



**AMHERST COUNTY SERVICE AUTHORITY BOARD  
MEETING MINUTES**

**AGENDA**

January 5, 2021

Administration Building - 153 Washington Street - Public Meeting Room  
Amherst, Virginia 24521  
1:30 p.m.

- I. Call to Order**
- II. 2021 ACSA Board Re-Organization**
  - A. Election of 2021 ACSA Board Chair and Vice Chair
  - B. ACSA Board Appointing of ACSA Treasurer for 2021
  - C. Location and Schedule for Regular ACSA Board Meetings
  - D. ACSA Resolution 2021-A-0001-R
- III. Citizen Comment**
- IV. Approval of Agenda**
- V. Approval of Minutes**
  - A. Minutes – December 1, 2020
- VI. Monthly Financial Report**
  - A. November 2020 Financial Report
- VII. Old Business**
  - A. ACSA Staff Report
- VIII. New Business**
  - A. City Wastewater Treatment Contract 2020 Operating and Capital Settlements
  - B. ACSA 2020 Budget, Amended, Final
  - C. Re-Appropriation Request
  - D. ACSA Water Treatment Plant Sanitary Survey by VA Dept. of Health
  - E. Hazard Mitigation Plan Update
  - F. New ACSA Logo

**IX. Citizen Comment**

**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 5<sup>th</sup> day of January 5, 2021, at 1:30 p.m., the following members were present:

**SERVICE AUTHORITY (ACSA) BOARD:**

<b>PRESENT:</b>	Jennifer Moore, Board Member	<b>ABSENT:</b> None
	David W. Pugh, Jr., Board Member	
	Tom Martin, Board Member	
	Wesley Woods, Board member	
	Turner Perrow, Board member	

**STAFF:** Robert A. Hopkins, PE, Executive Director/Board Secretary  
Richard Hall, Assistant Director  
Mark Popovich, Amherst County Attorney  
Regina M. Rice, Executive Assistant/Clerk to Boards

**I. Call to Order**

Board Secretary Hopkins called the meeting to order at 1:30 p.m.

**II. 2021 ACSA Board Re-Organization**

**A. Election of 2021 ACSA Board Chair and Vice Chair**

Board Secretary Hopkins requested nominations for the position of Board Chair.

By nomination and motion of Board member Moore, seconded by Board member Woods, and with the following vote, the Board elected Board member Pugh to be 2021 Board Chair:

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

Hopkins turned the conducting of the meeting over to Pugh.

Board Chair Pugh requested nominations for the position of Board Vice Chair.

By nomination and motion of Board Chair Pugh, seconded by Board member Perrow, and with the following vote, the Board elected Board member Martin to be 2021 Board Vice Chair:

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

B. ACSA Board Appointing of ACSA Treasurer for 2021

Board Chair Pugh requested nominations for the position of ACSA Treasurer, which is typically, but not required to be, the County Treasurer.

By nomination and motion of Board Vice Chair Martin, seconded by Board Chair Pugh, and with the following vote, the Board appointed the County Treasurer to be ACSA Treasurer for 2021:

AYE: Ms. Moore, Mr. Pugh, Mr. Martin, Mr. Woods, Mr. Perrow

NAY: None

ABSENT: None

ABSTAIN: None

C. Location and Schedule for Regular ACSA Board Meetings

Board Chair Pugh opened the discussion. Board Secretary Hopkins noted a recommendation he made a year ago that the meetings be moved to a site in Madison Heights and conducted in the evening. He said Madison Heights is ACSA's "hub", not Amherst; ACSA has no infrastructure in the Town. He also said he has gotten several questions in his 5 years tenure from ACSA customers and County residents about why ACSA Board meetings are held in the Town and during the middle of a weekday, when people are at work and unable to attend.

Board Chair Pugh noted some County meetings were moved to a location near Monelison Middle School in Madison Heights 6 – 7 years ago; he did not recall if ACSA Board meetings were one of them. He said there was not much increase in attendance, but moving would give the public more opportunity to attend.

