



**AMHERST COUNTY SERVICE AUTHORITY BOARD
MEETING MINUTES**

AGENDA

November 1, 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 – October 5, 2021
- V. Special Presentation**
 - A. Davenport & Co.: 2021 Pro-Forma Cash Flow Update
- VI. Monthly Financial Report**
 - A. September 2021 Financial Report
- VII. Old Business**
 - A. Executive Director's Report
 - B. Assistant Director's Report
- VIII. New Business**
 - A. 2022 Lead and Copper Testing Results
 - B. ACSA Availability Fees
 - C. Berkshire Place Sanitary Sewer Extension
- IX. Citizen Comment**
- 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 Monday, the 1st day of November, 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
Turner Perrow, Board Member

ABSENT: None

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

Board Chair Pugh opened the floor for anyone wishing to speak, then closed Citizen Comment when no meeting attendee wished to.

III. Approval of Agenda

By motion of Board member Moore and with the following vote, the ACSA Board approved the agenda for November 1, 2021:

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

IV. Approval of Minutes

By motion of Board Vice Chair Martin and with the following vote, the Board voted to approve the minutes of the October 5, 2021 ACSA Board meeting:

AYE: Mr. Pugh, Mr. Martin, Ms. Moore, Mr. Woods
NAY: None
ABSENT: None
ABSTAIN: Mr. Perrow (absent from meeting)

V. Special Presentation

2021 Pro-Forma Cash Flow Update

R. T. Taylor, Vice President, Davenport & Co., presented a second revision of the 2021 ProForma Cash Flow Update report presented in September. It adds a Board-requested Case 3 for ACSA rates and fees adjustments in 2022, for comparison with the recommendation from the September Board meeting (3.75% water, 4.75% sewer rate adjustments) and a second case presented at the October Board meeting (5.00% water, 6.00% sewer rate adjustments, which would provide \$400K for water and sewer

extensions). Taylor reminded the Board that the increases for 2021 were 5.56% water and 6.56% sewer. He noted the reduction of the reservoir dam improvements construction cost estimate from \$5M to \$1.75M, which allowed reduction of proposed 2022 rate adjustments from similar percentage increases in past annual Pro-Forma reports to the September recommendations. Taylor noted the large cost (\$10M) capital projects scheduled after the dam project and that annual rates adjustments should at least match inflation, currently at about 3%.

Taylor described Case 3, with rates adjustments of 4.38% water, and 5.38% sewer, to provide \$350K funding for water and sewer expansions for economic growth. Those increases are higher than originally recommended in September, but still lower than recent annual rates adjustments. Line 326 shows projected annual water and sewer extensions monies, starting at \$350K in 2022 and for the next several years.

Board member Perrow asked Executive Director Hopkins what he estimates for water and sewer installation costs, per linear foot; Hopkins replied \$100/LF if the work is contracted (not done by ACSA's crews, which only does water lines). Hopkins noted the need for water line extensions on N. Coolwell Rd. and Winesap Rd.-Cedar Gate Rd. to eliminate gaps in the system, loop lines for better flows and pressures, and facilitate development. He reminded the Board of his past recommendation for a policy of "consolidation" within the existing growth areas, rather than expansion of the growth areas, noting that there are many places in Madison Heights without public water and sewer, and that the last 5 years as seen a large increase in ACSA customers within the existing growth areas. He also reminded the Board of recent Health Dept. sanitary surveys that showed areas of Madison Heights to be of major concerns for drainfield failures, and the need to replace the two ACSA neighborhood wastewater treatment plants before they begin decreasing in performance.

Board Chair Pugh advocated Case 3, noting its sufficiency for system expansions with lower rates increases for ACSA customers. He reminded Board members of the \$1M in County ARPA funding committed by the Supervisors to ACSA for water and sewer infrastructure, with an additional \$1M being considered.

Board Vice Chair Martin clarified that the difference in rates increases between Case 2 and Case 3 is 0.62% each for water and sewer, while additional funding for water and sewer expansions in Case 2 is only \$50,000. Taylor noted that Case 1 included no funding for water extensions, but over \$185K for sewer extensions. Hopkins added that he includes about \$100,000 in each year's budget for water extensions. Martin agreed with Pugh on advocating Case 3, as did Board member Moore.

