



**AMHERST COUNTY SERVICE AUTHORITY BOARD
MEETING MINUTES**

AGENDA

September 20, 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**
 - A. ACSA Board Meeting Agenda, 9/20/2022
- IV. Approval of Minutes**
 - A. ACSA Board Meeting Minutes, 8/2/2022
 - B. ACSA Board Meeting Minutes, 8/15/2022
- V. Monthly Financial Report**
 - A. July 2022 ACSA Financial Report
- VI. Old Business**
 - A. Executive Director's Report
 - B. Assistant Director's Report
- VII. New Business**
 - A. May Tract Available for Purchase
 - B. Miscellaneous Matters
- VIII. Citizen Comment**
- IX. Matters from the Members of the Service Authority Board**
- X. Adjournment**

MINUTES

At a regular meeting of the Amherst County Service Authority Board, held at the Amherst County Administration Building on Tuesday, the 20th day of September, 2022, starting at 5:30 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
Drew Wade, Board Member
Wesley Woods, Board Member

STAFF:

PRESENT: Richard Hall, Assistant Director
Mike Lockaby, Amherst County Attorney

ABSENT: Robert A. Hopkins, PE, Executive Director/Board Secretary

I. Call to Order

Board Chair Martin called the meeting to order at 5:30 p.m.

II. Citizen Comment

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

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

III. Approval of Agenda

By motion of Board member Wade, and with the following vote, the ACSA Board voted to approve the agenda for the September 20, 2022 Board meeting.

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

IV. Approval of Minutes

A. ACSA Board Meeting – August 2, 2022

By motion of Mr. Pugh and with the following vote, the ACSA Board voted to approve the draft minutes for the August 2, 2022, ACSA Board meeting:

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

B. ACSA Board Meeting – August 15, 2022

By motion of Mr. Pugh and with the following vote, the ACSA Board voted to approve the draft minutes for the August 15, 2022, ACSA Board meeting:

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

V. Monthly Financial Report:

A. July, 2022 Financial Report

The July, 2022 Financial Report was prepared by Executive Director Hopkins. This report is being presented in his absence by Richard Hall, Assistant Director.

Mr. Hopkins compared ACSA finances for July 2022 to the prior month and year-to-date through the same period from the previous year:

1. ACSA Operations Revenues – Water

a. Revenues:

Sales (top line & boxed area of Section I.A) + \$ 11,512.28 (+ 0.62%) vs. 2021

Total revenues + \$ 96,020.29 (+ 4.65%) vs. 2021

b. Connections:

Thru July, 27 new water service connection (6 in July):

61.4% of 2021 total (44, an increase of 9 from 2020)

73.0% of 5 year annual average (37.0, an increase of 8.8 from 2020)

41.5% of pre-recession annual average (65)

Tap fees: - \$ 8,445.00 (- 6.10%) vs. 2021

2. ACSA Operations Revenues – Wastewater

a. Revenues:

Sales (top line & boxed are of Section I.B) + \$ 24,506.16 (+ 5.14%) vs. 2021

Total revenues + \$ 12,491.91 (+ 2.25%) vs. 2021

b. Connections:

Thru July, 8 new service connection (0 in July):

50.0% of 2020 total (16)

74.1% of 5 year annual average (10.8)

53.3% of pre-recession annual average (15)

Tap fees: - \$ 28,680.00 (+100.0%) vs. 2021

3. ACSA Operations Revenues – Water and Wastewater

a. Sales: + \$ 16,018.44 (- 1.53%) vs. 2021

b. Total Revenues: + \$ 127,725.20 (+ 4.82%) vs. 2021

4. Non-Operations Revenues - \$ 257,785.79 (- 89.58%) vs. 2021

5. Total ACSA Revenues - \$ 130,060.59 (- 4.43%) vs. 2021

6. Summary:

July water sales decreased \$56,209.09 from April, but are up +\$11,512.28 (-0.62 %) year to date for 2022 compared to the same period of 2021.

ACSA had 6 new water service connections in July. Tap fees to date in 2022 are \$8,445.00 (6.10%) less than for the same period of 2021.

July wastewater sales increased \$18,630.20 from June. Sales year-to-date thru July compared to the same period of 2021 are up \$24,506.16 (+5.15 %). Total wastewater revenues thru July are +\$12,491.91 (+2.25%) better than the first seven months of 2021.

There were 0 new wastewater service connection in July. Tap fees to date in 2022 are down %28,680.00 (20.70%) compared to than the first seven months of 2021.

Combined year-to-date water and wastewater sales thru May are up \$26,019.44 (1.53%) from the same period in 2021. Total operational revenues thru July are up \$127,725.20 (4.43%) compared to thru June 2021. Non-operational revenues are down \$257,785.79 (-89.58%) from 2021, resulting in total ACSA revenues thru July 2022 being down \$130,060.59 (4.43%) from the same period in 2021.

ACSA received \$47.73 in July from the State Debt Setoff Program to defray unpaid and uncollectable utility account balances, bringing the total so far for 2022 to \$11,448.07.

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

	<u>2017</u>	<u>2022</u>	<u>Change</u>
No. of business water connections	424	423	-1
No. of residential water connections	5,589	6,007	+418
No. of total water connections	6,013	6,430	+417 **
No. of business sewer connections	198	203	+5
No. of residential sewer connections	825	910	+85
No. of total sewer connections	1,023	1,123	+90 ***

** An average annual increase of 83.4 connections.

*** An average annual increase of 18.0 connections.

Mr. Richard Hall, ACSA Assistant Director began by informing the Board that Mr. Hopkins, Executive Director, is not able to attend this meeting.

Mr. Hall noted a correction needed: Bullet No. 6, Summary, lists (-0.62%) for year-to-date 2022 compared to the same period of 2021. (-0.62%) should be listed as (+0.62%).

There were no other Board member comments.

V. Old Business:

A. Executive Director's Report

Updates since the last Board meeting are in bold italics.

1. James River Bank Stabilization Project

- No change to the severity of the problem.
- ***The U. S. Army Corps of Engineers permit for the bank stabilization project has been issued.***

- *Hurt & Proffitt expects the VA Marine Resources Commission permit for the project to be issued by early October.*
 - *Hopkins was notified by Senator Warner's staff in early August that the requested \$2M project funding in Congressionally Directed Spending is included in the draft U. S. 2023 Fiscal Year Budget and is expected to be in the approved budget and be available in July 2023. Hopkins has asked if project construction can proceed before July 2023 and still be reimbursed with the CDS funding and is waiting for an answer.*
 - *Unless erosion accelerates, Hopkins plans to delay construction – with the possible exception of placing the rockslide boulders in the river – until the CDS funding is available.*
2. Water and Sewer Rehabilitation/Extension/Replacement & Other Infrastructure Projects
- Woodvue Dr. Water Main Replacement
 - * *Hopkins is working on easement acquisitions for a 2022 project by ACSA staff. This work may be delayed until 2023 due to other main extension projects with higher priority (Colony Rd., Ned Brown Rd., Monacan Indian Nation developments on Dixie Airport Rd.).*
 - Joint ACSA-County sanitary sewer extension program, Lakeside Dr.
 - * *Hopkins obtained preliminary approval for an easement across another property in September. If the two property owners who preliminary OK'd easements proceed to execute the deeds, ACSA needs only one more easement to be able to proceed with the project.*
 - Sewage Lift/Pump Station Upgrades
 - * *4 new sewage pumps, 2 each for Lighthouse and Abbitts pump stations, and repair of a Lanum water plant raw water pump and portable, trailer-mounted sewage pump will be done in 2022.*
 - * *Maintenance work was recently completed at Dillard Road and Watts Street pump stations.*
 - * *ACSA is finishing review of Hurt & Proffitt plans to update controls and equipment at Abbitts, Reichard Rd. and Lighthouse pump stations for bid and completion in 2023.*
 - * *Repairs are being completed for billing to the driver's insurance company for damages to Reichard Road pump station. An overhead power cable crossing Wright Shop Road was snagged by a passing trailer carrying a mobile home, breaking the APCO utility pole and damaging pump station controls. The pump station was restored to operation in a matter of hours; see the Assistant Director's Report.*
 - VC Mobile Home Park:
 - * *The first reimbursement request from the \$250,000 State funding, for \$11,710.00 for design and construction drawings, was received in June. The second request, for \$41,196.87 in materials, was paid in two parts in August. The third, for \$39,481.70 in materials, was submitted in early September. To date, \$92,388.57 of the \$250,000 General Assembly appropriation was invoiced and the original water main installation scope of work is almost completed. Hopkins plans to invoice DCR for reimbursement from the State*

funding for all materials and outside services, then request the remaining balance for ACSA labor and equipment for the installation.

- * As of September 8, approx. 1,000' of 12" water main has been installed; approx. 250' is left. Higher priority work has delayed progress, but the original water main installation scope of work completion is expected in September.***
- * Excavation of the existing CVTC water main at the planned connection point found the pipe to be 6", not 8" as shown on the plans. To prevent a 6" pipe bottleneck which could affect the water supply, the water main should be extended an additional approx. 300'. CVTC has OK'd the survey for design and drawings and will review the drawings and easement plat when submitted. Hopkins asked Hurt & Proffitt for an engineering services proposal for the added work and will work with H&P on the design. All additional materials and services will be paid for by the \$250,000 General Assembly appropriation to ACSA. Additional work and final completion of the project is expected in October.***
- * Hurt & Proffitt is preparing bid documents for replacement sidewalk construction, for bidding after the water line installation is complete.***

- RiverEdge Park:

- * At the June meeting of local utility directors, Hopkins spoke to City Water Resourced Dept. Manager Tim Mitchell about shutting down the City water supply later in 2022, when the Colony Rd. water main installation is complete, and installing a valve on the City water supply pipe to Central VA Training Center just past River Edge Park service connection, so the City can continue to supply the Park and a few other services on Rocky Hill Rd. near John Lynch Bridge, and ACSA will begin supply VC Mobile Home Park and CVTC Lower Rapidan with water. Hopkins and Mitchell will continue to discuss.***

- Graham Creek Reservoir Dam Improvements Project:

- * Construction began in late April. Refer to attached photos for a visual update report, comparing progress from the end of July to the end of August.***
- * Hopkins is coordinating materials deliveries / stockpiling starting in September on the property across from Graham from the end of the spillway for the stone revetment of the creek bank.***
- * ACSA received the \$250,000 DCR grant for construction, but not the \$42,900 for construction administration, due to a \$250,000 limit on total DCR grants received. Hopkins signed the VA Resources Authority paperwork and is waiting for the final executed documents to be sent.***
- * Hopkins submitted more requested documentation to DCR in late June for the \$2,250 grant reimbursement for the revised Emergency Action Plan and the 10/26/2021 tabletop exercise. It was accepted and approved by DCR and Hopkins expects the reimbursement soon.***

- Berkshire Place Sanitary Sewer Extension:

- * Hopkins is working on two alternatives to extend the existing sewer to the east side of the cul-de-sac and will contact neighboring property owners about acquiring the necessary easements. Hurt & Proffitt has provided a proposal for engineering services for design and construction of the sewer extension and Hopkins has requested a proposal from a directional bore contractor for the***

installation across and beneath Berkshire Place.

