



**AMHERST COUNTY SERVICE AUTHORITY BOARD
MEETING MINUTES**

AGENDA

April 5, 2022

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 – March 1, 2022
- V. Monthly Financial Report**
 - A. February 2022 Financial Report
- VI. Old Business**
 - A. Executive Director's Report
 - B. Assistant Director's Report
- VII. New Business**
 - A. ACSA Budget Year Change
 - B. ACSA Summer Internship
 - C. Miscellaneous Matters
- VIII. Citizen Comment**
- IX. Closed Session**

Closed session for the 2021 performance evaluation of the ACSA Executive Director.
- 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 5th day of April, 2022, starting at 1:30 p.m., the following members were present:

SERVICE AUTHORITY (ACSA) BOARD:

PRESENT: Tom Martin, Board Chair
Turner Perrow, Board Vice Chair
David Pugh, Board Member
Wesley Woods, Board Member
Drew Wade, Board Member

ABSENT: None

STAFF: Robert A. Hopkins, PE, Executive Director/Board Secretary
[NOTE: Hopkins arrived 18 minutes late due to a personal emergency, when Assistant Director Hall was completing the Assistant Director's Report. Hall presented the agenda items until then.]
Richard Hall, Assistant Director
Mark Popovich, Amherst County Attorney
Regina M. Rice, Executive Assistant/Clerk to Boards

I. Call to Order

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

II. Citizen Comment

Board Chair Martin opened the floor for comment by meeting attendees.
Martin closed Citizen Comment when no meeting attendee wished to speak.

III. Approval of Agenda

A. By motion of Board member Wade and with the following vote, the ACSA Board voted to approve the agenda for the April 5, 2022 ACSA Board meeting:

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

IV. Approval of Minutes

A. ACSA Board Meeting – March 1, 2022

By motion of Board member Pugh and with the following vote, the ACSA Board voted to approve the draft minutes for the March 1, 2022 ACSA Board meeting:

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

V. Monthly Financial Report:

A. February 2022 Financial Report

Assistant Director Hall compared ACSA finances for February 2022 to the prior month and year-to-date through the same period from the previous year:

1. Water

a. Revenues:

Sales (top line & boxed area of Section I.A)	+ \$ 28,876.10 (+ 5.46%)
Total revenues	- \$ 24,939.15 (- 3.72%)*

* 2021 revenues include a \$94,886.25 VDOT reimbursement to ACSA for relocation of water and sanitary sewer lines for the VDOT Woodys Lake Rd Improvements project. This is not ACSA operational revenue and was not comparably repeated in 2022; delete it from 2021 revenues, and the total revenues comparison figures improve to + \$69,947.10 and + 12.15%.

b. Connections:

Thru February, 10 new water service connection (9 in February):

22.7% of 2021 total (44, an increase of 9 from 2020)

27.0% of 5 year annual average (37.0, an increase of 8.8 from 2020)

15.4% of pre-recession annual average (65)

Tap fees:	+ \$22,955.00 (+102.02%)
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2. Wastewater

a. Revenues:

Sales (top line & boxed are of Section I.B)	- \$25,936.05 (-16.32%)
Total revenues	- \$14,657.79 (- 8.81%)

b. Connections:

Thru February, 2 new service connection (2 in February):

12.5% of 2020 total (16)

18.5% of 5 year annual average (10.8)

13.3% of pre-recession annual average (15)

Tap fees:	+ \$ 3,000.00 (+ 50.0%)
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3. Water and Wastewater

a. Sales:	+ \$ 2,940.05 (+ 0.43%)
b. Total Revenues:	- \$33,456.94 (- 3.97%)

4. Summary:

February water sales improved from January to a healthy 5.46% for the year compared to the same period of 2021. Regarding revenues, the asterisked note above shows the effect of the 2021 \$94,886.25 VDOT reimbursement for Woodys Lake Rd water and sewer replacements on 2021 Water Dept. revenues and comparisons with 2022; deleting it for the reasons cited provides a true picture of ACSA Water Dept. revenues to date in 2022, which includes a 12.15% increase compared to 2021.

