



**AMHERST COUNTY SERVICE AUTHORITY BOARD
MEETING MINUTES**

AGENDA

April 4, 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 April 4, 2023, ACSA Board Meeting
- IV. Approval of Minutes**
 - A. Draft Minutes for March 7, 2023, ACSA Board Meeting
- V. Monthly Financial Report**
 - A. ACSA Financial Report February 2023
- VI. Old Business**
 - A. Executive Director's Report
 - B. Assistant Director's Report
- VII. New Business**
 - A. Potential Water Line Extension – Route 29 / S. Amherst Highway from Dillard Rd. to Lakeview Dr.
 - B. Employee Selection Process to fill the upcoming vacant ACSA Executive Director Position
 - C. Miscellaneous Matters
- VIII. Citizen Comment**
- IX. Closed Session**
 - A. Closed Session for the purpose of Discussion and Consideration of Prospective Candidates to fill the upcoming ACSA Executive Director Position.
- 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 4th day of April 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
Drew Wade, Board Member

ABSENT: David Pugh, Board Member

STAFF:

PRESENT: Richard Hall, Assistant Director
Mark Popovich, Amherst County Attorney

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

Call to Order

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

I. Citizen Comment

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

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

II. Approval of Agenda

A. ACSA Board Meeting Agenda for April 4, 2023

By motion of Board Member Woods, and with the following vote, the ACSA Board voted to approve the meeting agenda for April 4, 2023.

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

III. Approval of Minutes

A. ACSA Board Meeting – February 7, 2023

By motion of Mr. Woods, and with the following vote, the ACSA Board voted to approve the draft minutes for the April 4, 2023, ACSA Board meeting:

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

V. Monthly Financial Report:

A. January 2023 Financial Report

Mr. Hall compared ACSA finances for February 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) + \$35,807.59 (+ 6.42%) vs. 2022

Total revenues + \$ 86,737.02 (+ 13.6%) vs. 2022

b. Connections:

Thru January, 4 new water service connections (2 in February):

13.33% of 2022 total (45, an increase of 1 from 2021)

13.64% of 5-year annual average (44.0)

9.23% of pre-recession annual average (65)

Tap fees: - \$ 1915.00 (- 4.40%) vs. 2022

2. ACSA Operations Revenues – Wastewater

a. Revenues:

Sales (top line & boxed are of Section I.B) +\$ 27,775.34 (+16.37%) vs. 2022

Total revenues + \$ 48,175.60 (+ 31.75%) vs. 2022

b. Connections:

Thru February, 4 new service connections (1 in February):

40.00% of 2022 total (10, a decrease in 6 from 2021)

25.32% of 5-year annual average (15.8)

26.67% of pre-recession annual average (15)

Tap fees: +\$ 41,480.00 (+360.89%) vs. 2022

3. ACSA Operational Revenues – Water and Wastewater

a. Sales: + \$ 57,582.93 (+8.33%) vs. 2022

b. Total Revenues: + \$134,912.62 (+ 17.09%) vs. 2022

4. Non-Operational Revenues + \$2,373.00 (+45.92%) vs. 2022

Total ACSA Revenues + \$135,625.62 (+16.77%) vs. 2022

6. Summary:

February water sales increased + \$29,533.22 (+10%) from December but are up for the year +\$35,807.59 (+6.42%) compared to 2022. Total water revenues for 2022 are +\$86,737.02 (+ 13.6%) better than 2022.

ACSA had 2 new water service connections in February, 5 less than February of 2022. Tap fees for 2023 are down (-\$1,915.00 -4.40%) than for 2022.

February wastewater sales decreased \$23,568.67 (-26.45%) from January. Total sales for 2023 compared 2022 are up \$27,775.34 (+16.37%). Total wastewater revenues for 2023 are \$48,175.60 (+31.75%) better than 2022.

There was 1 new wastewater service connection in February. Tap fees for 2023 are up \$41,480.00 (360.89%) compared to 2022.

Combined water and wastewater sales for 2023 are up \$57,582.93 (+ 8.33%) compared to 2022. Total operational revenues for 2023 are up \$134,912.62 (17.09%) compared 2022. Non-operational revenues are up \$2,373.00 (+ 30.61%) from 2022, resulting in total ACSA revenues for 2022 being up \$135,325.62 (16.77%) from 2022.

ACSA received \$0.00 in February 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	425	425	+0
No. of residential water connections	5,574	6,039	+455
No. of total water connections	5,999	6,464	+465 **
No. of business sewer connections	203	207	+4
No. of residential sewer connections	819	907	+88
No. of total sewer connections	1,022	1,114	+92 ***

** An average annual increase of 93 connections.

*** An average annual increase of 18.4 connections.

Mr. Hall presented the financial report as written, and as a cash posting report. There were discussions prompted by Mr. Perrow concerning consumption reporting. Mr. Hall explained consumptions listed are actual reporting's from meter reads and reflected the month of February's water consumptions – the cash posting for these consumptions will be presented in the April financial report. Mr. Perrow requested information concerning purchased water from the City of Lynchburg, which reflects the water consumption the Central VA Training Center, VC Mobile Home Park, and a few other misc. accounts near River Edge Park. Hall stated purchased water from the city is not included in the consumptions from meter reads. There were other discussions concerning how variations (monthly and yearly comparisons) in consumptions occur, which include differences in the no. of days between meter reads, estimated bills, and account holder consumption activities for the period. Sewer consumption was discussed, Hall explained the only sewer meters in ACSA's system is for CVTC's campus; remaining system sewer consumptions are determined by water consumptions.

