



**AMHERST COUNTY SERVICE AUTHORITY BOARD
MEETING MINUTES**

AGENDA

August 2, 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. Agenda for August 2, 2022 ACSA Board Meeting
- IV. Approval of Minutes**
 - A. Minutes for June 7, 2022 ACSA Board Meeting
- V. Monthly Financial Report**
 - A. 2022 Financial Report - May 2022
 - B. 2022 Financial Report – June 2022
- VI. Old Business**
 - A. Executive Director's Report
 - B. Assistant Director's Report
- VII. New Business**
 - A. 2022 ACSA Amended Budget
 - B. ACSA Wastewater Infrastructure Improvements
 - C. 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 2th day of August, 2022, starting at 1:30 p.m., the following members were present:

SERVICE AUTHORITY (ACSA) BOARD:

PRESENT: Tom Martin, Board Chair
David Pugh, Board Member
Drew Wade, Board Member

ABSENT: Turner Perrow, Board Vice Chair
Wesley Woods, Board Member

STAFF:

PRESENT: Robert A. Hopkins, PE, Executive Director/Board Secretary
Mike Lockaby, 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.

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 August 2, 2022 Board meeting.

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

IV. Approval of Minutes

A. ACSA Board Meeting – June 7, 2022

By motion of Mr. Pugh and with the following vote, the ACSA Board voted to approve the draft minutes for the June 7, 2022, ACSA Board meeting:

AYE:	Mr. Martin, Mr. Pugh, Mr. Wade
NAY:	None
ABSENT:	Turner Perrow, Board Vice Chair Wesley Woods, Board Member
ABSTAIN:	None

V. Monthly Financial Report:

A. May, 2022 Financial Report

Executive Director Hopkins compared ACSA finances for May 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) - \$ 8303.31 (- 0.61%) vs. 2021
Total revenues + \$ 33,293.39 (+ 2.26%) vs. 2021
 - b. Connections:
Thru May, 17 new water service connection (4 in May):
38.6% of 2021 total (44, an increase of 9 from 2020)
45.9% of 5 year annual average (37.0, an increase of 8.8 from 2020)
26.1% of pre-recession annual average (65)
Tap fees: + \$ 455.00 (+ 2.33%) vs. 2021
2. ACSA Operations Revenues – Wastewater
 - a. Revenues:
Sales (top line & boxed are of Section I.B) - \$ 3,459.59 (+ 0.99%) vs. 2021
Total revenues + \$ 18,125.61 (+ 2.92%) vs. 2021
 - b. Connections:
Thru May, 6 new service connection (2 in May):
37.5% of 2020 total (16)
55.6% of 5 year annual average (10.8)
40.0% of pre-recession annual average (15)
Tap fees: + \$ 9,000.00 (+100.0%) vs. 2021
3. ACSA Operations Revenues – Water and Wastewater
 - a. Sales: - \$ 4,843.72 (- 0.28%) vs. 2021
 - b. Total Revenues: + \$ 69,929.00 (+ 3.76%) vs. 2021
4. Non-Operations Revenues - \$ 259,953.27 (- 92.09%) vs. 2021
5. Total ACSA Revenues - \$ 190,024.27 (- 8.87%) vs. 2021
6. Summary:

May water sales decreased \$61,069.03 from April, but are -\$8,303.31 (-0.61%) year to date for 2022 compared to the same period of 2021.

ACSA had 4 new water service connections in May. Tap fees to date in 2022 fees are slightly (0.56%) more than for the same period of 2021.

May wastewater sales increased \$17,428.28 from April. Sales year-to-date thru May compared to the same period of 2021 are up \$3,459.59 (0.99%). Total wastewater revenues thru May were +\$18,125.61 (+4.92%) compared to the first 4 months of 2021.

There were 2 new wastewater service connection in May.

Combined year-to-date water and wastewater sales thru May were down \$4,843.72 (0.28%) from the same period in 2021, which was an improvement from last month's financial report (-\$17,678.59 and -1.25%). Total operational revenues thru May were up \$69,929.00 (3.76%) compared to thru May 2021. Non-operational revenues were

down \$259,953.27 from May 2021, due to the final VDOT reimbursement for the Woody's Lake Rd water and sewer relocations, resulting in total ACSA revenues thru May 2022 being down \$190,024.27 (8.87%) from the same period in 2021.

ACSA received \$1,249.24 in April from the State Debt Setoff Program to defray unpaid and uncollectable utility account balances, bringing the total so far for 2022 to \$11,166.52.

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

	<u>2017</u>	<u>2022</u>	<u>Change</u>
No. of business water connections	425	419	-6
No. of residential water connections	5,575	6,012	+437
No. of total water connections	6,000	6,431	+431 **
No. of business sewer connections	200	205	+5
No. of residential sewer connections	828	905	+77
No. of total sewer connections	1,028	1,110	+82 ***

** An average annual increase of 86.2 connections.

*** An average annual increase of 16.4 connections.

There were no other Board member comments.

B. June, 2022 Financial Report

Executive Director Hopkins compared ACSA finances for June 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) - \$ 12,601.06 (- 0.76%) vs. 2021

Total revenues + \$ 62,507.43 (+ 3.43%) vs. 2021

b. Connections:

Thru June, 21 new water service connection (4 in June):

47.7% of 2021 total (44, an increase of 9 from 2020)

56.8% of 5 year annual average (37.0, an increase of 8.8 from 2020)

32.3% of pre-recession annual average (65)

Tap fees: + \$ 11,590.00 (- 9.85%) vs. 2021

2. ACSA Operations Revenues – Wastewater

a. Revenues:

Sales (top line & boxed are of Section I.B) - \$ 9,974.18 (+ 2.45%) vs. 2021

Total revenues + \$ 20,180.78 (+ 4.37%) vs. 2021

b. Connections:

Thru June, 8 new service connection (2 in June):

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: + \$ 5,180.00 (- 9.81%) vs. 2021
3. ACSA Operations Revenues – Water and Wastewater
- a. Sales: - \$ 2,626.88 (- 0.13%) vs. 2021
- b. Total Revenues: + \$ 102,146.18 (+ 4.43%) vs. 2021
4. Non-Operations Revenues - \$ 263,649.65 (- 91.29%) vs. 2021
5. Total ACSA Revenues - \$ 161,503.47 (- 6.23%) vs. 2021
6. Summary:

June water sales increased \$70,181.61 from May, but are -\$12,601.06 (-0.76%) for 2022 compared to the same period of 2021.

ACSA had 4 new water service connections in June. Tap fees to date in 2022 fees are \$11,590.00 (9.85%) less than for the same period of 2021.

June wastewater sales increased \$9,314.51 from May. Sales year-to-date thru June compared to the same period of 2021 are up \$9,974.18 (+2.45%). Total wastewater revenues thru June are \$20,180.78 (+4.37%) better than the first 6 months of 2021.

There were 2 new wastewater service connection in June. Tap fees to date in 2022 are down \$5,180.00 (9.81%) compared to the first 6 months of 2021.

Combined year-to-date water and wastewater sales thru June are down \$2,626.88 (0.13%) from the same period in 2021. Non-operational revenues thru June were up \$102,146.18 (4.43%) compared to thru May 2021. Non-operational revenues are down \$263,649.65 from June 2021, resulting in total ACSA revenues thru June 2022 being down \$161,503.47 (6.23%) from the same period in 2021.