West Vail Court Sanitary Sewer Extension:

- * Hopkins is working on acquiring the necessary easement from the adjacent property owner. A meeting was scheduled for the second week in April, but the meeting has been repeatedly cancelled by the property owner's engineer, **who is preparing site development plans for the property (Violets View, 50 residential patio home and townhome units) and wants the plans to approach final County approval before discussing the easement, in case the site layout must change and is obstructed by the easement.**
 - * Bidding/construction will proceed after approval by the County and completion of the easement acquisition from the adjacent property owner.
 - * **Hopkins is keeping the W. Vail Ct. developer informed. That developer has requested that ACSA proceed with the originally planned sewer extension along his north property line; Hopkins replied that that project would cost twice as much and he wants to do all he can to secure the easement before going to that alternative.**
- Amherst County Gateway (River Road) Sanitary Sewer Extension
- * Hurt & Proffitt completed preliminary field survey and geotechnical (rock search) work. Sewer installation above the rock is possible, and rock depth at the low point between the road and river is 13'. Two wet wells can be installed there and controls, power, etc. on higher ground north of the road to keep them out of the floodplain.
 - * Hopkins met the property owner on the preferred location (low point) on the north side of River Rd for the pump station. The owners may be willing to sell a portion of the land.
 - * Project appears feasible, but preliminary cost estimates exceed the \$1M edicated to ACSA by County Supervisors for the project in 2021. More funding is expected to be required. **Hopkins and County staff met August 16 to begin continuing discussions about how to fund the project.**
 - * **An updated cost estimate is to be presented at the 9/20/2022 Supervisors meeting.**
- Ned Brown Road Water Main Extension
- * **After months of delays, the developer is nearly ready for ACSA to install 750' of 6" water main pipe in October for 8 new home services.**
- Monacan Indian Nation Projects Water Main and Sanitary Sewer Extensions
- * **Hopkins' proposed solution to address excessive existing water main depth, making it impossible for ACSA to connect, was accepted by MIN and engineers for both developments. Connection was made in late August. ACSA is waiting for the fire vault installation before proceeding. The new sewer is to be installed by the developer, who is having trouble finding a contractor.**
- 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).

- * Hopkins sent a very preliminary, pre-design cost estimate for the Morcom extension project this cost estimate to the County Supervisors 2/13.
 - * ***The scope of work for the Gateway Sanitary Sewer Extension project (see above) was expanded by the Supervisors to include a sewer extension from River Road to the Morcom property. An updated cost estimate is to be presented at the 9/20/2022 Supervisors meeting.***
 - Seminole Plaza Shopping Center – 2022 Sanitary Sewer Overflow Complaints
 - * The hoped-for DEQ funding of a sewer system replacement project to replace at least 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.
 - * Hopkins was copied on a May 31 letter from environmental law firm McGuire-Woods to the shopping center owners requesting that the private sanitary sewer system be repaired to prevent any future system overflows.
 - Amherst County Dixie Youth Girls Softball Association Stream Bank Erosion
 - * It is Hopkins' understanding that the County Public Works is taking care of this.
3. EDA Business Friendliness Initiative
- Priority 1a Complete evaluation of water and sewer availability fees
 - * The ACSA budget year is changing from calendar (January to December) to fiscal July to June) in July, 2023, requiring only a truncated six month budget in early 2023. Adjustments to rates and fees will be implemented with the full 2023 – 2024 budget cycle, so the annual benchmarking of rates and fees will be completed late 2022-early 2023.
 - Priority 2 Major upgrade to communications efforts
 - * ***See the Assistant Director's Report, Section VI.B.***
 - Priority 3 Policy regarding ACSA extensions of public utility lines
 - * ***Hopkins is working on preliminary estimated project costs for planned water main extensions described at the June ACSA Board meeting.***
 - * ***Hopkins presented planned sanitary sewer extensions at the August ACSA Board meeting and is working on preliminary estimated project costs for those projects.***
 - Priority 4 Strategic plan for development and services initiatives
 - * ***Hopkins presented staff planning for water main extensions at the June ACSA Board meeting and presenting staff planning for sanitary sewer extensions at the August ACSA Board meeting.***
 - Priority 6 ACSA Water Office improvements
 - * ***See Priority 3.***
4. COVID-19
- Low Income Household Water Assistance Program
 - * ***The launching of the program is now delayed until September, or maybe***

October.

- * ***A draft program description for customer notices and utility web sites is expected in September for Hopkins' review and presentation at the October Board meeting.***
 - * ***The final draft Vendor Agreement was received, reviewed by Hopkins and the County Attorney, and is expected to be presented to the ACSA Board at the October meeting for authorization for Hopkins to sign for ACSA participation in the program.***
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 sewer billing. ACSA's Field Services Supervisor noted ACSA needs a list of addresses for notifications to water customers about separate Town sewer billings and (2) the Town will have no way to address overdue 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, then send the sewer money to the Town, and the Town pay for ACSA sewer billing administration. Hopkins and McGuffin 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.

The Executive Director's Report was prepared by Executive Director Hopkins, who was absent for this meeting.

Mr. Hall briefly highlighted updates provided in the Executive Director's Report.

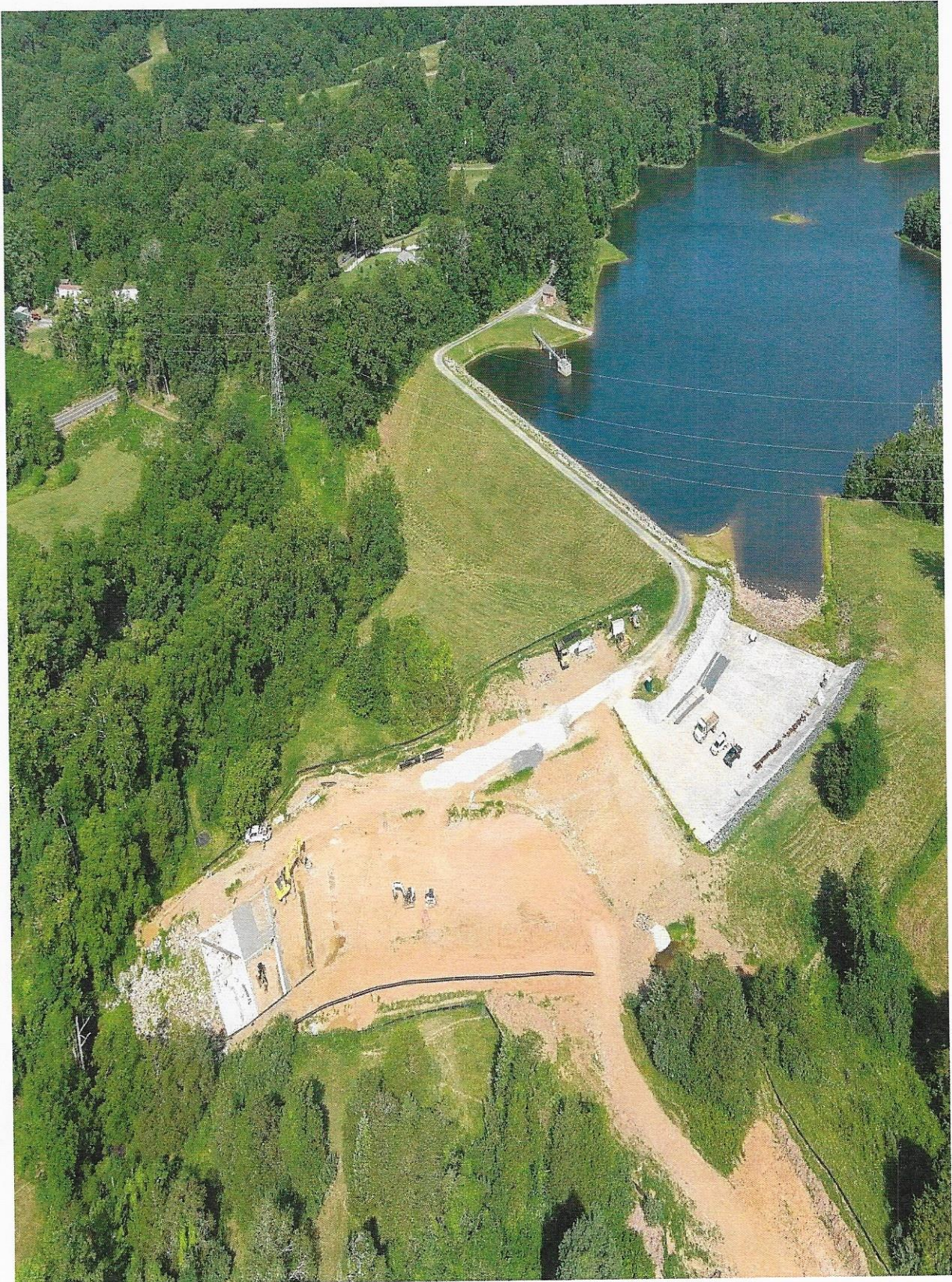
Mr. Martin requested additional information concerning Seminole Plaza Shopping Center – Sanitary Sewer Overflow Complaints. Mr. Martin asked how much longer will we continue to deal with this issue before it is litigated? Mr. Hall explained since the Amherst Co. Service Authority does not own it, it's a tough situation. Mr. Martin asked who should be dealing with it, the Service Authority, DEQ..., who should be going after the overflows? Mr. Hall explained, in his opinion, DEQ could be the authority to deal with this situation. Mr. Hall explained that Mr. Hopkins has spoken with DEQ, Health Department, the owner and their attorney. Mr. Hall explained he does not know the answer. Mr. Perrow asked "who is liable?" Mr. Hall explained the owner is responsible... the shopping center. Mr. Perrow asked, "What's our role?" Mr. Hall explained if an overflow occurs in an area where no one is claiming responsibility, somebody has to take responsibility. The Service Authority has in the past cleared the sewer line. Mr. Perrow said "then we are assuming responsibility for it." Mr. Hall followed up with, "it's been done in the past." Mr. Hall explained Mr. Hopkins has desperately tried to get the owner to assume his responsibility but there has always been kick back. Mr. Perrow asked did the Service Authority assuming responsibility put us in a compromised position? Mr. Hall explained the Service Authority is a protector of the