Board member Perrow said moving the meeting to a different day than that for the County Supervisors meetings might be problematic.

Board Vice Chair Martin said he would also like to see more public attendance, but his initial year as a Board member has seen little public attendance, which he does not attribute to the meeting location and schedule. He said he opposes another night meeting (he is also a County Supervisor, with a night meeting the 3<sup>rd</sup> night Tuesday of each month). He prefers leaving the schedule as is.

Board member Moore said she also prefers the current schedule and asked Hopkins for the number of the public asking for a night meeting in Madison Heights, noting that no one has ever asked her about this; Hopkins responded maybe two dozen in his 5 years with ACSA. She asked Hopkins to provide Board members' contact information for any future public queries.

Responding to a question from Pugh, Hopkins said ACSA evening meetings are typically only once a year, for the rates/fees adjustments public hearing. Pugh noted the difficulty moving Board meeting recording equipment to another site. He then made a motion to keep the Board meeting location and schedule as is.

By motion of Board Chair Pugh and with the following vote, the Board scheduled regular 2021 ACSA Board meetings for 1:30 pm the first Tuesday of each month in public meeting room of the County Administration Building:

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

**D. ACSA Resolution 2021-A-0001-R**

Board Secretary reported the resolution to be a standard of each year's January re-organizational meeting, for the ACSA Board to re-affirm members' adherence to a Code of Ethics and establish Rules of Procedure for Board meetings. He noted a few minor changes from last year's resolution pertaining to the recent changes to the Board adding Mr. Woods and Mr. Perrow; the changes are minor and have been reviewed and accepted by the County Attorney.

By motion of Board Vice Chair Martin and with the following vote, the Board Adopted Resolution 2021-A-0001-R:

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

**III. Citizen Comment**

No one spoke.

**IV. Approval of Agenda**

By motion of Board member Moore and with the following vote, the ACSA Board approved the agenda for January 5, 2021.

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

**V. Approval of Minutes**

By motion of Board member Perrow and with the following vote, the Board voted to approve the minutes of the December 1, 2020 ACSA Board meeting:

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

**VI. Monthly Financial Report: November 2020**

Hopkins reminded the Board that the historic, and current, financial report format compares each month's year-to-date finances with the same period the previous year.

Referring to the attached staff report, he reported that 2020 water sales are about 20% ahead of 2019 thru November. As discussed at prior meetings, the figures include electronic deposit reimbursements by VA Dept. of Transportation for ACSA work to relocate water and sewer lines along Woodys Lake Rd. to facilitate a VDOT road improvements project. That is revenue, but not water sales, and the financial

report format will be adjusted in 2021 to correct that. Discounting that revenue, water sales are still \$85,055 (3.10%) ahead of 2019; the 3.10% also almost doubles the 1.60% improvement from 2019 reported at the December ACSA Board meeting. Total revenues for water are almost 20% ahead of 2019; VDOT reimbursements are revenue, but discounting this non-normal revenue, water revenues are still \$123,854 (4.11%) ahead of 2019, an improvement from 3.80% in last month's financial report.

The 35 new water connections thru November 2020 exceed the total for all of 2019 and 156.3% of the 5 year annual average, but are only 53.9% of the pre-recession annual average. Revenue from the new connections is over 50% more than 2019.

Wastewater sales are 3.26% below 2019, which improved from last month's -4.60%. Wastewater revenues are almost 8% better than 2019, but include a reimbursement from the State for ACSA expenditures for a sanitary sewer rehabilitation project; if that money is not included, the -3.26% drops to -20.24%. However, consideration must be given to the lack of the County's annual contribution to ACSA's sanitary sewer extensions program; the County provided \$171,787 in 2019, but the 2020 contribution was cancelled due to COVID-19 revenue impacts, and that \$175,740 budgeted contribution would have raised the -20.24% figure to -2.69%.

The 16 new sewer connections thru November 2020 exceed the total for all of 2019, are almost double the 5 year annual average, and exceed the pre-recession annual average. Revenue from the new connections is -5.41%% of that thru Nov. 2019.

