



**AMHERST COUNTY SERVICE AUTHORITY BOARD
MEETING MINUTES**

AGENDA

March 7, 2023

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 March 7, 2023 ACSA Board Meeting
- IV. Approval of Minutes**
 - A. Draft Minutes for February 7, 2023 ACSA Board Meeting
- V. Monthly Financial Report**
 - A. ACSA Financial Report January 2023
- VI. Old Business**
 - A. Executive Director's Report
 - B. Assistant Director's Report
- VII. New Business**
 - A. ACSA Commemorative Resolution ACSA-2023CR-1 for Glenn Micklem
 - B. Appropriation – Colony Road Water Main Extension
 - C. Partridge Creek Road Water Main Extension
 - D. Madison Heights Town Centre Water Main Extension
 - E. Appropriation: 2022 Workers Compensation Insurance Premium
 - F. ACSA Resolution 2023-A-004-R Converting Financial Operations from a Calendar to Fiscal Year
 - G. Review of Job Description and Process for Seeking a New Executive Director
 - H. 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 7th day of March, 2023, starting at 1:30 p.m., the following members were present:

SERVICE AUTHORITY (ACSA) BOARD:

PRESENT: Edgar J.T. Perrow, Jr., Board Chair
Wesley Woods, Board Vice Chair
Tom Martin, Board Member
David Pugh, Board Member
Drew Wade, 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 Perrow called the meeting to order at 1:30 pm.

II. Citizen Comment

Board Chair Perrow opened the floor for comment by meeting attendees, and established a comment period of 3 minutes for each citizen wishing to comment.

With no citizen wishing to speak, Mr. Perrow closed Citizen Comment.

III. Approval of Agenda

A. ACSA Board Meeting Agenda for March 7, 2023

Board Chair Perrow Hopkins specified proposed changes to the agenda: 1) Insert in Section F VII New Business, G. Review of Job Description and Process for Seeking a New Executive Director.

By motion of Board Member Martin, and with the following vote, the ACSA Board voted to amend the meeting agenda for March 7, 2023 to reflect the requested changes proposed by Mr. Perrow.

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

IV. Approval of Minutes

A. ACSA Board Meeting – February 7, 2023

Board Chair Perrow specified to amend the draft February 7, 2023 Meeting Minutes with the following change to page 958, last sentence before Section VIII Citizen Comment:

Mr. Perrow noted in the March 7, 2023 Board meeting that Mr. Hopkins will be attempting to complete as many projects as possible during this time and will be getting things turned over to, and recommends Mr. Hall as "Acting" Director, until a replacement is found.

By motion of Mr. Wade, and with the following vote, the ACSA Board voted to approve the draft minutes for the February 7, 2023 ACSA Board meeting as amended:

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

V. Monthly Financial Report:

A. January, 2023 Financial Report

Mr. Hall compared ACSA finances for January 2023 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)	+ \$27,365.68 (+ 10.74%) vs. 2022
Total revenues	+ \$ 119,631.29 (+ 43.89%) vs. 2022
 - b. Connections:

Thru January, 4 new water service connections (4 in January):

8.89% of 2022 total (45, an increase of 1 from 2021)	
9.09% of 5 year annual average (44.0)	
6.15% of pre-recession annual average (65)	

Tap fees: + \$ 33,040.00 (+ 734.22%) vs. 2022
2. ACSA Operations Revenues – Wastewater
 - a. Revenues:

Sales (top line & boxed are of Section I.B)	+\$ 11,266.61 (+14.46%) vs. 2022
Total revenues	+ \$ 44,436.65 (+ 56.05%) vs. 2022
 - b. Connections:

Thru January, 3 new service connections (3 in January):

30.0% of 2022 total (10, a decrease in 6 from 2021)	
19% of 5 year annual average (15.8)	
20.0% of pre-recession annual average (15)	

Tap fees: +\$ 32,480.00 (N/A) vs. 2022
3. ACSA Operational Revenues – Water and Wastewater
 - a. Sales: + \$ 38,632.29 (+11.61%) vs. 2022
 - b. Total Revenues: + \$165,278.04 (+ 46.45%) vs. 2022
4. Non-Operational Revenues + \$2,373.00 (+45.92%) vs. 2022

5. Total ACSA Revenues + \$167,651.04 (+46.44%) vs. 2022
6. Summary:

January water sales decreased - \$98.25 (- 0.03%) from December, but are up for the year +\$27,635.68 (+10.74%) compared to 2022. Total water revenues for 2022 are +\$119,631.29 (+ 43.89%) better than the 2022.

