

**AMHERST COUNTY SERVICE AUTHORITY BOARD
MEETING MINUTES**

AGENDA

July 7, 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 – June 2, 2020
- V. Monthly Financial Report**
 - A. May 2020 Financial Report
- VI. Old Business**
 - A. Executive Director's Report
- VII. New Business**
 - A. Appropriation Request
 - B. Appropriation Request
 - C. 2019 Consumer Confidence Report
 - D. Dept. of Conservation & Recreation Grant Award
 - E. 2020 Water & Wastewater Professionals Appreciation Day
 - F. VDOT Woodys Lake Road Water and Sewer Lines Relocations
 - G. Miscellaneous ACSA Matters
- 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 7th day of July 2020, at 1:30 p.m., the following members were present:

SERVICE AUTHORITY (ACSA) BOARD:

PRESENT: Claudia D. Tucker, Chair ABSENT: L. J. Ayers, III, Board Member
(arrived late)

Jennifer Moore, Vice Chair
David W. Pugh, Jr., Board Member
Tom Martin, Board Member

Wesley Woods (future Board member)
Turner Perrow (future Board member)

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

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 Board member Moore, and with the following vote, the ACSA Board approved the agenda for July 7, 2020.

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

IV. Approval of Minutes

By motion of Director Pugh, and with the following vote, the Board approved the minutes of the June 2, 2020 ACSA Board meeting:

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

Hopkins reported that the County Administrator has determined that ACSA Board meeting minutes are a burden on County staff. He wants the minutes prepared by County staff in CivicClerk (CC) or by Hopkins. He said there is insufficient space in CC for detailed minutes; detail will be reduced or Hopkins will do the minutes. Hopkins can do minutes, but an agenda format change may facilitate CC minutes preparation. Each Agenda Item Report will be a Discussion attachment to the agenda item. He can then refer to the attachment in minutes and only put in the minutes the actual meeting discussion following his report for each agenda item.

Chair Tucker noted that this should not be necessary; the space in CivicClerk for the minutes is limited because the minutes do not have to be detailed, but only convey a general overview of the report and following discussion. Board member Martin replied that he prefers detailed minutes. Hopkins noted that his 40 years' experience in engineering and construction projects has taught him the value of detailed minutes in this industry, such detail being a blessing on many occasions in preventing problems. Tucker asked Clerk Rice if this format change would be additional work in minutes preparation; Rice replied no. With that, Tucker said Hopkins should continue with the format change and see how it works.

Tucker also asked Hopkins to put in the minutes that future Board members Perrow and Woods had arrived and were in attendance.

V. Monthly Financial Report: May 2020

Hopkins reported the following, then requested questions or comments:

1. Water
 - a. Revenues: Sales (top 3 lines Section I.A) -6.9% (-\$86,040)
(Improvement from -8.4% last month)
Total revenues -3.9%
(Improvement from -4.8% last month)
 - b. Connections: +122.2% (+\$47,781)
So far in 2020, 16 new water service connections:
48.5% of 2019 total (33)
71.4% of 5 year annual average (22.4)
24.6% of pre-recession annual average (65)
2. Wastewater
 - a. Revenues: Sales (top 3 lines Section I.B) -10.8% (-\$40,619)
(Improvement from -16.8% last month)
Total revenues -8.8%
(Improvement from -15.3% last month)
 - b. Connections: -29.9% (-\$7,660)
So far in 2020, 3 new service connections:
20.0% of 2019 total (15)
34.5% of 5 year annual average (8.6)
20.0% of pre-recession annual average (15)
3. Water and Wastewater
 - a. Sales: -7.9% (improvement from -10.4% last month)
 - b. Revenues: -5.0% (improvement from -7.2% last month)
4. Summary:

Water: Sales and revenues down, but improved from April report.
Sewer: Sales and revenues down, but improved from April report.
YTD total revenues -5.0% (-\$88,527) vs. May 2019, but deficit is only 1.8% of 2020 adopted budget; the same figures in April 2020 financial report were - \$105,640 and 2.1% of the 2020 budget, so May improved on April.
New development continuing relatively strong.