ACSA received \$233.82 in June from the State Debt Setoff Program to defray unpaid and uncollectable utility account balances, bringing the total so far for 2022 to \$11,400.34.

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

	<u>2017</u>	<u>2022</u>	<u>Change</u>
No. of business water connections	425	419	-6
No. of residential water connections	5,585	5,991	+406
No. of total water connections	6,010	6,410	+400 **
No. of business sewer connections	200	205	+5
No. of residential sewer connections	828	908	+80
No. of total sewer connections	1,028	1,113	+85 ***

** An average annual increase of 80.0 connections.

*** An average annual increase of 17.0 connections.

Mr. Martin asked if there is anything significant that Mr. Hopkins would like to point out? Mr. Hopkins shared ACSA is operating in the black. He would like to see things a little better considering the increases that took place earlier this year, but ACSA is doing well. Non-operational revenue from the previous year is not a part of this conversation. Mr. Pugh agreed the report of operating in a surplus is good.

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 mussel study is done and Hurt & Proffitt has submitted the application for the nationwide permit for the bank stabilization project; should take about two months to process.***
- ***ACSA continues to stockpile construction demolition debris for temporary bank stabilization in 2022. A recent rockfall at River Edge Park resulted in much rock for a project being taken to the river for a possible 2022 project, pending progress of Sen. Warner's CDS funding.***
- ***Hopkins is negotiating with dam construction contractor for a trackhoe and operator for one week to place the rock at the bottom of the eroded bank, hopefully in September.***
- ***VA Senator Warner and staff are reviewing ACSA's application for Congressionally Directed Spending, earmark funding for this project.***

Executive Director Hopkins provided an update. Sen. Warner's office reported in a phone call that took place since this agenda was drafted. The application for \$2 million is in the draft US Budget. Chances are favorable that ACSA will be awarded this funding. Mr. Martin asked how much of the project could be accomplished with this funding and will the stockpiled material already in place be used? The requested funding is enough complete the stabilization project, according to Hopkins. The stockpiled material may be used as a temporary measure until the funding becomes 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 is working on easement acquisitions for a 2022 construction project by a contractor. One easement was obtained in mid-May. Another has been promised. One remains to be acquired.
- Sewage Lift/Pump Station Upgrades
 - * ***4 new sewage pumps, 2 for each Lighthouse and Abbitts pump stations, and repair of a Lanum water plant raw water pump will be completed summer of 2022. Proposals were received and funding is in the amended 2022 budget currently being reviewed by the Board.***
- 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,***

with help from State officials. The second request, for \$41,196.87 in materials was submitted June 6; Hopkins does not expect the State will take as long on that and future reimbursement requests.

- * As of July 25, 650' of 12" water main has been installed; approx. 575' is left; work should be done in August.***
- * Hurt & Proffitt is doing bid drawings for new sidewalk after water line installation is done.***

Mr. Hopkins provided further explanation: The Colony Rd. line extension is over 50% installed, and should be complete in August, 2022.

- 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.***

Hopkins is conversing with Tim Mitchell, City of Lynchburg's Director of Water Resources, about installing a valve just beyond RiverEdge Park that will continue to allow the City to serve customer accounts in this area. Water fed from ACSA to the area of RiverEdge Park has a greater pressure than the City's water service and may create quality issues from sedentary water in the service line. Once the additional valve is installed, the remainder of the water line from the City that serves the CVTC and VC Mobile Home Park, will be turned off.

- Graham Creek Reservoir Dam Improvements Project:

- * Construction began in late April. Refer to attached photos for a visual update report.***
- * 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 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, requested a status update in late July, and expects the reimbursement soon.***

Hopkins executed the Grant Agreement and sent it back to the Virginia Resources Authority.

- 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 (the proposed Violets View development). A meeting was scheduled for the second week in April, but the meeting has been repeatedly cancelled by the property owner's engineer.
- * Bidding/construction will proceed after approval by the County and completion of the easement acquisition from the adjacent property owner.

Next week, a meeting will take place between with the engineers of the adjacent development (Violets View) concerning easements. ACSA easement discussions have been tabled over a year by the Violet View developer engineers.

- 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 dedicated to ACSA by County Supervisors for the project in 2021. More funding is expected to be required.***

- Ned Brown Road Water Main Extension

- * ***Verizon completed utility pole relocations and the developer is ready for ACSA to install 750' of 6" water main pipe in August for 8 new home services.***

- Monacan Indian Nation Projects Water Main and Sanitary Sewer Extensions

- * ***Water main extension is delayed by excessive depth of existing Dixie Airport Rd water main for the wet tap. Hopkins has proposed a solution to MIN and engineers for both developments and is waiting for responses.***

- 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.

- 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.

Hopkins continues conversations with McGuire-Woods, providing documentation that proves the shopping center owns and is responsible for the utilities for that system.

- 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 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 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
 - * 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 launching of the program is now delayed until September.*** *
 - * ***The draft Vendor Agreement is expected in August for County Attorney review and request for approval at the September or October ACSA Board meeting.***
 - * ***The draft program description for customer notices and utility web sites is expected in August for Executive Director review and presentation at the September or October Board meeting.***

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.

In addition to Water and Sewer Rehabilitation/Extension/Replacement projects, previously mentioned, Mr. Hopkins discussed a project at the Water Filtration Plant to dredge the impoundment/weir, to regain storage capacity and decrease sand and grit that's reaching pumps. A quote from the contractor that is currently constructing the reservoir spillway improvements is forthcoming.

Board member Wade requested an update on the "Morcom development." Hopkins informed the Board, per a request from Mr. Morcom, a letter was provided from ACSA to Mr. Morcom, to become part of a re-zoning package to be presented. The letter describes the status of a sewer line extension project and states the Executive Director's position as cautiously optimistic. The installation of the sewer line extension can take place; however, more funding is required than is currently available. Board member Pugh asked if the additional funding is in excess of \$500K? Hopkins explained the original estimate for this sewer line extension was in the amount of \$1.6M; yes, more funding is required. Mr. Morcom (developer) was informed that the county is contributing \$1M, assisting with the funding for this project, however, it will likely not be enough to cover the entire cost. ACSA cannot support the additional funding needed and will be looking for the developer, who will benefit from this project, to help out. Board Member Pugh informed the request for property re-zoning is scheduled to be presented to the Board (Amherst County Board of Supervisors) August 18, 2022. He indicated the Developer is skeptical of the project unless provisions were made to provide public sewer. Pugh reaffirmed that Hopkins had informed the developer in his letter that the schedule to complete this project was lengthy, to which Hopkins replied his best estimate for completion is the end of 2023; if he was the developer's engineer, he would provide a conservative estimated completion date of year ending, 2024. Pugh asked Hopkins who would benefit from this sewer line extension? Hopkins explained the justification for the ARPA (American Rescue Plan Act of 2021) funding received from the County is to replace a 20-year-old forced sewer main on Thomas Rd. that has a life expectancy of 20 years. This sewer line was originally installed as a requirement of DEQ (VA Department of Environmental Quality) to eliminate stray pipe discharges into the river. The ARPA funding will allow the installation of a new sewer pump station and forced main. This replacement project also allows ACSA to size the system to accommodate future development of properties in the area. Board Chair Martin requested further description of the project. Hopkins explained the project involves the installation of one or two wet wells and generators, in addition to replacement of the forced main. The location of the project takes place on River Road, between the intersections of Kings

Rd. and Thomas Rd. Mr. Pugh agree with Mr. Hopkins that any additional funding to complete the project should be provided by the developer.

