

AMHERST COUNTY SERVICE AUTHORITY BOARD

MINUTES

AGENDA

January 7, 2019

Administration Building - 153 Washington Street - Public Meeting Room
Amherst, Virginia 24521
11:00 a.m.

- I. Call to Order**
- II. Citizen Comment**
- III. Reorganization of ACSA Board**
- IV. Approval of Agenda**
- V. Approval of Minutes**
 - A. Minutes – December 4, 2018
- VI. Monthly Financial Report**
 - A. November 2018 Monthly Financial Report
- VII. Old Business**
 - A. Director's Report
- VIII. New Business**
 - A. 2018 City Contracts Settlements
 - B. VDOT Woodys Lake Road Improvements Project
 - C. Regulatory Update – VDH 2016 Water Fluoridation Award
 - D. Regulatory Update – Virginia Waterworks Regulations
- 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 Monday, the 7th day of January, 2019, at 11:00 a.m., the meeting having been moved by majority Board vote on December 4, 2018 from the first Tuesday of the month, since that day was January 1, 2019, a holiday, the following members were present:

SERVICE AUTHORITY BOARD:

PRESENT:	Claudia D. Tucker, Board Member L. J. Ayers III, Board Member David W. Pugh, Jr., Board Member Kenneth M. Campbell, Board Member Jennifer R. Moore, Board Member	ABSENT: None
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STAFF PRESENT: 2018 Authority Board Secretary Dean C. Rodgers
2018 Authority Board Deputy Secretary David R. Proffitt
Director of Public Utilities Robert A. Hopkins, PE
County Attorney Michael Lockaby
EA Clerk to Boards Regina M. Rice

I. Call to Order

This being the first meeting of the new year, before annual reorganization of the ACSA Board, Secretary Rodgers called the meeting to order at 11:00 a.m.

II. Citizen Comment

There was no public comment.

III. Reorganization of ACSA Board

A. Election of ACSA Board Chair and Vice Chair

Secretary Rodgers opened the floor for nominations for election of the Chair of the ACSA Board. Supervisor Tucker nominated Vice-Chair Ayers as Chairman of the ACSA Board. There were no other nominations.

By motion of ACSA Director Tucker and with the following vote, the Board declared L. J. Ayers III as Chairman of the ACSA Board for 2019.

AYE:	Mr. Ayers, Mr. Campbell, Mr. Pugh, Ms. Moore and Ms. Tucker
NAY:	None
ABSTAIN:	None

Mr. Rodgers turned the meeting over to Chairman Ayers.

ACSA Chairman Ayers opened nominations for Vice-Chair of the ACSA Board. Director Tucker nominated Director Campbell for Vice-Chair. There were no other nominations.

By motion of ACSA Chairman Ayers and with the following vote, the Board declared Director Campbell as Vice-Chair to the ACSA Board for 2019.

AYE:	Mr. Ayers, Mr. Campbell, Mr. Pugh, Ms. Moore and Ms. Tucker
NAY:	None
ABSTAIN:	None

B. ACSA Board Appointment of Treasurer for 2019

ACSA Chairman Ayers opened nominations for Board appointment of Treasurer of the Amherst County Service Authority Board. Director Pugh nominated Joanne Carden for Treasurer. There were no other nominations.

By motion of ACSA Director Pugh and with the following vote, the Board appointed Joanne Carden to serve as Treasurer of the Amherst County Service Authority Board.

AYE: Mr. Ayers, Mr. Campbell, Mr. Pugh, Ms. Moore and Ms. Tucker
NAY: None
ABSTAIN: None

C. Scheduling of Regular Monthly Meetings and Locations

By motion of ACSA Director Pugh and with the following vote, the Board approved that the Service Authority Board meet at 11:00 a.m. on the first Tuesday of each month in 2019 in the Amherst County Administration building, Public Meeting Room.