ACSA had 4 new water service connections in January, 3 more than January of 2022. Tap fees for 2023 are up (+\$33,040.00, +734.22%) than for 2022.

January wastewater sales increased \$30,459.95 (51.87%) from December. Total sales for 2023 compared 2022 are up \$11,266.61 (+14.46%). Total wastewater revenues for 2023 are \$44,436.65 (+56.05%) better than 2022.

There were 3 new wastewater service connections in January. Tap fees for 2023 are up \$32,480.00 (3,248,000%) compared to 2022 (0 in January 2022).

Combined water and wastewater sales for 2023 are up \$38,632.29 (+ 11.61%) compared to 2022. Total operational revenues for 2023 are up \$165,278.04 (46.45%) compared 2022. Non-operational revenues are up \$2,373.00 (+ 45.92%) from 2022, resulting in total ACSA revenues for 2022 being up \$167,651.04 (46.44%) from 2022.

ACSA received \$0.00 in January from the State Debt Setoff Program to defray unpaid and uncollectable utility account balances, bringing the total in 2023 to \$0.00. This total less the bad debt set-off for 2022 (\$22,485.40) reported at the December Board meeting.

A comparison of the number of active service connections 5 years ago (January 2018) and now results in the following table:

	<u>2017</u>	<u>2022</u>	<u>Change</u>
No. of business water connections	420	425	+5
No. of residential water connections	5,576	6,035	+459
No. of total water connections	5,996	6,460	+464 **
No. of business sewer connections	199	204	+5
No. of residential sewer connections	829	912	+88
No. of total sewer connections	1,023	1,1216	+93 ***

** An average annual increase of 92.8 connections.

*** An average annual increase of 18.6 connections.

Mr. Perrow asked the Boards permission to dispense discussions concerning this Monthly Financial Report and Old Business section as they are written reports and will continue to be a part of the Board meeting and a part of the minutes.

Mr. Hopkins added he has new items in the Executive Director's Report, other than what is written, that has recently surfaced; these items need to be presented to the Board.

By consensus of all Board members, discussions concerning items V. Monthly Financial Report, and VI. Old Business were dispensed with exceptions to any new items not written in VI. Old Business A. Executive Director's Report.

There were no other Board member comments.

V. Old Business:

A. Executive Director's Report

Updates since the last Board meeting are in bold italics.

1. James River Bank Stabilization Project

- No change to the severity of the problem.
- The U. S. Army Corps of Engineers permit and VA Marine Resources Commission permit for the bank stabilization project have been issued. All permits are issued; work can start when ready.
- 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. Sen. Kaine's office emailed Hopkins 12/22 that ACSA's CDS funding request is in the Congress-approved budget and awaits the President's signature.
- 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.

Mr. Hopkins received an email from EPA (Environmental Protection Agency) March 7, 2023. EPA is administering the \$2M funding being allocated to ACSA. There is a training webinar on procedures that EPA recommends; Hopkins will share this information with Mr. Hall.

2. Water and Sewer Rehabilitation/Extension/Replacement & Other Infrastructure Projects

- Woodvue Dr. Water Main Replacement
 - * Hopkins is working on easement acquisitions for a project by ACSA staff. This work is delayed until 2023 due to other water main extension projects with higher priority (Colony Rd, Ned Brown Rd, and 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 to the Water Office for signature and notarization.
 - * ***Construction bids advertisement expected in March for a construction start in May.***

The final easement needed to proceed has been received and recorded. ACSA will solicit bids for the completion of this project.

- Sewage Lift/Pump Station Upgrades
 - * 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 approved by CVTC; Hopkins is

working on the easement plat approval. **Construction is expected to be completed in March.**

- * **Sidewalk reconstruction is substantially complete and will be finished in March.**
- * **Reimbursements and received to date from the \$250,000 appropriated to the project by the Virginia General Assembly total \$108,210.97. Reimbursement Request #5 for \$76,033.63, was submitted March 1. Reimbursement account balance is \$65,755.40.**

VDOT approved the change for an additional 300' of piping required to complete this water line extension. Hopkins is expecting this work to be complete in the Month of March, 2023.

- RiverEdge Park:

- * Hopkins spoke to City Water Resources 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 the RiverEdge 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 January to the end of February are attached. The contractor may finish in March, if the rain allows, but it is more likely to be in April.**
- * Stone revetment work on the property across Graham Creek from the end of the spillway is finished. Hopkins has emailed the owners for inspection and comments.
- * ACSA will apply for the \$250,000 grant reimbursement from the VA Dept. of Conservation and Recreation in April, after the project is finished.