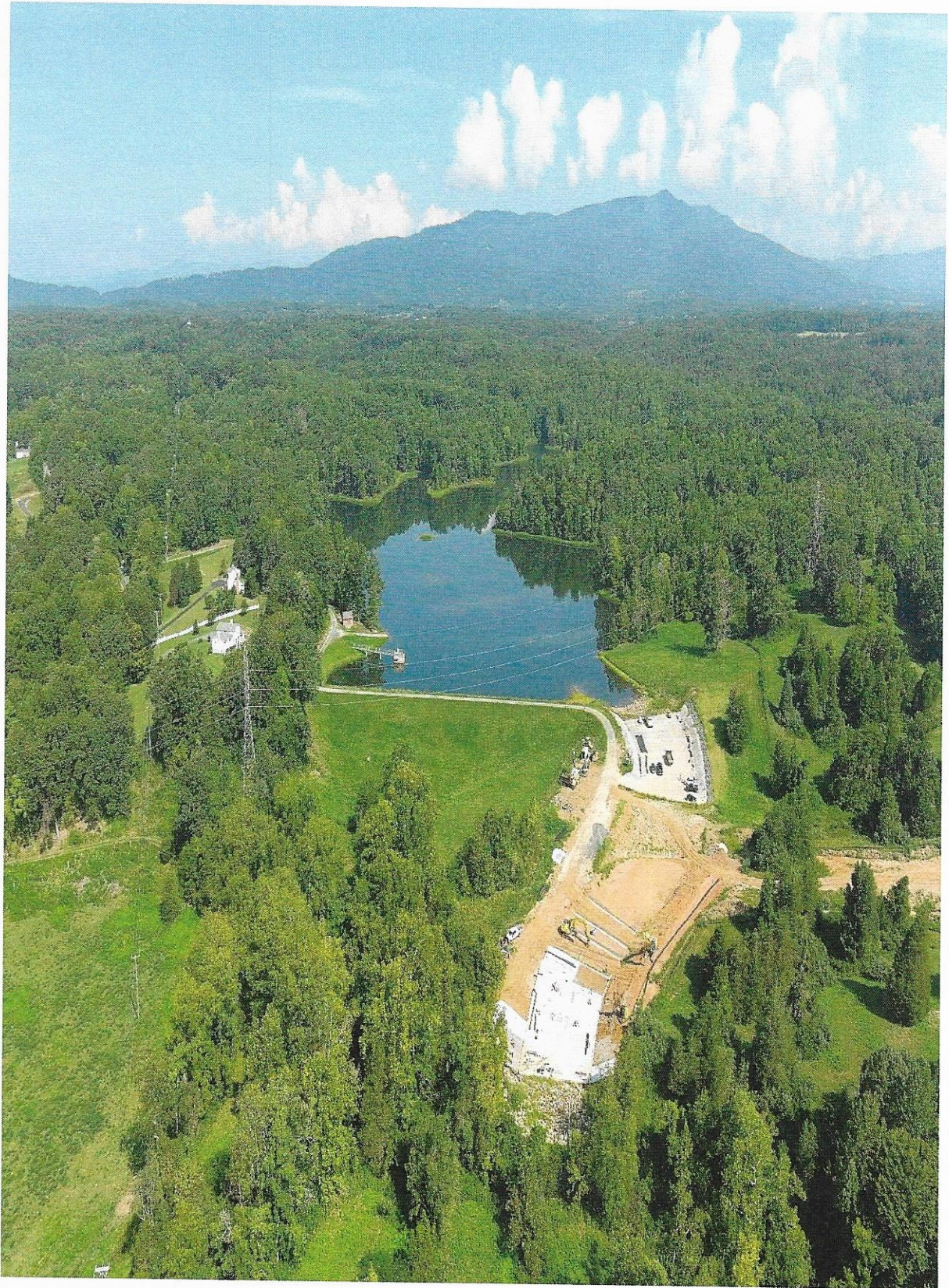
water and if there is an overflow or discharge into a creek, someone has to take action. Mr. Perrow agrees with that. Mr. Woods then asked if we are billing the owner? Mr. Perrow interjected stating this subject should be discussed in the next closed session meeting to discuss out legal options. Mr. Martin followed up with a request to have Mr. Hopkins prepare to discuss this subject and bring more information, possibly in a closed session.

Mr. Perrow also asked for an update concerning a requested RFP for a Master Plan.

There were no other Board member comments concerning the Executive Director's report.









B. Assistant Director's Report

Updates since the last Board meeting are in bold italics.

1. ***Electronic Billing***

- ***ACSA has a long-standing practice of physically mailing "post card" utility bills. To promote greater efficiency, ACSA's Water Office is encouraging electronic billing.***
- ***Currently, 2773 ACSA customers are participating.***
- ***Goals:***
 - ***Overcome inconsistencies in postal service operations, i.e., bills sent to wrong addresses, bills returned marked "return to sender," when there is no change in address, resulting in double postage, etc.***
 - ***Reduce customer late fees.***
 - ***Reduce disconnects.***
 - ***Reduce penalties associated with disconnects.***
 - ***Reduce postal costs.***
- ***Barriers:***
 - ***Some customers will likely never have the means nor the desire to change from the traditional way of receiving a post card bill in the mail!***

Mr. Hall mentioned the overwhelming participation of ACSA customers participating in electronic billing. However, he expects a decline with customers requesting to continue receiving the old post card bills in the mail. Mr. Wade asked if we accidentally did not send out bills, he is aware of numerous customers who mentioned they did not receive their bill. Mr. Hall explained there was a glitch with our firewall and an issue to be worked out with our vendor that maintains our email server. For this reason, no penalties are being assessed for August and September for customers receiving electronic bills, to be certain they have received their bill. Mr. Perrow mentioned he thinks this is a good step and he would like to see it move further with an AMA or an AMI system where a digital antenna reads meters instantaneously. This method flags the system if a customer has a water leak or running toilet, and an immediate notification can be made to the customer in lieu of waiting for a manual read thirty days later. This will also allow meter reading to be done on a consistent basis, transitioning staff performing meter reading to be assigned to other operations and maintenance roles. This type of implementation is a long-term investment and takes time, and is done with a meter replacement cycle. He would like to talk more about this later.

2. New ACSA Website

- ***We continue to see an increase in traffic on our website since it was launched in March of 2022. This month, Google Analytics reports the number of new users, since the launch of our new website is 2,155. 28.23% have visited the "pay my bill" link (an increase from 21.63%).***

3. 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 as part of distribution
 - Include east end of Lynchburg City water service line.

2. ACSA Safety Manual Update.

- 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. Work continues on this project as time permits.

3. Non-Revenue Water.

- Capturing data for reporting non-revenue water is a work-in-progress. Data comes from Water Operators, Utility Crew Leaders, Meter Readers, Accounting Clerks, Encode (Utility Billing Software) and Amherst Public Safety. Previous tables include the latest line-item listings to be captured for calculations.

4. EPA's Lead and Copper Rule Revisions (LCRR)

- LCRR's regulatory compliance deadline is October 16, 2024.
- (Verbally learned from training) Virginia adopted the 1986 Safe Drinking Water Act Lead Ban with a 2-year grace period. All construction after 1988 is hopefully constructed with the absence of lead.
- ACSA is in the process of compiling community records by date of construction for every account. This may be an approved tool to prioritize areas of our Community Water System that may likely to have lead service lines. More information is forthcoming. Compilations are grouped according to ACSA's established 24 residential books and 2 commercial books.
- **Research concludes approximately 74% of ACSA's residential accounts connect to structures constructed prior to 1989.**
- **Research concludes approximately 77% of ACSA's commercial accounts connect to structures constructed prior to 1989.**

Mr. Hall explained there will be a lot of work involved with determining service line material. He is waiting further instructions concerning identification methods and explained there is a liability in requiring the Service Authority to perform "potholing," on private property. There is supposed to be funding (Federal) available to assist with these requirements. An application for this funding will be submitted; we are waiting on more information. Mr. Perrow stated "there is not much out there right now."

5. Reichard Road Sewer Lift Station

- **August 23, 2022, at approximately 9:40 am, a mobile home was being transported on Wright Shop Rd., when the overhead power line feeding ACSA's Reichard Drive Sewer Lift Station No. 2 was snagged. The incident caused an AEP power pole to be completely broken. Tension of the overhead power line feeding the pump station's power pole, caused ACSA's meter service can to be completely dislodged from the power pole, feeder conductors to be torn from the pump control cabinet, and subsequent damage to pump controls.**
- **ACSA received a call from AEP at approximately 11:35 am, once they found the damaged overhead line served ACSA's sewer lift station.**
- **ACSA crew immediately responded and evaluated the conditions (AEP had already declared the site safe), the commercial electrician (vendor) listed in ACSA's Emergency Response Plan was contacted.**
- **ACSA's crew installed a portable fuel powered transfer pump for continuous sewer pump operations, by the end of the shift.**
- **Also, by the end of the shift, commercial electrician, JB Moore, Inc. met on site with ACSA staff, and AEP. The electrician immediately started a list and began**

- *gathering materials for repairs.*
- *The following day, August 24, 2022, at approx. 1:30 pm, the electrician was ready for power to be restored. AEP having been contacted, was on site and completed power restoration.*
- *August 24, 2022, Assistant Director Hall received contact and insurance information from the responsible party. Later, Mr. Hall received a claim number to reference on final invoicing for damages.*
- *At re-start up, it was discovered a motor starter in the pump control cabinet was damaged, however, pumping operations resumed with one pump (lift station is equipped with two pumps).*
- *Tuesday, August 30, 2022, the damaged pump control starter was replaced around 10:22 am. However, the electrician reported lock rotor amp draw on pump motor, indicating something was hung in the pump.*
- *Tuesday, August 30, 2022, at 2:30 pm, ACSA's crew pulled the clogged pump, removed the blockage, and restored the pump to normal operations.*
- *All systems and control operations are restored to normal.*

Congratulations to ACSA staff, AEP and JB Moore, Inc., for quickly responding, ensuring safe, continuous operations. A fantastic display of professionalism!!!

Mr. Perrow asked did an overflow occur? Mr. Hall answered no. Mr. Perrow offered a congratulation to which Mr. Hall responded congratulations to the crew.

6. Recent additional delegated tasks for the Assistant Director:

- *Submission of monthly electronic Discharge Monitoring Reports (eDMR's) for Ivanhoe and Westbriar Sewage Treatment Plants.*
- *Permit reissuance application for the Virginia Pollutant Discharge Elimination System (VPDES) to continue operations at the Ivanhoe wastewater treatment plant. Complete.*
- *Registration for Civic Clerk for submission of Board Agendas and Meeting Minutes.*
- *Work directly with Board member, Mr. Perrow, to gain experience in the process of setting ACSA policy as well as working directly with a Board member. This assignment stems from recent Board approval to adjust ACSA's availability fees assessment policy. County Code, currently lists ACSA's historic method of assessing fees per estimated average daily water usage. The Board approved the idea of accessing availability fees per meter sizes.*

ACSA's Availability Fees:

On August 16, 2022, Mr. Hopkins assigned a task for Richard Hall, ACSA Assistant Director, to work directly with Mr. Turner Perrow, ACSA Board Member in drafting a revised policy for assessing availability fees. An order of events was explained: draft revised policy for review by Executive Director and County Attorney; final policy to be presented at scheduled ACSA Board Meeting for approval; obtain ordinance number to be assigned, advertise for Board of Supervisor's (BOS) public hearing and First Reading in the local newspaper at least two weeks prior to scheduled BOS meeting; the First Reading will take place at scheduled BOS meeting; finally, a Public Hearing will take place for ordinance adoption at a following scheduled BOS meeting; ordinance to be in force and effect upon

adoption at the following Public Hearing / BOS meeting.

Mr. Perrow and Mr. Hall met August 23, 2022. Mr. Perrow had requested prior, financial information from the last available audit. (Total value of assets net of depletion). In addition, an inventory of ACSA accounts per meter size was requested.

The method of accessing availability fees by meter size, is by way of an equivalency comparison.

ACSA's customers are mostly residential, in the form of single-family residences that consume similar amounts of water each day. Non-residential and multifamily customer accounts, typically have significantly different demands. These non-residential and multi-family water demands are converted to an "equivalent residential unit (ERU)," using equivalency meter ratios provided by the American Water Works Association (AWWA). For customers with larger meters, the fees for the smallest residential meters (5/8" & 3/4") are used, then scaled up by flow ratios for each meter size for meters ranging from 1" to 6".

