Service Authority
AMHERST COUNTY | VIRGINIA

AMHERST COUNTY SERVICE AUTHORITY BOARD
MEETING MINUTES

AGENDA
December 7, 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 – November 1, 2021

V. Monthly Financial Report

A. October 2021 Financial Report

VI. Old Business

A. Executive Director's Report

B. Assistant Director's Report

VII. New Business

A. Henry L. Lanum, Jr. Water Filtration Plant Annual Sanitary Survey

B. Miscellaneous Matters

VIII. Citizen Comment

IX. Matters from the Members of the Service Authority Board

X. Adjournment

MINUTES

At a regular meeting of the Amherst County Service Authority Board, held at the Amherst County Administration Building on Tuesday, the 7th day of December, 2021, starting at 1:30 p.m., the following members were present:

SERVICE AUTHORITY (ACSA) BOARD:

PRESENT:	David Pugh, Jr., Board Chair	ABSENT:	None
	Tom Martin, Board Vice Chair		
	Jennifer Moore, Board member		
	Wesley Woods, Board member		
	Turner Perrow, Board Member		

STAFF: Robert A. Hopkins, PE, Executive Director/Board Secretary
Richard Hall, Assistant Director
Michael Lockaby, 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 December 7, 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 member Perrow and with the following vote, the Board voted to approve the minutes of the November 1, 2021 ACSA Board meeting:

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

V. Monthly Financial Report:

October 2021 Financial Report

Executive Director Hopkins reported on 2021 thru October, comparing to 2020:

October improved over September, but ACSA is still not doing as well as earlier in the year. Water sales have dropped over the past couple months, to –8.25% compared to October 2020, though it must be remembered that the 2020 revenue is artificially inflated by 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 +1.21% compared to 2020. Hopkins repeated past statements about the general reduction in water consumption and compared the September 2021 City water bill (240 cubic feet, about 50 gallons per day) with the bills in 2017, which were all over 10 times higher, that being after Central VA Training Center had already begun its phased closing. He noted that ACSA needs more new customers. This sequed into new water connections; October was the best month of 2021 to date, with 8 new connections. Tap fees are 1.54% higher than in 2020 and the total number of connections so far in 2021 (36) exceeds the totals for all of 2021 (35) and the 5 year annual average (28.2), though still less than the pre-recession annual average (65). Total water revenues were reported to be $77,840.38 (2.32%) better than 2020.

October continued good wastewater sales, the year-to-date comparison with 2020 at +5.13%. Similar to water, October was the best month of 2021 so far for new service connections with 7, tap fees 55.32% ahead of 2020, and the total number of new services so far in 2021 (15) just under the total for all of 2020 (16), ahead of the 5 year annual average (10.8), and matching the pre-recession annual average. He expects new connections to total over 20 by the end of the year. Total wastewater revenues were -21.02% down from 2020, but 2020 revenues included a $282,089.57 contractor reimbursement of a construction project overpayment, which is not revenue and artificially inflates 2020 total wastewater revenues; if discounted, 2021 total wastewater revenues are 9.77% better than 2020.

Total ACSA revenues through October 2021 compared to the same period in 2020 are -2.62%. That does not include discounting the 2020 VDOT water and Prism wastewater reimbursements.

ACSA received $219.62 in October from the State Debt Setoff Program to defray uncollectable unpaid utility account balances.

The Total Accounts Receivable, Monthly, chart showed October 2.40% better than the $450,000 projected at the start of the budget year. The Total Accounts Receivable, Cumulative, chart showed ACSA revenues thru October to be 1.77% ahead of projections made at the start of the year.

Comparing the numbers of occupied water and sewer accounts in December 2016 (7 months after Hopkins joined ACSA, 6 months before he was named Executive Director) with October 2021, less than 5 years later:

	2016	2021	Change
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	911	+84
No. of total sewer connections	1,032	1,114	+82

Board member Perrow said it is good that the two accounts receivable charts show ACSA to be on track with what was projected. He questioned low numbers in April, July, and September. Hopkins guessed that it has to do with residential bimonthly billing, which is ACSA's largest revenue source; not all the same customers are billed each month; some months more bills are issued. He also cited COVID-19 impacts on ACSA finances. Perrow questioned that response; Hopkins replied that the fact that the monthly revenues rise and fall tells him that bimonthly billing is the culprit.

