



**AMHERST COUNTY SERVICE AUTHORITY BOARD
MEETING MINUTES**

AGENDA

May 4, 2021

Administration Building - 153 Washington Street - Public Meeting Room
Amherst, Virginia 24521
1:30 p.m.

- I. Call to Order**
- II. Citizen Comment**
- III. Approval of Agenda**
- IV. Approval of Minutes**
 - A. ACSA Board Meeting – April 6, 2021
- V. Monthly Financial Report**
 - A. March 2021 Financial Report
- VI. Old Business**
 - A. Staff Report
- VII. New Business**
 - A. ACSA-County Agreement – RiverEdge Trail Phase 3A Extension
 - B. ACSA-Developer Agreement – W. Vail Ct. Sanitary Sewer Extension
 - C. 2021 Utility Rates and Fees Benchmarking Study
 - D. Miscellaneous ACSA Matters
- VIII. Citizen Comment**
- IX. Closed Session**
 - A. ACSA Executive Director 2020 Performance Evaluation Discussion
- X. Matters from the Members of the Service Authority Board**
- XI. Adjournment**

MINUTES

At a regular meeting of the Amherst County Service Authority Board, held at the Amherst County Administration Building on Tuesday, the 4th day of May, 2021, at 1:30 p.m., the following members were present:

SERVICE AUTHORITY (ACSA) BOARD:

PRESENT: David W. Pugh, Jr., Board Chair
Tom Martin, Board Vice Chair
Jennifer Moore, Board Member
Wesley Woods, Board member
Turner Perrow, Board member

ABSENT: None

STAFF: Robert A. Hopkins, PE, Executive Director/Board Secretary
Richard Hall, Assistant Director
Glenn Micklem, Operations Manager
Dale Fulcher, Treatment Manager
Mark Popovich, Amherst County Attorney
Regina M. Rice, Executive Assistant/Clerk to Boards

I. Call to Order

Board Chair Pugh called the meeting to order at 1:30 p.m.

II. Citizen Comment

Board Chair noted that no one in the audience wanted to comment and closed this agenda section.

III. Approval of Agenda

Board Chair Pugh proposed deleting Agenda Section IX, Closed Session. Board Vice Chair Martin asked if a meeting of two Board members requires a closed session; Mr. Popovich said no.

By motion of Board Chair Pugh and with the following vote, the ACSA Board approved the agenda for May 4, 2021, with the change to delete Section IX, Closed Session:

AYE: Mr. Pugh, Mr. Martin, Ms. Moore, Mr. Woods, Mr. Perrow
NAY: None
ABSENT: None
ABSTAIN: None

IV. Approval of Minutes

Board member Perrow requested that the Board approval of the minutes be performed individually for the March 22 and April 6 meetings, since he did not attend the April 6 meeting.

By motion of Board Chair Pugh and with the following vote, the Board voted to approve the minutes of the March 22, 2021 ACSA Board meeting:

AYE: Mr. Pugh, Mr. Martin, Ms. Moore, Mr. Woods, Mr. Perrow
NAY: None
ABSENT: None
ABSTAIN: None

By motion of Board Chair Pugh and with the following vote, the Board voted to approve the minutes of the April 6, 2021 ACSA Board meeting:

AYE: Mr. Pugh, Mr. Martin, Ms. Moore, Mr. Woods
NAY: None
ABSENT: None
ABSTAIN: Mr. Perrow

V. Monthly Financial Report: March 2021

A. March 2021 Financial Report

1. Water

a. Revenues:

Sales + \$188,891.60 (+27.17%) vs. 2020
Total revenues + \$183,433.98 (+23.35%) vs. 2020

b. Connections: - \$ 1,461.00 (- 3.15%) vs. 2020

In 2021, 10 new water service connections:

28.6% of 2020 total (35)
35.5% of 5 year annual average (28.2)
15.4% of pre-recession annual average (65)

2. Wastewater

a. Revenues:

Sales + \$ 34,120.44 (+17.11%) vs. 2020
Total revenues + \$ 18,314.79 (+ 8.00%) vs. 2020

b. Connections:

In 2021, 2 new service connection:

12.5% of 2020 total (16)
18.5% of 5 year annual average (10.8)
13.3% of pre-recession annual average (15)

3. Water and Wastewater

a. Sales: + \$223,012.04 (+24.93%) vs. 2020
b. Revenues: + \$201,748.77 (+19.89%) vs. 2020
c. Total Revenues: + \$201,148.77 (+19.64%) vs. 2020

4. Summary:

ACSA slowed a little from January and February, but continues to start 2021 very strongly vs. 2020. Sales in water and wastewater, water revenues, and total revenues are double digit percent positive vs. the same period of 2020 and wastewater revenues are nearly so. A quarter thru 2021, new water service connections are a third of the total of each of the last 5 years. New wastewater connections are starting slow, but that is normal for winter.

