Service Authority
AMHERST COUNTY | VIRGINIA

AMHERST COUNTY SERVICE AUTHORITY BOARD MEETING MINUTES

AGENDA

February 1, 2022

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

I. Call to Order

II. Amherst County Service Authority Board Re-Organization 2022

A. Election of ACSA Board Chair and Vice Chair

B. Appointment of ACSA Treasurer

C. Schedule and Location of Regular ACSA Board Meetings

D. ACSA Resolution 2022-A-0001-R

III. Citizen Comment

IV. Approval of Agenda

V. Approval of Minutes

A. ACSA Board Meeting – December 7, 2021

B. ACSA Board Meeting – January 18, 2022

C. ACSA Board Meeting – January 19, 2022

VI. Monthly Financial Report

A. November 2021 Financial Report

B. December 2021 Financial Report

VII. Old Business

A. Executive Director's Report

B. Assistant Director's Report

VIII. New Business

A. ACSA 2022 Rates and Fees Adjustments

B. 2021 Bad Debt Set-Off

C. Customer Convenience Utility Bill Payments

D. Iron Lives

E. Regulatory Updates

F. Miscellaneous Matters

G. ACSA Resolution 2022-A-0002-R and Resolution 2022-A-0003-R

(This New Business item was added to the agenda during the discussion of Old Business Item VII.A.2, Graham Creek Reservoir Dam Improvements Project.)

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 Tuesday, the 1st day of February, 2022, starting 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 Wesley Woods, Board Member Turner Perrow, Board Member Drew Wade, 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		

Before the meeting, Executive Director Hopkins provided new ACSA Board member Wade a compilation of information assembled by Assistant Director Hall that is historically provided to new ACSA Board members to assist with their orientation.

I. Call to Order

Board Secretary Hopkins called the meeting to order at 1:30 p.m. Before proceeding with the meeting, he reported to the ACSA Board that Board member Woods was not in attendance due to illness. Hopkins added that Woods wished to remotely attend the meeting via phone, referred to Section 1-5 of the ACSA Board Rules of Procedure, noted that all four requirements in the Section to allow this had been or would be met, and requested a motion to allow or disallow the remote attendance.

By motion of Board member Pugh and with the following vote, the Board approved Board member Woods' Board meeting attendance remotely via telephone:

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

Clerk to Boards Rice then called Woods on the telephone number he provided; Woods answered and was able to adequately participate in the rest of the meeting.

II. Amherst County Service Authority Board Re-Organization 2022

A. Election of ACSA Board Chair and Vice Chair

Board Secretary Hopkins stated that the annual Board re-organization is typically performed at the January regular ACSA Board meeting, but the cancellation of that meeting due to weather postponed this procedure until the February regular meeting. He requested nominations from Board members for ACSA Board Chair for 2022. Board Chair Pugh nominated Board Vice Chair Martin, which was seconded by Board member Wade. No other nominations offered, Hopkins closed nominations and requested a motion.

By motion of Board Chair Pugh, seconded by Board member Wade, and with the following vote, the ACSA Board elected Board Vice Chair Martin to replace Pugh as Board Chair for 2022:

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

Hopkins turned the Board meeting over to Mr. Martin.

Board Chair Martin requested nominations from Board members for ACSA Board Vice Chair for 2022. Board Chair Pugh nominated Board member Perrow, which was seconded by Board member Woods. No other nominations offered, Martin closed nominations and requested a motion.

By motion of Board member Pugh, seconded by Board member Woods, and with the following vote, the ACSA Board elected Board member Perrow to replace Martin as Board Vice- Chair in 2022:

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

B. Appointment of ACSA Treasurer

Board Chair Martin noted from the agenda item report that the Amherst County Treasurer is historically appointed to serve as ACSA Treasurer and requested a motion regarding appointment of the ACSA Treasurer for 2022.

By motion of Board Vice Chair Perrow, seconded by Board member Pugh, and with the following vote, the ACSA Board appointed Amherst County Treasurer Joanne Cardin to serve as ACSA Treasurer in 2022:

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

C. Schedule and Location of Regular ACSA Board Meetings

Board Chair Martin noted from the agenda item report that regular ACSA Board meetings are typically conducted in the public meeting room of the Amherst County Administration Building at 1:30 p.m. on the first Tuesday of each month and requested a motion for the schedule and location of such meetings for 2022.

By motion of Board member Wade, and with the following vote, the ACSA Board scheduled regular ACSA Board meetings in 2022 to be conducted in the public meeting room of the Amherst County Administration Building, 153 Washington Street, Amherst, VA 24521, at 1:30 p.m. on the first Tuesday of each month:

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

D. ACSA Resolution 2022-A-0001-R

Board Chair Martin noted that the Resolution and its attached Code of Ethics and Rules of Procedure need to be adopted for 2022. Hopkins added that the only changes from the adoption of the same resolution and attachments from January 2021 are to update the dates and the ACSA Board Chair for 2022.

By motion of Board member Pugh, and with the following vote, the ACSA Board adopted Resolution 2022-A-0001-R:

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

III. Citizen Comment

Board Chair Martin opened the floor for comment by meeting attendees.

Mr. Terry Morcom, local developer, requested sanitary sewer extension assistance for a development project in southern Madison Heights. He described the parcel history and location and the proposed project and said that he has been working with ACSA Executive Director Hopkins about this. Board Chair Martin suggested to Mr. Morcom that he continue to work with Hopkins, who added that the County Supervisors, at their last meeting, asked Hopkins to prepare a preliminary, pre-design cost estimate to extend sanitary sewer from the proposed sewer/pump station/force main project on River Road if and when that project is completed.

Martin closed Citizen Comment when no other meeting attendee wished to speak.

IV. Approval of Agenda

This item was inadvertently skipped during the meeting.

V. Approval of Minutes

A. ACSA Board Meeting – December 7, 2021

Mr. Wade told Board Chair Martin he would abstain from the 12/7/2021 meeting minutes approval, as he was not a Board member at that time.

