

**AMHERST COUNTY SERVICE AUTHORITY BOARD
MEETING MINUTES**

AGENDA

January 3, 2023

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

- I. Call to Order**
- II. Amherst County Service Authority Board Organization 2023**
 - A. Election of ACSA Board Chair and Vice Chair
 - B. Appointment of ACSA Treasurer for 2023
 - C. Schedule and Location of Regular ACSA Board Meetings in 2023
 - D. ACSA Resolution 2023-A-0001-R
- III. Citizen Comment**
- IV. Approval of Agenda**
 - A. Agenda for January 3, 2023 ACSA Board Meeting
- V. Approval of Minutes**
 - A. Draft Minutes for December 6, 2022 ACSA Board Meeting
- VI. Monthly Financial Report**
 - A. ACSA Financial Report November 2022
- VII. Old Business**
 - A. Executive Director's Report
 - B. Assistant Director's Report
- VIII. New Business**
 - A. ACSA Request for Proposals: Engineering Services for James River Raw Water Intake
 - B. Miscellaneous Matters
- IX. Citizen Comment**
- X. Matters from the Members of the Service Authority Board**
- XI. Adjournment**

MINUTES

At a regular meeting of the Amherst County Service Authority Board, held at the Amherst County Administration Building on Tuesday, the 3rd day of January, 2022, starting at 1:30 p.m., the following members were present:

SERVICE AUTHORITY (ACSA) BOARD:

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

STAFF:

PRESENT: Robert A. Hopkins, PE, Executive Director/Board Secretary
Richard Hall, Assistant Director
Mark Popovich, Amherst County Attorney

I. Call to Order

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

II. Amherst County Service Authority Board Organization 2023

A. Election of ACSA Board Chair and Vice Chair

By nomination and motion of Board member Pugh, seconded by Board member Martin, and with the following vote, the ACSA Board elected Board member Turner Perrow to be 2023 Board Chair:

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

Hopkins turned the conducting of the meeting over to Mr. Perrow.

By nomination and motion of Board member Pugh, seconded by Board member Martin, and with the following vote, the ACSA Board elected Board member Wesley Woods, to be 2023 Board Vice-Chair:

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

B. Appointment of ACSA Treasurer for 2023

By motion of Board member Martin, and with the following vote, the ACSA Board elected the Amherst County Treasurer to be the ACSA Board Treasurer:

AYE:	Mr. Perrow, Mr. Woods, Mr. Martin, Mr. Pugh, Mr. Wade
------	---

NAY: None
ABSENT: None
ABSTAIN: None

C. Schedule and Location of Regular ACSA Board Meetings in 2023

By motion of Board member Martin, and with the following vote, the ACSA Board voted to conduct its regular monthly meetings the first Tuesday of each month at 1:30 PM in the public meeting room on the main floor of the Amherst County Administration Building, 153 Washington St., Amherst VA 24521:

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

A. ACSA Resolution 2023-A-0001-R

Prior to a motion, Mr. Perrow had one suggested change regarding his signature on the Resolution: Mr. Perrow suggested his official name be referenced as Edgar J.T. Perrow, Jr. for signatures.

By motion of Board member Wade, and with the following vote, the ACSA Board voted to Adopt Resolution 2023-A-001-R

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

III. Citizen Comment

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

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

IV. Approval of Agenda

By motion of Board Member Drew Wood, and with the following vote, the ACSA Board voted to approve the agenda for January 3, 2023.

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

A copy of Resolution No. 2023-A-001R is not provided as a part of meeting minutes. A copy is available via request to ACSA's Executive Director.