Pandemic: business slowly re-opening; increases in unpaid residential bills have not met concerns; will continue to monitor, but as of now, impact on ACSA is not excessive.

Hopkins noted pandemic effects to date are not as bad as he feared in April. So far, neither number of delinquent accounts that would be cut off, nor revenue that would be lost from those cutoffs, is much more than the same year-to-date cutoffs and revenue lost in July 2019. Deficits in water and wastewater sales and revenues comparing May 2020 to May 2019 are smaller than June's report comparing April 2020 to April 2019. New development continues stronger than 2019, the year-to-date revenue drop compared to the same period last year is only 1.8% of the adopted 2020 budget, and Virginia just entered Phase III of the Governor's pandemic recovery program, with business re-openings. All this indicates that the pandemic crisis may be waning, without significant impact on ACSA. He intends to continue monitoring all this and reporting to the Board.

An opportunity to proceed with financing of the postponed Graham Creek Reservoir dam improvements project may be reported in August. If that Board meeting report is continued improvement, with no expectation of worsening later, Hopkins may ask that ACSA proceed with re-application for bonds issuance and loan in Virginia Resources Authority's autumn pool, instead of waiting until 2021. This would provide at least 6 months more time for the project, which must be done by November 2023.

There was no comment by any Board member.

VI. Old Business:

Hopkins reported the following, requesting questions or comments after each item:

1. James River Bank Stabilization Project

- Staff is continuing review of Corps of Engineers project O&M Manual.
- Hopkins continuing to monitor new erosion problems.
- Hopkins is working with the Corps on a nationwide permit, for future ACSA repairs, and a Phase 2 project for additional erosion areas.

There was no comment by any Board member.

2. Water and Sewer Rehabilitations/Extensions/Replacements

- Old Town Madison Heights CDBG Grant Sewer Rehabilitation
 - * Final DHCD reimbursement check received; need appropriation for deposit into ACSA budget; see New Business.

There was no comment by any Board member.

- Woodvue Dr. Water Main Replacement

- * Phase 3 easements acquisitions remain tabled for now.

There was no comment by any Board member.

- Sanitary sewer extension, American Legion Hall area

- * Hopkins is working with VDH on possible stimulus funding for "construction-ready" project. VDH has submitted it for review, the only stimulus project from this VDH district.

- * Easement documents mailed to property owners for execution.

There was no comment by any Board member.

- Old Madison Sewage Pump Station upgrade

- * Site improvements remain tabled for now.

There was no comment by any Board member.

- Reservoir primary spillway upgrades

- * Bid opening June 18; 3 bids; low bidder Bander Smith, \$69,500, almost \$10,000 less than engineer's estimate.
- * Waiting for construction schedule for work autumn in 2020.
- * Benefits: earthen dam protection from storms heavier than usual hurricane season forecast for 2020 selling dam project extension to DCR

There was no comment by any Board member.

- VDOT Woodys Lake Road Improvements Water and Sewer Relocations

- * VDOT reimbursing ACSA for engineering and construction.
- * Resident notifications delivered June 26 – 30 (see attachment).
- * Contractor mobilized June 29–July 2, started construction July 6.

Board member Pugh asked if new piping will be installed along the road or under it. Hopkins said the purpose of the work to replace old water and sewer lines that would be under existing and new pavement with new lines outside the pavement. He got VDOT to waive its long term policy of not paying for utility relocations to accommodate road work by citing the age of existing lines and the possibility road improvements will have to be dug up to repair pipe breaks. Pugh said residents' front yards will be much reduced. Hopkins agreed; right-of-way acquisition to straighten the existing road "S" curve is taking much of front yards, but not enough to include room for new ACSA utilities, requiring ACSA to get easements outside the new road right-of-way for the new lines.