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









Board Meeting Date: August 2, 2022
Agenda Item No.: VI.B
Agenda Item Topic: Assistant Director's Report
Topic Discussions:

1. Cybersecurity

- ACSA's Assistant Director will serve on an upcoming VAMWA (Virginia Association of Municipal Waste Water Agencies) Cyber Committee
- ***Check-ups, which includes current security patches and anti-virus scans were performed on Friday, July 22, 2022.***

2. New ACSA Website

- ***Google Analytics reports that the number of different users has increased from 613 in May to 1079 in July, 2022. 21.63% have visited the "pay my bill" link. There have been 296 visits to the service/residential link and 226 visits to the employment link. 61% are using Mobile Devices and 39% are using desktops.***
- ***As mentioned in the last Board meeting, as requested, we followed-up concerning the required "Last Payment Amount," needed for the "Quick Pay" option. As it turns out, this is a security feature. However, by registering an account using an email and password, this requirement is negated.***

3. Inventory management assignment

- ACSA is in the process of re-arranging stored PVC water and sewer piping, rotating stock and covering the inventory (a follow-up to a concern by ACSA Board Vice Chair Turner Perrow).

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

5. 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.

6. Non-Revenue Water. - ***Reference New Table Below:***

Distribution Input Volume	Billed Metered Consumption	0.00 MG	Apparent Losses	
	UnBilled Authorized Metered Consumption	0.0000 MG		0.00 MG
	ACSA System Un-Metered Consumption & Misc.	0.00 MG		___%
	0.00 MG			

Unbilled Authorized Consumption (CF)		Real Loss (CF)	
ACSA Operations		ACSA Systems	
Water Office		Leakage on Transmission and/or Distribution Mains	
Dan E. French Reservoir		Private Water Service Line Leaks (adjustments)	
Ivanhoe		Water Tank Overflows due to Equipment Failures	
West Briar		Credits to Customers for Flushing due to Discolored Water	
Ebenezer Rd Pump		Customer Meter Checks for Inaccuracies	
System Flushing			
Lost Water During Service Connection Installations			
Water Tank Drainage for Maintenance			
Sheriff's Office		Miscellaneous	
Wright Shop Sheriff Sub		Fire Fighting Activities	
Fire Department		Street Name ()	
Lyttleton Ln Fire House		Estimates of Water Theft via Hydrants (Filling Pools, irrigation, etc.)	
Monelison Fire Station			
Monelison Fire Station 3			
Resque Squad			
Monelison			
TOTAL	0.0000	TOTAL	0
	MG		MG

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.

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

- LCCR'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.
- ***Update: Of ACSA's 6500 residential and 542 commercial water connections, we've researched approx. 5060 accounts, using GIS Parcel Details. So far, approx. 76% of the properties searched were constructed before 1989! (3867)***

8. Engineering Student Intern

- ACSA's Engineering Student Intern began work on April 23, 2022.
- Assigned work involves, but is not limited to:
 - Daily work observation and reporting of the Dan E. French Reservoir Spillway Improvement project.
 - Observation of ACSA's Utility Crew repairs and /or installations.
 - Lead and Copper Rule Revisions community records research.
 - Reports to ACSA's Executive Director.
- ***Mr. Sam Slade wishes to express thanks for the opportunity to work with ACSA during summer break. Utility experiences and observations during this time, encompassed tasks and standard procedures that coincide with engineering classroom study, he would not be otherwise have been privy to.***

9. COVID Update- Since the last Board meeting, 8 ACSA staff out of the 24 total, have tested positive for COVID.

10. 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.***
- ***Registration for Civic Clerk for submission of Board Agendas and Meeting Minutes.***

Mr. Hopkins explained Mr. Hall was not able to be present for this Board meeting and introduced Mr. Sam Slade, Student Engineering Intern.

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

VII. New Business

A. 2022 ACSA Amended Budget

The Board is being asked to adopt an amended budget for the remainder of 2022.

Mr. Hopkins explained an interim budget was adopted by the Board earlier this year, following rate adjustments. An amended budget is being proposed, reflecting needed adjustments, i.e., increased fuel and heating oil costs, etc., to operate for the remainder of the year.

By motion of Board member Pugh, and with the following vote, the ACSA Board voted to adopt the amended budget, as presented, for the remainder of 2022.

AYE:	Mr. Martin, Mr. Pugh, Mr. Wade
NAY:	None
ABSENT:	Turner Perrow, Board Vice Chair Wesley Woods, Board Member
ABSTAIN:	None

AMHERST COUNTY SERVICE AUTHORITY
CALENDAR YEAR BUDGET 2022 - Amended ¹

ACCOUNTS RECEIVABLE ²		CY2018	CY2019	CY2020	CY2021 (Adopted)	CY2021 (Amended)	CY2022 (Adopted)	% > CY2021 (Adopted)	CY2022 (Amended)
INCOME FROM SERVICES									
16500-0461	Service Charge - Water	2,922,695	3,080,746	3,308,720	3,404,830	3,457,219	3,404,830	3.6	3,528,165
16500-0470	Penalties	900	900	925	950	950	950	0.0	950
16500-0476	Miscellaneous - Water	80,000	80,300	82,710	82,710	82,710	82,710	0.4	83,030
16500-0522	Service Charge - Sewage	746,328	768,466	833,785	811,040	811,040	811,040	6.4	862,630
16500-0536	Miscellaneous - Sewage	19,000	19,100	19,675	19,675	19,675	19,675	3.2	20,305
	TOTAL DEPARTMENT	3,768,923	3,949,512	4,245,815	4,319,205	4,371,594	4,319,205	4.1	4,495,080
CONNECTION CHARGES									
16600-0271	Connection Charges - Water	45,000	47,300	48,720	78,140	78,140	78,140	58.7	124,040
16600-0272	Connection Charges- Sewer	7,000	7,370	7,590	8,410	8,410	8,410	195.0	24,810
16600-0273	Availability Fees - Water	110,000	115,600	202,320	161,660	161,660	161,660	53.5	248,080
16600-0274	Availability Fees - Sewer	60,000	63,050	180,225	48,885	48,885	48,885	52.3	74,425
16600-0275	Line Extension Charge - Water	3,376	3,550	3,655	0	0	0	0.0	0
16600-0276	Line Extension Charge - Sewer	1,200	1,265	1,300	0	0	0	0.0	0
16600-0278	Transfer and Set-up Fees	16,000	16,815	17,320	17,838	17,838	17,838	39.1	24,805
16600-0455	Customer Deposits	32,000	33,675	34,685	35,725	35,725	35,725	3.0	36,800
16600-0456	ACSA-County Sewer Extensions	167,925	171,787	175,740	179,937	179,937	179,937	0.0 ¹⁷	0
	TOTAL DEPARTMENT	442,501	460,412	671,555	530,595	530,595	530,595	0.5	532,960
INTEREST INVESTMENT ACCOUNTS									
16670-0150	Interest Investment Accounts	5,925	6,020	2,540	2,710	2,710	2,710	31.7	3,570
	TOTAL DEPARTMENT	5,925	6,020	2,540	2,710	2,710	2,710	31.7	3,570
MISCELLANEOUS									
16800-0110	Convenience Fees	13,000	13,000	15,000	27,315	27,315	27,315	9.8	30,000
16800-0222	Restricted Cash ³	388,588	311,396	0	0	0	0	N/A ³	500,000
16800-0303	Antenna Site Rentals	24,800	24,800	24,800	31,000	31,000	31,000	0.0	31,000
16800-0320	Dam Improvements Financing ⁴				1,000,000	1,000,000	1,000,000	66.0 ⁴	1,660,000
16800-0330	CVTC Water Line Ext. - State Funding ⁵				100,000	100,000	100,000	150.0 ⁵	250,000
16800-0340	River Road Sewer & Pump Station ⁶				0	0	0	0.0 ⁶	100,000
16800-0350	Sanitary Sewer - County Funding							N/A ¹⁷	250,000
	TOTAL DEPARTMENT	426,388	349,196	39,800	1,158,315	1,158,315	1,158,315	143.5	2,821,000
16900-0100	Appropriations & Re-Appropriations			0	0	240,000	0	N/A	180,000 ¹⁹
	TOTAL FOR ACCOUNTS RECEIVABLE	4,643,737	4,765,140	4,959,710	6,010,825	6,308,618	6,010,825	33.6	8,032,610