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

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

B. ACSA Board Meeting – January 18, 2022

By motion of Board Vice Chair Perrow and with the following vote, the ACSA Board voted to approve the minutes of the January 18, 2022 Board meeting:

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

C. ACSA Board Meeting – January 19, 2022

Board Vice Chair Perrow informed Board Chair Martin that he did not attend the entire January 19, 2022 special-called ACSA Board meeting, that the minutes of the meeting should be amended to show that he was absent for the first Board vote of the meeting, and requested the minutes be so amended.

By motion of Board Vice Chair Perrow and with the following vote, the ACSA Board voted to approve the minutes of the January 19, 2022 Board meeting, as amended:

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

VI. Monthly Financial Report:

A. November 2021 Financial Report

Executive Director Hopkins said he would briefly review this report, due to a long meeting agenda, and be more detailed for Item VI.B, the more recent December 2021 Financial Report. Board Vice Chair Perrow suggested that, for the reasons Hopkins cited, Item VI.A be dispensed with and the meeting should continue with Item VI.B. All Board members agreed.

B. December 2021 Financial Report

1. Water (comparing to December 2020):

a. Revenues:

Sales (top line & boxed area of Section I.A)	- $458,221.33 (-11.89%)
Total revenues	- $102,708.84 (- 2.45%)

b. Connections: + $ 29,924.00 (+15.78%)

Thru December, 44 new water service connections (2 in December):

125.7% of 2020 total (35)
156.0% of 5 year annual average (28.2)
67.7% of pre-recession annual average (65)

Tap fees: + $ 20,924.00 (+10.08%)

2. Wastewater (comparing to December 2020):

a. Revenues:

Sales (top line & boxed are of Section I.B)	+ $ 42,051.69 (+ 5.40%)
Total revenues	- $196,007.83 (-17.23%)

b. Connections:

In 2021, 16 new service connection (0 in December):

100.0% of 2020 total (16)
148.2% of 5 year annual average (10.8)
106.7% of pre-recession annual average (15)

Tap fees: + $ 44,385.00 (+ 63.97%)

3. Water and Wastewater (comparing to December 2020):

a.	Sales:	- $416,569.07 (- 8.99%)
b.	Revenues:	- $298,716.67 (- 6.89%)
c.	Total Revenues:	- $271,866.67 (- 5.06%)

Hopkins reported that December water sales improved 31.15% over November. A cursory review of the report shows that ACSA was significantly down in water sales compared to 2020 (-$458,221.33, -11.89%). But it must be remembered that 2020 included more than twice as much in VDOT reimbursements for ACSA costs to relocate water lines and sanitary sewers for VDOT's Woodys Lake Rd. improvements project than in 2021:

#1	7/2020	$ 28,343.15	#5	1/2021	$ 94,886.25
#2	8/2020	$284,839.30	#6	5/2021	$267,260.75
#3	10/2020	$148,621.33			
#4	12/2020	$284,756.57			

A total of $746,560.28 was paid to ACSA by VDOT for that work in 2020 and $362,147.00 in 2021, a total of $1,108,707.28. VDOT payments are made by electronic deposit, which ACSA accounting software requires to be entered as Water Dept. sales. Obviously, those payments were not water sales and should have been moved to Water Dept. – Misc. in the monthly report, but were not. Making that change now to provide a reasonable comparison of ACSA 2020 and 2021 reduces water sales to $3,110,281.81 in 2020 and $3,036,074.33 in 2021, a difference of -$74,207.48, -2.39%; still a deficit, but much less than -11.89% and reasonably to be expected, given the final closing of Central Virginia Training Center, customer payment reductions due to COVID, regularly reported decrease in water usage because of low flow plumbing fixtures, the national trend in lower water use, etc.

Similarly revising Water Dept. total revenues to delete the VDOT reimbursements changes the $102,708.84, 2.45%, deficit shown for 2021 compared to 2020 to +$281,704.44, +8.16%. This is important because the artificial inflation of ACSA revenues from the VDOT reimbursements gives an obviously inaccurate picture of ACSA's financial condition.

ACSA had 2 new water service connections in December and 44 in 2021, the most since 2018, exceeding 2020 and the 5 year annual average, and nearing the pre-recession annual average, with an increase in new service tap fees of 10.08%.

December wastewater sales were down from November, but finished 2021 5.40% ahead of 2020, the first time since 2017 that ACSA wastewater sales eclipsed the preceding year. Total revenues were down $196,007.83, -17.23%, compared to 2020, but 2020 included a contractor overpayment reimbursement of $282,089.57, which is not revenue, but had to be recorded as such. Deleting that to effect a reasonable comparison, 2021 total wastewater revenues were +$86,051.74, +7.57%, compared to 2020.

There were no new wastewater service connections in December, but the total of 16 matched 2020 and exceeded the 5 year annual and pre-recession annual averages.

New service tap fees were +$44,385.00, +63.97%, compared to 2020.

Total ACSA revenues through December 2021 compared to the same period in 2020 were 5.06% down. The VDOT reimbursements in 2020 and 2021 were revenue and should be included, but discounting the 2020 Prism reimbursement described above, since it was not truly revenue and was not repeated in 2021, that figure improves to +0.0019%.

ACSA received no revenue in December from the State Debt Set-Off Program to defray uncollectable unpaid utility account balances.

The Total Accounts Receivable, Monthly, chart shows December was $40,406.00 (10.36%) higher than the $390,000 projected at the start of the budget year. This includes $46,291.28 in customer account arrearage assistance received from the State in December, which was appropriately recorded as Water Dept. – Water Sales. The Total Accounts Receivable, Cumulative, chart shows ACSA revenues thru December $90,230.00 (1.80%) ahead of the adopted budget and projections made at the start of the year. While this is somewhat disappointing, given the 5.56% and 6.56% increases in water and wastewater rates, respectively, for 2021, the customer account arrearages, even with the State assistance, as well as the issues cited above, account for the lower percentage total revenues in 2021.