Calculations:

*ACSA Depreciable Capitol Assets, net			
\$29,240,986			
ACSA Meter Inventory / Water Calculations			
Meter Size	Quantity	**Equivalency Ratio	System ERU's
5/8" & 3/4"	6616	1	6616
1"	118	2.5	295
1 1/2"	7	5	35
2"	23	8	184
3"	3	16	48
4"	-	25	-
6"	-	50	-
Total	6767	Total Water ERU's	7178

Sewer Calculations		
No. of Sewer Accounts	ERU Adjustment	Total Sewer ERU's
1105	541	1646

Water ERU's	7178
Sewer ERU's	1646
Total ACSA Equivalent Residential Units	8824

ACSA Calculated Equivalent Residential Unit: $\$29,240,986 \div 8824 = \$3,313.80$ (Round to **\$3315.00**)

* ACSA Depreciable Capital Assets, net does not separate water and sewer.

** Ratios are referenced in AWWA M-1 Manual – Appendix B-Equivalent Meter Ratios

Option 1:

ASCA Calculated Equivalency Residential Unit Value

Meter Size	ERU Ratio	Water	Sewer	Total System Development Fee
5/8" & 3/4"	1	\$3,315.00	\$3,315.00	\$6,630.00
1"	2.5	\$8,287.50	\$8,287.50	\$16,575.00
1 1/2"	5	\$16,575.00	\$16,575.00	\$26,520.00
2"	8	\$26,250.00	\$26,250.00	\$53,040.00
3"	16	\$53,040.00	\$53,040.00	\$106,080.00
4"	25	\$82,875.00	\$82,875.00	\$165,750.00
6"	50	\$165,750.00	\$165,750.00	\$331,500.00

Option 2:

Current ACSA Water Availability Fee with Weighted Sewer Fee, Reflecting Lower No. of Sewer Connections

Meter Size	ERU Ratio	Water	Sewer	Total System Development Fee
5/8" & 3/4"	1	\$3,000.00	\$3,600.00	\$6,600.00
1"	2.5	\$7,500.00	\$9,000.00	\$16,500.00
1 1/2"	5	\$15,000.00	\$18,000.00	\$33,000.00
2"	8	\$24,000.00	\$28,800.00	\$52,800.00
3"	16	\$48,000.00	\$57,600.00	\$105,600.00
4"	25	\$75,000.00	\$90,000.00	\$165,000.00
6"	50	\$150,000.00	\$180,000.00	\$330,000.00

Option 3:

Current ACSA Water and Sewer Availability Fees Effective 2/01/2022, with ERU Ratios Applied

Meter Size	ERU Ratio	Water	Sewer	Total System Development Fee
5/8" & 3/4"	1	\$3,000.00	\$4,500.00	\$7,500.00
1"	2.5	\$7,500.00	\$11,250.00	\$18,750.00
1 1/2"	5	\$15,000.00	\$22,500.00	\$37,500.00
2"	8	\$24,000.00	\$36,000.00	\$60,000.00
3"	16	\$48,000.00	\$72,000.00	\$120,000.00
4"	25	\$75,000.00	\$112,500.00	\$187,500.00
6"	50	\$150,000.00	\$225,000.00	\$375,000.00

Considerations:

- **Change "Availability Fee" to "System Development Fee" in County Code.**

- ***Option 1 presents an increased residential burden to new accounts with water connections only. Also, this option may not capture true costs of sewer accounts, considering the lower number of sewer connections vs ACSA sewer infrastructure. ACSA water and sewer capitol assets should be broken out in future audits for further consideration.***
- ***Option 2 may not capture the total system development fee, considering the sewer ERU is below the current ACSA residential sewer availability fee.***
- ***Option 3 is a continuation of established ACSA residential water and sewer availability fees, expanded using meter sizes and AWWA equivalency ratios applied. This option seems most favorable when comparing to neighboring community water system peer:***

Bedford Regional Water Authority Capitol Recovery Fee Comparison Chart:

Meter Size	Water	% Above ACSA Option 3	Sewer	% Above ACSA Option 3	Total Capital Recovery Fee	% Above ACSA Option 3
5/8"	\$5,000.00	40%	\$5,900.00	24%	\$10,900.00	31%
3/4"	\$6,400.00	53%	\$9,000.00	50%	\$15,400.00	51%
1"	\$10,700.00	30%	\$14,000.00	20%	\$24,700.00	24%
1 1/2"	\$17,400.00	14%	\$24,000.00	6%	\$41,400.00	9%
2"	\$28,000.00	14%	\$38,000.00	5%	\$66,000.00	9%
3"	\$52,000.00	8%	\$71,000.00	-1%	\$123,000.00	2%
4"	\$86,700.00	13%	\$118,000.00	5%	\$204,700.00	8%
6"	\$173,400.00	13%	\$236,000.00	5%	\$409,400.00	8%

Mr. Hall began presenting the purpose of addressing the topic of availability fees by reiterating a goal established by the Board and recorded in the 8/15/2022 ACSA Board meeting minutes: "Assess Availability Fees based on meter size and try to stay competitive with Bedford Co. and the City of Lynchburg." It was explained that Mr. Hopkins directed Mr. Hall to work directly with Mr. Perrow, also a consultant who knows this method. Mr. Hall recollected this process, according to the American Water Works Association, as the "Meter Size ERU Calculation Approach." The purpose of an ERU (Equivalent Residential Unit) is to standardize the customer base for fees, considering the fact that a commercial customer has different consumptions than a residential customer. Mr. Hall continued by explaining the calculation process as written in the report.

Mr. Hall indicated the final calculations for Option 3 lists the total fee for a 4" meter to be \$187,500.00. A consultant at a previous ACSA Board Meeting mentioned the City of Lynchburg charges \$186,000.00 for a 4" meter; Bedford charges \$204,700.00. Option 3's fee falls between Lynchburg and Bedford, achieving the goal.

Mr. Wade asked to be refreshed concerning the calculated cost, using the current rates (of a 4" meter for a proposed development). Mr. Hall recollected the original calculation discussed that Mr. Wade is referring to, was approximately \$660,000.00. Mr. Wade thought it was around \$700,000.00 and mentioned we are headed in the right direction.

Mr. Perrow provided one clarification: He is a consultant, however, Mr. Hall and he worked together as a Board Member and staff for this calculation. He was not acting in the capacity of a consultant. Mr. Perrow continued by explaining the calculations were truth tested by using assessed value. However, this is a lagging indicator, given everything costs less in the past and assessed value is a depreciated value. Basically, by connecting a residence, a customer is buying 1/8000th worth of the system (whole numbers rounded), because ACSA has approx. 8000 round numbers of equivalent residential units. A 4" meter connection is 25/8000th of a system, etc. This calculation is not a perfect system, but can be easily quantifiable to a developer reading the code. It can get a little unclear when using larger meters. Someone could attempt to install a 4" meter where a 6" meter is required because of the large bands of meters, which the Executive Director has mentioned before. Since the largest meter in ACSA's system currently is a 3" meter, he doesn't see this as a problem at this time. He is recommending option number 3 to the Board. Option no. 2 would be to incentivize additional sewer installations, however it discounts the market value of a sewer connection; Option no. three is more of a market pricing that can be justified.

Mr. Pugh indicated Option no. 3 would be good for the Board moving forward.

Mr. Wade agrees with Mr. Pugh that Option no. 3 is the best option and is a good starting point that can be re-evaluated later if needed.

Mr. Wood agrees Option no. 3 is the best option. He does not feel like the larger meter size will be a problem. If we have a user of a 6" meter, we can have a discussion at that time.

Mr. Martin asked what the current availability fee is to connect a residence, and if Option no. 3 would be cheaper? It was explained that Option no. 3 is the same as current rates. He followed up with the question of "Once this money is paid, where does it go?" If these fees are collected and used for expanding and maintaining the system, it's a good thing. If these fees are used for operational costs, he does not agree with that. Mr. Martin further asked how we can ensure these fees are used to expand the system? Mr. Hall responded that this discussion has been had and he agrees these fees should not be a part of operating expenses. Mrs. Stacey McBride, Amherst County Director of Finance, (Mrs. McBride happened to be in the audience) interjected that these fees are in the operating budget. Mr. Hall continued that these fees collected are in one pot currently, that we may as a community water system, look at it moving forward. Mr. Hall also pointed out that the Assets being depreciated increased from our previous audit, over \$1/2 M. This is something we have to keep our eye on because it will change. Mr. Martin asked the amount of Availability Fees ACSA collected this year? Mr. Perrow interjected that Availability Fees or System Development as he's like to refer to them in the future, should be set aside as a capital fee, set up as a capital reserve, and kept separated as Mr. Martin mentioned. However, Connection fees are the labor to provide the connection, which is an operational cost. Mr. Hall provided the Water Availability Fees as \$86,725.00 and Sewer Availability Fees as \$40,090.00 collected to date in 2022. Mr. Martin rounded these figures to \$150,000.00 and stated if this amount is memorialized, there will be a \$150,000.00 hole in your budget next year. Mr. Hall replied by stating he does not agree with this since ACSA requests a budget approval by line item. Availability Fees cannot be requested up front since there is no way to know if they will be collected. Mr. Perrow mentioned he feels there are there is also some capital asset replacements that are currently in the operating budget that should be allocated to a capital budget. Mr. Martin added that he is fine with Option no. 3, provided that this funding be memorialized and set aside for capital expenses. How do we do that? Mr. Perrow suggested the Board make a motion that these fees be allocated to a capital budget for the next fiscal year. Mr. Pugh is fine with that

except he does not want to have this discussion without Mr. Hopkins being present. He should be involved since Mr. Hopkins oversees the budget. Mr. Pugh said we need to have this discussion maybe next month. Mr. Perrow suggested for this work that a motion or direction by consensus be to ask that the language be drawn up to support the code modifications per the Board's discussion, per Option no. 3, with the system development fee defined (ask for Counsel to do that). This will come back to the ACSA Board for approval and recommendation to the Board of Supervisors for adoption. Mr. Martin also asked that Mr. Hopkins be prepared to discuss setting up a separate capital budget for next year.

By motion of Mr. Perrow and with the following vote, the ACSA Board voted to direct the Executive Director to develop ordinance language necessary for consideration at the next available Board meeting for adoption, pursuant to Option no.3, and the definition requested. Mr. Martin added he would like Mr. Hopkins to discuss with the Board, separating out a capital budget for improvements and maintenance to the system.

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

There were no other Board member comments concerning the Assistant Director's report.

VII. New Business

A. May Tract Availability for Purchase

ACSA has long had a policy of acquiring properties around Dan E. French Reservoir on Graham Creek and its source stream to buffer ACSA's drinking water source from adverse impacts of development and keep the cost of treatment for potability as low as possible. The attached excerpt from County GIS, shows land acquired to date for this purpose.

A parcel that ACSA has unsuccessfully tried to acquire for a long time is a 1.67 acre tract shown in green on the excerpt. Previous and current ACSA Executive Directors talked to the owner, James C. May, on many occasions; Mr. May was willing to sell, but at a higher price than ACSA was willing to pay. The parcel has an entrance on Winesap Road, which would provide ACSA another access to the eastern side of the reservoir. More importantly, it would enhance the existing buffer by placing the lot in ACSA ownership, preventing development, providing some protection for a tributary to Graham Creek along its west property line, and extending the distance between the reservoir and surrounding properties with drainfields for wastewater treatment. It would be left in its current natural condition, which would also provide the filtering effects of vegetation to remove sediment and other deleterious materials from overland stormwater flows to the reservoir.

Mr. May passed a couple years ago. Executive Director Hopkins contacted his family in August and learned that they are interested in selling the tract for \$30,000.00. The attached County GIS information sheet notes the latest (2020) tax assessment value to be \$23,400.00. The ACSA Board has a history of not offering more than latest tax assessed value unless a property has value other than just the buffer enhancement. The access from Winesap Rd. provides additional value. The owner of a neighboring property has also talked to the May family recently about purchasing the tract for the purpose of enlarging his land for development; pre-empting that purchase and following development would be another benefit to ACSA.