Board member Perrow noted that Central VA Training Center is historically ACSA's biggest water and wastewater customer. Hopkins replied that it is still the case for water, use of which has recently increased again, presumably due to site closure activities, but ACSA Ass't Director Hall's work to repair CVTC sewers (he came to ACSA from CVTC) has reduced the inflow and infiltration of stormwater into the CVTC sewers, which, with the phased campus closure, has reduced CVTC sewer billings. Perrow asked if CVTC wastewater is metered; Hopkins said yes, at two different meter stations, which were updated in 2018 at the cost of \$50,000, which CVTC paid for due to concerns of old meters and inaccurate readings.

Perrow asked for a clarification of the increase in water revenues and decrease in wastewater revenues. Hopkins confessed to not understanding it, though it could be due to ACSA's bi-monthly billing schedule. Board member Pugh said he thinks it is due to COVID and businesses closed. Board member Martin replied that closures should also result in water revenue impacts. Board member Woods noted that the new water connections is twice that for wastewater, which would impact billings.

NOTE: Hopkins emailed Board members the next day additional:

- (1) Over 85% of ACSA's connections are water; less than 15% are sewer. Any percent increase in water sales is on a much larger "pool" of money and will be much more money, which is less likely to be impacted by school and business closures due to COVID. Any percent increase in sewer sales is on a much smaller pool of money and will be much less money, which could be more than offset by COVID closures.
- (2) Most schools and businesses are on ACSA water and sewer, so COVID closures impact both water and sewer sales and revenues. With the closures, more kids and workers have been home, where they use at least as much water as they would if they were at school and work, but with the much smaller number of home sewer connections, wastewater generated by the water use is going to residential drainfields instead of ACSA sewers. So ACSA would see sales increase for water, but not for sewer.

With no other Board member questions on the financial report, Hopkins described changes to the report format he is suggesting to address past Board member comments. He added the previous month financial data for comparison to the current month and re-arranged the columns. He boxed the 4 water sales lines together and totaled them in a new Water Sales line, and did the same for the 3 sewer sales lines. He added a Miscellaneous revenue line in Water Dept. for revenue such as 2020's VDOT reimbursements for the Woodys Lake Road water and sewer relocations, which have been paid by electronic deposit and thus included in water sales revenue, when they are not sales. He added a pair of graphs, one showing projected and actual monthly ACSA revenue, the other making that data cumulative thru the year.

Board member Moore asked for a reason for bi-monthly billing, if it was because of an inability of the financial software to handle monthly. Hopkins replied that residential is billed bi-monthly, business is monthly, and it has been done that way for decades, probably because of the sheer number of residences and not wanting to hire more meter readers. Perrow asked if the half of the connections are read each month. Hopkins replied no; the meter reading is done by geographical area, arranged by "books", and some of the areas, or "books" have more customers in them than others. This is one of the reasons ACSA sales and revenues cannot be looked at in monthly trends, but must be viewed over larger periods of time to determine trends.

Board member Woods asked about financial report preparation. Hopkins replied that an Excel spreadsheet is used. Woods asked about using other financial software, such as QuickBooks, that would enable the generation of other reports from the raw data. Hopkins said he is not educated on financial software; the reports are done the way they have been done for decades, but is open to any changes the Board wishes.

Pugh commented on the amount of data in the financial report and how hard it is to digest it at a Board meeting; he would like it condensed. Perrow noted that Pugh has been on the Board and hearing this report for many years and makes that comment; one can imagine new Board members or the public trying to understand it. Hopkins noted that he has never liked this report format, but was reluctant to bring it up because he inherited this format and, until recently, the Board has not indicated any problems with it. He has wanted to make the suggested changes discussed above since joining ACSA, especially the use of charts and graphs to replace the numbers.