Board member Woods asked how the numbers compare to the budget. Hopkins said he does not have exact figures, but the comparison must be positive. The budget was prepared with 3% across-the-budget line item increases from 2020 recommended in the Davenport & Co. ProForma Update approved by the Board last September, and current numbers are double digit percentages ahead of 2020.

Board Chair Pugh reflected on how well things are going to date.

No other Board member commented.

VII. Old Business:

Hopkins reported the following, verbally and/or by the report in the agenda packet:

A. ACSA Staff Report

1. James River Bank Stabilization Project

- No change to severity of problem.
- Hopkins is waiting for a nationwide permit (spring 2021?) and results of the Case grant application.
- Hurt & Proffitt completed topographic survey, a base sheet drawing and Preliminary design of temporary repair; Hopkins is reviewing/commenting.
- ACSA continues to stockpile construction demolition debris for bank stabilization.
- Hopkins is working with US Rep. Ben Cline's office staff on a requested earmark of budgeted money for the James River project; initial contact made and information provided, but followup contacts have not been successful.

No Board member commented.

2. Water and Sewer Infrastructure Projects

- Woodvue Dr. Water Main Replacement

- * Nothing new to report since last Board meeting.
- * Phase 3 easements acquisitions resumed for construction planned for 2021; about 30% of property owners have responded to preliminary request, all positively.

Hopkins updated the "almost 30%" figure in the staff report to almost half of property owners responding positively about easements in their yards to replace the existing old water line with a new main, and reiterated his plan for spring 2021 construction.

- Joint ACSA-County sanitary sewer extension program, Lakeside Drive

- * Resumed easements acquisitions for planned construction summer 2021; 30% done.
- * Hopkins waiting for VDH answer on stimulus funding grant application.

Hopkins updated the "almost 30%" figure in the staff report to almost half of property owners responding positively regarding easements to install a sanitary sewer from the Lakeview Dr. ballfields site to Dellwood Dr, and reiterated his plan for spring 2021 construction.

- Sewage Lift/Pump Station upgrade

- * Staff working on plans for improvements.
- * Bid documents prepared for new control box at Lighthouse Lift Station.

- ACSA Water and Sewer Relocations on Woodys Lake Road

- * Final contractor payment request submitted and processed for payment. ACSA received final project closeout information from Hurt & Proffitt, for VDOT final project cost reimbursement.

Hopkins reported the final ACSA reimbursement request to VDOT, about \$267,000 will be submitted soon and the project closed out with payment. He noted that VDOT reimbursed ACSA slightly over \$1.1 million for the work to replace old water and sewer mains that ACSA would have had to replace with its own funds within the next decade.

- VC Mobile Home Park:

- * General Assembly approved 2022 budget, with Delegate Walker's budget amendment for up to \$250,000 (ACSA requested \$100,000), included. Walker's office said money should be available 7/1 and will help with procedure for distribution and use of funds. Hopkins hopes the added \$150K can be used to replace existing water mains to remain in service to trailer park and Lower Rapidan.

Hopkins said that the money will be available unless the Governor rejects the budget or requests the budget amendment be removed, neither of which is likely. He is working with Chris Faraldi in Walker's office on the procedure for accessing and using the money.

- RiverEdge Park:

- * Nothing new to report since last Board meeting.
- * Hopkins looking into ways to maintain water service to the park and ACSA customers connected to City water supply line to CVTC (likely to be closed).

- Graham Creek Reservoir Dam Improvements Project:

- * Hopkins reviewed Hurt & Proffitt preliminary design; H&P working on edits.
- * Hopkins talking to land owners across Graham Creek from emergency spillway discharge about possible permission, easement, or selling of creek frontage for stone revetment installation for creek frontage erosion protection. Site meeting scheduled for May 22.

