

Lookout Mountain Water District
Minutes of Regular Meeting of Board of Directors
Monday, September 12, 2011
Foothills Fire Rainbow Hills Station

Present:

J. Roscoe	C. Shea
D. Ranta	B. Smith
M. Mancini	R. Nemer
V. Murugaverl	R. Cassens
C. Young	B. Clodfelter

Convened: 8:30 a.m.

1. Call to Order. President Roscoe called the meeting to order at 8:39 a.m.
2. Minutes. Minutes of the August 8, 2011 meeting were approved as amended [M-Mancini, S-Ranta, unanimous].
3. Operator's Report. (per written report from Treatment Technology)
 - a) The Upper Beaver Brook influent was at 110 gpm in August compared to 155 gpm last year and was full but not overflowing in August; it will need to be lowered about 1.5 ft to cover summer consumption. Diversions have been stopped to LM Reservoir ending at about 82 AF for the season.
 - b) Butterfly isolation valves have been installed into inlet and outlet of pump station to wrap up the master metering project. Two chlorine analyzers were scheduled to be installed into the system this year, one is now complete and the other will be underway soon.
 - c) Leak detection: Leak detection by Utility Tech was completed on the main line from the downstream side of the tank to Mt. Vernon Country Club Road and no leaks were detected; in one year it should be checked again.
 - d) Bob Clodfelter, Director of Operations for Treatment Technology, was introduced. He has many years of water experience.
4. Engineering Report.
 - a) Green report: Status report provided by email prior to the meeting.
 - b) Cassens report: Mr. Cassens noted a) he is still working with Jefferson County representing Rockland Mutual on the Buffalo Overlook project and the grading permit, and b) the leaking service line near the main replacement project from last year was repaired by JBS
5. Legal Counsel's Report.
 - a) Curb stop letter: The notice was approved as drafted and Ms. Shea will send it out with the September bills.
 - b) Administrative and Accounting Services: The contract was signed as approved at the last meeting.
 - c) 2012 Budget Officer: Ms. Shea is appointed to Budget Officer for the 2012 Budget Cycle [M-Ranta, S-Young, unanimous].
6. Administrator's Report/2012 Budget/2011 Capital: Ms. Shea reviewed the financial packet for the month ended August, 2011, which included a Draft of the 2012 Budget; the assessed valuation was lower than last year but not as severe as expected, resulting in a decline in tax revenue by about \$20,000. The 2012 Budget Draft was reviewed. In conjunction with spending on capital items in 2011 and/or 2012, it was agreed that two master meters could be installed this year since funds were available in this year's budget, as long as the "refreshed bids" do not exceed the prior bids by 5% on the Spears and Wilson-Kniffen laterals [M-Ranta, S- Mancini, unanimous].
7. Treasurer's Report. The financial packet including financial statements, budget to actual, and the check register for the current period showing related invoices was distributed; no objection to any item was made and checks were signed.

8. Action Item Committee for Water Supply Alternatives. A site visit and meeting with Craig Green and Greg Hammer is scheduled this Wednesday to discuss the feasibility of a capacity increase on Upper Beaver Brook by raising the spillway wall. Mr. Murugaverl reported that Dennis Polhill sent an email about the committee.
9. Laterals/Lateral Letter Response. Nothing new to report (see budget topic in item 6).
10. Church/Special Use. Activation Ministries International, an active tap owner at 166 S. Lookout Mountain Road has filed for a Special Use Permit which also includes provisions for future expansion. Mr. Cassens provided a review of the matter after the last meeting which noted that until the building size/capacity was available, LMWD policies would not be applicable. Barbara Nevins sent a letter by email and requested that LMWD address District concerns now during the Special Use process; the matter was discussed and Ms. Shea was directed to send a letter covering applicable policy that would apply to a future building expansion [by consensus].
11. SDA Conference. Ms. Shea will attend the one day "university" portion of the SDA annual conference this Wednesday.

Regular Meeting adjourned, 10:39 a.m. [by consensus]

Respectfully submitted,

Christina B. Shea, Secretary