



**AMHERST COUNTY SERVICE AUTHORITY BOARD  
MEETING MINUTES**

**AGENDA**

May 5, 2020

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**
- IV. Approval of Minutes**
  - A. Minutes – April 7, 2020
- V. Monthly Financial Report**
  - A. March 2020 Financial Report
- VI. Old Business**
  - A. Executive Director's Report
- VII. New Business**
  - A. COVID19 Updates
  - B. ACSA Succession Planning
  - C. Miscellaneous Updates
  - D. Executive Director's Schedule
- VIII. Matters from the Members of the Service Authority Board**
- IX. Adjournment**

**MINUTES**

At a regular meeting of the Amherst County Service Authority Board, held at the Amherst County Administration Building on Tuesday, the 5<sup>th</sup> day of May 2020, at 1:30 p.m., the following members were present:

**SERVICE AUTHORITY (ACSA) BOARD:**

**PRESENT:** Claudia D. Tucker, Chair  
Jennifer Moore, Vice Chair  
L. J. Ayers, III, Board Member  
David W. Pugh, Jr., Board Member  
Tom Martin, Board Member

**ABSENT:** None

STAFF PRESENT: Robert A. Hopkins, PE, ACSA Executive Director/Board Secretary  
Glenn Micklem, ACSA Operations Manager  
Michael W. S. Lockaby, Amherst County Attorney  
Regina M. Rice, Executive Assistant/Clerk to Boards (remotely)

**I. Call to Order**

Board Chair Tucker called the meeting to order at 1:30 p.m.

**II. Citizen Comment**

There was no public comment.

**III. Approval of Agenda**

By motion of Director Ayers, and with the following vote, the ACSA Board approved the agenda for May 5, 2020.

AYE: Mrs. Tucker, Ms. Moore, Mr. Pugh, Mr. Martin and Mr. Ayers  
NAY: None  
ABSENT None  
ABSTAIN: None

**IV. Approval of Minutes**

By motion of Director Ayers, and with the following vote, the Board approved the minutes of the April 7, 2020 ACSA Board meeting:

AYE: Mrs. Tucker, Ms. Moore, Mr. Pugh, Mr. Martin and Mr. Ayers  
NAY: None  
ABSENT None  
ABSTAIN: None

**V. Monthly Financial Report**

**A. March 2020 Financial Report**

Hopkins begin by correcting two typos in the agenda report: the -5.4% figure for Water Revenues Sales should be 9.6% and the -7.8% Water Total Revenues figure should be -5.4%. He continued that March continued the poor 2020 start reported last month. Water and wastewater sales continue to be down, but those revenue losses were partially mitigated by a higher than normal number of new service connections; total revenue figures were actually a slight improvement over February.

Compared to March 2019:

**1. Water**

Revenues: Sales -9.6%  
Total Revenues -5.4%

Connections: +194.2% (+\$30,666)

7 new connections so far in 2020 (all in March):

21.2% of 2019 total of 33

31.3% of annual 5-year average of 22.4

10.8% of pre-recession average of 65

2. Wastewater

Revenues: Sales: -20.6%  
Total Revenues: -10.0%  
Connections: +0.0% (+\$12,000)  
2 new connections in 2020 (all in March):  
13.3% of 2019 total of 15  
23.3% of annual 5-year average of 8.6  
13.3% of pre-recession average of 15

3. Combined Water and Wastewater

Sales: -12.3%  
Revenues: -6.5%  
All Revenues: -6.43%

4. Summary: Hopkins attributed the 2020 slow start to:

- \* Continued reduction in potable water use.
- \* Implementation of low flow plumbing fixtures in new development.
- \* Continued slowdown to mid-2020 closure of Central VA Training Center, with appurtenant reductions in water and sewer usage and ACSA billings (last patient was relocated from the facility in early March).
- \* Possible impacts of pandemic mandated business closures and moratorium on late fees and service cutoffs due to unpaid bills.

Good news: Improvements in water, wastewater, and total revenues.  
Indications of continued economic growth.

Bad news: April is likely to show the expected pandemic revenue impacts the March business closures mandate. May is likely to show the expected pandemic revenue impacts from the moratorium on late fees and service cutoffs due to unpaid bills. Both impacts are expected to last for some months.