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	CAPITAL IMPROVEMENTS PROGRAM	CY2018	CY2019	CY2020	CY2021 (Adopted)	CY2021 (Amended)	CY2022 (Adopted)	% > CY2021 (Adopted)	CY2022 (Amended)
	ASSET MGMT.: LINE EXTENSIONS								
81090-3310	Water - Wages	7,283	7,575	7,880	8,195	8,195	8,195	6.5 ⁷	8,725
81090-3320	Water - Professional Services	1,450	1,495	10,000	10,300	10,300	10,300	3.0	10,610
81090-3330	Water - Contract Work	0	0	0	100,000	100,000	100,000	85.3 ³	185,335
81090-3340	Water - Materials	6,750	6,950	10,000	10,300	20,300	10,300	6.0 ¹⁶	10,920
81090-3600	Sewer - Wages	1,561	1,625	1,690	1,755	1,755	1,755	6.5 ⁷	1,870
81090-3610	Sewer - Professional Services	33,250	35,755	36,830	12,000	12,000	12,000	3.0	12,360
81090-3620	Sewer - Contract Work	328,300	335,850	343,575	250,000	250,000	250,000	0.0	250,000
81090-3630	Sewer - Materials	410	420	435	0	0	0	0.0	0
81090-3960	Real Estate - Properties & Easements	0	0	0	0	0	0	0.0	0
	TOTAL DEPARTMENT	379,004	389,670	410,410	392,550	402,550	392,550	22.2	479,820
	ASSET MGMT.: LINE REPLACEMENTS								
81300-6030	Water - Wages	6,763	7,035	7,315	7,605	7,605	7,605	6.5 ⁷	8,100
81300-6040	Water - Materials	6,250	10,000	10,300	10,610	20,610	10,610	6.0 ¹⁶	11,245
81300-6050	Water - Contract Work	40,000	36,200	37,285	10,000	10,000	10,000	781.0 ³	88,100
81300-6055	Water - Professional Services	5,150	14,000	14,420	14,850	14,850	14,850	3.0	15,295
81300-6060	Sewer - Contract Work	40,000	36,200	37,285	0	100,000	0	0.0	0
81300-6065	Sewer - Professional Services	5,150	24,000	24,720	14,570	42,570	14,570	3.0	15,010
81300-6070	James River Interceptor Protection	39,500	40,685	20,000	5,600	30,600	5,600	167.9 ⁹	15,000
	TOTAL DEPARTMENT	142,813	168,120	151,325	63,235	226,235	63,235	141.6	152,750
	ASSET MGMT.: SPECIAL PROJECTS								
81300-7005	CVTC Water Main Extension ⁵						0	N/A	250,000
81300-7010	River Road Sewer & Pump Station ⁶						0	N/A	100,000
81300-7020	Delete								
81300-7025	Reservoir Dam Improvements ⁴				1,000,000	1,002,100	1,000,000	66.0	2,160,000
	TOTAL DEPARTMENT	29,186	30,060	46,615	1,000,000	1,002,100	1,000,000	1.5	2,510,000
	TOTAL FOR CAPITAL IMPROVEMENTS	551,003	587,850	608,350	1,455,785	1,691,335	1,455,785	115.9	3,142,570

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	OPERATIONS & MAINTENANCE	CY2018	CY2019	CY2020	CY2021 (Adopted)	CY2021 (Amended)	CY2022 (Adopted)	% > CY2021 (Adopted)	CY2022 (Amended)
	O&M: PLANT & EQUIPMENT IN SERVICE								
91110-3110	Delete	310 (715)	1,055		0	0	0	N/A	0
91110-3370	Water Connections - Wages	33,305	34,635	36,020	37,460	37,460	37,460	6.5 ⁷	39,895
91110-3380	Water Connections - Equip. & Materials	15,700	16,170	17,740	18,275	18,275	18,275	6.0 ¹⁶	19,370
91110-3540	General Plant	51,150	52,685	54,265	55,890	111,583	55,890	3.0	57,565
91110-3650	Sewer Connections - Wages	6,555	6,815	7,090	7,370	7,370	7,370	6.5 ⁷	7,850
91110-3660	Sewer Connections - Materials	870	895	2,330	2,400	2,400	2,400	6.0 ¹⁶	2,545
91110-3710	Delete	205 (1,125)	1,370		0	0	0	N/A	0
91110-3900	Office Equipment	8,595	2,500	2,575	2,650	2,650	2,650	3.0	2,730
91110-3910	Transportation Equipment - Truck	30,000	30,900	31,825	32,780	62,780	32,780	N/A ¹⁸	0
91110-3920	Heavy Equipment				95,000	95,000	95,000	N/A	0
91110-3930	Machinery and Tools	1,230	1,265	1,300	1,340	1,340	1,340	3.0	1,380
91110-3940	Laboratory Equipment	2,045	2,105	2,165	2,230	2,230	2,230	3.0	2,295
91110-3950	Power & Radio Equipment	1,430 (0)	1,475	1,520	1,565	1,565	1,565	3.0	1,610
	TOTAL DEPARTMENT	153,235	151,870	156,830	256,960	342,653	256,960	47.4	135,240
	O&M: INVENTORY								
91130-1510	Inventory - Materials and Supplies	20,870	21,500	22,145	22,810	22,810	22,810	3.0	23,495
	TOTAL DEPARTMENT	20,870	21,500	22,145	22,810	22,810	22,810	3.0	23,495
	O&M: SOURCE OF SUPPLY								
91200-6010	Wages	27,050	28,130	29,255	30,425	30,425	30,425	6.5 ⁷	32,405
91200-6100	Purchase of Water Wholesale	60,000	62,700	31,350	10,555	10,555	10,555	4.5	11,030
91200-6150	Electricity	4,000	1,120	2,500	2,575	2,575	2,575	6.0 ¹⁶	2,730
91200-6200	Materials	3,735	3,850	3,965	4,085	4,085	4,085	6.0 ¹⁶	4,330
91200-6230	Repairs	5,010	5,160	5,315	5,475	5,475	5,475	6.0 ¹⁶	5,800
91200-6250	Road Maintenance	410	420	2,500	2,575	2,575	2,575	6.0 ¹⁶	2,730
91200-6300	Professional Services	15500(1640)	17,655	18,185	18,730	18,730	18,730	3.0	19,290
91200-6400	Delete	34,000	35,020	36,070	0	0	0	0.0	0
91200-6500	Delete	23,000	23,690	24,400	0	0	0	0.0	0
91200-6520	Harris Creek Gauge Operation & Maint.	16,000	16,480	15,500	15,965	15,965	15,965	3.0	16,445
	TOTAL DEPARTMENT	190,345	194,225	169,040	90,385	90,385	90,385	4.8	94,760