V. Approval of Minutes

A. ACSA Board Meeting – December 6, 2022

By motion of Mr. Woods, and with the following vote, the ACSA Board voted to approve the draft minutes for the December 6, 2022, ACSA Board meeting:

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

V. Monthly Financial Report:

A. November, 2022 Financial Report

Mr. Hopkins compared ACSA finances for November 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)	- \$7,794.93 (- 0.25%) vs. 2021
Total revenues	+ \$ 55,758.10 (+ 1.63%) vs. 2021
 - b. Connections:

Thru October, 41 new water service connections (2 in October):

93.2% of 2021 total (44, an increase of 9 from 2020)
110.8% of 5 year annual average (37.0, an increase of 8.8 from 2020)
63.1% of pre-recession annual average (65)

Tap fees:	- \$ 25,990.00 (- 11.84%) vs. 2021
-----------	------------------------------------
2. ACSA Operations Revenues – Wastewater
 - a. Revenues:

Sales (top line & boxed are of Section I.B)	+\$ 43,705.98 (+5.72%) vs. 2021
Total revenues	+ \$ 8,600.15 (+ 0.97%) vs. 2021
 - b. Connections:

Thru October, 10 new service connections (0 in November):

62.5% of 2021 total (16)
92.6% of 5 year annual average (10.8)
66.7% of pre-recession annual average (15)

Tap fees:	- \$ 52,680.00 (- 46.30%) vs. 2021
-----------	------------------------------------
3. ACSA Operational Revenues – Water and Wastewater
 - a. Sales: + \$ 35,911.05 (+ 0.94%) vs. 2021
 - b. Total Revenues: + \$83,821.25 (+ 1.92%) vs. 2021
4. Non-Operational Revenues - \$253,724.59 (- 83.88%) vs. 2021
5. Total ACSA Revenues - \$169,903.34 (- 3.64%) vs. 2021
6. Summary:

November water sales decreased \$60,886.31 (19.09%) from September and are almost equal (-\$7,794.93, -0.25%) for year-to-date 2022 compared to the same period of 2021. Total water revenues thru October are \$55,758.10 (1.63%) better than the first eleven months of 2021.

ACSA had 2 new water service connections in November. Tap fees to date in 2022 are lower (-\$25,990.00, -11.84%) than for the same period of 2021.

November wastewater sales increased \$18892.17 (28.7%) from October. Sales year-to-date thru November compared to the same period of 2021 are up \$43,705.98 (+5.72%). Total wastewater revenues thru November are \$86,500.00 (+0.97%) better than the first eleven months of 2021.

There were 0 new wastewater service connections in November. Tap fees to date in 2022 are down \$52,680.00 (46.30%) compared to the first eleven months of 2021.

Combined year-to-date water and wastewater sales thru November are up \$35,911.05 (0.94%) from the same period in 2021. Total operational revenues thru November are up \$83,821.25 (1.92%) compared to thru November 2021. Non-operational revenues are down \$253,724.59 (-83.88%) from 2021, resulting in total ACSA revenues thru October 2022 being down \$169,903.34 (3.64%) from the same period in 2021.

ACSA received \$2,061.58 in November from the State Debt Setoff Program to defray unpaid and uncollectable utility account balances, bringing the total received so far in 2022 to \$21,673.40. This is only \$367.97 less than the bad debt set-off for 2022 reported at the November Board meeting; with one more month to go, it is very possible that the 2022 set-off will be more than offset by Program payments to ACSA in 2022.

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

	<u>2017</u>	<u>2022</u>	<u>Change</u>
No. of business water connections	423	425	+2
No. of residential water connections	5,574	6,024	+450
No. of total water connections	5,997	6,449	+442 **
No. of business sewer connections	201	204	+3
No. of residential sewer connections	824	924	+100
No. of total sewer connections	1,025	1,128	+103 ***

** An average annual increase of 90.4 connections.

*** An average annual increase of 20.6 connections.

There were no other Board member comments.

VI. 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.
- 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 and is waiting for an answer. **Warner's aide called Hopkins 12/16 to be ready for an upcoming status report on the CDS request.**
- Unless erosion accelerates, Hopkins plans to delay construction – until the CDS

funding is available.