Director Martin asked what Hopkins is planning to do regarding revenue drops. Hopkins responded that he is waiting to see what the next couple months show, since spring and summer typically bring an increase in water use, but he is looking into cost cuts. ACSA's annual new vehicle purchase will not be made in 2020. He is looking at planned capital projects to see what can be postponed (see Executive Director's Report). He has notified staff that a planned 3% cost-of-living increase may be reduced, even eliminated, and merit compensation increases will likely be postponed until 2021. Training, travel, and other non-essential expenditures are being scaled back. Delays and alternative funding for other expenditures are being researched. Engineering and construction that can be done inhouse, instead of exporting to contractors, are. Hopkins said he will keep the Board updated regarding this matter.

## **VII. Old Business**

### **A. Executive Director's Report**

Hopkins provided the Board updates on items from past meeting discussions.

#### **1. James River Bank Stabilization**

- \* Nothing new or different since the last Board meeting, because of the focus on the pandemic and getting capital construction projects started.

## 2. Water and Sewer Projects

- \* Old Town Madison Heights Sanitary Sewer CDBG Grant Rehabilitation
  - Project is closed out except for final DHCD reimbursement of ACSA.
  - Closeout paperwork submitted to DHCD; DHCD issued closeout letter on April 20 (copies attached).
- \* Woodvue Dr. Water Line Replacement
  - Nothing new or different since the last Board meeting because of the focus on the pandemic and capital construction projects. Easements acquisitions tabled to promote social distancing.
- \* Sanitary Sewer Extensions – American Legion Hall Area
  - Easement acquisitions tabled to promote social distancing.
  - Hopkins found a possible alternative funding source. VA Dept. of Health has stimulus funding for “shovel-ready” infrastructure projects and told Hopkins the Phase 1 sewer extension would qualify if the easements can be acquired. Hopkins is working with VDH on a funding assistance application and working with the County Attorney to finish the easement documents, to be mailed to property owners for signatures, notarizations, and return to Hopkins.
  - Phase 1 construction scheduled to begin summer 2020.
- \* Old Madison Sewage Pump Station Upgrade
  - Nothing new or different since the last Board meeting, because of the focus on the pandemic and more critical capital construction projects.
- \* Reservoir Primary Spillway Repairs
  - Project design and construction documents done, to be bid in May.
  - Hopkins may postpone this project due to revenues concerns related to the pandemic. He does not want to; the forecast is for a heavier than normal hurricane season this autumn and the main focus of the work is to restore the ability to lower the reservoir water level for earthen dam protection when major storms are forecast. He will continue to monitor ACSA finances and decide on postponement in 1-2 months.
- \* Water and Sewer Relocations for VDOT Woodys Lake Road Improvements
  - Construction bids were opened April 30. Only one bidder, Prillaman & Pace, with a \$1.3M bid, which is \$100,000 more than the engineer's estimate, which was more than VDOT has in its budget. Hopkins had the engineer contact VDOT about rebidding or proceeding; VDOT opted to proceed due to the impact of rebidding on the road work schedule.
  - Construction scheduled for early spring to fall 2020.
  - Hopkins needs a few water and sewer easements, which are delayed by COVID19, but suggested plans changes to allow construction to start and be changed later when easements can be acquired.
- \* Phelps Road Water Line Extension (for school redevelopment project)
  - Hurt & Proffitt construction plans done. Initial VDOT review done.
  - Directional bore water line installation contractor selected from 3 quotes submitted.