Mr. Hall presented this agenda item as written by the Executive Director, and emphasized the need for additional access to the east side of the reservoir.

Mr. Wood asked if there is legal access from Winesap Road to this property and reiterated this needs to be confirmed. Mr. Pugh asked if the purchase could be contingent on this? Mr. Wood replied that the purchase would have to be contingent on this. Mr. Martin asked if the property is beneficial to ACSA without access? Mr. Wood questioned if we can't access the property, how does anyone else access it? Mr. Martin explained, ACSA could keep someone from accessing the property, and getting to the reservoir. Mr. Martin also assumes we want to purchase the property to maintain a buffer around the reservoir. Mr. Hall interjected the purchase of this property would also prevent future development of this land. Mr. Perrow mentioned he doesn't see the importance of protecting the water shed as much as it is important for access to that side of the reservoir. He thinks it is critical that there is an easement to Winesap Road. Mr. Perrow would not object to entering into a contract with a due diligence period, considering the need to develop an easement access. This would give ACSA the opportunity to purchase the land, and buy some time to develop an easement access if one does not already exist.

Mr. Perrow explained, it's all about access and not watershed protection.

Mr. Martin indicated it's about both access and watershed protection.

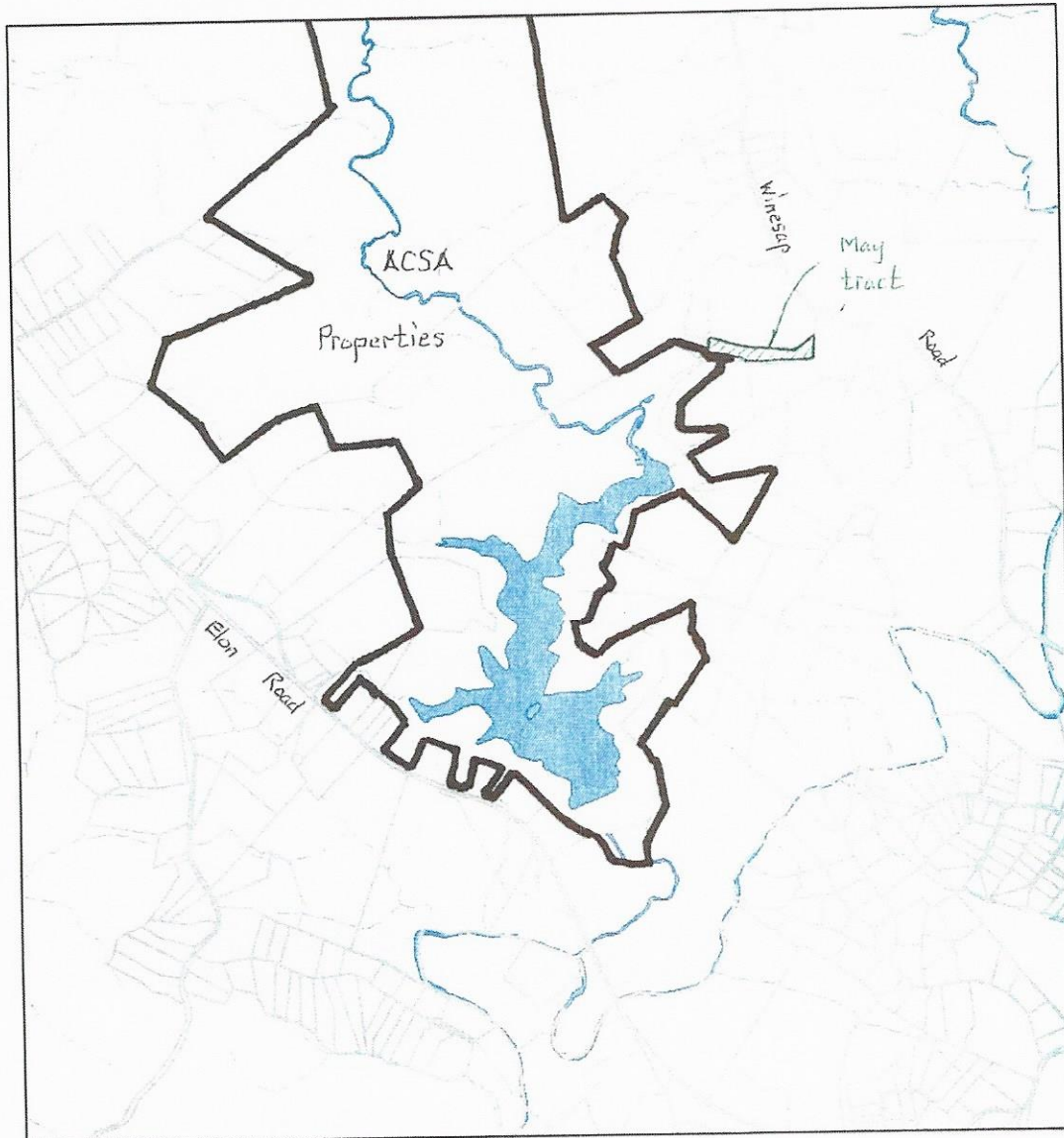
Mr. Woods indicates he thinks the property is beneficial for an access but not for protection.

Mr. Martin asked Mr. Lockaby, County Attorney, if ACSA is required to do appraisals? Mr. Lockaby replied no.

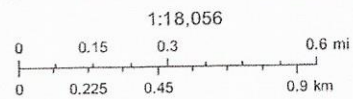
By motion of Mr. Woods and with the following vote, the ACSA Board voted to pursue the purchase of the property contingent on there being legal access to that property off of Winesap Road.

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

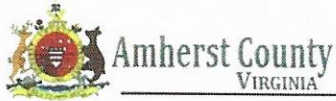
Following the vote, Mr. Martin requested a map that indicates which properties the Amherst County Service Authority owns around the reservoir and adjacent to this property.



August 31, 2022



The GIS data is proprietary to the County, and title to this information remains in the County. All applicable common law and statutory rights in the GIS data including, but not limited to, rights in copyright, shall and will remain the property of the County. Information shown on these maps are derived from public records that are constantly undergoing change and do not replace a site survey, and is not warranted for content or accuracy.



N/A

Parcel Information

Parcel ID: 136 A 114
Record #: 10344
GPIN: N/A
Magisterial District: EL

Ownership Information

Owner: MAY FAMILY TRUST JAMES C MAY JR &
Mailing Address: 189 SNOWDRIFT LN
MADISON HEIGHTS, VA 24572
Owner2: FRANEDA D S MAY TRUSTEES
Property Address: N/A
N/A

Assessed Value

Year: 1/1/2020
Land Use Assessment: N/A
Total Minerals: 0 0
Assessment Total: \$23,400
Assessment Land: \$23,400
Assessment Improvements: N/A

Land Assessment Information

Acreage: 1.67
Class: Single Family Residential - Suburban
Description 1: OFF WINESAP ROAD
Description 2: SEE DB 263-144
Description 3: N/A
Description 4: 136 A 114
DB Ref: 0
WB Ref: 0
Instrument #: 180003346
Plat Ref: 263 146
Recorded Date: 12/07/2018
Sale Price: N/A
Parcels in Sale: 1

Land Breakdown

Type	#Acres	Price	Adj%	Utility	Value
Homesite	1	\$25,000	-0.2	N/A	\$20,000
Other	0.67	\$5,000	N/A	N/A	\$3,350

Front:	0	Depth:	0	Area:	N/A	Unit:	N/A
	0		0		N/A		N/A

Depth Factor:	0	Rate:	0	Adj%:	0
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Parcel ID: 136 A 114



Amherst County
VIRGINIA

Amherst County
<https://www.countyofamherst.com/>

Site

Right of Way: PRIVATE
Terrain: ON
Characteristic: ROLLING/SLOPING
Easement: DIRT
Other: N/A

Water: Well
Sewer: None
Gas: N
Electric: Y

Structure Information

Exterior

Foundation: N/A
Walls: N/A
Roof Type: N/A
Roofing: N/A
Units: N/A
Dwelling #: 1
Occupancy Code: Vacant Residential

Story: 0
Year Built: N/A
Age: N/A
Condition: N/A
Class: N/A
Zoning: Agriculture

Interior

Rooms: N/A
Full Baths: N/A
Walls: N/A
Heat: N/A
A/C: N/A
FirePlaces: N/A
Flues: N/A
Inoperable: N/A
Basement: N/A
Finish Rate: 0
Garage: N/A
Carport: N/A

Bedrooms: N/A
Half Baths: N/A
Floors: N/A
Fuel: N/A
Gas Logs: N/A
Stacked: N/A
Stacked: N/A
Metal: N/A
% Finished: 0
#Built In: N/A
Cars: N/A
Cars: N/A

Other Improvements

Description	Size (L x W or Square Feet)	Condition	Rate	Depreciation %	Total Value
SHEDS	N/A	P	0	0	N/A



Amherst County
VIRGINIA

Amherst County

<https://www.countyofamherst.com/>

Structure Value

Structural Element	Value
Building: N/A X 0	N/A
Basement: 0 X 15.00	N/A
Finished Basement: 0 X 0	N/A
Plumbing:	N/A
Heating:	N/A
A/C:	N/A
Fireplace:	N/A
Flue:	N/A
Built in Garage:	N/A
Interior Improvements:	N/A
Extra Kitchen: N/A X 5000	N/A
Additions, Decks, Porches, etc:	N/A
Depreciation and/or Factoring:	N/A

Building Sections Square Footage

Section	Building Type	Building Class	# Stories	Square Ft
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Prior Record of Ownership

Name and Address	Date Recorded	Deed or Will Book or Instrument #	Consideration
MAY JAMES C JR & FRANEDA S 189 SNOWDRIFT LN MADISON HEIGHTS VA 24572	1/09/1998	748/425 /0 00000000	0-1
BLANCHFIELD MAYBELLE W P O BOX 718 LYNCHBURG VA 24505	N/A	591/258 /0 00000000	0-0

B. Miscellaneous Matters

1. ACSA Staff

Water Treatment Operator Class III Berkley Taylor, having passed his licensing examination in August, was promoted to Water Treatment Operator Class II.

Water Treatment Operator Apprentice Michael Tolgyesi, having passed his licensing examination in August, was promoted to Water Treatment Operator Class IV.

Mr. Hall presented Item No. 1 as written by the Executive Director. Mr. Perrow mentioned how difficult these examinations are as reported at a recent VAMWA conference. There are many operators struggling to pass these examinations. Mr. Perrow offers sincere congratulations to the operators for their accomplishment.

2. VA Dept. of Environmental Quality Notice of Violation at Henry L. Lanum, Jr. Water Filtration Plant

On July 4, an operator error at the water plant resulted in about 300 gallons of coagulant chemical being discharged to Harris Creek, possibly contributing to a fish kill in the waterway between the plant and James River. DEQ was immediately notified by ACSA plant personnel and performed an investigation that resulted in an 8/24/2022 DEQ letter to ACSA stating that ACSA ".....may be in violation of the State Water Control Law § 62.1-44.2 *et seq.*, Regulations, and Virginia Pollutant Discharge Elimination System Permit No. VAG640008....." Hopkins acknowledged ACSA receipt of the letter and is waiting for a DEQ reply to schedule a meeting with staff to discuss the event and how to prevent recurrence. Before receiving the DEQ letter, ACSA implemented changes to plant policy, including dual log operator signatures and an overflow alarm, which will hopefully be satisfactory to DEQ.

