AMHERST COUNTY SERVICE AUTHORITY BOARD
MEETING MINUTES

AGENDA
October 5, 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 – September 7, 2021

V. Special Presentation

A. Davenport & Co.: 2021 Pro-Forma Cash Flow Update

VI. Special Presentation

A. Brown & Edwards: ACSA 2020 Financial Audit

VII. Monthly Financial Report

A. August 2021 Financial Report

VIII. Old Business

A. Executive Director's Report

B. Assistant Director's Report

IX. New Business

A. Seminole Plaza Shopping Center

B. Miscellaneous Matters

X. Citizen Comment

XI. Matters from the Members of the Service Authority Board

XII. Adjournment

MINUTES

At a regular meeting of the Amherst County Service Authority Board, held at the Amherst County Administration Building on Tuesday, the 5th day of October, 2021, at 1:30 p.m., the following members were present:

SERVICE AUTHORITY (ACSA) BOARD:

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

ABSENT: Turner Perrow, Board Member

STAFF: Robert A. Hopkins, PE, Executive Director/Board Secretary
Richard Hall, Assistant Director
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

Debbie Habel, Executive Director, Amherst County Habitat, and Beatrice Booker, Community Outreach Director, Amherst County Habitat, spoke to receiving a HUD Capacity Grant, one of only 15 such grants nationwide, which requires Habitat to increase housing production; there are 34 families waiting. Habel spoke to the Board last spring about 3 Habitat lots on Berkshire Place in Madison Heights which were to be Habitat's 2021 agenda, but they need a sanitary sewer extension, as drainfields are not possible. She understood at the meeting that ACSA would proceed, but the request was later denied by the Board. She is asking again for the sewer extension.

Replying to Board Chair Pugh, Executive Director Hopkins said he investigated a sewer extension after Habel's spring presentation, sending out letters to area homeowners about getting the necessary easements, but there was little response. The Board also determined that the return on investment for the sewer extension was less that they desired. Hopkins dropped it until the matter came up again.

Hopkins added that this sewer extension would be part of the Phase 1 projects to replace ACSA's Ivanhoe Forest and Westbriar wastewater treatment plants with pump stations, the pipe being extended to Winesap Road for a connection of the Westbriar pump station sewage force main. He has sanitary surveys of both neighborhoods being done by the Health Dept. to support both projects; the Ivanhoe Forest survey is done, the Westbriar survey is underway.

Hopkins asked if there is a deadline. Habel reiterated that these lots were to be the 2021 project, but COVID delayed it. She said the sewer extension is needed soon.

Hopkins reminded the Board that this extension would serve the three Habitat lots and at least seven existing homes currently on drainfields, so the extension would be eligible for the joint ACSA-County sanitary sewer extension funding.

Board member Woods asked about construction timing. Hopkins replied that it depends on getting the easements along the back property lines of existing homes; if that happens, design could begin this winter and the sewer could be installed next year, which Habel said would work for Habitat.

Board Vice Chair Martin asked for clarification on the extension. Hopkins replied that the existing sewer extends about 200' north from Robin Hood Place, along the back property lines of homes on Berkshire Place and Nottingham Place. Martin said he would like more information about how many existing homes would connect to the sewer soon. Hopkins said that is the issue with these sewer extensions, but he would check the completed sanitary survey and report to the Board. He also noted that the sewer being there is no guarantee that homes with failing drainfields will connect; the owners may elect to repair the failing drainfields or install new ones.

Board Chair Pugh directed Hopkins to provide that information and told Habel that the Board would make a decision on this as soon as possible.