- The VA Marine Resources Commission permit was issued 9/27. Hopkins made a 7 hour roundtrip to Ft. Monroe to attend the meeting, show ACSA interest, answer questions, and prevent any threat to the \$2M CDS funding. All permits are now issued; work can proceed when desired.

Hopkins reported he received an email from Senator Warner's office December 22, 2022, informing Congress has passed the budget. This packet is sent to the President for signature. ACSA's \$2M request is in the package. Unless there is a line item veto by the President, requested funding should be available July 1, 2023.

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, Lakeview Dr.
 - * **5 of 6 required easements have been obtained and recorded. The softball assoc. easement is agreed; awaiting the board chair to come by the Water Office for signature and notarization.**
 - * **Construction ids advertisement expected in January for a construction start in April.**

Mr. Wade asked when the softball association easement will be finalized. Hopkins reports the easement has been available at ACSA's Water Office, waiting for a signature. Hopkins will follow up with the Softball Assoc. Board Director.

- 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.
 - * 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.
- VC Mobile Home Park:
 - * The original 1250' water main installation scope of work was completed in early October.
 - * **The additional 300' of water main installation is awaiting CVTC approval and required easement. Construction is expected to be completed in January 2023.**
 - * **The sidewalk reconstruction is expected to be completed in January, but recent wet weather caused trench backfill compaction issues from the water main installation which must be corrected by ACSA and may delay the work.**
 - * **The first reimbursement request from the \$250,000 State funding, for \$11,710.00 was received in June. The second, for \$41,196.87, was paid in August. The third, for \$39,481.70, was paid in November. The fourth, for \$15,822.40, was submitted in December. To far, \$108,210.97 of the \$250,000 is invoiced. The fifth reimbursement should be made in January**

for sidewalk reconstruction, contracted at a cost of \$81,765.00, engineering services, and other associated work, leaving approximately \$50,000 to be reimbursed for ACSA labor and equipment costs.

Hopkins reported ACSA has received CVTC approval on the water main extension and has proceeded with work. VDOT is in the process of reviewing and approving plans that will allow ACSA to cross the road and connect to CVTC's existing water main – this should be completed in January, 2023.

Hopkins also reported due to wet weather conditions, required compaction could not be achieved for the replacement of the sidewalk. ACSA is in the process of re-excavating the pipe trench and installing stone to meet compaction requirements. Perrow commented full-depth stone under a sidewalk seems inefficient. He understands it is hard to meet compaction requirements in the winter and suggests the trench may not have been properly compacted during backfill. Hopkins replied the contractor installing the contractor fears there is a risk installing the new sidewalk on unsatisfactory material. The \$1/4M funding provided by the State is covering the cost of the full-depth stone. Hopkins has confidence in the work provided by ACSA's crew, with 27 years of experience.

- RiverEdge Park:

- * 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. **Aerial photos comparing monthly progress from the end of November to the end of December are attached.**
- * Work continues on the property across from Graham from the end of the spillway for the stone revetment of the creek bank.

- 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.
- * Bidding/construction will proceed after approval by the County and completion of the easement acquisition from the adjacent property owner.

- Amherst County Gateway (River Road) Sanitary Sewer Extension
 - * Hurt & Proffitt 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.

for sidewalk reconstruction, contracted at a cost of \$81,765.00, engineering services, and other associated work, leaving approximately \$50,000 to be reimbursed for ACSA labor and equipment costs.

Hopkins reported ACSA has received CVTC approval on the water main extension and has proceeded with work. VDOT is in the process of reviewing and approving plans that will allow ACSA to cross the road and connect to CVTC's existing water main – this should be completed in January, 2023.

Hopkins also reported due to wet weather conditions, required compaction could not be achieved for the replacement of the sidewalk. ACSA is in the process of re-excavating the pipe trench and installing stone to meet compaction requirements. Perrow commented full-depth stone under a sidewalk seems inefficient. He understands it is hard to meet compaction requirements in the winter and suggests the trench may not have been properly compacted during backfill. Hopkins replied the contractor installing the contractor fears there is a risk installing the new sidewalk on unsatisfactory material. The \$1/4M funding provided by the State is covering the cost of the full-depth stone. Hopkins has confidence in the work provided by ACSA's crew, with 27 years of experience.