Martin noted that recent increases in inflation will reduce the amount of extensions work that can be done with the proposed funding, while adversely impacting ACSA utility billings.

By motion of Board Chair Pugh and with the following vote, the ACSA Board adopted the rate increases for 2022 in Case 2 of the 2021 ProForma as a maximum, to possibly be reduced during a public hearing to be scheduled by the ACSA Executive Director during a joint meeting with the Amherst County Board of Supervisors at the Supervisors' second meeting in November, on 11/16/2021:

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

Hopkins asked Board members to review the attached draft Ordinance 2021-0012 for confirmation, since the historic procedure for adopting the next year's rates and fees increases is being altered this year. He pointed out that the Ordinance calls for rates increases up to maximums of 5.00% for water and 6.00% for sewer, with those possibly being lowered at the 11/16 public hearing. Hopkins also pointed out the attached advertisement for the 11/16 public hearing in this week's and next week's New Era Progress. Pugh acknowledged.

There was no other Board member comment.

VI. Monthly Financial Report:

September 2021 Financial Report

Hopkins reported on 2021 thru September, comparing to the same period in 2020. He said ACSA water sales thru September 2021 seem to have dropped, to -2.86% compared to 2020. This is an improvement over last month's report (-4.37%) and 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 was not repeated in 2021, and water sales are a very respectable 9.27% ahead of 2020, an improvement of 0.14% from the August 2021 financial report. There were only two new service connections in September, making 28 for the year, with new service tap fees at \$18,076 (10.35%) lower than 2020, and new water service connections to date are ahead of 2020. Total water revenues were \$231,296.79 (8.15%) better than 2020.

September was a good month for ACSA wastewater sales, 34.55% better than August, improving the comparison to 2020 to +4.29%. There were no new service connections in September, but three quarters thru 2021, ACSA is \$35,385.00 (86.55%) ahead of 2020 in new wastewater service tap fees. Total wastewater revenues were \$222,111.35 (24.09%) down from 2020, but 2020 revenues included a \$282,089.57 contractor reimbursement of an overpayment, which is not revenue and artificially inflates 2020 total wastewater revenues; if discounted, 2021 total wastewater revenues are \$59,978.22 (9.37%) better than 2020.

Total ACSA revenues through September 2021 compared to the same period in 2020 are \$22,520.44 (0.59%) better. Discounting the 2020 VDOT and Prism reimbursements, those figures improve to +\$589,449.31 and +18.28%.

ACSA received no additional revenue in September from the State Debt Setoff Program to defray uncollectable unpaid utility account balances.

The Total Accounts Receivable, Monthly, chart showed September \$72,889.00 (15.51%) less than the \$470,000 projected at the start of the budget year. Even a bad September left the Total Accounts Receivable, Cumulative, chart showing ACSA revenues thru September to be \$63,544 (1.70%) ahead of projections made at the start of the year.

At the October meeting, a Board member suggested that water and sewer rates increases for 2022 might need to be higher than the 3.75% (water) and 4.75% (sewer) recommended by ACSA's financial consultants and Hopkins, in order to fund water and sewer system expansions to attract new customers and increase revenues, so as not to require even higher annual rates increases in the future. Hopkins compared the numbers of occupied water and sewer accounts in December 2016 (7 months after he joined ACSA, 6 months before he was named Executive Director) with September 2021, less than 5 years later, and reported the following:

	<u>2016</u>	<u>2021</u>	<u>Change</u>
No. of business water connections	433	427	-6
No. of residential water connections	5,569	5,983	+414
No. of total water connections	6,002	6,410	+408
No. of business sewer connections	205	203	-2
No. of residential sewer connections	827	905	+78
No. of total sewer connections	1,032	1,108	+76

Pg. 2 of the December 2016 report can be found after Pg. 9 of this monthly report.

Hopkins said the net 408 and 76 increases in water and sewer services, respectively, are not all new connections; some are previously occupied connections that were vacated and dormant for a period of time, then re-activated. But he was surprised at the large increase in water and sewer services in less than five years. He cited the consistent annual increase in ACSA revenues resulting from the new services.