1. Water

   a. Revenues:

Sales (top line & boxed area of Section I.A)	- $251,466.15 (- 8.25%)
Deleting 8/2020 $284,839.30 VDOT reimbursement (not water sales)	+ $ 33,373.15 (+ 1.21%)
Total revenues	+ $ 77,840.38 (+ 2.32%)

   b. Connections: + $ 2,924.00 (+ 1.54%)

   Thru October, 36 new water service connections (8 in October alone):

   103.9% of 2020 total (35)
   127.7% of 5 year annual average (28.2)
   55.4% of pre-recession annual average (65)

2. Wastewater

   a. Revenues:

Sales (top line & boxed are of Section I.B)	+ $ 33,263.47 (+ 5.13%)
Total revenues	- $211,404.45 (-21.02%)
Deleting 2020 $282,089.57 Prism reimbursement (not comparable)	+ $ 70,685.12 (+ 9.77%)

   b. Connections: + $ 38,385.00 (+55.32%)

   In 2021, 15 new service connection (7 in October alone):

   93.8% of 2020 total (16)
   148.2% of 5 year annual average (10.8)
   100.0% of pre-recession annual average (15)

3. Water and Wastewater

a.	Sales:	- $218,202.68 (- 5.90%) *
b.	Revenues:	- $133,564.07 (- 3.07%) *
c.	Total Revenues:	- $115,179.07 (- 2.62%) *

   * Figures not adjusted to delete VDOT and/or Prism reimbursements; all are substantially positive if these adjustments are made.

Board Vice Chair asked if the monthly financial reports could not be modified to account for the VDOT and contractor reimbursements without Hopkins having to explain them. Hopkins said he thought about making that adjustment months ago, but did not, and 2021 reports will end in two more months, addressing the problem.

Board Chair Pugh noted that, even with the number of business connections going down, the increase in the total number of occupied water and wastewater services (408 and 82, respectively) indicates positive growth trends. Hopkins agreed and added that the number of connections last month and so far in December seem to be continuing that trend. Pugh asked about the service connections for the W4 Car Wash; Hopkins replied that the car wash is still under construction, but the tap fees were paid last June. Pugh then asked about the service connections for the new Cookout restaurant; Hopkins replied that, despite Hopkins' proposals of options to save them money, Cookout continues to request a new 2" water service under Rte. 29, despite the high cost (estimated at $50,000). Hopkins said he is working on that.

Hopkins noted that this recalls past discussions regarding "high" ACSA tap fees. Hopkins has responded to this in the past that only local developers and the EDA are citing this; regional and national businesses have no problem with ACSA's tap fees and have actually told Hopkins they are low compared to other locales. He said his water connection options would have reduced Cookout's connection fee to $5,000 - $6,000, but Cookout was more concerned about getting it done quickly than cost. Hopkins said that is something that needs to be considered when discussing EDA and local developer complaints of "high" costs to connect to public water and sewer.

Perrow asked about the often-cited drop in County population when Hopkins reports so many new utility connections. Pugh said closing Central VA Training Center resulted in a drop of several thousand in population. The County Administrator went to the podium and said the last census reported a drop in County population of 1,000, but since the previous census, CVTC has closed, with a loss of 3,000 patients as County residents; Sweet Briar College has lost 1,000; and Blue Ridge Regional Jail inmates are no longer reported as County residents, but as residents of where they came from, another 1,000 drop in County population. He said this explains the statements that the County is growing, the discrepancy in new utility tap fees vs. population, the growth in building permits, etc. Perrow noted that this is optimistic.

There was no other Board member comment.

VI. 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 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:
    * 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 a project by ACSA staff.