- RiverEdge Park:

- * 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. **Aerial photos comparing monthly progress from the end of November to the end of December are attached.**
- * Work continues on the property across from Graham from the end of the spillway for the stone revetment of the creek bank.

- 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.
- * Bidding/construction will proceed after approval by the County and completion of the easement acquisition from the adjacent property owner.

- Amherst County Gateway (River Road) Sanitary Sewer Extension
 - * Hurt & Proffitt 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 owners on the preferred locations on the south and north sides of River Rd for the pump station. Both owners may be willing to sell a portion of the land.
- * **ACSA, County staff, and financial consultants Davenport & Co. and Sands-Anderson are working and meeting on ways to fund the project. Options discussed to date include ad ACSA revenue bond, a USDA grant, use of Tax Increment Financing (TIF), and County establishment of a Special Tax District (STD), or some combination of two or more. The STD looks the most promising right now, but the USDA grant search by the County Finance Depart. Results is not yet complete.**
- Ned Brown Road Water Main Extensions
 - * **Hopkins approved the engineer's design for the extension. VDOT approval for the road crossing is expected soon. Pipe installation within the ACSA easement began in mid-November and is complete; only the public road crossing needing VDOT approval remains to be finished. Project completion is expected before mid-December if VDOT approval is received soon.**
- Monacan Indian Nation Projects Water Main and Sanitary Sewer Extensions
 - * **ACSA should finish the water main extensions in January.**
 - * **Hopkins is working with the medical clinic contractor and MIN on the fire vault procurement and installation.**
 - * **The sanitary sewer installation began in November, but was quickly postponed because the roof trusses for the medical clinic were stockpiled in a location obstructing the sewer installation. Hopkins is working with the contractor and MIN to get the trusses relocated.**
- Amherst Senior Center
 - * **Discussions regarding funding the sanitary sewer installation are continuing (see above).**
- Seminole Plaza Shopping Center – 2022 Sanitary Sewer Overflow Complaints
 - * **At its 11/1 meeting, the ACSA Board requested staff to draft a letter to the VA Dept. of Environmental Quality asking for assistance in resolving this matter. DEQ replied in mid-November with a preliminary plan to arrange a meeting of jurisdictional stakeholders to try to assign responsibility(s). Hopkins is working with prospective attendees to schedule a meeting.**

Mr. Popovich (CA) and Board members agreed to a January 17th meeting at 4:00 pm. Hopkins will contact DEQ, Department of Health, and the Commonwealth's Attorney for this meeting schedule.

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. **The annual benchmarking of rates and fees was completed 11/18/2022, presented to the ACSA Board at its December meeting and sent to financial consultants Davenport & Co. for preparation of the 2023 Pro-Forma Cash Flow Update and recommended rates and fees adjustments for FY2023.**