III. Approval of Agenda

By motion of Board member Moore and with the following vote, the ACSA Board approved the agenda for October 5, 2021:

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

IV. Approval of Minutes

By motion of Board Chair Pugh and with the following vote, the Board voted to approve the minutes of the September 7, 2021 ACSA Board meeting:

AYE:	Mr. Pugh, Mr. Martin
NAY:	None
ABSENT:	Mr. Perrow
ABSTAIN:	Ms. Moore, Mr. Woods (absent from 9/7/2021 ACSA Board meeting)

V. Special Presentation

2021 Pro-Forma Cash Flow Update

R. T. Taylor, Vice President, Davenport & Co., presented a revision of the 2021 ProForma Cash Flow Update presented in September. It adds a second scenario for comparison to the recommendation rate adjustments from that meeting (3.75% water, 4.75% sewer). At that meeting, the ACSA Board asked him to consider additional water and sewer extensions. He noted the reduction of the reservoir dam improvements construction cost estimate from $5M to $1.75M after the VA Dept. of Conservation & Recreation modified their rules; that allowed reduction of the 2022 rate adjustments projected in previous years' ProForma reports to the new recommendation. Taylor noted that annual rates adjustments should at least match inflation, currently about 3%, and ACSA has a policy of maintaining at least 50% of non-designated annual budget monies as a financial reserve, with a goal of 75%. He also pointed out the $1M County ARPA contribution for sanitary sewer extensions.

He described the added Case 2. ACSA still has about $10M in upcoming major capital projects coming in the next 5 years. Case 2 adds water and sewer extensions to Case 1, with rates adjustments at 5% water, 6% sewer, which are lower than recent adopted annual rates adjustments. Line 326 shows projected annual water and sewer extensions monies, with $400,000 in 2022 and 3% annual increases.

Taylor pointed out to Board member Moore her requested addition to the ProForma of lines showing residential costs based on both 5,000 gallons and 100 cubic feet.

Board Chair Pugh advocated for the September recommendation (3.75% water, 4.75% sewer rates adjustments), noting its sufficiency while also reducing rates increases from recent higher-than-desired annual increases forced by the costs of mandatory State capital projects. He noted Hopkins' success in getting $1M in County ARPA funding committed by the Supervisors to ACSA and his work to get an additional $1M. He said ACSA's low- and fixed-income households deserve a break.

Taylor responded to a question from Board member Woods about the parity debt service coverage reducing in 2026 to almost the necessary 1.15 figure, saying that is due to the future $10M in debt service for the mandated State projects.

Board member Moore asked Executive Director Hopkins about the ability of ACSA staff to handle the Case 2 line extension work. Hopkins replied that the high figures in the ProForma are because much of that work must be contracted, since ACSA does not do sewer construction, so the impact on ACSA staff is not a problem.

Board Vice Chair Martin asked about the timing for the adoption of 2022 rates adjustments. Taylor replied that a public hearing must be advertised and held, but he is not necessarily expecting a Board decision today. Hopkins said he is hoping for a decision today, because time is running short; he needs to know the rates for draft and final budget presentations to the Board at the November and December meetings, respectively. With no rates decision today, a budget might not be adopted at the December meeting.

Hopkins clarified for Martin that the additional revenue from Case 2 would be used for both new water and sewer extensions and existing infrastructure repair and replacement, adding that he typically budgets $50,000 - $100,000 annually for the asset management work. Martin interpreted Case 1 as ACSA remaining stagnant, not growing, detrimental to ACSA. He advocated for system expansion to provide more annual revenue to mitigate future higher rates increases.

Pugh noted that the current annual extensions do add customers, so ACSA is not remaining stagnant. Hopkins reiterated that sewer extensions do not mean immediate new connections; often ACSA must wait until existing drainfields fail.

Responding to another Martin question, Taylor said that Cases 1 and 2 are the recommended "bookend" scenarios; he would not recommend going less than Case 1 or higher than Case 2. But something in between could be considered, with a Case 3 being sent for Board consideration next week. ACSA Attorney Popovich agreed with Martin that the public hearing can be set up to consider up to the Case 2 maximums, with less than those maximums being adopted by the Board. Martin noted his concern that not doing infrastructure expansion to get new customers and revenue could result in higher customer rates later.

Board member Pugh expressed concern over the current rates, noting recent receipt of an ACSA utility bill of $120 for 4 people, which he considers high. He said the Board must be aware of the impact of rate increases on ACSA customers.

Taylor offered to do more ProForma cases, replying to Pugh's question that the fee for more work would not increase. Taylor was asked to do a Case 3 midway between Cases 1 and 2 previously presented. He said he will get it to Hopkins next week. He asked if he needs to come to the November meeting to present it; Hopkins noted the familiarity of the Board with the September and October presentations, so a conference call should suffice for November.