Comparing the current state of ACSA finances thru October 2020 with October 2019:

1. Water

a.	Revenues:	Sales (top 3 lines Section I.A	+ \$503,390 (+19.82%)
		Last month	- \$301,232 (+13.33%)
		Less VDOT \$461,804 reimbursement for Woodys Lake Rd project, since that is not water sales:	
			+ \$41,586 (+1.64%)
		Last month	- \$11,951 (-0.05%)
		Total revenues	+ \$567,656 (+20.39%)
		Less VDOT reimbursement:	+ \$105,852 +3.80%)
b.	Connections:		+ \$ 85,139 (+81.50%)
		So far in 2020, 35 new water service connections:	
		106.1% of 2019 total (33)	
		156.3% of 5 year annual average (22.4)	
		53.9% of pre-recession annual average (65)	

2. Wastewater

- a. Revenues: Sales (top 3 lines Section I.B) - \$ 30,877 (-4.55%)  
Last month - \$ 35,606 (-5.65%)  
Total revenues + \$ 85,376 (+9.28%)  
Less DHCD \$282,090 reimbursement for sanitary sewer  
rehabilitation project in Old Town Madison Heights:  
- \$196,714 (-21.38%)  
Add cancelled 2020 County  
sewer extensions contribution - \$ 20,964 (-2.30%)
- b. Connections: + \$ 8,797 (+14.5%)  
So far in 2020, 16 new service connections:  
106.7% of 2019 total (15)  
186.1% of 5-year annual average (8.6)  
106.7% of pre-recession annual average (15)

3. Water and Wastewater

- a. Sales: + \$472,513 (+14.68%)  
Less VDOT reimbursements) + \$ 10,709 (+0.33%)  
Last month - \$ 47,557 (-1.65%)  
Revenues: + \$653,032 (+17.63%)  
Less VDOT & DHCD reimbursements) - \$90,862 (-2.45%)  
Plus, cancelled County sewer extension money+ \$84,878 (2.29%)

4. Summary:

- Water: Sales and revenues positive; less VDOT reimbursements, still  
positive, improved from prior month.
- Wastewater: Sales down, but improved; revenues positive due to DHCD  
reimbursement; less reimbursement, revenue down from last  
month, but positive if County \$175,740 2020 contribution to  
extend sewers, cancelled due to COVID, had been made.

That ended discussion of the monthly financial report.

**VII. Old Business:**

Hopkins reported the following, verbally and/or by report in the agenda packet:

1. James River Bank Stabilization Project

Hopkins reported provided and described recent photos of the problem area and what he plans to do with ACSA manpower to at least temporarily address it. He described the matter is serious, but not yet critical, though a fair-sized storm could change that quickly.

Board member Perrow asked the age and size of the sewer and whether it can be moved further from the river. Hopkins provided the information (mid-1970s and 12"/16" diameter) and noted that there is rock inboard from the river, as well as the County bike trail, both of which make sewer relocation problematic.

Hopkins also reported on finding and applying for a \$25,000 equipment rental grant offered by a construction equipment manufacturing company.

Board member Martin commented on Hopkins' initiative on planning to address the erosion problem to protect the sewer and asked if ACSA should not proceed. Hopkins replied that this was discussed at the December Board meeting, when Hopkins said he wants to wait for the Corps of Engineers permit that Hurt & Proffitt is working on, unless the situation gets critical, in which case he will inform the Board and act immediately.

There were no other Board member comments.

## 2. Water and Sewer Rehabilitations/Extensions/Replacements

- Wooded Dr. Water Main Replacement
  - \* Nothing new to report since last Board meeting.
  - \* Phase 3 easements acquisitions tabled for now due to the pandemic.
- Sanitary sewer extension, American Legion Hall area
  - \* Nothing new to report since last Board meeting.
  - \* Waiting for VDH response to stimulus grant funding application.
  - \* Working on required sewer easements.
- Old Madison Sewage Pump Station upgrade
  - \* Nothing new to report since last Board meeting.
  - \* Site improvements remain tabled for now.
- VDOT Woodsy Lake Road Improvements Water and Sewer Relocations

Hopkins reported the replacement water main installation done, along with relocation of existing services. In December, ACSA requested VDOT reimbursement of \$94,886.25 and \$177,213.50, which should be paid in January, for February appropriation, and will almost complete VDOT's financial participation, involving, to date, ACSA invoicing of \$1,018,660.10 and \$746,560.35 VDOT reimbursement, the rest in process. Hopkins said VDOT reimbursement will approximate \$1.1M for work on a 50-year-old water main that ACSA would have to replace within 10 – 20 years with its own money and at a cost probably double what VDOT has invested.