ACSA had 9 new water service connections in February 2022, the best single month in at least 6 years. Resulting tap fees increased 2022 fees to date to more than double that for the same period of 2021.

February wastewater sales and revenues decreased from January 2022 and compared to the year-to-date 2021.

There were 2 new service connections in February, which matches 2021 thru February.

Combined water and wastewater sales thru February improved slightly from the period thru February 2021. Total ACSA revenues thru February were down \$33,456.94 (-3.97%) compared to thru February 2021; editing the figures to delete the VDOT reimbursement cited above eliminates these deficits in favor of positive figures of \$61,429.31 and 8.22%.

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

The Total Cash Received, Monthly, and Total Cash Received, Cumulative, charts will resume upon adoption of the amended budget under preparation.

A comparison of the number of active service connections 5 years ago (February 2017) and now results in the following table:

	<u>2017</u>	<u>2022</u>	<u>Change</u>
No. of business water connections	427	425	-2
No. of residential water connections	5,583	5,986	+403
No. of total water connections	6,010	6,411	+401 **
No. of business sewer connections	202	203	-2
No. of residential sewer connections	825	905	+80
No. of total sewer connections	1,027	1,108	+81 ***

** An average annual increase of 80.2 connections.

*** An average annual increase of 16.2 connections.

Board Vice Chair Perrow asked the reason for the reduction in wastewater sales. Hall said he would research that and get back to Perrow with an answer.

Board Chair Martin commented that water and wastewater sales are up compared to February 2021 but ACSA is still operating at a \$33,000 deficit, which he does not understand. During the ensuing discussion, Perrow noted that water sales are up and wastewater sales are down, which makes no sense because "the water has to be going somewhere" The question was raised as to whether ACSA lost a big water and sewer customer. Martin asked Hall to get an answer to that question, whether a major customer was lost or people are using less water. Board member Pugh noted that it could be a combination of a billing cycle issue and the fact that many more ACSA customers are only water users than use both water and waste water services, with the water from water users only going to septic systems, not ACSA sewers. Board member Woods noted that business customers are billed monthly, which would argue against the big deficits seen in the report. Hall said he would investigate and report back to the Board.

There was no other Board member comment.

VI. Old Business:

A. Executive Director's Report

Due to the absence of Executive Director Hopkins, the Executive Director's Report was not discussed, the meeting skipping to the Assistant Director's Report. The following is the written report agenda item attachment:

1. James River Bank Stabilization Project

- No change to the severity of the problem.
- Hopkins is waiting for a nationwide permit from Hurt & Proffitt in 2022. *H&P has engaged a consultant and is scheduling the survey for the required mussel study for the permit.*
- ACSA continues to stockpile construction demolition debris for temporary bank stabilization in 2022, pending funding and completion of permanent revetment project.
- Hurt & Proffitt completed topographic surveying, a base sheet drawing, and preliminary design of the temporary repair; Hopkins reviewed/commented and plans a 2022 project.
- 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.
- *US Rep. Ben Cline's office told Hopkins in March that congressional earmark funding is unavailable, but they will look for other funding options.*
- *Hopkins is talking to VA Senator Warner's office about possible funding for this project and has submitted a funding request application. A site visit by Warner and staff is tentatively scheduled for some time in April.*