- George E. Jones & Sons opted out of performing the work in Phelps Rd due to current workload.
  - Hopkins working with ACSA Operations Manager on Phelps Rd work and school property being done by ACSA's crew(s).
  - Construction scheduled for spring-summer 2020, to have water line in place for autumn pre-leasing by developer.
- \* VC Mobile Home Park
- Hopkins working with County Public Safety Director and CVTC Utilities Director to maintain water supply and fire protection after CVTC closes mid-2020.
  - Site meeting of all three and VCMHP management May 1. New option selected for consideration. Fire hydrant at VCMHP entrance tested, found to be satisfactory.
  - Hopkins is drafting a letter to State officials regarding modification and temporary operation and maintenance of CVTC water infrastructure after CVTC closes to maintain water to VCMHP. State acquiescence to be followed by County Attorney involvement in drafting an agreement.
  - VCMHP residents contacted ACSA about maintenance of water services. Hopkins is keeping them informed (copy of recent letter attached).
- \* RiverEdge Park and some area businesses
- This is an issue related to VCMHP: City water supply may be forced to close with CVTC's closure due to concerns about water turnover, age, and quality. Hopkins is working with ACSA staff on an alternative water supply. In the short term, water line flushing will address water quality issues.
- \* Graham Creek Reservoir Dam Improvements
- Waiting for VA Dept. of Conservation & Recreation response to grant application for Emergency Action Plan update and 2020 tabletop exercise.
  - Financial consultants reported at April Board meeting that funding for the DCR-mandated dam improvements project is adequate to proceed.
  - Hopkins is concerned about pandemic impacts on ACSA revenues (see Financial Report) and funding of operations and maintenance activities later in 2020 without financial reserves appropriations, due to expected revenues drop from mandated business closures and moratorium on late fees and service cutoffs due to unpaid water and sewer bills, and impact of all this on this costly capital project.
- \* Hopkins contacted DCR about possible 1 – 2 year project extension due to COVID19 impacts; DCR is willing to consider.
  - \* Hopkins talked to H&P, who offered to design now, invoice in 2021, to give ACSA more flexibility in finances and scheduling.
  - \* Hopkins talked to financial consultants Davenport & Co. and Sands-Anderson on April 28 conference call:
    - D&C and S-A agreed that waiting may be wise and should not be a problem for the bonds application, which will still be submitted May 1, but can be pulled later if DCR grants an extension. With that, the application would go to the autumn VRA pool. D&C will look into any costs of submitting now and pulling the application soon.

- Bond market very fluid right now; waiting could see rates go either up or down, but not significantly either way.
  - Tentative schedule (see attachment):
    - \* May 5 Board meeting: direction to staff to request DCR extension before June 2 ACSA Board meeting.
    - \* If granted, D&C to present more details on possibly waiting at June 2 ACSA Board meeting.
    - \* ACSA Board decision June 2 on proceeding or waiting.
  - Hopkins recommendation: Board direction for him to pursue DCR direction, accept H&P offer, authorize H&P to begin design services, schedule D&C presentation at June 2 Board meeting, and report to Board at that meeting on alternatives.
  - Hopkins got Board direction to proceed with his recommendations.
3. Business Friendliness Initiative (Board-adopted priorities)
- \* Priority 1a Water and sewer availability fees policy evaluation
    - Rates/fees benchmarking study presented at April meeting. Hopkins asked if there were any questions in the last month; there were none.
  - \* Priority 1c Policy for high paying availability fees
    - Hopkins noted that a high water use business appears to be coming to Madison Heights (W4 Car Wash) and there could be more. He has been working with the car wash project engineer on a plan to pay the County Code-required high fees, but has not had a communication in awhile. He will contact the engineer again about Hopkins' plan; if accepted by the developer, it will be brought to the ACSA Board for consideration. Hopkins also suggested that he and the County Attorney should soon start working on a policy to revise this issue in the Code by ordinance.
  - \* Priority 2 Major upgrade to communications efforts:
    - A request for email addresses was sent with the COVID19 Public Service Announcement mailed to ACSA customers in March; it will be included with the Consumer Confidence Report when it is mailed out in May or June. Hundreds of responses received. As soon as staff thinks at least half are submitted, we will proceed with software purchase, installation, and training, within the current budget (the cost is not worth delaying the purchase and delaying improvement in customer communications, and will be largely offset by savings in postage).
  - \* Priority 3 Clear policy for ACSA construction of water & sewer lines
    - Nothing new or different since the last Board meeting, because of the focus on the pandemic and capital construction projects.
  - \* Priority 5 ACSA Board re-organization
    - 2<sup>nd</sup> citizen Board candidate selected by Supervisors to future appointment to ACSA Board when Board is seated;
    - The County Attorney said he is planning a public hearing at a Supervisors meeting in July for candidate appointments and revised ACSA Articles of Incorporation, followed by submittal to State Corporation Commission.