1. Water

a. Revenues:

Sales (top line & boxed area of Section I.A) - \$ 73,362.27 (- 2.86%)
 Deleting 8/2020 \$284,839.30 VDOT
 reimbursement (not water sales) + \$211,477.03 (+ 9.27%)
 (This figure was + 9.13% in last month's financial report.)
 Total revenues + \$231,296.79 (+ 8.15%)

b. Connections: - \$ 18,076.00 (- 10.35%)

Thru September (75% thru 2021), 28 new water service connections:

80.0% of 2020 total (35)
 99.3% of 5 year annual average (28.2)
 43.1% of pre-recession annual average (65)

2. Wastewater

a. Revenues:

Sales (top line & boxed are of Section I.B) + \$ 25,466.95 (+ 4.29%)
 Total revenues - \$222,111.35 (-24.09%)
 Deleting 2020 \$282,089.57 Prism
 reimbursement (not comparable) + \$ 59,978.22 (+ 9.37%)
 (This figure was + 9.83% in last month's financial report.)

b. Connections: + \$ 35,385.00 (+86.55%)

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: - \$ 47,895.32 (- 1.52%) *
 b. Revenues: + \$ 9,185.44 (+ 0.24%) *
 c. Total Revenues: + \$ 22,520.44 (+ 0.59%) *

* Figures not adjusted to delete VDOT and/or Prism reimbursements.

Board member Moore asked about the "Penalties" item on page 1 of the report. Hopkins replied that this is for utility bill late payments, cutoff/restart fees, tampering fees, etc.

There was no other Board member comment.

VII. Old Business:

A. Executive Director's Report

Executive Director 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 the Colony Rd water main extension soon, to add sidewalk removal debris to material for river bank stabilization.
- Hurt & Proffitt completed topographic surveying, a base sheet drawing and preliminary design of temporary repair; Hopkins reviewed/commented and plans an autumn project.
- No change since the last Board meeting on any of the 4 potential funding alternatives being investigated:
 - * Earmark of congressional budget money from US Representative Ben Cline's office;
 - * County Supervisors funding assistance for ARPA funding received;
 - * Region2000 hazard mitigation grant funding application;
 - * General Assembly HB 7001 funding for sanitary sewer repair, replacement, and upgrades.

2. Water and Sewer Infrastructure Projects

- Woodvue Dr. Water Main Replacement
 - * No change since last Board meeting. Hopkins is still working on easement acquisitions for construction by ACSA staff.
- Joint ACSA-County sanitary sewer extension, Lakeview Dr.
 - * No change since last Board meeting. Hopkins is still working on easement acquisitions for a project to be bid for construction.
- Sewage Lift/Pump Station Upgrades
 - * No change since last Board meeting.
- VC Mobile Home Park:
 - * Hopkins is awaiting VDOT response on submittal of a variance request for an alternative design and construction for Phase 1 (Colony Rd. water main extension) from what was cited in the VDOT plan review comment letter. VDOT requested a change from the existing construction, including a wider sidewalk and wider utility strip, the combination of which will not fit within the existing Colony Rd right-of-way or within existing topography and construction limitations.

- * Hopkins plans to start construction on Phase 1 (Colony Road water main extension) soon and survey the Central Virginia Training Center existing water mains to be replaced in 2022.
 - RiverEdge Park:
 - * No change since last Board meeting.
 - Graham Creek Reservoir Dam Improvements Project:
 - * Hopkins is still waiting for VA Conservation & Recreation Dept. to complete review and, hopefully, approval of submitted plans.
 - * 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 was performed 10/26 with Hurt & Proffitt moderating, 7 ACSA staff members attending for the ACSA reservoir dam EAP, County staff attending for the 3 County dams, and others attending for private dams in Amherst County. Upon payment of the H&P invoice, ACSA will submit to DCR for partial reimbursement from successful 2020 grant application.
 - Berkshire Place Sanitary Sewer Extension:
 - * See Agenda Item VIII.C.
 - West Vail Court Sanitary Sewer Extension:
 - * No change since last Board meeting. Hurt & Proffitt should complete design soon for bidding/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 and 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 VII.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 a Capital Improvements Plan development for future ACSA annual budgets in 2022.
 - 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. Hopkins and Hall will meet with State officials this Friday to continue those discussions.