- West Vail Court Sanitary Sewer Extension:

- * **The adjacent property owner has agreed to the necessary easement, with some deed edits, which Hopkins is working on. The easement should be executed and recorded shortly.**
- * **Phone quotes for directional bore construction bids has begun. ACSA may perform the other sewer construction with its own forces to save time. Work should commence in April, and be finished summer 2023.**

The needed easement, allowing this project to proceed, was received from the adjacent property owner. Search has begun for a directional bore contractor, utilizing approved phone quotes as listed in the Amherst Co. Purchasing Manual, for a purchase of this cost range. It is hopeful this project can be complete by the end of March, 2023.

- 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 wetwells 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 their land.
- * ACSA, County staff, and financial consultants Davenport & Co. and Sands-Anderson are working on ways to fund the project. Options discussed to date include an ACSA revenue bond, a USDA grant, a DEQ grant, use of Tax Increment Financing (TIF), and County establishment of a Special Tax District (STD), a developer bond or other surety, or some combination of the above.
- * Davenport reported at the 1/17 Supervisors meeting about 7 responses to the bank funding RFP; Webster is the initial preferred choice. Sands-Anderson drafted documents for a \$10M ACSA revenue bond for this project (\$2.5M) and ACSA's James River Raw Water Intake Project (\$7.5M). Davenport will present to the ACSA Board (see Agenda Section VII.A) and Supervisors today for a decision to be made whether one or both will be included in the RFP selection. The Supervisors, in their last two meetings, claimed liability for the Gateway project debt service, though the infrastructure will be owned by ACSA. The intake project is ACSA's financial responsibility.
- Ned Brown Road Water Main Extension
 - * 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. ***Revised plans were submitted to VDOT by the engineer March 1. Project completion is expected in March. The developer has begun construction on the first two homes.***

VDOT has approved the plan for this work. As of today, March 7, 2023, ACSA's in-house crew is approx. 75% complete with this project. It is hopeful this project will be complete by the end the day.

- Monacan Indian Nation Projects Water Main and Sanitary Sewer Extensions at Dixie Airport Road
 - * ***ACSA should finish the water main extensions in March.***
 - * Hopkins is working with the clinic contractor 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 unsuccessfully worked with the contractor and MIN to get the trusses relocated. MIN instead got a contractor to do the work, with H&P inspection, in February if the rain stops.***

Needed coordination for locations of fire hydrants is forthcoming, allowing work to commence. Hopefully, ACSA work for this project will be complete by the end of March, 2023.

- Amherst Senior Center
 - * ***Discussions regarding funding the sanitary sewer project 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 has tentatively scheduled several meetings, but has been unable to get all requested attendees to commit.**
- * In late January, Hopkins received a letter from shopping center owners attorneys Gentry-Locke refuting responsibility for the sewers, but stating willingness to occasionally address overflows. Hopkins replied, after County Attorney Popovich approval of the draft. See the attachments.
- * **In late February, Gentry-Locke forwarded to Hopkins documents they say demonstrate that the shopping center owners sold the sanitary sewer system; Hopkins is reviewing the documents.**
- * **Also in late February, Hopkins was contacted by another shopping center property owner to get the main shopping center owners' contact information, so he can pursue recovery of \$2500 in costs to him for a sewer blockage and backup.**

A meeting was held with Mr. Tyree (resides on Sycamore Lane) on March 6, 2023. Mr. Tyree is an adjacent property owner that is experiencing sewer overflow/blockage issues related to shopping center sewer infrastructure. In addition, another owner of property within the shopping center has reported similar issues. Hopkins forwarded their information to the attorney representing Mrs. Cash.

Mr. Martin asked the name of the individual which the Shopping Center indicates they sold it to (the defective portion of the utility). Hopkins replied Nancy Schmitt, who has passed. Hopkins will forward additional information to Mr. Popovich.

