob roads, Mr. Althouse indicated that they had agreed not to do so, and that we would handle any damage they cause on a case-by-case basis. Our crew is working on Mountain Top and the reservoirs while E.C. Pace works on Alpine, and we expect to converge at the Playground Valve station.

Looking forward, there are immediate needs for routine test sampling and office work, installing a manhole at Lazy Livin (carry-over from last report), replace posts and valves (carry-over), find and fix a leak on Salt Lick, and install four new construction taps. Mr. Althouse will also meet with the fire chief to address fire suppression and coordinate fire department testing of installed hydrants.

Finally, Mr. Althouse inquired with the Virginia Department of Health regarding the status of our updated operating license (carry-over activity from March) and was told VDH has not yet done its part to update the license. HKUI has done what it must, the issue awaits VDH action.

**Unfinished Business:** The HKUI website (<http://www.HKOAI.org/HKUI>) is now available for use. Further, new HKUI letterhead is in use.

**New Business:** Ms. Renz provided the Board a copy of a new Contractor's Agreement and requested email comments regarding its contents. This matter will be discussed at the May 2004 HKUI Board meeting.

**Question and Comment Period:** Jerry Soucy asked about the variety of pipe found along Mountain Top road, in light of the fact that there would not be a main installed. Dan Althouse responded that the Booster station would connect to the existing 4-inch pipe, providing much greater pressure and alleviating past freezing problems. The main line is not being replaced because the pipe is in good condition.

Don Day and Jerry Soucy have noticed children playing at the Paved Road and Mountain Top reservoirs and expressed concerns about liability. The Board will consider methods to block access to the reservoir roofs.

Don Day also noted potential problems associated with ditches spilling water into the roadway, and the likelihood that road shoulders would soften in the same process.

Finally, Jerry Soucy inquired about the use of fire hydrants. If hydrant use empties the reservoirs, won't that cause problems at homes attached to the same system? The system is designed for 500 gallons per minute while providing 20 psi at the houses. Mr. Althouse has been installing anti-flowback devices to prevent backflow into mains, but older houses (probably half the houses on High Knob) don't have them. Fortunately, most fires will be fought by filling a pumper truck from a hydrant, which alleviates the problem.

**Executive Session:** The HKUI Board met in executive session with the HKOAI Board to address personnel issues.

The April meeting of the HKUI Board adjourned at 8:05 pm. The next meeting will be in the Clubhouse on May 17<sup>th</sup>, 2004, at 7:00 pm.

JEM P. ANDERSON  
HKUI Board Secretary