There was no other comment by any Board member.

- Water Line Replacements

- * Phelps Road School

- Water line installation on school property 95% complete.
- Water line installation in S. Amherst Hwy. and Phelps Rd. Awaiting contractor schedule; weather delays occurred.
- All construction should be done mid-July; disinfection testing late July; line should be operational by early August (1 – 2 months early).

Hopkins reported that the directional bore contractor was scheduled to mobilize at the site on the afternoon of July 7. ACSA's crew was working on and before July 7 to prepare the site for the directional bore work and also prepare for the wet tap in S. Amherst Highway. Hopkins said he expects the construction to be complete by mid-July and possibly operational by the end of the month.

There was no comment by any Board member.

* VC Mobile Home Park

- Hopkins is working with CVTC on ACSA and CVTC water systems upgrades and operation to maintain water services and fire protection to VCMHP and CVTC buildings to stay open post-closure, pending site re-development.
- Hopkins sent request (attachment) to State for authorization and funding to modify and use CVTC water infrastructure. With State tentative agreement, County Attorney will be asked to help draft agreement for Board approval.
- Hopkins continues communicating with VCMHP owner and residents.

Hopkins reported that future Board Member Perrow called July 7 with questions about the proposed 12" water main extension down Colony Rd. to Central Virginia Training Center, its purpose, and its financing. Hopkins explained all three, including his policy of trying to combine multiple projects and purposes, involving different stakeholders, into one overall project satisfying all purposes and combining funding sources to minimize ACSA financial outlay. Perrow expressed complete satisfaction with the response and the direction Hopkins is taking with the project.

There was no comment by any Board member.

* RiverEdge Park:

- Hopkins is looking into ways to maintain water service to the park and a few ACSA customers that connected to the City water supply line to CVTC, which is expected to be closed due to the CVTC closure.

There was no comment by any Board member.

- Graham Creek Reservoir Dam improvements:

- * DCR approved Emergency Action Plan update and 2020 tabletop exercise \$2,250 grant; see New Business.
- * Pandemic impacts on ACSA finances are less than expected to date. Possible that financing for dam improvements project can resume with autumn VRA bond pool. DCR extension lasts to November 2023, work must be done by then, and ACSA will have 3 years from bonds issuance/loan closing to contract to spend the money; backtracking 3 years from required completion date gets back to autumn 2020. Hopkins will continue to monitor and report to Board on financing and may request direction to proceed with financing at August or September Board meeting.

There was no comment by any Board member.

3. Business Friendliness Initiative

- Priority 1a Complete evaluation of water and sewer availability fees
 - * Nothing new until autumn ProForma Cash Flow Update report in autumn 2020.

There was no comment by any Board member.

- Priority 1b Publicize methods of calculating availability fees

- * Hopkins reported no progress since last Board meeting.

There was no comment by any Board member.

- Priority 1c Policy for Paying High Availability Fees Over Time

- * County Code requires availability fee assessment based on system capacity, which can mean very high availability fees. High fees can arrest high water use project, stifling development. Need method(s) to consider case-by-case and reduce high fees by allowing payment over time. Problems: Code requirement; guaranteeing availability fee payments over time, including if project fails.

- * Example: W4 Car Wash: Water use range: 2,125 – 12,750 gpd. System capacity is 12,750 gpd, meaning very high availability fee. But this use is when re-use system is down for maintenance, 2x per year for ½ a day; fee should not be based on this. Hopkins proposes availability fee assessment based on range floor = 2,125 gpd, which would reduce fee by 83.3%; this would be a Code interpretation, not a Code violation.