- Berkshire Place Sanitary Sewer Extension:

- * Nothing new to report since last Board meeting.
- * Hopkins expects to soon resume easement acquisition of homeowners.

- West Vail Court Sanitary Sewer Extension:

- * ACSA-developer agreement for sewer extension approved by developer (see New Business).
- * Hopkins is looking at a sewer layout option to save money, from recent submittal of concept plan for new townhouse development immediately north of subject property. Developer expressed willingness to grant an ACSA sewer easement across the property, if it will work, which would save 75% of the distance.

No Board member commented about any of these projects.

3. EDA Business Friendliness Initiative (per Board-adopted priority chart)

- Priority 1a Complete evaluation of water and sewer availability fees
 - * Rates/fees benchmarking study emailed to Board 4/29 (see Agenda Section VII.C).

- Priority 1b Publicize methods of calculating availability fees
 - * Hopkins working on draft proposed Code change (see Section 5).
- Priority 1c Policy for payment of high availability fees over multiple years
 - * Hopkins working on draft proposed Code change (see Section 5).
- Priority 2 Major upgrade to communications efforts
 - * Hopkins working on updates to existing or new ACSA web site.

No Board member commented about any of these topics.

4. COVID-19

- Municipal Utility Relief Program (MURP), Phase 2

ACSA learned April 22 of a second grant from the MURP for \$6,098.11 (see attachment). Hopkins prepared Public Service Announcement #9 to be mailed to approximately 60 customers on installment payment plans with current balances over \$500, so all disbursements can be at least \$100 (see attachment). The County Finance Director is preparing the certification and Memorandum of Understanding for the County to serve as fiscal agent for the money distribution, like last time. The deadline for application submittal by customers is 5/28. Hopkins expects the grant to be totally applied by mid-June.

No Board member commented.

5. Proposed County Code Changes

- Hopkins emailed updated drafts of Code changes proposed at prior 2021 Board meetings on 4/19 (see attachments), to give Board members time to review and consider before the 5/4 meeting. The intent is to get Board comments and maybe a decision to proceed today, so Hopkins can prepare the draft ordinance, to be advertised before the 6/1 Board meeting, adopted by the Board at the 6/1 meeting, with a first read at the 6/1 Supervisors meeting, and a second reading, public hearing, and ordinance adoption at the Supervisors 6/15 meeting.
- At prior Board meetings, one Board comment opposing spreading high availability fees over multiple years is that neighboring utilities (BRWA and CCUSA) don't do it. It must be remembered that the purpose of this is to promote economic development in Amherst County, at a competitive disadvantage because Campbell County pays developers' commercial and industrial availability fees and small business connection fees to CCUSA, and Bedford County annually contributes \$1M to assist BRWA with debt service; Amherst County does neither of these for ACSA.

Hopkins said he is looking for Board direction to prepare a draft ordinance to amend the County Code with these changes for Board review and approval, to be published before the June 1 Board meeting, for a public hearing at the Supervisors evening Board meeting on June 15.

Board member Perrow objected to the use of the word "high" when describing ACSA availability fees. Hopkins agreed, citing past phone calls with regional developers who voiced astonishment at how low ACSA's fee are. His use of the word "high" comes from historic developer and EDA complaints about the fees, but ACSA fees are very competitive compared to neighboring utilities.

Board Chair Pugh opposes the proposed change to County Code Section 15-129 whereby developers would be allowed to pay availability fees over multiple years. He said he knows of no other utilities that do this, ACSA has never done this, and this is simply a cost of doing business for developers.

Hopkins replied that, at Board direction, he contacted BRWA and CCUSA, both of which said they do not allow availability fees to be paid over time. But he repeated that commercial and industrial availability fees and small business connection fees are paid to CCUSA by Campbell County, and BRWA gets a large subsidy from Bedford County for debt service, so neither service authority which competes with ACSA for economic growth needs to do this.

He also reported talking to EDA Director Hansen, who said the EDA Board is in favor of these proposed Code changes to promote growth, and reminded the ACSA Board that he was Board-tasked to find ways to address availability fees to promote growth and address this ACSA business friendliness action item.

Pugh noted that EDA gets a subsidy from Amherst County Supervisors to help developers with their projects. Hopkins reported being aware of one time (2019) EDA helped a developer (Frank Good Construction), with funding assistance for a water main extension, not availability fees, for a residential development on Ridge St. in Madison Heights. Hopkins worked a deal whereby the developer provided easements and helped with installation, EDA provided \$20,000 for materials, and ACSA did the rest. He reported working currently on a similar deal for another FGC project in Monroe.