- Joint ACSA-County sanitary sewer extension program, Lakeview Drive
    * No change since last Board meeting.
- Sewage Lift/Pump Station Upgrades
    * No change since last Board meeting.
- VC Mobile Home Park
    * VDOT approved the variance for alternative design and construction from what was cited in the VDOT plan review comment letter.
    * ACSA is ordering materials for the start of construction on Phase 1 (Colony Road water main extension).
    * ACSA is working with VDOT and Hurt & Proffitt on a survey of the existing campus water mains to be replaced.
- 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.
    * Due to recent inflation, Hopkins had Hurt & Proffitt update their cost estimate based on recent similar H&P projects. The construction subtotal was $125,000 higher than the VRA bond loan; adding contingencies doubles that figure. Hopkins has already talked to Davenport, who said ACSA can go back to VRA for more money or use financial reserves, depending on the results of construction bidding this winter.
    * 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 H&P moderating, 7 ACSA staff members there 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 H&P invoice, ACSA will submit to DCR for partial reimbursement from successful 2020 grant application.

Board member Perrow asked about the project schedule and possibly requesting an extension of any completion deadline to allow ACSA to apply for grants or loans for the construction. Hopkins replied that the initial VA Dept. of Conservation & Recreation completion deadline was the end of 2022. ACSA achieved an extension until the end of 2023 due to concerns of COVID-19 impacts on ACSA finances. He said the grant of that extension would make him reluctant to ask for another. He also said that project financing (VRA bond loan) is now in place and ACSA increased annual rates adjustments for years to fund this project.

Hopkins confirmed for Perrow the $1.754M VRA bond loan based on H&P's prior cost estimate. Perrow again suggested that ACSA pursue a grant, but confirmed to Hopkins that a grant application would take some time; Hopkins said that DCR will not wait for that. Perrow replied that DCR has no way to force ACSA to meet that deadline and asked Hopkins to look into other funding sources.

County Attorney Lockaby noted that the VRA bond loan is based on tax exempt bonds; not proceeding with the construction using that funding would be problematic: the money would have to be returned, which could jeopardize future loan applications.

Board Chair Pugh and Perrow agreed that the DCR regulations changes in maximum precipitation are excessive and do nothing to help ACSA with administration and growth; they only protect the dam. Hopkins added that the initial DCR changes were much worse – the original dam improvements design from those rules included an emergency spillway almost as wide as the dam – and resulted in so many complaints from dam owners about impact and cost that DCR changed the rules again to what resulted in the current ACSA project.

- Berkshire Place Sanitary Sewer Extension

  * Hopkins emailed to Board members yesterday his cost estimate and Return On Investment calculation (attached); his ROI is 12.45 years. He noted that a ROI of 12.8 years was enough for ACSA Board approval of the W. Vail Ct. sewer extension, but had 10 immediate new connections; this project has only the 3 Habitat for Humanity lots connections, so the immediate return to ACSA is less.

Board Vice Chair Martin asked for clarification of the ROI. Hopkins said he included in the return the sewer tap fees and estimated annual sales and water tap fees and estimated annual sales (because the lots cannot be developed without the sewer, it is appropriate to include the water fees and revenues). He also noted that the ROI calculation does not include (1) the additional tap fees and sewer revenues from possible connections of existing homes currently on drainfields or (2) the 2022 rates increases (since they will not be determined until January), so the ROI should be a high estimate.

Hopkins said he is looking for Board authorization to continue, working to try to acquire easements and get a Hurt & Proffitt engineering services proposal.

Board member Woods asked what would be a reasonable ROI for this project. Board member Perrow replied that the presented ROI is reasonable.

Board Chair Pugh asked if HFH expects to pay the tap fees. Hopkins said he has not yet talked to them about that, but will do so.

Woods asked if ACSA can incentivize existing homes to connect to a new sewer. Hopkins replied that County Code allows reduction of availability fees by 60% ($2,700) for homes that connect to a new sewer within one year of it becoming operational. Hopkins reminded the Board of the recently presented VA Dept. of Health sanitary survey for this area, which shows that all existing drainfields are nearing the ends of their expected service periods.

Perrow suggested authorizing Hopkins to proceed, conditional to HFH acknowledging that they are responsible for the tap fees for their lots. Martin said that is acceptable to him. Perrow restated his suggestion as a motion, which passed with the following vote:

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

- West Vail Court Sanitary Sewer Extension:
  * Hurt & Proffitt finished the design. Hopkins reviewed it, then sent it to the adjacent property owners (the proposed Violets View development) for review. Upon acceptance, he will have H&P bid the construction.
- Infrastructure Funding Search
  * Hopkins reported meeting with Hurt & Proffitt's grant writer about a grant search for ACSA's major capital projects, including much of the above. It was initially that ACSA would pay for the grant search and applications, but Hopkins asked H&P's CEO/President to use a procedure with which Hopkins is familiar from his 36 years as a civil engineer consultant before coming to ACSA: the grant search and applications are performed gratis, with the understanding that H&P is guaranteed all engineering services for awarded grants. The CEO agreed.