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OPERATIONS & MAINTENANCE		CY2018	CY2019	CY2020	CY2021 (Adopted)	CY2021 (Amended)	CY2022 (Adopted)	% > CY2021 (Adopted)	CY2022 (Amended)
O&M: WATER TREATMENT									
91210-6010	Wages	321,832	334,705	348,095	362,020	362,020	362,020	6.5 ⁷	385,550
91210-6150	Electricity	97,185	90,100	92,800	95,585	95,585	95,585	6.0 ¹⁶	101,320
91210-6160	Heating Oil and Fuel	11,865	12,220	12,585	12,960	12,960	12,960	23.5 ¹⁶	16,000
91210-6180	Chemicals	89,000	95,000	97,850	100,785	100,785	100,785	6.0 ¹⁶	106,830
91210-6200	Materials	7,160	7,375	7,595	7,820	7,820	7,820	6.0 ¹⁶	8,290
91210-6210	Repairs	20,500	21,115	35,000	36,050	36,050	36,050	6.0 ¹⁶	38,215
91210-6215	Heating System Maintenance Contract	2,100	2,165	2,230	2,295	2,295	2,295	3.0	2,365
91210-6218	Generator Service Contract	1,500	1,545	1,590	1,635	1,635	1,635	3.0	1,685
91210-6220	Instrumentation Service Contracts	13,100	13,700	16,000	16,480	16,480	16,480	3.0	16,975
91210-6270	Telecommunications	4,000	5,000	5,150	5,305	5,305	5,305	3.0	5,465
91210-6280	Professional Services	260	4,000	4,120	0	0	0	0.0	0
91210-6300	VA WaterWorks Operations Fee	20,800	21,425	22,065	22,725	22,725	22,725	3.0	23,405
91210-6310	Laboratory Supplies	9,720	11,000	11,330	11,670	11,670	11,670	3.0	12,020
TOTAL DEPARTMENT		599,022	619,350	656,410	675,330	675,330	675,330	6.3	718,120
O&M: TRANSMISSION & DISTRIBUTION									
91220-6020	Wages	202,139	210,225	218,635	227,380	227,380	227,380	6.5 ⁷	242,160
91220-6220	Electricity	6,750	4,950	5,100	5,250	5,250	5,250	6.0 ¹⁶	5,565
91220-6230	Professional Services	2,900	7,000	7,210	7,425	7,425	7,425	3.0	7,650
91220-6231	Laboratory	28,650	25,510	26,275	27,060	27,060	27,060	3.0	27,870
91220-6240	Materials	31,400	32,345	33,315	34,315	34,315	34,315	6.0 ¹⁶	36,375
91220-6250	Repairs	3,070	30,000	30,900	31,825	31,825	31,825	6.0 ¹⁶	33,735
91220-6255	Storage Tank Maintenance Contracts	40,000	38,200	39,345	40,525	40,525	40,525	3.0	41,740
91220-6260	Highway Permits	770	795	2,000	2,060	2,060	2,060	3.0	2,120
91220-6270	Telecommunications	2,800	4,000	4,120	4,240	4,240	4,240	3.0	4,365
91220-7210	Delete	500	750	0	0	0	0	0.0	0
91220-7250	Miss Utility	2,500	2,575	2,650	2,730	2,730	2,730	9.9 ¹⁶	3,000
TOTAL DEPARTMENT		321,479	356,350	369,550	382,810	382,810	382,810	5.7	404,580

AMHERST COUNTY SERVICE AUTHORITY
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OPERATIONS & MAINTENANCE		CY2018	CY2019	CY2020	CY2021 (Adopted)	CY2021 (Amended)	CY2022 (Adopted)	% > CY2021 (Adopted)	CY2022 (Amended)
O&M: SEWER LINES									
91300-7020	Wages	27,675	28,780	29,930	31,125	31,125	31,125	6.5 ⁷	33,150
91300-7250	Materials	5,115	5,270	5,425	5,585	5,585	5,585	6.0 ¹⁶	5,920
91300-7260	Repairs	1,125	1,160	5,000	5,150	5,150	5,150	6.0 ¹⁶	5,460
91300-7270	Professional Services - Inspections ¹¹	5,115	5,270	5,425	0	0	0	N/A	14,000
	TOTAL DEPARTMENT	39,030	40,480	45,780	41,860	41,860	41,860	39.4	58,530
O&M: SEWAGE PUMPING									
91310-3002	Professional Services	N/A	8,000	8,240	8,485	8,485	8,485	3.0	8,740
91310-7020	Wages	24,970	25,970	27,010	28,090	28,090	28,090	6.5 ⁷	29,915
91310-7150	Electricity	15,140	10,595	10,910	11,240	11,240	11,240	6.0 ¹⁶	11,915
91310-7220	Materials	2,050	2,110	2,175	2,240	2,240	2,240	6.0 ¹⁶	2,375
91310-7270	Telecommunications	4,100	5,000	5,150	5,305	5,305	5,305	13.1 ¹⁶	6,000
91310-7280	Repairs	30,690	31,610	32,560	33,535	33,535	33,535	78.9 ¹²	60,000
	TOTAL DEPARTMENT	76,950	83,285	86,045	88,895	88,895	88,895	33.8	118,945
O&M: SEWAGE TREATMENT									
91320-7020	Wages	34,285	35,655	37,080	38,560	38,560	38,560	6.5 ⁷	41,065
91320-7100	Contract Services City Regional Plant	240,000	247,200	254,615	262,250	262,250	262,250	3.0	270,120
91320-7150	Electricity	7,775	8,500	8,755	9,015	9,015	9,015	6.0 ¹⁶	9,555
91320-7220	Materials	4,100	4,225	4,350	4,480	4,480	4,480	6.0 ¹⁶	4,750
91320-7230	Laboratory Supplies	2,350	2,420	2,495	2,570	2,570	2,570	55.6 ¹⁶	4,000
91320-7240	Professional Services		4,000	4,120	4,240	4,240	4,240	3.0	4,365
91320-7250	Repairs	460 (410)	2,500	2,575	2,650	2,650	2,650	6.0 ¹⁶	2,810
91320-7280	Contract Laboratory Testing	4,910	3,060	4,000	4,120	4,120	4,120	3.0	4,245
91320-7285	Permit Fees	4,500	4,635	4,775	4,915	4,915	4,915	3.0	5,060
91320-7290	Chemicals	13,300	13,700	14,110	14,530	14,530	14,530	3.0	14,965
91320-7295	Grit Disposal	665	525	540	555	555	555	3.0	570
91320-7296	Sludge Removal	510	685	705	725	725	725	3.0	745
	TOTAL DEPARTMENT	313,265	327,105	338,120	348,610	348,610	348,610	3.9	362,250