- * The ACSA Board approved and the County Board of Supervisors adopted on 11/15 changes to the County Code to alter ACSA availability fees assessment from estimated water use to water meter size.
 - * ***A draft budget for the first six months of 2023 was adopted by the ACSA Board at its December meeting and forwarded to the County Finance Depart. for implementation.***
 - Priority 2 Major upgrade to communications efforts
 - * ACSA staff efforts to switch from postal utility billing is proceeding with very few problems and complaints. Estimates savings are \$400 per month on postage and at least that much in staff time preparing and mailing bills.
 - 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 is working on preliminary estimated project costs for planned water main extensions described at the August ACSA Board meeting.
 - Priority 4 Strategic plan for development and services initiatives
 - * See Priority 3.
 - 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
 - * A preliminary launch of the program occurred in October, with continuing problems delaying the ultimate launch until a later date, but utilities can enroll in the program; see Section VII.C.
 - * A draft Vendor Agreement was received, reviewed by Hopkins and the County Attorney, and included in Section VII.C for ACSA Board consideration of program participation. Hopkins is concerned about program development, implementation, and potential adverse impacts on ACSA and no longer recommends ACSA participation.
 - * At its 11/1 meeting, the ACSA Board acted on recommendations from the Executive Director and County Attorney to postpone enrollment in LIHWAP to a later date.
5. Regulatory Updates
- Perfluoralkyl and Polyfluoralkyl Substances (PFAs)* In June, ACSA accepted proactive testing of ACSA water sources by Southeast Rural Community Assistance Program at no cost. The work has been delayed by delays in SERCAP getting the test kits, but ACSA is expected the work to be done and results provided soon.
6. Town Wastewater Services in Poplar Grove
- The ACSA Board authorized Town reading of ACSA water meters in Poplar Grove for sewer billing. Hopkins suggested ACSA add the wastewater services 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 to research an agreement.

7. ACSA 2021 Audit, Comments on Internal Control and Other Suggestions

The audit was presented at the 11/1 ACSA Board meeting and resulted in a Board directive that staff report monthly on addressing the auditors' recommendations:

- Budget Approval

The delay in adoption of the 2022 budget beyond the January 2022 Board meeting was inadvertent and without knowing that the expenditure of public money without an adopted budget is not allowed. Now that ACSA is aware of the situation, steps will be taken to prevent recurrence.

- Capital Assets

In early 2022, the ACSA Assistant Director was tasked to work with the Operations Manager to improve asset management. Much progress has been made, but this remains a project that is ongoing; additional progress will be reported to the ACSA Board as it is completed.

- Overall Condition of Authority Records

The reported inadequate communications between ACSA and the County Finance Dept. are expected to be addressed with the implementation of new County financial and accounting software in mid-2023.

- Work Order System

Improvements to the work order system are being implemented by the Assistant Director and the Operations Manager. The work began earlier in 2022. Progress will be reported to the ACSA Board as it is completed.

- Segregation of Duties

Improvements to improve segregation of duties are being implemented by the Assistant Director and the Operations Manager. The work began earlier in 2022. Progress will be reported to the ACSA Board as it is completed.

- Reconciliations and Adjustments

As written, this item appears to be a County Finance Dept. issue, with information to be provided by ACSA when requested. The work will begin in 2023 with planning for the planned midyear changes to ACSA finances and accounting with implementation of the new County financial software, and progress will be reported to the ACSA Board as it is completed.

- Inventory Management

In early 2022, the ACSA Assistant Director was tasked to work with the Operations Manager to improve asset management. Much progress has been made, but this remains a project that is ongoing; additional progress will be reported to the ACSA Board as it is completed.

- Electronic Payments

As written, this item appears to be a County Finance Dept. issue, with information to be provided by ACSA when requested. The work will begin in 2023 with planning for the planned midyear changes to ACSA finances and accounting with implementation of the new County financial software, and progress will be reported to the ACSA Board as it is completed.

- Procedures and Controls Over Inventory Counts

In early 2022, the ACSA Assistant Director was tasked to work with the Operations Manager to improve asset management. Much progress has been made, but this remains a project that is ongoing; additional progress will be reported to the ACSA Board as it is completed.

- Procurement and Purchasing Policies

ACSA maintains compliance with the County Purchasing Manual regarding procurement of materials and services for ACSA capital projects.

- Uncollectible Accounts

Discussions with ACSA Water Office staff indicate that all unpaid customer accounts are written off after three years of trying to collect them and sent to the Virginia Debt Set-Off Program for possible future collections; as of the 11/1/2022 ACSA Board meeting, the Program had sent ACSA \$15,824.96 in money from debtors.

- Customer Deposit Listing

The audit reports that “.....this comment is no longer an issue for fiscal year 2021.....”