4. COVID-19

- Municipal Utility Relief Program, Phase 3
 - * Hopkins submitted a grant application to the VA Dept. of Housing and Community Development on 10/22 for \$65,914, the total of 60 day ACSA customer utility account arrearages as of 8/31. This is the third such grant from the State. For the first two, ACSA received less than 50% of its request; this time, over 75% was awarded, over \$46,000. Hopkins will complete the certification document and get it to the County Finance Director for signature. He said he plans to administrate dispersals the same way as the first two grants, prioritizing customers who have initiated installment payment plans for account arrearages and have those plans paid up-to-date. He promised to use every cent of the money.
 - * Hopkins participated in the first meeting on 10/15 of the committee to assist the VA Dept. of Social Services with development of its proposed 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. The next committee meeting will be in November.
 - * The ACSA request to the County Supervisors for \$50,000 of the \$6.318 ARPA funding was not favorably prioritized.

There were no Board member comments regarding this staff report.

B. Assistant Director's Report

Assistant Director Hall reported the following, verbally and/or by the report in the agenda packet

1. Cybersecurity

Hall reported that the recent Florida water utility hack was only one of several; others included utilities in Nevada, Maine, and California. ACSA continues to work to improve ACSA protection. The items below have either been completed or have been completed to the percentage indicated.

- 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 (50% complete)
- Revised ACSA SOP, Information Technology System Use
- Routine employee cyber training (34% complete)
- New cybersecurity emergency response procedures included in ACSA's ERP
- Password Manager

2. Emergency Response Plan (ERP)

Hall reported on this requirement of the Environmental Protection Agency as a followup to the Risk & Resiliency Assessment that completed and submitted in June. He described a recent actual event, an ACSA sewage pump station that experienced a power outage; it required only a couple hours from the time it was discovered to have it corrected by APCO.

- Following the R&R Assessment, the next step in compliance with EPA is for community water systems to update their existing Emergency Response Plans by 12/21/2021.
 - Feedback from ACSA review has been received for a portion of the draft document; adjustments are being made.
 - ACSA is on schedule for completing this task.
 - Real-time table top exercise was complete on 10/27 during a recent power outage at ACSA's Abbitt's Lift Station (Pump Station No. 1); adjustments are being made to the ERP concerning outages.
2. Henry L. Lanum, Jr. Water Filtration Plant gas and diesel pump replacement
- Hall reported the following progress:
- ACSA concluded the best approach to the aged gas and diesel pump maintenance is to replace both individual dispensers with a new duplex gas/diesel pump.
 - Procurement/vendor selection was complete 7/13.
 - Product submittals were approved 8/29, allowing release of the equipment.
 - Anticipated lead time for the equipment was originally reported to be 6 to 8 weeks. Recent updates indicate a 16-week+ lead time due to manufacturing issues, reported to be COVID-related.
 - An electrical permit request was issued by the Amherst County Building Safety & Inspections Department.

3. New ACSA Website

Hall reported the following progress:

- Procurement/vendor selection was complete 8/31.
- The project cost is \$7,000.00.
- Clarifications requested by ACSA's Executive Director concerning cyber security and web server hosting were provided 9/10.
- A kick-off meeting was held with the vendor 9/24.
- Preliminary screenshot of ACSA's new Home Page and tree to be available the week of November 1st.
- New website address is established, using the acsava.com domain.
- Project completion target date is December, 2021.

Board member Moore asked who is reviewing the web site development. Hall replied himself, the Water Office Manager, Operations Manager, and Executive Director, and Board members can also be included, if desired. Moore noted that the recent ACSA Board-EDA Board workshop included ACSA Board direction to staff that EDA be included, to ensure development community understanding of the web site content. Hopkins noted that ACSA staff has not yet seen the developing web site yet; including outside agencies should wait until ACSA is at least preliminarily satisfied with web site development.

5. New inventory management assignment

Hall reported the following progress:

- Updated Antero Allmax software was installed 9/02.
- Familiarization with inventory management software features and commands-plan continuing.

6. Mark existing water service utility piping on CVTC campus site for Hurt & Proffitt survey and easement preparation for water line replacements.

Hall reported the following progress on new ACSA public water mains into Central VA Training Center from Colony Rd. to maintain water service to VC Mobile Home Park and the CVTC Lower Rapidan Buildings, including mains to the water storage tanks, CVTC pump station, and City water supply line.