Moore questioned the wording of the necessary motion for today. Hopkins suggested that the motion adopt ProForma Case 2 as a maximum, to possibly be scaled back to lower rate increase(s) at the 11/16 public hearing.

By motion of Board member Martin and with the following vote, the ACSA Board adopted the rate increases in Case 2 of the 2021 ProForma as a maximum, to possibly be reduced at a public hearing to be scheduled by the ACSA Executive Director for a joint meeting with the Amherst County Board of Supervisors:

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

There was no other Board member comment.

VI. Special Presentation

ACSA 2020 Financial Audit

Susan Chapman, Audit Director, Brown & Edwards & Co., presented her seventh annual audit of ACSA. She began by noting that nothing was found in the audit that would be cause for any material concern. She noted little impact of the pandemic on ACSA finances, other than an anticipated drop in revenue from customers not paying utility bills due to the Governor's moratorium on service cutoffs until 8/31/2021; the closing of Central Virginia Training Center was another contributor to the operational revenue drop. She cited 2020 and 2021 programs for utilities to get money to help with customer account arrearages, with another one coming. Biggest increases in revenues were due to new debt (reservoir dam project), VDOT reimbursements of ACSA infrastructure replacements on Woodys Lake Rd., and Community Development Block Grant funding for sanitary sewer rehabilitation. She mentioned a big increase in new service connections in 2020; Executive Director Hopkins added that the pre-recession annual average for new connections was higher, but 2020 was the best year in the last five. Costs and revenue both stayed "flat" compared to previous years, which she does not expect to repeat in 2021, with inflation running 4.5%. She noted more audit adjustments than desired; she would like to see better ACSA-County Finance Dept. communication to address this. She thinks ACSA needs a better work order system for construction by ACSA staff. She mentioned previous audit comments that have not been addressed and are repeated each year, many of which will be addressed with implementation of the new County financial software.

Board Vice Chair Martin asked about ACSA participation in the new County financial software. Hopkins replied that this was one of the reasons for the new software cited by the County Finance Director, that her department would have better access to the finances of all County departments and agencies.

Martin asked about ACSA not addressing previous years' audit comments. Chapman noted that the new financial software and improved communications should address them. Hopkins added, as an example of ACSA addressing long time audit comments, that ACSA's Assistant Director has been tasked to manage ACSA's materials inventory; past audit comments recommended an inventory manager separate from ACSA Operations Manager, who historically ordered and distributed materials. He added that ACSA has inventory management software which includes automated work order preparation; this software has been moved to the Ass't. Director's computer and will be used more efficiently.

Board member Moore asked if these matters correlate directly to audit adjustments. Chapman confirmed that they do and also noted that previous comments that were addressed continue to be listed in the audit to provide a history of actions.

There were no other Board member comments.

VII. Monthly Financial Report:

August 2021 Financial Report

Before starting the financial report, Executive Director Hopkins provided information requested by Board member Moore at the August Board meeting regarding revenues pertaining to The Westie apartments (formerly Phelps Road School). He noted that since May 2021, ACSA has garnered about $2,500 in water and sewer service billings, with the last bill (September) being over $600.

Hopkins reported on August 2021, comparing to August 2020:

1. Water

   a. Revenues:

   Sales (top line & boxed area of Section I.A) - $100,682.81 (- 4.37%)

   Delete 8/2020 $284,839.30 VDOT reimbursement (not water sales) + $184,256.49 (+ 9.13%)
   (This figure was + 8.54% in last month's financial report.)