3. EDA Business Friendliness Initiative
   - Priority 1a Complete evaluation of water and sewer availability fees
     * Nothing new since the last Board meeting.
   - Priority 2 Major upgrade to communications efforts
     * Refer to the Assistant Director's Report in Agenda Section VII.B.
   - Priority 3 Policy regarding ACSA extensions of public utility lines
     * Nothing new since the last Board meeting.
   - Priority 4 Strategic plan for development and services initiatives
     * Nothing new since the last Board meeting.
   - Priority 6 ACSA Water Office improvements
     * Nothing new since the last Board meeting.
4. COVID-19
   - Municipal Utility Relief Program, Phase 3
     * Hopkins is still working on the certification documentation for the $46,291.28 customer account arrearages grant from the VA Dept. of Housing & Community Development and hopes to finish it this week.
     * Hopkins this morning was in the second meeting of the committee to help the VA Dept. of Social Services with development of a proposed Low Income Household Water Assistance Program (LIHWAP). The program was not expected to be started until January 2023, but the Federal funding partner required it to be accelerated to April 2022. It will include one-time annual assistance of up to $2500. Hopkins hopes that conclusion of the DHCD program can be followed by the DSS program to help customers. The next meeting is in January.

There were no other 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

   - 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 employee
   - Evaluation of legacy equipment on our network
   - Firewall upgrade (with Intrusion Detection and Prevention Systems)
   - Multi-factor authentication (66% 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

   Hall noted that Executive Director Hopkins has forwarded to him articles in industry publications on this topic, including a recent one noting cyber attacks on public utilities in California, Pennsylvania, and other locations, indicating that this topic must be a high priority for ACSA.

2. Emergency Response Plan (ERP)

   - Following completion of the Risk & Resiliency Assessment, the next step in compliance with AWWIA is community water systems updates of existing Emergency Response Plans.
   - Feedback from ACSA review has been received for a portion of the draft document; adjustments are being made.
   - Plan must be complete and certified by 12/31/2021.
   - ACSA is on schedule for completing this task.
   - Real-time tabletop exercise was complete on 11/9/2021, during a recent water main repair outage near Younger Drive on Elon Road that affected Elon Elementary School (Critical Facility) in addition to residential accounts in the area; adjustments being made to ERP concerning notification phone numbers and contacts.

3. 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.
   - Procurement/vendor selection was complete 7/13/2021.
   - Product submittals were approved 8/3/2021, allowing release of the equipment.
   - Equipment shipped from the manufacturer on 11/4/2021 to the JF Petroleum warehouse in Roanoke; still waiting on the installation date!
   - An electrical permit was issued by the Amherst County Building Safety & Inspections Department on 10/27/2021.

   Hall added a verbal update, that the contractor has now set an installation date of 1/11/2022.

4. New ACSA Website

   - Procurement / vendor selection was complete 8/31/23021.
   - The project cost is $7,000.00.

- Clarifications requested by ACSA's Executive Director concerning cyber security and web server hosting were provided by the vendor 9/10/2021.
- A kick-off meeting was held with the vendor 9/24/2021.
- Preliminary screenshot of ACSA's new Home Page and tree was presented to ACSA staff 11/9/2021; A follow-up meeting was held 11/29/2021.
- New website address is established using the acsava.com domain. (A temporary, progress link to the new site is available for staff observance only)
- Project completion target date is December, 2021. (This is a soft date!)

Hall offered to forward the web site address to Board members upon request.

5. New inventory management assignment

   - Updated Antero Allmax software was installed 9/2/2021.
   - The Assistant Director is 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 action items needed.
   - The first task is to complete inventory of stored assert on the Wright Shop Road tank site.
   - Auditors have requested the first week of January for their observations concerning ACSA inventory.