DEQ will invoice ACSA \$2,851.80 for the investigation, as well as a fee to replace the dead fish. DEQ reported finding 323 dead fish, but expects to bill ACSA an additional \$5,478.47 for 5,171 dead fish, using the American Fisheries Society fish kill estimation method and unit prices from the VA Dept. of Wildlife Resources.

Staff will report the results of the meeting with DEQ at a future ACSA Board meeting.

Mr. Hall explained the process of plant operations as he understands it, of manually filling day tanks with a coagulant used for water treatment. In this incident, a valve was left unattended that resulted in the overflow of a day tank. The spillage ended up draining into a floor drain. This floor drain branch eventually discharges into a creek. Mr. Hall received a call from DEQ on July 5, 2022, while Mr. Hopkins was out of the office. DEQ called to indicate they had received a report of dead fish in Harris Creek, and sent a team to search the creek.

New protocols are put into place requiring two operators for this manual operations and a chart, recording the valves are closed when filling operations are complete. Mr. Hall explained there is now an overflow tank beside the day tanks with a float installed that will activate an audible alarm if there is an overflow. Mr. Hall presented a photo of the corrective measures taken (not in the agenda packet). Mr. Hall mentioned we have sent corrective measures to DEQ and are awaiting a response. In addition, ACSA has questions regarding DEQ's determination that the chemical spill caused the fish kill and how the number of fish to be replenished is calculated. Mr. Martin mentioned the amount we will be billed from DEQ to be approximately \$8000.00. Mr. Pugh asked what species of fish will be stocked? Mr. Hall directed the Board to the table in the agenda, listing the species of dead fish found

by DEQ. Mr. Hall explained ACSA is certainly not taking this incident lightly. Mr. Perrow asked if there is secondary containment under the day tanks? Mr. Perrow further mentioned floor drains should not drain to the surface but understands the construction of ACSA's facility pre-dates current requirements. Audible alarms are great, however, secondary containment is needed- he recommends pre-fabricated containment that can take the full volume of the day tanks. Mr. Martin said the incident was misfortunate, steps have been taken for corrective measures, however, these steps are debatable. If there is more investment required to prevent chemicals from entering the floor drain again, he is interested in hearing about this. Mr. Hall indicated further information will be forthcoming.

There were no other Board member comments concerning Miscellaneous Matters.



Commonwealth of Virginia
VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

BLUE RIDGE REGIONAL OFFICE
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Travis A. Voyles
Acting Secretary of Natural and Historic Resources

Michael S. Rolband, PE, PWD, PWS Emeritus
Director
(804) 698-4020

Robert J. Weld
Regional Director

NOTICE OF VIOLATION

August 24, 2022

Mr. Robert Hopkins
Director of Public Utilities
Amherst County Service Authority
P. O. Box 100/113 Phelps Road
Madison Heights, VA 24572

SENT VIA e-mail to rhopkins@acsava.com

RE: Notice of Violation No. W2022-08-B-0001
Henry Lanum, Jr. Water Treatment Plant (WTP)
VPDES Permit No. VAG640008

Dear Mr. Hopkins:

This letter notifies you of information upon which the Department of Environmental Quality ("Department" or "DEQ") may rely in order to institute an administrative or judicial enforcement action. Based on this information, DEQ has reason to believe that the **Amherst County Service Authority** may be in violation of the State Water Control Law § 62.1-44.2 *et seq.*, Regulations, and Virginia Pollutant Discharge Elimination System Permit No. VAG640008 (Permit) at the **Henry Lanum, Jr. WTP**.

This letter addresses conditions at the abovementioned facility, and also cites compliance requirements of the Law, Regulations, and Permit. Pursuant to Virginia Code §62.1-44.15(8a), this letter is not a case decision under the Virginia Administrative Process Act, Virginia Code §2.2-4000 *et seq.* The Department requests that you respond **within 10 days of the date of this letter**.

OBSERVATIONS AND LEGAL REQUIREMENTS

On Tuesday July 5, 2022, at 8:00 AM, DEQ received telephone notification from staff at the Amherst County Service Authority – Henry Lanum Jr. Water Treatment Plant near Madison Heights, VA, reporting a release of approximately 300 gallons of DelPAC 2020, a coagulant used in the treatment process. The release was reported to have occurred overnight as the result of an open valve which allowed a DelPAC day tank being filled to overflow to a floor drain leading to the facility outfall on Harris Creek. Subsequent e-mail sent at 9:13 AM confirmed the report in writing. At approximately 9:30 AM, a citizen reported to DEQ, saying he was seeing dead fish in Harris Creek near his residence, downstream of the treatment plant. Harris Creek and its tributaries are surface waters located wholly within the Commonwealth and are “state waters” under State Water Control Law.

1. Observations: On July 5, 2022, two DEQ teams consisting of Water Quality Monitoring and Water Compliance staff responded to a reported fish kill on Harris Creek, near Madison Heights, VA, arriving at the treatment plant at approximately 1:00 PM. Their investigation indicated no dead fish above the treatment plant outfall, and a presence of dead fish from just below the plant outfall on Harris Creek and downstream for a distance of approximately 6 miles. A review of DEQ files indicates the Amherst County Service Authority – Henry Lanum Jr. Water Treatment Plant has coverage under the VPDES General Permit for Potable Water Treatment Plants. Permit No. VAG640008. That permit does not authorize the discharge of noxious or deleterious substances directly to Harris Creek.

From counts taken from multiple sections of Harris Creek during the field investigation, and using American Fisheries Society methods, an estimated total of 5171 fish were killed in Harris Creek as a result of the incident (IR No. 305509). Replacement costs of the fish killed, as determined by the VDWR, will be invoiced by DEQ’s Office of Finance once all information is received and compiled.

As of the date of this NOV, DEQ staff investigation costs associated with this discharge of an acidic substance into Harris Creek (IR No. 305509) totals \$2851.80, as detailed on the attached Pollution Incident Investigation Cost Recovery Schedule. The recovery of these costs will be invoiced by DEQ’s Office of Finance once all information is received and compiled.

Legal Requirements: VPDES Permit No. VAG64008, at Part II, Section F (Unauthorized Discharges) states: “Except in compliance with this permit, or another permit issued by the Department, it shall be unlawful for any person to:

1. Discharge into state waters sewage, industrial wastes, other wastes, or any noxious or deleterious substances; or
2. Otherwise alter the physical, chemical or biological properties of such state waters and make them detrimental to the public health, or to animal or aquatic life, or to the use of such waters for domestic or industrial consumption, or for recreation, or for other uses.”

Va. Code § 62.1-44. 5 prohibits discharge of wastes or any noxious or deleterious substances to state waters or other quality alterations of state waters except as authorized by permit.

Regulation 9 VAC 25-31-50 provides that “except in compliance with a VPDES permit, or another permit, issued by the Department, it shall be unlawful for any person to discharge into state waters sewage, industrial wastes, other wastes, or any noxious or deleterious substances.”

Regulation 9 VAC 25-260- 20 of the Water Quality Standards requires that all state waters shall be free from substances attributable to sewage, industrial waste, or other waste in concentrations which interfere with designated uses of such water or which are harmful to human, animal, plant or aquatic life.

Legal Requirements: Va. Code § 62.1-44.15(11)(a) states that the Department may effect a settlement that will cover the cost of investigating the killing of fish and the cost of the fish destroyed.

ENFORCEMENT AUTHORITY

Va. Code Section § 62.1-44.23 of the Law provides for an injunction for any violation of the Law, any State Water Control Board rule or regulation, an order, permit condition, standard, or any certificate requirement or provision. The Virginia Code §§ 62.1-44.15 and 62.1-44.32 provide for a civil penalty of up to \$32,500 per day for each violation of the Law and the Regulation that exists. In addition, Virginia Code § 62.1-44.15 authorizes the Department to issue orders to any person to comply with the Law and the Regulation including the imposition of a civil penalty for violations of up to \$100,000. Also, Virginia Code §10.1-1186 authorizes the Director of the Department to issue special orders to any person to comply with the Law and Regulations and to impose a civil penalty. Virginia Code §§ 62.1-44.32(b) and 62.1-44.32(c) provide for other additional penalties.

FUTURE ACTIONS

DEQ staff wishes to discuss all aspects of their observations with you, including any actions needed to ensure compliance with state law and regulations, any relevant or related measures you plan to take or have taken, and a schedule, as needed, for further activities. In addition, please advise us if you dispute any of the observations recited herein or if there is other information of which DEQ should be aware. In order to avoid adversarial enforcement proceedings, the **Amherst County SA - Henry Lanum, Jr. WTP** may be asked to enter into a Consent Order with the Department to formalize a plan and schedule of corrective action and to settle any outstanding issues regarding this matter, including the assessment of civil charges.

In the event that discussions with staff do not lead to a satisfactory conclusion concerning the contents of this letter, you may elect to participate in DEQ's Process for Early Dispute Resolution. If you complete the Process for Early Dispute Resolution and are not satisfied with the resolution, you may request in writing that DEQ take all necessary steps to issue a case decision where appropriate. For further information on the Process for Early Dispute Resolution, please see Agency Policy Statement No. 8-2005 posted on the Department's website under "Permits and Regulations," and "Enforcement," (https://townhall.virginia.gov/L/GetFile.cfm?File=C:%5CTownHall%5Cdocroot%5CGuidanceDocs%5C440%5CGDoc_DEQ_2672_v1.pdf) or ask the DEQ contact listed below.

On behalf of the Department it is requested that you please contact Mr. Tim Fletcher, Enforcement Specialist Senior, at 540-524-0665 or timothy.fletcher@deq.virginia.gov within 10 days of the date of this letter (no later than September 4, 2022) to arrange a meeting to discuss this matter. All correspondence must reference the VPDES Permit and Notice of Violation numbers.

Sincerely,



Samuel C. Hale
Water Compliance/Pollution Response Program Manager

Attachments

cc: Tim Fletcher, Enforcement
Cathy Kibler, Compliance Auditor
Compliance File

MEMORANDUM

VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

Blue Ridge Regional Office

901 Russell Drive

Salem, VA 24153

SUBJECT: IR# 305509 - Harris Creek Fish Kill, Amherst County

TO: Incident Report File

FROM: George Devlin, Regional Biologist

DATE: July 7th, 2022

COPIES: Allen Linkenhoker, Brett Stern, Sam Hale, Jason Hill, Nelson Dail

On Tuesday July 5th, DEQ BRRO PReP received a report of a fish kill from a homeowner on River Road in Amherst County, VA at 0937 hours. The homeowner reported observing dead fish in the section of Harris Creek on his property earlier that morning. BRRO PReP informed BRRO Water Monitoring staff of the fish kill and a fish kill investigation team deployed to the area the same day to perform a count of dead fish and assessment of Harris Creek. BRRO PReP notified Virginia DWR and USFWS of the fish kill following confirmation. BRRO PReP was also notified by the Henry Lanum Jr. Water Treatment Plant (WTP) at 1355 Elon Road, Madison Heights, VA that an accidental discharge to Harris Creek occurred on July 4th. The discharge contained 300 gallons of a coagulant (DeIPAC 2020) which has a pH of >2 - 3.5 and is suspected to have caused the fish kill.