   Total revenues + $235,349.20 (+ 9.31%)

   b. Connections: + $ 11,074.00 (+ 8.12%)

   In 2021, 26 new water service connections:

   74.3% of 2020 total (35)
   92.2% of 5 year annual average (28.2)
   40.0% of pre-recession annual average (65)

2. Wastewater

   a. Revenues:

   Sales (top line & boxed are of Section I.B) - $ 15,212.07 (- 2.75%)
   Total revenues - $226,883.24 (- 26.89%)
   Delete 2020 $282,089.57 Prism reimbursement (not comparable; not repeated in 2021) + $ 55,206.33 (+ 9.83%)
   (This figure was + 11.72% in last month's financial report.)

   b. Connections: + $ 41,385.00 (+118.63%)

   In 2021, 8 new service connection:

   50.0% of 2020 total (16)
   74.1% of 5 year annual average (10.8)
   53.3% of pre-recession annual average (15)

3. Water and Wastewater

   a. Sales: - $115,794.88 (- 4.05%)
   b. Revenues: + $ 8,465.96 (+ 0.25%)
   c. Total Revenues: + $ 18,200.96 (+ 0.54%)

Hopkins reported that ACSA water sales thru August 2021 seem to have dropped significantly, to -4.37% compared to 2020. However, it must be remembered that the 2020 revenue included a VDOT reimbursement of $284,939.30 for the Woodys Lake Rd water and sewer replacements. Delete that, since it was not water sales and not repeated in 2021, and water sales are a very respectable 9.13% ahead of 2020, an improvement of 8.54% from the July 2021 financial report. There was only one new service connection in August, making 26 for the year, with new service tap fees at $11,074 (8.12%) better than 2020. Total water revenues were $235,349.20 (9.31%) better than 2020.

ACSA wastewater sales continued to drop, to -$15,212.07 (-2.75%) compared to 2020. There were no new sewer connections in August, but for the year, ACSA is $41,385.00 (118.63%) ahead of 2020. Total wastewater revenues were $226,883.24 (26.89%) down from 2020, but 2020 revenues included a $282,089.57 contractor (Prism) reimbursement of an overpayment, which is not revenue, was not repeated in 2021, and artificially inflates 2020 total wastewater revenue; if discounted, 2021 wastewater revenues are $55,206.33 (9.83%) better than 2020.

Total ACSA year-to-date revenues through August 2021 compared to the same period in 2020 are $18,200.96 (0.54%) better, without discounting the 2020 reimbursements by VDOT and Prism.

ACSA received additional revenue ($23.04) from the State Debt Setoff Program to defray uncollectable unpaid utility account balances.

The Total Accounts Receivable, Monthly, chart showed August to be $1,974.00 (0.0041%) less than the $480,000 projected at the start of the budget year. The Total Accounts Receivable, Cumulative, chart shows ACSA revenues thru August $136,433 (4.16%) ahead of projections made at the start of the year.

The GL-040 report from the County Finance Dept. shows that, thru August, or thru 67% of the budget year, ACSA has used 70.8% of the adopted budget, and 68.0% of the adopted budget amended in January to include re-appropriations of monies remaining in the 2020 budget to continue projects not completed in 2020 and carrying over into 2021.

Board Chair Pugh acknowledged the addition of APCO billing account numbers to the financial report, as requested by Board member Perrow at last month's meeting.

Board Vice Chair Martin questioned the same APCO account number being shown twice on at the top of Pg. 4, with differing billing amounts. Hopkins said he would get back to Martin with an answer. (Hopkins emailed Martin later that it was two consecutive APCO bills, noting that further down the list of APCO bills, this occurred again. He told Martin that APCO bills are sometimes paid late, resulting in two bills for the same account showing on the same monthly financial report.)

There was no other Board member comment.

VIII. Old Business:

A. Executive Director's Report

Executive Director Hopkins began by reporting that, in response to Board member Moore's request at the last Board meeting to update the CivicClerk report format to include the new ACSA logo adopted by the Board earlier this year, he thinks he achieved that this morning and future Board meeting reports should include the new logo.

Hopkins reported the following, verbally and/or by the report in the agenda packet, concentrating on the most important matters, due to the remaining meeting time:

1. James River Bank Stabilization Project

    * There is no change to the severity of the problem.
    * Hopkins is waiting for a nationwide permit from Hurt & Proffitt (2021?).
    * ACSA continues to stockpile construction project demolition debris for temporary bank stabilization. Hopkins is hoping to start Colony Rd water main extension soon, to add sidewalk removal debris to material for river bank stabilization.
    * Hurt & Proffitt finished topographic surveying, base sheet drawing, and preliminary design of temporary repair; Hopkins plans an autumn project.
    * Hopkins is researching 4 funding opportunities to complete the 500' of remaining bank stabilization from the end of the previous work to the Williams Run Pump Station:

        - A congressional earmark of budgeted money from US Rep. Ben Cline's office; contact has been made, but interest from Cline's office is not high.
        - County Supervisors funding assistance from ARPA funding; it did not get favorable consideration in Supervisors' prioritization of projects funding.
        - Hopkins is working with Region2000 on a hazard mitigation grant application.
        - General Assembly HB7001 funds $75M for sanitary sewer repair, replacements, and upgrades thru the Dept. of Environmental Quality. DEQ is determining eligibility guidelines and will solicit applications the second half of 2022. Hopkins hopes this can be used for this project, if the schedule allows, and will look for the grants application solicitation.

2. Water and Sewer Infrastructure Projects

    - Woodvue Dr. Water Main Replacement

        * Easements acquisitions resumed for planned 2021 construction; about 30% of property owners have responded to preliminary request, all positively.

    - Joint ACSA-County sanitary sewer extension program, Lakeview Dr.

        * No change since last Board meeting.

    - Sewage Lift/Pump Station Upgrades

        * No change since last Board meeting.

    - VC Mobile Home Park:

        * VDOT exceeded its 45 day plan review window, but finally finished 10/4, with many comments, but only one of any substance, requiring wider utility strip and sidewalk than is there now and, thru much of the project, wider than is possible due to construction constraints. Hurt & Proffitt will submit a variance request, using site photos Hopkins took, which he expects to be approved.

    - RiverEdge Park:

        * No change since last Board meeting.

- Graham Creek Reservoir Dam Improvements Project:
  * Hopkins is still waiting for the VA Conservation & Recreation Dept. to complete its review and, hopefully, approval.
  * Construction bidding is planned for this winter, with contract award in early spring 2022 and construction from spring to autumn 2022.
  * A tabletop exercise for the revised Emergency Action Plan is being scheduled for October, in conjunction with similar exercises for the 3 County dams.
- Berkshire Place Sanitary Sewer Extension:
  * Habitat for Humanity contacted the County and Hopkins in September. Hopkins suggested they address the ACSA Board at its 10/5 meeting, which they did (see Citizens Comments).
  * This extension would be in Phase 1 of the Ivanhoe Forest wastewater plant replacement (with a pump station) project, the sewer going to Winesap Rd for the discharge of the force main from the pump station planned to replace the Westbriar sewage treatment plant in Phase 1 of that project.
- West Vail Court Sanitary Sewer Extension:
  * Hurt & Proffitt should have the design completed soon for bidding and construction, after approval by the County and the adjacent property owners (the proposed Violets View development).

3. EDA Business Friendliness Initiative
   - Priority 1a Complete evaluation of water and sewer availability fees
     * R. T. Taylor, Davenport & Co., returned today with a revised 2021 Pro-Forma study for rates/fees adjustments and 2022 budget preparation (see Agenda Section V).
   - Priority 2 Major upgrade to communications efforts
     * Refer to the Assistant Director's Report in Agenda Section VIII.B for progress on a new ACSA web site.
   - Priority 3 Policy regarding ACSA extensions of public utility lines
     * County Code edit to be included in autumn 2021 ordinance for 2022 rates/fees adjustments.
   - Priority 4 Strategic plan for development and services initiatives
     * To be developed with ACSA Board assistance as part of Capital Improvements Plan development in 2022 for future ACSA annual budgets.
   - Priority 6 ACSA Water Office improvements
     * No change since last Board meeting. Hopkins and Hall are still working with State officials on a possible lease of and Water Office relocation to Building 10 in the Lower Rapidan area of Central Virginia Training Center.