- Authority Information Technology

ACSA’s IT consultant works with ACSA staff to ensure proper daily backups of ACSA data for disaster recovery.

- Disaster Recovery

As written, this item appears to be a County Finance Dept. issue, with information to be provided by ACSA when requested. ACSA’s IT consultant works with ACSA staff to ensure proper daily backups of ACSA data for disaster recovery.

- Equipment Retirement Policy

As written, this item appears to be a County Finance Dept. issue, with information to be provided by ACSA when requested. ACSA will review for adoption whatever resolution of this issue is implemented by the County Finance Dept.

Hopkins mentioned one item not listed in the executive Director’s report: Each Board Member should have received a notice concerning Conflict of Interest Filing, which is due by February 1, 2023.

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 Utility Billing

- As previously mentioned, ACSA has a long-standing practice of physically mailing “post card” utility bills. As a follow-up to discussions at the November 1, 2022 Board Meeting, ACSA is exploring options to eliminate “post card” billing.
- ***ACSA has reached out to 2 potential sources to eliminate post card billings. Additional information is forthcoming.***

2. 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.
- ACSA Assistant Director Hall participated in a Webinar provided by VA Department of Health (DOH) / Office of Drinking Water (ODW) on 10/13/2022. Additional inventory guidance/requirements were provided. Listed is a few major training points:
 - ODW will provide a template to be completed and submitted at completion
 - Water System service piping and private (customer owned) service line must be classified as 1) lead, 2) galvanized requiring replacement (galvanized service lines that are or ever were downstream from a lead service line or lead gooseneck can adsorb and contribute to lead in drinking water and must be replaced), 3) non-lead, or 4) lead status unknown. In addition to occupied working connections, includes fire service lines, abandoned and or vacant buildings with connections turned off.
 - Visual identification methods include: view of meter setter connection to private service line, excavation of service line, inside home point of entry inspection, closed-circuit television (CCTV), magnet test, scratch test, etc.
- ACSA Assistant Director Hall invited a third-party vendor to view the DOH/ODW webinar on 10/13, to follow-up with a scope of services and cost proposal. Proposal submitted is in the ballpark of \$28K. Does not include: any physical site work or test kits to be sent to unknown inventoried lines (\$26 to \$30 each) All work is remote and accomplished from information fed by ACSA.
- Discussions with one neighboring community water system indicates they are placing full efforts to inventory service lines on the utility side of water meters; private lines will follow.
- ***Executive Director Hopkins and Assistant Director Hall discussed a schedule to perform physical verifications with ACSA Operations Manager on December 16, 2022. Progress reports to follow.***

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.
- ***Assistant Director Hall touched base with the Amherst Public Safety, and Public Works Directors concerning non-revenue water, both of which are committed to tracking their use of beneficial non-revenue water. Additional information follow.***

4. EPA's Fifth Unregulated Contaminate Monitoring Rule (UCMR 5)

- On November 1, 2022, Executive Director Hopkins completed the nomination/delegation

- request to EPA for Assistant Director Hall to become a PWS user. Approval was granted; the following tasks were complete:
 - Accepted nomination letter
 - Review sample location inventory
 - Add zip codes for associated customers in the service areas.
 - Review monitoring schedule assigned by EPA.
 - The inventory location is assigned and a certified UCMR 5 laboratory vendor has been selected. ***(Microbac Laboratories, Inc. contacted ACSA on December 15, 2022, concerning sampling kits and informed that the first round of sampling is not until October, 2023)***
5. Permit Reissuance Application Submittal - Virginia Pollutant Discharge Elimination System (VPDES), Permit No. VA0063657, Ivanhoe Forest Subdivision Sewage Treatment Plant
- The renewal application has been submitted. ACSA received a letter from DEQ, November 28, 2022, indicating the submittal has been reviewed and appears to be complete.
 - ACSA should receive a developed limitations and draft permit for review in the next 2 to 3 months.
 - ***Draft Permit for Review – Ivanhoe Forest Subdivision STP, #VA0063657, was received from DEQ on December 12, 2022 for review.***

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

VII. New Business

A. ACSA Request for Proposals: Engineering Services for James River Raw Water Intake

ACSA staff is reviewing the attached draft Request for Proposals, prepared by ACSA contract engineering consultants Hurt & Proffitt, Inc. Input from ACSA Board members is requested.