- Reviewed existing utility mapping and record documents.
- Field review was completed 10/25.
- Instructions from ACSA Executive Director:
 - * Mark a direct route to VC Mobile Home Park water connection.
 - * Include both water storage tanks as part of distribution.
 - * Include east end of Lynchburg City water service line.

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

There were no other Board member comments.

VIII. New Business

A. 2022 Lead and Copper Testing Results

Executive Director Hopkins reported that ACSA received confirmation from the VA Dept. of Health in October of satisfactory test results regarding lead and copper in water distributed to our customers. ACSA staff obtained samples from 30 sites throughout the water system and sent them to the State laboratory for testing. Of the 30 lead samples tested, only 2 had measurable (greater than 2 parts per billion) lead, and those two were under 3 ppb, well under the Action Level of 15 ppb, above which ACSA would be required to take action. Of the 30 copper samples, only 10 had measurable (greater than 0.02 milligrams per liter) copper, ranging from 0.0215 mg/L to 0.0744 mg/L, well under the Action Level of 1.3 mg/L, above which ACSA would be forced to take action. With these results, ACSA was approved to continue with Ultimate Reduced Monitoring. The next sampling period for 30 sites will be between June and September 2024.

Copies of the 10/7 VDH letter, ACSA's 10/13 confirmation letter to the 30 sites tested, and ACSA's Lead Results Delivery Certification to VDH are attached.

Hopkins reminded Board members of past Board discussions regarding upcoming new rules from EPA regarding lead water service line replacements. ACSA and all neighboring public utilities are waiting for the final EPA rule and guidance criteria that will come from the VA Dept. of Health City on how the new rules are to be addressed. Proposed rules Hopkins has seen make public utilities responsible for the utility's portion of the service line (water meter to water main) and also the owner's portion of the line (water meter to building); EPA is even trying to make utilities responsible for the plumbing inside buildings. He said he attends a meeting at least monthly on this issue, since it will be a major cost project for ACSA and a major source of ACSA customer complaints. He plans at the next such meeting to raise the issue of utilities like ACSA, that have been on Ultimate Reduced Monitoring for lead for many years, indicating that they have no issues with lead in the public system. With that and no responsibility for private lines, ACSA responsibility for investigating lead service line replacements should be minimal and the final EPA rules should reflect that.

There were no Board member comments.

B. ACSA Availability Fees

Executive Director Hopkins reminded Board members of the direction he got at the October ACSA Board-EDA Board workshop, to draft for Board review and eventual publication on the new ACSA web site a comprehensive description of what availability fees are and how they are developed. He completed a draft and emailed it to Board members and attached it to this section of the agenda. He noted that it is long (4 pages), but that is what is needed to be as complete and comprehensible as possible and include everything the Board requested, as well as correct the misperception of EDA and the development community that ACSA availability fees are “high” and “higher than surrounding utilities” and “stifling to Amherst County economic growth”. Hopkins said he included comparison of ACSA fees with neighboring utilities and how ACSA works to keep the fees as low as possible to promote economic growth.

Board member Woods suggested that the comparison with neighboring utilities should not be included. Board member Perrow agreed that the comparisons to other utilities should be deleted; he noted that they come across as a defense of the fees rather than an explanation. Hopkins replied that Board direction for this task came from decades-long complaints from the EDA and the development community that ACSA’s fees are high compared to neighboring utilities. The task was to address the misperceptions; if comparison is not made, the misperceptions cannot be corrected.

Perrow questioned the use of 275 gallons per day as an average residential water usage to minimize the fees (the draft fees description notes that neighboring utilities use 225 gpd, resulting in higher fees). He said the VA Dept. of Health uses 400 gpd. Hopkins replied that he has never heard of the VDH figure and got the 225 gpd figure from the previous ACSA Director and has not researched that himself. Perrow suggested use of the VDH figure to further reduce ACSA’s fees.

Perrow requested the Word file of the document for review and said the document is not ready for publication. Hopkins agreed, as did Board Vice Chair Martin, who commented on its length. Board member Moore agreed that it needs to be shortened for the public, who will not read it as is. Hopkins reminded her that this is not a document for the public; it only pertains to the development community and the EDA. Hopkins said he would email the Word document to all Board members and await return emails with suggestions for improvement.

Board Chair Pugh commented that a draft should have more information than maybe is needed, so it can be redacted and shortened by the Board. He said he appreciated the amount of effort that obviously went into the draft preparation.