4. COVID-19

- Municipal Utility Relief Program, Phase 3

  * On 9/27, Hopkins got an email from the VA Dept. of Housing and Community Development regarding a new State program for assistance. It applies only to residential customers with unpaid utility account arrearages greater than 60 days. It is being funded to $120M. Utilities must submit an Intention to Apply (Hopkins did that 9/27), and total arrearages as of 8/31, excluding pre-3/2020 amounts, by 10/22 (ACSA staff is working on that figure).
  * Hopkins' request to the County Supervisors for $50,000 of the $6.318 ARPA funding for customer arrearages was not favorably prioritized.
  * A new VA Dept. of Social Services (DSS) program for unpaid water and sewer utility account arrearages is called Low Income Household Water Assistance Program (LIHWAP). The program is not expected to be initiated until January 2023. It will include one-time assistance of up to $2500. Eligibility criteria includes net income less than 150% of the Federal Poverty Guideline and/or existing enrollment in one or more of several other assistance programs. Hopkins volunteered to participate in a committee to help DSS establish and implement the program. The first committee meeting is on 10/15.

There were no Board member comments regarding this staff report.

B. Assistant Director's Report

1. Risk & Resiliency Assessment (R&R Assessment)

   * America's Water Infrastructure Act of 2018 requires a Community Water System serving greater than 3,300 to do a Risk & Resilience Assessment.
   * ACSA participated in training for this task provided by the American Water Works Association as well as from the VA Rural Water Association (VRWA).
   * VRWA was invited to review a draft copy ACSA's R&R Assessment.
   * ACSA completed and certified this task on June 30, 2021.

2. Cybersecurity

   * ACSA's Executive Director began assessing IT infrastructure and processes prior to R&R Assessment.
   * Cybersecurity is a requirement of the AWIA Risk & Resilience Assessment.
   * ACSA participated in training from AWWA, VRWA, Federal Virtual Training Environment, and continues participation in various webinars involving cybersecurity.
   * For complexity reasons, the EPA sponsored consulting services (at no charge) for CWSs. Horsely Witten Group, Inc., from Massachusetts was assigned to provide consulting services for ACSA. Several virtual meetings, research and action items resulted.
   * ACSA's progress is recognized by the consultant.
   * Action Items established by ACSA:

     • New server and upgrade of off-site back-up server
     • Anti-virus security patch checkup now quarterly in lieu of yearly
     • ACSA assigned email accounts for all employees
     • Evaluation of legacy equipment on our network
     • Firewall upgrade (with Intrusion Detection and Prevention Systems)

- Multi-factor authentication
- Revised ACSA SOP, Information Technology System Use
- Routine employee cyber training
- New cybersecurity emergency response procedures included in ACSA's Emergency Response Plan (ERP)
- Password Manager

3. Emergency Response Plan

   - Following the R&R Assessment, the next step for compliance with AWIA is for CWSs to update their existing Emergency Response Plan.
   - ACSA participated in U.S EPA / Horsley Witten Group, Inc., AWWA, and VRWA training.
   - Plan must be complete and certified by December 21, 2021.
   - ACSA is on schedule for completing this task.

4. Henry L. Lanum, Jr. Water Filtration Plant gas and diesel pump replacement

   - ACSA concluded the best approach to the aged gas and diesel pump maintenance is to replace both individual dispensers with a new single duplex gas / diesel pump.
   - July 13, 2021, procurement / vendor selection was complete. (Please refer to the attached Bid Tabulation correspondence to bidders)
   - August 3, 2021, product submittals were approved, allowing release of the equipment.
   - Anticipated lead time for the equipment was reported to be 6 to 8 weeks. recent updates indicate a 16-week+ lead time can be expected due to manufacturing issues, reported to be COVID related.
   - An electrical permit will be obtained from the Amherst County Building Safety & Inspections Department.

5. New ACSA Website

   - August 31, 2021, procurement/vendor selection was complete.
   - The project cost is $7,000.00.
   - September 10, 2021 clarifications requested by ACSA's Executive Director about cybersecurity and web server hosting was provided by the vendor.
   - September 24, 2021, a kick-off meeting was held with the vendor.
   - ACSA actions item to weed out old information on current website, provide photos, send ACSA brand artwork, etc.
   - Project completion target date is early December, 2021.

6. Inventory Management
   - Updated Antero Allmax software was installed 9/02/2021.
   - On September 16, 2021, received information from ACSA Operations Manager, concerning current locations, identifications, protocol, and inventory of parts.
   - Visited the first location of inventory on 9/17/2021.
   - Becoming familiar with inventory management software features and commands- plan to perform full inventory of all parts to become familiar with the entire process and determine new action items.
   - This task addresses the long-time annual comment in ACSA audits regarding only Operations Manager Micklem managing the inventory, which was considered a weakness.