Pugh asked about ACSA's administrative procedure to add fee installments to monthly utility bills. Hopkins said there is no procedure now, but staff will find a way to make it work, if the Board decides to proceed with these Code changes.

Board Vice Chair Martin noted his opposition to paying availability fees over time, saying that ACSA needs these fees for public water/sewer operations and expansion; if the Supervisors and/or EDA see these fees as an obstacle to County economic growth, it is their responsibility to address it, not ACSA's.

Board member Woods said he thought that paying availability fees over time was denied at a recent ACSA Board meeting, that the proposed Code change to base the fees on estimated average daily water use, rather than system capacity, was agreed and that would address availability fees. Hopkins replied that he did not recall that decision; he thought he was to bring it to the next Board meeting.

Hopkins noted that this is a Board decision; his job is only to provide as much appropriate information as needed for a proper, informed Board decision.

Board member Moore asked how this would be done, how it would be decided what business would be eligible for spreading availability fees over time and which would not. Hopkins replied that the proposed edit indicates that the Board would decide. It could be done by a minimum fee amount, by availability fee percentage of development project cost, or whatever way the Board decides.

By motion of Board Chair Pugh and with the following vote, the ACSA Board voted to remove the proposed change allowing availability fees to be paid over time:

AYE:	Mr. Pugh, Mr. Martin, Ms. Moore, Mr. Woods, Mr. Perrow
NAY:	None
ABSENT:	None
ABSTAIN:	None

Hopkins asked if there was any other discussion or changes about the proposed changes to County Code Sections 15-121, -129, and -131. He noted that they are still preliminary; he plans to bring them back to the ACSA Board at its June meeting as draft ordinances to be referred to the County Supervisors for a public hearing and adoption.

Martin asked if the proposed changes include his suggestion about not requiring a guarantee of availability fee payment when connecting to existing sewer and/or water infrastructure. Hopkins said it is at the end of the 2nd paragraph of proposed changes to Section 15-129. Moore and Martin both noted that their meeting packet did not include it; Hopkins apologized, noting that it was there when he published the agenda, and the proposed changes were emailed to all Board members last week. Pugh said to ensure the change was made.

Pugh confirmed with Hopkins that all proposed changes will be brought back to the Board at the June meeting. He noted that it is important for developers to bring any issues with availability fees to the ACSA Board, to the Supervisors, and to the EDA, to see how they can be addressed. He then confirmed with Board members that a consensus had been reached about the proposed Code changes and Hopkins could proceed.

There was no other Board member comment.

VIII. New Business

A. ACSA-County Agreement – RiverEdge Trail Phase 3A Extension

- Amherst County proposes extending RiverEdge Trail along James River with construction within ACSA's easement and atop the ACSA James River trunk sanitary sewer which serves the south half of Madison Heights. The ACSA Executive Director reviewed the construction plans and had many comments regarding potential adverse impacts to the sewer stemming from dead loads, live loads, vibratory impacts, etc.; shallow depth of the sewer; existing soils; etc. To resolve the issues, ACSA staff, County staff, and County and ACSA engineers forged an agreement (refer to Attachment 2) regarding measures to be taken to ensure sewer protection and integrity. Those measures were memorialized in the plans approved and bid for construction. The County Attorney crafted a document from those site plan notes to be executed by ACSA and the County to implement those measures. The ACSA Attorney and Executive Director reviewed the draft and appropriate edits were completed (refer to Attachment 1). The draft document was then sent to the contractor for review; contractor comments are being negotiated at this time.

The draft agreement was emailed to Board members 4/27 for preliminary review, to prevent insufficient time at only the 5/4 Board meeting to review the document. With construction scheduled to begin 5/10, the agreement should be executed and recorded as soon as possible. The document is expected to be presented to the ACSA Board and to the County Supervisors for adoption by both Boards at the 5/18 Supervisors meeting, which will need to include a brief convening of an ACSA Board meeting.

Hopkins briefly described the above staff report, then noted that this is still preliminary, not for immediate Board decision. A decision by the Board to authorize Hopkins to execute and record the document will be made at a special ACSA Board meeting to be convened at the evening May 18 Supervisors meeting.