- \* Priority 6      ACSA Water Office updates
  - Dominion 7 Architects completed a building Facility Assessment. Hopkins is reviewing and will present to the Board at a future meeting.
  - Customer-convenience drivethru update (see attachments):
    - \* Hopkins asked about Board comments regarding several project update emails he sent to the Board over the past week; there were none.
    - \* Hopkins is working with the Phelps Road School developer to get an easement along the west property line of the school site for the driveway.
    - \* Hopkins will also need an easement thru the County ballfields property and will talk to the Supervisors if successful with the school easement.
  - Board Chair Tucker asked Hopkins if there have been any expenditures by ACSA; Hopkins said no, planning work to date has been by him, working evenings and weekends. If he gets the easements, he will have H&P survey and prepare a site plan for presentation to the Planning Commission and Supervisors, he has no reason or authorization to proceed unless he has the easements.
  - Tucker expressed concern that Hopkins is “pressuring” the developer into granting an easement on the school property and considering “taking” the easement. Hopkins replied that he has not pressured anyone and would never consider condemnation, but has communicated with the developer, explained his plans in detail, addressed all developer concerns, described the benefits to all stakeholders (the developer and his project, ACSA and its customers, neighbors, and the entire Phelps Road area), and believes the easement will be granted.
  - The County Administrator spoke to ensure Board members had all data needed about this, noting that the County is working on a plan for a Madison Heights Town Center, to include a new Water Office building. He provided no details about the plan or schedule for implementation.
  - Director Ayers spoke to express his adamant support for the driveway and resulting convenience to ACSA customers, speaking about his father’s difficulties in dealing with Phelps Road traffic and inconvenience in paying ACSA bills, and noting that this will be a tremendous to ACSA customers.
  - Director Pugh seconded Ayers’ comments and expressed support for a project that will benefit to ACSA customers and the entire area.
  - Director Martin asked Hopkins about project cost. Hopkins said he has not taken his work that far; he cannot have H&P proceed survey, site plan, and cost estimate without the easements. But he plans no appropriations from ACSA reserves, but implementation in annual phases, within each year’s budget. Martin replied that he favors proceeding with the easement acquisitions, but reserves opinion on proceeding with the project, pending more detailed information in the future, particularly project costs.
  - Tucker then spoke to add her support of the project, but admonishing Hopkins to pressure no one about the easements, do no work without permission on property(s) not owned by ACSA, and expend no ACSA money on project plans until easements are obtained and the Board has approved continuation of the project. Hopkins said that was always his intention, how he has pursued the work to date, and will comply.

## **VIII. New Business**

### **A. COVID19 Updates (see attachments)**

- \* Public Service Announcement #1 mailed to ACSA customers, posted on ACSA website, County website, FaceBook, and Water Office front door in March.
- \* Public Service Announcement #2 was presented for Board approval, posting as noted above, and inclusion in the mailing of the Consumer Confidence Report to ACSA customers in May or June. The Board directed Hopkins to proceed with PSA#2 as presented.
- \* Hopkins reported that the Virginia Section of the American Water Works Association is offering pandemic washable, re-usable facemasks for utility essential workers; the US Federal Emergency Management Agency has 5M masks available. He requested 50 masks (2 per staff member, with some extras) and was told that FEMA is offering 5 masks per person, so Hopkins requested 25 sets. He expects the masks within 2 weeks. Martin questioned 5M masks being available to FEMA; Hopkins checked his VA AWWA email and corrected himself – FEMA actually has 7M masks for distribution.
- \* ACSA has stockpiled essential materials, supplies, and chemicals at the water plant and Water Office, and been in contact with suppliers about future needs. Hopkins also gave contact information from several suppliers to the Operations Manager, Treatment Manager, and Water Office Manager.
- \* Hopkins reported “false alarms” regarding three ACSA employees, who had symptoms, were sent home to self-isolate, and were only allowed to return to work when they felt better and were cleared by their doctors. All information was documented by Hopkins.

Martin asked the County Attorney about Hopkins identifying the employees in the agenda item report. Lockaby responded that it probably should not be done in the future, but he did not expect any issues. Hopkins said he is now informed and will not repeat.

- \* Hopkins attended 7 informational meetings since the last Board meeting, including weekly meetings by the VA Water-Wastewater Agency Response Network attended by State officials and other agencies and utilities staffs.
- \* Following up on the Financial Report, Hopkins noted that one meeting had a Virginia Municipal League/Virginia Association of Counties projection of \$32.7B in pandemic impacts on water (only, not wastewater) utility revenues and that there is much current talk in Congress about another stimulus package that would include funding assistance to water-wastewater utilities for revenues losses from the pandemic.
- \* Hopkins reported on a utilities infrastructure stimulus being sponsored by senators from North Dakota, Illinois, Maryland, and West Virginia. Hopkins emailed the senators, and VA’s two senators and 6<sup>th</sup> District Representative, about modifying the bill to include assistance for revenue losses or a new bill that would do that. He also contacted various organizations of which ACSA is a member to request support for this idea.
- \* Hopkins is working with VDH on a utility infrastructure stimulus funding for construction-ready projects for the Lakeview Dr. sanitary sewer extension (see above).