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. 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. **The February ACSA Board meeting included a report indicating that wastewater and water availability fees for commercial and industrial development projects have dramatically increased with the change to fees assessment by water meter size. Hopkins' suggestion to fix the problem was tabled. ACSA staff is proceeding with Board direction to monitor and report to the Board quarterly about availability fees for the rest of 2023.**
 - * 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 Dept. for implementation.
- Priority 2 Major upgrade to communications efforts

- * ACSA staff efforts to switch from postal utility billing to emailed billing is proceeding with very few problems and complaints. Estimates savings are \$400 per month on postage and at least that much again in staff time preparing and mailing bills. **Refer to the Assistant Director's report.**
 - 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 sanitary sewer extension projects described at the August ACSA Board meeting.
 - * ***Herb Hicks and Adrian Compton, Monacan Indian Nation Council, contacted Hopkins to schedule a meeting for the afternoon of March 3 to continue discussions about a MIN request for a water main extension to facilitate Laurel Cliff Farm tract development.***
 - 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.
 - * A draft Vendor Agreement revision 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.
 - Unregulated Contaminant Monitoring Rule, Phase 5
 - * ACSA is preparing for the initiation of UCMR5, with sampling to begin in October. ACSA solicited proposals from laboratories, but only got one response, from MicroBac. The UCMR4 lab, EuroFins, did not respond, and the other lab ACSA has worked with on other issues, Pace Laboratories, is not certified for this kind of testing.
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 require a formal ACSA-Town agreement. Hopkins asked the County Attorney to research an agreement.

7. James River Raw Water Intake

- ***The engineering services Request for Proposals was issued, with 14 consultants contacting Hopkins to get a copy. A pre-proposal meeting was held at the site Feb. 22, with 6 consultants attending.***

Responses to the RFP are due March 13, 2023. A Selection Panel needs to be established. Hopkins made recommendations for a selection panel in a previous email to the Board: 1) Three Board Members, 2) County Purchasing Officer, 3) Assistant Director.

Mr. Perrow recommends receiving the proposal packages from bidders, holding them until a new Executive Director is appointed, allowing this person to be involved. At that time, the proposal review via a selection committee should immediately resume. Hopkins reminded that ACSA is on a tight time schedule to complete this project. Mr. Pugh has concerns about making a selection to fill the position (vacant Executive Director position) too quickly. Mr. Martin agrees that the project can be paused momentarily and asked if the money has to be spent within a certain date. Martin does not want to interfere with the project completion deadline of 2025. Mr. Wade inquired about financial obligations. Mr. Woods does not see issues with financing obligations, and deferred to Mr. Popovich who indicated ACSA is ok to proceed in this manner. (audio is not clear for exact phrasing).

Mr. Perrow asked that this item be placed on the agenda for the next ACSA Board meeting. Potential updates will be discussed at this time. The RFP is active, proposals will be received, however a selection will be delayed. Mr. Hopkins offered to send out a second addendum to delay interviews. Mr. Perrow indicated a second addendum is not necessary. He recommends that an email be sent to the respondents after bids are received, notifying that the interviews will be delayed.

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

B. Assistant Director's Report

Revisions appear in Bold Italics

1. 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.
 - 1. ACSA is exploring deeper into opportunities with the same vendor that the City of Lynchburg, Campbell County Utility & Water Authority, Bedford County Regional Water Authority, & Rockbridge County Public Service Authority uses for outsourced billing.***

- Other Opportunities being explored:
 - 1. E-checks
 - 2. Text to pay
 - In an effort to counteract cost increase of post card billings, ACSA met with InvoiceCloud, virtually, January 24, 2023. -additional information to follow.
 - 1. Additional electronic notices.
 - 2. Link to pay in the emailed invoice
 - 3. Additional customer use of electronic billing to reduce paper billing.
 - 4. ***A virtual demonstration scheduled for February 9, 2023, was cancelled by the vendor. A new schedule has not been established- hopefully will take place in March. A cost proposal will follow the demonstration.***
 - ***Slowly, more residential customers are requesting that they receive bills via the mail, reverting away from ACSA efforts for electronic billings. The majority of commercial customers are in favor of receiving bills via email.***
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 forth-coming. 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 are 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.
- ACSA crew has is actively inspecting meter setter connections in book #1 (Old Madison area) for inventory observation / reporting.
- ***A meeting is scheduled for March 9, 2023 with Tamara Anderson, Project Manager Financial and Construction Assistance Program, (FCAP) Virginia Department of Health - Office of Drinking Water for funding application discussions, an application requirement for LEAP (Lead Assistance Elimination Program) funding.***
- ***ACSA Utility Crew supervisor reports service line piping materials inventory at meter setters are complete for at approx. 50 connections in Book #1 (Old Madison area).***

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 on December 7, 2023, both of which committed to tracking their use of beneficial non-revenue water. ***Monthly un-metered water consumption information is being received from Public Safety & Public Works.***

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.)