- * David Wall, EDA Board, called Hopkins mid-June to ask about W4 Car Wash, delays caused by high availability fee, and ways to resolve. Hopkins outlined the problem and research to pay high fees over time. Wall agreed that fees Hopkins determined are reasonable. He suggested an EDA loan to ACSA for availability fee, ACSA paying EDA back as developer pays ACSA over time. Hopkins said that gives no guarantee of ACSA getting all the fee, with no way to transfer the fee to a new owner, and EDA loan would be a liability to EDA. He suggested instead developer paying a high fee over time, really an ACSA loan to developer, with EDA “guaranteeing” the balance. Wall said he would take the idea to the EDA Board if the ACSA Board likes it; Wall and Hopkins will present it at the July 8 EDA Board meeting. If both Boards agree, Hopkins will work with County Attorney on new policy and ordinance for the Code.

Board Chair Tucker asked the County Attorney about EDA researching an ordinance allowing the EDA to assess a lien to be enforced by the County. Lockaby confirmed, noting that he is also working with Hopkins and Mr. Wall. Hopkins said he will present this to the EDA Board this evening; approval of a method of doing this would include Lockaby involvement in drafting an agreement template.

Board member Martin asked about ACSA’s rates / fees compared to Bedford Regional Water Authority and Campbell County Utilities and Services Authority. Hopkins recalled from his 2020 benchmarking study of 2019 rates and fees that ACSA is between those utilities. He will email Martin a copy of the study. Martin asked Hopkins to see how BRWA & CCUSA handle payment of high tapping fees and if they allow fees to be spread over time to facilitate development and report back. County Attorney Lockaby noted he has seen other authorities defer high availability fees, but they are in the minority.

Tucker said, using CCUSA as an example, some authorities do not charge posted rates or fees; if there is a desired commercial or industrial entity looking to come to the county, the posted rates or fees are not used. Hopkins noted that the Amherst Code does not allow that; the rates and fees cannot be reduced or waived, but must be paid; they can be paid by the County or EDA to entice economic growth. Lockaby added that it is not the Code, but ACSA's creditors, especially Virginia Resources Authority, that do not permit adopted rates or fees to be reduced or waived.

Martin noted his understanding that a purpose of availability fees is to replace aging infrastructure, so the fees must be paid. Board Member Pugh agreed. Hopkins noted a long EDA history of trying to get ACSA availability fees reduced or abolished, saying they stifle economic growth. Martin disagreed that fees cause such a problem for growth.

Hopkins reported a recent purchase by Virginia Center for the Creative Arts of the land VCCA has leased from Sweet Briar College for decades, that VCCA wants to disconnect from the SBC private water system and connect to the ACSA water system, has a lot of facilities that would likely result in a high availability fee, especially for a nonprofit, and so is another likely candidate for payment of a high availability fee over multiple years.

There was no other comment by any other Board member.

- Priority 1d Availability fee reductions for line extensions all or partially funded with local, state, or federal grants.

- * Hopkins reported no progress since last Board meeting.

There was no comment by any Board member.

- Priority 2 Major upgrade to communications efforts
 - * 2nd email address request inserted in 2019 CCR mailing to ACSA customers.

There was no comment by any Board member.

- Priority 3 Clear policy regarding ACSA construction of water and sewer lines
 - * At the June Board meeting, Board member Martin suggested Code amendment requiring public water connection for new development within a distance (to be determined), similar to requirement for new development to connect to public sewer within 250'. Hopkins discussed it with County Community Development Director Bryant and EDA Director Hansen at recent Leadership Group meeting. Bryant wants to allow ACSA Director more leeway in determining required connections to public water or sewer.

Martin expressed appreciation for Hopkins working on Martin's idea.

There was no comment by any other Board member.

- Priority 5 ACSA Board Re-Organization

- * Draft Articles presented to Supervisors at June 16 meeting. To be sent to State Corporation Commission for review and approval.
- * Resolution 2020-00016-R drafted by County Attorney for public hearing for draft Articles at August 18 Supervisors meeting.
- * Current schedule has new ACSA Board members being seated at September Board meeting.