- \* Hopkins is researching possible extensions of major capital project deadlines in response to possible 2020 revenues losses from the pandemic, talking to the project-mandating agencies and requesting support from VA Rural Water Association, VA Water and Wastewater Authorities Association; Virginia Association of Municipal Wastewater Authorities, and American Society of Civil Engineers, all of which expressed their intentions to contact the State agencies to support flexibility in project schedules due to the pandemic:
  - Graham Creek Reservoir Dam Improvements (see above):
  - James River Raw Water Intake: This project was to follow right after the dam improvements project. If DCR grants the dam project extension, it will overlap with the river intake project work, possibly causing financial and management issues. Hopkins will contact VA Dept. of Environmental Quality about a possible project extension of 1-2 years.
  - Utilities Risk & Resiliency Assessment and Emergency Action Plans: The US Environmental Protection Agency requires all utilities the size of ACSA to complete and submit the UR&RA by July 1, 2021 and the EAP update by 12/31/2021. The UR&RA is an assessment of all ACSA water-sewer infrastructure and the EAP update must address the same. Both reports will require substantial time and work and Hopkins is concerned about the pandemic workload affecting the submittals. He was told by USEPA that the deadlines cannot be extended because they are statutory, but USEPA staff have been directed to be flexible regarding violations of submittal deadlines that are caused by COVID19.

**B. ACSA Succession Planning**

- \* Hopkins noted that his 2019 performance evaluation included low score(s) because of the lack of a succession plan. He noted that such a plan has been in development since he became Executive Director; he had no choice, given the number of ACSA senior staff (3 managers or supervisors, 2 crew chiefs) that might retire in the next few years. He noted that the Board has never asked him about a succession plan, so he has never reported on it, but that it was appropriate to bring it up now in response to his performance evaluation.
- Problems with existing ACSA Organizational Chart (see attachment):
  - \* 8 vital positions (in red) vacant now or relatively soon (Operations Mgr. Water Office Mgr., Maintenance Supervisor, both Line Crew Leaders, three Utility Mechanics; both crews are understaffed right now; these positions are being filled to address work efficiency and safety concerns)
  - \* 5 unnecessary positions that can be eliminated (Assistant Maintenance Supervisor, Maintenance Specialist, Senior Utility Mechanic assigned to Maintenance Specialist, Wastewater Operations Class I, and Wastewater Operator Class II)
  - \* 3 positions with three pay grade jumps for promotion from the next lower position; three pay grade jumps are prohibited by the County Human Resources Manual (Water Office Manager, Maintenance Specialist, Senior Accounting Clerk)
  - \* 2 positions involving unnecessary two pay grade jumps for promotion from the next lower position (Water Operator Class I, Wastewater Operator Class I)

Tucker questioned the HR Manual prohibition on promotions involving three pay grade jumps and asked Hopkins to confirm; he said he would.

- Addressing current vacancies
  - \* Both Line Crew Utility Mechanic vacancies are being filled. One Utility Mechanic just hired; interviews for the second vacancy (either a Utility Mechanic or an Apprentice) to be done next week.
  - \* Maintenance Supervisor vacancy is advertised; many replies received. interviews will be done right after filling the 2<sup>nd</sup> line crew position; position should be filled by end of May.
  - \* Assistant Director/Engineering Manager vacancy will be advertised upon filling the Maintenance Supervisor position.
- Proposed ACSA Organizational Chart modifications (see attachment):
  - \* Expected inhouse promotions are shown in red. Where two names are in a box, the first name holds the position, the second name is the expected replacement, who is now being trained to fill the position.
  - \* Expected hirings from outside ACSA are also shown in red and are for positions that cannot be filled by inhouse promotions because of the qualifications for the positions.
  - \* Elimination of the five unneeded positions cited above.
  - \* Consolidation of the existing chart, moving all Pay Grade 4 – 6 slots up one pay grade, to eliminate a two pay grade jump promotion and two unnecessary one pay grade jump promotions. This will also enhance staff hiring and retention by starting new hires at higher compensation and providing higher compensation ceilings for each position.
  - \* Elimination of two pay grade jump promotions into the Water Office Manager and Senior Accounting Clerk positions.
- No compensation changes would be proposed with the organizational chart changes; these would be grade scale adjustments, not promotions.
- \* Hopkins noted that this is being presented solely for Board information only, in response to comments in his 2019 performance evaluation. The plan is still in development, working with senior ACSA staff, and will be presented to the Board again upon completion.