Perrow asked for specifics on the sewer inspections. Hopkins said they involve pre- and post-construction video inspections of sewers and visual inspections of manholes, all per NASSCO standards. Hopkins also elaborated on what will be involved in the County inspection of the area after trail use begins; it is not formal inspection, but rather observation when County staff is onsite, which will be reciprocated by ACSA staff.

Pugh noted that all Board members should attend the 5/18 County Supervisors meeting for the special ACSA Board meeting. Hopkins is waiting to hear from the contractor before 5/18 that the agreement is acceptable and will inform Board members if the special meeting is necessary. Martin suggested that the Board instead authorize Hopkins to execute the document now, pending his review and acceptance and that of the County Attorney.

Perrow suggested the Board vote now to have the special meeting on 5/18 and Hopkins can cancel it if needed. Martin expressed his confidence in Hopkins and reiterated his suggestion to authorize him now to sign; Pugh agreed.

Perrow asked if the Supervisors will do the same for the County Administrator. Martin said he expects they will and Hopkins noted that this is also coming to the Supervisors at their 6/1 meeting.

By motion of Board member Woods and with the following vote, the ACSA Board authorized Hopkins to execute and record the agreement when it is finalized:

AYE:	Mr. Pugh, Mr. Martin, Ms. Moore, Mr. Woods, Mr. Perrow
NAY:	None
ABSENT:	None
ABSTAIN:	None

There was no other Board member comment.

B. ACSA-Developer Agreement – W. Vail Ct. Sanitary Sewer Extension

- In 2019, the owner of several properties near W. Vail Ct. contacted the ACSA Executive Director about the possibility of a sanitary sewer extension for a 4 unit residential building with a failing drainfield. Over the next year, they worked out a sewer extension that would serve the subject building and a nearby 10 unit residential building; the Executive Director felt two buildings and 14 immediate connections would facilitate ACSA Board approval of the sewer extension. Which it did, with Board conditions to be memorialized in an agreement between ACSA and the owner, including establishment of ACSA sewer easements for future extensions to serve the area, future immediate connections of existing buildings to ACSA sewers when their drainfields fail, and connection of all future buildings to ACSA sewers. The draft agreement was prepared by the ACSA Attorney, reviewed by the Executive Director, and is attached for ACSA Board review, comment, approval, and authorization to the Executive Director to execute and record. It was emailed to Board members 4/27 to prevent Board members having insufficient time during only the 5/4 Board meeting to review the draft document.

Upon authorization to proceed and owner payment of at least the portion of the tap fees necessary to cover the design costs, the Executive Director will have ACSA's engineers begin the required engineering services.

The Executive Director is investigating the possibility of a change in the sewer alignment to hopefully save money. It involves getting an easement from the owner of property immediately north of the subject property, who recently submitted a site plan for development of his property.

Hopkins briefly explained the above staff report. He noted the attachments: a map showing a possible alternate sewer extension alignment to save money and the draft agreement prepared by him and Lockaby. Perrow and Pugh noted the attachments did not upload into Civic Clerk and they do not have them.

In response Martin asking for clarification, Hopkins said the originally proposed sewer extension would pass a building with a viable drainfield that will connect in the future and proceed to 2 buildings that will immediately connect.

The developer will also provide easements for future sewer extensions; all new buildings are required to immediately connect to the sewer, as well as all existing buildings when their drainfields fail.

Perrow asked if a sewer connection and cleanout will be included for the building being passed by the extension. Hopkins said either now or later; ACSA's policy is not to install connections before they are needed, to prevent illicit connections.

Moore asked about the tap fees. Hopkins said the developer is willing to pay a portion of the tap fees upfront to pay for the sewer extension design fees; the remainder will be paid when the sewer is installed and the connection is made. All other buildings will also have tap fees to be paid when they connect later.

By motion of Board member Perrow and with the following vote, the ACSA Board authorized Hopkins to execute and record the agreement:

AYE:	Mr. Pugh, Mr. Martin, Ms. Moore, Mr. Woods, Mr. Perrow
NAY:	None
ABSENT:	None
ABSTAIN:	None

There was no other Board member comment.