There were no Board member comments.

- Water Line Replacements
  - \* Phelps Road School

Hopkins said the fire vault issue continues. He responded to Board member Moore's query that he is still working with the contractor to finish this.
  - \* VC Mobile Home Park

Hopkins reported sending letters to State Senators Steve Newman and Mark Peake and Delegates Wendell Walker and Ron Campbell to ask for help with a funding request to the State to maintain the water services for the trailer park and Lower Rapidan area of CVTC. Board member Perrow contacted them directly. Walker's staff called Hopkins and expressed cautious optimism. VCMHP owners and residents responded to Hopkins' request and will also contact them. Hopkins was interviewed 12/20/2020 by WSET-TV and an article was in the New Era Progress last week.



Board Chair Pugh asked about the use of the \$100,000 requested from the State. Hopkins replied that ACSA will use its equipment, manpower, etc. to install the water main extension and modify the CVTC water infrastructure, hopefully with VCMHP owners help, but he does not want to spend ACSA revenue on construction materials, pavement/sidewalks demolition/restoration, utility relocations, etc. Pugh said he thought the project would be more costly; Hopkins said it is a \$0.25M project, but ACSA in-kind investment and VCMHP help will be \$150,000.

\* River Edge Park:

- Nothing new to report since last Board meeting.
- 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 when CVTC closes or shortly afterward.

- Graham Creek Reservoir Dam improvements:

Hopkins reported receiving the final bond documents and the money in ACSA accounts, ready for reimbursement use. Hurt & Proffitt is working on survey and design.

- Berkshire Place Sanitary Sewer Extension

- \* Hopkins mailed letters to area homeowners to describe the project, request their opinions, and ask if they would provide easements to ACSA for the project, so the sewer is in place for them to connect to when existing septic drain field wastewater treatment systems fail.
- \* He will update the Board as more information becomes available.

- West Vail Court Sanitary Sewer Extension

Hopkins reported serious negotiations with Hurt & Proffitt to get its survey design, bidding, and construction administration proposal down to a cost acceptable to ACSA; he achieved a big reduction in the design cost, but will plan to do the bidding and construction admin. Himself to keep the costs within the figures he provided the Board. He is now working with the developer to get at least a partial tap fee payment up front to cover the H&P costs. He still must get with the County Attorney on the developer agreement for guaranteed sewer connections for all the developer's existing and future buildings in the area and easements for the sewer extensions.

3. Business Friendliness Initiative

- Priority 1a Complete evaluation of water and sewer availability fees

Hopkins reported that the 2021 rates and fees benchmarking study will be done by April or May, as usual.

- Priority 1b Publicize methods of calculating availability fees

- \* Hopkins reported no progress since last Board meeting.

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

- \* Hopkins reported no progress since last Board meeting.

- Priority 1d            Availability fee reductions for line extensions all or partially funded with local, state, or federal grants.
  - \* Hopkins reported no progress since the last Board meeting.
- Priority 2            Major upgrade to communications efforts
  - \* Hopkins reported no progress since the last Board meeting.
- Priority 3            Policy for ACSA construction of water and sewer lines
  - \* Hopkins reported no progress since the last Board meeting.
- Priority 6            Update ACSA Water Office building
  - \* Hopkins reported no progress since last Board meeting.