#### C. Miscellaneous Updates

- Hopkins reported that Brown & Edwards is in the middle of its second review of the draft 2019 ACSA audit. Draft documents should be to ACSA by mid-May, final documents by the end of May/early June, and their presentation to the Board is expected to be at the August meeting.
- Hopkins reported that the interior and exterior painting of the Prices Store Water Storage Tank is completed; this contractor work completes the 10 year maintenance contract on this tank. The tank is being disinfected, flushed, and filled, and should be back in service in early May. Hopkins is working on bid documents for the next 10 year maintenance contract on this tank.
- ACSA recently hired Joseph Graybill as a Utility Mechanic on one of the line crews. He has 3 years prior experience in water and sewer pipeline experience with F. L. Showalter, Inc., an approved ACSA contractor, so he should be familiar with ACSA construction standards. He started work May 4.
- Interviews will be done early May for the 2<sup>nd</sup> crew slot, either Utility Mechanic or Apprentice, depending on qualifications. Position to be filled in May.

- The vacant Maintenance Supervisor has been advertised. Many responses are received. Interviews and filling the position should be finished in May.
- US Dept. of Homeland Security called Hopkins regarding an ACSA employee. He originally thought it could be a scam, an illegal prying into personal staff information, but he contacted the County Attorney, who said he should reply to the subpoena, which he did. DHS told him it was a normal, perfunctory background check and nothing to be concerned about.

**D. Director's Schedule:**

- 5/1        VC Mobile Home Park site meeting  
              COVID19 informational webinar on impacts on utility finances  
              COVID19 informational webinar on operations, compliance, training
- 5/4        County staff meeting
- 5/5        ACSA and Supervisors Board meetings  
              County budget workshop
- 5/6        COVID19 weekly information conference call  
              Line crew position interviews
- 5/7        COVID19 informational webinar on stimulus funding
- 5/8        Virginia Resources Authority conference call about bonds issuance
- 5/11      County staff meeting
- 5/12      Site meetings at Central VA Training Center (2), Phelps Rd. School
- 5/13      COVID19 weekly information conference call
- 5/18      County staff meeting
- 5/19      Supervisors Board meeting
- 5/20      COVID19 weekly information conference call
- 5/21      County staff meeting  
              Virginia Tech leadership webinar (3 hours)
- 5/25      County staff meeting
- 5/27      COVID19 weekly information conference call
- 5/28      EPA webinar on AWIA compliance

**IX. Matters from the Members of the Service Authority Board**

Director Ayers asked about the status of the car wash project for Madison Heights. Hopkins replied he has not heard back from the business and has sent three emails to the engineer stating he would work with them with the availability fee. As of this date he had not received a reply.

Director Martin asked Hopkins to reply to Martin's suggestion in an April email to Hopkins and Board members that the County Code be revised to require buildings within a certain distance of public water lines to connect. Hopkins responded that he favors the idea, but is concerned about public pushback. He noted that buildings near public sewers are already required to connect, but this is due to public health and property value concerns; septic systems are health and environmental hazards, even when working properly; when failing, those hazards increase and include sight and smell issues. For this reason, everyone accepts the sewer connection mandate. But water connections include no such public or environmental health or property value issues and the public may push back about perceived government overreach in requiring water system connections. The County Attorney opined that requiring connections of new development is reasonable, but probably not existing buildings. Martin replied that this was his intention: new development only.

Director Pugh remarked on the extension of sewer lines at Lakeview Subdivision on Seminole Drive that had required those residents to connect to the new infrastructure. Hopkins said the purpose of that program was have sewer lines in place should those septic systems fail.

Chair Tucker had no matter to discuss.

Vice Chair Moore had no matter to discuss.

**X. Adjournment**

By motion of Board Chair Tucker, and with the following vote, the Board adjourned at 2:22 p.m.

AYE:	Mrs. Tucker, Ms. Moore, Mr. Pugh, Mr. Martin and Mr. Ayers
NAY:	None
ABSENT	None
ABSTAIN:	None



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Claudia D. Tucker, Board Chair  
Amherst County Service Authority Board



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Robert A. Hopkins, PE, Board Secretary  
Amherst County Service Authority Board