Hopkins requested elaboration by County Attorney Lockaby. Lockaby reported a public hearing for the draft Articles will be conducted at the August 18 Supervisors meeting. If adopted by the Supervisors at that meeting, the Articles will be sent to the State Corporation Commission for early September approval and new Board members can be seated at the September ACSA Board meeting. Hopkins added that Resolution 2020-0016-R has been drafted by Lockaby for the 8/18 public hearing.

There was no comment by any Board member.

- Priority 6 Update ACSA Water Office building

- * Dominion 7 completed Water Office Facility Assessment. Hopkins Is reviewing, will present to ACSA Board later in 2020.
- * County Administrator suggested use of CARES Act funding for improvements to Water Office to address social distancing of ACSA staff and customers.

There was no comment by any Board member.

4. ACSA-City Water Purchase Contract Renewal

- At June Board meeting, Hopkins got Board authorization to send letter of intent to City to renew contract in 2022. On June 30, City reciprocated by sending ACSA letter of intent to renew contract (see attachment).

There was no comment by any Board member.

5. Credit Card/Debit Card Service Fees

- At June Board meeting, Hopkins was directed to research ways of maybe eliminating fees. Results to date:
 - * Local utility directors meeting:
 - Bedford Regional Water Authority charges \$3.00 flat fee for credit and debit card bill payments, with \$700 maximum payment allowed (to prevent developers using credit cards for availability and connection fee payments). Fees do not go thru BRWA, but are direct billed to payees' credit or debit card by service company.
 - Campbell County Utilities and Service Authority charges either \$2.99 or \$3.99 flat fee (could not recall which), with no maximum allowable payment. Fees are billed to customers and cited on bills.
 - City of Lynchburg charges \$3.00 flat fee.

* Problems with fees:

- Comparison of utilities with other businesses, like stores, which do not have to list credit card and debit card fees on receipts, so customers do not know about them.
- Utility bill tariffs require service fees for credit cards and debit cards payments.

* Hopkins' suggestions:

- Free bill pay services thru ACSA or customers' banks.
- Free automatic credit card and debit card payments by customers' banks.

Hopkins voiced his opinion that, given that ACSA is doing the same thing as its neighbor utilities, ACSA should not change if policy or procedure; ACSA customers should approach their banks about bill pay services. Hopkins admitted not knowing about utility tariffs and asked the County Attorney if he knew anything about tariffs and them requiring service fees for payments for water and sewer bills. Lockaby said no, but they could have to do with private utility rates, which are called tariffs, or maybe bond covenants.

There was no comment by any other Board member.

VII. New Business

A. Appropriation Request

Hopkins reported the following, then requested questions or comments:

- The County Finance Director sent Hopkins a June 2020 email that the Treasurer issued a \$6,783.00 check on 6/26/2017 for ACSA staff to attend operator training at Virginia Tech. Per a June 2020 County Finance Director email, reconciliation of the 2017 budget revealed the County Treasurer was never reimbursed. There is now a 2020 budget Line item deficit that needs to be eliminated by an appropriation.
- This issue pertains to the 2017 budget, so the reimbursement money should be taken from ACSA reserves, not the 2020 budget.

Board Chair Tucker asked why this 2017 issue was not found before now and why it was not picked up in the 2017 audit. Hopkins said he asked the same question of the County Finance Dept. and auditors. It is his understanding that the annual audits do not check every transaction or any transactions below a certain monetary threshold, and that this check might have been below that threshold. Tucker asked Hopkins to look into it, figure a way to prevent it in the future, and report back to the Board.

Vice Chair Moore asked why Hopkins did not know about this, why he did not reconcile the accounts. Hopkins replied that the County Finance Dept. is paid to do this for ACSA. Hopkins suggested awhile back that ACSA be enabled to check its own accounts inhouse by ACSA paying its own bills, which would eliminate the problem, along with bills taking so long to be paid (The County Finance Dept. is paid to process and pay ACSA vendor invoices. ACSA codes and keys invoices per the budget and takes them to the CFD once a week, at CFD request. From that point, it takes 1½ weeks to pay the bills. This can result in invoices not being paid for 2½ - 3 weeks after receipt.) Tucker asked

if bills are being paid on time; Hopkins said not always; Operations Manager Micklem agreed. Hopkins reminded Tucker that local mailings are processed in North Carolina, which adds a week each for incoming and outgoing bill payments. Board member Martin asked Hopkins to meet with the County Finance Director to address these issues. Hopkins said he had proposed to the CFD Director a way to fix this, but was turned down.