With no action being required for this task (UCMR 5) until October, 2023, this item will be removed from the Assistant Director's report until the fall of 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.
- ACSA submitted review comments / questions concerning Draft Permit for Review to DEQ, January 13, 2023.
- January 17, 2023, DEQ responded to ACSA comments and questions. One notable specific response - Influent monitoring is a new EPA requirement for BOD (Biological Oxygen Command) and TSS (Total Suspended Solids).
- ***February 7, 2023, ACSA received from the City of Lynchburg Water Resources, Wastewater Discharge Permits for both Ivanhoe and Westbriar Sewage Treatment Plants.***
- ***February 16, 2023, ACSA received from DEQ the VPDES permit for Ivanhoe Forest Subdivision STP, #VA0063657. This permit has a life cycle of 5 years.***

This assigned task is complete and will be removed from the Assistant Director's Report.

6. Permit Reissuance Application Submittal - Virginia Pollutant Discharge Elimination System (VPDES), Permit No. VAG40008, for Potable Water Treatment Plant.

- ***This general permit will expire June 30, 2023.***

Mr. Perrow offered for Mr. Hall to comment concerning the written Assistant Director Report. Mr. Hall had no further comments.

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

VI. New Business

A. ACSA Commemorative Resolution ACSA-2023-CR-1 for Glenn Micklem

Mr. Micklem's extraordinary length of service with one employer, and the quality of that service for 47 years, 8 months, is worthy of recognition, so much that the resolution will be read by ACSA Board Chair Turner Perrow at the County Board of Supervisors meeting at 3:00 pm on March 3 to enhance that recognition.

The ACSA Board is being asked to adopt Commemorative Resolution ACSA-2023-CR-1, commemorating retirement Operations Manager Glenn Micklem for 47 years, 8 months of service to ACSA and Amherst County.

By motion of Mr. Martin, and with the following vote, the ACSA Board voted to adopt Commemorative Resolution ACSA 2023-CR-1, commemorating retiring Operations Manager Glenn Micklem for 47 years, 8 months of service to ACSA and Amherst County.

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

Commemorative Resolution ACSA 2023-CR-1 will be read and presented by Mr. Perrow at the following Amherst County Board of Supervisors meeting (3:00 pm, March 7, 2023)

Commemorative Resolution ACSA 2023-CR-1 is not included in these meeting minutes but is available by request to the Executive Director.

B. Appropriation – Colony Road Water Main Extension

The Virginia General Assembly appropriated \$250,000 to ACSA to extend the ACSA Colony Road water main to the Central Virginia Training Center private water system, for the purpose of alleviating water supply problems for the V.C. Mobile Home Park and CVTC Lower Rapidan area that were created by the closure of CVTC. It was set up as a reimbursement project, with ACSA submitting monthly reimbursement requests and invoices to the VA Dept. of Behavioral Health and Development Services for payment. ACSA expected the project to be completed by the end of 2022, so the entire \$250,000 was included in the 2022 budget. Continuing rain for the last few months of 2022 delayed the work, so that it will now not be completed until March 2023. In 2022, \$108,211 worth of work was completed and reimbursed by DBHDS, leaving a balance of \$141,789 still to be completed and reimbursed. This money needs to be appropriated into the budget from ACSA reserves for the paying of project expenditures without creating shortfalls in the designated budget line item; it will be restored to ACSA reserves as the work is completed and reimbursements are received from DBHDS.

By motion of Mr. Wade, and with the following vote, the ACSA Board voted to approve the requested appropriation from ACSA reserves into the ACSA 2023 (6 month) budget, as presented.

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

The Amherst County Service Authority Appropriation Request Form is not a part of the meeting minutes but can be made available by request to the Executive Director.

C. Partridge Creek Road Water Main Extension

The ACSA Board is being asked to approve an ACSA public water main extension up Partridge Creek Road from Izaak Walton Road to facilitate development of Abbot Estates, and direct ACSA staff to proceed with the project as outlined in the staff report.

Attachments: VII.C Partridge Creek Rd Water Main Extension – Abbot Estates 1, Partridge Creek Rd Water Main Extension 2, and Partridge Creek Rd Water Main Extension – GIS excerpt is not a part of these meeting minutes but can be made available by request to the Executive Director.