#### 4. COVID-19 Update

- New moratorium on service cutoffs due to bill non-payment because of COVID  
Hopkins reported a new moratorium by the Governor on cutoffs re-established by the State. He had hoped it would not be re-established until later, giving ACSA time to get more customer accounts in arrears paid off or on installation plans.
- Municipal Utility Relief Program  
Hopkins described the program as CARES Act money offered by the State for customer accounts in arrears. The State cannot grant money directly to ACSA, so a Memorandum of Understanding was executed by ACSA and Amherst County for the County to be fiscal agent for receipt/distribution of money to ACSA. Another requirement was customer notices; 258 notices were mailed to ACSA customers with accounts arrearages, 90 of which are currently on installment payment plans. Hopkins plans to apply MURP money to IPP customers first, to encourage them and customers not on IPPs to get on IPPs. Another requirement was submittal of pandemic data to the Commission on Local Government, which was done 12/23.  
Hopkins applied for \$31,070; ACSA received \$26,915.07. 5% (\$1,345.75) can be kept by ACSA for program administration. ACSA staff is tracking time and costs program costs and will apply 85% to Miscellaneous Water, 15% to Miscellaneous Sewer, in accordance with the existing split of occupied water and sewer accounts.  
Hopkins set a 1/15/2021 deadline for applications, leaving a week to inform the County Finance Dept. (fiscal agent) if any grant money will be unused and another week for the CFD to return the money by the 1/29/2021 deadline set by the State.  
Board Chair Pugh asked about customer involvement. Hopkins replied that they must apply and attest that their account arrearages are due to COVID-19.  
Hopkins also reported hearing that water bill payment assistance for low-income customers is included in the new Federal stimulus funding bill. He will research and apply, if this is true and ACSA is eligible.

#### 5. ACSA Board Planning Retreat

- Date and time:    Tuesday, 1/26/2021, 9 am – 3 pm
- Location:        County Administration Building Public Meeting Room

Board member Moore confirmed that the time is correct, but the date is now Monday, 1/25.

- Topics: Financial report format and content  
Annual budget format and content  
Old, undersized, too-many-connections water line replacements  
Sanitary sewer extensions into developed residential areas  
ACSA assistance with County economic development  
Water Office refurbishing or relocation  
General planning for ACSA future

To these were added water and sewer systems extensions vs. planned County growth, prevention of fire hydrant water theft, and changing the existing ACSA logo. Lunch will be provided.

Board member Perrow asked about the County GIS showing housing density vs ACSA water and sewer infrastructure. Hopkins replied that the County GIS is somewhat inaccurate regarding ACSA water and sewer lines and will be hard to determine in the whole while scrolling on a computer screen; the ACSA system maps he will bring, though dated, will give an idea of housing density and show areas that remain undeveloped, while allowing each designated growth area to be viewed in its entirety. Perrow also suggested that the County Community Development should attend to provide information on County growth trends; Hopkins said he will contact Mr. Bryant.

There was no further Board member comment on Old Business.

### **VIII. New Business**

#### **A. City of Lynchburg Wastewater Treatment Contract 2020 Operating and Capital Settlements**

Hopkins described the contract: ACSA collects wastewater and owns/operates two small neighborhood treatment plants, but pumps the majority to the City Regional Wastewater Treatment Plant; ACSA "owns" 11.36% of the plant's capacity by contract and pays monthly treatment (operating) costs of metered wastewater and 11.36% of plant capital improvements. Annually, overpayments and underpayments are reconciled.

For 2020, ACSA got a \$45,858 overpayment credit for operating costs and owed \$70,089.91 in capital improvements. The credit has been applied to the amount owed and the amount owed has been paid with money remaining in the budget line item; no transfer or appropriation from reserves was needed.

There was no Board member comment.

#### **B. ACSA 2020 Budget, Amended, Final**

Hopkins reminded Board members of the 12/1/2020 Board meeting discussion regarding end-of-year amended budgets. He said the previous ACSA Director did not inform him that this had ever been done and in his prior 4 budget years, the Board had never requested it. The discussion having been held, Hopkins presented his final amended budget for review and comment. Board member Moore suggested a discussion at the 1/25 ACSA planning retreat.

There was no other Board member comment.

C. Re-Appropriation Request

Hopkins presented a request for monies remaining in the 2020 budget to be re-appropriated into the 2021 budget to complete in 2021 the associated work that was not finished in 2020.