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	OPERATIONS & MAINTENANCE	CY2018	CY2019	CY2020	CY2021 (Adopted)	CY2021 (Amended)	CY2022 (Adopted)	% > CY2021 (Adopted)	CY2022 (Amended)
	O&M: ACCOUNTS/COLLECTIONS								
91500-7020	Wages	168,300	175,030	182,030	189,310	189,310	189,310	6.5 ⁷	201,615
91500-7030	Meter Reading Wages	43,073	44,795	46,585	48,450	48,450	48,450	6.5 ⁷	51,600
91500-7200	Equipment Service Contracts	6,000	3,180	3,275	3,370	3,370	3,370	48.4 ¹⁶	5,000
91500-7210	Postage	22,200	15,865	17,110	17,625	17,625	17,625	3.0	18,155
91500-7220	Telecommunications	5,650	6,500	6,695	6,895	6,895	6,895	8.8 ¹⁶	7,500
91500-7230	Office Supplies	13,000	13,390	12,790	13,175	13,175	13,175	3.0	13,570
91500-7250	Electricity	3,275	3,375	3,475	3,580	3,580	3,580	6.0 ¹⁶	3,795
91500-7255	Equipment and Software	0			5,500	5,500	5,500	3.0	5,665
91500-7265	Credit Card Processing Expenses	13,000	13,390	20,000	20,600	20,600	20,600	45.6 ¹⁶	30,000
91500-7270	Office Operations & Maintenance	820 (360)	1,215	1,250	1,290	1,290	1,290	3.0	1,330
91500-7280	Software Renewal Fees	11,500	11,845	13,200	13,595	13,595	13,595	10.3 ¹⁶	15,000
91500-7285	Computer and Software Support	6,600	9,050	9,320	5,400	5,400	5,400	32.3 ¹⁶	7,145
91500-7700	Claims and Refunds - Water	32,500	16,475	16,970	17,480	17,480	17,480	14.4 ¹⁶	20,000
	TOTAL DEPARTMENT	326,278	314,110	332,700	346,270	346,270	346,270	9.9	380,375

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	OPERATIONS & MAINTENANCE	CY2018	CY2019	CY2020	CY2021 (Adopted)	CY2021 (Amended)	CY2022 (Adopted)	% > CY2021 (Adopted)	CY2022 (Amended)
	O&M: ADMINISTRATION & GENERAL								
91510-3017	Employee Assistance Program	510	550	565	580	580	580	3.0	600
91510-7010	Compensation - Executive Director	123,522	128,460	133,600	125,000	125,000	125,000	6.5 ⁷	133,125
91510-7020	Compensation - Operations Manager	80,319	83,530	86,870	90,345	90,345	90,345	6.5 ⁷	96,215
91510-7030	Compensation - Asst Director, Admin.	0	0	0	95,000	95,000	95,000	6.5 ⁷	101,175
91510-7040	Custodial Wages	7,490	7,790	8,100	8,425	8,425	8,425	6.5 ⁷	8,975
91510-7050	Compensation - Treatment Manager	74,909	77,905	81,020	84,260	84,260	84,260	6.5 ⁷	89,735
91510-7100	FICA - Employer	77,110	79,425	81,810	84,450	84,450	84,450	6.6 ¹⁶	90,000
91510-7110	VSRS (Retirement) Employee & ACSA	102,000	105,060	108,210	111,455	111,455	111,455	3.0	114,800
91510-7130	Hospital / Medical Plan	200,000	206,000	212,180	218,545	218,545	218,545	3.0	225,100
91510-7140	Employer Share of Group Life	14,925	15,375	15,835	16,310	16,310	16,310	3.0	16,800
91510-7150	Long Term Disability (Std. Insurance)	515	1,200	1,235	1,270	1,270	1,270	3.0	1,310
91510-7155	VRS - Health Insurance Credit	4,100	4,225	4,350	4,480	4,480	4,480	3.0	4,615
91510-7200	Office Supplies	1025 (1,635)	740	760	780	780	780	3.0	805
91510-7220	Repairs Furniture and Equipment	205 (255)	475	490	505	505	505	3.0	520
91510-7240	Advertising	3,070	3,160	3,255	3,355	3,355	3,700	8.1 ¹⁶	4,000
91510-7250	Delete	155	160	165	0	0	0	0.0	0
91510-7255	Excise Tax - Affordable Care Act	205	210	215	220	220	220	3.0	225
91510-7270	Travel & Education	12000(3900)	16,375	16,865	17,370	17,370	17,370	3.0	17,890
91510-7280	Dues and Memberships	4,500	5,500	5,665	5,835	5,835	5,835	27.7 ¹⁴	7,450
91510-7290	Fiscal Agent Service - County Treasurer	21,300	22,800	23,485	24,190	24,190	24,190	3.0	24,915
91510-7300	Computer and County Services	4800 (9000)	14,215	14,640	14,640	14,640	14,640	3.0	15,080
91510-7310	Auditing Services	20,700	22,500	23,175	23,870	23,870	23,870	4.7 ¹⁶	25,000
91510-7315	Payroll Direct Deposit Fees	720	740	760	780	780	780	3.0	805
91510-7320	License Fees	2,300	1,370	1,410	1,450	1,450	1,450	37.9 ¹⁶	2,000
91510-7330	Professional Services	26600 (205)	7,500	7,725	3,530	3,530	7,955	3.0	8,195
91510-7540	General Liability Insurance	5,300	5,460	5,625	5,795	5,795	5,795	32.7	3,900
91510-7541	Inland Marine Insurance	1,050	1,080	1,110	1,145	1,145	1,145	57.2	1,800
91510-7545	Boiler and Machinery Insurance	1,900	1,960	2,020	2,080	2,080	2,080	13.5	1,800