2. Water and Wastewater Infrastructure Projects

- Woodvue Dr. Water Main Replacement
 - * Hopkins is working on easement acquisitions for a 2022 project by ACSA.
- Joint ACSA-County sanitary sewer extension program, Lakeside Drive
 - * Hopkins is working on easement acquisitions for a 2022 construction project by a contractor.
- Sewage Lift/Pump Station Upgrades
 - * *ACSA received quotes from a vendor for 4 new sewage pumps, 2 each for Lighthouse and Abbitts pump stations and repair of a raw water pump at the Lanum water plant pump house, and asked for a quote for repair of the emergency wastewater pump. Hopkins expects to work the costs into the amended budget being prepared, with no appropriation from reserves, but will bring any required appropriation request to a future Board meeting for Board action.*
 - * ACSA staff is investigating the replacement of operational controls at several ACSA pump stations in 2022 or 2023, depending on cost.
 - * A program of an annual overhaul of one pump station will be inaugurated in 2023, so every pump station will be updated every decade.
- VC Mobile Home Park:
 - * Hopkins submitted to the State in December the first reimbursement request from the \$250,000 State funding, for \$11,710.00 for design and construction drawings. ACSA has yet to receive the reimbursement.
 - * *Hopkins responded in March to a request for more documentation and expects the reimbursement payment soon. Hopkins will submit the second reimbursement request, for engineering services, VDOT permit fee, and materials purchase, in April.*
 - * *VDOT issued a permit for the entire water main extension, with a 1 year timetable and available 6 month extension. A utility ticket was called in.*

The work was discussed with the ACSA crew chiefs and is scheduled to begin in April. Assistant Director Hall will do a concrete sawcutting safety session with the crew. Notices will be sent to Colony Rd residents.

- * ACSA is working with CVTC staff and VDOT to finalize the 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 easements for the new water mains 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 it and will talk to the City about ACSA doing this in 2022.

- Graham Creek Reservoir Dam Improvements Project:

- * VA Dept. of Conservation & Recreation 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 and issued a VA Pollutant Discharge Elimination System (VPDES) permit on 2/23.
- * Updated preliminary project schedule:

Notice to Proceed

April 4, 2022

Completion (8 months)

December 2022

- * *The construction contract award recommended by Hurt & Proffitt and Hopkins was approved by the ACSA Board at its 3/1 meeting. Hopkins will sign it after the contractor.*
- * *ACSA will lower the reservoir to 2' below normal operational level when informed the contractor is ready and Harris Creek can supply the water plant, to prevent flows thru the spillway during construction. A weather watch will be continued by the contractor, H&P, and ACSA and the water level further lowered when a storm is forecast that can fill the lake and cause spillway flows.*
- * *Hopkins expects to hear about the two DCR grant applications, one for \$42,900 for construction administration, the other for up to \$250,000 for construction, about mid-2022.*
- * *Hopkins submitted requested documentation to DCR for the \$2,250 grant reimbursement for the revised Emergency Action Plan and the 2021 tabletop exercise, and is waiting for a reply.*

- Berkshire Place Sanitary Sewer Extension:

- * *Hopkins talked to HFH about an alternative to serve the 3 HFH lots with sanitary sewer and will contact a neighboring property owner about acquiring the necessary easement.*
- * *The sewer to be extended was damaged by an ACSA customer in March while he excavated his back yard, including the ACSA easement, without a County land disturbance permit, Miss Utility ticket, installation or inspection of erosion control measures, or ACSA notification. ACSA notified the County, VA Dept. of Environmental Quality, and VA Dept. of Health, repaired and inspected the sewer, and sent the homeowner a bill to pay.*