Comparing occupied water and sewer connections in December 2016 with December 2021, 5 years later, results in the following table:

	2016	2021	Change
No. of business water connections	433	423	-10
No. of residential water connections	5,569	5,982	+413
No. of total water connections	6,002	6,405	+403 **
No. of business sewer connections	205	203	-2
No. of residential sewer connections	827	901	+74
No. of total sewer connections	1,032	1,104	+72 ***

** An average annual increase of 80.6 connections.

*** An average annual increase of 14.4 connections.

Board Vice Chair Perrow said he had several questions to ask about this report. First, he agreed with Hopkins' reasoning regarding his statements about the VDOT reimbursements, but reiterated past remarks about non-operations revenues being recorded under Water Dept. – Misc. Water Sales; this needs to be changed, as it creates inaccurate perceptions of ACSA finances by the public.

Perrow then cited the 2.39% drop in water sales compared to 2020, after deleting the VDOT reimbursements, referring to it as "year after year". He noted that ACSA should not expect this to continue, even with the known national trend in reducing water usage, the closing of Central Virginia Training Center, etc. He said ACSA must ensure that revenues remain no worse than "flat" – and "flat" would be "fine" – because a loss in sales revenue means ACSA is relying on non-operational revenues to maintain operations.

> NOTE: It should be noted that the reference to "year after year" negative water sales is incorrect. A review of the December financial reports for the previous three years shows that water sales for 2020 exceeded 2019 by 3.21%, 2019 exceeded 2018 by 2.80%, and 2018 exceeded 2017 by 3.50%.

Perrow noted that total ACSA revenues for 2021 were essentially the same as 2020. He requested clarification of the financial report statement (3rd paragraph, pg. 2) deleting the VDOT reimbursements from the revenue figures and the resulting change from a negative 2.45% total revenues comparison with 2020 to a positive 8.16%. Hopkins replied that the VDOT reimbursements are not sales or normal ACSA operational revenues and though they must be included because they are recorded in ACSA's accounting software, they artificially inflate revenues figures and create a distorted picture of ACSA finances. Perrow accepted that.

Perrow cautioned about assumptions that are being made in the financial report, because of the need to be transparent to the public. ACSA must be able to easily and understandably respond to any questions about ACSA rates and fees. He said ACSA finances and the report are not as clear as he would prefer. He added that he is not questioning the accuracy of the data, just how it is reported and the consistency in doing so.

Perrow agreed with Hopkins that the contractor reimbursement of a construction project overpayment is not revenue, but should be listed as a capital expense in a profit-loss statement. He said this is an example of inconsistency in how the data is reported. He said the VDOT reimbursements are similar. He noted the four accounting "books" to be the previous year's audit, the current year's budget that will be the audit numbers, beginning projections of the next year's budget, and what is being presented monthly in the financial reports. He noted that 3 of the 4 are in an accounting software system, presumably in the County Finance Dept. County Finance Director McBride noted that the data in the monthly financial reports is created by Hopkins (actually by ACSA Water Office staff, from ACSA accounting software; the reports are reviewed by Hopkins), who cannot include reasonably timely data from CFD financial reports because ACSA does not receive them in time; she used as an example the December, end of 2021 (the subject of Hopkins' presentation) report for ACSA from CFD, which is not yet finished. She noted that the ACSA software system does not interact with the CFD software system, which will be corrected with the upcoming new CFD accounting software. She added that ACSA was not initially considered in County plans to acquire that software, but she is now working on merging the two software systems to improve interaction, so CFD can provide more timely financial data to ACSA. She noted her unfamiliarity with ACSA billing software. She admitted that Hopkins reports what he does because CFD lags so far behind in getting monthly data to ACSA. Perrow replied that correction of this needs to be an ACSA goal for 2022. He thanked her for her extemporaneous response to his question. She added that she is working on changes to improve things in 2022.

Perrow asked about the accounting basis under which ACSA financial reports are created. Hopkins replied that he is reporting on the financial reports provided by Water Office software and staff. He said it is not "billing" revenue, but "received" revenue (cash). McBride added that CFD does their reports based on "accrual", so there is always a difference in what ACSA reports and what CFD reports for the same month. McBride said the annual audits are based on accrual.

Perrow repeated that this needs to be an ACSA goal for 2022, and that expenses need to be included in the monthly reports. ACSA needs to be able to compare operational revenues and operational expenses to provide a complete financial accountability of ACSA to the public, and be able to reconcile any increase in operational expenses relative to operational revenues.

Board Chair Martin asked McBride about the procedure to include ACSA in the new CFD accounting software. She responded that a Request for Proposals would need to be prepared by CFD staff and appropriate ACSA staff. She noted that ACSA uses a dated version of Tyler Munis software, which is unlikely to be the software vendor selected by CFD. She said she plans to work with Water Office staff on that. Perrow recommended that CFD solicit a change in the contract of the ultimately selected software vendor to include ACSA. She said County Purchasing Officer David Proffitt can do that and she will talk to Proffitt.

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 important matters, due to the remaining meeting time. Italicized text is updated information since the last Board meeting.

1. James River Bank Stabilization Project

- 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 stabilization in 2022, pending funding and completion of permanent revetment project.
- Hurt & Proffitt completed topographic surveying, a base sheet drawing and preliminary design of temporary repair; Hopkins reviewed/commented and plans a 2022 project.
- *Hopkins attended US Rep. Ben Cline's 12/13 Town Hall in Monroe, talked to aide Aaron Van Allen, and re-sent 6/2021 emails asking for a congressional earmark to fund the project. Van Allen responded in December that he is working on this for ACSA.*
- *Hopkins has Hurt & Proffitt's grant administrator looking into General Assembly HB 7001 funding for sewer repairs, replacements, and upgrades, for this and other projects.*
- No change on either of these potential funding alternatives:
  * County Supervisors funding assistance for ARPA funding received;
  * Region2000 hazard mitigation grant funding application;