   Hall noted that the materials inventory will begin this month. The auditors anticipate beginning the 2021 audit in January with site visits, including for the materials audit, and he expects to demonstrate progress in addressing previous auditor suggestions regarding improving inventory management.

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

   - Reviewed existing utility mapping and record documents.
   - Field review/refresher on 10/25/2021.
   - Instructions from ACSA Executive Director:

     * Mark direct routes to VC Mobile Home Park and CVTC Lower Rapidan area for ACSA water main extensions.
     * Include both 200k gal and 300k gal tanks and CVTC booster pump station as part of distribution.
     * Include east end of Lynchburg City water service line.

   - A meeting with professional design consultant Hurt & Proffitt was held 11/15/2021 to review revisions to the original scope; a revised proposal was received 11/17/2021.

   Hall noted that he is working with VDOT to identify campus roads that are or will be in the VDOT public road system. Executive Director Hopkins wants to put replacement water mains in easements immediately adjacent to the road right-of-ways; such locations should be "safe zones", much less likely to be impacted by future campus re-development. He and Hopkins expect to walk the proposed replacement water line alignment next week.

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

There were no other Board member comments regarding this staff report.

VII. New Business

A. ACSA Water Treatment Plant Annual Sanitary Survey

Executive Director Hopkins reported that ACSA's Henry L. Lanum, Jr. Water Filtration Plant received its annual inspection by the VA Dept. of Health on 9/20/2021 and the inspection report (attached) on 11/3/2021. It is a long, comprehensive report, but the inspection summary can be found on the fifth page of Part I. The top of that page notes no problems or comments from the 2020 inspection. The first three new comments were beneficial to and complimentary of ACSA and its staff for the condition and operation of the water plant. The last comment Hopkins discussed with VDH in a followup phone call, resulting in it being rescinded; the inspector did not realize that ACSA plant staff are trained to calibrate the referenced equipment (turbidimeter) and do it monthly, rather than the quarterly interval recommended by VDH.

The fourth comment concerns revisions to the regulations manual that require ACSA to now have a Class 1 or Class 2 Water Treatment Operator at the plant any time potable water is being produced. Before the rules change, ACSA needed to have a Class 3 Operator or above. With the departure of two Class 2 operators early in 2021, the rules change was initially viewed as a big problem for ACSA, since it would create scheduling problems due to the lack of enough operators of the required licensure classes. ACSA has five Class 1 operators, one Class 3, and two apprentices. One of the five Class 1 operators is also ACSA's Wastewater Supervisor and does not work at the water plant; it was thought that he might have to begin working dual jobs, spending some of his time at the water plant. After discussions with Operations Manager Micklem, Treatment Manager Fulcher, Class I Water Treatment Operator/Water Plant Shift Supervisor Fittro, and Wastewater Supervisor Cunningham about how to deal with the problem, Hopkins called the VDH District Engineer to discuss VDH expectations about how the sudden rules change would be addressed by water utilities, as it affects many more than just ACSA in the same way. Hopkins was told that utilities will have a one year grace period, until the next sanitary survey, to comply with the new rule. Fulcher initially was very concerned about schedule flexibility with the new rule, but is much less concerned now.

This relieves the immediate scheduling problem, but senior staff immediately initiated plans to ensure that ACSA is compliant before autumn 2022. ACSA's Class 3 Operator took his Class 2 licensure examination within a week of the new VDH rules being issued; he did not pass, but ACSA staff are helping him study to re-take the test in early 2022. The two apprentice operators are being urged to accelerate their studies to pass the Class 4 licensure test as soon as possible and then immediately initiate studying for their Class 3 licenses. The experience requirements and test schedule will not allow them to achieve Class 2 licensure before the end of 2022, but such licensure by the end of 2022 will position them for Class 2 status in early 2023. ACSA also hired a new apprentice operator (see Agenda Item VII.B) to improve the flexibility of operator scheduling.

Board member Perrow cited the first 3 inspection comments, noting that Hopkins did not place sufficient emphasis on VDH findings that the plant is well operated, in good condition, and produces excellent potable water. He asked that Hopkins relay to treatment plant staff the Board's congratulations and appreciation for the work they do. Board Chair Pugh concurred.

There were no Board member comments.