By motion of Board member Perrow and with the following vote, the ACSA Board Approved the requested re-appropriation:

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

There was no further Board member comment.

D. VA Dept. of Health Sanitary Survey  
ACSA Water Treatment Plant

Hopkins reported on the annual VDH inspection and results. The inspection was performed in September and issued its report 10/29/2020. Due to its length, the entire report is not attached and was not discussed, but Hopkins included Page 5, which described VDH's satisfaction with the plant's operation, maintenance, and cleanliness, and cited ACSA's receipt of a VDH Water Plant Performance Award for 2019 (2020 awards will be issued later in 2021).

Board member Martin questioned one VDH finding, which was discussed. There were no other Board member comments.

E. Hazard Mitigation Plan Update

Hopkins reported the Update complete and submitted to the Federal Emergency Management Agency and VA Dept. of Emergency Management for review. Kelly Hitchcock, Central VA Planning District Commission Project Manager, will make a brief presentation at the County Supervisors second February meeting.

Hopkins also reported a \$148,300 FEMA grant application for a master plan for his planned ACSA-City water systems inter-connection to address water supply sustainability in case of ACSA losing the Lanum treatment plant. The grant is 75% FEMA-25% ACSA; ACSA's portion would be in-kind effort (staff time) to assist Hurt & Proffitt. An inter-connection would also serve two other purposes: facilitation of CVTC re-development by providing a better water supply and not relying on failing CVTC water infrastructure and facilitating the effort to maintain water supply to VC Mobile Home Park and CVTC buildings to remain open after the campus is closed by the State (see agenda Section VII.A.2 above).

Board member Perrow noted that, while a City of Lynchburg councilman, the HMP Update was an issue with him, that it is a regional issue, not an Amherst County issue, and CVPDC is 1½ years behind schedule on this, which is needed to be able to apply for FEMA hazard mitigation grant money. He noted that one of his clients, the Town of Altavista, has had to postpone purchase of a much needed generator while the HMP Update was being prepared.

Hopkins said he earlier planned his initial FEMA grant application to be for the James River bank stabilization work, but he figured that a project permit would be required to get the grant and that was not likely to be done on time.

There was no other Board member comment.

**F. New ACSA Logo**

Hopkins reported always being dissatisfied with the ACSA logo. To him, a logo should not only provide the name, but also indicate what ACSA does and where. He noted that a service authority can be established for many purposes: water, sewer, solid waste management, gas or other utilities, or any combination of these and others. The ACSA logo provides no indication of what ACSA does or where. As an illustration, ACSA was originally re-structured in 1987 as a water-sewer-solid waste management authority, but transferred solid waste to the County Public Works Dept. years later; the same logo was in place throughout.

Two years ago, EDA staff contacted him during the County re-branding effort about a new ACSA logo and painting it on the Lyttleton Lane Tank. He worked with them and came up with what he would think meets his criteria, and EDA staff also likes it. He recommended it for Board consideration.

Board member Moore suggested ACSA covers the entire County; listing current communities served is a bad idea. Board Chair Pugh agreed. She suggested moving the County logo "A" inside the water drop; Board member Woods agreed.

Board member Martin said he likes the new logo, except for colors and removing the community names.

Moore suggested getting the County consultants to do this work. Board member Perrow seconded. Hopkins suggested that the consultants are almost certain to want to be paid for this additional work. Perrow indicated that this should not be a problem; Woods agreed. Moore asked to see any other suggestions, which Hopkins said he would try to get from EDA for the Board planning retreat.

There were no other Board member comments.

**IX. Citizen Comment**

There were no citizen comments.

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

Board member Woods had nothing to discuss.

Board member Perrow had nothing to discuss.

Board Vice Chair Martin had nothing to discuss.

Vice Chair Pugh had nothing to discuss.

Chair Moore had nothing to discuss.

**XI. Adjournment**

By motion of Board member Moore and with the following vote, the Board adjourned the meeting at 2:33 p.m.

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



David W. Pugh, Board Chair



Robert A. Hopkins, PE, Board Secretary