2. Water and Sewer Infrastructure Projects

- Woodvue Dr. Water Main Replacement
  * Hopkins is working on easement acquisitions for a project by ACSA staff.
- Joint ACSA-County sanitary sewer extension program, Lakeview Dr.
  * Hopkins is working on easement acquisitions for 2022 construction.
- Sewage Lift/Pump Station (SPS) Upgrades
  * *Dillard:* *A pump was replaced, returning the site to full operation.*
  * *General:* *This returned all sewage pump stations to full operation. 2022 will inaugurate annual complete overhauls of each pump station, so each is updated at least every decade.*
  * *Reichard:* *Hurt & Proffitt is beginning design of a 2022 overhaul project.*
  * *Lighthouse:* *Hurt & Proffitt is beginning design of a future overhaul project.*

* *Abbitts:* *Hurt & Proffitt is beginning design of a future overhaul project.*

- VC Mobile Home Park:

  * *VDOT approved the alternative design/construction variance from what was in the plan review comment letter and final construction drawings.*
  * *ACSA has purchased materials for the first 450' of Colony Rd water main extension to Sunset Dr. and plans to start installation as soon as asphalt plants open in spring 2022. Hopkins hopes to have remaining materials by the time the first 450' is installed. He is working on a VDOT permit for construction to start early spring 2022. Costs have skyrocketed and lead times for materials delivery are long.*
  * *Hopkins submitted to the State the first reimbursement request, for $11,710.00 for design and construction drawings, from the $250,000 State funding, which is being processed for payment, probably in February.*
  * *ACSA is working with CVTC staff and VDOT to on a survey of existing water mains to be replaced, starting in 2022. VDOT is identifying campus roads that are/will be in the public road system and the right-of-way widths for each; Hopkins plans to establish public water main easements immediately adjacent to the road right-of-ways.*

- RiverEdge Park:

  * *ACSA Operations Manager Micklem suggested installing a gate valve on the City water supply line to CVTC, immediately after the last of the other service connections on the line. Hopkins is considering and will talk to the City about ACSA doing this in 2022.*

- Graham Creek Reservoir Dam Improvements Project:

  * *VA Conservation & Recreation Dept. approved the plans in December and issued a Dam Alterations Permit and a Conditional 2 Year Operations & Maintenance Certificate 1/27.*
  * *VA Dept. of Environmental Quality approved the plans for stormwater management concerns in December.*
  * *Construction bidding was advertised 1/23/2022, with this preliminary project schedule:*

Advertise for bids	*January 23, 2022*
Preconstruction conference	*February 3, 2022*
Bids Due	*February 24, 2022*
ACSA Board approval	*March 1, 2022*
Notice to Proceed	*April 4, 2022*
Completion (8 months)	*December 2022*

  * *Hurt & Proffitt informed Hopkins 1/28 of two grants available from the VA Dept. of Conservation & Recreation, for construction administration and for actual construction. Each has a deadline of 2/28, requires a resolution of ACSA Board support (attached), and scored very high on DCR's grant application scoring table. Resolution 2022-A-0002-R is for a $42,900 grant for construction administration. Resolution 2022-A-0003-R is for ACSA for a grant of up to a maximum $250,000 to help fund actual construction. Hopkins requested ACSA Board approval of the resolutions.*
  NOTE: Board member Perrow requested amendment of the meeting agenda to move ACSA Board approval of both resolutions to a new

Agenda Item VIII.G under New Business. The request was approved by ACSA Board consensus, not vote.

* *ACSA submitted a grant reimbursement request of $2,250 to DCR for the 10/26 tabletop exercise for the revised Emergency Action Plan.*

- Berkshire Place Sanitary Sewer Extension:

  * *Hopkins got HFH confirmation about HFH paying the water and sewer tap fees for the 3 lots.*
  * *Hopkins walked the proposed sewer extension and found problems, which he is working to resolve. He will visit the site with HFH in January.*

- West Vail Court Sanitary Sewer Extension:

  * *Hurt & Proffitt completed the design.*
  * *Hurt & Proffitt completed a cost estimate from the completed design, which approximated Hopkins' pre-design cost estimate of about $100,000, even with skyrocketing construction costs over the last year, because Hopkins revised the original scope of work to shorten the sewer extension.*
  * *Hopkins is working on the necessary easement from the adjacent property owner (the proposed Violets View development); a meeting is scheduled for the second week in February.*
  * *Bidding/ construction will proceed after site plant approval by the County and the adjacent property owner.*

- *Amherst County Gateway (River Road) Sanitary Sewer Extension*

  * *Hurt & Proffitt engineering services proposal is signed; work is proceeding on field survey and geotechnical (rock search) work between Thomas Rd and Kings Rd.*
  * *Hopkins talked to a property owner at the low point of the project area about part of his land being used for a pump station. The owner replied enthusiastically that he supports "anything that improves the area", though actual site area and lease or purchase were not discussed.*
  * *One area developer discussed a development project with Hopkins, who made sure the developer understands the ACSA project, supported with County ARPA funding, is for sanitary sewer along River Rd, with a pump station and force main to the ACSA sewer at John Lynch Bridge, and does not include further extensions of tributary sewers into adjacent properties to facilitate development. At the 1/18/2022 Supervisors meeting, Hopkins was asked to prepare a very preliminary, pre-design cost estimate for the project, which he will do unless otherwise directed by the ACSA Board.*

- *Ned Brown Road Water Main Extension*

  * *Frank Good Construction called ACSA in early 2021 about an ACSA water main extension for development of 8 new homes on lots (see attachments).*
  * *Hopkins is working with FGC to fund the project similar to a 2018 project on Ridge St. in Madison Heights: FGC provides the ACSA easement and clears, de-stumps, and grades the easement for the pipe installation; ACSA provides the installation labor and equipment ($30,000); and EDA funds materials and engineering services ($25,000). FGC submitted an EDA application for the funding.*
  * *Project: 750' water main extension in an ACSA easement outside the road right-of-way.*

* *ACSA has the construction materials and is ready to proceed with construction after FGC finishes the easement preparation. Construction is expected in spring 2022.*

3. EDA Business Friendliness Initiative

- Priority 1a Complete evaluation of water and sewer availability fees

  * Hopkins is awaiting ACSA Board member comments on a draft fees policy statement to be published on the new ACSA web site.

- Priority 2 Major upgrade to communications efforts

  * See the Assistant Director's Report in Agenda Section VIII.B about a new ACSA web site.