There was no other comment by any other Board member.

By motion of Board member Pugh and with the following vote, the ACSA Board approved the requested appropriation:

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

B. Appropriation Request

Hopkins reported the following, then requested questions or comments:

- DHCD sent a \$13,820.88 first reimbursement check to Amherst County 12/30/2019 for the Old Town Madison Heights Construction-Ready Sanitary Sewer Rehabilitation CDBG Project. The County put the money in ACSA reserves. The County Finance Director told ACSA on 6/24/2020 that the third, final reimbursement check, for \$268,432.37, was received and put in ACSA reserves. Both need to be appropriated from reserves into the 2020 budget to eliminate a \$276,707.28 deficit in budget line item 81300-7003.

Board member Martin asked if the new check was deposited into the wrong account and was told by Hopkins that the grant was set up thru Amherst County, so reimbursement checks go to the County, which then issues a check to ACSA into ACSA reserves. The money then needs to be appropriated into the budget to eliminate deficits in the budget. The County Attorney noted that this is normal procedure for CDBG grants thru DHCD.

There was no other comment by any other Board member.

By motion of Board Member Pugh and with the following vote, the ACSA Board approved the requested appropriation:

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

C. 2019 Consumer Confidence Report

Hopkins reported the following, then requested questions or comments:

- The annual report of ACSA performance was mailed to ACSA customers on 6/26/2020 and certified to the VA Dept. of Health on 6/29/2020.

There was no comment by any Board member.

D. VA Dept. of Conservation & Recreation Grant Award

Hopkins reported the following, then requested questions or comments:

- The VA Dept. of Conservation & Recreation awarded ACSA in June a \$2,250.00 grant from its Dam Safety, Flood Prevention, and Protection Assistance Fund for half of the costs to update ACSA's Graham Creek Reservoir Dam Emergency Action Plan and a tabletop exercise. ACSA since received the DCR grant agreement form. The Executive Director requests authorization from the ACSA Board to execute the agreement.

There was no comment by any Board member.

By motion of Board member Martin and with the following vote, the Board authorized Hopkins to execute the documents and proceed with the work:

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

E. Water & Wastewater Professionals Appreciation Day

Hopkins reported the following, then requested questions or comments:

- In 2016, the General Assembly designated June 30 of each year as VA Water and Wastewater Professionals Appreciation Day. On June 5 and June 19, 2018, respectively the ACSA Board and Board of Supervisors Adopted Resolutions 2018-A-0002-R and 2018-0011-R, designating the same each year. Last month, ACSA received recognitions from the VA Section of the American Water Works Ass'n. and the VA Water and Wastewater Authorities Ass'n. for its work promoting public health with the provision of safe, high quality drinking water and wastewater disposal services for citizens of Amherst County. The Executive Director requests that the Board Chair be authorized and directed to join him in signing the attached Letter of Appreciation for distribution to all ACSA staff.

Board Chair Tucker expressed appreciation for all the work performed by staff.

There was no other comment by any other Board member.

By motion of Board Member Ayers and with the following vote, the ACSA Board authorized Tucker to sign the appreciation letter and directed Hopkins to distribute the letter to all ACSA staff:

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

F. Woodys Lake Road Water & Sewer Relocations

Hopkins reported the following, then requested questions or comments:

- The ACSA Board is aware of the VA Dept. of Transportation project to improve Woodys Lake Road; the existing ACSA water and sewer piping that is under existing, or will be under new, public road pavement; and the successful efforts of the Executive Director to get VDOT to waive its standard policy and agree to pay for relocations of the public utilities.