7. Infectious Disease Preparedness and Response and COVID- 19
   - ACSA continues monitoring of employee health during this pandemic by way of daily health screenings. Monthly reports are generated to supervisors and records retained.

Board Chair Pugh expressed Board appreciation for Hall's efforts and report.

There were no other Board member comments.

IX. New Business

A. Seminole Plaza Shopping Center

At the 9/7/2021 ACSA Board meeting, Board Vice Chair Martin requested the ACSA Executive Director Hopkins to report on the issues and history of complaints pertaining to the Seminole Plaza Shopping Center and its private sanitary sewer system. Previous ACSA Director of Public Utilities Dan French provided the following information to Hopkins in 2018:

> Judge Shrader, now deceased, once owned all the property where the shopping center is, from Rte. 29 to Williams Run. He installed private wastewater facilities, including sewers and a treatment lagoon, to serve the various enterprises he had operating on the property, including a race track, and ran the sewer almost all the way to Rte. 29 to facilitate his development of the shopping center, for the sole purpose of serving the shopping center. From County GIS, it appears that, over time, several properties east of the shopping center were sold. Shrader also got surrounding properties to tie to his system, billing them for wastewater collection and disposal (see below). In 1981, ACSA built its Williams Run Trunk Sanitary Sewer from north of the shopping center all the way to the Williams Run Sewage Pump Station at James River, replacing the lagoon by tying in Shrader's sewer to the new pipe. At the time, ACSA was asked to take over Shrader's private system, but refused, due to no information about where the lines were or the condition they were in, except that they were not installed to public construction standards (refer to the attached 12/3/1981 ACSA letter to the then-shopping center owners).

In reference to Shrader tying on surrounding properties, the shopping center owners lawyer informed me that he found a deed document (DB 255, Pg 391) in which Shrader granted an easement to a property owner east of the shopping center to tie onto the sewer and charged the property owner $2 a month for wastewater discharge.

The first attachment is an excerpt from the County GIS, showing that the shopping center owns the land not only east of Shrader Lane, but more at the east end of Sycamore Lane, thru which the ACSA trunk sanitary sewer (green line) runs. Also attached is a 2015 Berkley-Howell plat, which confirms shopping center ownership of all that land, including Sycamore Lane connecting the separate parcels and along which the problem private sanitary sewer runs. I don't know why the County GIS doesn't show Sycamore Lane as belonging to the shopping center, but it apparently does.

Executive Director Hopkins has more information regarding sewer system backups and overflows in 2013, 2018, 2020, and 2021, and was informed by Mr. French and the Amherst Health Dept. that there have been many other similar events. In every case, the shopping center owners have tried to put the responsibility on

ACSA, but the 12/3/1981 letter from ACSA to the shopping center owners negates that. Also, each time the shopping center owners have ultimately performed the required sewer repairs and cleanups, tacitly admitting that the lines are theirs. Finally, in 2020 Hopkins did courthouse research and found 12/3/1980 deeds that seem definitive that the shopping center owns the system; he has copies of those documents in his project file.

ACSA has done what it can to help with the problems with the private sewer lines. Mr. French got Hurt & Proffitt to video inspect the sewers in 2013 for the shopping center owners and report that the lines are packed with debris and tree roots. H&P provided a proposal to fix the problem, but the owners chose to proceed otherwise. In 2018, 2020, and 2021, Hopkins assisted with determining the means of the shopping center owners addressing blockages and overflows, working with Gary Gilliam and Sarah Nichols of the Amherst County Health Dept.

The 2018, 2020, and 2021 problem events demonstrated that the sewers have substantial debris inside them that needs to be cleaned out and the manholes are failing. Site visits in 2021 found collapsing manholes and, in one case, a downstream blockage had backed up wastewater to the top of the next upstream manhole and was not only overflowing at the manhole frame and cover, but was substantially leaking thru cracks and voids in the manhole wall.