- Priority 3 Policy regarding ACSA extensions of public utility lines

  * County Code edit tabled until 2022.

- Priority 4 Strategic plan for development and services initiatives

  * To be developed with ACSA Board assistance in 2022 as part of Capital Improvements Plan development for future ACSA annual budgets.

- Priority 6 ACSA Water Office improvements

  * Hopkins and Hall are working with State officials on a possible lease of and Water Office relocation to Building 10 of the Lower Rapidan area of Central Virginia Training Center.

4. COVID-19

- Municipal Utility Relief Program, Phase 3

  * *VA Dept. of Housing & Community Development approved a grant for $46,291.28, more than 70% of ACSA's request for $65,914, the total 60 day ACSA customer utility account arrearages as of 8/31. Hopkins got County signatures and submitted the certification in December. The County Finance Dept. confirmed receipt of the money in late December.*
  * *ACSA mailed customer notices offering the assistance as a 75% match grant to customers, ACSA using the State money to pay in full the account arrearages for customers currently up-to-date on Installment Payment Plans, then offering $3 of State money for every $1 that the customer pays to the account arrearage, first to customers on IPPs but behind in payments, then to customers not on IPPs. This should result in customer payments of another $10,000 - $15,000 toward reducing arrearages and also show ACSA customers the value and wisdom of establishing IPPs.*

- *Municipal Utility Relief, Low Income Household Water Assistance Program*

  * *The VA Dept. of Social Services is establishing LIHWAP, with funding from the Federal government. LIHWAP will offer one-time annual assistance of up to $2500 for residential water-sewer-stormwater account arrearages. Eligibility criteria includes net income less than 150% of the Federal Poverty Guidelines and/or existing enrollment in other assistance programs.*

  * *LIHWAP is not restricted to pandemic-affected househholds, so all ACSA customers with problems paying their utility bills can be helped, which*

should dramatically reduce arrearages and improve ACSA finances.

* *LIHWAP was originally planned to be started January 2023, but has been moved up by demand of the Federal funding partners to 4/2022. DSS has many problems to resolve before then including procurement of a 3rd party program administration contractor, and does not expect to meet that deadline.*

* *LIHWAP implementation 4/2022 should immediately follow completion of MURP3 grant money distribution to ACSA customers and further benefit customers and ACSA finances in 2022.*

* *Hopkins volunteered to serve on a committee to help DSS set up LIHWAP. The last meetings were 12/7 and 1/26, with the next scheduled for 2/8.*

Board member Wade, who is also an elected County Supervisor, asked Hopkins the time frame for the Supervisors' requested preliminary, pre-design cost estimate for the sanitary sewer extension from the proposed River Road sanitary sewer/pump station/force main project for the County and ACSA, if and when it is constructed, to developer Terry Morcom's proposed development project in southern Madison Heights (see Agenda Section III, Citizen Comments). Hopkins replied that he was not given a deadline by the Supervisors, but will complete it as soon as possible.

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, concentrating on important matters, due to the remaining meeting time. Italicized text is updated information since the last Board meeting.

1. Cybersecurity

- New server and upgrade of off-site back-up server is done.
- 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 is done.
- Firewall upgrade (with Intrusion Detection & Prevention Systems) is done.
- Multi-factor authentication is 66% complete.
- Revised ACSA SOP, Information Technology System Use, is done.
- Routine employee cyber training is 34% complete.
- New cybersecurity emergency response procedures included in ACSA's ERP.
- Password Manager is done.
- ACSA's Assistant Director will serve on an upcoming VAMWA (Virginia Association of Municipal Waste Water Agencies) Cyber Committee.
- *January 11, 2022, ACSA Board Member email accounts were activated*
- *Saturday, January 15, 2022 at 7:23am, 7:24am, 7:25am, 7:27am, 7:29am, and 7:31am, The Assistant Director received six auto reply emails from: noreply@DHRM.virginia.gov Forgotten User Name- this activity was reported to ACSA's Executive Director, a DHRM (VA Department of Human Resources) Program Administrator and to ACSA's email server host/ vendor per ACSA's Emergency Response Plan; it was later reported from the DHRM Program Administrator that this incident was wide spread and could be disregarded.*

- *On January 20, 2022, an ACSA desktop computer at the water plant was infected with a virus; ACSA's contracted vendor that monitors activities* *recognized something unusual, responded, and removed the virus. There was minimal impact and no damage to report; it was an isolated incident and the computer is not associated with or accessed to the Water Office's data server.*

2. 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 J. F. Petroleum warehouse in Roanoke.
   - An electrical permit was issued by the Amherst County Building Safety & Inspections Department on 10/272021.
   - *The contracted vendor began demolition of the old pumps and installation of the new duplex pump on January 11, 2022; an inspection request of the electrical installation, and start up of the new equipment occurred January 14, 2022; January 18, 2022 the electrical inspection passed; ACSA diesel and gas dispenser operations resumed.*
   - *Warranty and Operation & Maintenance data was provided by the vendor.*

3. 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 cybersecurity 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 on 11/9/2021; An additional follow-up meeting was help 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).
   - *The vendor is in the process of building out all links from information provided by ACSA. A new website should be in operation in February, 2022.*
   - *ACSA's Executive Director sent ACSA Board Members a link for preliminary review the new website that is still under construction.*

   Board Chair Martin said he has reviewed the web site and it looks "OK" to him. He noted that the description of ACSA tap fees needs to be added.

   Board member Wade said he has reviewed the web site. Some links were not yet operational and some text needed to be updated. Hall responded that the consultant had some staff issues with COVID and is still working on finishing. He estimated the web site development to be about 98% complete and said he has not yet sent a link to the EDA for their review, though he discussed it with EDA Director Hanson. He said he will proceed with the next steps with ACSA Board approval, which was provided by consensus.