- West Vail Court Sanitary Sewer Extension:
 - * Hopkins is working on acquiring the necessary easement from the adjacent property owner (the proposed Violets View development). *A meeting is scheduled for the second week in April.*
 - * Bidding/construction will proceed after approval by the County and completion of the easement acquisition from the adjacent property owner.
- Amherst County Gateway (River Road) Sanitary Sewer Extension
 - * *Hurt & Proffitt continues field survey and geotechnical (rock search) work.*
 - * *Hopkins met the property owner on the preferred location (low point) on the north side of River Rd for the pump station. The owner may be willing to sell a portion of the land and is allowing H&P to bore for rock when the weather improves and H&P's can schedule the work.*
- Ned Brown Road Water Main Extension
 - * *ACSA expects to begin in April a project for a 750' water main extension in an ACSA easement outside the road right-of-way, upon ACSA, VDOT, and County approval of completed site plans.*
- Monacan Indian Nation Projects Water Main and Sanitary Sewer Extensions
 - * *Public water and sewer extensions to serve the two MIN projects await VDOT traffic study approval, followed by site plan completion and approval by ACSA, VDOT, and the County. ACSA will install the water main and bid the sewer for contractor installation; all work paid for by MIN.*
- Seminole Park Improvements – Water Service Installation
 - * *ACSA called in a Miss Utility ticket for the new water service for the dog park, to be installed by ACSA at County cost and when the County Parks & Recreation Director so directs.*
- Amherst Senior Center
 - * Hopkins is working with developer Terry Morcom on a possible sanitary sewer extension from the ACSA project to install new sanitary sewer facilities on River Road (if and when it is completed).
 - * At the 1/18/2022 Supervisors meeting, Hopkins was asked to prepare a very preliminary, pre-design cost estimate for the Morcom extension project. Hopkins sent this cost estimate to the Supervisors 2/13.
- Seminole Plaza Shopping Center – 2022 Sanitary Sewer Overflow Complaint
 - * *The hoped-for DEQ funding of a sewer system replacement project to replace at least the did not work out. Drew Miller, DEQ, called Hopkins in March to inform him.*
 - * *Another overflow was reported by the resident during a storm in late March. Hopkins was told, called VDH, and was told litigation may be the next step to getting the shopping center owners to fix the sewer system.*
- Amherst County Dixie Youth Girls Softball Ass'n Stream Bank Erosion
 - * *Hopkins and County Building Official Young (who is on the ADCYGSA Board) are trying to develop an ADCYGSA project to arrest erosion of the stream bank just outside the outfield fence before the 2022 softball season, though it may be delayed until after. The ACSA Board approved use of ACSA equipment and volunteer labor at its March 2022 meeting.*

- * *Complying with ACSA Board direction, Hopkins confirmed with Hurt & Proffitt's environmental permitting specialist that a permit is not required for what is intended to be done.*
- * *Hopkins is working with County Attorney Lockaby on a Good Samaritan agreement to be signed by ACSA and ACDYGSA to exempt ACSA from liability for participating in the ACDYGSA project.*

3. EDA Business Friendliness Initiative

- Priority 1a Complete evaluation of water and sewer availability fees
 - * *Hopkins will begin the 2022 rates and fees benchmarking study in April.*
- Priority 2 Major upgrade to communications efforts
 - * *See the Assistant Director's Report, Section VI.B, about the launch of the new ACSA web site.*
- Priority 3 Policy regarding ACSA extensions of public utility lines
 - * *County Code edit tabled until later in 2022.*
- Priority 4 Strategic plan for development and services initiatives
 - * *To be developed with ACSA Board assistance later in in 2022 as part of Capital Improvement 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

- Low Income Household Water Assistance Program
 - * *The Dept. of Social Services is still developing the program administration; the planned April 2022 start of LIHWAP is postponed until August 2022, if approved by the Federal funding partners.*
 - * *Hopkins commented on a draft Vendor Agreement that utilities will execute with DSS if they want to participate. A final draft will be provided for County Attorney review and comment in May, with a final document to be brought to the ACSA Board at the June meeting for voting on a resolution of authorization for the Executive Director to sign.*
 - * *DSS will provide a public notice in May about the program, criteria for eligibility, and procedure, for customer notifications and posting on the new ACSA web site.*
 - * *Hopkins serves on a committee to help set up LIHWAP. The last meeting was 3/24; the next is 4/7.*

5. Regulatory Updates

- Perfluoralkyl and Polyfluoralkyl Substances (PFAs)
 - * *Hopkins confirmed with an AquaLaw environmental attorney at the 3/3 meeting of VA Assn of Municipal Wastewater Agencies that there is a possibility that proactive test results must be submitted to the appropriate jurisdictional agency(s), even if the testing is not required by the agency(s). The attorney will check and provide the results to Hopkins.*

