METROPOLITAN LYNCHBURG MOORE COUNTY

UTILITY DEPARTMENT

BOARD MEETING

March 10, 2020

The Metro Utility Board meeting scheduled for March 10, 2020 at 6:05 P.M. was called to order by Keith Moses, Vice-Chairperson. Members present were: Sunny Rae Moorehead, Keith Moses, Mayor Bonnie Lewis, Brooke Fanning and Russell Sells.

Motion was made by Sunny Rae Moorehead and seconded by Mayor Bonnie Lewis to approve the minutes of the February 11, 2020 meeting. Motion carried 3-0.

Mayor Bonnie Lewis announced to the board that Shawn Adams had resigned from the Utility Board due to personal reasons and she accepted. She further explained that she was actively searching for at least one new member possibly two. She is currently researching her options. She is hopeful that she will have the vacancy(s) filled by April.

Visitors: Travis Wilson, S&ME, Inc., Ronnie Cunningham, and Heath Ferrell

Engineers’ Report – Travis Wilson with S&ME, Inc. presented the board with an update of progress on the flow monitoring of the sewer lines and i/I. After reviewing the data presented he answered questions from the board members. After the presentation Russell Sells requested permission to pursue SRFL funding. A motion was made by Sunny Rae Moorehead and seconded by Keith Moses to allow the utility to pursue funding from SRFL for sewer system repairs. Motion carried 3-0.

Returned Check/Draft Policy – Brooke Fanning presented the board with a new Returned Check/Draft Policy. After a brief discussion and further instructions to include a copy of the policy with all customer correspondence regarding returned checks and drafts a motion was made by Mayor Bonnie Lewis and seconded by Keith Moses to adopt the policy as written. Motion passed 3-0.

Public Records Policy – Brooke Fanning introduced a copy of the Public Records Policy. After a review and discussion the board agreed to table the discussion of the policy until Brooke Fanning could speak with other county officials regarding the language in their Public Records Policy. Item will be re-introduced at the April meeting.

Employee Handbook – Brooke Fanning re-introduced a copy of the Employee Handbook. After a discussion of items in the handbook a motion was made by Keith Moses and seconded by Mayor Bonnie Lewis to forward this copy to the attorney for review and request legal opinion. Motion passed 3-0.

Budget Calendar – Brooke Fanning presented a Budget Calendar Policy to the board and asked that they accept it as presented. After a brief discussion a motion was made by Keith Moses and seconded by Sunny Rae Moorehead to accept the Budget Calendar as presented. Motion passed 3-0.

2019-2020 Budget Revisions – The following budget revisions were recommended by Russell Sells. A motion was made by Keith Moses and seconded by Mayor Bonnie Lewis to accept the budget amendments as presented. Budget revisions passed 2-1 with Sunny Rae Moorehead voting -- Nay.

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| GL# | Description | Full Budgeted Amount |
| 52200-100 | General Services | 11,000.00 |
| 53110-100 | Technical Support | 15,500.00 |
| 53160-100 | Education | 4,000.00 |
| 53490-100 | Depreciation | 15,000.00 |
| 53760-100 | Subscriptions | 3,000.00 |
| 53850-100 | Miscellaneous Supply | 1,500.00 |
| 51220-200 | Overtime | 26,000.00 |
| 52311-210 | Treated Water | 55,000.00 |
| 53200-200 | Uniforms | 2,600.00 |
| 53490-200 | Depreciation | 433,790.00 |
| 53730-210 | Lab Fees | 6,000.00 |
| 51190-300 | Medical Insurance | 5,200.00 |
| 53160-300 | Education | 6,000.00 |
| 53370-300 | Maintenance & Repair | 11,000.00 |
| 53640-300 | Engineering | 500.00 |
| 53370-310 | Maintenance & Repair | 4,100.00 |
| 53640-310 | Engineering | 0.00 |
| 52100-400 | Telephones | 224.00 |
| 53160-400 | Education | 1,000.00 |
| 53200-400 | Uniforms | 3,500.00 |
| 53490-400 | Depreciation | 10,000.00 |
| 53760-400 | Subscriptions | 500.00 |
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System-Wide Meter Replacement Program – Russell Sells reviewed the information presented at the March 4, 2020 work session with Zenner meters. He informed the board that the total turn-key cost of the project is expected to cost $766,000 on a 10 year fixed rate capital lease. He anticipates the annual payment to cost around $90,000. This system-wide meter replacement program will increase revenue as well as reduce non-revenue water. The conservative ROI is approximately $140,000 annually.

He requested that the board allow him to move forward on this project to secure more solid figures and submit the terms to the State of Office of Local Finance for their review. A motion was made by Mayor Bonnie Lewis and seconded by Keith Moses to proceed with the program. A roll call vote was taken: Sunny Rae Moorehead – No, Keith Moses – Yes, Mayor Bonnie Lewis – Yes. Motion carried 2-1.

Adjourn: A motion was made by Sunny Rae Moorehead and seconded by Mayor Bonnie Lewis to adjourn at 7:40 pm. Motion passed 3-0.

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Keith Moses, Vice-Chairperson