At the 12/6 ACSA Board meeting, Executive Director Hopkins notified the Board that this would be part of the 1/3/2023 Board meeting and that H&P had recently updated its preliminary cost estimate from \$5M to \$8M, due to inflation and skyrocketing construction costs over the past two years. Hopkins identified this project as a very high priority to initiate in early 2023, since the work is expected to require two full years to complete (a year of design, permitting, and construction contracting and a year of construction) and the existing permit issued by the VA Dept. of Environmental Quality (DEQ) requires the intake to be operational by the end of 2025. He noted that the recent cost estimate update was based on preliminary sketches and project details prepared by engineering consultants Arcadis over a decade ago and he has been working with H&P on modifications of the scope of work that he thinks will reduce the project cost; those suggested scope modifications are not considered in the recent higher project cost estimate.

A Board member noted that other, less costly alternatives to the raw water intake might be available – he cited using the ACSA-Town of Amherst water system interconnection as one example – and suggested the performance of a USDA-qualified Preliminary Engineering Report (PER) to explore them. Hopkins expressed concern that several months of project delay to complete a PER would make it very difficult to complete the intake project on time, should that be the PER recommendation. He is in contact with DEQ, but has yet to identify the proper DEQ official with whom to discuss it and get a decision.

ACSA should continue work on the engineering services RFP while continuing discussions with DEQ, to minimize lost project time if the raw water intake is the apparent solution.

In addition to scheduling, there are several other considerations regarding the raw water intake project:

- The river intake was requested by ACSA, approved by DEQ, and has been in the existing 15 year DEQ permit for 13 years without comment; DEQ may be unwilling to consider a “last minute” alternative;
- The river intake was requested by ACSA to improve reliability of the ACSA water system. At the same time, DEQ wanted to reduce the water withdrawal from Harris Creek at the water plant to improve the environmental health of the waterway. Conditions in the permit allow the river intake and require the withdrawal reduction, presumably in exchange for each other;
- ACSA also wanted to construct a concrete impoundment weir on Harris Creek to improve water withdrawal at the water plant. Conditions in the permit allow the weir construction and require the withdrawal reduction, presumably in exchange for each other. The weir was constructed over a decade ago; the request to now consider options to the river intake may be viewed by DEQ as ACSA “renegeing”;
- ACSA has already spent considerable money on the river intake preliminary design, cost estimate, and recent updates; establishing easements for the river intake infrastructure; preliminary site preparation for the construction; and landscaping to screen construction from surrounding residential properties;
- ACSA currently pumps a little over 1 MGD from its water plant each day. The Town water plant pumps about 0.5 MGD, 50% of its 1 MGD permitted production capacity, making this option inadequate for ACSA. The Lynchburg water plant is a possible option, but replacing existing water mains from James River to the Prices Store Water Tank would be more costly than the James River raw water intake;
- Annual ACSA water and wastewater rates have been increased for almost a decade above what would have otherwise been necessary to address inflation and utility operations in order to pay for this project; customers have been paying higher bills for a publicly announced capital project and would be due some kind of compensation if the project is not pursued;
- The project affords the possibility of a phased construction direct connection of the river intake to the reservoir primary spillway, so ACSA water production would not be halted by a dam breach and draining of the reservoir or other emergency requiring shut down of the reservoir withdrawal, providing additional resilience to the ACSA water system.

Attachments VIII.A ACSA Request for Proposals – Engineering Services for James River Raw Water Intake and VIII.A Request for Proposals (draft) are not included in these minutes. Copies can be obtained via request of ACSA’s Executive Director.

