

**METROPOLITAN LYNCHBURG MOORE
UTILITY DEPARTMENT
BOARD MEETING
March 8, 2022**

The Metro Utility Board meeting scheduled for March 8, 2022, at 6:15 P.M. was called to order by Keith Moses, Chairperson. Member's present: Keith Moses, Will Shavers, Shane Taylor, Jon Robertson, Barry Posluszny, Mayor Bonnie Lewis, Brooke Fanning and Russell Sells.

Motion was made by Shane Taylor and seconded by Barry Posluszny to approve the minutes of the February 15, 2022, meeting. Motion carried 5-0.

Visitors: Travis Wilson, *LJA Engineering*

Property Purchases Update: Russell Sells explained to the board that MUD is currently waiting on a land surveyor to meet with management to survey the parcels the utility is interested in purchasing for growth. The Bearden land purchase would insure the land application of sludge from the sewer plant for many more years. The Powers .72 acre tract would be utilized for the new Cates Booster Station. The Cates Booster Station will help alleviate pressure issues in the south portion of the county. Mr. Sells is also waiting on the property owner to render a decision in regarding to deeding the land over to the utility or selling it.

SRFL \$2.5 mil Sanitary Sewer Renovation: Travis Wilson updated the board that the ATA package materials have been submitted to SRF. SRF has roughly 60 days to approve the award to bid. Currently the package materials are at the 30-day mark and SRF has not started their review. Mr. Wilson expressed concern over this stumbling block due to the timeline of the project. The projects' tentative start date is May 1, 2022. Mayor Lewis remarked that she would begin reaching out to the SRF project manager's supervisor to see if the project manager could be prompted to act sooner.

Engineers' Reports – Travis Wilson updated the board on the progress of several projects:

1. TDOT road widening project is scheduled to begin in May 2022. All conflicts with Atmos Gas and AT&T have been resolved.
2. Booster Stations are currently in the planning and design phases of development.

Budget Amendments: Brooke Fanning presented the board with the following amendments:

	WATER SALES	\$ 2,000,000.00
41100		
41120	CREDIT CARD REVENUE	\$ 500.00
41130	PENALTIES	\$ 35,000.00
41150	WATER RE-CONNECT FEES	\$ -
41160	TAPS & METER FEES	\$ 55,000.00
41190	PRE-TREATMENT & BIO MON	\$ 9,950.00
41220	SEWER SALES	\$ 800,000.00
41230	SERVICE FEES	\$ 8,500.00
41280	SANITATION REVENUE	\$ 6,300.00
41310	MISC. REVENUE	\$ 58,000.00
41340	JDD DONATION	\$ 16,544.00
41400	INTEREST INCOME	\$ 2,200.00
41460	FIRE DEPT.REV.	\$ 500.00
41350	SERVELINE INSURANCE	\$ 3,000.00

GL Account	Description	Budgeted FYE 6/30/2021	Actual FYE 6/30/2021	Estimated 2021-2022	Amendments +/-	NEW Final Estimated
52400-100	NATURAL GAS	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 200.00	\$ 1,700.00
53110-1000	Technical Support	\$ 12,000.00	\$ 12,000.00	\$ 25,000.00	\$ 6,000.00	\$ 31,000.00
53117-100	LEGAL/Professional Services	\$ 4,000.00	\$ 1,500.00	\$ 28,800.00	\$ 2,000.00	\$ 30,800.00
53160-100	EDUCATION - SCHOOL	\$ 4,000.00	\$ 4,000.00	\$ 50.00	\$ 50.00	\$ 50.00
53250-100	POSTAGE	\$ 14,000.00	\$ 14,000.00	\$ 12,000.00	\$ 1,000.00	\$ 13,000.00
53310-100	Office Equipment SERVICE CONTRACT	\$ 2,500.00	\$ 2,500.00	\$ 2,000.00	\$ 200.00	\$ 2,200.00
53370-100	MAINTENANCE - BUILDING	\$ 1,000.00	\$ 1,050.00	\$ 2,000.00	\$ 6,000.00	\$ 8,000.00
53520-100	FUEL	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 500.00	\$ 5,500.00
53640-100	ENGINEERING FEES	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 4,000.00	\$ 6,000.00
53760-100	SUBSCRIPTIONS - DUES	\$ 3,000.00	\$ 3,000.00	\$ 2,000.00	\$ 50.00	\$ 1,550.00
53850-100	MISCELLANEOUS SUPPLY	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 250.00	\$ 1,750.00
51220-200	OVERTIME	\$ 20,000.00	\$ 35,000.00	\$ 35,000.00	\$ 2,000.00	\$ 37,000.00
52130-200	ELECTRICITY	\$ 120,000.00	\$ 100,000.00	\$ 100,000.00	\$ 60,000.00	\$ 160,000.00
53100-200	OFFICE SUPPLIES	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
53101-200	LAB SUPPLIES	\$ -	\$ 5,700.00	\$ 6,000.00	\$ 1,500.00	\$ 7,500.00
53160-200	EDUCATION	\$ 3,000.00	\$ 1,500.00	\$ 1,000.00	\$ 500.00	\$ 1,500.00
53280-200	ADVERTISING	\$ 400.00	\$ -	\$ 400.00	\$ (200.00)	\$ 200.00
53370-200	MAINTENANCE & REPAIR	\$ 23,000.00	\$ 133,007.40	\$ 23,000.00	\$ 13,500.00	\$ 36,500.00
53640-200	ENGINEERING	\$ 4,000.00	\$ 7,333.75	\$ 1,000.00	\$ 1,750.00	\$ 2,750.00
53760-200	SUBSCRIPTIONS & DUES	\$ 2,000.00	\$ 500.00	\$ 400.00	\$ 700.00	\$ 1,100.00
52200-210	GENERAL SERVICES	\$ 250.00	\$ 300.00	\$ 300.00	\$ (250.00)	\$ 150.00
53370-210	MAINTENANCE & REPAIR	\$ 64,000.00	\$ 9,000.00	\$ 10,000.00	\$ 15,000.00	\$ 25,000.00
53700-210	STATE PERMIT FEES	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 2,600.00	\$ 3,600.00
53730-210	LAB FEES	\$ 6,000.00	\$ 3,500.00	\$ 4,000.00	\$ 1,000.00	\$ 5,000.00
52130-300	ELECTRICITY	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00	\$ 2,000.00	\$ 34,000.00
53100-300	OFFICE SUPPLIES	\$ -	\$ 200.00	\$ 200.00	\$ 300.00	\$ 500.00
53101-300	LAB SUPPLIES	\$ -	\$ 6,000.00	\$ 6,000.00	\$ 1,200.00	\$ 7,200.00
53110-300	Technical Support	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 4,000.00	\$ 7,000.00
53160-300	EDUCATION	\$ 6,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
53370-300	MAINTENANCE & REPAIR	\$ 11,000.00	\$ 12,000.00	\$ 17,000.00	\$ 10,000.00	\$ 27,000.00
53400-300	TRUCK MAINTENANCE	\$ -	\$ -	\$ -	\$ 1,200.00	\$ 1,200.00