AMHERST COUNTY SERVICE AUTHORITY
CALENDAR YEAR BUDGET 2022 - Amended ¹

OPERATIONS & MAINTENANCE		CY2018	CY2019	CY2020	CY2021 (Adopted)	CY2021 (Amended)	CY2022 (Adopted)	% > CY2021 (Adopted)	CY2022 (Amended)
O&M: ADMINISTRATION & GENERAL									
91510-7550	Property Insurance	15,500	15,965	16,445	16,940	16,940	16,940	6.3	18,000
91510-7555	VACO Elec. Negotiation Fees	1,000	1,030	1,060	1,090	1,090	1,090	3.0	1,120
91510-7560	Liability Insurance - Automobile	9,725	10,015	10,315	10,625	10,625	10,625	4.0	11,050
91510-7570	Public Officials Liability Insurance	1,800	1,855	1,910	1,970	1,970	1,970	11.2	1,750
91510-7580	Workmen's Compensation Insurance	25,000	25,750	26,525	27,320	27,320	27,320	3.0	28,140
91510-7750	Automobile Parts and Repairs	9200 (7160)	16,850	22,355	23,025	23,025	23,025	8.6 ¹⁶	25,000
91510-7770	Uniforms and Safety Equipment	5,625	5,795	5,970	6,150	6,150	6,150	3.0	6,335
91510-7780	Operations & Maintenance Support	1,125	1,160	1,195	1,230	1,230	1,230	3.0	1,265
91510-7790	Equipment Rental	870	895	920	950	950	950	3.0	980
91510-7800	Vehicular Supplies	23,530	24,235	19,965	20,565	20,565	20,565	6.0 ¹⁶	21,800
91510-7900	ACSA Board Member Compensation				2,400	2,400	2,400	3.0	2,470
TOTAL DEPARTMENT		906,760	917,315	947,800	1,057,930	1,057,930	1,057,930	5.4	1,114,745
TOTAL OPERATIONS & MAINTENANCE		2,947,234	3,025,890	3,124,420	3,311,860	3,397,553	3,311,860	3.0	3,411,040
DEBT SERVICE		CY2018	CY2019	CY2020	CY2021 (Adopted)	CY2021 (Adopted)	CY2021 (Draft)	% > CY2021 (Adopted)	CY2022 (Amended)
PRINCIPAL									
91140-2210	VPFP 2012A Debt Retire. Principal	388,000	315,000	324,450	355,000	355,000	355,000	0.0	355,000
91140-2220	Delete			41,000	42,230	42,230	42,230	3.0	43,500
91140-2230	VPFP 2017 Refi. Debt Retire. Principal				40,000	40,000	40,000	0.0	40,000
91140-2240	VPFP 2012A Refi Debt Retire. Princ.				100,000	100,000	100,000	0.0	100,000
91140-2250	VPFP 2021 Dam Debt Retire. Princ. ¹⁵				N/A	N/A	N/A	N/A	250,000
TOTAL DEPARTMENT		388,000	315,000	365,450	537,230	537,230	537,230	46.8	788,500
INTEREST & DEBT COSTS									
91150-4250	15% Debt Service Coverage	110,000	108,850	112,115	115,500	115,500	115,500	0.0	115,500
91150-4270	BB&T Water & Sewer Bond, Series 2021	342,500	410,550	422,865	300,000	300,000	300,000	0.0	300,000
91150-4280	Capital Payments - City Sewage Plant	305,000	317,000	326,510	275,000	275,000	275,000	0.0	275,000
TOTAL DEPARTMENT		757,500	836,400	861,490	690,500	690,500	690,500	0.0	690,500
TOTAL FOR DEBT SERVICE		1,145,500	1,151,400	1,226,940	1,227,730	1,227,730	1,227,730	20.5	1,479,000
TOTAL FOR CALENDAR YEAR BUDGET		4,643,737	4,765,140	4,959,710	6,010,825	6,316,318	6,010,825	33.6	8,032,610

NOTES:

- 1 2022 rates adjustments were not adopted until February 2022. To prevent violation of State law, an interim budget was adopted until the rates adjustments could be worked into an amended budget for Board adoption.
- 2 Figures on Page 1, except for 16500-0470, Penalties, 16600-0456 ACSA-County Sewer Extensions, 16800-0110, Convenience Fees, 16800-0222, Restricted Cash, 16800-0310, Sale of Miscellaneous Equipment, 16800-0320, Dam Improvements Financing, 16800-1330, CVTC Water Line Extension State Funding, and 16900-0100, Appropriations and Re-Appropriations, from 9/1/2021 Davenport "Pro-Forma Cash Flow Update", adopted same date by ACSA Board.
- 3 Virginia Resources Authority funding of \$1.66M, based on a then-current estimate of project costs by ACSA's civil engineering consultant, was procured in late 2020 for a VA Dept. of Conservation & Recreation-required, but not funded, project for emergency spillway improvements at the ACSA reservoir. Starting in early 2021, construction costs began escalating, until the February 2022 awarded bid was for \$2,005,677. This left a projected shortfall of \$345,677 in project funding. Pending disposition of two grant applications to DCR for a total of \$292,000, expected in July, \$500,000 in ACSA reserves is restricted for project funding, including \$100,000 for possible construction change orders. See Note 3. Construction began April 2022, is expected to be complete by the end of the year, requiring the \$1.66M in VRA project funding to be in the 2022 budget to address contractor and consultant pay requests.
- 4 Construction began April 2022 on a water main extension to maintain water service to 5 Central VA Training Center buildings still open after the 2020 closure and to V. C. Mobile Home Park. \$250,000 was appropriated by the VA General Assembly to help fund the project, which is expected to be complete by the end of the year. As of June, 2022, ACSA has spent and submitted for reimbursement for \$52,906.87 in engineering services, materials, and contractor costs.
- 5 Amherst County Supervisors appropriated \$1M to ACSA from County Federal ARPA funding for a project to construct wastewater collection and pumping facilities on River Road in Madison Heights. Preliminary investigations look promising, so \$100,000 is included in this budget for engineering services thru the end of the year.
- 6 All wages and compensations lines include the same 6.5% cost of living adjustment approved by the County Supervisors for County staff, which is historic policy and procedure, to avoid dissension between ACSA staff and County staff. This is an increase from the 4.0% figure in the Davenport Pro-Forma Cash Flow Update document approved by the Board in February 2022.
- 7 From 9/1/2021 Davenport "Pro-Forma Cash Flow Update", adopted same date by ACSA Board.
- 8 With much of the RiverEdge Park landslide debris conveyed to the river bank stabilization project site, and no word yet about Sen. Warner's Congressionally Directed Spending to fund a permanent stabilization project, ACSA staff plans a 2022 temporary bank stabilization project.
- 9 (Deleted)
- 10 ACSA has initiated annual video (closed circuit television) inspection of sanitary sewers, with a goal of inspecting each line every decade.
- 11 ACSA has initiated a program to upgrade one sewage pump station each year, so each facility is overhauled once every decade.
- 12 This is an existing position that is being refunded (for the final quarter of 2022) for the first time since 2017.
- 13 ACSA increased its participation in industry organizations in 2021 by joining the newly-formed VA Municipal Drinking Water Association.
- 14 Addition to budget for 10/2021 bond for reservoir dam improvements.
- 15

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NOTES:

- 16 Modification of 3.0% increase recommended in 9/21/2201 Davenport "Pro-Forma Cash Flow Update" approved by Board to take into account end of 2021 GLO40 expenditures report from County Finance Dept. and current inflation impacts.
- 17 In mid-2021, the County Supervisors appropriated \$1M to ACSA for wastewater infrastructure improvements and sanitary sewer extensions in place of the annual County contribution to ACSA sewer extensions into developed residential areas for the next 5 years.
- 18 Per the County Purchasing Officer, utility vehicles are unavailable for the foreseeable future, so the 2022 purchase of a new fleet pickup is cancelled and delayed until 2023.
- 19 \$179,937 was appropriated, but not spent, in the 2021 budget for sanitary sewer extensions, and can be re-appropriated in 2022.

B. ACSA Wastewater Infrastructure Improvements

The Board is being asked to participate in staff planning for improvements to ACSA wastewater infrastructure, including collection system expansions. No Board action is required.

Planned Sanitary Sewer Projects

1. West Vail Court

Designed, funded, and contracted with the developer, this project is planned as a short extension to service two buildings with 10 immediate new service connections to be built in 2022. The developer contract requires all planned development of the several properties owned by the developer to connect to ACSA public sanitary sewer, with easements provided by the developer for sewer extensions. The project is delayed by the need for an easement across the property north of this site for a sewer extension to connect to an existing ACSA sanitary sewer. Problems with planned development of that property have delayed execution of the deed of easement.

2. Berkshire Place

This extension planned for 2022 has two purposes: making available service for 3 proposed new homes at the end of Berkshire Place and the first phase of the replacement of the Westbriar Sewage Treatment Plant (WSTP) with a pump station (see #7 below); gravity sewer from the Ivanhoe Forest Sewage Treatment Plant to Winesap Road is needed for the discharge of the force main from the WSTP force main. Easements are needed across two properties; staff is trying to meet with the owners to discuss.