Hopkins believes the proposed Rosie's Casino development at Seminole Plaza Shopping Center offers a means of finally addressing this problem. Colonial Downs has the money to replace the failing sanitary sewer system, and the substantial increase in public use of the property for the casino and additional peripheral development will necessitate the sewers replacements to accommodate the increase in wastewater into the system. At the very least, the line from the east end of the shopping center to the ACSA trunk sewer should be replaced with a larger line and new manholes to protect the residents living along Sycamore Lane from future sewage overflows on their properties and also protect the environment.

Martin commented that the information is what he was looking for.

There were no Board member comments.

B. Miscellaneous Matters

1. Re-Scheduling of 11/2/2021 ACSA Board Meeting

   The ACSA Board regularly meets the first Tuesday of the month. November's meeting is scheduled for 11/2, but that day is Election Day, a State holiday. Because of that and the County Supervisors moving their 11/2 meeting to the day before, Monday, 11/1/2021, and in response to Board Vice Chair Martin's suggestion, Executive Director Hopkins proposed moving the 11/2 meeting to 11/1 at the same time and place, and requested a motion and vote about it.

   By motion of Board Chair Pugh and with the following vote, the ACSA Board moved the 11/2/2021 to 11/1/2021 at the normal time:

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

2. Development of Low Income Household Water Assistance Program (LIHWAP)

Hopkins has volunteered to serve on a committee of 8 – 12 people being established by the VA Municipal Drinking Water Association and VA Association of Municipal Wastewater Agencies to help the VA Dept. of Housing and Community Development and VA Dept. of Social Services set up the LIHWAP. 11 have volunteered so far from all over the State. There will be two meetings in October. Planned discussion topics include DSS's draft Implementation Plan, DSS's draft DSS - Vendor (ie, Utility) Agreement, and other implementation issues.

3. Prices Store Water Storage Tank Wireless Cell Tower Lease, 3rd Amendment

   Hopkins received the final Amendment document in mid-September for signature, notarization, recordation. That was completed and the recorded document and other signed originals returned to New Cinguilar Wireless on 9/28. The lease amendment is now complete (after over 4½ years of working on it), extending the lease 20 years to 2049.

4. Utility Mechanic Graydon Vickery-Plogger

   Hopkins reported a few months ago that Graydon injured his hand (outside of ACSA work) and has been on recovery leave. Hopkins was informed in late September that Graydon has been released by his doctor to return to work; Hopkins expects him back in early October and is working with Operations Manager Micklem on an appropriate schedule of work.

5. County Fair Water Line Installation

   ACSA's "in-kind" contribution to the County Fair – installation of the needed water main to serve the housing trailers and food/beverage booths – will be started by ACSA's line crew the first week of October and completed in time for the housing trailers arrival on 10/17. Hopkins will file all materials invoices for depreciation documentation in future ACSA annual audits.

6. ACSA Water Treatment Plant Process Water Lagoon Sludge Disposal

   At the suggestion of Board member Perrow, Hopkins contacted Campbell County Utility and Service Authority Director Tim Wagner about CCUSA sludge disposal. He got a copy of a solicitation for sludge land application, which he is reviewing and working on a procedure to implement at the time of the next lagoon sludge disposal, about five years from now. That procedure could include disposal at the County or other facility, land application, or other method for low cost disposal of the sludge.

7. New 2021 Backhoe

   As of today, ACSA is still awaiting delivery of its new John Deere backhoe, which was ordered last November. The backhoe was delivered to James River Equipment, Faulconerville, in August, but without a bucket or the required quick disconnect coupling. Hopkins and Operations Manager Micklem are working with JRE for delivery as soon as possible.

There was no Board member comment to any of these issues.

X. Citizen Comment

There were no citizen comments.

XI. Matters from the Members of the Service Authority Board

Board member Woods had nothing to discuss.
Board member Moore had nothing to discuss.
Board Vice Chair Martin had nothing to discuss.
Board Chair Pugh had nothing to discuss.

XII. Adjournment

By motion of Board member Martin and with the following vote, the Board adjourned the meeting at 2:40 p.m.

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

David W. Pugh, Board Chair

Robert A. Hopkins, PE, Board Secretary