53520-300	FUEL	\$ 200.00	\$ 100.00	\$ 100.00	\$ 200.00	\$ 300.00
53580-300	CHEMICALS	\$ 6,000.00	\$ 4,000.00	\$ 5,000.00	\$ 500.00	\$ 5,500.00
53730-300	LAB FEES	\$ 4,200.00	\$ 3,500.00	\$ 4,000.00	\$ 500.00	\$ 4,500.00
53850-300	MISCELLANEOUS SUPPLIES	\$ 4,250.00	\$ 1,000.00	\$ 2,250.00	\$ 500.00	\$ 2,750.00
53760-300	DUES & SUBSCRIPTIONS	\$ 650.00	\$ 650.00	\$ 650.00	\$ 500.00	\$ 1,150.00
52130-310	ELECTRICITY	\$ 20,000.00	\$ 12,000.00	\$ 13,000.00	\$ 8,000.00	\$ 21,000.00
53160-310	EDUCATION	\$ -	\$ 2,385.00	\$ 2,385.00	\$ 1,000.00	\$ 3,385.00
53370-310	MAINTENANCE & REPAIR	\$ 4,100.00	\$ 24,472.50	\$ 2,100.00	\$ 8,000.00	\$ 10,100.00
53610-310	TAP CONNECTIONS	\$ 500.00	\$ 500.00	\$ 500.00	\$ 3,000.00	\$ 3,500.00
*53640-310	ENGINEERING	\$ -	\$ 203,462.24	\$ 4,275.00	\$ (4,000.00)	\$ 275.00
53100-400	OFFICE SUPPLY	\$ 100.00	\$ 50.00	\$ 100.00	\$ 600.00	\$ 700.00
52130-400	ELECTRICITY	\$ 500.00	\$ 600.00	\$ 600.00	\$ 1,200.00	\$ 1,800.00
53160-400	EDUCATION	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 300.00	\$ 800.00
53370-400	MAINTENANCE & REPAIR	\$ 2,200.00	\$ 4,200.00	\$ 6,000.00	\$ 1,500.00	\$ 7,500.00
53400-400	MAINTENANCE/REP TRUCK	\$ 10,000.00	\$ 13,000.00	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00
53520-400	FUEL	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 1,000.00	\$ 12,000.00
53680-400	RETIREMENT BENEFIT	\$ 5,211.00	\$ 4,000.00	\$ 4,000.00	\$ 2,000.00	\$ 6,000.00
53850-400	MISCELLANEOUS SUPPLIES	\$ 5,000.00	\$ 2,000.00	\$ 2,000.00	\$ 500.00	\$ 2,500.00

A motion was made by Will Shavers and seconded by Shane Taylor to accept budget amendments as presented. A roll call vote was taken: Will Shavers—Yes, Shane Taylor – Yes, Barry Posluszny- No, Keith Moses- Yes, Bonnie Lewis- Yes, Jon Robertson- Yes. Motion passed 5-1.

Seaborn Womack Complaint: Brooke Fanning updated the board about Seaborn Womack's \$238.00 invoice continuing to be outstanding. She asked how the board wish to proceed with collections. After a suggestion by Shane Taylor and discussion it was decided that an second updated invoice would be mailed return receipt to Mr. Womack. If after April 15, 2022, the bill remained unpaid the maintenance crew is to lock off the meter.

Manager's Report: Mr. Russell Sells updated the board that he has created new subcommittees for the following: Lead & Copper Evaluations, Asset Management and Budget Assessment. He is hopeful that these committees will help organize larger projects that the utility must address in the coming months.

Motion was made by Barry Posluszny, and seconded by Shane Taylor, to adjourn. Meeting adjourned at 7:15 PM. Motion passed 5-0.

Keith Moses, Chairperson