4. New inventory management assignment

- Updated Antero Allmax software was installed 9/2/2021.
- Assistant Director Hall is becoming familiar with inventory management software features and commands-plan to perform full inventory of all parts to become familiar with the process and determine action items needed.
- Auditors have requested the first week of January for their observations concerning ACSA inventory.
- *Hall participated in an in-house inventory of stored materials (several dates in December, 2020).*
- *January 3, 2022, auditors performed a random count on selected inventory items; the Assistant Director and Crew Leader participated in this activity.*

5. 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 Executive Director Hopkins:

     * 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 future ACSA water distribution system;
     * Include east end of Lynchburg City water service line.

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

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

VIII. New Business

A. ACSA 2022 Rates and Fees Adjustments

Executive Director Hopkins reported the ACSA Board last September receiving recommendations for 2022 water and wastewater rates increases of 3.75% and 4.75%, respectively, from financial consultant Davenport & Co. ACSA staff supported the recommendations, which were lower than adjustments over the past few years and would provide customers some relief. The Board requested information about higher increases to fund water and sewer infrastructure expansions for County economic growth and development. Davenport returned to the October Board meeting with information on 5.00% and 6.00% adjustments which would generate an estimated $400,000 for systems' expansions, and the November Board meeting, with information on 4.38% and 5.38% adjustments, which would generate an estimated $350,000. After discussion, the Board directed ACSA staff to prepare an ordinance for Supervisors' adoption amending the County Code to allow up to 5.00% and 6.00% rates adjustments for water and wastewater, with the Board having the option to approve lesser rates. Ordinance 2021-0012 was prepared, approved by the ACSA Board, and adopted by the County Board of Supervisors 1/18/2022 after an advertised public hearing. Hopkins noted that he cannot proceed with the 2022 amended budget for adoption until the rates adjustments are set, so he needs a decision on the water and sewer percentages to be used and a motion and a vote.

Ordinance 2021-0012 amends rates and fees adjustments in the County Code as follows:

- Water: Rate increase of up to 5.00%, from \$5.65/HCF to as much as \$5.93/HCF. \$5.93/HCF would increase the average monthly bill for utility customers by \$1.40. No increase in the basic service charge is proposed.
- Sewer: Rate increase of up to 6.00%, from \$8.46/HCF to as much as \$8.97/HCF. \$8.97/HCF would increase the average monthly bill for utility customers by \$3.55. A \$1.00 increase in the per-billing basic service charge, from \$6.00 to \$7.00, is proposed.
- There is no proposed increase in tap fees.

The proposed increases are maximums; the ACSA Board can adopt and implement lesser increases if it so desires. These maximum increases would be the lowest proposed combined rates increase since 5.00% water / 7.00% sewer adjustments were adopted in 2017 to initiate the funding of the upcoming capital projects.

ACSA staff requests ACSA Board adoption of final rates and fees adjustments to allow preparation of the 2022 budget. The options for which Davenport provided information are:

1. Water 3.75%, wastewater 4.75%
2. Water 4.38%, wastewater 5.38%
3. Water 5.00%, wastewater 6.00%

The ACSA Board is restricted to any of these, but cannot adopt percentages higher than those in Option 3.

Board Chair Martin asked the Board members for a motion regarding which set of percentages to adopt and a vote. Hopkins reiterated the three options above.

Board member Pugh noted his earlier suggestion to adopt Option 1, but Board Chair Martin proposed Option 2 and Pugh said he can agree with that. Martin polled the Board members to see if there was any further discussion.

By motion of Board member Pugh and with the following vote, the Board approved rates adjustments in accordance with Option 2 above, 4.38% for water and 5.38% for wastewater:

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

There were no other Board member comments.

B. 2021 Bad Debt Set-Off

Executive Direction Hopkins reported that this is an annual end-of-year process by ACSA. Bad debts exist from customers moving away while owing ACSA money or other reasons. ACSA tries for the next three years to try to collect them, then refers them to the Virginia Debt Set-Off Program for possible collection from future tax returns or other, with some of the collected money being sent to ACSA.

Hopkins said the set-offs for the last four years are as follows:

Budget Year	Set-Off Amount	Percentage of Budget

2018, for 2015 bad debts	$23,940.13	0.52%
2019, for 2016 bad debts	$32,939.13	0.69%
2020, for 2017 bad debts	$34,468.48	0.70%
2021, for 2018 bad debts	$25,059.73	0.42%

Hopkins noted the significantly reduced 2021 set-off from the previous two years to be pre-pandemic, so it cannot be attributed to the past couple years of State financial assistance for customer account arrearages. He said he hopes it results from ACSA policy changes implemented in late 2017 and annual set-offs will continue to improve in future years.

Board Chair Martin clarified that this money is not simply written off by ACSA, but some is returned to ACSA by the Program. Hopkins confirmed, noting that he reported four 2021 Program payments to ACSA totaling $1,703.54.

There were no other Board member comments.

C. Customer Convenience Utility Bill Payments

Executive Director Hopkins reported that in past meetings, the ACSA Board directed him to pursue customer utility bill payments with no or reduced service fees, such as credit card charges. Hopkins continues to work on this and recently met with APS Solutions, a company working with the Virginia Rural Water Association to assist VRWA member agencies with this issue. APS offers a program to accept and process utility bill payments.

Advantages:

- No cost to ACSA after the initial program set-up fee;
- Utility bill payments would automatically go into ACSA's bank account each business day, and available for ACSA use the following business day;
- $1.75 flat fee for ACH and electronic checks, and for credit card payments less than $60; this is less than ACSA's fee of 2.5% of the transaction total;
- Installment Payment Plans would be automatic recurring payments from customer bank accounts or credit cards, that only ACSA could terminate; this would ensure consistent payments to ACSA and stop customers from getting on IPPs to prevent service termination for non-payment and then not keeping up with the IPP payments. It would also reduce time of ACSA staff in tracking IPPs;
- Customer utility bill payment options would include:
    - Paying online via a link in the ACSA web site;
    - Virtual terminal for Water Office in-person payments and phone call payments;
    - Credit card payments (in-person only at the Water Office).