Investigation:

VA DEQ WQM staff arrived at the first Harris Creek site (Figure 1) at 12:40 PM. This site is upstream of the Rt. 130 bridge crossing over Harris Creek as well as upstream of the WTP. Field measurements (temperature, dissolved oxygen, pH, and specific conductance) were collected and determined to be within normal ranges (Table 1). Staff observed no evidence of dead fish at the site and observed many live, unstressed fish.

Staff arrived at the second site (Figure 1) at 1300. This site is below the WTP on Harris Creek and also below the plant outfall. Dead fish were observed in Harris Creek immediately below the outfall pipe and downstream (Figures 2 and 3). Field measurements were recorded and determined to be within normal ranges (Table 1). Staff counted dead fish in a section approximately 150 meters long at this site (upper count reach) recording 185 dead fish that included a variety of minnows, suckers, bass, sunfish, darters and catfish. No live fish were observed. No crayfish either live or dead were observed at this site. The only living aquatic life observed were a predaceous diving beetle and a damselfly larvae.

Staff arrived at site #3 at 1330. This site was at the Rt. 635 (River Road) bridge over Harris Creek near the confluence with the James River. Field measurements were recorded and determined to be within normal ranges (Table 1). No dead fish were observed in this section of Harris Creek and live, unstressed fish were observed. Staff then proceeded upstream and first encountered dead fish approximately 800

meters (0.5 miles) upstream of the Rt. 635 bridge. At this section (site# 4, lower count reach, Figure 4) staff counted dead fish in a section approximately 250 meters long recording 77 dead fish which included a variety of minnows and suckers (Figures 5 and 6). Field measurements were recorded and determined to be within normal ranges (Table 1). Staff determined this site to be the end of the kill zone due to the low number of dead individuals observed and live, unstressed fish being present.

Staff arrived at site# 5 (Figure 7) behind a private residence on River Road (middle count reach) at 1500. Dead fish were counted in a short section approximately 30 meters long due to an impending thunderstorm. Staff recorded 61 dead fish at this site including minnows, darters, suckers, bass and sunfish (Figures 8 and 9). No live fish were observed in this reach. The only live aquatic organism observed was one frog. Field measurements were not collected at this site.

The fish kill investigation ended at approximately 1530 due to a thunderstorm in the area and more forecasted for later that afternoon. During the investigation, conditions to observe and count dead fish were not ideal due to reduced water clarity and excessive sediment in the stream where many fish appeared to have try to burrow into the sediment to take refuge as they expired. Thus, it is expected that the actual number of dead fish was much greater especially for smaller fish such as darters and minnows.

Conclusion:

The extent of the fish kill was determined to be over six miles of Harris Creek. The fish kill extended from just below the WTP outfall on Harris Creek downstream to a point approximately one half mile upstream of the Rt. 685 (River Road) bridge near the confluence with the James River.

DEQ staff counted 323 dead fish at three sites (Table 3). Using the American Fisheries Society (AFS) fish kill count estimation methods, the total estimate of dead fish was determined to be 5,171 fish (Table 4). Twenty-four species of fish were observed dead during the investigation (Table 5). No endangered or threatened fish species were observed. Physicochemical field measurements collected at each site were within normal ranges to sustain aquatic life (Table 2). Elevated pH values were observed in the lower reaches of Harris Creek but were potentially due to algal production. Live, unstressed fish were also observed in the lower reach of Harris Creek indicating that the kill zone likely ended in that area possibly due to dilution of the substance responsible for the kill.

Estimation of total dead fish was calculated by extrapolating the upper count reach downstream for a distance of 2.17 miles to a point where Fawn Creek joins Harris Creek and the stream becomes substantially larger and the species composition of the fish community likely changes with the difference in stream habitat. The lower count reach was extrapolated for a distance of 1.78 miles upstream to the point where site# 5 is located and represents the lower section of Harris Creek. Since staff found more dead fish while moving upstream, it can be expected that presence of dead fish would be higher upstream where the substance causing the kill was less diluted. The counts from site# 5 were not extrapolated due to the short distance surveyed. This leaves a middle section of Harris Creek approximately 2.37 miles in length for which there is no estimate of dead fish yet we expect that all or nearly all fish in this section were killed during this event. The middle reach was the only section where staff observed adult smallmouth bass (10-12"). If not for the thunderstorm that arrived at 1530 staff

would have likely observed greater numbers of not only smallmouth bass but other species that prefer the type of habitat in that reach. The Virginia Department of Wildlife Resources (DWR) provided a cost estimate for the replacement of dead fish in Harris Creek. The total replacement cost estimate for the dead fish was \$5,478.47 (Table 5).

VDEQ water monitoring staff are confident in their fish identification and estimates in this stream since in October 2019 our biologists used backpack electrofishing methods to sample a reach just below site# 2 as part of the Probabilistic Monitoring Program. That survey was conducted on a 320 meter section where 275 fish were collected with a total of 24 species 19 of which overlapped the taxa list in Table 6. The previous survey will aid in future fish community recovery studies which may be conducted in Harris Creek.

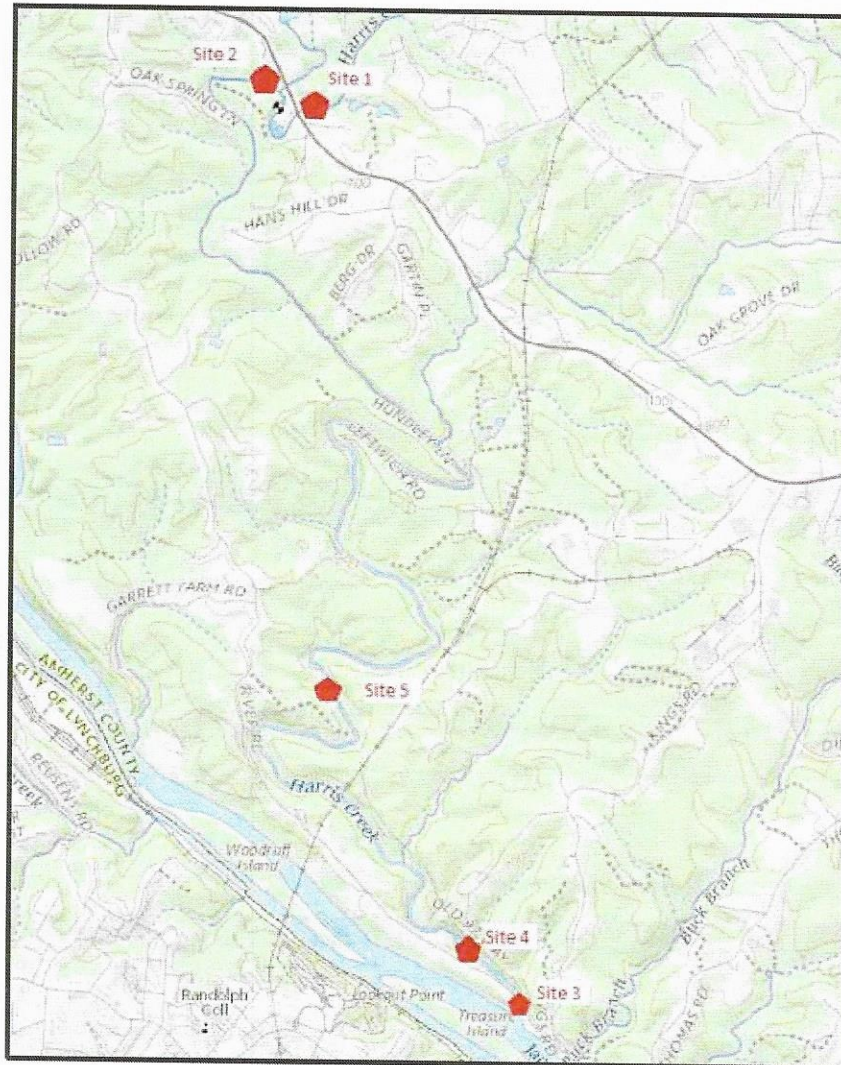


Figure 1. Map of investigation sites surveyed on 07/05/2022.

Table 1. Geographical locations of investigation sites on 07/05/2022.

Site #	Site Description	Time	Latitude	Longitude
1	Upstream of WTP on Harris Creek	12:50	37.485165	-79.165400
2	Below WTP outfall on Harris Creek (upper count reach)	13:00	37.48570	-79.16640
3	Rt. 635 Bridge Mouth of Harris Creek	13:30	37.438824	-79.150530
4	800m above Rt. 685 Bridge on Harris Creek (lower count reach)	14:00	37.44259	-79.15748
5	Near 1434 River Rd on Harris Creek (middle count Reach)	15:00	37.45618	-79.16483

Table 2. Physicochemical field measurements collected in Harris Creek on 07/05/2022.

Site #	Site Description	Time	Temp °C	DO (mg/L)	pH	Spc (µS/cm)
1	Above WTP on Harris Creek	12:50	23.91	8.34	7.32	75
2	Below WTP outfall on Harris Creek (upper count reach)	13:00	24.10	8.38	7.41	76
3	Rt. 635 Bridge Mouth of Harris Creek	13:30	25.26	7.73	8.89	108
4	800m above Rt. 685 Bridge on Harris Creek (lower count reach)	14:00	26.16	9.45	8.69	85
5	Near 1434 River Rd on Harris Creek (middle count reach)	15:00	N/A	N/A	N/A	N/A

Table 3. Number of dead fish observed in Harris Creek on 07/05/2022.

Dead Fish Taxa Counted	1-2"	2-3"	3-4"	4-5"	5-6"	>6"	Total
Minnow (Cyprinidae)	12	10	51	6	21	4	104
Sucker (Catostomidae)	0	4	27	45	52	18	146
Darter (Percidae)	18	32	3	0	0	0	53
Sunfish (Centrarchidae)	1	4	4	2	1	6	18
Catfish (Ictaluridae)	0	0	1	0	1	0	2
Total							323

Table 4. Calculated estimate of dead fish in all reaches of Harris Creek using AFS fish kill count estimation methods.

Dead Fish Taxa Counted	1-2"	2-3"	3-4"	4-5"	5-6"	>6"	Total
Minnow (Cyprinidae)	162	76	634	50	201	36	1159
Sucker (Catostomidae)	0	91	526	875	922	236	2650
Darter (Percidae)	411	578	69	0	0	0	1058
Sunfish (Centrarchidae)	23	91	91	46	1	6	258
Catfish (Ictaluridae)	0	0	23	0	23	0	46
Total							5171

Table 5. Replacement cost of fish killed in Harris Creek provided by the Virginia Department of Wildlife Resources.