Hopkins reports the work for the raw water intake is a condition of ACSA’s current permit and is required to be complete by the end of 2025. At the last meeting Mr. Perrow suggested other options for funding, e.g. a USDA Qualified Engineering Report. Mr. Hopkins is seeking a contact at DEQ to present a schedule for approval. Hopkins is concerned of penalties from DEQ for delayed project completion for altered design (receiving water from City of Lynchburg or Town of Amherst). Mr. Martin clarified discussions – reiterating the design must proceed, regardless of funding option. Mr. Perrow followed up with a recommendation that alternative funding sources be pursued. Mr. Woods asked what happens if we do not install the raw water intake? Mr. Hopkins is seeking information from DEQ to ask this question, however, there were stipulations when the original permit was initiated.

Mr. Perrow had the following comments concerning draft contract language:

- a. There is erroneous language in section II, third paragraph.
- b. Section IV, A, last sentence may be inserted by the consultant that drafted the

- c. contract for their benefit.
- d. Section IV, H, g conflicts with section 6B. Perrow recommends removing this section since professional services procurement prohibits the use of cost as a basis. If this section must remain, Perrow recommends calling it non-binding estimate of cost.
- e. Evaluation Criteria- Perrow suggests waiting on the oral interview. Also no.'s 1 & 2 appear to request the same information. Evaluation criteria weight percentages may need to be revised, with a heavier weight percentage based on assigned personnel (e.g. 45%) and possibly combining some criteria.
- f. Section VII, Terms and Conditions- Indemnification appears to be missing. A consideration is to use the proposed/ draft contract that will be used.

B. Miscellaneous Matters

1. ACSA Staff

Water Treatment Operator Taylor Berkley, with ACSA since July 2021, achieved Class I licensure in late November by passing the VA Dept. of Professional and Occupational Regulation examination. He has already begun studying for his Class IV Wastewater Treatment Operator license exam.

On December 20, ACSA extended employment offers to:

- Tyler Campbell, as a Water Plant Operator Apprentice;
- Jeremy McDarris, as a Utility Service Worker / Meter Reader Apprentice;
- James Ennis, as a Utility Mechanic Apprentice, working with the construction crew;
- John Hodnett, as a Utility Mechanic Apprentice, working with the construction crew.

All are expected to accept the offers, effecting an ACSA staff of 26 active employees, with one crew supervisor on medical leave until at least February 7, maybe longer, possibly unable to return to his position with the crew, and possibly retiring on medical disability, and another crew member expected to retire soon, which will put active staff back at 24.

Hopkins added Mr. Hunter Glass, Water treatment Operator achieved Class I licensure at the end of December, 2022.

Mr. Perrow asked that Mr. Glass and Mr. Taylor be congratulated on behalf of the Board on achieving licensure.

VIII. Citizen Comment

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

There were no citizens wishing to speak; Mr. Perrow closed Citizen Comment.

IX. Matters from the Members of the Service Authority Board

Board Chair Perrow had nothing further to discuss.

Board Vice Chair Woods had nothing further to discuss.

Board Member Martin had nothing further to discuss.

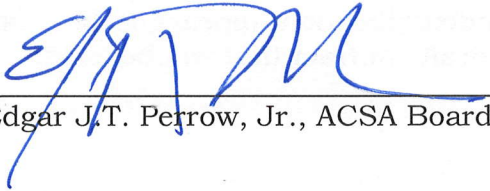
Board Member Pugh had nothing further to discuss.

Board Member Wade had nothing further to discuss.

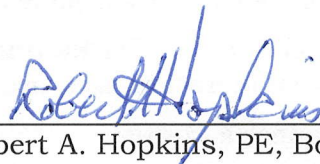
X. Adjournment

By motion of Board member Wade and with the following vote, the Board adjourned the meeting at 1:56 p.m.

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



Edgar J.T. Perrow, Jr., ACSA Board Chair



Robert A. Hopkins, PE, Board Secretary