C. 2021 Utility Rates and Fees Benchmarking Study

- Each year, ACSA participates in a utility rates and fees survey by engineering firm Draper-Aden Associates. With the completed survey, ACSA prepares a report for the ACSA Board that benchmarks ACSA's rates and fees with (1) utilities across Virginia similar to ACSA in type and size and (2) ACSA's neighbor utilities with whom ACSA competes for economic development. The purpose is to ensure that ACSA rates and fees are not too high or too low, but competitive. This is one of the first steps in rates and fees adjustments for the following year; the report is sent to ACSA financial consultants Davenport & Co. to be used in preparation of their annual Proforma Cash Flow Update, for presentation to the ACSA Board in the autumn. Refer to the report, sent to Board members April 29 for review before the 5/4 Board meeting, to allow time for reading, consideration, and preparation of comments and questions to be discussed at the meeting.

Hopkins briefly described the above staff report, then solicited Board member questions and comments, at this meeting or in the future. He said it has been sent to Davenport & Co. to begin the Proforma report for 2022 rates/fees adjustments, which will be presented to the Board in September.

Perrow suggested a change in ACSA policy. He said rates, fees, and budget should be based on the asset management work that ACSA wants to accomplish, escalating the rates and fees as needed to perform the work. He suggested slow fee escalation over time, to not upset customers with sudden large fee increases. He said this would also help businesses predict utility bills for their futures. He said benchmarking rates and fees is good, but a capital improvements plan should be developed first, then set rates and fees accordingly.

Hopkins noted that Davenport & Co. includes future major ACSA CIP projects in the annual Proforma development. He said the existing policy is that rates and fees are set to balance 3 parameters: (1) maintaining ACSA competitive with neighboring utilities for economic development; (2) maintaining ability of ACSA customers, many of whom are low- and fixed-income households, to pay their utility bills; and (3) maintaining ACSA's annual budget to complete the asset management work needed. He noted it to be a "fine line" that ACSA must follow each year and ACSA has a history of doing it successfully.

Perrow agreed, but wants more planning. He wants the Board more involved in such planning and requested a report, at least annual, regarding capital improvements and asset management. Hopkins accepted it as a Board task.

Pugh agreed with everything, but said he is an ACSA bill payer and advocated for ACSA Board re-structuring because he wanted more bill payers on the Board. He noted that Board members who are not bill payers do not feel the impact of increased rates and fees, and are thus less likely to include customer impacts when adjusting rates. He agreed with Hopkins that it is a balancing act.

There was no other Board member comment.

D. Miscellaneous Matters

1. Refinancing of Remaining 2017 BB&T Bond Loan

- The loan closed on April 16, 2021, per the terms described at the April 6 ACSA Board meeting and in Resolution 2021-A-0002-R.

There was no Board member comment.

2. Waterworks Performance Excellence Award

- ACSA learned April 13 of an upcoming Waterworks Performance Excellence Award for 2020 from the VA Dept. of Health. This is ACSA's 9th consecutive annual award from VDH and only the 2nd Silver Award, the other was in 2015. The Executive Director is waiting for the actual letter and award from VDH, which will be reproduced on the front of the 2020 Consumer Confidence Report, but asks that the Board authorize the Board Chair to sign the attached Letter of Commendations.

Hopkins briefly described the above staff report and requested that the Board Chair be authorized to join him in signing a staff Letter of Commendation.

By motion of Board member Moore and with the following vote, the ACSA Board authorized the Board Chair to join Executive Director Hopkins in signing a Letter of Commendation to be distributed to all ACSA staff:

AYE:	Mr. Pugh, Mr. Martin, Ms. Moore, Mr. Woods, Mr. Perrow
NAY:	None
ABSENT:	None
ABSTAIN:	None

3. Drinking Water Week, May 2 – 8

- AWWA designated May 2 – 8 as Drinking Water Week. ACSA is joining the City of Lynchburg, Bedford Regional Water Authority, and Campbell County Utility and Service Authority in issuing a joint press release. This effort is also starting planning for a future annual Water Festival involving all 4 utilities. It is appropriate that ACSA staff be recognized for its efforts and signal achievements in the provision of reliable, safe, high quality drinking water to its customers and asks that the Board authorize the Board Chair to sign the attached Letter of Appreciation.

Hopkins briefly described the above staff report and requested that the Board Chair be authorized to join him in signing a staff Letter of Appreciation.