6. Town Wastewater Services in Poplar Grove

- *In March, the ACSA Board authorized Town reading of ACSA water meters in Poplar Grove for wastewater billing. ACSA's Field Services Supervisor noted ACSA must to notify ACSA water customers about separate Town wastewater billings and (2) the Town will have no way to address unpaid wastewater bills. ACSA cuts off water service for overdue bills, but will not cut off water customer service for unpaid Town wastewater bills. He suggested ACSA add the wastewater service to ACSA water customer accounts, ACSA bill for water and wastewater services, send the sewer money to the Town, and the Town pay for ACSA sewer billing administration. McGuffin and Hopkins agreed this would be better, but would require a formal ACSA - Town agreement. Hopkins asked County Attorney Lockaby to research such an agreement for later.*

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 staff report in the agenda packet, concentrating on important matters due to meeting time. Italicized text is updated information since the last Board meeting.

1. Cybersecurity

- *All critical infrastructure sectors were invited to attend a White House/Cybersecurity and Infrastructure Security Agency (CISA) briefing on March 22, 2022. The message reiterated Russia's evolving intelligence of cybersecurity intrusion capabilities and their intent to target U.S. critical infrastructure. As a part of their (Whitehouse) Shields Up Campaign, the key message conveyed was "Now is not the time to let down our protective guard."*
- *Consistent with guidelines recommended by CISA, ACSA's IT vendor recently made adjustments concerning data back-ups. Data continues to be backed up on a routine schedule, however, it is now being transferred and stored encrypted.*
- *Multi-factor authentication was installed on another ACSA desktop March 19, 2022.*
- ACSA continues to pursue the following goals to reduce vulnerability:
 - * Multi-factor authentication
 - * Routine employee cyber training
 - * Password Management
 - * ACSA's Assistant Director will serve on an upcoming VAMWA (Virginia Association of Municipal Waste Water Agencies) Cyber Committee.

Board member Woods asked about ACSA staff training on cybersecurity, particularly email risks, and setting up a protocol. Hall replied that staff has been offered training sessions, but he will provide details at the next Board meeting.

Board member Wade suggested that staff training should be mandatory. Hall agreed.

2. New ACSA Website

- *The project cost finalized at ~~\$7,000.00~~: \$9,450.00.*
- *ACSA's new website successfully launched on March 2, 2022.*

Board Chair Martin asked about Economic Development Authority input on how to apply for water and sewer service on the web site and the description of ACSA tap fees.

Hall said his discussions with EDA involved inclusion of the EDA web site link on the ACSA web site, not service applications and tap fees, but he will follow up with EDA.

Board Vice Chair Perrow asked if the consultant cost increase was still within budget. Hall said he was never given an actual budget; the original cost was proposed by the consultant. Perrow asked the reason for the increase; Hall replied that it was due to information and services he added to the scope of work to improve the final product.

3. Inventory management assignment

- *All additions for 2022 inventory purchases and updated costs were data logged in the inventory management system this month.*
- *March 10, 2022, work orders w/ material usage cost reports reflecting February, was finalized using the updated Allmax software, to be submitted to the Amherst County Finance Department. (No parts inventory was used in January)*
- *A 1st quarter inventory of materials began 3/28 for reconciliation of inventory used.*

Board Vice Chair Perrow asked about the PVC pipe at the Wright Shop Rd. Water Tank lot and whether it is still usable. He noted concern faded pipe from sunlight exposure, which could mean pipe damage. He asked if that pipe is old and should be discarded. Hall said no, most of what is there now is for new projects, stockpiled individually for each project to address previous annual audit concerns.

4. CVTC campus water line tie-ins and replacements.

- 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.
 - * Include east end of Lynchburg City water service line.

5. *ACSA Safety Manual Update.*

The ACSA Assistant Director basically has a good start updating the Amherst County Service Authority Manual of Safe Work Practices to become the ACSA Safety Manual to include additions/revisions.

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

Executive Director Hopkins arrived near the end of the Assistant Director's Report, apologized for being late, and cited an emergency that arose just as he left his home to go to the Board meeting.