There was no other Board member comment.

C. Berkshire Place Sanitary Sewer Extension

Executive Director Hopkins reported that at the October ACSA Board meeting, Habitat for Humanity staff requested extension of an existing ACSA sanitary sewer between Berkshire Place and Nottingham Place in Madison Heights. HFH was donated 3 lots at the north end of Berkshire Place for construction of homes. They all have issue(s) preventing onsite wastewater treatment (septic drainfield systems), necessitating connection to public sewer for home construction to proceed. HFH had planned the construction for 2021, having requested the sewer extension early this year. Pandemic issues and ACSA Board concerns over the ACSA return on investment (ROI) for the sewer extension prevented the work.

During the ensuing discussion, Board Vice Chair Martin requested more information regarding any other potential available sewer connections that would increase ACSA's possible ROI. Executive Director Hopkins said he has the latest Amherst County Health Dept. sanitary survey for the area, completed just recently, and would review it for pertinent information.

The attached map is an excerpt from the ACHD survey. Berkshire Place and Nottingham Place are labeled. The existing ACSA sewers (green lines) include a short line along the back property lines of homes between the two roads, extending only a short distance north from Robin Hood Place. There are currently 2 residences, one on Berkshire Pl. and one on Nottingham Pl., connected to the sewer. The 3 HFH lots at the north end of Berkshire Pl. are numbered. A sewer extension (red solid lines) to serve those lots would also make sewer available to 9 existing homes that use drainfield systems over 50 years old for wastewater disposal. The accepted average service life of a septic drainfield is generally considered to range from 30 to 40 years, so these 9 lots, if not already having to deal with system repairs or replacements, should expect problems to begin soon.

At the October Board meeting, Hopkins explained that Phase 1 of a proposed ACSA project to replace ACSA's Ivanhoe Forest Sewage Treatment Plant with a pump station would include extension of this same sewer to Winesap Road. The extension would make sewer available to all of the homes between Berkshire Pl. and Nottingham Pl. and some along Winesap Rd., and also be the discharge point for a force main from the pump station planned to replace ACSA's Westbriar Sewage Treatment Plant north of Winesap Rd. Both treatment plants are about 50 years old, having been constructed in the early 1970s, and beyond the ends of their 40 years anticipated service lives. The further extension of the same sewer to Winesap Rd. would add 4 more Berkshire Pl. and Nottingham Pl. homes currently on drainfields over 50 years old, and one with a drainfield over 30 years old, to the list of homes cited in the previous paragraph.

Hopkins pointed out that almost all of the homes shown in the survey map have drainfields over 30 years old; all these homes were constructed at about the same time and are on lots of similar size, soils, and topography. This means that these two areas are a major concern for drainfield failures within a short time period, which would be a crisis for homeowners and ACSA; sewers should be installed as soon as possible and Hopkins is developing plans and funding for that work.

Board Vice Chair Martin asked about the required sewer length and cost per foot to serve the HFH lots; Hopkins replied that he has not measured it, but thinks it is about 200', and he has always figured \$100/foot for sewer pipe installation

Board member Woods asked for clarification of the pump station replacements for the two ACSA wastewater treatment plants. Hopkins replied that the plants are unlikely to handle 2019 DEQ rules lowering ammonia nitrogen levels in plant discharges, which would require high-cost upgrades to both. He added the plants are almost 50 years old and beyond their 40 years anticipated service lives. DEQ is required by the General Assembly to consider grants for plant replacements by pump stations, to a funding level that matches the cost of the plant upgrades; this should make ACSA eligible for approximately \$500,000 in grants from DEQ for this work. For all these reasons, Hopkins plans to replace both plants and is accumulating funding for the projects, from the ACSA-County joint funding of sewer extensions, \$1M of ARPA wastewater infrastructure funding appropriated to ACSA by the County Supervisors earlier this year, and from the DEQ grants.

Using Hopkins' numbers, Martin figured \$20,000 for the HFH sewer extension. Hopkins clarified that the \$100/foot figure is for piping installation only; other costs include manholes and other construction, and engineering services, including surveying, construction drawings, bidding, inspection, etc., and the possible purchasing of easements (Hopkins' previous letter request to homeowners for easements resulted in almost no responses). There is also the recent skyrocketing of construction costs. He said he has not estimated the actual total cost, but a likely figure would be closer to \$100,000, similar to the W. Vail Ct. sewer extension.