By motion of Board member Moore and with the following vote, the ACSA Board authorized the Board Chair to join Executive Director Hopkins in signing a Letter of Appreciation to be distributed to all ACSA staff:

AYE: Mr. Pugh, Mr. Martin, Ms. Moore, Mr. Woods, Mr. Perrow
NAY: None
ABSENT: None
ABSTAIN: None

4. VA Occupational Safety and Health (VOSH) Audit

- ACSA has enrolled in the VOSH Consultation Program, in which VOSH performs a safety inspection and audit of ACSA facilities and assists with any needed updates to ACSA's safety policies. A VOSH site inspection of ACSA's Lanum water treatment plant is scheduled for June 10.

Hopkins briefly described the above staff report and also reported that the safety compliance officer for ACSA's insurer, VACORP, toured the water plant a few weeks ago with Treatment Manager Fulcher and gave a a satisfactory report; Fulcher elaborated. Hopkins noted that the VDH annual sanitary surveys have included no problems with safety, training, equipment, etc.

He added that he is awaiting a revision to the March 2021 report from the safety consultant. Senior ACSA staff reviewed the original submittal and found what appeared to be discrepancies, which, when reported to the consultant, he agreed and said he would revise the report. He hoped to have the revision in time for the May meeting, but it did not come.

Pugh noted his satisfaction that staff is performing the needed due diligence regarding this important matter.

Hopkins said ACSA has not had a recordable accident in over 20 years, so staff pays close attention to safety. But improvement is always possible, including revision of ACSA's Safety Manual, which VOSH will assist with.

Perrow said he appreciated ACSA's safety record, but stressed the need for ACSA staff to always be prepared for any safety situation, not only for themselves, but also for their families. He thanked Hopkins for the great job being done in this area.

Hopkins added that the VOSH safety audit is part of the VOSH Consultation Program and will involve safety inspections, suggestions for improvements to the safety policy and Safety Manual, and annual followups.

There was no other Board member comment.

5. ACSA Leachate Disposal Station in Madison Heights

- At the request of the City of Lynchburg, under its contract with ACSA for wastewater treatment and disposal, at the instigation of the VA Dept. of Health, ACSA has closed and locked its station for County landfill leachate disposal. This will require trucking of the leachate to the City Regional Wastewater Treatment Facility. This was reported to County staff at a 4/19 meeting, when the County Public Works Director informed the ACSA Executive Director that the landfill stopped using the station three months before. Continued use of the station would require extensive ACSA cost to comply with new VDH rules for such stations, including a security fence, gate, and signage; extension of water line for personnel, site, and vehicle cleaning; collection/diversion of wash water into the station; site monitoring by ACSA staff during use; daily inspection, maintenance, and cleaning of the site; etc.

Hopkins briefly described the above staff report and reported problems with the leachate contractor leaving hazardous equipment around the station.

Moore confirmed that ACSA staff will continue to visit the closed/padlocked station to ensure its condition and that the station is not being used.

There was no other Board member comment.

IX. Citizen Comment

There were no citizen comments.

X. Closed Session

This was deleted from the meeting (see Section III above).

XI. Matters from the Members of the Service Authority Board

Board member Woods had nothing to discuss.

Board member Perrow noted from the minutes of the April 6 meeting that ACSA will become a member of the Virginia Municipal Drinking Water Association, which he said is a great idea. Hopkins replied that he has preliminarily proposed it, pending determination of the dues, but he expects to request it formally from the Board soon. He noted the importance of membership in groups like this, VA Association of Municipal Wastewater Agencies, VA Water and Wastewater Authorities Association, and others. Board Vice Chair Martin said there is no reason to wait.

By motion of Board Vice Chair Martin and with the following vote, the Board voted to become a member of the VA Municipal Drinking Water Association:

AYE:	Mr. Pugh, Mr. Martin, Ms. Moore, Mr. Woods
NAY:	None
ABSENT	Mr. Perrow
ABSTAIN:	None

Board member Moore had nothing to discuss.

Board Vice Chair Martin had nothing to discuss.

Board Chair Pugh had nothing to discuss.

XI. Adjournment

By motion of Board member Moore and with the following vote, the Board adjourned the meeting at 2:21 p.m.

AYE:	Mr. Pugh, Mr. Martin, Ms. Moore, Mr. Woods, Mr. Perrow
NAY:	None
ABSENT	None
ABSTAIN:	None



David W. Pugh, Board Chair



Robert A. Hopkins, PE, Board Secretary