AYE: Mr. Ayers, Mr. Campbell, Mr. Pugh, Ms. Moore and Ms. Tucker
NAY: None
ABSTAIN: None

D. ACSA Resolution 2019-A-0001-R

By motion of ACSA Director Pugh, and with the following vote, the ACSA Board adopted Resolution 2019-A-0001-R and its attachments, Exhibit A, Code of Ethics for 2019, and Exhibit B, Rules of Procedure for 2019.

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

E. ACSA Board Appointment of Board Secretary for 2019

By motion of ACSA Board Chairman Ayers and with the following vote, the ACSA Board appointed ACSA Director of Public Utilities Robert A. Hopkins, PE, to be ACSA Board Secretary for 2019.

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

IV. Approval of Agenda

By motion ACSA Director Campbell, and with the following vote, the ACSA Board approved the agenda for January 7, 2019.

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

V. Approval of Minutes

A. Minutes – December 4, 2018

By motion ACSA Director Campbell, and with the following vote, the ACSA Board approved the minutes of December 4, 2018.

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

VI. Monthly Financial Report

A. November 2018 Monthly Financial Report

This is a monthly report by the ACSA Director regarding finances, comparing year-to-date November 2018 to year-to-date November 2017.

1. Water

a. Revenues: Water sales (top 3 lines Section I.A) +4.6% (*)
Total revenues +7.0% (*)
(*) Best since report for month of February 2018.

Summary: Doing well in water, even with cool summer, excessive rain, and impending CVTC closure hurting water sales.

b. Connections: +56.7%
New water service connections:
6.3 times total for 2017
5.4 times 5-year annual average
97% of pre-recession annual average of 65

2. Wastewater

a. Revenues: Wastewater sales (top 3 lines Section I.B) -5.5% (*)
Total revenues -3.4% (*)
(*) Best since report for month of February 2018

Summary: Lagging in wastewater, due to (1) impending CVTC closure; (2) CVTC sewer repairs, reducing stormwater inflow and infiltration, (3) drop in electronic deposits, vast majority of which are CVTC payments. But improving coming to end of year.

In a 1/4/19 presentation to the Board of Supervisors, the County Attorney said that, in a water-sewer service authority, the sewer often loses money and must be supported by water revenues. The Director noted that, with a good December (to be reported next month), ACSA sewer may be self-supporting in 2018.

b. Connections: +7.2%
New sewer service connections:
2.6 times 5-year annual average
147% of pre-recession annual average of 15

3. Water and Wastewater (combined)
- a. Sales: +1.9% Best since report for month of February 2018
 - b. Revenues: +4.0% Best since report for month of February 2018
 - c. All revenues: +4.0% Best since report for month of February 2018
 - d. Summary:
 - * Doing well in water sales, revenues, and connections
 - * Improving in wastewater sales, revenues, and connections
 - * Improving in water/wastewater sales and revenues
 - * Thru November (11/12 of year), revenues 0.4% under, or about even with, projections in adopted 2018 budget.

VII. Old Business

A. Director's Report

1. James River Bank Stabilization Project

- Progress:

- * Work completed to date: tree clearing, bank preparation, erosion control fabric placement, stone bank restoration, stone mattresses placement, and about one quarter of revetment (large) stone placement. The Director used a photograph to describe the work.
- * Work still to be done: complete revetment (large) stone placement.
- * Little progress since last Board meeting, due to weather: continual rain, with project area flooding at least 3 times in December. Some minor flood damage to be repaired.
- * The Director is expecting a revised completion date of February 28, 2019 due to recent weather.
- * There are two new erosion problems due to December flooding. Manhole 10, 100 yards west of project, lost about 15' of 20' of land between it and the river from the flooding. The Director got the project contractor to do a temporary repair of erosion fabric and mid-size stone. Work was no-cost; the Director resisted a Corps of Engineers request for a contract change order for the sewer pipe damage reported at the last Board meeting. ACSA repaired the pipe inhouse and the Director used the change order request to get the contractor to install the new erosion temporary repair for free. But rains right after the repair are already eroding one side of the repair.

The other is a 100' gouge in the bank about 100' east of the project. This is not an immediate threat to the sewer, which is on the other side of the construction road, but does threaten the road, which is ACSA access west of there, and failure to arrest the erosion will allow it to continue until the sewer is threatened.