The attached two plats show the proposed subdivision of Parcel Tax Map 139-A-25 for the development of twenty homes, in two phases. In accordance with Sections 15-121, 15-128,

and Article XIII.1302.3 of the County Code, the developer will be required to extend the existing Izaak Walton Road public water main up Partridge Creek Road as needed to serve the ten lots of Section 1; the parent parcel to be subdivided is within 1,000' of an existing public water main; Lots 1 through 5 are also in the Priority Service Area. Section 2 lots that are more than 1,000' from the existing public water main would not require a water main extension if the Section 2 subdivision plat is recorded after the Section 1 plat, creating a new parcel more than 1,000' from the existing water main, and before the Section 1 water main extension is completed (the Section 1 water main extension will end less than 1,000' from Section 2). Also, any subdivided lots that are outside the Designated Growth Boundary for Water passing through Tax Map 139-A-25 would be unable to connect to public water without modifying the Boundary (see below).

ACSA staff has proposed to County staff an extension of the public water main up Partridge Creek Rd. to the northeast corner of Tax Map 139-A-25 with its own labor and equipment, using construction drawings, materials, permits, and public water main easement(s) outside the public road right-of-way provided by the developer. The proposal has not yet been communicated to Acres of Virginia, Inc., surveyor for the developer and preparer of the subdivision plats; County staff is waiting to see if approval by the ACSA Board is forthcoming before contacting Acres. Similar proposals have been made by ACSA in the past to several developers; it is thought that materials, permits, materials, and easements are less costly than labor and equipment for pipe installation, making such proposals an equitable division of project cost, and also less costly than private water wells for each lot.

A complicating factor for a Section 1 water main extension is an existing Colonial Gas easement and pipe line crossing Lot 5 where Izaak Walton Rd. intersects with Partridge Creek Rd. Major utility companies can be very restrictive regarding other infrastructure within their easements, including public utilities serving public benefit. ACSA has not yet contacted Colonial Gas to discuss the suggested public water main extension that would cross the gas easement and pipe.

A complicating factor for a Section 2 water main extension is the existing Designated Growth Boundary for Water passing through TM 139-A-25; the water main cannot go beyond the Boundary. ACSA staff proposes a change to the Boundary to follow Partridge Creek Rd. to its intersection with private Almae Drive and along Almae Dr. to where it crosses the Boundary, as shown on the attached exhibit.

The proposal would get twenty new water system connections for ACSA and facilitate the development of the lots by eliminating the costs of drilling private water wells. It would also extend public water to a large area of rural homes currently at risk of water well failure during droughts, as well as opening an area of the County to development; there are several relatively large parcels of land along Partridge Creek Rd.

Mr. Hopkins presented the agenda item as written. Acres of Virginia is attempting to subdivide a parcel by two sections with 10 lots per section. In section 1, lots 1 thru 6 are in the priority service area, and within 1000 feet of utilities. Other lots are more than 1000 feet away. ASCA suggested that the developer extend water to both sections. In similar situations, Mr. Hopkins typically proposes that developers provide easements, design and materials; ACSA will install the service lines with in-house resources. Hopkins is asking for Board approval before proceeding. Mr. Hopkins has presented to Mr. Stewart Creasy, Amherst County Assistant Zoning Administrator/Planner, an option to relocate the Designated Growth Boundary to include the entire parcel.

Mr. Perrow requested further discussion about the Designated Growth Area. Hopkins replied water and sewer is provided in the planned Designated Growth Area; outside of this area is designed to remain rural. Public utilities are not extended in these areas of the County. Mr. Pugh added the first section will be in the Designated Growth Area with public water. The other lots in the other section are zoned A-1 and have larger multiple acre lots in which wells can be utilized for water. The expense to extend water lines to the second section was costly to the developer, this is a reason for this proposal.

Mr. Martin asked if the requirement to connect to public water is in the subdivision ordinance. Mr. Creasy explained it's under the Design Standards. Mr. Creasy explained each parcel of land is required to be within 1000 feet of a water main and within the designated growth boundary. In this situation, the parcel is both inside and outside of the Designated Growth Boundary. The west side of the parcel is required to have public utilities, the east side is not. The County Code states the developer must extend utilities to lots within 1000 feet of existing utilities and within the Designated Growth Area. Utilities shall not be extended to areas outside the Designated the Growth Area.

Mr. Martin is not in favor of ACSA participation to extend utilities. Mr. Woods is concerned about ACSA assuming liabilities on behalf of the developer, especially considering the location of a described gas utility. Mr. Perrow is not in favor of pursuing moving the Designated Growth Area and is also concerned about liability and costs born to the Authority.

By consensus of all Board members, the Board is not inclined to participate.

There were no other Board member comments concerning this item.

