

METROPOLITAN LYNCHBURG MOORE COUNTY
UTILITY DEPARTMENT
BOARD MEETING
July 14, 2020

The Metro Utility Board meeting scheduled for July 14, 2020 at 6:01 P.M. was called to order by Keith Moses. Members present were: Keith Moses, Sunny Rae Moorehead, Gerald Burnett, Will Shavers, Mayor Bonnie Lewis, Brooke Fanning and Russell Sells.

Motion was made by Mayor Bonnie Lewis and seconded by Gerald Burnett to approve the minutes of the June 9, 2020 meeting. Motion carried 5-0.

Visitors: none

Engineers' Report – Russell Sells asked this item be deferred to the Manager's Report section. Action was granted with no opposition.

Employee Handbook – Brooke Fanning called Attorney Ben Gastel with Branstetter, Stranch & Jennings to conference him in to the meeting. Mr. Gastel introduced himself and explained he was available to answer any questions regarding employment laws.

After a question and answer session a motion was made to accept the Employee Handbook along with a Drug Free Workplace Policy by Sunny Rae Moorehead and seconded by Will Shavers. Motion passed 5-0.

Record Retention Policy: Brooke Fanning presented the board with a Record Retention Policy. After a short discussion, a motion was made by Sunny Rae Moorehead and seconded by Mayor Bonnie Lewis to accept the policy. Motion carried 5-0.

Internal Controls Policy: Brooke Fanning presented the board with an Internal Controls Policy for consideration. The board decided to table this item until the August 2020 meeting. Attorney Ben Gastel agreed that he would research other Utilities' Internal Controls Policies for examples to present to the board.

Capital Assets Policy: Brooke Fanning presented a Capital Assets Policy for consideration. After a brief discussion a motion was made by Mayor Bonnie Lewis and seconded by Keith Moses to accept the policy. Motion passed 5-0.

Manager's Report—Russell Sells informed the board of several action items progress.

1. Xylem is shipping out a new raw water pump. The same pump is out at the lake again.
2. The office has recently upgraded billing software and experiencing several glitches.
3. Water Loss (Non-Revenue Water) reduction
4. The purchase order has been issued for the Great Meter Replacement Project.
5. August 20th he will be meeting with management at Jack Daniel regarding pressure/volume problems on Old Fayetteville Hwy.
6. Our injured employee is now back at work.
7. The MUD COVID-19 response is back to a stricter level since MC infections are rising.

Adjourn: A motion was made by Will Shavers and seconded by Sunny Rae Moorehead to adjourn at 7:10 pm. Motion passed 5-0.

Keith Moses, Acting Chairperson