B. Miscellaneous Matters

1. ACSA Rates and Fees Adjustments for 2022

   After not having an ACSA Board quorum for the scheduled 11/16 public hearing, Executive Director Hopkins is planning the public hearing for the second Supervisors meeting in January, the evening meeting on 1/18/2022. The advertisement will be published the last 2 weeks of December to ensure compliance with the requirement that the second advertisement be published at least two weeks prior to the public hearing. All Board members except Ms. Moore (today is her last ACSA Board meeting) said they plan to attend.

2. New ACSA Water Treatment Operator

   The VA Dept. of Health recently revised some of its rules, one of which now requires ACSA to have at least a Class 2 Water Treatment Operator at the Henry L. Lanum, Jr. Water Filtration Plant any time it is producing potable water. That leaves ACSA short-handed for senior operators. Executive Director Hopkins called VDH in Lexington and got confirmation that enforcement will not begin until the 2022 annual sanitary survey, but senior staff wants to ensure compliance. ACSA is accelerating the training and licensure of its current two water treatment operator apprentices and hired a new operator. Michael Tolgyesi began work at the water plant 12/1 after being interviewed.

3. ACSA Availability Fees

   Executive Director Hopkins presented at the November ACSA Board meeting a draft description of ACSA availability fees – what they are, what they are for, how they are determined, etc. Complying with a request at the meeting, he forwarded the Word document to ACSA Board members for review and comment. He has received and responded to comments and suggestions from one Board member (Ms. Moore).

4. Disinfection Byproducts Testing

   ACSA recently received the State laboratory reports for the third quarter of 2021 regarding potable water samples taken at the 4 designated locations in the ACSA water system. All results for total trihalomethanes, including each individual sample and the 4 quarter running averages, were below the permit limit. So ACSA is currently compliant with disinfection byproducts testing.

   Board member Perrow commented that this is good news.

5. New Backhoe

   ACSA finally received in November the bucket and quick-disconnect coupling for the backhoe purchased from John Deere, Inc. Because of the number of younger, less experienced construction crew members, Executive Director Hopkins is scheduling operations and pre-operations training.

6. Madison Heights Master Plan

   Executive Director Hopkins attended a 12/2 kickoff meeting of County staff, EDA staff, and consultants. A consultants advisory committee was created, consisting of Hopkins and an ACSA Board member (not a Supervisor), County Administrator Rodgers and a Supervisor; Community Development Director Bryant and a Planning Commission member, and EDA Director Hansen and an EDA Board member. Hopkins was asked to get an ACSA Board member.

Board Vice Chair Martin expressed concern that the committee could revert to directing the consultants in the project planning, which he would oppose. The County Administrator said the purpose of the committee is to provide needed information from appropriate agencies and to advise and to ensure that other appropriate agencies are included in the planning, but not to direct the work of the consultants. Hopkins added that his concept is that the duty of the Supervisors and board members would be to liaise with their boards to keep them informed of progress. Martin said that would be acceptable; he just does not want the committee to end up manipulating the consultants' work. The County Administrator noted that the consultants requested this committee, calling it a "decision-making group"; Rodgers agreed on the need for the group, but said it would not be making decisions.

Meetings will be monthly; Hopkins will send the selected ACSA Board liaison the meeting schedule and agendas when developed.

Board members Perrow and Woods both expressed interest in serving as the ACSA Board liaison. After discussion, they agreed on Woods.

By motion of Board Vice Chair Martin and with the following vote, the ACSA Board selected Board member Woods to represent the ACSA Board on the Madison Heights Master plan consultants advisory committee:

AYE:	Mr. Pugh, Mr. Martin, Mr. Woods, Mr. Perrow
NAY:	None
ABSENT:	None
ABSTAIN:	Ms. Moore (this is her last ACSA Board meeting)

There was no other Board member comment.

VIII. Citizen Comment

There were no citizen comments.

IX. Matters from the Members of the Service Authority Board

Board member Woods had nothing to discuss.

Board member Perrow 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.

X. Adjournment

By motion of Board member Moore and with the following vote, the Board adjourned the meeting at 2:37 p.m.

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

Tom Martin, Board Chair

Robert A. Hopkins, PE, Board Secretary