D. Madison Heights Town Centre Water Main Extensions

The ACSA Board is being asked to approve an ACSA public water main extension from Business 29 to Daniels Drive to facilitate development of the Madison Heights Town Centre project, and direct ACSA staff to proceed with the project as outlined in the staff report.

Attachments: VII.D Madison Heights Town Centre Water Main Extension is not a part of these meeting minutes but can be made available by request to the Executive Director.

The developer and engineer for the referenced project in Madison Heights described at a prior ACSA Board meeting a problem with the public water supply for Phase 1. They determined that flows and pressures in the public water main along Business Route 29 are insufficient to supply the top floors of the two apartment buildings in the project, requiring very costly booster pumps to be installed. They requested ACSA improvement of the water supply, and ACSA staff have been working with the engineer to see what can be done.

They also requested assistance with the cost of extending the Bus. Rte. 29 public water main into the properties to serve Phase 1 of the development, as well as future project phases. ACSA staff have proposed that ACSA labor and equipment extend the water main, using approved construction drawings, materials, permits, and easements provided by the developer, which proposal appears to be acceptable.

The engineer has modeled the ACSA water distribution system with various proposed project extensions and has determined two alternatives to addressing the water supply problem. The two options are shown on the attached exhibit; both extend the Phase 1 water main extension across developer properties to a connection to the ACSA public water main at Daniels Drive. Per the engineer, Option 2 is the preferred alternative, since it follows a property line and is thus less likely to need changes in the future. Option 1 follows proposed, but not finalized,

road alignments in future project phases that are not yet designed; necessary changes to the roads when those phases are designed could require re-construction of the water main extension to be installed for Phase 1.

The developer requested that ACSA staff seek ACSA Board approval for the water main extension to Daniels Dr. as described in this Staff Report, specifically the use of ACSA labor and equipment to install the water main extension using approved construction drawings, materials, permits, and easements provided by the developer.

Mr. Hopkins presented the agenda item as written. Hopkins is bringing this item forward considering it's a major development project for the County. Mr. Woods asked if there is an existing flow problem due to undersized lines in the area, and how far does the undersized line extend. Hopkins replied yes. The length of the undersized line is approx.. ¼ mile long, extending to Dillard Road. It is costly to replace this line and this option does not align with VDOT's future planning for road improvements. Mr. Martin asked for clarification- is Mr. Hopkins recommending a connection to Daniels Drive from Route 29 in lieu of correcting the existing problem on route 29. Hopkins explained this option is more cost effective with the developer's assistance of design and materials. Also, there is no room for a water line in the right-of-way, (of Route 29) due to developments on road frontages. Mr. Perrow has concerns about the location of the proposed option due to significant changes in grade. This presents future utility maintenance problems for ACSA. Perrow agrees there is a concern for capacity of water for this area. He would like to see a long-term Master Plan that addresses the issue. Perrow asked if ACSA is providing required VDH pressure. Hopkins replied ACSA is providing 29 to 30 psi with a requirement of 20 psi. Martin asked if there is adequate supply for fire flow. Martin has experienced cavitating pumps when connecting to water in this area during firefighting activities.

Mr. Martin and Mr. Perrow does not agree with participating in the proposed options for this item. Mr. Woods cited a need for ACSA to address water capacity from the Seminole Shopping Center to Dillard Road for future development.

Mr. Perrow requested a line item be placed in the next ACSA Board meeting Agenda to discuss a potential extension of a water line along route 29. It's acceptable to bring ACSA's term contractor/consultant; this presentation does not have to be a study, but a presentation of what is known concerning this topic to motivate future Board discussions.

By consensus, of all Board members, Mr. Hopkins was directed not to proceed.

E. ACSA Resolution 2023-A-004-R Converting Financial Operations from a Calendar to a Fiscal Year

The ACSA Board is being asked to adopt and execute Resolution 2023-A-004-R, converting ACSA's financial operations from a calendar year basis to a fiscal year basis.

The attachment, Amherst County Service Authority Resolution 2023-A-004-R, is not a part of these meeting minutes but can be made available by request to the Executive Director.

By motion of Mr. Perrow, and with the following vote, the ACSA Board voted to adopt and execute ACSA Resolution 2023-A-004-R, converting ACSA's financial operations from a calendar year to a fiscal year basis.

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

ABSENT: None
ABSTAIN: None

F. Appropriation: May Land Tract Purchase

The ACSA Board is being asked to appropriate \$30,000 from financial reserves to pay for land the Board approved for purchase in the 2022 budget year. The current budget for the first six months of 2023 does not include funding to pay for it.