Martin asked if the Ivanhoe Forest treatment plant would accommodate the 12 new connections (3 HFH lots and up to 9 existing homes on drainfields); Hopkins said yes. Martin requested an actual cost estimate to consider return on investment before a Board decision is made; Hopkins said he would develop one.

Board member Perrow asked if Hopkins' recent meeting with a USDA-RD staffer about available RD grant funding included this project. Hopkins said yes, it was mentioned, though not to any detail, because the project scope of work has not yet been even preliminarily developed.

Woods asked about the proposed alignments for pump stations' force mains. Hopkins said the Ivanhoe Forest pump station force main would proceed due east to discharge into ACSA sewers along Rte. 29 and the Westbriar pump station force main would go due south to and across Winesap Rd., to discharge into a manhole at the end of the subject sewer extension. He noted that Hurt & Proffitt suggested that the force mains from each pump station individually go to and along Winesap Rd. to discharges into the Rte 29 sewers, but Hopkins considers that excessively costly.

Woods asked about the condition of the two treatment plants. Hopkins replied that both are operating satisfactorily right now, but are past their anticipated service lives and could start to experience problems or fail at any time. Failure of the Westbriar plant would eliminate wastewater disposal for over 30 homes; Failure of the Ivanhoe Forest plant would do the same for 30 - 40 homes. Woods asked about capacity of the plants to handle the subject sewer extension; Hopkins replied that the Ivanhoe Forest plant has plenty of capacity for these 12 homes. He also reiterated the available DEQ grant funding for pump station replacement of wastewater treatment plants, which should make close to \$500,000 in grants available to ACSA.

Martin concurred that the subject sewer will eventually be extended, but he wants to see a better cost estimate before making a decision to do it now for the HFH lots. Hopkins noted again the items that would drive up the cost: current skyrocketing construction costs, engineering services, having to bid and contract the construction (ACSA does not install sewers with its crews), possible easement purchases, etc. Perrow noted that HFH will certainly grant easements, to which Hopkins agreed, but also pointed out that the sewer extension must also go thru other properties. Martin noted that those homes are on drainfields that could fail in the future, so it would be in their interest to grant easements. Hopkins agreed and said he included that in his prior letter to area homeowners about granting easements. He noted that it is logical, adding that having the sewer there increases property values, but added that many people do not think that way or plan to repair any drainfield problem, rather than connect to public sewer.

Woods asked about acquiring easements. Hopkins said he has no construction plans showing people where the easements would cross their properties. Martin suggested starting with a preliminary sketch, to which Hopkins agreed could be done.

Board Chair Pugh asked about offering incentives to existing homeowners to get on new sewers from old drainfields, including waiving of tap fees. Hopkins noted that the County Code requires the fees to be paid, though someone else (Supervisors?) could pay them. He added that the Code includes such incentives: disconnections from drainfields/connections to public sewers within one year of availability of new sewers get a 60% discount on the availability fee, a savings of about \$3,000.

Pugh recommended to Board members that they review VDH sanitary surveys about the existing ACSA sewers and where sewers are needed, to give them a better idea of the need for new sewers in southern Amherst County, as well as areas with older existing sewers that will soon need to be replaced.

Hopkins confirmed Pugh's statements that both treatment plants are very small and were not installed by ACSA, but by the developers of the neighborhoods they serve. Lots are small and in areas of soil where replacement drainfields are not possible.

Pugh reiterated Martin's request for a better cost estimate, which Hopkins said he would develop.

There was no other Board member comment.

IX. Citizen Comment

There were no citizen comments.

X. Matters from the Members of the Service Authority Board

Board member Perrow had nothing to discuss.

Board member Woods had nothing to discuss.

Board member Moore had three things. The first was acknowledgement that Hopkins got the new ACSA logo on the agenda; Hopkins noted that he is still trying to get the logo on the individual agenda item reports and will keep working on that. Moore then asked about meeting minutes from the ACSA Board-EDA Board workshop; Hopkins responded that he is behind on that, due to several factors and events, but is working on it. Moore then asked about traffic control cones on Ridge St.; Hopkins said he thought they had been removed, but will look into it.

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 2:35 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