This will ensure the piping will be accessible for ACSA operation and maintenance. It also allows upgrade of the existing 6" water line to 8" to provide better service in an area that has grown dramatically since the water line was installed. It also gets VDOT to pay for infrastructure upgrades that ACSA would have to pursue within 10 – 20 years, as the pipes are about 60 years old, saving ACSA over \$1M. VDOT did not acquire sufficient new right-of-way, requiring ACSA to install new piping in easements near the right-of-way.

- The Executive Director worked with the County Attorney on the preparation of the attached draft easement documents and requests ACSA Board authorization to execute and record the easements.
- Also attached is an agreement for VDOT reimbursement of ACSA costs for engineering services, construction, and construction services. The agreement has been reviewed by the County Attorney, who said it is a standard VDOT document. The Executive Director requests Board authorization to execute the agreement.

There was no comment by any Board member.

By motion of Board Member Ayers and with the following vote, the ACSA Board authorized Hopkins to execute the documents for easements required for the water and sewer line relocations and record them:

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

By motion of Board Member Ayers and with the following vote, the ACSA Board authorized Hopkins to execute the ACSA-VDOT agreement for ACSA to be reimbursed by VDOT for all ACSA costs associated with the water and sewer line relocations:

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

G. Miscellaneous ACSA Matters

Hopkins reported the following, then requested questions or comments:

1. Pandemic Moratorium on Late Fees and Service Cutoffs:

The moratorium is extended through August, according to emails from professional societies to which ACSA belongs. Phase III of the Governor's pandemic recovery is now in effect; in response, ACSA ended mandatory mask wearing by staff and public in the Water Office public area.

2. Staff Continuing Education

In June, ACSA staff attended webinars from Virginia Tech regarding pathogen detection and elimination in water; asset management vs. rate structures; and updates to construction procedures pertaining to polyvinyl chloride (PVC) piping.

The Executive Director attended classes in local government budgeting; re-opening pandemic closed buildings; three regarding a completion of a USEPA-required utility Risk & Resiliency Assessment and update to the utility Emergency Response Plan; managing up-managing down; and a seminar conducted by the VA Ass'n. of Municipal Wastewater Authorities.

3. The Executive Director informed County staff of a VA Center for Creative Arts purchase of 400 acres between Rte. 29 and Stage Rd. from Sweet Briar College. VCCA wants to connect to ACSA water and the Director is working with the VCCA Director to accomplish this summer 2020.
4. Kelly Hitchcock, Central VA Planning District Commission reported that the June 25 evening meeting for the Hazard Mitigation Plan went well, was well attended, and she considers it a big success.
5. Executive Director's Schedule for July:
 - 7/1 Leadership Group (County staff) meeting
 - 7/6 County staff meeting
 - 7/7 ACSA Board meeting
BOS meeting
 - 7/8 EDA Board meeting
 - 7/13 County staff meeting
 - 7/20 County staff meeting
 - 7/21 BOS meeting
 - 7/23 County staff meeting
 - 7/27 County staff meeting

IX. Matters from the Members of the Service Authority Board

Director Ayers had no matter to discuss.

Director Martin had no matter to discuss.

Director Pugh had no matter to discuss.

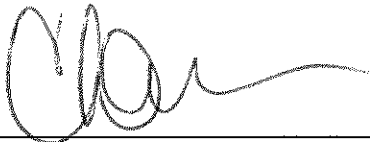
Vice-Chair Moore had no matter to discuss.

Chair Tucker had no matter to discuss.

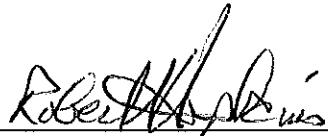
X. Adjournment

By motion of Director Ayers and with the following vote, the Board adjourned the meeting at 2:45 p.m.

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



Claudia D. Tucker, Board Chair



Robert A. Hopkins, PE, Board Secretary