VII. New Business

A. ACSA Budget Year Change

Executive Director Hopkins reported that at the March meeting, ACSA Board Vice Chair Perrow asked about the feasibility of changing ACSA's current calendar budget year to match the County's fiscal year budget cycle. The County Attorney responded that there is no legal issue other than a Board decision. Hopkins and County Finance Director McBride reported no objection to making the change. The ACSA Board asked that Hopkins and McBride consider the best method to proceed and voted to continue this discussion at the next regular Board meeting.

After that meeting, Hopkins suggested to McBride that, with a 2022 amended budget currently in preparation, now might be an appropriate time to make the change. McBride responded that since ACSA is already in its budget year, now would not be a good time. She suggested that ACSA do the following:

- Finish the current 2022 budget year in December;
- Adopt a shortened (January thru June) 2023 budget;
- Complete the normal 2022 audit;
- Early in 2023, at the same time the County is preparing its next budget, develop and adopt its first fiscal year budget, for the period July 2023 thru June 2024. McBride believes that the new County accounting software will be in place and operational by the time both budgets are adopted.
- Complete a shortened audit for the first half of 2023.

Hopkins and McBride have initiated the exchange of information regarding ACSA accounting software. She will talk to the vendor for the new County accounting software about what is necessary to include ACSA in its operation.

Board Vice Chair Perrow noted that the procedure makes sense and Board Chair Martin said the procedure has ACSA Board consensus to proceed.

There was no other Board member comment.

B. ACSA Summer Internship

Executive Director Hopkins reported awhile back of discussions with Amherst County High School staff about a possible high school student internship at ACSA. While that possibility is still being developed, a similar opportunity has come up that can be implemented this summer with ACSA Board approval.

Mr. Sam Slade, a Virginia Tech civil engineering junior, contacted Assistant Director Hall about the possibility of working for ACSA this summer as an intern. Slade forwarded to Executive Director Hopkins his transcripts, which are worthy of ACSA employment. Hopkins and Hall believe Slade would be an asset to ACSA during the several construction projects ACSA is starting, as an ACSA observer – not an inspector – reporting on daily progress. The work will get Slade experience in reading construction documents and seeing how they are transformed into water and wastewater infrastructure, as well as preparing engineering reports and working in an office environment and with engineering project stakeholders. His daily reports would become part of the project files. ACSA construction that will begin soon for which Slade could observe and report on progress include:

- extension by a contractor of the concrete emergency spillway and stone revetment at the discharge into Graham Creek at the ACSA reservoir;
- extension of a water main on Ned Brown Rd in Monroe by ACSA's crew;
- extension of a water main on Colony Road by ACSA's crew and road pavement and sidewalk removal and replacement by contractors;
- extensions of a water main (by ACSA's crew) and sanitary sewer (by a contractor) on Dixie Airport Rd to facilitate two Monacan Indian Nation development projects;
- extension of a sanitary sewer in north Madison Heights by a contractor;
- replacement of 4 sewage pumps, two at each of two pump stations in Madison Heights.

Hopkins and Hall are seeking ACSA Board approval of the attached Engineering Intern job description and \$6,500 to hire Slade for the summer at \$12.00/hour.

Board Chair Martin asked about funding for the position. Hopkins said he would draw the money from one or more budget lines for staff wages.

By motion of Board member Pugh and with the following vote, the ACSA Board voted to approve the job description for a college summer intern and hiring Mr. Sam Slade to fill the position for summer 2022:

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

There was no other Board member comment.

C. Miscellaneous Matters

1. 127 Berkshire Place – ACSA Sanitary Sewer Damage

Executive Director Hopkins reported that on March 21, ACSA was informed of a broken public sewer behind 127 Berkshire Place which goes to the Ivanhoe Forest Sewage Treatment Plant. At the site, the homeowner told Hopkins he was putting in drain tiles to eliminate a wet area in his backyard when he uncovered the broken pipe two days before. The sewer is parallel and a few feet from a stream. Hopkins photographed a crushed vitrified clay sewer pipe, with 1" thick walls visible in broken sections that looked brand new, not exposed to mud, groundwater, sewage, etc. for any length of time. Raw sewage was exiting the pipe and had filled an impoundment created by the homeowner to keep the wastewater out of the stream, but three days of flow had resulted in the wastewater seeping thru the dike and into the stream. Hopkins determined that the homeowner excavated within the ACSA sewer easement without getting permission or having the sewer located by ACSA and broke the pipe.