The Director talked to the Corps about a contract change order to address the new erosion areas. The Corps said no – the project scope of work was set up with the available federal funding; no more money is available.

The Director said the work will need to be done by ACSA. The west end of the current project should be extended about 100 yards to Manhole 10 and about 100 yards east of the project, to encompass the new erosion area and eliminate the gap in the bank revetment between the current project and ACSA's 2007 project (the Director asked the Corps during the design if this gap should not be armored; the reply was project funding would not allow it). Comparing to the 2007 river armoring project (100 yards of work at about \$400,000), the Director estimates the total cost for the two new problem areas to be \$1 million dollars or more. He will continue to monitor the problems and report to the Board at a future date on proposed method(s) to address them.

2. Water and Sewer Rehabilitation/Extension/Replacement Projects

- Old Town Madison Heights CDBG Grant Sewer Rehabilitation
 - * Sewer cleaning and video inspections continued thru December, but the weather prevented any additional work.
 - * The contractor is still on schedule for an April 2019 project completion.
 - * The Director is working with the engineer and contractor on possible scope of work changes to save money.
 - * ACSA's crew repaired the public sewer under 8th St. in mid-December.
- Joint ACSA-County sanitary sewer extension program, Wellview Drive
 - * Permanent pavement restoration in mid-December. Work is done.
- Ridge St. Water Main Replacement
 - * Work delayed by December weather. New water line across Ridge St. completed, but installation of the water line along the south side of Ridge St. by directional drilling is delayed until January 2019.
 - * Extension of new water line to cul-de-sac and fire hydrant installations scheduled for spring 2019, the work to be done by the ACSA crew.
 - * Re-connection of existing services to new water line and abandonment of existing water line to be done in 2019.
- Cooper Steel Water Line Relocation
 - * Work completed mid-December.
 - * Work indirectly resulted in broken water line along Bruner Rd., under Rte. 29 and serving 3 customers. Because of VDOT elevation of Rte 29 many years ago, without relocating the water line, the pipe is now under 15' – 20' of added fill and ACSA had trouble finding it for the repair. It took about 3 weeks and several attempts, using different methods, but the repair was finally made. In the interim, ACSA provided jugs of water to the out-of-service customers, at ACSA cost.

- Joint ACSA-County sanitary sewer extension program, American Legion Hall area
 - * VDOT approved preliminary design; final design is submitted for review.
 - * Easement acquisition is in progress.
 - * Expect to start Phase 1 construction spring 2019.
- 3. EDA Business Friendliness Initiative
 - County Policy Committee
 - * Director working with County Attorney on ACSA policy changes and changes to County Code, Section 15, Water and Sewer.
 - ACSA Board re-organization
 - * Director working with County Attorney on preliminary criteria and schedule for citizen appointments for 3 Supervisor-2 citizen Board being considered.
- 4. Asset Management Plan
 - Progress since November Board meeting:
 - * Infrastructure evaluations
 - Contractor inspection of James River sanitary sewer reviewed.
 - Hurt & Proffitt inspecting other sections of James River sewer.
 - Contractor evaluating 8 smaller pump stations, report coming. The Director noted that the intent is to perform a total upgrade of a pump station each year, each one being upgraded each decade. A budget line item is added to the 2019 budget for professional services for this. The first project will be picked upon review of assessments now being done.
 - * Infrastructure improvements
 - Wellview Dr. sanitary sewer extension finished.
 - Ridge St. water line replacement to be finished in January.
 - Cooper Steel water line relocation finished.
 - American Legion Hall area sanitary sewer extension in design.
 - * Central Virginia Training Center (CVTC) Sewer Meters
 - Director met with vendor, engineer, and contractor in December and is working on a scope of work.
 - * The Director discussed the start of a written Plan (table of contents, with the many areas to be included, and an itemization of the work needed to obtain the data from each area to complete the Plan). He noted that a written plan showing how the Plan will be completed can possibly be done by the end of 2019, but the actual work to complete the Plan will take years, and, actually, never be completed, as it will require constant updating.