Disadvantages:

- Requires a three year contract, which ACSA could cancel at any time, but only with a $375 penalty;
- $199 set-up charge, which includes staff training;
- Credit card payments would be in-person only at the Water Office;
- $495 charge for the credit card machine, which ACSA would then own (Hopkins forgot to ask if the machine would be useless if ACSA cancelled the APS program or could be used with another similar program);
- Credit card payments over $60 have a 2.75% service charge, higher than ACSA's 2.5% fee and most utility bills are for an amount greater than $60;

- Bill payments do not automatically transfer into ACSA's financial software, but must be manually entered by ACSA staff. Each day, APS would send ACSA a list of the day's transactions. APS is working on software for automatic transfer, but has no idea when it might be available.

Hopkins sent the above and APS representative contact information to ACSA Water Office Manager Sharlene Haynes, who talked to the APS representative separately. Neither Hopkins nor Haynes recommend this program for ACSA.

Hopkins said it initially looked promising, but ACSA staff finally decided that the disadvantages outweighed the advantages.

Board Vice Chair Perrow said he reviewed this information and appreciates the thoroughness of ACSA staff's work. He noted two problems in particular: credit card payments not being accepted except in person, which would inconvenience customers, and manual data entry by ACSA staff of the information sent by APS on customer payments, which will create additional workload on ACSA staff and the possibility of entry errors. He said he agrees with ACSA staff recommendation not to proceed with this.

Board Chair Martin thanked Hopkins for the ACSA staff work and asked that customer convenience methods of utility bill payment continue to be investigated.

There were no other Board member comments.

D. Iron Lives

Executive Director Hopkins said he received the attached letter from Dr. Allison Jordan, Executive Director of Iron Lives, which is described in her letter as a Lynchburg organization "......helping the youth in our community overcome negativity........" She seeks business partners and community connections and financial donations to its programs, which are currently in Amherst County High School, Amherst County Middle School, and Monelison Middle School, among other area schools. Hopkins noted that he is unfamiliar with Iron Lives and can make no recommendation, but wanted to bring this to the attention of the Board.

Board Chair Martin reported his initial reaction was to not make a donation, but that ACSA continue past efforts to establish an operator internship with Amherst County High School. Board Vice Chair Perrow agreed. Martin polled the Board members, all of whom agreed.

There were no other Board member comments.

E. Regulatory Updates

Executive Director Hopkins reported the following information being obtained during meetings of the Virginia Association of Municipal Wastewater Agencies (VAMWA) meeting on 12/9/2021, the Virginia Municipal Drinking Water Association (VMDWA) meeting, on 12/16/2021, and the Virginia Water and Wastewater Authorities Association (VWWAA) meeting on 1/6/2022, which demonstrates the importance of ACSA membership in these and other similar industry standard organizations.

* Perfluoroalkyl and polyfluoroalkyl substances (PFAs)
  - The implementation date in the proposed rule is 1/1/2022 and Virginia is not ready to adopt Minimum Contaminant Levels (MCLs) and start a program; more sampling/testing data is needed and will be done in 2022.
  - Testing data to date indicates low levels of PFAs in Virginia, especially in

central Virginia, well below EPA health advisory levels. The EPA Practical Quantitation Level is 3.5 parts per trillion (ppt); EPA's health advisory level is 70 ppt. No Virginia test results so far even approach the advisory level.
- VAMWA is promoting alignment of Virginia adoption of MCLs with EPA's, with the movement of the implementation deadline to 1/1/2025 to allow more time for program development without the waste of time and money due to backtracking.

Board Chair Martin asked for clarification regarding whether PFAs are a water issue. Hopkins confirmed, adding that the substances mainly result from fire fighting foam, as well as other substances on military bases (central Virginia has no military bases). Martin asked about proactively testing ACSA's raw water sources; Hopkins replied that he has been talking to ACSA's contracted testing laboratory to have that done.

* Lead & Copper Rule (L&CRR) revisions:

  - Proposed L&CRR frozen right now, but expected to be implemented in 2022.
  - Proposed new L&CRR is now in the works to amend the frozen rule, but proposed to be implemented with the frozen rule's timetable for completion.
  - Compliance date for establishing an inventory of lead service lines (material of all service lines must be visually confirmed) is October 2024 and is not expected to change. The rule calls for 3 years to create the inventory, so utilities have already lost 7% of the three years, with no idea when the rule will finally be implemented, and utilities are waiting for VDH criteria and guidelines about what must be done and how, which will be based on EPA criteria and guidelines which have not yet been published.
  - ACSA has 7,000 connections; this inventory could be very costly and not possible to finish by 10/2024, as well as adversely impacting customers. Random sampling is proposed to be allowed, which would reduce ACSA's required confirmations to 364, according to the proposed chart. But Hopkins is not sure if this will be approved or how this will work.
  - Hopkins sent two questions to VDH.

    * ACSA has been on VDH Ultimate Reduced Monitoring for many years, based on minimal levels of lead found in testing every 3 years. Does this not affect ACSA having to do this?
    * Will the 1986 Federal ban on lead service line installation eliminate buildings constructed after that from lead service line investigation?

  - Hopkins talked with the directors of the City and Bedford, Campbell County, and Nelson counties authorities about their plans; we are all waiting until VDH guidelines are issued before deciding how we plan to respond. We plan to coordinate our ideas and efforts.
  - To date, ACSA has lost almost 10% of the 3 years in the rule to compile this inventory, but has no guidelines from VDH on how to comply. EPA has yet to issue its guidelines, on which VDH will base its criteria. Hopkins said he expects that by the time VDH publishes guidance, public utilities will have lost at least 25% - 30% of their three year compliance time.

Board Vice Chair Perrow noted that this is not just an ACSA or Virginia public utilities; it applies to all utilities nationwide. He said he suspects there will be legal challenges from utilities, and also from private individuals who do not want their properties excavated to expose service lines for visual inspection.

Board Chair Martin asked County Attorney Popovich if public utilities have a responsibility for service lines on the building side of the water meter; if clean water is provided by the utilities, why are utilities responsible for inspections past the meters, since the water goes thru lines not installed or maintained by the utilities. Hopkins added the original draft revised rule included utilities being responsible for building interior plumbing, but this was removed.