Following the previous approval last November to purchase land near the reservoir, an appropriation was drafted, but was never brought before the Board. Hopkins is requesting approval for this appropriation to cover the current budget shortfall.

By motion of Mr. Martin, and with the following vote, the ACSA Board voted to appropriate \$30,000 from unobligated reserves to fund the purchase of the land adjacent to the reservoir.

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

G. Review of Job Description and Process for Seeking a New Executive Director

Mr. Perrow presented to the Board a process for screening applicants. To expedite the process, Perrow is recommending that the Chair and Vice-Chair review all applicants, recommending a smaller pool in a closed session- all applications will be made available. Once this process is complete, an interview panel can be established. Mr. Martin approves this approach. It was discussed the interview panel should include the County Administrator, Economic Development Director, etc. It recommended to the Board that the official job title should remain Executive Director. Structure is left up to the new Director to build. The salary will be advertised between \$115 to \$140K. Qualifications will include a licensed Civil or Sanitary Engineer or equivalent experience, including Operator License (Class 2 or higher).

Mr. Perrow instructed Mrs. Felix (Amherst Co. Human Resources Director) to make recommended changes and post the job advertisement. The job will be posted until filled.

There were no other Board member comments concerning this item.

H. Miscellaneous Matters

1. ACSA Staff

- ACSA Water Treatment Operator Class I Berkley Taylor, with ACSA since July 2021, achieved his Wastewater Treatment Operator Class IV license from the VA Dept. of Professional and Occupational Regulation in February.
- ACSA Wastewater / Field Services Supervisor Chris Cunningham, on the recommendations of all ACSA senior staff, was promoted to the position of Operations Manager, replacing Glenn Micklem, as of March 1.
- Retirement of Operations Manager Glenn Micklem

Mr. Micklem's retirement February 22 lunch was well-attended and successful. Approximately 40 people, including many retired ACSA staff, attended a delicious lunch at Merrideth's Restaurant in Madison Heights.

There were no Board member comments concerning this item

VIII. Citizen Comment

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

Mr. Michael McPhatter, who resides on Trents Landing Road, presented a map for a visual and a letter from himself and on behalf of neighbors, concerning the ACSA's James River Raw Water Intake project. The letter was read by Mr. McFatter, listing several concerns and requests:

- **The James River Raw Water intake takes place at the end of a mile-long private road where Mr. McFatter lives. Quality of life and solitude will be disrupted for the next 24 months.**
- **There will be negative impacts on the condition of the road from heavy construction equipment and increased vehicular traffic.**
- **A project deadline of 2 years may create longer hours and weekend work.**
- **The permanent installation will result in increased traffic due to ACSA operations, re-fueling of diesel tanks, etc., on the private road where children and pets roam freely.**
- **Residents will lose solitude and sense of security into perpetuity from strangers and strange vehicles that will travel their road at any given time.**
- **A request is made for ACSA to discuss fortifying their road during and after construction, and steps taken to protect their solitude and quality of life.**
- **A request is made for open communication during the entire construction process, including post completion.**
- **Other questions raised- will the pump station be permanent; when will this pump station be used, i.e. for emergencies, and what defines emergencies; how will noise be mitigated during pump/generator operations and what are the decibels, how often will refueling be required, will three-phase power be installed and when?**

Mr. Mcfatter (and neighbors) expect concerns to be heard looks forward to collaborating on a mutually beneficial relationship with ACSA.

Mr. Perrow thanked Mr. McFatter and requested a copy of his letter for the Board's review.

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

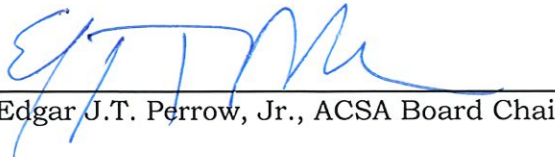
IX. Matters from the Members of the Service Authority Board

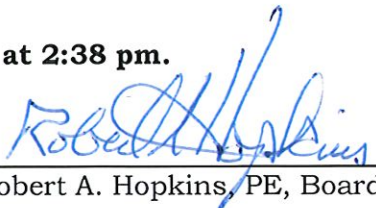
Board Member Wade requested information concerning procurement of water tower maintenance that was previously tabled due to exorbitant bids. Mr. Hopkins the indicated this work has been re-advertised.

There were no other Board member comments concerning this item.

X. Adjournment

Mr. Perrow announced the meeting adjourned at 2:38 pm.


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


Robert A. Hopkins, PE, Board Secretary