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 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.
- **ACSA received an email from EPA March 7 about the administration of the \$2M Congressional Directed Spending. Assistant Director Hall is addressing it.**

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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.

Mr. Hall reports a Pre-bid conference is scheduled for April 12, 2023. All work will be performed by outside resources.

- 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.
- 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 March are attached. Substantial completion should be reached in March, if the rain allows, with completion 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.***

Mr. Hall reported substantial completion was achieved March 30, 2023. A punch list was generated; final completion is scheduled to be achieved by April 30, 2023.

- West Vail Court Sanitary Sewer Extension:
 - * ***The adjacent property easement, is recorded.***
 - * ***ACSA has two phone quotes for directional bore and is waiting for two more. Work will be delayed until summer (late August?) 2023 to allow hoped for hot, dry weather to dry out the wetlands; right now, the area is much too wet from recent months of rain for construction. The developer informed and agrees, with the understanding that the work will be done.***
- 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
 - * ***The work is complete. This will be deleted from the Executive Director's report.***
- 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 vault should be installed by the contractor by early March.***
 - * ***The sanitary sewer installation by a contractor is complete.***
- 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.
 - * 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.

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. **ACSA staff and Davenport staff discussed the ProForma preparation March 22.**
 - * The ACSA Board February meeting included a report indicating that wastewater and water availability fees for commercial and industrial development projects have dramatically increased with the change by the ACSA Board November 2022 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 Fiscal Year 2023 is being prepared by ACSA staff for preliminary Board review in May and adoption at the June ACSA Board meeting.**
- Priority 2 Major upgrade to communications efforts
 - * Nothing new since the last ACSA Board meeting.
- Priority 3 Policy regarding ACSA extensions of public utility lines
 - * **The ACSA Board denied at its March meeting a proposal by Hopkins that ACSA work with the Monacan Indian Nation on a water main extension down Cedar Gate Road to facilitate MIN development of a 1400 acre parcel (Laurel Cliff Farm).**
 - * **The ACSA Board denied at its March meeting a proposal by Hopkins that ACSA work with the developer Sam Patel on a water main extension into his property in Madison Heights to alleviate water supply issues and facilitate development of Patel's Madison Heights Town Centre project.**
- 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.
- ***ACSA received 2 engineering service proposals. Staff attempted to schedule proposals review and interviews for the last week of March, but at its March meeting, the ACSA Board tabled that effort pending replacement of retiring Executive Director Hopkins.***

Mr. Hall reported ACSA received bids for annual maintenance of the Prices Store Water Tank, with a bib opening on April 30, 2023. Bids are being evaluated.

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.

This item is on hold for involvement of ACSA's replacement for the Executive Director position.

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 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 was held 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 Book #1, Old Madison area – approximately 180 accounts.**

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. 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.
- **Application with \$600.00 fee for permit reissuance and modifications was sent to DEQ on March 10, 2023. This application was completed and submitted by Mr. Hopkins, Executive Director.**

Mr. Perrow added ACSA may qualify as members of VAMWA for a review of the draft permit.

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

VII. New Business

- A. Potential Water Line Extension – Route 29 / S. Amherst Highway from Dillard Rd. to Lakeview Dr.

Discussions during the March 7, 2023 ACSA Board meeting prompted a request by the ACSA Board to publish an Agenda Item in this Board Meeting, April 4, 2023, that includes historical water capacity along S. Amherst Highway, as it relates to current demands (including fire flow), current development requirements and future development considerations. Hurt & Proffit, Inc., consultant, is presenting on behalf of ACSA.

This was a presentation to continue Board discussion and planning as it relates to water capacity along Route 29 / South Amherst Highway.

Attachment: VII.A ACSA Board Meeting Agenda, April 4, 2023, (which includes a partial map of ACSA water distribution piping, locations, sizes, and age, as well as a map that includes static pressures) is not a part of these meeting minutes but can be made available by request to the Assistant Director.

1. **Mr. Wike Wilson, P.E., from Hurt & Proffitt began presenting existing water line conditions, referring to a partial water infrastructure map. There is a section of piping presumed to be 8 inch diameter; the installation date of this piping is unknown. The elevation of Prices Store water tank was discussed. The original installation of this tank was 1954. The operation of the tank includes a fluctuation of approx. 14 feet from the top of the tank to maintain system pressures, considering elevations. Static pressures of the system were discussed. The Health Department minimum required pressure of 20 PSI is being achieved. Fire flow tests were discussed; static pressures of 65 to 70 PSI were recorded. A flow of 750 GPM resulted in substantially lower pressures, some in the 30 to 40 PSI range.**

Mr. Wilson presented options to increase flow:

1. **Increase the size of piping.**
2. **Adding additional water lines to create looping as development occurs.**

Mr. Martin asked if there is adequate for flow for the Patel development (Town Centre). Mr. Wilson replied he would like to see more; 530 GPM's were achieved in lieu of the 750 GPM that was modeled.