3. Lakeside Drive

Designed, funded, and VDOT-permitted, this project is the first of three sewer extensions planned in this area of Madison Heights. It will also eliminate a private sewage pump station that breaks down annually, creating public health problems for area residents and headaches for ACSA and the VA Dept. of Health. All easements have been acquired but two, one of which has been promised; staff is trying to meet with the other property owner; acquisition of these last two would allow the project to be bid and constructed in 2022 - 2023.

4. River Road Low Pressure Force Main System Replacement

ACSA was required by the State to install this system in 2003 to eliminate residential wastewater discharges direct to James River; 20 years later, it is starting to have problems and needs to be replaced. Staff proposes a gravity sewer and pump station, both sized to facilitate development of properties along River Rd. which need wastewater services. A geotechnical investigation shows rock depths to be such that the project is feasible. Two property owners told staff they are willing to discuss ACSA acquisition of land for the pump station. County Supervisors appropriated \$1M to ACSA in 2021 for the project; cost estimates at the time indicated that funding would likely be insufficient, and inflation and construction cost increases since then increase the likelihood that more funding will be necessary. Design is planned for 2023 and construction in 2023 - 2024.

5. Dixie Airport Road Sanitary Sewer Replacement

An existing 6" public sanitary sewer south from Dixie Airport Rd is insufficient to accept flows of wastewater from two Monacan Indian Nation (MIN) development

projects, an office building and senior center on one lot and a medical clinic on an adjacent property. The replacement 8" sewer is designed, reviewed and approved by staff, and will be installed by a contractor engaged by MIN that has been approved by ACSA. The work is expected to be performed in August or September 2022 and will be paid for by MIN, including construction inspection by ACSA's contract engineers.

5. Ivanhoe Forest Sewage Treatment Plant Replacement

In 2019, the State increased restrictions on ammonia nitrogen levels in wastewater treatment plant discharges to the environment, with grants available for funding assistance and a phased implementation plan to allow utilities to develop project funding. This ACSA plant is 40 years old, near the end of its expected service life, and needs to be replaced. Staff proposed changes to the grant policy to allow grants for treatment plant replacements with pump stations; this idea was championed by the Virginia Association of Municipal Wastewater Agencies in the General Assembly, resulting in unanimous approval and Governor signature. Grants up to the anticipated cost to upgrade treatment plants to meet the new restrictions are now available to make the plants zero-discharge with pump station replacements; ACSA expects the availability of at least \$0.25M for this project, with additional funding from the ACSA-County sanitary sewer extensions into existing residential-developed areas fund for extensions to residential areas between the treatment plant and Business Rte. 29 in Madison Heights.

7. Westbriar Sewage Treatment Plant Replacement

This project is very similar to #6 above. It will collect wastewater with the existing sanitary sewers in the area and extensions to adjacent neighborhoods and pump the wastewater to the Ivanhoe Forest Sewage Pump Station via a force main to Winesap Rd, discharging to a gravity sewer to be extended from the Ivanhoe Forest Pump Station (see #2 above).

Mr. Hopkins presented a map of ACSA's Designated Sewer Growth Area.

Planned Sanitary Sewer Projects

(Blue Lines indicate ACSA's Designated Growth Area)

#1 The project is delayed due to the execution of the deed of easement.

#2 two sewer treatment plants (STP's) are over 40 years and have nearly reached their expected service life. New DEQ rules adopted in 2019 for wastewater discharges could require a cost of \$0.25M each for upgrades to Ivanhoe and West Briar STP's. Hopkins initiated a new rule adopted by VA General Assembly to require utilities to consider replacing STP's with sewer pump stations, when applying for grants reflecting DEQ's new rules. These two STP's will likely qualify for DEQ grants up to \$0.25M each to replace each STP with a sewer pump station. This will allow sewer extensions into neighboring subdivisions, i.e., Winesap Rd. area. In addition, with approved easements, would allow sewer access to 3 proposed Habitat houses.

#3 As described above. Mr. Pugh asked if this project is located in an area of failing private septic systems. Mr. Hopkins confirmed. These could be paid for with grant money provided by the county (ACSA – County sanitary sewer extensions).

#4 As described above and previously discussed in this Board meeting.

#5 Not shown on map – The developer will pay for replacing the existing line with an 8' sewer line.

#6 As described above.

#7 As described above.

These are the projects Mr. Hopkins is proposing to be complete within the next decade. There may be others as from developments, repairs, and small extension projects that can be addressed quickly.

Mr. Martin reflected on the presentation stating the River Rd. project is the only sewer extension project that encourages future development and significant return on investments. Hopkins stated West Vail Ct. could allow potentially another 6 connections. Mr. Martin continued, stating the majority are maintenance / replacement projects and asked if costs were associated with each? Mr. Hopkins replied cost estimates were forthcoming. Mr. Martin asked if there were any other areas where sewer extensions could promote future development? Mr. Hopkins explained the west side of the coverage area has very little sewer infrastructure. A trunk sewer installation should be considered in this area, similar to the trunk sewer that was installed along William's Run that opened up lots of development.

There were deliberations between Board members and staff regarding installing sewer into undeveloped areas to promote growth, return on investments and urban growth areas.

Mr. Martin suggested today's concepts with costs, regarding sewer extensions, should be placed on a map for future discussions, planning, and budgeting.



C. Miscellaneous Matters

This is a report to the ACSA Board by the ACSA Executive Director regarding miscellaneous matters not needing individual items under New Business. No Board action is required.

1. ACSA Staff

On July 1, 2022:

Water Treatment Operator Class IV Nate Trumbo, having passed his licensing examination in June, was promoted to Water Treatment Operator Class III.

Water Office Accounting Clerk Melissa Moorefield was promoted to Senior Accounting Clerk.

LeMoria Jones was hired as an Accounting Clerk Trainee in the Water Office (she has worked in the Water Office for several months from a temporary agency).

Stacey Andrews was promoted to Utility Mechanic.

Graydon Vickory-Plogger was promoted to Utility Mechanic.

2. Amherst County Water and Wastewater Professionals Appreciation Day

ACSA delivered to staff the signed Letter of Appreciation, tee shirts for the Day and the 2021 VDH award for waterworks performance excellence, and, as suggested by the Board, gift cards.

3. Power Grid Demand Response Program

ACSA completed the voluntary shutdown of the water plant from the power grid in June, exercising and testing the emergency generator during the shutdown receiving a check from NRG for \$1,946.31.

There were no other board comments.

VIII. Citizen Comment

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

Mr. Martin initiated discussions with Mr. Sam Slade, Student Engineering Intern. Mr. Slade described assigned tasks regarding the reservoir spillway improvement project, Lead Copper Rule Revision (LCRR) records research, and daily observations of operations. Mr. Hopkins commented on work accomplished by Mr. Slade concerning LCRR, giving ACSA a jump on community records research and confirming there is little to no information available describing the type of private water service lines installed for customer accounts. ACSA is looking at doing "a lot of digging." It is doubtful a complete inventory will be finished by the established deadline of 2024. Mr. Slade is not sure where he will work after college but if there is an opportunity to work for a utility, he will do that.

XI. Matters from the Members of the Service Authority Board

Board Chair Martin had nothing further to discuss.

Board member Pugh had nothing further to discuss.

Board member Wade had nothing further to discuss.

Adjournment

By motion of Board member Wade and with the following vote, the Board adjourned the meeting at 2:05 p.m.

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



Tom Martin, ACSA Board Chair



Robert A. Hopkins, PE, Board Secretary