Page 1 of 1

Replacement Cost of Fish

Incident #: 305509
Stream: Harris Creek

City/County: Amherst
Date: 07-05-22

Fish			Counts		
Common Name	Scientific Name	Size (in)	Total	Individual cost	Total cost
Minnows	Cyprinidae	(1-2)	162	\$0.12	\$19.44
		(2-3)	76	\$0.12	\$9.12
		(3-4)	634	\$0.12	\$76.08
		(4-5)	50	\$0.12	\$6.00
		(5-6)	201	\$0.12	\$24.12
		6+	36	\$0.12	\$4.32
Total:					
Suckers	Catostomidae	(1-2)	0	\$0.70	\$0.00
		(2-3)	91	\$0.70	\$63.70
		(3-4)	526	\$0.85	\$447.10
		(4-5)	875	\$1.00	\$875.00
		(5-6)	922	\$2.00	\$1,844.00
		6+	236	\$2.88	\$679.68
Total:					
Darters	Percidae	(1-2)	411	\$0.59	\$242.49
		(2-3)	578	\$0.81	\$468.18
		(3-4)	69	\$1.36	\$93.84
		(4-5)	0	\$1.82	\$0.00
		(5-6)	0	\$2.16	\$0.00
		6+	0	\$3.10	\$0.00
Total:					
Sunfish	Centrarchidae	(1-2)	23	\$0.90	\$20.70
		(2-3)	91	\$1.54	\$140.14
		(3-4)	91	\$1.88	\$171.08
		(4-5)	46	\$2.42	\$111.32
		(5-6)	1	\$3.32	\$3.32
		6+	6	\$3.75	\$22.50
Total:					
Catfish	Catostomidae	(1-2)	0	\$0.33	\$0.00
		(2-3)	0	\$0.50	\$0.00
		(3-4)	23	\$0.68	\$15.64
		(4-5)	0	\$0.90	\$0.00
		(5-6)	23	\$0.90	\$20.70
		6+	0	\$1.63	\$0.00
Total:					
Total Fish:			5171		\$5,358.47

Administrative Charge: \$120.00
Grand Total: \$5,478.47

Date: 7/13/2022

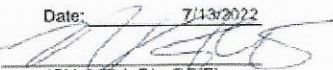
Signed: 
(Chief, Fish Div. DGI)

Table 6. List of fish species observed in Harris Creek fish kill on 07/05/2022.

Dead Fish Species Observed
Blacktip Jumprock (<i>Moxostoma cervinum</i>)
Bluegill (<i>Lepomis macrochirus</i>)
Bluehead chub (<i>Nocomis leptocephalus</i>)
Bull Chub (<i>Nocomis raneyi</i>)
Central Stoneroller (<i>Camptostoma anomalum</i>)
Channel catfish (<i>Ictalurus punctatus</i>)
Common shiner (<i>Luxilus cornutus</i>)
Crescent shiner (<i>Luxilus cerasinus</i>)
Fallfish (<i>Semotilus corporalis</i>)
Fantail darter (<i>Etheostoma flabellare</i>)
Johnny darter (<i>Etheostoma nigrum</i>)
Largemouth Bass (<i>Micropterus salmoides</i>)
Longnose dace (<i>Rhinichthys cataractae</i>)
Margined madtom (<i>Noturus insignis</i>)
Northern Hogsucker (<i>Hypentelium nigricans</i>)
Redbreast sunfish (<i>Lepomis auritus</i>)
Roanoke Darter (<i>Percina roanoka</i>)
Rosefin Shiner (<i>Lythurus ardens</i>)
Rosyside dace (<i>Clinostomus funduloides</i>)
Satinfin Shiner (<i>Cyprinella analostana</i>)
Smallmouth Bass (<i>Micropterus dolomieu</i>)
Swallowtail shiner (<i>Notropis procne</i>)
Telescope Shiner (<i>Notropis telescopis</i>)
Torrent sucker (<i>Thoburnia rathoeca</i>)



Figure 2. Dead Northern Hogsucker in Harris Creek downstream of the WTP outfall (site # 2).



Figure 3. Dead Smallmouth Bass found in Harris Creek downstream of the WTP outfall (site # 2).

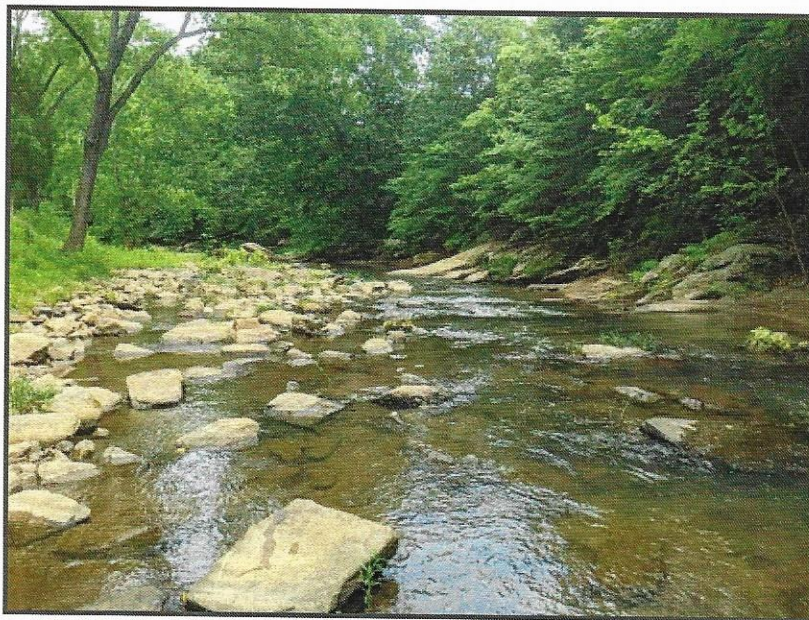


Figure 4. Lower count reach (site #4) upstream of Rt. 635 bridge.



Figure 5. Dead Longnose Dace found at site# 4.

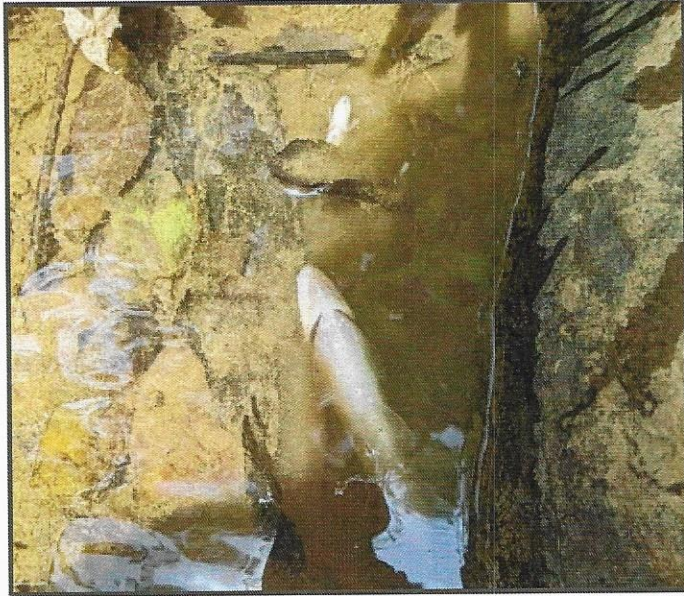


Figure 6. Dead fish observed at site# 4.



Figure 7. Harris Creek at site# 5 (middle count reach).

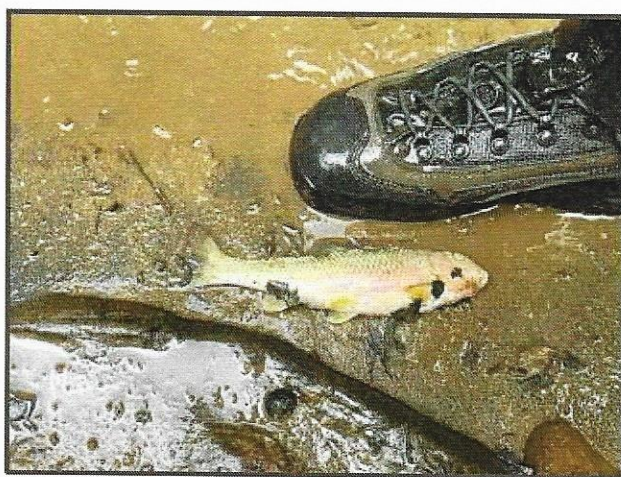


Figure 8. Dead bull chub observed at site # 5.



Figure 9. Dead minnows observed at site# 5.

**Pollution Incident Investigation
Time, Travel and Materials Cost Recovery Schedule
Expenses incurred by the Department of Environmental Quality**

Incident Report (IR)
IR Site Location
Region

305509
Harris Creek, Amherst County
BRRO

Date 7/5/2022

Name	Signature	Date
Emp #1 George Devlin	<i>George Devlin</i>	8-9-2022
Emp #2 Brett Stern	<i>Brett Stern</i>	8/5/2022
Emp #3 Adam Walker	<i>Adam Walker</i>	8/8/2022
Emp #4 E. Mark Coppage	<i>E. Mark Coppage</i>	8/4/2022
Emp #5 L. Allen Linkenhoker	<i>L. Allen Linkenhoker</i>	8/4/2022
Supervisor Signature	<i>[Signature]</i>	8/16/22

Time Spent	Time Code	Pay Band	Avg hourly rate *See below	Hours	Extended Cost	Benefits (see below)	Indirect @28.5%	Total Time Costs	
Emp #1	509026	5	39.53	25.00	988.25	0.00	281.65	1,269.90	
Emp #2	509026	5	39.53	8.00	316.24	0.00	90.13	406.37	
Emp #3	509026	4	29.65	8.00	237.20	0.00	67.60	304.80	
Emp #4	509026	5	39.53	7.50	296.48	0.00	84.50	380.97	
Emp #5	509026	5	39.53	8.00	316.24	0.00	90.13	406.37	
Sub-Total Employee Time					187.77	2,154.41	0.00	614.01	2,768.41

Travel-Vehicle	Date(s)		Pool 0.246	No of Miles		Cost
	From	To		Agency 0.246	Private 0.56	
Emp #1 75-847S Explorer	07/05/22	07/05/22	140.00	0		34.44
Emp #2 75-793S F-150	07/05/22	07/05/22	145.00			35.67
Emp #3						0.00
Emp #4 68-478S Compass	07/05/22	07/05/22	54.00			13.28
Emp #5						0.00
Sub-Total Employee Travel			83.39	0.00	0.00	83.39

Travel - Meal and Lodging

	Meals	Lodging	Other	Costs
Emp #1				0.00
Emp #2				0.00
Emp #3				0.00
Emp #4				0.00
Emp #5				0.00
Sub-Total Employee Meals and Lodging	0.00	0.00	0.00	0.00

Materials and Equipment Used

Hours/ Rate/

Activity	Date	Vendor	Units	Costs	Costs
Boat Usage					0.00
Laboratory Analysis					0.00
Laboratory Analysis					0.00
Other- Specify					0.00
Other- Specify					0.00
Other- Specify					0.00
Sub-total Equipment and Supplies					<u>0.00</u>
Total Time, Travel and Materials Cost Recovery Schedule					<u><u>2,851.80</u></u>

VIII. Citizen Comment

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

Mr. Calvin Keenon from District 3 approached the Board to speak. He wishes to thank the Board for continuing work to get availability fees in line and competitive. He indicated they (Board) are putting us (Amherst) in the ball game economically. "It will be interesting to see as we get more availability fees down the road... it is hard to quantify how many people we have missed from people saying I am not paying for that, and have went on down the road." The Board is inching toward the finish line and has done a lot of research. He appreciates their work as a citizen and thanked them. Mr. Keenon also mentioned he lives on Winesap Road and would love to have water made available.

There were no other citizens wishing to speak; Mr. Martin closed Citizen comment.

XI. Matters from the Members of the Service Authority Board

Mr. Wade requests that Mr. Hopkins place on the next Board meeting agenda his plans for the Water Assistance Program.

Board Chair Martin had nothing further to discuss.

Board Assistant Chair Perrow had nothing further to discuss.

Board member Pugh had nothing further to discuss.

Board Member Woods had nothing further to discuss.

Adjournment

By motion of several Board members and with the following vote, the Board adjourned the meeting at 6:33 p.m.

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



Tom Martin, ACSA Board Chair



Robert A. Hopkins, PE, Board Secretary

