

High Knob Utilities, Inc.

Meeting Minutes for

May 14 2007

Call to Order: Dave Henderson called the monthly meeting of the High Knob Utilities, Inc (HKUI) Board to order at 7:05 PM. Other HKUI Board members in attendance were Keith Arnett, Josh Douglas, Vince Bonzagni, and Thomas Ricks.

Previous Minutes: The Board reviewed minutes for the March 12th, 2007 HKUI Board meeting. The following correction was offered to “New Business”: the language proposed by Keith Arnett was “adopted as policy,” rather than “added to the by-laws.” With this correction, Josh Douglas moved to accept the minutes, Keith Arnett seconded the motion, and the minutes were approved, with Vince Bonzagni abstaining.

Treasurer’s Report: Chase Ragsdale was present and gave a written report, which is included here by reference. Jerry Pomeroy noted that the tractor was in the shop for repairs, and that due to ongoing Firewise programs, a substitute tractor had been rented. The cost for the tractor engine repair and the rental was projected to be around \$5,000, which would be split 50/50 with HKOA. Josh Douglas moved to approve the report, Keith Arnett seconded the motion, and the report was approved, with Vince Bonzagni abstaining.

Staff Reports: Chase Ragsdale submitted a written report, which is included here by reference.

Jerry Pomeroy submitted an oral report. He noted that a water leak had developed on Shenandoah Valley Drive, but had been repaired. Two new water system taps had recently been performed for Nicolls Construction, and three more were scheduled for the following week. During a recent storm, Alpine Drive reservoir lost power due to a tripped main breaker, but the generator kept the reservoir in operation. Keith Arnett raised the question of why the office staff is now doing the office cleaning, a job that had previously been outsourced. Don Day commented that the previous vendor had been bringing young children onsite during the cleaning, which effectively shut the office down for about an hour and a half each cleaning day, so the staff preferred to do the cleaning themselves.

Water Operator’s Report: Dan Althouse was present for the meeting and submitted an oral report. He mentioned that there has been a recent increase in daily usage. He reported that the well pump and transfer pump on Alpine Drive had been replaced. He further reported that the Paved Road well pump starter has a problem of some kind, which seems to be a burnt-out wire, but evaluation is ongoing.

Unfinished Business: The action for collection against Garth Gatlin had been filed, with a return date (hearing) set for 9:30 AM on Wednesday, May 16th, 2007. Vince Bonzagni planned to represent HKUI at the hearing.

Keith Arnett noted that the application to the Virginia Rural Water Association for the annual award, mentioned in the previous meeting, had been selected, and HKUI was given the Virginia Water System of the Year Award.

Dan Althouse noted that the water permit upgrade mentioned in the previous meeting was ongoing.

New Business: Dave Henderson noted that a demographic database is being built out with more complete data, and he hoped that this project would be completed within the following two weeks, pending further data from the county. The database is to be shared by HKOA and HKUI. This project began with the conversion of the mailboxes, but it had been realized that there were additional useful applications for the database, such as sending mailings.

Dave Henderson further stated that he was pushing for the completion of the 2005 and 2006 audits as soon as possible. In doing so, he had discovered that the auditor was not the party who does HKUI's taxes. There followed a brief discussion of whether such an arrangement would be prudent, given how long the audits have taken without being complete. The matter was continued to the next meeting, to see if the audits were complete by then.

Dan Althouse mentioned that the Consumer Confidence Report was due to go out prior to the next board meeting, and that he would make it available to the board members beforehand.

The next meeting was tentatively scheduled for July 9th, 2007.

Keith Arnett moved that the board meeting be adjourned automatically, immediately following the executive session. The motion was seconded by Josh Douglas and unanimously approved.

Executive Session: The HKUI and HKOAI Boards met jointly in executive session to discuss personnel matters.

Thomas Ricks
Secretary, HKUI Board