Hopkins observed no measures to prevent erosion into the adjacent stream, contacted the County Community Development Office, and learned that the homeowner did not get a land disturbance permit or erosion controls inspection (also did not install any erosion control measures), both of which are required by County ordinance. He also did not call in a pre-excavation 811 utility location ticket, which is required by State law. Hopkins also contacted the VA Dept. of Health and the VA Dept. of Environmental Quality, due to the sewage leaving the pipe and endangering public health and the stream and surrounding environment. He learned later that all 3 agencies sent representatives to inspect the site and talk to the homeowner.

Hopkins called both ACSA crew supervisors to the site to determine repairs. They found more damage upstream, presumably from excavation equipment operated above the pipe.

ACSA repaired the pipe that afternoon and Hopkins engaged Hurt & Proffitt to perform a video inspection of the sewer to determine its condition across the subject property. That inspection was completed March 25 and viewed March 29, with no additional damage observed.

Hopkins assembled all cost information regarding the repair of the damaged sewer and sent a letter and attached invoice to the homeowner March 29 for payment (see attachment), with an offer to pay the damages bill off over time. He said he is discussing the matter with the homeowner.

2. Ebenezer Road Booster Pump Station Operations & Maintenance Manual

The Town of Amherst has former Town of Altavista Utilities Director/Town of Amherst Utilities Director/County Supervisor/ACSA Board member Tom Fore updating the Manual created by H&P for ACSA 9/10/2007 and last updated 2/29/2008. ACSA sent copies of the existing Manual to the Town 3/30/2022 and will work with the Town and Mr. Fore on updating the Manual.

3. ACSA Consulting Engineers Recognition

At the 2022 American Society of Civil Engineers annual gala, Hurt & Proffitt was recognized as an Outstanding Consulting Firm in Virginia.

4. ACSA Staff Updates

Executive Director Hopkins reported the following as additions to this agenda item that he became aware of after the meeting agenda was published:

- * Berkley Tayler, with ACSA since 7/2021, got his Class IV Water Treatment Operator license in February and immediately followed that up by getting his Class III license in March.
- * Nate Trumbo, with ACSA since 3/2021, got his Class IV Water Treatment Operator license in December and immediately followed that up by getting his Class III license in April.
- * Hunter Glass, with ACSA since 5/2017, got his Class II Water Treatment Operator license in December and will take the exam for his Class I in April.

There were no other Board member comments.

Hopkins asked if there was a desire to go back to any previous meeting discussions before he arrived; Board Chair Martin said there was no need, that there were Board member comments that Assistant Director Hall would discuss with Hopkins.

VIII. Citizen Comment

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

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

IX. Closed Session

Board Chair Martin asked for a motion to go into closed session to discuss the 2021 performance evaluation of the ACSA Executive Director.

By motion of Board member Pugh, as elaborated by Martin, and with the following vote, the Board went into closed session.

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

By motion of Board member Pugh and with the following vote, the Board came out of closed session.

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

By motion of Board member Pugh and with the following vote, the Board members

individually confirmed that the only discussions during the closed session were public matters lawfully exempted from open meeting requirements and were those identified in the motion authorizing the closed session.

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

X. Matters from the Members of the Service Authority Board

Board member Wade had nothing to discuss.

Board member Woods had nothing to discuss.

Board Vice Chair Perrow had nothing to discuss.

Board Chair Martin had nothing to discuss.

Board member Pugh had nothing to discuss.

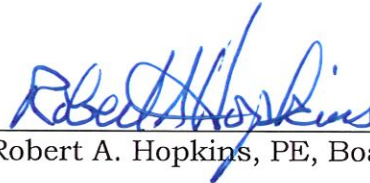
XI. Adjournment

By motion of Board member Wade and with the following vote, the Board adjourned the meeting at 1:55 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