Mr. Wilson provided thoughts to consider:

1. **Upgrade water system main piping to 16" or 18". (estimated costs \$1.5-2M per mile; approx.. 7.5 miles of line was discussed)**
2. **Increase the Prices Store tank to a larger tank with a higher elevation to increase pressures. (\$6-8M to replace the tank)**

Mr. Martin mentioned he has experienced cavitating pumps while pulling off a fire hydrant during a firefighting event in the area of discussion. Martin thinks future budgeting and planning considerations for ACSA is to plan to replace water mains.

Mr. Perrow mentioned some observations:

1. **The Prices Store tank could be raised to create additional pressures. There was discussion concerning existing structural foundation concerns since the tank has already been raised from its original construction height.**
2. **Loops could be installed, considering heavier future demands to address flows.**
3. **A Master Plan should be developed for long range planning.**
4. **A reliable secondary water supply is needed.**

There were no other Board comments concerning this Agenda Item.

- B. **Employee Selection Process to fill the upcoming vacant ACSA Executive Director Position**

In the March 7, 2023 ACSA Board meeting, the Board reviewed the job description and discussed the process for seeking a new ACSA Executive Director. This Agenda Item continues these discussions and provides updates.

Mr. Perrow mentioned this Agenda Item is an open session discussion as it relates to how the ACSA Board selects an Executive Director. There are several applicants he would like to share in a Closed Session. He would like the Board to decide if an interview process should begin with the current application submissions, while continuing to

receive applications or to close the process with the applications already received. There is no harm in conducting interviews while applications continue to be received.

Mr. Perrow suggest the first interview committee include:

- 1. ACSA Board Chair**
- 2. ACSA Board Vice-Chair**
- 3. County Administrator**
- 4. Director of the EDA**
- 5. The Amherst County Human Resource Director**

Mr. Martin recommends a process that includes input from the entire ACSA Board; he would hope that every member of the ACSA Board have an opportunity to interview the final candidate, since they will be appointing the next Executive Director. Mr. Woods recommends the ACSA Chair plus an Amherst County Board of Supervisor member (possibly a dual role Board member- both ACSA Board and BOS member) be on the initial interview committee.

Mr. Perrow recommends the initial interview panel provide a ranking system for all interviewed applicants. The ACSA Board can decide if a second interview is needed or if the Board will proceed with the recommendation/ranking of the first interview committee.

Mr. Wade recommends the Board develop categories for a second interview.

Mr. Perrow agrees with the recommendation of Mr. Martin.

There were no other Board member comments concerning this Agenda Item.

C. Miscellaneous Matters

ACSA Water Treatment Operator Michael Tolgyesi, with ACSA since December 2021, achieved his Water Treatment Operator Class II license from the VA. Department of Occupational Regulation in March. Congratulations Michael!

Mr. Hall reiterated the success of ACSA staff, indicating there are seven ACSA staff that have obtained a Water Operator license of a Class 2 or higher.

VIII. Citizen Comment

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

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

IX. Closed Session for the Purpose of Discussion and Consideration of Prospective Candidates to fill the upcoming vacant ACSA Executive Director Position.

- A. The ACSA Board is entering into closed session for discussion, or consideration, of prospective candidates for employment.**

Closed meetings by public bodies are authorized for certain limited purposes. The ACSA Board is entering into closed session for the authorized purpose of discussion, or consideration of prospective candidates to fill the upcoming vacant position of ACSA Executive Director.

By motion of Mr. Martin, and with the following vote, the ACSA Board voted to enter closed session, pursuant to section 2.2-3711(A)(1) of the Code of Virginia, 1950, as amended, to discuss, or consider prospective candidates to fill the upcoming vacant position of the ACSA Executive Director.

AYE:

Mr. Perrow, Mr. Woods, Mr. Martin, Mr. Wade

NAY: None
ABSENT: Mr. Pugh

By motion of Mr. Martin, and with the following vote, the ACSA Board voted to come out of closed session.

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

By motion of Mr. Martin, and with the following vote the ACSA Board certified by recorded vote, that to the best of each Board member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed session, were heard, discussed, or considered in the closed session.

Recorded Vote:

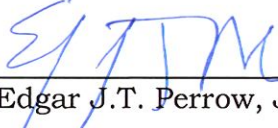
AYE: Mr. Perrow
AYE: Mr. Woods
AYE: Mr. Martin
AYE: Mr. Wade

X. Matters from the Members of the Service Authority Board

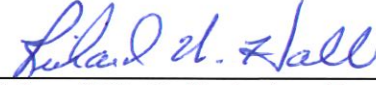
There were no Board member comments concerning this item.

XII. Adjournment

Mr. Perrow announced the meeting adjourned at 2:37 pm.



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



Richard W. Hall, Acting Board Secretary