- Ammonia nitrogen levels for wastewater treatment plant discharges

  * VA Dept. of Environmental Quality to issue criteria in December 2021 (did not happen).
  * ACSA is watching levels at its two treatment plants in preparation for applying for DEQ grants to replace each with pump stations.

- Funding opportunities (forwarded to Hurt & Proffitt's grant administrator)

  * $75M in ARPA money, with sanitary sewer system repairs, drainfield repairs and replacements, and straight pipe discharge eliminations eligible;
  * See attachment.

- Cyber Security

  * VAMWA is forming a committee of member agencies to determine how to proceed. Executive Director Hopkins asked Assistant Director Hall to volunteer.

- Miscellaneous

  * In November, the VA Dept. of Health announced a layoff of all their Field Directors and their staffs due to a budget shortfall. This would create a big problem for water utilities that rely on FDs for assistance, and another regarding VDH administrating of the huge Federal infrastructure money coming from recent passing of the federal infrastructure bill. Fortunately, VDH announced in December a rescinding of the layoffs.
  * DEQ is:

    - working on a new permit fee schedule, including an 850% increase in water withdrawal permit fees (ACSA has 1 withdrawal and is working to add a second). No idea yet when the new schedule might be made effective on public utilities;
    - adding requirements for completion of a water audit report and a leak detection report for water withdrawal permit renewals;
    - working on requiring mitigation (monetary contributions) for water withdrawal projects, which would affect ACSA in 2025 for its James River withdrawal;
    - modifying its requirements for Water Resources Plan updates:

      * WRPs will go from local, individual plans to regional;
      * Must identify water supply risks and how to address them to protect waterways;
      * Must include justification of cross-jurisdictional participation.

  * VA General Assembly House Bill 1054 proposes an automatic moratorium on service disconnections by public utilities due to customers not paying their water-sewer bills whenever a State emergency is declared, anytime temperatures go below 32ºF or above 95ºF, or any declared weather emergency. All utilities belonging to the various organizations to which

ACSA belongs agrees that this must be fought, with the organizations' environmental attorneys leading.

* VA General Assembly House Bill 119 proposes to enhance commercial development by eliminating public competition of any enterprise that can be provided by private business. As written, public water and sewer utilities would be prohibited; there are already many private water and wastewater providers services in Virginia. The environmental lawyers cited in the previous bullet are all confident that this bill will go nowhere.

There were no other Board member comments on any of these issues.

F. Miscellaneous Matters

1. Water Treatment Operator Updates for December

   Last month, Executive Director Hopkins reported on difficulties in operator scheduling that could result from new VA Dept. of Health rules that require ACSA to have a Class II or I Water Treatment Operator at the Henry L. Lanum, Jr. Water Filtration Plant any time it is producing potable water (previously, a Class III operator was sufficient). That potential issue was alleviated when four year ACSA operator Hunter Glass achieved his Class II license.

   Water Treatment Operator Apprentice Nate Trumbo, with ACSA less than a year, attained his Class IV license in December.

   Water Treatment Operator Apprentice Berkley Taylor, with ACSA since July, plans to test for his Class IV license in January.

2. Second 2021 PJM Payment

   Executive Director Hopkins reports annually on a program that pays ACSA to test and be prepared to use its emergency generator during high power use. ACSA received its second of two payments for 2021 program participation, for $1,946.31. For the program year, ACSA was paid $2,986.81 to schedule and conduct the exercising of its emergency generator (which ACSA does at least annually anyway) so program consultant NRG could confirm ACSA's ability to use its generator and shut down the exterior power supply to the water plant during high energy use periods, so as to prevent a power brownout. ACSA has participated in such a program for many years, but switched to NRG as the program consultant a few years ago to improve the financial benefit.

3. ACSA Board Member Emails

   Executive Director Hopkins sent an email to Board members a few weeks ago requesting Board members to use new ACSA email addresses created by Ass't. Director Hall for ACSA communications, instead of private or business email addresses sent to ACSA. The purpose is: (1) to improve ACSA cyber security with only secure email addresses used for ACSA exterior communications and (2) to prevent Board members having to submit private and business emails to respond to Freedom of Information Act requests. Some Board members are having problems and Board Chair Martin said County Supervisor email addresses should continue to be used.

4. Water Splash Park / Annual ACSA Water Festival

   Executive Director Hopkins recently assisted Waukeshaw Development and the County Recreation & Parks Dept. with final planning for a modification to Seminole Park. Consideration was given to adding a splash park, but that facility is planned for a new County park adjacent to the Madison Heights Public Library, a better location (more space, more parking and better water supply and wastewater management) for a splash park, and also for an annual ACSA water festival that Hopkins has been occasionally working on since joining ACSA.

5. Campbell County Utilities & Services Authority Rates & Fees Increases

   Executive Director Hopkins reported receiving a phone call from CCUSA Acting Director Tim Wagner 1/28 to thank ACSA for raising its rates in 2022. He is seeking from the CCUSA Board a substantial increase in rates-fees 7/1/2022 and the ACSA increase helps his case. CCUSA has not raised rates and fees for many years.

There were no other Board member comments on any of these issues.

G. ACSA Resolutions 2022-A-0002-R and Resolutions 2022-A-0003-R

Board Chair Martin confirmed with Executive Director Hopkins the purposes and terms of the two resolutions and asked for Board action.

By motion of Board Vice Chair Perrow, and with the following vote, the ACSA Board approved Resolution 2022-A-0002-R:

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

By motion of Board Vice Chair Wade, and with the following vote, the ACSA Board approved Resolution 2022-A-0003-R:

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

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 Pugh requested that ACSA emails continue to be also be sent to his County Supervisor email address.

Board member Woods confirmed that his ACSA email address is working, but he asked Executive Director Hopkins to email his personal email for important matters.

Board member Wade had nothing to discuss.

Board Vice Chair Perrow had nothing to discuss.

Board Chair Martin had nothing to discuss.

XI. Adjournment

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

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

Tom Martin, ACSA Board Chair

Robert A. Hopkins, PE, Board Secretary