

# High Knob Utilities, Inc.

## Meeting Minutes for December 12<sup>th</sup>, 2005

**Call to Order:** Keith Arnett called the monthly meeting of the High Knob Utilities, Inc (HKUI) Board to order at approximately 7:00 p.m. HKUI Board members in attendance were Keith Arnett, Bob Brown, Vince Bonzagni, and Josh Douglas. Board Secretary Jem Anderson joined the meeting later.

**Previous Minutes:** The Board reviewed minutes for the November 13th HKUI Board meeting and approved them as submitted (Mr. Anderson had already addressed a typographic error Mr. Arnett detected in an emailed draft). As promised at the November meeting, Jem Anderson provided the August 2005 HKUI Board Meeting minutes via email for review by the Board; there were no amendments or corrections requested.

**Treasurer's Report:** Through November 30<sup>th</sup>, total revenues were \$250,548, including \$17,500 from 20 tap fees paid in 2005. Expenditures through October 31<sup>st</sup> totaled \$235,124 -- \$43,085 in Capital Project expenses and \$192,039 in other Operating Expenses (the largest accounts, Materials & Supplies and Contractor Services, will largely become part of the Capital Projects account at the end-of-year reconciliation). As of the end of November, HKUI had \$44,898.79 in its bank account, with Accounts Receivable of \$14,969 and \$895,096 due on the Virginia State Loan (a payment of \$30,750 is due January 1<sup>st</sup>). In addition, HKUI has an outstanding bill of approximately \$4,000 due to Ferguson supply and a payment due to Dan Althouse for his services.

**Staff Reports:** Marcy McCann reported that she had contacted Daniel Pond's office to perform skip tracing on customers whose mail had been returned to the High Knob Office. She has continued to spend a significant amount of time sending out bills and collecting payments due. She has continued meeting regularly with Jerry Pomeroy to coordinate activities.

**Water Manager's Report:** Dan Althouse reported that the annual water sampling effort is complete.

The work at Butler and Salt Lick Springs reservoirs is done, except for some minor repair work (a few hours' labor) to be done on Salt Lick Springs. In addition, there is still a need to install pans for the generators at Alpine and Mountain Top and Quarles will need to visit the sites.

Mr. Althouse discovered two chlorinators needed replacement and ordered two to backfill the spares he used (cost is about \$220 for each). Josh Douglas asked about the potential to install air traps or bleed valves in water lines to alleviate the problem, and Keith Arnett asked about using a more robust chlorinator. On the latter issue, Mr. Althouse related that one such device was installed, so he could evaluate its effectiveness and service life.

There were no leaks detected in the water system; typically, such leaks are common this time of year. System usage averaged 43,000 gallons of water per day; in fact, High Knob residents aren't using all the water produced by the springs. This fact prompted a joke about bottling the excess for sale (unfortunately, doing so would cost HKUI its not-for-profit status).

The SCADA software is still not fully operating properly—the problem is apparently with aggregation of data rather than faulty data inputs to the reporting subsystem. Synchrony is working to fix the problem.

Dan met with Dave Bushman; together, they drafted a list of maintenance needs for the next year and discussed pipe size for Shenandoah Valley.

Dan plans to “front-load” his work in 2006 to develop an engineering description of the water system, a set of Standard Operating Procedures for the system, and other “long-term paperwork” which can be done in the winter months. Jerry Pomeroy and Lee will probably work taps and quarterly meter readings over the next three weeks. In response to Keith Arnett’s query about insulating taps, Dan indicated that would probably be done (starting at the top of the mountain) as well.

Finally, Josh Douglas asked about an HKOAI matter (repairing the front gate) which will require Mr. Althouse’s assistance.

**Unfinished Business:** The Northern Virginia Daily did a very nice article with a picture of Dan Althouse and Keith Arnett. HKUI has permission to reprint the article, so long as it is reproduced in its entirety and attributed to the paper.

**New Business:** Keith Arnett, Dan Althouse and Bob Brown will produce a clean draft of the budget for 2006 and transmit it to the Virginia Resources Authority. In addition, the Board recommended that HKOAI will consider increasing the water capitalization fee to \$2,500.

**Question and Comment Period:** Jerry Soucy asked about the status of the 2005 budget initiative to install fences around HKUI reservoirs. The HKUI Board had decided to prioritize other issues over fence installation and chose not to budget for fences in 2006, due to the likelihood that installing fences would actually increase HKUI’s risk of liability if fences were installed selectively.

Jem Anderson also inquired about obtaining an “as built” drawing for the water system. Dan Althouse wanted to confirm that the Board was willing to pay Bushman Engineering expenses to produce the drawings, and received agreement that he should proceed.

**Adjournment:** The meeting adjourned at 7:55 p.m. The next meeting is scheduled for 8:00 a.m. on January 14<sup>th</sup>.

Jem Anderson  
Secretary, HKUI Board