VIII. New Business

A. 2018 City Contracts Settlements

- Water purchase contract: \$2,159.00 owed
 - * Funds in Budget Line Item 91200-6100, Purchase of Water Wholesale.
- Sewage treatment contract:

Capital improvements	\$50,147.94 owed
Operations (treatment)	\$29,885.00 credit
\$20,262.94 owed	
- * To minimize paperwork, Director got City to combine the wastewater settlements into one bill.
- * Funds in Budget Line 91150-4280, Capital Payment Regional Sewage Plant.

B. VDOT Woodys Lake Road Improvements

- The Director became aware of a VDOT project to improve Woodys Lake Rd a year ago and immediately began lobbying VDOT to, as part of the project, move the existing water lines under the road. VDOT has repeatedly said no; the work is not in the project, not funded, and would be against VDOT policy.
- At a 12/19/2018 meeting with VDOT about construction conflicts with ACSA existing water and sewer lines, the Director again asked VDOT to move pipes pre-work to prevent ACSA post-work tear up
 - * Initial VDOT response: Not in project, not in budget, not VDOT policy.
 - * The Director described the then-current problem with the lost water line at Bruner Road caused by VDOT not relocating the pipe when Rte 29 was improved and elevated.
 - * VDOT response: Maybe VDOT should move the water and sewer pipes.

ACSA was offered 2 options:

1. VDOT including the pipe relocations in road project, with VDOT design and bidding, and road contractor construction work; or
2. ACSA doing the design and construction with ACSA engineer and contractor, getting reimbursed by VDOT each month for all ACSA costs.

The Director chose #2. Not yet confirmed by VDOT.
Hurt & Proffitt and George E. Jones & Sons told.

B. Regulatory Update: 2016 VDH Water Fluoridation Award

- ACSA received an award for maintaining consistent (at least 10 of 12 months) production of properly fluoridated water in 2016. The award is late because VDH lost staff and is behind. This is ACSA's 2nd consecutive similar award.
- The Director prepared a Letter of Commendation for ACSA staff and requested the ACSA Board Chair be directed by Board majority vote to sign the letter with the Director.

By motion of ACSA Chairman Ayers and with the following vote, the Board directed the ACSA Board Chairman to sign the letter and directed the Director to distribute the letter to ACSA staff.

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

C. Regulatory Changes: Virginia Waterworks Regulations Changes

- The Director updated a report originally given to the Board December 2018:
 - * The changes would eliminate grandfathering of pre-1989 water intakes for potable treatment, affecting historic water rights by requiring all intakes to comply with current regulations and allowing DEQ approval authority for VDH permits (violates state law). 1989 regulations established water intake grandfathering and minimization of required compliance with DEQ rules, due to the impacts. ACSA's Harris Creek and Graham Creek Reservoir intakes are grandfathered. ACSA's proposed tertiary intake on James River must comply with current regulations, but DEQ also achieved reduction in the Harris Creek intake as a permit condition for the James River intake; when the river intake is activated, the Harris Creek intake must be reduced from 10% of average daily stream flow to 7%. Eliminating grandfathering could have significant adverse impacts on the two ACSA intakes.
 - * American Water Works Association and other advocacy groups oppose the rule change and got VDH to table this possible rule change. The Director will monitor the situation and update the ACSA Board as necessary.

IX. Matters from the Members of the Service Authority Board

ACSA Director Moore had no matter to discuss.

ACSA Director Campbell had no matter to discuss.

ACSA Director Pugh had no matter to discuss.

ACSA Chairman Ayers had no matter to discuss.

ACSA Director Tucker said that the Board would be available to offer any assistance to Director Hopkins with his new responsibility as Secretary of the ACSA Board.


X. Adjournment

By motion of ACSA Director Campbell and with the following vote, the Board adjourned at 11:46 a.m.

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



L. J. Ayers III, Chair
Amherst County Service Authority Board



Robert A. Hopkins, PE
ACSA Board Secretary